

## SECTION B WRITING

### COMPOSITION

- Message Writing/Diary/ Notice (4 marks)
- Biographical sketch / Data Interpretation/ Dialogue Writing/  
Description (People, Objects, Event) (6 marks)
- Letter: Formal & Informal, Email. (7 marks)
- Article/ Speech/ Report/story. (8 marks)

**Note:-** The questions will assess students' skill of expressing ideas in clear and grammatically correct English, presenting ideas coherently and concisely, writing a clear description, a clear account of events, expanding notes into a piece of writing or transcending information from one form to another.

### MESSAGE WRITING

#### General Instructions for message writing:

- A message does not need an address.
- The message must be put in a box.
- The key points are to be very brief and precise.

#### SAMPLE MESSAGE

1. You are Vivek. You have received a telephone call for your friend Rajesh from one of his clients. Mr. Satish, that the meeting fixed for the 5<sup>th</sup> has been postponed to 10<sup>th</sup> February at 9am at his chamber. He added that he should also carry his laptop.

Write the message.

<p><b><u>Message</u></b></p> <p>Feb 5, 2011</p> <p>8 am</p> <p>Rajesh</p> <p>Mr.Satish called up to inform that the meeting fixed for 5<sup>th</sup> has been rescheduled to 10<sup>th</sup> Feb at 9 am at his chamber. You are also required to carry your laptop.</p> <p>Vivek</p>
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2. The following is a conversation between Varun and Radha. After speaking to Varun she writes a message for her father. Write the message in not more than 80 words. Put the message in a box.

Varun: Hello! Hello! This is Varun from Agra. Could I speak to Mr. Mohan? I am his cousin.

Radha: Good morning, Uncle. I'm Radha. Daddy has not yet returned from his morning walk

Varun: Well, I have some good news for him. I want to break it to him. When is he likely to return?

Radha: He may take half an hour or more.

Varun: In that case, ask him to ring me back. Tell him it is urgent.

Radha: I'm leaving for school, but I'll leave a message for him. Thank you for calling.

**Message**

June 200X

7 am

Daddy

Uncle Varun called from Agra to say that he had some good news for you, but he wouldn't break it to me.

Please ring him back as he said it was urgent. I'm leaving for school just now.

Radha

**For Practice:**

1. Karan had the conversation given below with his mother's friend, Sheela. Since he was going out immediately afterwards he left a message for his mother. Read the conversation and write the message in not more than 50 words. Put the message in a box.

Sheela: Hello, this is Sheela speaking. Could I speak to Usha?

Karan: I'm afraid she's not at home, aunty.

Sheela: When is she likely to come back?

Karan: Not before six in the evening. Could I give her a message?

Sheela: Yes, please. Could you tell her that I have been able to make the appointment with the editor of the magazine, "The Child's Universe?" We have to

meet her at 10a.m tomorrow. Since Usha doesn't know the place. I will come and pick her up at 9.30 a.m. She should bring the manuscripts she wants to show Mrs. Shekhar that is the editor's name.

2. The following is a telephonic conversation between John and David. After this call, Mr. John receives an urgent telephone call from Mumbai. Before leaving, he leaves a message for Mr. Tommy. Write the message in not more than 50 words. Put the message in a box.

David: Hello! Is it Ahmedabad 632392?

John: Yes, it is.

David: Can I talk to Mr. Tommy?

John: Sorry, he is not in the office. May I know who is on the line?

David: I am David, a friend of his.

John: Would you like me to convey a message?

David: Yes. Inform him that the interview scheduled for 5th October has been postponed to the 7<sup>th</sup>. So he can reach Delhi by 6<sup>th</sup> evening. The inconvenience is regretted.

John: I will surely convey this message to him.

David: Thank You.

## NOTICE

A notice conveys information in a comprehensive manner.

### Characteristics of a well-written Notice:

- Proper heading /title
- Date of issue
- Name and designation of the issuing authority
- Relevant content

### The content should answer the questions like

-what

-when

-where

-from whom

-Accurate expression

### SOLVED EXAMPLES

Q-1 You are Veena/Vinod ,the cultural secretary of R.M.Public school, Alkapuri, Vadodara .You have been asked to inform students of class IX to XII about

an Inter School Dramatics Competition. Draft a notice in not more than 50 words for the students' Notice board with all necessary details. Put the notice in a box.

**RM PUBLIC SCHOOL ALKAPURI VADODARA**

**NOTICE**

30 June, 2011

**OPPORTUNITY FOR BUDDING ACTORS**

An Inter School Dramatics Competition will be held on 30-7 2011 at Town Hall .An audition will be held to select students for the school team.

Date: 07-07-2011

Time : 11.30 am

Venue: School Auditorium

Eligibility: Class IX to XII

Last date for giving names : 07-07-2011

Veena

Cultural Secretary

Q-3) You are Arvind / Anushka Sharma, secretary of the Eco Club of your school. (Modern School, Bikaner) which is celebrating 'Ban the Plastic Week 'to create awareness regarding harms of plastic. Draft a suitable notice in not more than 50 words.

**MODERN SCHOOL , BIKANER**

**NOTICE**

15 Sept., 2011

**BAN THE PLASTIC**

The Eco Club is observing a Plastic Ban Week i.e. from 2 October to 8 October, 2011 in our school. Several activities including songs, street plays, declamation, and poster making competitions will be held to create awareness about the ill-effects of plastics on our environment. For further details, contact the undersigned.

Arvind Sharma

Secretary, Eco Club

**FOR PRACTICE**

1) You are Amit/Amrita, Head boy/girl of your school. (Zenith Public School, Riwa) Your school is organizing a tour to Mumbai and Goa during the Autumn Break .Write a notice in not more than 50 words giving detailed information to the students and inviting them for joining it.

2) You are Ravi/Rachana, the sports secretary of RJ Public School, Ajmer. Write a notice in not more than 50 words asking students interested in Hockey to give their names for selection for the school Hockey Team. Give details of trial, selection etc. (5 marks)

3) Richa is the head girl of Mother Teresa School, Kochi. Her Principal has asked her to put up a notice , asking House Captains to submit names of volunteers for, 'save water campaign' for which a march is to be held on 20 August,2011. Write a notice in not more than 50 words. (5 marks).

## **DIARY ENTRY**

### **Purpose**

Diary is a kind of personal document. It records an individual's account of a day of his/her life.

### **Format**

- Top left- Date, day and time.
- Tense Most frequently used- Simple past, Present perfect and future.
- First person application.

### **Steps**

- Begin the entry with general sentence describing the day or momentary feelings.
- In the body, you may discuss an event, your feelings towards it. How it is likely to affect your future plans.
- Conclude with final remark and future course of action.

### **Solved Example**

1- You are Naresh. You happened to go to Agra in a crowded bus on a hot summer day. Record your experience in the form of a diary entry.

Date:

Day:

Time:

Today I had the bitterest experience of my life. I never had such an awful experience in my life before. I had gone to Agra for an urgent work. There were very few buses plying today as most of them had been put on election duty. I waited for two hours at the bus-stop to get into the bus. It was much crowded. I somehow managed to get some space for myself. It was really difficult to breathe. Everyone was sweating. People were pushing each other. After journey of two hours, I came out of the bus and took a sigh of relief.

I'll never forget this journey in my life.

Naresh

### **Questions for practice:**

1- Today you visited your ancestral village and watched the farmers harvesting a crop of wheat. Make a diary entry describing your experience at the village.

2- You happened to visit the science city, Gandhinagar as a part of educational excursion of your school. Describe your experience in the form of a diary entry.

3- You were a member of a team of students campaigning against the spread of smoking in the village community. Make a diary entry describing your participation and success achieved in your mission.

### **Biographical sketch**

#### **Meaning:-**

Biographical sketch means an account of the life and activities of an individual or family. It would include information about the person's name, place of residence, education, occupation, life and activities and other important details. A biographical sketch is always written by someone else except the person on whom it is written. It provides the pen picture of that person. A bio-sketch presents the facts about the person's life including what the person did and how he/she influenced the world. It should describe the person's personality and provide an explanation for why he or she acted in certain ways.

Most bio-sketches not only present the facts, but also tell what those facts mean.

#### **Tips:-**

- Written in third person
- Significant and impressive points be included
- Special awards or recognitions be mentioned
- Be descriptive

#### **Main Points to be included:-**

- Name and age
- Main personality traits
- Special interests
- Education and training
- Special contribution or research, if any
- Why people like him/her

Such sketches focus on the biographical details besides the achievements and honours conferred on.

#### **SOLVED EXAMPLES:**

Q-1 On the basis of the given profile, write short bio sketch of Dr. P.N. Agrawal. (6 marks)

Dr P.N. Agrawal  
DM ,FRCS,Cardiac Surgeon  
Full Name: PremNarainAgrawal  
Father's Name : Dr A.N. Agrawal,Cardiac Surgeon  
Presently working as:Director,Heart Care Research Institute Agra  
Achievements: Govt. of India honour-Padma Vibhushan.  
For conducting 300 successful bypass surgeries  
and four Human heart transplants.

#### **ANSWER:**

Dr.P.N. Agrawal, a renowned Cardiac Surgeon, is son of Dr A.N. Agrawal, a Cardiac Surgeon of world repute. He is presently the director, Heart Care Research Institute, Agra.

He has been awarded Padma Vibhushan, India's greatest honour, for conducting 300 successful bypass besides four human heart transplant cases, etc.

**Q 2 With the help of the given clues, write a bio sketch of Subhash Chandra Bose in not more than 80-100 words :**

Name: Subash Chandra Bose; Netaji  
Contribution: immense, Freedom Fighter  
Born: January 23, 1897 in Cuttack, Orissa.  
Career: Civil Services  
Achievements: Joined struggle; established Indian National Army  
Motto: Give me blood and I will give you freedom  
Setback: Retreat after the defeat of Japan and Germany.  
Death: Air crash over Taipei, Taiwan (Formosa) on August 18, 1945

Subhash Chandra Bose, affectionately called Netaji, was born on January 23, 1897 in Cuttack, Orissa. He was one of the most prominent leaders of Indian freedom struggle. Deeply moved by the JallianwalaBagh massacre, he gave up a promising career in the Civil Service to join the Freedom Movement. He founded the Indian National Army to overthrow British Empire from India. His famous motto was "Give me blood and I will give you freedom". However, defeat of Japan and Germany in the Second World War forced INA to retreat and it could not achieve its objective. Subhash Chandra Bose was reportedly killed in an air crash over Taipei, Taiwan (Formosa) on August 18, 1945.

**Unsolved questions:**

**1-On the basis of given hints, write a biographical sketch of your English teacher.**

Name: VineetKashyap  
Profession: English teacher  
Experience: 15 years as post graduate teacher  
Qualification: MA in English with degree in teaching  
Special areas of expertise: excellent teacher, talented in script writing, working for an NGO in his leisure for old aged  
Others: head of department  
Why is she popular? Calm, composed and helpful

**2-Given below is some data on AbhinavBindra, an ace shooter who brought credit to India by bagging the first ever individual gold medal in Beijing Olympics in 2008. Use the information to write his biographical sketch in about 80 words.**

Birth: - 28 September, 1983- Dehradun

Education: -Doon school, Dehradun till 8<sup>th</sup> St. Stephen's school, Chandigarh  
XII BBA from Colorado University  
Achievements: - 2000- youngest Indian contributor at the Olympic Games :-  
2001Bronze medal in Munich World cup  
2002Gold medal in Manchester Commonwealth Games  
2008 Gold medal in Air Rifle shooting in Beijing Olympic  
Awards: - 2000-Arjun Award  
2009 -Padma Bhusan

**3. Given below are a few details about Rabindranath Tagore. Use the information to write his short bio-sketch.**

Birth : in 1861 in a wealthy family of Kolkata  
Education : no formal education- left free to pursue his literary activities- interest in literacy creation shown even in childhood  
Achievements: Nobel Prize for literature (Gitanjali) in 1913-first man from the east to win the prize  
Interests : Versatile genius-painted, acted, composed music- keen and active interest in the freedom struggle.

**4. Given below is a profile of Mr. Raj, the school gardener. Write a short biosketch of Mr. Raj in about 100 words.**

- \* Age-around 50
- \* Height/weight-six feet/75 kgs, solid built
- \* Family-large-six children: four boys, two girls
- \* Education-high school
- \* His likes/dislikes-plants, nursery, organic manure
- \* Why he is popular /unpopular-believes children are like young saplings...

**5. Read the notes on Shri V.V. Giri, the former President of India .Develop the given notes in a paragraph of about 100 words.**

Birth-10 August 1894  
Education- At Behrampur and Dublin.Practised law for some time  
An ardent fighter for the rights of labour  
President of All India Railway Men's Federation  
1929-36- Joint Secretary  
1927- Represented AITUC at ILO, Geneva.  
1930-31 Represented labour at RTC

Official posts held: Labour minister in Jawaharlal Nehru's ministry  
Governor of Uttar Pradesh , Kerala and Karnataka

- Vice President of India
- President of India

**Given below is some information about Maple, star detective of New York. Use the information to write a brief bio-sketch of Maple in about**

Breed - German Shepherd-mixed  
Age - 3 years, 7 months  
Gender - Male  
Complexion and built - Black, lean but strong  
Height and weight - 76cm, 34 kg  
Area of expertise - Raw sewage detection  
(Sniffs out illegal sewage and laundry connections)  
Trainer - Scott Reynolds  
Work experience - worked on city and country projects in New York.

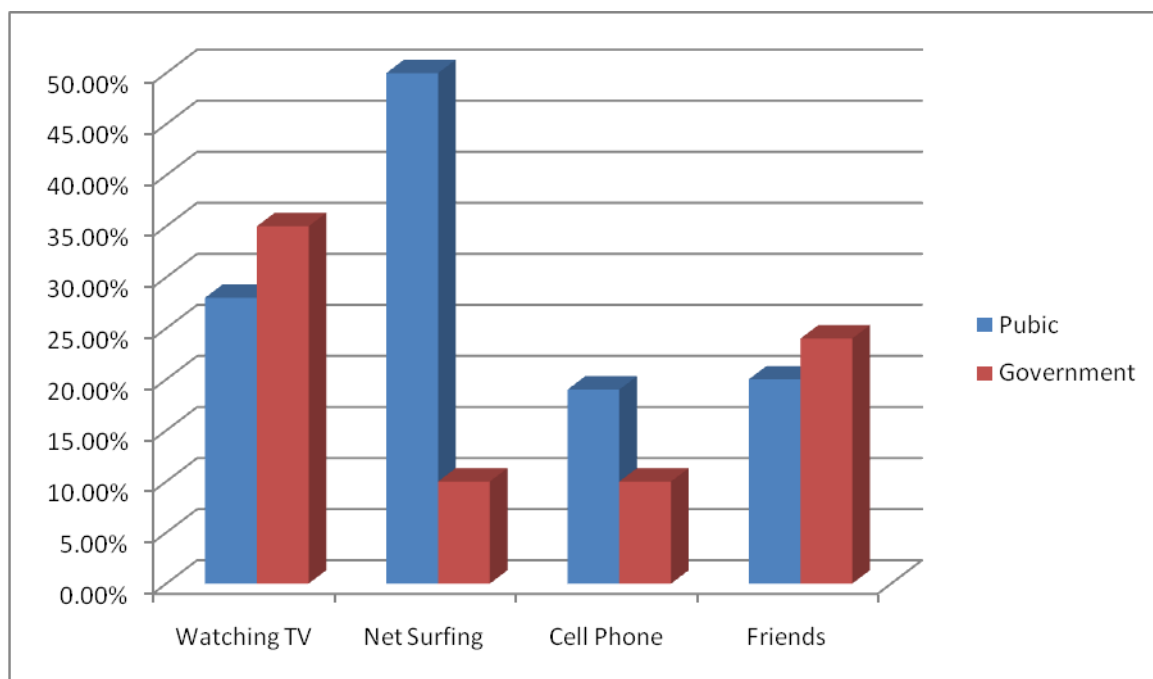
### **DATA INTERPRETATION**

This form of writing is used to interpret the facts presented in the form of table, graph or chart. A graph or chart is a visual stimulus to depict the data. Data interpretation requires an analysis and comparison of the given facts and drawing conclusions based on the given data.



### SOLVED EXAMPLES:

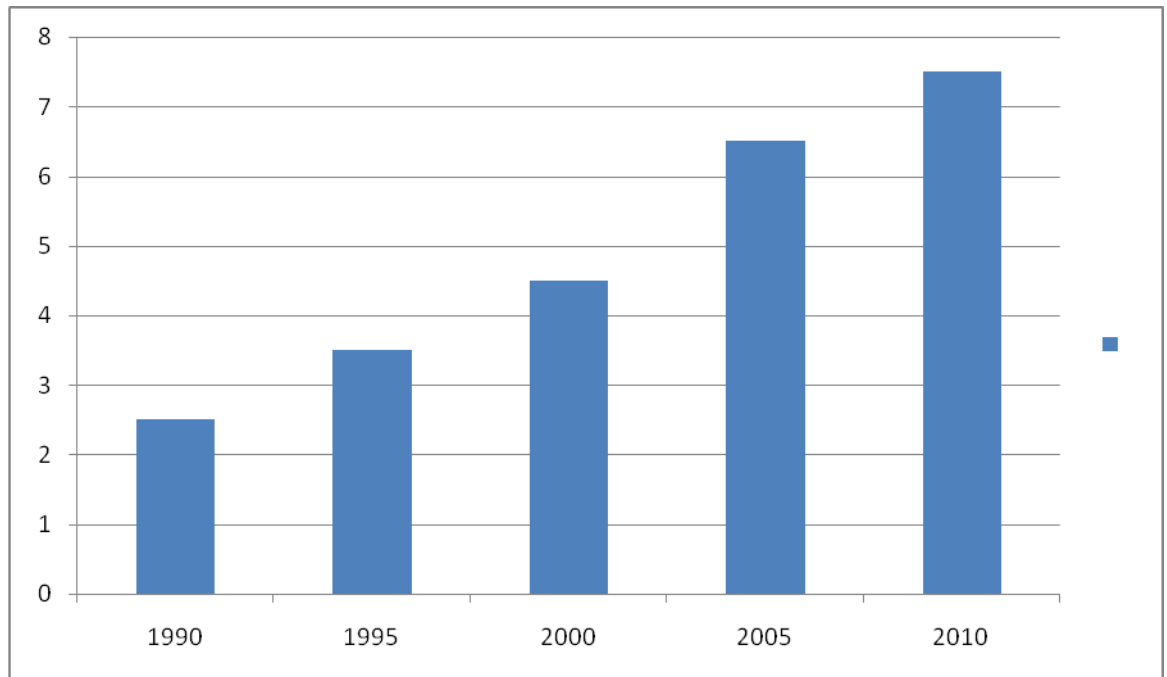
**1-Study the chart given below, which is the result of the survey conducted in the public schools and government schools of Vadodara. This depicts the types of activities the teenagers (Age 13- 19 years are involved during their leisure time). Complete the summary in about 80 words.**



#### Teenagers and leisure time

Now a days the teenagers are more techno-savvy than the children used to be ten years back. They do not play games like Ludo, Carrom, Chess and other indoor games. 9-18 % of boys and girls in the age group of 13-19 years possess their own cell phones. In the survey conducted recently on some 2000 students of two leading schools- one government and the other a public school, the following facts were revealed. While the students from public schools spend more of their leisure time in net-surfing and talking on cell phones, the government school students spend it in watching TV and talking to their friends.

**2- The following data in the form of histogram shows that death due to violence has increased considerably during recent years. Write its interpretation in 100 words on how educated youth can play a major role in establishing peace in society.**



Note: (1) Horizontal Line [x-axis] =>Years  
 (2) Vertical Line [y-axis] =>Death Rate in Thousands

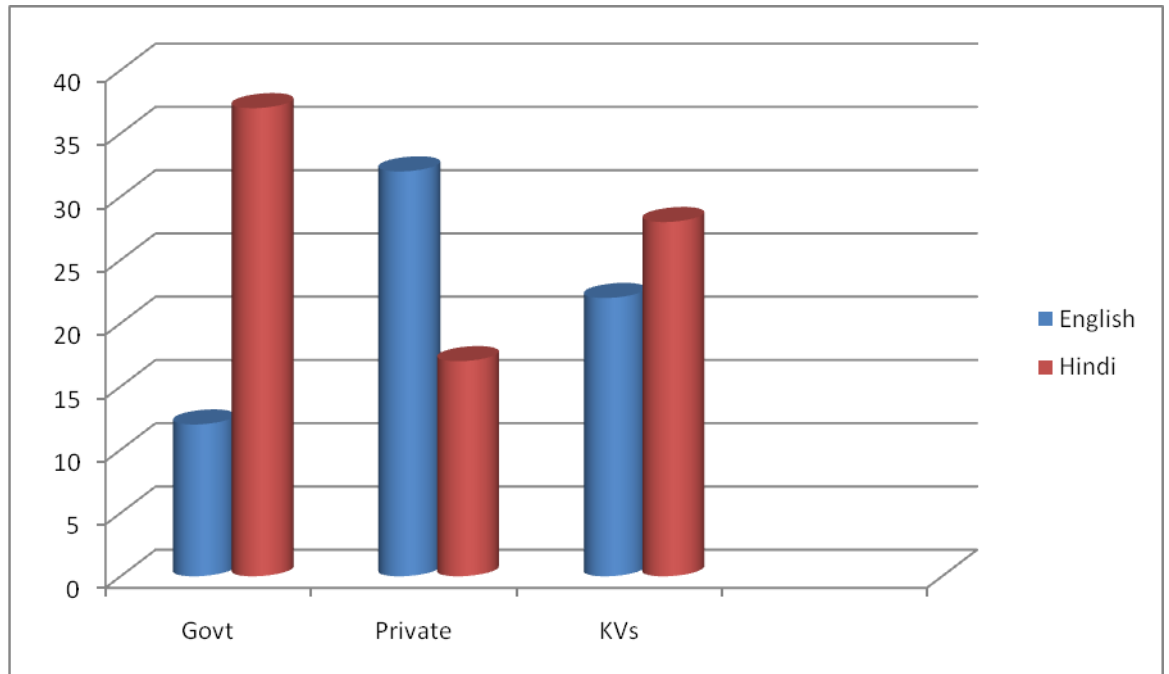
### **Role of youth in establishing peace in society**

Youth and peace are interlinked in society. Youth can play an important role in establishing peace in society. In a survey conducted, it has been found that number of deaths due to violence has increased enormously since the nineties. Death rate in 1000s was 2.5 in 1990. But in 2010, it has increased to 7.5. It is really very sad. It must be checked.

Our youth can play a major role in controlling this crime graph. They can contribute towards establishing peace in many ways. They can awaken the people towards the necessity of peace. They can help the police in catching the criminals. They can bring the criminals in the main stream by educating them and they can do much more.

### **UNSOLVED EXAMPLES:**

1- Study the graph given below, which is based on a survey done on students of tenth class in three different types of schools in Ahmedabad. The chart depicts the number of students speaking English and Hindi. On the basis of the details given in the bar-graph given below, briefly summarize the data making comparison wherever necessary in about 80 words.

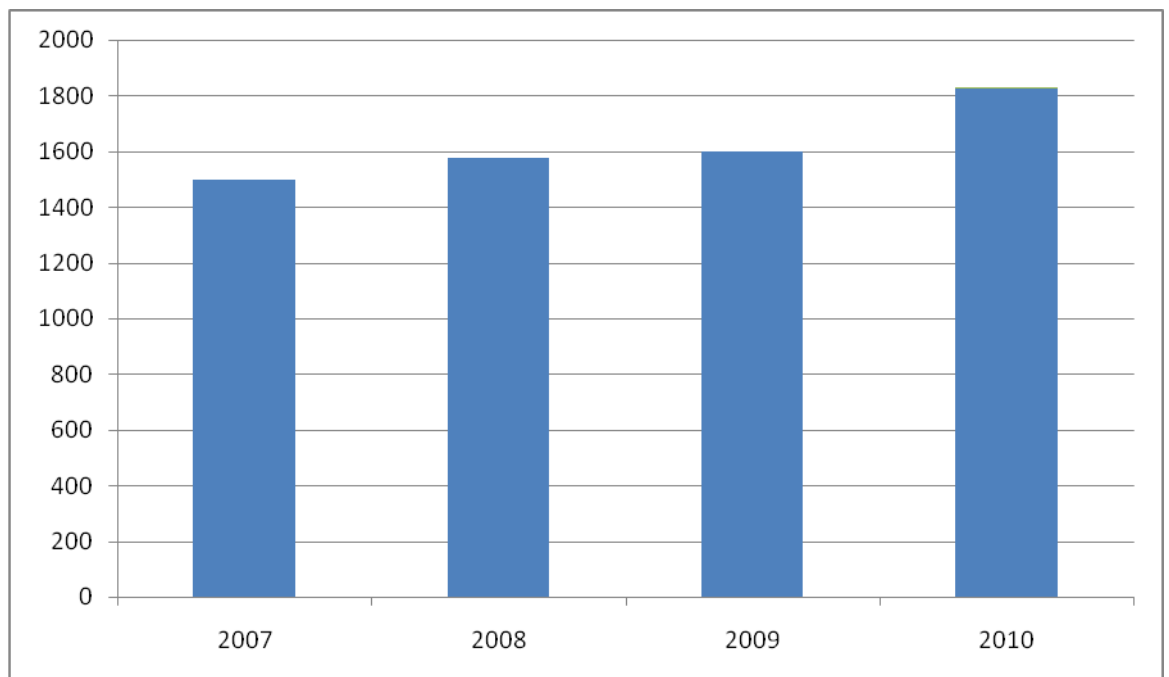


Hint- Compare the percentage of students speaking English and Hindi in all three schools giving the possible reasons.

Begin Like this:-

In a study conducted on the students of class tenth of three various types of schools- Government school, private school and a KV, it was observed that

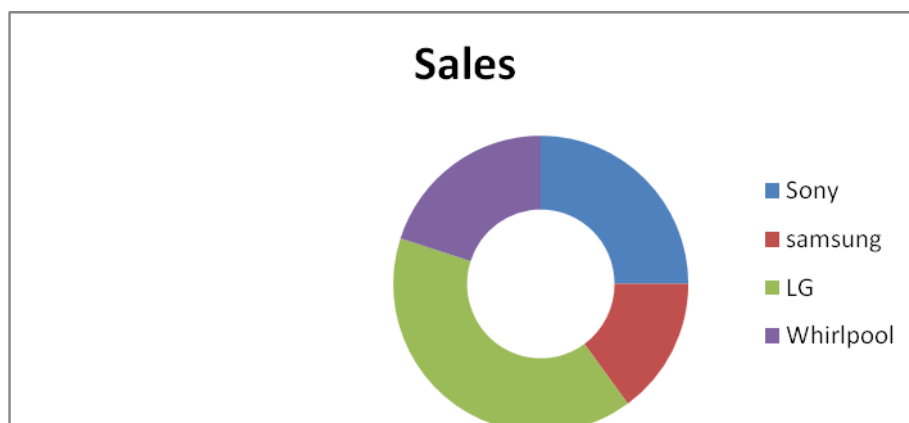
**2. As an aware citizen of the country, you are concerned about the increase in road accidents in the metropolitan city Delhi. Interpret the data given below in about 80 words. Also use your own ideas.**



Horizontal line (x-axis) - years

Vertical line (y-axis)-No. of accidents

3-Give below is a pie-Chart, which shows different types of electric gadgets, used by middle-class people in their houses on an average in Ahmedabad. On the basis and the unit 'Science' of your Main course Book; write in about 80 words the reason of selecting the electric gadgets for their houses.



Take into consideration the price range, durability, lower electric consumption & after sales-service.

## Dialogue Writing

The aim of the dialogue writing is to enable the students to elaborate upon the given inputs in a grammatical correct and meaningful conversation.

Dialogue writing does not come easily to everyone. Done well, a dialogue leads to the advancement of the story and helps in fleshing out the characters while providing a break from straight exposition or explanation.

Points to remember:

- Punctuation
- Tense
- Subject-verb agreement
- Sentence type-declarative or interrogative
- Imperatives
- Contractions

### Solved example

**Here is a conversation between a doctor and a patient. The patient has a problem getting sleepless nights.**

**Patient:** Hello Doctor!

**Doctor:** Hello, what is your problem?

**Patient:** Doctor, I have a problem of not having proper sleep at night.

**Doctor:** I'll give you medicine.

**Patient:** Thank \_\_\_\_\_

**Doctor:** Just take \_\_\_\_\_

**Patient:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_

**Patient:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_

**Key Vocabulary:**

To get a good night's sleep

- To take medicine
- To take a pill
- To stay calm

**Solution:**

**Patient:** Hello Doctor!

**Doctor:** Hello, what is your problem?

**Patient:** Doctor, I have a problem of not having proper sleep at night.

**Doctor:** I'll give you medicine.

**Patient:** Thank you Doctor. How often should I take the medicine?

**Doctor:** Just take one pill about 30 minutes before you go to bed.

**Patient:** For how long?

**Doctor:** For at least 30 days. Come back, if problem continues.

**Patient:** Anything else?

**Doctor:** Be composed at work.

**Practice questions:**

1- Complete the dialogue between Anju and Ravi.

**Anju:-**Did you see my brother yesterday?

**Ravi:** Yes, I met him.

**Anju:** \_\_\_\_\_

**Ravi:** \_\_\_\_\_

**Anju:** \_\_\_\_\_

**Ravi:** \_\_\_\_\_

2-Aman was caught by the traffic police inspector for breaking the rules of traffic. Report the dialogues between the Police inspector and Aman in any suitable way.

3- The following dialogue between the student and the teacher is incomplete. Complete the dialogue in any suitable way.

Teacher: Why are you late to school?

Student: I got up late.

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

## Description (People, Objects, Events)

It means to describe a person, place and an event factually. It needs to draw a complete mental picture of the person, place or event being described.

### **Note:-**

- It should be descriptive and detailed.
- It must not include opinions or speculations.

### **A) Description of a person**

#### **Tips**

- Physical appearance
- Habits
- Profession
- Good qualities
- Special traits
- Use active/passive voice
- Simple present is to be used
- Give concrete examples and anecdotes.
- Marking scheme
- Content 2 marks
- Language – 2 marks
- Accuracy -2 marks
- Total - 6 marks

#### **Solved example**

##### **Description of our prime minister**

**Name:** Mr. Man Mohan Singh

**Qualities of a true leader:** honest, hardworking, humble

**Different from other leaders:** no desire of name, fame

**Mission:** service to the nation

**Expectation from him:** to take country to greater heights

### **Our Prime Minister Dr. Man Mohan Singh**

Dr. Man Mohan Singh is my favourite leader. He is the Prime Minister of India. He has all the true qualities of a true leader. He is honest and hardworking. He is very humble. His simplicity connotes him. There is no trace of any pride in him. He is very different from other political leaders. He has no desire for any name, fame or riches. He is faultless and blotless personality. Service to the nation is the only mission of his life. All the Indians hold him in high esteem and expect that he will take the country to greater heights.

#### **Practice questions:**

1- Write a factual description of the postman of your locality.

2- Your friend could not attend the marriage of your sister. He desires to know about the groom from you. Describe the groom to your friend in about 80 words.

3- Give a detailed description of your principal.

4- A suspicious character is hanging around in your locality. Describe the character to the police.

## **B) Description of a place**

### **Tips**

- Mention the location, dimension and facility in case of school, home or library.
- Description of a city- geographical location, the people, their dress, food habits, social and cultural customs, occupations etc.
- Followed by remarkable features like weather etc
- Use simple present and passive forms.

### **Solved Example:**

Give a brief description of your school using the hints given below.

- KV AFS Baroda
- Beautiful 'C' shaped building
- Vast play ground
- 30 rooms and a conference room
- 03 science laboratories-Physics, Chemistry and Biology
- 2 Computer labs
- A library full of books
- A group of learned teachers and well-disciplined 1500 students.
- Principal-Vibrant, talented, excellent administrator and child loving

### **My school**

I have been the student of KV AFS Baroda since my beginning of school life. This is a 'C' shaped big building, spread in an area of about 2 acres. It has a beautiful vast playground. There are 30 spacious rooms to impart education to nearly 1500 students from classes I to XII. The rooms are big, airy, well ventilated and furnished with modern class room furniture. There is also a well-furnished large conference room. The school has three separate laboratories for Physics, Chemistry and Biology respectively. Besides, it has two air conditioned computer labs with internet facilities. A huge library with books on various subjects is the pride of the school. Education for all round development is imparted by a group of learned teachers to 1500 well-disciplined students. The school is well run by our vibrant & talented administrator and affectionate Principal Mrs. Sarita Naswa.

### **Practice Questions-**

- 1- Describe your house to your pen friend.
- 2- Describe the library of your school.
- 3- Describe the Zoo of your city.

## C) Description of an event

### Tips

- Usage of past tense.
- Use Passive voice to describe scientific, technical writing and lab reports.
- Also known as report writing.

### **Solved Example:**

Your school organized a free eye Camp for the students of your school during autumn break. Well known eye specialists were invited on this occasion. You are Rajat, the head boy of this school. Mentioning the title, the date, the number of students benefited from this camp, write a description of this camp in about 100 words.

### **Free Eye Camp**

**By :Rajat**

**Date :**

**Place :**

During the autumn break, our school organized a three day free camp in the school auditorium. More than 150 students and residents living in the vicinity of the school visited the camp for eye-checkup. Dr. Abhimanyu, Head of the Deptt. , Eye Deptt. Civil Hospital, Vadodara and other prominent eye specialists treated the patients. The patients were provided with spectacles and medicines on the spot. The Assistance Commissioner of Ahmedabad Region graced the occasion with her august presence. The camp benefited the students and the visitors. The services were rendered free of cost. The camp was a great success.

### **Practice Questions-**

1- Describe the Annual day Celebration of your school in about 100 words.

(Hints- Date & time- 22 April, 2011 at 06:00 pm at School auditorium, Chief guest Mr. Nanda, the district Collector, Activities- annual report presentation, prize distribution, cultural programmes, blessings by the chief guest and Vote of thanks.)

2-Describe a road accident you witnessed recently.

## **LETTER WRITING**

### 1. FORMAL LETTERS

Formal letters include

(1. Business letters    2. Official letters    3. Applications    4. Letter to Editor of newspapers

letters of complaints, etc.)



## Format-

Sender's address	43Z-Ashok Vihar Mathura-2812005
Date	11 April, 2011
Address of the addressee (Receiver's designation and Address)	The Editor The Times of India New Delhi
Salutation	Subject:- Sir.
Subject Line to focus attention	Body of the letter: 1. Introduction 2. Main Content 3. Conclusion
Body	
Complimentary close	Thanking you, Yours sincerely/faithfully/truly,
Sender's Name Designation (if applicable)	Raghav (Designation)

## Solved Examples

1- Anand witnessed an accident near the school gate where a child fell down and was hurt very badly. Many people were standing around but did not know what to do. Finally the child was carried to the hospital by a taxi driver. Anand felt the necessity to enable the students to render the first aid to the victim. He decides to write a letter to the editor of a local daily about the importance of knowing first aid. Write the letter on his behalf using your own ideas and the ideas from the unit 'Health and Medicine'.

RX-45, Abhilasha Complex

Greater Kailash

New Delhi-42

April 17, 2011

The Editor

The Times of India

New Delhi

Sub:-Importance of knowing first aid

Sir,

May I have the honour to draw the attention of the authorities and the people through the esteemed column of your newspaper about the importance of knowing the first aid? Today a child met an accident near the school gate. Many people were standing around but did not know what to do. Finally the child was carried to the hospital by a taxi driver. The students should be made aware of primary steps of first aid at school. In the school curriculum, it should be included. Even competitions should be held to make them efficient at first aid.

At the same time, they should have their own mini first aid box at their home. The parents should encourage their children for this purpose. They should know what to do in such situations before the victim is carried to the hospital. At times, the first aid can be life saving. The government and the concerned educational authorities should initiate a step towards this.

Thank you

Yours sincerely

Anand

- 2) A newspaper reader in Srinagar wants to write a letter to the editor of a local newspaper about the increasing awareness of health and diet. The table given below shows some changes from 1999 to 2009. Using the information together with your own ideas from the unit of 'Health and Medicine', write a letter in not more than 150 words.

HEALTH IN SRINAGAR	1999	2009
Number of yoga & health clubs	5	10
People using refined oil	20%	60%
People going for morning walk	5%	25%
People going for regular health checkup	8%	23%
Awareness programmes	10%	40%
Role of advertisements	7%	33%
Death rate	15%	11%

7/50, B Mal Road  
Srinagar

10 June, 2011

The Editor  
The Tribune  
Srinagar

Sub: - Increasing awareness of health and diet.

Sir,

I write this letter to highlight the changes that are being observed in terms of awareness among people regarding health. Health seems to be quite on the top of people's priority list.

To give a few examples in 1999, there were only 5 yoga centres which doubled by 2009. As compared to 1999, the use of refined oil is increased by three times in 2009. There is a steep rise in the number of people going for morning walk, i.e. from 5% to 25%. The number of people going for regular health checkup has also gone up considerably. Advertisements are also playing a major role, in 1999 it was 7% and now it has increased to 33%. As a result of all this, death rate has fallen from 15% to 11%.

This shows that people's attitude and concern regarding their own health has undergone a change. The dictum 'Health is Wealth' is probably being understood. As long as one lives, one should be healthy, hale and hearty, is the motto.

This has given boost to health related business, showing an upward movement. If one is conscious about one's health, it definitely pays in long run.

Through this letter, I want people to know that they should avail the facility available as well as go for regular morning walks, to keep themselves hale and hearty.

Yours truly

Sudha

### **FOR PRACTICE**

- 1) You were a part of audience in a debate held in your school on 'Technology, Its effects on modern life'. This set you thinking how the youth of today misuses technology. Write a letter in 150 words to the Editor of a newspaper on the dangers of such misuse and how it can be controlled. Use the following notes:

### **Refer to the unit of science:**

Youth –easy prey to technology

- Effects on health if misused
- Waste of money and time

2) Given below is an extract from an article in 'Newsweekly':

'For years, I ate fast food because it was efficient and cheap. I had no idea I could be damaging my health,' says Ravi Tripathi, 56, a maintenance worker with heart disease.

Your younger brother is studying in a boarding school. Write a letter telling him about the health hazards caused by junk food, using your own ideas and the ideas from the unit on 'Health and Medicine'.

3) You are Gaurav. You feel that facilities for tourists should be improved in India. Write a letter to the secretary, Department of tourism in your state highlighting the need for improving facilities for tourists to promote tourism in your region. Ideas can be taken from the unit 'Travel and tourism' besides your own ideas on the subject. Your answer should not exceed 150 words.

4) You lost your wallet on the train. You haven't found it yet.

Write a letter to the station master of the local train station in about 150 words. In your letter

- a. Describe your wallet and what was in it.
- b. Request information about their lost and found service.
- c. State what action you want the station master to take.

5) You happen to come across a group of children in tattered clothes begging on the road side. Their bones were peeping out of their skin-a perfect picture of malnutrition. You were very much touched. You decided to write a letter to the editor of 'The Tribune', Chandigarh. Write the letter in about 180 words.

6) You are Rachana/Raghav, 15 MG road Agra. You happened to see the following news item in a newspaper. Write a letter to the editor of The Times of India, New Delhi expressing your views on the matter.

New Delhi:-The Supreme court has passed an order that it is the responsibility of every citizen to look after their aged parents. If they fail, they will have no right of inheritance.

## **INFORMAL LETTER**

**(Letters to friends, parents, relatives and acquaintances)**

DB-10 Rajeshwar Residency-II

Harni Road, Baroda

10 April, 2011

Dear \_\_\_\_\_ ,

Body of the letter

Yours lovingly

Rajat

### **Solved Example**

1- Imagine you are Raghav, a class X student of Army School Agra Cantt. You are living as paying guest at 24-D Sadar bazaar Idgah, Agra. Write a letter to your father telling him about the prize which you have won by standing first in the Chess Competition during annual sports day celebration.

24-D Sadar bazaar Idgah

Agra

15 April, 2011

Dear father,

The annual sports day celebration was held on last Monday. Brigadier RP Singh presided over the function.

You will be glad to know that I got the first prize by winning the inter-house Chess competition. There were many prize winners. When I was called, the students and the

teachers gave a loud applause. The chief guest, Brigadier RP Singh, gave me the prize and congratulated me. It was a very big moment for me. I wish you had been here.

Convey my best regards to Mom, brother and Ruchi.

Yours lovingly

Raghav

1. You are Mangla. On the basis of the notes given below, write a letter in about 150 words to your friend Radha, telling her about the dangers of drug addiction .
- 2.

#### NOTES

Why drug abuse? No single reason- addicts start out of curiosity-for pleasure-to get over boredom, symptom :

Loss of interest in sports, daily routine, appetite-puffy eyes-unclear vision-mood changes-temper tantrums.

Strike Drugs Before They Strangle You.

25, Raj Garden

Vrundavan

23 July, 2011

Dear Radha,

Hope this letter finds you in best of your spirit.

I am writing this letter specially to tell you about the dangers of consuming drugs. Drug consumption initially starts just out of curiosity, but when coaxed by friends, people start consuming for pleasure. This, slowly over a period of time, turns into a habit.

Some start consuming drugs to get over boredom. Soon with regular consumption, they start having depression symptoms .It then becomes a necessity .They lose interest in things around them, their hands start shaking and they lose appetite, they do not retain any interest in sports, academics, etc. Their eyes turn puffy and slowly they even tend to lose vision. Those who consume drugs regularly have temper tantrums. The person becomes the slave of drugs and if he is deprived, he develops several withdrawal symptoms. It slowly kills a person from inside.

We need to treat such people with understanding and sympathy.

Dear Radha, drugs are a curse on the society and one should not even try them. You need to be healthy to achieve success for yourself in the world.

Convey my regards to aunt and uncle and love to Beena.

Yours affectionately

Mangala

**3.** You have just witnessed the impact of evaluation through grades, instead of marks in class ten Board results. Write a letter to your younger cousin advising him how to deal with changes.

Hints:

- Good grades--- consistent, continuous effort
- Once a 9 or 10 point average, you are slotted with the best
- One mark may make you lose or gain the next grade
- Grades bring in several toppers

22-D Swaroop Nagar

New Delhi

18<sup>th</sup> Aug 200X

My dear Aman,

Hope everything is fine at your end. As you know , the CBSE introduced the grading system last year in class ten. Since we were the first to have witnessed the evaluation through grades instead of marks, I relate through this letter the good points of this new system.

First of all grades eliminated the hollow competition from our minds. But, we remained determined to get good grades. Now I have found that getting good grades is not very difficult. They require just consistent and continuous efforts. It means regular studies with whole hearted participation in class activities. If you take active part in class room activities, like enacting some scenes, group discussions and delivering speeches, you get very good grades. I personally think that once you start getting a 9 or 10 point average, you are slotted with the best. However, all this depends on your continuous and regular work. Just one mark can make you lose or gain your next grade. There is no doubt that grades bring in several toppers. Of course these are not like evaluation through marks, but I find them rewarding. Because of them we start taking a keen interest in our studies.

I find the grades good and encouraging.

I shall be glad to explain to you more on this as and when you want.

With regards

Yours lovingly

XXXX

### **Practice Questions-**

1-You are Anuj/Ambuja of class X living in the hostel of KV 1 Delhi Cantt. Write a letter to your mother telling her how you prepared Maggi for the first time in your room.

2-You are Abhay/ Abha living in Surat. You have been invited to attend your friend's marriage. You are not able to attend the marriage due to personal problems. Write a letter to your friend congratulating him and showing your inability to attend his marriage.

3-Write a letter to your father asking him to send money as you have to buy the new books, pay the school fee and hostel charges for the new academic session.

4- Write a letter to your sister congratulating her on getting admission in MBBS. Also ask some tips about her success.

### **E- Mails**

E-mail, also known as Electronic Mail is a method of exchanging digital messages across internet or other computer networks. It is the quickest way to communicate in writing.

E-mail messages consist of two major sections:

1- **Header** consisting of- subject, sender, receiver, date and time.

2- **Body** which contains the message. It can contain formal/informal language depending on the purpose

#### **Tips on composing E-mails:**

Subject

- It should be brief
- It should give a clue to the content of the message
- It need not be a complete sentence

Salutation

- Dear Sir/first name of the person

Opening Statement

- Begin with a pleasantry or greeting
- When replying a message- Thank you for your message/ I received your message

Clarity and tone

- When you expect a reply- 'Please let me know'
- When you want help- 'please' or 'kindly'

Paragraphs

- Each main idea should be in a separate paragraph
- Use complete sentence. Do not use SMS language.

Complimentary close

- Regards/Love



- Name

### **Meaning of CC &BCC:**

**CC**-Carbon Copy- add addressee to it, if those people need to know about the subject, but are not required to act on the contents.

**BCC**- Blind Carbon Copy- People in this field are concealed from other recipients in the 'To', 'CC' and 'BCC' fields. They can see others in the 'To' & 'CC' fields, but not the 'BCC' fields.

### **Do's and Don'ts about E Mail:**

#### **Do's**

- Use an informative subject line.
- Write most important information first.
- Use number and bullets to make the message clearer.
- Use simple grammar and language.
- Write short sentences.
- Use separate paragraphs.

#### **Don'ts**

- Write about irrelevant issues.
- Give personal information that you don't want someone else to know.
- Use capital letters to write whole words as in emails, this is considered shouting.
- Use different fonts (the recipient's computer may not be compatible).
- Use Italics.
- Use exclamation marks.
- Use incomprehensible abbreviations, acronyms and smileys.

## FORMAT OF AN E-MAIL

Date	<input type="text"/>
To	<input type="text"/>
CC	<input type="text"/>
BCC	<input type="text"/>
Subject	<input type="text"/>

<input type="button" value="Send"/>	<input type="button" value="Save"/>
-------------------------------------	-------------------------------------

### **Formal Email**

#### **Solved Example**

You are Mr RK Singh, the librarian of KV AFS Baroda. Write an email to Bhatia Book Depot, Ahmedabad requesting them to cancel your order for English literary books and books on environment. Give reasons for cancellation of the order.

Date	<input type="text" value="14.04.2011"/>
To	<input type="text" value="bhatiabookdepot@rediffmail.co.in"/>
CC	
BCC	<input type="text"/>
Subject	<input type="text"/>

Dear sir,

I placed an order on behalf of the principal on 15/03/2011 for supply of English literary books and books on environment. They said that the supply order was supposed to be received by this school on or before 31/03/2011. But sorry to say that the books have not been received till date and also no communication has been made from your side for the delay.

Hence the school has placed the order for these books to other book depot due to urgency of the books. The said order may be treated as cancelled.

Thank You,  
Yours sincerely

RK Singh  
Librarian

**Questions for practice:**

1- You are Rachit/Rachana, a class IX student of Army School Mathura Cantt. You want to join computer classes during summer vacation at Sony computer centre, a well reputed computer institute of Agra. Send an E- Mail to the institute seeking the following information:-

- Courses offered
- Duration of each course
- Respective course fee
- Frequency of classes

- Lodging/boarding facility
- Any other information

The E-Mail ID of the institute is 'sonycompagc@yahoo.co.in

2-You are Varun/ Varnika. Write an e-mail to your principal, complaining to him/her about the problems of sanitation and cleanliness in your school.

### **Informal Email**

#### **Solved Example**

1. You are Soham, an employee of Reliance India Limited Mumbai. You planned to visit your home during the month of May, 2011. But you are not able to go your home as you have been asked to go to Kolkata during that period by the company. Send an email to your father showing your inability to go home as planned earlier.

Date	<input type="text" value="14.04.2011"/>
To	<input type="text" value="raviraj@yahoo.com"/>
CC	<input type="text"/>
BCC	<input type="text"/>
Subject	<input type="text" value="Inability to come home in May"/>

Dear father,

How are you? I am going to Kolkata for 15 days in the month of May for an urgent work of the company. So I will not be able to come home as planned earlier. However I will come after I return from Kolkata.

I miss you all.

Yours lovingly  
Sohan

2. On 'Mother's Day' you gifted your mother with "LenovoA600 Idea Centre". Your cousin wants you to write an E-Mail and describe how your mother reacted when you gave her the gift. Also describe the functions of the Computer.

You may take the help of hints given below.

Mother overwhelmed, gave blessings, invited her friends to show the new computer—"LenovoA600 Idea Centre"----- slimmest computer-HD display—can watch TV, Soap operas—DOLBY THEATRE SOUND SYSTEM.

Date: 25 <sup>th</sup> July 200X
From: Suresh@ gmail.com
To: Sudhir 15@gmail.com
Subject: Mother and LenovoA600
<p>Dear Sudhir</p> <p>I hope you are fine. As you desired I am writing this E-Mail about my mother's reaction, when I gifted her the newLenovoA600 on 'Mother's day'.</p> <p>You know LenovoA600 is the latest version of laptops. It is the slimmest of laptops with HD Display. One can watch TV, soap operas on it. It is like theater, with Dolby sound system.</p> <p>When I gave my mother this laptop, she was simply thrilled. She just hugged me and blessed me profusely. Tears of joy were there in her eyes. I consider this LenovoA600 as the best gift for my mother, as I knew she wanted it very badly. Being a great enthusiast for keeping herself abreast of what is happening around and hungry for knowledge, She would enjoy using it. She can not only satisfy her hunger for knowledge, but also entertain herself by seeing TV, etc. She can experience Theatre, as it is fully equipped with Dolby theatre Sound system.</p> <p>Regards Yours lovingly Suresh</p>

## Article Writing

### Tips-

- Read the question carefully
- Use CODER
- Make some points to be covered
- Expand the points in 3-4 paragraphs
- Plan, organize and present ideas coherently
- Be creative
- Take care of grammar
- Use proper layout

Writing an article is a challenging task. It needs creativity, good vocabulary, good knowledge of the subject and skill to organize ideas.

### Purpose

To focus on themes like social concern, narrating an event, description of a place, etc.

### Format

- Heading/Title- must be catchy and sharp
- By- name of the author
- Body

**I Para-** Introduction- Start with a slogan, a question, an amazing fact, figure or statement.

**II/III Para-** Causes, effects, present state of affairs, etc.

**IV Para-** Draw solutions and conclusions

### Solved Example

**1- You decide to write an article in the school magazine on how it is important to save the planet, Earth. Write the article in about 180 words.**

#### **Save the planet, Earth**

This is a cause of complete concern across the globe today. The global warming has accelerated the rise of temperature on earth which is said to have risen by 4<sup>0</sup> C. The sea level is also rising. The glaciers are also melting away. There has been very less rainfall in the recent years resulting in the scarcity of food around the world. The death rate due to starvation has increased immensely. We, the human beings are solely responsible for this calamity. We pollute our planet in many ways. Deforestation, industrial pollution, toxic wastes, vehicular pollution and lack of greenery are the chief causes of imbalance in the ecosystem.

The urgent need of the hour is that each one of us takes step to save the planet in every possible way. We should protect our forests, save fuel, plant trees, take care of toxic pollutants, conserve water and change our life style.

Awareness programmes must be launched by the students and NGOs to make people aware of environmental problems. The public should avoid the use of polythene bags. All of us must strive hard to save our beautiful planet for the future generations.

### **News item**

**Video games, Internet, Cell Phones and other high-tech gear are just part of growing up in a digital world. But parents are concerned about the amount of time their children spend with these and worry that it might be distracting and cramping academic and social development.**

Using your own ideas and those taken from the unit “Science”, write an article in 180 words, describing both the benefits and harms of using these high-tech devices.

### **High – Tech Device- Boon or Bane**

The present day high-tech gear is just part of growing up in a digital world. Nevertheless one cannot deny that all these gadgets have become a part and parcel of our daily lives. Besides we have become highly dependent on these devices. This is more so in the case of children. Their lives are completely ruled by these devices.

These devices have many benefits. They have made our lives easier and more comfortable. They have made the world jump forward with a leap, and built up a glittering modern world. They have also opened innumerable avenues for the growth of knowledge and have given a definite form to the wild imagination of man. They have indeed revolutionised every sphere of life. But on the other hand the excessive interest of children in these gadgets, has made parents concerned and worried. Children spend a great deal of time on these gadgets like video games, internet, cell phones etc the parents feel that excessive use of these gadgets will definitely be destructive for the children. This could also cramp their academic and social development. If children are not checked, they would continue to waste time on these gadgets.

They will recline into their own high-tech shell. Thereupon it will become very difficult for parents to bring them out of this world. If these high- tech devices are used in moderation they can fulfill the purpose for which they have been invented.

### **Questions for practice:**

1- India is a country of temples, lakes and monuments which exhibits fine architecture. India is regarded as favourite tourist attraction. But as a country, we need to promote tourism, make people aware of its importance and make it a safe destination for the tourists. By using the information and ideas from the unit “Travel and tourism” together with your own ideas, write an article in about 150 words.

2- Write an article on the given topic using hints given below in not more than 150 words.

Mobile Phones: a modern utility or a health hazard

Hints:

A- Use of mobile phones

i- 50% of India is going to have mobile phone by 2012

ii- Growing at a fast rate.

B- Utility of Mobile phones

i- Keeps well connected

ii- Inexpensive

iii- Handy

iv- Helps in personal and professional tasks

C- Health Hazards posed by Mobile phones

i- Electromagnetic radiation

ii- Distraction while driving

3. You are Ruchi. Once you got a chance to visit a remote village of Rajasthan. You noticed the girl children did not go to school. Write an article on “Need to educate the girl child” for the school magazine.

4. What goes inside the mind of terrorists and why they commit such heinous crimes which lead to the deaths of so many innocents, no one knows. The recent bomb blasts at various metros of the country have left everyone shocked. You are Sania/Sonik. Write an article in about 150 words on Terrorism-A threat to Humanity by taking help from the points given below.

Terrorism has taken deep roots

Terrorists attack anywhere, any time

Have a vast network, Use latest technology

Solutions :

Combating this evil is everybody’s duty should be vigilant

Security forces to upgrade technology.

## **SPEECH WRITING**

### **Purpose**

To express views in the public.

### **Format**

- Salutation or greeting
- Disclosure of topic
- Narration of facts, presentation of data, relevant examples, etc.
- Sensible deviation from the topic
- Draw conclusion in an innovative and imaginative way.



### **Solved Example:**

1. Today is women's day and you are asked to deliver a speech on changing role of women in 21<sup>st</sup> century acknowledging their significant contribution in changing face of modern era. Your speech should not exceed the limit of 120-150 words.

HINTs: Gone are the days-when women were considered only fit to become home makers-position remarkably improved-have all rights of equality-possess higher position without any distinction have made their place in literature ,education ,administration-modern woman- self-confident, Self-respect, we are proud of them.

### **ROLE OF WOMEN**

Respected Principal, Learned Teachers and Friends,

I am glad to have this opportunity of expressing my views on the ROLE OF WOMEN on women's day.

Gone are the days when women considered themselves a weaker sex. Today, they are neither weak nor inferior .They have proved their worth. Name any field of progress wherein they have not left their mark? They are known for their sincerity, sensibility, hard work and timely wit. They have never failed in using them in time of need.

Women like BarkhaDutt, Sonia Gandhi, RahatTaslim who won

1 million rupees in KBC Quiz Contest have left their signature style in whatever field they chose. Being woman myself, I feel tremendous power in myself and see no reason to lag behind. I am proud to be woman. We know that modern world cannot afford to leave women as they have time and again made the world realise their strong presence.

I acknowledge the vital role the women play for the emancipation of the society and their immense contribution in shaping and creating the definition of this era and therefore, salute them.

### **Questions for practice:**

1- Ankit, a class X student was asked by his teacher to deliver a speech in the morning assembly of his school on "World Environment Day"-5<sup>th</sup> June. Using ideas given below, together with your own, write the speech in not more than 120 words.

- a. Let's not pollute the air we breathe!
- b. Wake up in fresh air and maintain cleanliness
- c. Plant trees and see them growing
- d. Fight vehicular pollution

2-You are a member of your school Social Service League. You are visiting a nearby village to speak to the villagers how smoking is a silent killer of life, besides being drain on the limited income of an average man. Prepare your speech and also mention how vital organs are affected due to smoking, how it is harmful even to those who do not smoke but happen to be seen with smokers and how we should educate people on the dangerous effects of smoking. Restrict your speech to 150 words.

## STORY WRITING

### Purpose

A story is narration of a set of fictitious events often used to convey a moral message.

### Format

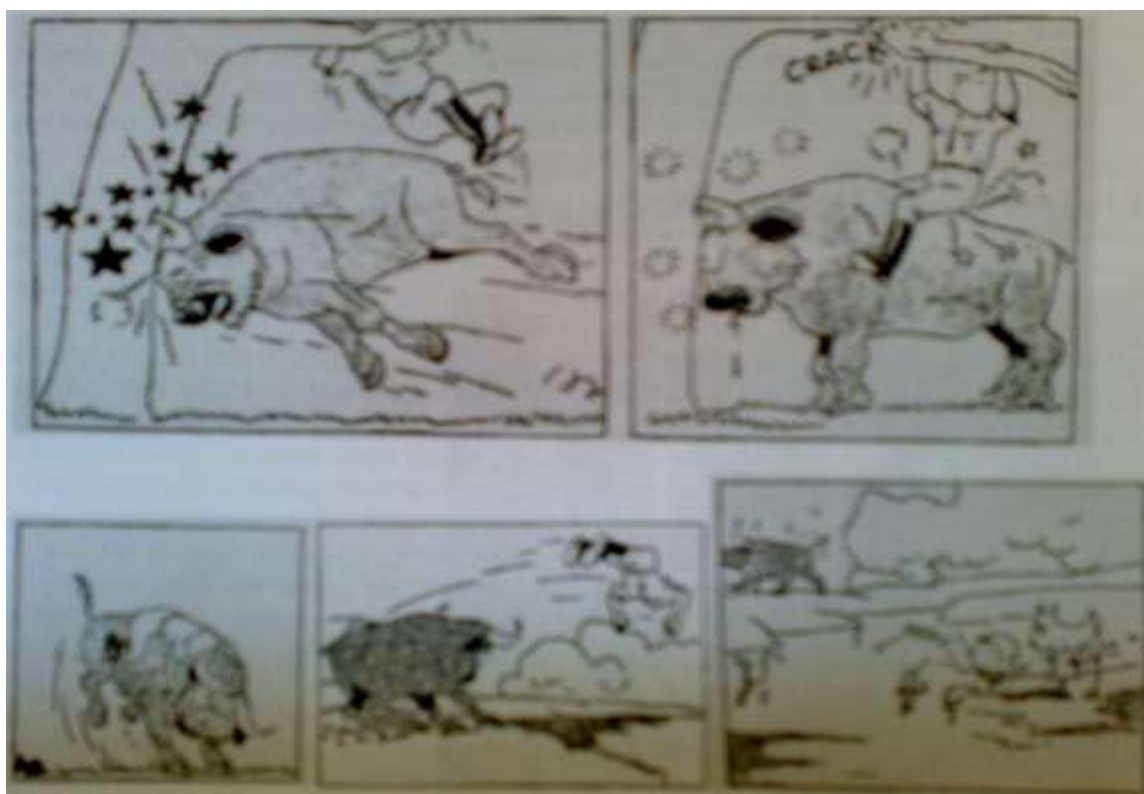
- Context- Use phrases like- ‘Once upon a time...’, ‘It happened so...’, ‘Longlong ago...’
- Introduction of characters- through dialogues or narration.
- Plot- Description of an event/accident
- Climax- end of the story, Most interesting, Unpredictable

### Steps

- Set the context
- Introduce characters
- Develop plot(s)
- Reach climax
- End the story

### Practice Questions

1) Interpret the pictures below and write a short story in about 150 words:



2. You went to your aunt, Mary's house for her blessings on your birthday. She asked you to do one good thing every day. The next day when you were going to your school you helped an old woman. Write a story how you helped an old woman when you remembered your aunt's advice.

## **DEBATE**

### **What is debate?**

A debate is a formal discussion, or an argument on a subject on which people have different opinion.

### **Purpose**

To show skills and ability of presenting an argument.

### **Format/Steps**

- Salutation- 'Respected chairperson, honorable judges and all present...'
- Introduction- views for/against-topic.
- Body- views, facts, Contradiction of opponent's argument, rebutting the statement, questions etc.
- Conclusion- clarification of stand made.

### **Common phrases**

I'd like to raise/the question/argue.....

In my opinion.....

Nothing could be more illogical than

I feel very strongly that.....

I would like to draw attention to.....

I fail to understand.....

I submit that.....

May I ask all present.....

I strongly oppose.....

On the contrary.....

### **Practice Questions**

1- The motion of the debate is 'Computers and Children: A boon or a Bane'. Write the debate speech for or against the motion in 150-180 words.

2- The motion of the debate is 'Grading is better than marking of examination performance'. Write the debate speech in for or against the motion in 150-180 words.

3- The motion of the debate is 'Home work should be abolished'. Write the debate speech for or against the motion in 150-180 words.