



REQUIRES Civil Engineer Degree/Diploma Holder Having Experience or 10-15 yrs for group housing project in Tronica City, Ghaziabad Marketing Call Us:- 99xxxxxxx	FOR RENT Two Prime Properties in Defence Colony TO Let Commercial Property in Rana Parthap Bagh, for Banks/ MNC With Existing Strong Room Ground Fir 1700 Sq. Call Us:- 99xxxxxxx
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* **ADVERTISEMENT WRITING** *

Definition - An advertisement is a public announcement made through a popular medium like newspapers, magazines, television, radio, placard & the cinema. It is non-personal, oral or visual message regarding a product, a service or an idea. In other words it is a public notice asking for or offering services or buying and selling property, goods etc., or providing information about missing persons, pets, etc.

They are of two types - # **Commercial Ads** # **Classified Ads**

In CBSE XII class only **Classified Ads** is included.

The breakup of 4/3 marks for the question on Advertisement writing is as follows:

Format –Title/Heading	1 Mark
Content- Economy of Words	1-2 Marks
Expression –grammatical and spelling accuracy, coherence	1 Mark

* **Common Tips for Classified Advertisements** *

- ≈ It should be enclosed in a box made with sharpened pencil.
- ≈ Strongly stick to word limit i.e. 50. Keep in mind the economy of words to avoid marks penalty as every word counts.
- ≈ It should be a very short brief and to the point description.
- ≈ The language should be simple, formal, factual & concise.

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- ≈ Should be written in short & attention grabbing phrases and words not in complete sentences. In simple words all the necessary information/details of a particular Classified Advertisement should be provided in one single para using only comma.
- ≈ It should begin with a heading clearly stating the category at the top in bold or upper case letters at centre. For ex- **FOR SALE, SITUATION VACANT, SITUATION WANTED, TO LET, TO HIRE, LOST, MISSING** etc.
- ≈ It should be neat and clean with good presentation.
- ≈ Don't use images, designs, blocks & sketches. You can vary the font size of the information provided in the Ads.
- ≈ Must be attractive with a catchy caption, heading or sub-headings.
- ≈ Do not use the same descriptive characteristics for every type of advertisement. For example- In
- ≈ Always add contact details in the end either in the form of Name, Contact no., email id or address of the advertiser. They are generally given in the question. In case the contact details are missing, you can take imaginary...Such as name xyz/ABC, and contact detail-XXXXXXX123/9414XXXXXX etc.
- ≈ Never add your personal details in any place in your answer.
- ≈ Keep in mind, nowhere in the answer are you required to mention your own personal details.
- ≈ It should be neat and clean with good presentation.
- ≈ Practice a lot of advertisements because, “Practice makes one perfect”.

by Indira

Vocational-Fine Arts Learn Sketching, Acrylic & Oil Painting, Clay Modeling and Creative craft activities. All age groups can apply. Contact 919876572880.	Correspondence Cou Admission Open For- LLB/Bed/D.Ed/B.Pharm/D.Pharm/Anm/B.Tech/M.Tech (Bci/Ncte/Pci/Aicte Councils Approved. Other
Coaching ✓ TUTORIALS for all subjects upto 9th and from 10th onwards science (biology), teaching at home personally	✓ Clinical Research Course for S... (B.Sc.; 9699999999; www.abcdrefres

Different Types of Classified Advertisement and their contents/Necessary Information to be included:-

♣ **Situation Vacant**- This advertisement is written by an employer who is looking for the services of a person in his organisation.

£ Contents/Suggested Value Points £

@ **Heading – SITUATION VACANT**

@ **Name of organisation**

@ **Specify the post and number of vacancies**

@ **Educational qualification**

@ **Experience**

@ **Pay scale or write salary negotiable**

@ **To whom to send the application**

@ **Mode of application**

@ **Travelling allowance**

SITUATION VACANT

Delhi Public School, Panipat requires PGTs, TGTs, PRTs for its upcoming session 2018-19, candidates should have good command on the subject, excellent communication skills, pleasing personality, sanguine approach to teach students, essential qualification required for the post, walk-in-interview on 17th April at 317-R, Model Town, Panipat (Haryana) -123456
Contact : 999xxxxxx, 932xxxxxx, 983xxxxxx

Situations Vacant

AN Advertising Co. Urg. req. 100 Candidates for Direct Sales/ Marketing Earn upto 29K Freshers welcome. Call 410XXXX, 95558XXXX

CANDIDATES hvng interest in field of Accts. Taxation, admn, mktg. cleared 10th, 12th B.A., B.Com. #011-40XXXX. xcvacd@gmail.com

Accounts & Finance

REQD. Part Time Accountant+ min 5 yrs exp. Nr. Chattarpur metro stn. Knowledge of Tally is must & should handle

✓ REQD M/F Acctt. Cum Tally ERP, 9. Faculty Accounts Instt. B Tally VAT, S.TAX CV: ergyeducom Ph. 011-26111111

KNOW MORE

€ Format for Situation Vacant types €

- # Start with the Title 'SITUATION VACANT/WALK IN INTERVIEW' in capital at centre
- # Then write 'WANTED or REQUIRED' at LHS in block letters
- # Do not forget to mention the name of the organisation.
- # Clearly state the number of vacancies and post with positive adjectives for which the advertisement is about.
- # If stated, mention the age and gender of the candidate.
- # After that mention Educational & Professional Qualifications and Experience required for the post.
- # Mention the pay scale, perks and also the mode of applying.
- # Address and contact number for correspondence.

Example-

Q. You are the General Manager of A-One Software Ltd. Draft an advertisement for your company for the post of Programmer giving details as per your requirement.

SITUATION VACANT

WANTED a programmer for A-One Software Ltd. Candidate should be well qualified, have experience of about five years. Should have a pleasing personality and be ready to work during any of the global clients' timings. Interested candidates can send their resume within 10 days to gm@gmail.com.

Q. You are Uttaraq/Umesh, a visually challenged person, running a telephone booth in the Central Market, Delhi. Give a suitable advertisement in not more than 50 words for a telephone operator in 'Situation Vacant' column of Delhi Times, offering attractive remuneration. (Comptt. All India 2011)

SITUATION VACANT TELEPHONE

Operator required for a telephone booth, run by a visually challenged man, in the Central Market, Delhi. The person must be fluent in Hindi and English. Work timings: 12 p.m. to 9 p.m. (Monday to Saturday). Remuneration no constraint for suitable candidate. Contact: Umesh, 9818182838 (between 3-5 p.m.)

♣ **Situation Wanted** – This is written by a job-seeker/who wants to get a job.

Ψ **Suggested points** Ψ

℞ **Heading – SITUATION WANTED**

℞ **Educational qualification & Experience**

℞ **Salary expected or write salary negotiable**

℞ **Give your location like – resident of Delhi**

℞ **Location desired for job – like within NRC region**

℞ **Give your contact details Address/Phone no/ Email ID**

℞ **Situation Wanted**

Format-

⇒ **Start the ad with the title SITUATION WANTED at centre**

⇒ **Then from LHS write Seeking/ Looking for/In search of or you can start main body by giving complete information about job seeker with positive adjectives and educational qualifications.**

⇒ **After this write the name of job and place/locality.**

⇒ **Then mention experience and other skills**

⇒ **Write the expected salary/pay scale or just write negotiable.**

⇒ **Then provide complete contact details of Job aspirant.**

SITUATION WANTED

Looking for a job in one of the private schools, did Post Graduation from IGU (Indira Gandhi University) have 5 years experience, excellent communication skills, pleasing personality, salary negotiable, available for interview on any working day, interested schools may contact at : 999xxxxxxx (Ravi Sharma) Ready for demonstration on any of the days.

Heading in capital

SITUATION WANTED

A well-qualified, experienced and expert postgraduate computer engineer after teaching in Nigeria had returned India and seeks full-time/part-time job. He is well-versed in software-hardware & data-based programmed. He is running his own centre at 10, Maurice Nagar, University Campus, Delhi. Interested persons may seek his guidance and services in all computing work Payments and other benefits are negotiable. Please contact Piyush Gupta of 30, Hakikat Rai Road, Adarsh Nagar, Delhi or ring: 43921676.

Body or content

Example-

Q. You are a civil engineer with about 7 years of experience. You are in need of job. Draft an advertisement offering your services.

SITUATION WANTED

A graduate civil engineer from NIT Surathkal having experience of about 7 years in construction and supervision of high rise building and residential premises is looking for a job in a reputed company. Ready to work pan India. Salary negotiable. Sunil Shetty, +91xxxx and ss@gmail.com

Q. You have retired from a bank after 30 years of service and are looking for a job. Draft an advertisement in about 50 words for the situation wanted column of a local daily giving your qualifications, experience and the kind of job expected. You are Sunil 4, Bank Enclave.

SITUATION WANTED

Retired bank official seeks a job as Senior Accountant in a firm. Have a master's degree in Commerce and 30 years experience of working in a nationalised bank. Job profile can include managing and maintaining logbooks and account balance. Contact: Sunil 4, Bank Enclave, Delhi.

♣ To Let/Accommodation -

Contents

- @ Type of accommodation: House/ Flat
- @ Number of rooms/ floor
- @ Rent monthly or yearly(Expected)
- @ Tenant type: Small family, teachers/ bank employees
- @ Any other feature of the accommodation.
- @ Address and mobile number to contact.

¥ Format for To-Let Ads ¥

- \$ Use Heading –TO LET/ON RENT/ACCOMMODATION
- \$ Then write at LHS WANTED or AVAILABLE.
- \$ After this mention the type of accommodation and the facilities.
- \$ Then put down Expected rent.
- \$ At last provide contact details to contact.

Example-

Q.You have a three-bedroom flat in Dwarka, which you want to let out on rent. Draft an advertisement in not more than 50 words to be published in The Times of India' under classified columns. Contact 2758902. (All India 2012)

AVAILABLE FOR RENT

Newly constructed flat on M.G. Road with 24 hrs. water and electricity back-up facility. Has two bedrooms with attached bathrooms, one huge drawing-cum-dining. Expected rent? 24,000 p.m. Company lease only. Contact: Mohan, Jayanagar, Bengaluru.

Q.You are Keshav/Karuna, interested in purchasing a house in Bengaluru. Draft in not more than 50 words an advertisement to be published in the classified column of a local daily giving the details of your requirement. (Comptt. Delhi 2012)

ACCOMMODATION WANTED

Need a 300 square yards newly built bungalow in a prime location in Bengaluru for immediate purchase. Three bedrooms with attached bathrooms, drawing room, dining room preferably in close vicinity to a market-place. Contact: Mr. Keshav; Mobile: 9812345678

Heading in capital

TO LET

Available on rent basis for eleven months a newly constructed house in Vasant Kunj, New Delhi. The house has 5 spacious bedrooms with attached bathrooms, a big drawing room-cum-dining hall. Kitchen is very spacious. Garage and servant quarter in a corner. The tastefully built house is two sides open in the market with educational facilities for children. Expected rent Rs. 25,000 pm. Please ring 9353542311 or contact 2384119193.

Body or content

TO LET

A four BHK flat, area 1960 sq. ft. second floor, marble flooring, attached washrooms, 24x7 water and electricity, round the clock security, Badminton Court, Swimming Pool, Party Hall, Ample parking space, located at Sector-26, Opposite S.S. Petrol Pump, near main market, interested families may contact : 999xxxxxx or 899xxxxxx, e-mail :xyz@gmail.com.

♣ Purchase/Sale of Property/ Vehicles / Household goods /office furniture –

¥ Suggested Value Points ¥

Heading

Description of property to be sold Its location / condition / year of construction or purchase

Expected price (or rent) or say price negotiable

Give your contact details

© Format for Sale / Purchase of Property / Assets ©

Use title FOR SALE/ SALE! SALE! SALE!/ PURCHASE or NAME OF ITEM/VEHICLE/PRODUCT as heading.

#Start main body with 'Available/Wanted.

Give a brief description of specifications/features of the property / vehicle / good.

@In case of property, mention the number of floors, size, number of rooms, location and surroundings.

@In case of a vehicle, mention the colour, model, accessories, year, modifications (if any), price, mileage and condition.

@For household goods, mention the condition, the price offered or expected.

Then Indicate location in which property is required and a small description.

After this mention the range of price.

Most important, mention the contact details for timely communication.

Example-

Q.You want to sell off your motorbike which you have been using for five years since you have decided to buy a car. Write an advertisement, in not more than 50 words, to be published under the classified columns of a national daily. Furnish all the necessary details.

MOTOR BIKE FOR SALE

Yamaha 100 cc motorbike fully loaded with accessories for sale. Done 8,000 km, excellent condition, 2013 Model, Price expected 28,000 (non-negotiable). Genuine buyers, contact Raj Kumar, Mobile No. 1234 0.

Q. You have cleared your IIT Entrance Exam and so want to sell off the reading material you have with you. Write an advertisement to be placed in the 'For Sale' columns of a local daily giving all details of the material you have with you in not more than 50 words. You are Mohan/Mohini. Contact No. 9811111111. (Comptt. Delhi 2014)

FOR SALE

IIT Entrance Exam books of FIITJEE and Brilliant worth Rs. 6,000 for sale. All books are in mint condition. A rare chance to prepare for IIT Entrance Exam with all the relevant study material at half the price. Those interested please contact Mohini, Contact no. 98111 11111.

FIVE ACRES

of replanted
rubber, 5 years
old, at Veliyam

**Mobile:
9999999999**

1km from
Mammood on
the Mammood
Mallapaly road

FOR SALE

2 plots 1210
yards each, just
east facing,
**NEAR
HAMBRAN,**



going cheap, best
for farm house

9999999999

FOR SALE

Required Open
Land for
**PETROL
AutoLPG**
Pump on Lease
for MNC

at many
of Hyd
city.10

**KNOW
MORE**

Q. You want to sell your car. Write an advertisement for the 'sale and purchase' column of a local newspaper giving all relevant details. Write the advertisement in about 50 words. Contact no. xxxxxx. (Comptt. All India 2014)

HYUNDAI SANTRO FOR SALE

2016 May Hyundai Santro for sale, white colour, done 20,000 kms, single-owner driver, Top-end model, Excellent condition, owner going abroad, 3.00 lacs non-negotiable price. Contact Sushil, 21, Ram Nagar, Delhi between 3 p.m. to 5 p.m.

Q. You are Karan Kumar/ Karuna Bajaj, a leading lawyer practising in Surat. You want to buy an independent house at City Light Road to be used as office-cum-residence. Draft an advertisement in about 50 words for the classified columns of a local newspaper. You can be contacted at 45645678.

FOR PURCHASE

Independent house at City Light Road to be used as office-cum-residence, medium-sized, preferably the corner one, fully-furnished and ready to move in. Reasonably priced. Interested may contact Karan Kumar/ Karuna Bajaj: 45645678

Q. You want to purchase a flat in Anand Vihar. Write an advertisement in not more than 50 words detailing your requirements.

FOR PURCHASE

For purchase Omaxe Flat in Anand Vihar with two bed-rooms, attached bathroom, balcony, D/D with family lounge. Price to be around 30-40 lakhs. Bonafide owners or dealers to contact, BK Bose, 132/98, Ramesh Nagar, New Delhi-110015, Phone – 8976546345.

Heading in capital

SALE AND PURCHASE

Interested in purchasing a two-room flat in a Housing Society in A.K. Nagar, Gwalior. The room should be spacious and well-ventilated with modular kitchen. Good construction and ground floor preferred. It must have a parking facility. **Contact.** Amar personally at 15, Nauru Nagar, Gwalior or ring 0917712512.

Body or content

♣ Missing Person-

#Heading

#Description of the person, name, gender, age, cloths, missing since when, or any other feature for identification etc

#Description of reward if any

#Give your contact details and address

≈ Format for Missing person ≈

@Start by using the title **MISSING/MISSING PERSON**

@Mention Physical description like height, complexion, and then name, age and any health related issues.

@ After this write down any identifying feature like clothes, accessories, etc. for the identification.

@ Then mention the place where the person was last seen.

@ Mention detail of the reward if there is any.

@ In the end write address and phone number to contact.

MISSING

My grandmother, a middle-aged woman, has criss-cross of wrinkles on face, short in stature, dark complexion, walks with a stick, stammers while talking, wearing blue slippers and green saree, has a scar on forehead, has been missing since 15.3.2018, from Model Town, Rewari (Hr.) Please contact your nearest police station if found or contact at: 923xxxxxxx, 945xxxxxxx or 987xxxxxxx
Founder will be rewarded with Rs. 5 lacs

Example-

Q. Your younger brother aged 5 has been missing for the last three days. Draft an advertisement in not more than 50 words for the Missing Persons column of a local newspaper. You are Ram/Rama. Contact number 931070000. (Comptt. Delhi)

MISSING PERSON

General Public is hereby informed about the missing of a 5-year-old boy from Central Park in Connaught Place three days ago. The child responds to the name 'Sonu', is fair complexioned and was wearing a red shirt and denim shorts. Anyone knowing anything about his whereabouts please contact: Ram, contact no. 931070000. A cash prize of? 50,000 for the finder.

Q. Your younger brother Sirish Mathur, aged 15, 145 cms tall, fair coloured with a scar on left forehead and dressed in blue jeans and white shirt has been missing for a week. Draft a suitable advertisement for the 'Missing Persons' column of a newspaper in about 50 words.

MISSING PERSON

Missing since 6 July, Shirish a young boy of 15, height 145 cms, fair complexion, blue eyes, short hair and a scar on left forehead. He was in blue jeans, white shirt and black shoes. Finder will be suitably rewarded. Inform SHO Dehradun. Phone- 2410000.

♣ *Lost and Found-*

¥ *Heading – LOST or FOUND as the case be*

¥ *Description of the item lost (found), its identification mark , the place where it was lost (found) etc.*

¥ *Description of reward if any*

¥ *Give your contact details and address*

Example-

Q.You have found a briefcase while travelling by the A.P. Express. Write a suitable advertisement for the 'Lost and Found' columns of a national daily. State the details required for your satisfaction (Word limit = 50).

LOST AND FOUND

Found last Monday a black VIP briefcase while travelling to Delhi by the A.P. Express. It will be handed over to the rightful owner after ascertaining the particulars, identification and contëht. Please contact: P. Narayan, 237, Hauz Khas Enclave, New Delhi or Phone 26572034.

Lost & Found

✓ Registration certificate of VAT bearing TIN: 079XXXXX of M/s Plugin Sales Limited, Delhi has been lost. The finder may please be inform at JL-10,

I have lost my LIC policy document (policy no 6162XXXXX). If found kindly contact Rajesh @98860XXXX

✓ It is notified for the information that my original Qualifying Certificate of Main , Secondary Examination of the Year 2000 and Roll No. 211XXXX issued by CBSE has been actually mutilated.Name Candidate - Rol Full address -

KNOW MORE

LOST AND FOUND

Lost my American Tourister Bag while travelling to Jaipur, black coloured bag, contains Driving licence, PAN card, Rs. 3000 cash, head phones and many other important things, if found please contact Mr. Ravi (987xxxxxxx) or submit it to your nearest police station.

FOUNDER WILL BE REWARDED WITH RS. 5000

Q. You have lost your purse. Draft an advertisement suitable to be given in the local daily. (Invent details). Your advertisement should not exceed 50 words.

LOST! LOST! LOST!

Lost black leather purse in DTC bus (route no. 315), while travelling between Lucknow Road and Red Fort. Beside cash it contains some very important bills and receipts. Finder will be suitably rewarded. Please contact: Anil Sood, B-67, Lucknow Road, New Delhi or Phone 27618456.

♣ Tours and Travels-

@ Heading - TOUR or TRAVEL AND TOUR or TOUR PACKAGE or CONDUCTED TOUR etc

@Begin with 'A complete tour package' PACKAGE AVAILABLE.

@Specify destinations, starting station, duration, date etc.

@Supply details of Package - food / boarding / lodging / sight seeing / pick up etc.

@Give estimated Cost and special discounts if available.

@Mention exclusions or arrangements that would cost extra

@End with name of the travel agency and contact details.

EXAMPLE-

Q. Sita Travels, 227 Jagriti Enclave, Delhi offers a package tour for 3 nights/4 days in Mauritius for ₹ 10,000 per person. Draft an advertisement for publication in a national daily in about 50 words. Give necessary details.

TRAVELS AND TOURS

Attractive package available for Mauritius, 3 nights/4 days, breakfast and dinner, stay at 3-star hotel, sight seeing, included. 10,000 per person. Special discount for early birds. Contact: Sita Travels, 227 Jagriti Enclave, Delhi. Phone: 25362000.

Q. Globe Travels, G-76, Connaught Circus, New Delhi, offers its patrons cheapest air tickets for any destination by an airline besides offering consultancy and exchange service. Draft an advertisement for publication in a national daily in about 50 words.

TRAVELS & TOURS

Cheapest air tickets available for any airline, any destination. New York-35,500; San Francisco-35,000; Toronto-34,500; London-19,400. Visa insurance consultancy, buy/sell currencies. Visit Globe Travels, G-76 Connaught Circus, New Delhi. Phone : 23723777, 23355055, 23355955.

♣ **Matrimonial Ads**– This is written while looking for prospective marriage candidates

® **Heading**– MATRIMONIAL FOR BRIDE/GROOM or WANTED BRIDE/GROOM

® **Begin** with ‘Proposals invited for/ATTRACTIVE ALLIANCE/MAJESTIC MATCH /WANTED.

® **Mention** religion/caste+ boy/girl and then give brief personal description of Bride/Groom like height, educational qualification, present job, place of working, current income etc.

® **Give** brief expectation about bride/groom like education, height etc.

® **Give** contact details of advertiser – sometimes, instead of contact details of an individual, contact details of the newspaper are given

Example-

Q. A highly placed IT professional settled in London seeks alliance with an exceptionally beautiful, educated, cultured and tall girl of status Punjabi family. Write a suitable advertisement for the ‘Matrimonial’ column of a national daily.

BRIDE WANTED

Alliance invited for a very handsome, tall and cultured IT professional 29 years, 180 cm tall NRI settled in London as CEO of a reputed firm. Exceptionally beautiftd, highly educated and cultured girl between 21 and 25 and at least 5’-4” tall. Only status Punjabi families. Box 867 B, The Times of India, New Delhi.

Q. Write an advertisement for the 'Matrimonial' column of a newspaper for a Bisa Aggarwal girl, working as Sales Officer in a leading export house.

BRIDEGROOM WANTED

Proposal invited for a Bisa Aggarwal girl, 25 years, 158 cm, working as sales officer in a leading export house, income in six figures per annum. Parents having business at Mumbai and Overseas. Boy's merit main consideration. Professional with business background preferred. Early and decent marriage. Write to Box No. 7364, The Times of India, Mumbai-400001.

♣ Tuitions / Educational institutions-

✂ Heading-Tuition/ Educational

✂ The name of the Institution & its past record.

✂ Courses offered ,the duration of the courses & classes and subjects.

✂ Qualifications, experience & special qualities of the tutor

✂ Eligibility criteria, admission, fee procedure & facilities provided.

✂ Information on scholarship, if available.

✂ The last date to apply, etc.

✂ Contact number and address.



Mr. L.K. JHA
Mob. : 9911862204

HOME TUITION BUREAU

For All Classes &
All Subjects

**Specialist in :
ENGLISH, MATH
SCIENCE etc.**

WZ-49/ 2A/3C, Budella
Vikaspuri,
Infront of Samudai Bhawan
New Delhi-110018

Example-

Q.You are the Director of Coaching academy. Write an advertisement for publication in newspaper, for admission to the various courses being provided in your institute.

EDUCATIONAL

Apex Business Management Institute offers one year diploma courses in computer programming and business management. Eligibility – Senior Secondary. Batches of 20, subdivided into 4 groups for practical training/field work. Excellent faculty. Fee – ₹ 2500 payable quarterly. Last date for submitting applications – 25 June. Contact, Director ABMI or Phone 26259801.

Q.You are Ramanuj am/Revathi, a student of Class XII, St. Xavier's School, Jhansi. You are interested in giving tuition in Maths to one or two students of class VIII. Draft an advertisement in not more than 50 words for a local newspaper. (Comptt. All India)



LOTUS EDUCATIONAL SERVICES
The Ultimate Services

- ✦ Competitive Exam Coaching
- ✦ Entrance Exam Coaching
- ✦ Coaching Classes For 5th Std to 12th Std
(CBSE | ICGSE | IB | State Board Syllabus)
- ✦ Tutorial & Private Classes For 10th & 12th
- ✦ French, Hindi & Spoken English

CONTACT :
0422 - 4362119 / 96260 22119

OLYMPIAD COACHING

Maths Tuition Available

Tuition of Maths is available for students of class VIII. Not more than two students will be taught five days a week (Mon. to Fri.) between 4.30 pm to 6 pm. Assurance of good result. Those interested may please contact: Ramanujam, student of Class XII at St. Xavier's School, Jhansi.

¥ Classified Advertisement Examples ¥

Q. You want to purchase a second hand Honda Activa scooter. Draft an advertisement for a newspaper detailing your requirement and affordability.

FOR PURCHASE

A two year second hand Honda Activa scooter is required for immediate purchase. Scooter should have run less than 20 thousand KM and be in good condition without any history of accident. Colour should be white, blue or yellow. Price less than 25K. Contact Brijesh +91xxxx

Q. Principal, Sunrise Global School, Agra requires a receptionist for her school. Draft a suitable advertisement in about 50 words to be published in the classified columns of a national newspaper giving all the necessary details of qualifications and experience required in the receptionist.

SITUATION WANTED

REQUIRED a young, dynamic, smart, charismatic and friendly female receptionist for Sunrise Global School, Agra. Attractive salary with fringe benefits. Healthy work environment. Fresh graduates having honours or equivalent degree in English with good communication skills can apply by sending their cover letter and resume till March 30 on the below mentioned id: abc123@gmail.com. For queries, contact: 98100XXXXX

Q. You are Harish/Harshita of 12, Seva Nagar, Pune. You want to sell your flat as you are shifting to another city for work. Draft a suitable advertisement in not more than 50 words to be published in The Pune Times under the classified columns. \

FOR SALE

Flat No. 12, Seva Nagar, Pune. Ground floor with two bedrooms having attached bathrooms, car parking available, park facing, best location, friendly neighbours, 24 hour power and water supply, low maintenance charges and reasonable price. For further details, contact: Harish 98100XXXX

≈ Your cat 'Quickie' is missing since 11 April 20XX. Draft an advertisement to be published in the "Missing" column of a local daily.

MISSING

A black cat having white stripes on its body is missing from our home 26 / 79, B Block Savita Vihar, Delhi since 8th April 20xxx. It has a golden ribbon around its neck. Its name is 'Quickie'. The finder shall be suitably rewarded. Contact Ravish +9198xxxx

¥ You are Zaid/Rajani. Draft a classified advertisement, in not more than 50 words, to be published in India Times for the sale of a used motor car giving all the necessary details. You can be contacted at 12345679.(CBSE 2017 COMPARTMENT)

FOR SALE

Available black Maruti SWIFT Dzire, ZXI, year 2016, self-driven, cautiously used, scratch less with a stereo and perfectly working air-conditioner. No scratches, Beautiful upholstery, good condition, Interested may contact: Zaid /Rajani , 12345679

Ψ You have started a tuition center for class X to XII. Draft a classified advertisement with all relevant details.

TUITION

VR Solver has started tuition classes for English, Science and Maths for student of class X to Class XII at G – 39, Shubham Towers, MG Road, Nagpur. Experienced faculty for all subjects. Batch size limited to ten.

¥ You are Karan Kumar/ Karuna Bajaj, a leading lawyer practising in Surat. You want to buy an independent house at City Light Road to be used as office-cum-residence. Draft an advertisement in about 50 words for the classified columns of a local newspaper. You can be contacted at 45645678.

FOR PURCHASE

Independent house at City Light Road to be used as office-cum-residence, medium-sized, preferably the corner one, fully-furnished and ready to move in. Reasonably priced. Interested may contact Karan Kumar/ Karuna Bajaj: 45645678

Ψ Your name as per class X certificate is Kusum Sharma. But after marriage you wish to change this to Kusum Joshi. Draft a suitable advertisement, notifying the change of your name.

CHANGE OF NAME

My name as per class X certificate is Kusum Sharma. It is to notify to everyone that after my marriage to Mr. Prakash Joshi, 12, Vinayak Nagar, Jaipur, I have changed my name to Kusum Joshi. Thus henceforth I shall be known and addressed as Kusum Joshi.

¥ You want to sell off some office furniture such as computer table, chairs, white boards and conference tables because you are shifting your office to other place. Draft an advertisement to be published in a local daily.

FOR SALE

About three year old furniture of good quality consisting of six computer tables, six chairs, two conference table size 6'x 4' and two white boards size 8'x 4' are available for immediate sale. Upload quotation to our website abc.com within 10 days. One can visit our office during working hours. Prakash +91xxx

≈ You own a travel agency. You specialize in organizing tours for site of pilgrimage. Draft an advertisement to be published in local daily.

TOURS

Bhakti Tours is a travel agency specializing in tours to places of pilgrimage in India. We undertake package tours tailor made to your needs and your schedule including travel, lodging, boarding, 'darshan' and offering of prayers. Please contact Ajeet at ajeet@bhaktitours.com or +9187xxx

≈After completing his M.B.A. from a reputed University, your son is working as a Manager in a manufacturing company in Chennai. You have decided to solicit matrimonial proposals for him. Draft an advertisement.

MATRIMONIAL FOR BRIDE

Proposal are invited for a handsome boy of 30 years, 5'8" tall, MBA, resident of Nagpur, working as Senior Manager in a software MNC in Bengaluru. The girl should be about 5'5" tall, having fair complexion, graduate, working / non-working. Cast no bar. Please send proposals at suresh@gmail.com

Ψ You want to purchase a flat in good locality of Nagpur. Draft an advertisement for a newspaper detailing your requirement, affordability and other preferences. Your name is Mohit.

FOR PURCHASE

Wanted a 2BHK flat for purchase. It should be well ventilated and situated with 5 KM from railway station. Flat situated in a guarded society, having two lifts, parking space and with DG backup will be given preference. Price within 40L. Please call Mohit @ +917654xxx

≈ You are Sneha F-46, Sec.-9, Rohini, Delhi. You are well qualified in music and dance forms (Classical). Draft an advertisement for seeking work/ job to be published in local daily in about 50 words.

SITUATION WANTED

A well-qualified teacher in classical vocal music and classical dance wants part time employment in a school or dance academy in Delhi. Five year experience of teaching in schools. Currently associated with a dance academy. Salary negotiable. Sneha, G-12, Sector 12, Jankapuri, Delhi. Mobile – +91896xxxx

Ψ Your uncle would shortly be moving to Chennai from S 37, II Floor, VikasVihar, Delhi after his retirement from government service He wants to put up a classified advertisement to dispose of his flat before he leaves. Draft a suitable advertisement putting his flat on sale.

FOR SALE

A well-furnished 2 BHK flat located at S 37, II Floor, VikasVihar, Delhi is up for immediate sale. It is very close to market, park and Big Bazar. Good schools are located within 2 KM. Interested person can contact flat owner on mobile +91655xxxx for further details.

≈ A poor daily wage earner needs financial help for surgery of his gall bladder. He has already been admitted in a hospital. As the secretary of an NGO draft a classified advertisement to raise funds for this noble cause.

HELP NEEDED FOR SURGERY

Sunil Kumar, a poor daily wage earner needs financial help for surgery of his gall bladder. Those believing in humanity may please donate directly to Modern Hospital, MG Road, Hyderabad. The NGO has deposited INR 50K . Now 65 K more is needed for his treatment. Donation are exempted under IT rules. Contact number of hospital +91555xxx

Ψ You are a graduate Computer Engineer seeking a job. Write an advertisement for this purpose expressing your qualification and experience for 'Situation Wanted' column of a newspaper. Your name is Santosh Patil.

SITUATION WANTED

Santosh Patil, graduate Computer Engineer from IIIT, Gwalior having an experience of 7 years in an MNC at Hyderabad, wants to shift to his home town Pune. Humility, creativity and teaming are my key strengths. Salary negotiable. Ready to join in one month time. Please contact +91543xxx and sp@gmail.com.

≈ On behalf of the principal of Simple School, Hyderabad, draft a classified advertisement inviting application for two posts of maths teachers for class XI and class XII lying vacant and to be filled soon.

SITUATION VACANT

The Simple School, Hyderabad requires two maths teacher for class XI and class XII. Candidate should have completed post-graduation and B.Ed. and have experience of about seven years. Travelling allowance will not be paid to candidates selected for interview. Salary commensurate with experience. Send your resume within 10 days to principal@simpleschool.com

Ψ A retired army officer is looking for a suitable match for his son. The son is also employed in army as Captain. Write a matrimonial advertisement for a local newspaper.

MATRIMONIAL FOR BRIDE

Marriage proposals are invited for my 27 year young son who is employed in army to the rank of Captain. The girl should have pleasing personality, height about 5'7" and fluent in English. Cast and religion no bar. Proposal can be mailed to Col (Retd) SM Singh (+912345xxx) at sms@gmail.com

Ψ You are the General Manager of a leading organisation. You need an IT professional for your office. Draft an advertisement to be published in a newspaper.

SITUATION VACANT

ABC Ltd, SEZ area, Andheri, Mumbai needs a qualified IT professional to maintain its IT system in good health. The candidate should have worked in similar capacity for about 7 years in an organisation of repute. Interested candidates may send their resume to our General Manager at gm@abcl.com within 10 days.

Ψ You own an independent house in West Delhi and want to sell it. Draft an advertisement for a local newspaper. Invent required details.

~~FOR SALE~~

Available for immediate sale is a five year old 2 BHK flat in Apex Apartments, Vikaspuri, West Delhi. The house is equipped with modern furniture and modular kitchen. School, market, hospital and metro station are within 1 KM to the society. Apartment has 100% power backup and adequate water supply. Price negotiable. Please contact +917865xxx

Ψ You are MS Singh, Director to Excellent Study Centre. You want to purchase land for setting up a boarding school in Rajasthan. Write a suitable advertisement inviting offers from land owners. Give necessary details like required plot size, location. Do include your address in India.

FOR PURCHASE

Excellent Study Centre wants to establish a boarding school in rural area of Rajasthan. We require a land of about 5 hectares. The land should be within 25 KM radius from any district headquarter. Interested owners of land can contact our director MS Singh on +916754xxx for a meeting at our head-office located on MI Road, Jaipur.

Ψ Your grandmother aged 75 years has been missing for three days. Draft an advertisement for 'Missing' column. Invent required details.

MISSING

My grandmother Sushila, age about 75 years is missing since last three days. She had gone alone for a walk in the morning to the New Park, Kanpur. She was wearing a red saari and no ornaments. Any person who finds her or gives correct information will be suitably rewarded. Please inform on +91873xxx

Ψ Draft an advertisement for a tour package to Switzerland during summer vacation. You are manager of Durga Travels, Kolkatta.

TOUR TO SWITZERLAND

Durga Travels, Kolkatta announces a tour to Switzerland during month of June. Total duration of the tour from Kolkatta and back is 8 days. Tour covers travel in economy class, stay in 4 star hotel, all local travel, veg food and site seeing. For details and advance booking please contact our manager at manager@durgatravels.com

Ψ While travelling in a bus you found some certificates, a wallet and some jewellery in a bag. You found no contact details of the owner in the bag. Draft an advertisement to be published in a local newspaper.

FOUND

While travelling in a bus from Delhi to Bhopal, a bag was found. The bag contains some certificates, a wallet and some jewellery. The owner can contact undersigned within thrwith in three days giving complete description of items to help establish ownership. Else I will deposit the bag with Bhopal Police. Please contact at +913456xxx

Extra Questions for Practise

© Sanskar International School requires a receptionist. As the Recruitment In charge of the school, draft an advertisement for publication in the Situations Vacant column of the local newspaper, inviting applications for a walk-in-interview. Invent required details.

© You are a first class graduate in English from Delhi University with experience of 12 years in teaching in a leading International school. You seek a job in Delhi, NCR. Draft an advertisement under the heading 'Situation Wanted'.

© You possess one acre of land near Ludhiana in Punjab. You want to dispose of this agricultural land. Write an advertisement to be published in a newspaper. You are Harpreet.

© You are interested in buying a 1 BHK flat in a group housing society in Raipur. Draft an advertisement to be published in a newspaper.

© Your cow named Milky is missing since two days. Draft an advertisement under the 'Missing' column of a local daily newspaper providing all details in 50 to 60 words.

© Draft a matrimonial for your younger sister who is 25 years old, a bank employee with an MBA degree.

© Draft an advertisement for the matrimonial column of a newspaper for your younger brother who is working in an MNC as a Manager.

© You are Sports In-charge of your school. Your school has decided to conduct a three week Summer Training Camp for Class VIII students of your city for cricket and table tennis. Draft an advertisement to be published in local daily giving full

details. Seats are limited to 40 for each sport and would be allotted on first cum first serve basis.

©You are the General Manager of Sumit Industries. Draft an advertisement to hire a Computer Operator for your company. Invent necessary details.

©You are Samyak, a mechanical engineer looking for a suitable job opportunity. Draft an advertisement for local daily giving details about yourself in 50 to 60 words.

©You want to buy a 3 BHK independent house located in a gated society in Vaishali Nagar, Jaipur. Draft an advertisement for a National Daily.

©You want to sell your 8,000 sqft vacant industrial plot located in SEZ zone of Kurla, Mumbai. Draft an advertisement for classified column of a newspaper.

©You want to open an apparel store near Sangam Tower, Nashik. Draft an advertisement for purchase of 200 sq. ft. shop in the market.

©You are working in ABC Bearing Company. You have been transferred to Agartala. You want to rent a 2 BHK flat near your office. Draft an advertisement in 50 to 60 words.

©You are Tinu / Tina of 2/13, Jal Vihar, Virar, Mumbai. Your dog Marshal, a German-Shepherd, is missing since last two days. Draft an advertisement for publication in a newspaper.

©You lost some important documents while travelling in a local bus from Kharghar to Vashi. Please draft an advertisement giving details about the lost documents. Announce that the finder shall be rewarded.

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THANKS

Indira