LONG WRITING TASKS (for std XI- XII)

(1) FACTUAL DESCRIPTION

Format –
Title – in capitals, 5-6 words & underlined
Matter – 3 paragraph of 150-200 words
Use block format for the matter

POINTERS –

Place –
• Begin with the location
• Special features about the location (outward appearance, specialty, etc.)
• Other prominent details – first major then finer
• Use adjectives
• Use simple present tense

Object –
• Introduction of the product
• External features like colour, design, material, etc.
• Other finer details – efficiency, durability, etc.
• Close with a good concluding sentence

Person –
• Introduction of the person
• Name, age, etc.
• Physical appearance
• Personality traits and other special qualities
• Any memorable incident
• Conclusion

Event –
• Introduction
• Aim & purpose
• Details of the events as it happened
• Use sequence markers, sentence linkers
• The tense depends on the given question

Process –
• Aim & purpose
• Step-wise details
• Use sequence markers (eg-first, second, then, next, simultaneously, finally, etc.)
• Both active and passive voice can be used-active for mechanical & passive for human Actions

Prepared by- Syeda Shahida
REPORT WRITING

2 FORMATS

1. REPORT TO THE NEWSPAPER

Type – 1
HEADLINE – in capitals, 5-6 words & underlined
Byline – name, name of the newspaper, correspondent
Date line – place & date
Matter – 1 paragraph of 100 words, write- what, where, when, how, why, persons involved, etc.
   Use block format for the matter

Type – 2
HEADLINE – in capitals, 5-6 words & underlined
Date line – place & date
Matter – 1 paragraph of 100 words, write- what, where, when, how, why, persons involved, etc.
   Use block format for the matter
   Name
   Designation
   Name of the newspaper

2. REPORT TO THE MAGAZINE

HEADLINE – in capitals, 5-6 words & underlined
Matter - 1 paragraph of 100 words, write- what, where, when, how, why, persons involved, etc.
   Use block format for the matter
   Name
   Class & section

POINTERS –

- Headline and its expansion in the first sentence
- What, where, when, how & why it happened
- Consequences / effects/ results of the happening
- People involved in the event
- Comments/ evidences from the people
- Action taken / conclusion
- Only relevant information, be objective
- No personal opinion to be added

3. NARRATIVE

Develop a narrative or a story on the basis of the hints provided.

- Begin with a title
- Max word limit 150-200 wds
- 3-4 paragraphs

Prepared by- Syeda Shahida
4. ARTICLE WRITING XI-8 & XII-10 mks

(A) SCHOOL MAGAZINE

Place, date

TITLE -5-6 words in capital & underlined

Matter- simple, grammatically correct
    Systematic analysis of the problem &
    Feasible suggestions in 3-4 para

Use block format for the matter

Name
Class – section

(B) NEWSPAPER

Headline- 5-6 words in capitals & underlined

Matter- same as school mag.

Use block format for the matter

Name

5. DEBATE 10mks

- Salutation – Respected chair person, members of the house and my worthy opponents
- Greetings – Good Morning, Good Afternoon, etc.
- Topic to be stated – mention whether you are speaking for the proposition or in opposition
- Matter – use block format, 3-4 para
- Conclusion – Formal concluding words & Thank you

6. SPEECH 10 mks

- Salutation – Respected Principal, teachers and my dear friends
- Greetings – Good Morning, Good Afternoon, etc.
- Topic to be stated
- Matter – use block format, 3-4 para
- Conclusion – Formal concluding words & Thank you

Prepared by- Syeda Shahida
7. LETTER TO THE EDITOR XI-7mks & XII-10mks

- Sender’s address (without name –optional only if it is in the question. If sender’s address is used, the date is to be placed between both the addresses-otherwise after the recipient’s address)
- Address of the Editor
- Date
- Subject (in blocks/first letter of each word in capitals)
- Salutation-Dear Sir
- Matter – use block format, 3-4 para, 150- 200 word limit/ as per the question

Detailed analysis of the problem & feasible suggestions / solutions

- Subscription (Yours faithfully / Yours truly )
- Sender ‘s Name
- Designation (if any)

8. LETTER TO THE PRINCIPAL XI- 7mks & XII-10mks

- Recipient ‘s address (i.e. Principal’s )
- Sub: 5-6 words in capitals
- Salutation (sir )
- Matter-use block format, brief 3- Paragraphs, 125 – 150 words
- Subscription (Yours faithfully )
- Name

  Designation (if any ) or Class - sec

- Date

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9. NOTE – MAKING  5mks & summary -3mks

POINTERs

- **Title** - In capitals, 5-6 words, underlined
- **Main Points** – 5 max., in 5-6 words, in phrases
- **Sub Points** – 3-4 max., in 5-6 words, in phrases
- **Sub- Sub Points** – 2-2 if any, in 5-6 words, in phrases
- Follow a proper number sequence pattern
- **Use abbreviations** – min 4 & max. 6, put in a box
- **Equal spacing and indentation is essential**

Types of abbreviation and symbols

- Capitalize initial letter – e.g. U.N. for United Nations
- Taking first few letters of the words- e.g. prob. for problem, prac. For practical
- Taking first & last letters of the words – e.g. rdng. For reading, edn. For education
- Adding ‘s’ to make plurals, e.g. bks for books
- Contraction – e.g. int’l for international
- Universally recognized symbols – e.g. % for percentage

- **Summary** – for XII std only
  Title
  One paragraph of 10 lines or 80 words

FORMATS & SEQUENCE MARKERS

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Prepared by- Syeda Shahida
10. APPLICATION FOR JOB – (always with bio – data)  

- Senders address (without name)
- Date
- Address of the addressee
- Sub: [in capitals, 5-6 words]
- Salutation (Sir)
- Matter – use block format for the matter.
- Three paragraphs covering all your details of education and experience, word limit- 150
- Subscription (Yours faithfully/sincerely/truly)
- Name
- Enclosures – 1. Photo copies of certificates
  2. Bio-data

BIO – DATA

- Full name : 
- Fathers name :
- Date of birth :
- Sex :
- Nationality :
- Religion :
- Permanent address :
- Contact Number :
- Educational Qualifications :

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- Experience (if any) :
- Languages Known :
- Salary expected :
- References : (2 Addresses)
11. BUSINESS LETTERS

XI- 7 mks & XII-10mks

TYPES

1. Letter of Enquiry
2. Letter of Reply / Quotation
   (requires Tabular presentation of item-wise description)
3. Letter of Placing Order
   (requires Tabular presentation of item-wise description)
4. Letter of Complaint or Cancellation

FORMAT

- Senders address (Without name)
- Date
- Reference no.
- Address of the addressee
- Salutation
- Sub : in capitals
- Matter- use block format for the matter, 3-4 para, 150 words
  Use official business terms & language with brevity, formal treatment and to the point
- Subscription (Yours truly/ sincerely)
- Name
- Designation

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