

CLASS XI

WRITING SKILLS

SECTION B (ADVANCED WRITING SKILLS)

(ACCORDING TO CBSE GUIDELINES)

Q3. NOTICE- inviting articles for school magazine

- Write in a box
- Word limit- 50 words
- Format

Name of the school	
NOTICE	
Date	Heading
Name	
Designation	

- i. What (inviting articles/ sketches/ compositions from students)
- ii. Why (for publication in the school magazine)
- iii. How (neatly and legibly written)
- iv. Last date for submission
- v. To be given to whom/ contact person
- vi. Any other relevant details

ADVERTISEMENT – to let/ accommodation available

- Write in a box
- Word limit 50 words
- Format

FOR SALE
Available,..... , for genuine deal contact, sunil, 9800000011.

Type of accommodation

- i. Location
- ii. Facilities
- iii. Expected rent
- iv. Contact
- v. Any other relevant details

Credit is given for observing the word limit.

Q4. EVENT- INTER- SCHOOL DEBATE

- Format of a magazine report

HEADING

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NAME

DESIGNATION

- Divide the report in 3 paragraphs
- 1st para- 'wh' questions, number of participating schools, chief guest/ judges, dignitaries present.
- 2nd para- sequence of events- lighting of the lamp/ inauguration, topic, level of competition, result, judges' response.
- 3rd para- appreciation, success of the event.

What- debate on the impact of reality shows on the younger generation

1. When- date and time
2. Where- venue
3. Participation level
4. Panel of judges
5. Students' response
6. Result/ prizes

7. Any other relevant details

EVENT- BUSMISHAP

- Format of a newspaper report

HEADING

By xyz, Times correspondent.

7th September, Kolkata:.....

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- Divide your report in 3 paragraphs.

Para1- 'wh' questions, current status (driver absconding, injured hospitalised.)

Para2- sequence of events- (reconstructed from eyewitnesses, police and victims' accounts) Since it is not a first- hand account, use phrases like 'according to eyewitnesses', 'according to the police', 'according to the victims'.

Para 3- the larger issue, if any (this is the third incident of rash driving...)

1. What- a bus mishap resulting in serious injuries to passengers
2. When (day, date time)
3. Where (Nicholas Road, Nungambakkam, Chennai)
4. How the accident took place
5. Injuries suffered
6. Account of eye witnesses
7. Action taken by authorities
8. Any other relevant details

DESCRIPTION OF A PROCESS (FACTUAL DESCRIPTION) - ORGANISING AN INTER – SCHOOL POSTER MAKING COMPETITION

Format of a factual description

FACTUAL DESCRIPTION OF INTER-SCHOOL POSTER MAKING COMPETITION

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1. What- organising inter-school poster making competition
2. Occasion- the diamond jubilee celebration of the school
3. Details of the competition- when (day, date, time), where (venue), eligibility conditions(age, class, gender), theme of the poster making competition, judges, prizes (certificates/ awards), last date for sending confirmation and list of participants.
4. Sending invitations to other schools.
5. Other relevant details.

Q5. LETTER WRITING – ENQUIRY ABOUT P G DIPLOMA IN HRM

Format of a formal (business/ request/ job application/ editor) letter

Your address

Date

The manager (designation)

Name of the company

Their address

Sir

Subject:

Body of the letter.....

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Yours faithfully

ABC

- i. Purpose (details of admission)
- ii. Eligibility criteria
- iii. Fees

- iv. Hostel facility
- v. Prospects of placement
- vi. Scholarships available if any
- vii. Request for prospectus
- viii. Any other relevant details

REQUEST FOR A TESTIMONIAL (the format is that of a formal letter)

- i. Introduction of the writer (name, father's name, course completed, year of passing, roll no/ admission/ enrolment no, etc)
- ii. Reference of the teacher-in-charge
- iii. Details of participation in curricular and co-curricular activities and achievements
- iv. Request for a testimonial which includes details of the performance
- v. Any other relevant details.

ENQUIRY ABOUT A DIPLOMA COURSE IN LAB TECHNOLOGY

- i. Purpose of writing the letter
- ii. Enquiring about future prospects of newly introduced Diploma Course in Lab Technology
- iii. Eligibility conditions
- iv. Duration of the course
- v. Fees
- vi. Scholarships if any
- vii. Placement opportunities
- viii. Request for prospectus
- ix. Any other relevant details

LETTER TO THE EDITOR ABOUT THE DILAPIDATED CONDITION OF A PUBLIC MONUMENT

- 1. Name of the monument and its location
- 2. Describing the condition (4 points)
- 3. Request for preservation/ restoration of the monument
- 4. Any other relevant details

Q6. ARTICLE WRITING- the format (title and writer's name) carries 1 mark, content carries 4 marks and expression carries 5 marks.

Format of an article

HEADING

By XYZ

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POLLUTION AND TRAFFIC JAMS

- i. Problems caused by pollution and traffic jams- health problems, harm to the environment, wastage of time, fuel, man hours, etc.
- ii. Suggestions for improvement- decongesting market places, compulsory pollution checks, regulating traffic, penalty for non-observance of rules, improving public transport system, etc

MUSHROOMING GROWTH OF SLUMS

- i. The problem- crowding of cities, inhuman conditions (temporary hutments, problems of water, electricity, toilets, roads, schools, clinics, etc., burden on city's infrastructure, facilities and conveniences, eyesore/ filth/ garbage/ unhygienic conditions, under-employment and unemployment, increase in crime rate, etc.
- ii. Suggestions to deal with the problem- discouraging migration from rural areas, decongesting cities, equitable development of rural and urban areas, creating better job opportunities in rural areas/ better educational and medical opportunities.

ROLE OF YOUTH IN COMBATING CORRUPTION

- i. What is corruption (unlawful, illegal, unethical practices)
- ii. Different types of corruption
- iii. Levels of corruption
- iv. Consequences/ disadvantages
- v. Disillusionment and dissatisfaction of man
- vi. Suggestions/ remedy
- vii. The role of youth- opposing corruption, spreading awareness, creating awareness, using mass media (internet, facebook, blogs)

THE EVILS OF RAGGING IN EDUCATIONAL INSTITUTIONS

- i. Examples of instances of brutal ragging
- ii. Consequences- physical, mental, emotional, psychological harm suffered by new students and parents
- iii. Suggestions- strict laws, rustication for offenders, counselling the seniors, strict vigilance, etc.

WHY WOULD YOU PREFER TO HAVE AN ADVENTUROUS LIFE?

- i. To break the boredom and monotony of everyday life
- ii. Joy, thrill, excitement
- iii. Provides new, unusual, interesting experiences
- iv. Physical fitness
- v. Ability to handle difficult situations

Though the question expects the student to support the given statement, if he is able to justify his stand against it, it is accepted.

HOW FAR IS IT JUSTIFIABLE FOR CHILDREN TO PARTICIPATE IN TV PROGRAMMES?

Justified:

- i. Provides good exposure and experience
- ii. Improves self-confidence and self esteem
- iii. Provides a platform for the refinement of their skills and talents
- iv. Breaks the monotony of studies and academic environment
- v. Brings them name, fame and money, especially if he is a below average performer in academics
- vi. Shows them a career path

Not justified:

- i. Young minds are very impressionable
- ii. Adversely affected by the glitz and the glamour of the tv world
- iii. Long hours of shooting disturb their studies and normal life
- iv. Physical, emotional and psychological effects
- v. Critical comments of the judges/ audience instil inferiority complex
- vi. Earning a lot of money at a young age may make them materialistic
- vii. May not have the time, interest and patience to pursue studies
- viii. Makes them attention seekers resulting in maladjustment in later life
