

WRITING (SECTION-B) 30 MARKS

Notice :

Points to remember

Marks – 5

Word limit – 50 words

- Notice must be written in simple and formal language
 - It must be dated and have a catchy Heading
 - The purpose of the notice must be clearly mentioned.
 - Time, Date and Venue of the activity must be clearly mentioned.
 - ‘I’ or “You” must not be used.
 - It must be signed by the issuing authority.
 - The notice must be written in a box.
- 1 mark is deducted if it crosses 50 words.

*** MESSAGE:**

Points to remember.

- Before attempting to write the message, read the given conversation very carefully. Then underline the part of the conversation which you want to convey through the message.
 - Clearly, identify the person who is writing the message and the person to whom you are writing.
 - The body of the message must answer three questions:
Who called?
What was the message?
When was the message written? (Date & Time)
- 1 mark is deducted if it crosses 50 words.

TELEGRAM

Points to remember

- Read the question very carefully and underline the important message to be telegraphed.
- Every word in the telegram costs. So, be as brief as possible.
- Write in capital letters
- Name of the addressee and the sender’s name must be clearly written
- Avoid articles. Write only the main words.
- Write ‘STOP’ after every sentence of the message.

NOTICE

NAME OF THE INSTITUTE AND PLACE — 1/2 marks	
DATE :	— 1/2 marks
NOTICE HEADING / TOPIC	
- What is happening - Where and when - Target group - The purpose of notice - last date (if any) — 3 marks	
Sign Designation	— 1/2 marks

MESSAGE

MESSAGE	
Brief salutation	— 1/2 marks
Date : Time : — 1 marks	
content : 3 m	
Writer's Name	— 1/2 marks

TELEGRAM

INDIAN POST AND TELEGRAPH	
ADDRESS OF THE ADDRESSEE	NAME : ADDRESS : 1 Mark
<u>MESSAGE</u> 3 Marks	
SENDER'S NAME : $\frac{1}{2}$ Mark	
Sender's Address (Not to be telegraphed) $\frac{1}{2}$ Marks	

POST CARD

Salutation	→	$\frac{1}{2}$ M	Place : Date : ↓ $\frac{1}{2}$ Marks
Body of the letter → 3 marks			

Yours lovingly wxyz 1/4 M	Stamp To _____ Address of the _____ Addressee _____ _____
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POST CARD

Marks – 5

Words limit – 50 words.

- Post cards are written the same manner as letters but in brief.
- The place from where you are writing, date, salutation, content, subscription and the name of the sender and the address of the addressee should be the components of the post card
- Clear and complete information must be provided.

5 and 6

Letters / Articles / Speeches / Reports

Word Limit

Letter	: 150 words (Body of the letter)
Articles	: 200 words
Speeches	: 150 words
Reports	: 200 words

Letter

Points to remember

- Format must be strictly followed as every step carries marks
- Purpose of writing the letter must be clear
- The content must be divided in 2 – 3 paragraphs.
- The first paragraph must clearly indicate the issue you are going to write in the letter.
- Word limit must be strictly adhered to.

Article

- Eye catching and suitable heading must be given.
- At the end of the article, the name of the writer must be written.
- The article must be divided into different paragraphs.
- It must have impressive introduction and conclusion.

Speech

- it must have salutation – greeting chief guest. Judges and the audience
- Opening sentence must clearly mention the topic of the speech.
- Relevant examples, sayings, quotations to be used.
- Fluency is the key point of any speech
- Do not deviate from the topic
- Summing up must be impressive.

Report

- Language used in the report must be formal and simple.
- stick to the format
- Stick to the word limit
- The content must be divided into different paragraphs.
- The problem, observation and projections must be discussed in different paragraphs.

LETTERS / ARTICLES / SPEECHES/ REPORTS (B.3 & B.4)

WORD LIMIT

- ◆ For letters - 150 words only for the body of the letter

- ◆ For Articles - 200 words
- ◆ For Speeches - 150 words
- ◆ For reports - 200 words (excluding the format)

LETTER

FORMAT OF FORMAL LETTER

Sender's address:	(1)
(From address)	
Address of Addressee	(2)
(To Address)	
Date	(3)
Dear Sir / Madam	(4)
Subject: _____	(5)
Body of the Letter (6)	
Yours Faithfully / Yours Truly (7)	
Signature (8)	
Name in capital letters within brackets (9)	

POINTS TO REMEMBER

Purpose of the Letter

- ♦ to express one's opinion on a wide range of social issues.
- ♦ To express and share one's observations and views in a public forum, namely, a magazine or a newspaper.

Body of the Letter

- ♦ The presentation should be concise.
- ♦ It should contain all relevant details
- ♦ First paragraph should show whose attention is drawn and state the problem / issue.
- ♦ Second paragraph should describe the problem in detail
- ♦ Third paragraph should state what is expected of the authorities.

Language of the Letter

- ♦ Formal language.
- ♦ Sentences should not be very long (Short Sentences)
- ♦ divide the letter into two or three paragraphs.

Important points

- ♦ The letter must be written in the appropriate format - "FULL-BLOCK" format
- ♦ Remember to keep within the word limit of 150 words.

ARTICLE

POINTS TO REMEMBER

Purpose of Writing an Article

The purpose of writing an article is to present information on a variety of themes in a long and sustained piece of writing, namely,

- ♦ Describing an event, person, his life and actions.
- ♦ Describing a place
- ♦ Narrating an event
- ♦ Expressing views on some issue of social interest.
- ♦ Expressing arguments in favour or against a stated hypothesis or event.

Format:

- ♦ Heading should be eye-catching, encapsulating the central theme.
- ♦ Byline – by whom the article is written follows immediately.

Introduction

The opening paragraph (introduction) must

- ◆ Tell what the article is about
- ◆ Limit and control what you plan to discuss in your article
- ◆ Have clear and precise language, may even use a definition or quotation.
- ◆ Use facts to support your claims
- ◆ Give examples to support your views.

Conclusion

- ◆ Summing up including a consolidation of ideas.
- ◆ Offering suggestions / measures to improve the situation.

SPEECH

Purpose of making a speech

- ◆ to convey information orally to a large gathering of people, forcefully and convincingly.
- ◆ To pass on a wide range of information to a wide range of audience orally.
- ◆ To express an opinion, share a point of view, experience, observation etc.

Format

- ◆ Salutation – the speaker greets chief guests, fellow speakers and listeners.
- ◆ Key sentence carries the central theme or issue of speech.
- ◆ The speaker expresses his/ her views on the topic, with relevant examples.
- ◆ Summing up and concluding.
- ◆ A speech must begin with a catchy introduction in the form of anecdote, quotation, statistical data or a thought – provoking question.
- ◆ It must infuse humor
- ◆ Summing up or consolidation of ideas, suggestions / measures to improve the situation, personal observation and predictions must be made.
- ◆ It must have a persuasive and powerful language.
- ◆ The speaker must thank the audience at the end of his speech

Important Points :

- ◆ The speech must be written in the appropriate format and style.
- ◆ Remember to keep within the word limit.

REPORT WRITING

Purpose of formal report

- To pass on relevant information asked for.
- To analyse the information
- To make certain observations and predictions on the basis of the analysis of information.
- To offer suggestions relating to the observations and predictions.

FORMAT

1. From:
2. To:
3. Date:
4. Heading
5. **Opening sentence:** (you recently asked me to submit a report on the following are my findings and recommendations / as desired by you, I submit my report on The following are my findings and recommendations):
6. **Findings :**
 - a) The current problem
 - b) Reasons why problem has arisen.
 - c) Recommendations
7. Conclusions
8. Signature
9. Name
10. Designation