

## **All Writing Tasks (Practice Questions )**

### **Short Writing Tasks-**

#### **Notice Writing-**

1. You are Rakesh / Ravina, The Head Boy/Head Girl of Golden Threshold Public School, Secundrabad. Draft a notice in not more than 50 words for the school notice board, asking the students to give their names for taking part in the Inter- School Quiz Competition.
2. The career counseling cell of your school is organizing an orientation programme for the parents of class XI in the school auditorium. Draft a notice giving information about the same.
3. You are the Editor of your school magazine. Draft a notice for your school notice board inviting articles, sketches, etc from the students for the school magazine. Sign as Tarun /Taruna of Vivekanand Maha Vidyalaya, Allahabad.
4. You are the Secretary of your School literary Association. Draft a notice for the school notice board, giving details of the activities of article writing and essay writing conducted by the Literary Association. You are Anuradha/ Anurag of Queen Victoria Senior Secondary School, Nagpur.

#### **Poster Designing-**

1. As secretary of Social welfare Club of your colony, design an attractive and effective poster against cigarette smoking in about 50 words. You may use slogans.
2. You are the secretary of Red Cross Society, Faridabad. You plan to organize a Blood Donation Camp at Cambridge School. Draft a suitable poster for this purpose.
3. 'Save The Trees' Campaign is being organized in your city. As Nitish Bhardwaj, draft a suitable poster to be used in the campaign.
4. You are Prakash Nehra, president of Environment Awareness Club. Draft a suitable poster to bring about environment awareness on World Environment Day, 5 June.

#### **Advertisements-**

1. You are working for an advertising agency. Draft an attractive advertisement for a company which is launching a new cosmetic product.
2. You are the general manager of a leading industrial concern. You need a Chartered Accountant for your office. Draft an advertisement for the above in not more than 50 words.
3. You want to sell your car as you are going abroad. Draft a suitable advertisement in not more than 50 words giving all the necessary details of your car.
4. You are the Manager, Excel Pharma Ltd. Draft an advertisement for your company for the post of Sales Executive (two). Specify your requirements regarding qualification, experience and personality.

Note- Mention - salary, perk, driving license etc. For personality mention- smart, confident, good communication skills etc.

### **Invitations & Replies-**

1. Your parents are elated at your good result. They decided to organize a party to celebrate the occasion. Draft an invitation for the same.
2. The school is going to organize an Inter-School Sports Meet. As the principal of Bal Vihar, Pune Draft an invitation, inviting the Principals of prominent schools in the city specifying the chief guest for the inauguration of the meet and other details like date, time & venue. (Do not exceed 50 words)
3. You have the honour of being invited as the Chief Guest at Cultural Fiesta. However, due to sudden illness, you are unable to attend the same. Draft a suitable reply in about 50 words.
4. You have received an invitation to participate in a seminar on 'Fundamental Rights of Children'. Draft a reply confirming your acceptance.
5. You have opened a boutique in Grand Bazar. Draft an invitation for the inauguration of the same, specifying the chief guest and other important details.

### **Long Writing Tasks-**

#### **Report Writing-**

1. You are Damodar Rao, HT Correspondent. Write a news report on Independence Day Celebration at New Delhi in about 125 words.
2. The Eco-Club of your school organized a rally to help awareness about the importance of tree plantation. Write a report about 125 words on the same for the school magazine.
3. You are a reporter of Dainik Times. You witnessed a road accident due to rash and negligent driving by KSRTC bus driver. The driver lost control of the bus. It hit a pole leaving two persons dead and twenty-five injured. Write a news report on the same in about 125 words.

#### **Article Writing-**

1. You are Bala, a Social worker and a freelance writer, much concerned about the discriminating treatment given to females right from their birth in the Indian society. Write an article throwing light on this problem and give suggestion to put an end to the problem.
2. Arti Gupta has been involved as a student activist, in the 'Adult Literacy Drive' and has been working in the slums for the last six months. She writes an article on 'The Need for a Literate Nation'. As Arti Gupta, write this article to be published in local daily in the not more than 150-200 words.

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3. You are Manoj/ Meena. Write an article in about 200 words on the following for your school magazine:

(a) Do we require homes for the aged in India?

(b) Your lifestyle without modern gadgets.

#### **Speech Writing-**

1. Trees are precious for human survival'. Yet in spite of this knowledge, reckless felling of trees and devastating destruction of forests have taken its toll on the climate of the world. Write a speech highlighting the causes and put forth suggestions to contain the problem.
2. You are worried about the hikes in the prices of essential commodities like gas, pulses, vegetables, etc. Prepare a speech in not more than 200 words highlighting the urgent need for reducing these man made problems, giving suitable suggestions. You are Vinod/ Nidhi.
3. You are a member of the Environment Club of your school. After visiting many places, reading articles in newspaper and studying the environment in your books, you have realized that it is the need of the hour is to protect the environment. Prepare a speech on the topic to create awareness among the students of your school. (word limit:200 words)

#### **Letter to the Principal-**

1. You are Mahesh/ Mahima Rawat, student of Class XII, Summerfield Public School, Saket. Write a letter to the principal requesting him to change the date of Pre-board Examination for Chemistry since it falls on the date of Mathematics Olympiad a national level examination.
2. You are Gaurav / Gauri of class XI, write a letter to the Principal to start a course for Bio-technology as you and a few other students wish to take up a career in Genetics.

#### **Letter to the Editor-**

1. You are Deepak/ Deepali, resident of Delhi and student of Delhi Model School. You organize an awareness drive on Fireworks and its harmful effects on the occasion of Deepawali to reduce air and noise pollution and burn victims. This gesture of students was appreciated in the local daily. Getting motivated you wish to write a letter to the editor, on the same awareness to be published in the local daily.(word limit:150 words)
2. You are malik/ Manju. Mobile phone has become a toy in the hands of the young and the old alike. You have learnt from the statistics given by the traffic police that the danger posed by the use of mobiles while driving has not come down in spite of the measures taken by the police. Write a letter to the Editor pointing out difficulties and dangers encountered in using mobile phones while driving. Also give suitable suggestions to minimize the problem. (150 words)

**Application for Job**

1. You are Ajay/ Anjali of M-H44, Greater Kailash, New Delhi. You have seen an advertisement given below. Write a letter in response to the advertisement giving details of your Resume which you will send along with the letter of Application for job.

**SITUATION VACANT**

Wanted service Engineers-2 and technicians-10, for Vitero Machineries, Ltd. Candidates between 25-35 yrs , with Mechanical/ Electrical degree, 2-5 yrs of experience in the field, good mechanical and presentation skills and willingness to travel may apply to Manager, Vitero Machineries, Ltd., Azad Nagar , New Delhi.

2. Sumit Awasthi of 387, sector 14, Gurgaon sees an advertisement in the Indian Express and decides to apply for the job of a sales executive. Write an application to the Personnel Manager, Ranbaxy Chemicals, 23, Scindhia House, New Delhi.

**Business Letters-**

1. You are Prakash of Vigyan Bhavan Senior Secondary School. You saw an advertisement regarding a course for training and preparing students for the TOEFL- Test of English as Foreign Language. You wish to join the course. Write a letter to the Course Director of 'A to Z in English', 22 Gandhi Nagar, Chennai-20, inquiring about all the details you require.
2. You are Ananda/ Akshata of Calcutta. You bought a Whirlpool White Magic Machine from M/s Electronics India, Lake Area, Calcutta. After installation, it washed well for two months. But suddenly the spin dry system of the machine has stopped functioning properly and the clothes are dripping wet even after spin dry action. Write a letter to Electronics India, giving them the Guarantee Card No. and other details regarding your complaint asking them to attend to it/replace it. (150 words)
3. You are Vivek/ Varsha Mahajan, Head Boy/Head Girl of Vivekananda Senior School, Motibagh, New Delhi. You have to organize short Educational Tour to Agra, Jaipur and Chandigarh for the students of grade XII. Write a letter to Continental Tours and Travels, 1725, Kashmiri Gate, Delhi, enquiring about their terms for the tours conducted. Also ask about the fare, boarding lodging charges and arrangements, total duration and mode of payment.(150 words)
4. Rakesh Pandey, the Purchase Officer of Bharti Telecoms , Gurgaon, has sought information regarding the prices of various stationery items and terms of their supply. On behalf of your

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firm, M/s Novex Stationery Company, Chawri Bazar, Delhi, write a reply to this enquiry giving necessary details.(150 words)

5. You are Navin Bhatia, Purchase Officer, MG Electronics, Tilak Road, Pune. Write a letter to Philips appliances, M/s Better Deal, CR Das Market, Kolkata placing order for frost free refrigerators, washing machines, colour television sets, microwave ovens etc.

**Note-Making-**

**1. Read the following passage-**

1. The first written public examinations were introduced over 2,000 years ago with the establishment of the imperial examination system in 606 AD in China. By the middle of the 19th century, competitive examinations had been introduced in Britain and India to select government officials.

Public examination in schools have a shorter; but still considerable, history.

2. At present, the examination system in India is characterised by heterogeneity. They differ in their vintage, organisational design, financial stability, autonomy, organisational culture and credibility.

For instance, the National Institute of Open Schooling is unique in conducting exams through the distance mode; the Indian School Certificate Examination confines itself to only private schools; and the West Bengal Board of Madrasa Education is for Islamic educational institutions only. In a situation where public funds are involved, the equity, efficiency and transparency of this expenditure need to be assessed to ensure that the taxpayers' money is being spent with due care and concern. The Amrik Singh report (1997) on reorganising boards wondered, "Can there also be a system whereby it becomes possible to grade and categorise the boards in respect of how efficiently and honestly examination are organised?"

3. To do so, a set of parameters were chosen to measure effectiveness, quit, transparency and economic efficiency of the functioning of these organisations. These include indicators like cost incurred per students, fee charged per student, number of examinees per employee and number of affiliated schools per employee. An analysis was made of the boards chosen on the basis of these parameters. The functioning of a total of 20 boards was analysed in terms of 18 performance indicators in 2005.

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4. The data collected from the states shows that most boards have an operating surplus. However, the boards seem to be more sensitive to the needs of the disabled. All of them have some special provisions for such candidates. While these provisions vary widely in scope, most provide for a longer duration of examination, concessions in the examination of languages. The CBSE, along with the Maharashtra board, seem to fare the best.

5. Another important measure of effectiveness of the functioning of the boards is the time taken for declaration of examination results. It was found that this ranged from a mere 26 days in the case of Karnataka Secondary Education Examination Board in 2005 to 48 days for class X in neighbouring Maharashtra. The Supreme Court has recently issued directions that results should be declared within 45 days from the end of examinations. In 2005, 10 of the 20 boards, which provided this information, could not declare results within 45 days.

6. The reason for such a wide variation in performance in such a vital parameter was the processes utilised. Boards, which have adopted a centralised system of assessment in comparison to the earlier system of sending answer sheets to examiners, have an obvious edge. Similarly many boards have outsourced the work of compilation of results faster and used technology extensively. These boards are also able to declare results. In addition, agencies, which have consciously designed question papers with a high proportion of multiple-choice responses, do not need much time for evaluation. In fact, the Karnataka board has 60 percent of all the questions as objective type.

7. The quality of assessments is measured by the reliability of results. Even minor errors serve to destroy confidence in exams. Considerable variation was found between boards on this measure. The criteria was the number of applications made for scrutiny of marks after results had been declared, and the number of corrections made subsequently by the board. Of the 18 boards for which such figures were available, over 40 per cent had more than 10 per cent such corrections. The Council for the Indian School Certificate Examinations reported the lowest number; the

highest number of mistakes found in the results declared was by the Bihar Intermediate Education Council at a shocking 60.36 percent. Surprisingly, the Bihar School Examination Board fared much better. It would be interesting to explore the reasons for such a vast difference between the functioning of two similar organisations in the same state.

8. A similar discrepancy was noticed in Assam where the Higher Secondary Education Council reported an error level of 19.14 per cent while the Board of Secondary Education had only 7.27 per cent errors. The third such case was in West Bengal where the West Bengal Board of Madrasah Education had an error rate of 8.81 per cent while the West Bengal Board of Secondary Education reported a much higher rate of corrections made in the results declared of only 24.92 per cent.

9. The Karnataka Secondary Education Examination Board exhibited interest in results. It has the lowest cost per examinee and also manages to declare results the fastest.

**(a) On the basis of your reading of the above passage, make notes on it using recognizable abbreviations (minimum 4) wherever necessary. Use a format you consider appropriate. Supply a suitable Title.**

**(b) Write a summary of the passage in about 80 words.**

**2. Read the passage given below carefully for Note-making:**

There's a part of India where the tiger may still have a fighting chance; the Western Ghats. The big cat roams free here and in goodly numbers, from the southern tip right up to Maharashtra. Eight tiger reserves—in Karnataka, Tamil Nadu and Kerala—have been rated 'good' to 'satisfactory' by the Centre's 2009 preliminary status report on the tiger. Experts say this is because of good governance, constant surveillance and monitoring, pro-active local tribes, a zealous scientific community, habitat quality and contiguity and an excellent 'prey base', which means plentiful supplies of deer.

In Mudumalai, for instance, tiger numbers are believed nearly to have doubled in recent times. Field

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director Rajiv K Srivastava says anti-poaching watchers patrol the deep deciduous forests round-the-clock.

“The wireless network helps rush them to vulnerable areas when they receive information about movement of suspected poachers,” he adds. Each watcher, mostly from a local tribe, covers 15-20 km daily.

The tiger has also returned to Sathyamangalam sanctuary—erstwhile Veerappan country—after two decades. Some say this is because the guns have fallen silent, along with rising tiger numbers in adjoining

Mudumalai and Bandipur; which sends the animals looking for more area to roam. Scientists working in the field spotted two tigresses with five cubs at two different locations last year. Forest officers estimate that there are at least 10 tigers in the division.

The 2008 status report on tigers by the National Tiger Conservation Authority and Wildlife Institute of India estimates tiger numbers in the Western Ghats of Karnataka, Tamil Nadu and Kerala at 402, with a lower limit of 336 and upper limit of 487. The Bandipur and Nagar-hole tiger reserves are almost full “High-quality research on tigers and their prey base has resulted in a pool of scientific data which facilitates reliable monitoring” says Ravi Chellam, country director, Wildlife Conservation Society (WCS), India programme, WCS staff range across 22,00 sq km of forest in Karnataka, tracking tigers to gather data from the field. Every quarter, the WCS shares data with the Karnataka forest department. “Strict protection of the forests by using science is the hallmark of tiger conservation in Karnataka,” says Chellam.

Recently, WCS scientists led by Ullas Karanth used high-tech fecal sampling to tally and assess numbers. Tiger scat is thought to provide a unique DNA signature allowing researchers to accurately identify individual animals.

Another encouraging sign are tiger sightings in non-contiguous areas. This indicates the presence of a “meta-population,” i.e., tigers who move from one reserve to another, thereby improving the gene pool.

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This gives conservationists reason to hope that another not waiting to happen in the south.

In the Eastern Ghats, the Nagarjunasagar-Srisilam Tiger Reserve in Andhra Pradesh is back from the brink. The centre's report damned the reserve as 'poor'. The naxalite presence threatened the tiger's

core habitat for more than a decade and foresters could not enter the area. But the tiger population inched

up to 53 in 2008 from just 34 in the nineties. "The Naxal presence is still there. But the forest field staff have started going inside for habitat improvement, a vast change from the time when no kind of administration existed there," says AK Nayak, the field director.

But there are reasons to worry as well. At a recent seminar in Chennai, the chief wildlife wardens of the southern states admitted they did not have enough trained staff to take on poachers. In the rainforest habitats of Kalakad-Periyar and Anaimalai-Parambikulam, low tiger density can be reversed only if the prey base is protected. "The time has come for the foresters to go back to old-fashioned conservation, that is physical protection of forests, leaving development to other departments."

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