



ENGLISH - COMPOSITION

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LETTER WRITING

FORMAL

How to write a leave letter

- Your letter should be in a polite manner expressing your appeal of leave with a genuine / true reason.
- Mention the reason clearly for which you are applying for leave.
- The quality of the letter should be good.
- The letter should be short to the point.

____2021

From

Leave letter - MODEL - I.

X

ABC School,

Y.

To

The Class teacher

X – ‘ ‘ Section

ABC School

Y.

Respected Madam/Sir,

Sub: sick leave regarding

I would like to bring to your kind attention that I have been advised by our family doctor to take complete rest for _____days due to _____. I request you to kindly accept this and consider my absence as leave on the above-mentioned dates.

Thanking you,

Yours Obediently,

X.

Address on the cover

(To Address)

Ex-No - I
--21

Letter writing (Formal)

Write a letter to your class teacher requesting her to grant you leave for two days to attend a family function at Chennai.

Ex.No-I

Letter writing (Formal)

_____21

(Date)

From

X

ABC School,
Y.

To

The Class teacher

X – ‘ ‘ Section

ABC School

Y.

Respected Madam/Sir,

Sub: Application for leave

[any one function] - (House-warming ceremony

Or

Wedding of uncle/.....

or

Naming ceremony of younger sister/brother)

(SEE NEXT PAGE)

_____ 2021

From

X ' _ '

ABC School,

Y.

To

The Class teacher

X – ' ' Section

ABC School

Y.

Respected Madam/Sir,

Sub: Application for two days leave

This letter is to inform you that our family has arranged a _____ at
Chennai. Therefore, I will not be able to attend classes for two days _____ (8-1-21 to
9-1-21). I request you to accept this and consider my absence as leave.

I shall be thankful to you in this regard.

Thanking you

Yours Obediently,

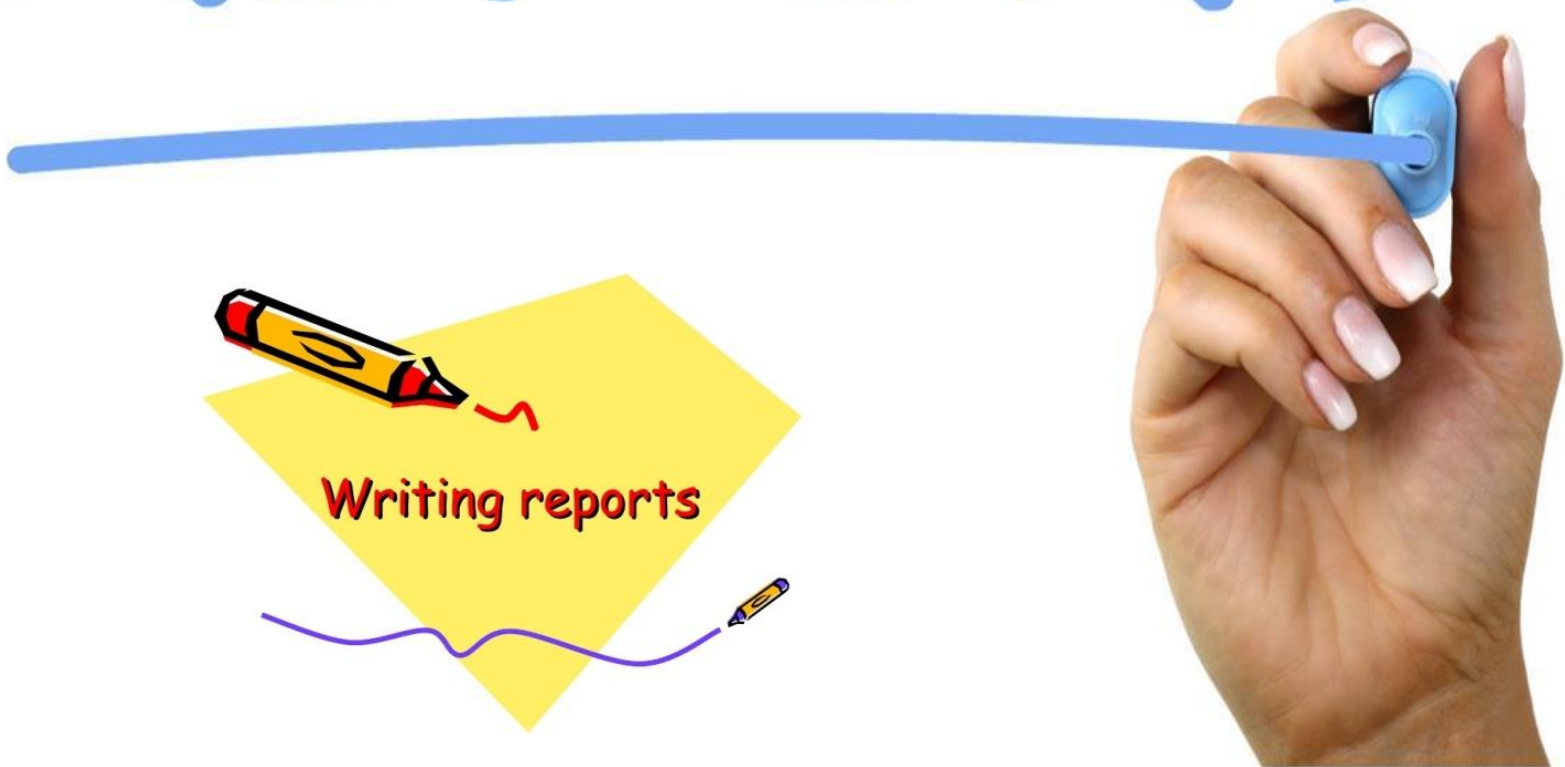
X.


Address on the cover

To

x

REPORT





PLEASE FOLLOW THE FORMAT FROM
THE BOOK OR THE REPORT WRITING
SHOWN IN THE NEXT SLIDE AND
COMPLETE ANY ONE CHHOOSING
FROM THE THREE QUESTIONS.

Here is a sample report on the Annual Sports Day of a school. Observe the format and the language used.

Annual Sports Day

- By Charan, X – C

Government Higher Secondary School, Hosur, organized the Annual Sports Day on August 29, 2018. The event was to inculcate the spirit of sportsmanship and fondness for sports in children. Approximately 1,000 students participated in the track and field events. The program began with a prayer rendered by the school choir. Following this, the Headmaster delivered the welcome speech. The Sports Day was inaugurated by the Chief Guest, followed by march past, led by the school captain with a placard bearing the School's name and motto. Then the much awaited track and field events began. As the events went by, the school campus reverberated with enthusiastic cheers from the spectators. Many new school level records were made in 50 metres, 100 metres, and 200 metres races. The merit and participation certificates were given away by the Chief Guest and Guests of Honour. In his speech, the Chief Guest praised the endeavours of the school. Then, the Headmaster proposed the vote of thanks. The event ended with the National Anthem.

(REFER ENG BOOK – PG – 11)

HOMEWORK

Write a report on any one of the following events in about 100-120 words.

- 1. 'Educational Development Day' was organized in your school on 15th July. The District Collector was the Chief Guest of the event. As part of the event, many competitions were held and the prizes were distributed to the winners and participants. It was a grand and successful event. Now, as the member of the organizing committee, write a report on the event in about 120 words.**
- 2. You are the School Pupil Leader. You have been asked to write a report on the Inaugural Ceremony of English Literary Association of your school which was held recently. Write a report on the same in not more than 120 words.**
- 3. You are the Coordinator of the Science Forum of your school. An event had been organized on account of National Science Day for the members of the forum. Now, write a report on the observation of "National Science Day" at your school.**

Report writing

Marking Scheme

Format – Title and Report's Name / Date and Place	1 Marks
Content	2 Marks
Expression	3 Marks
(i) Grammatical accuracy and spelling	2½ marks.
(ii) Coherence, relevance of ideas and style	2½ marks.

ADVERTISEMENT

An Advertisement is an audio or visual form of marketing communication to promote a product or sell a product, service or idea.



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AND SILVER-WARE

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CLEVELAND, O.

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- Title – shop name
- Product name/brands
- Images, ideas
- Set target-customers (attract online)
- Discounts and offers
- Readable bold text-only in capitals
- Catchy descriptions , uses – product
- Address –full details – contact number,email
- Outline any shape-only pencil shading

Good News
For
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For all age group students

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- ◆ Convenient Handle
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ADVERTISEMENT

(Please refer page 10 for questions)

Choose any one and complete the work
writing the question – left side, with date
and ex.no



Thankyou!

**WHERE
FOCUS
GOES
ENERGY
FLOWS**

TONY ROBBINS