

ASSIGNMENT CLASS XII
SUBJECT-ENGLISH
WRITING SKILLS

Q1 You are Roshan, Secretary of Cultural Club, Hyderabad Public School. Write a report in 100-125 words for your school magazine about the activities organized by your club for greening of environment.

Q2 You have attended a seminar on how to decrease the burden of studies on school going children. Write a report for your school magazine. You are Raveena of Guru Nanak Public School, New Delhi.

Q3 You are a reporter. You witnessed a ghastly accident of Punjab Mail at Amritsar. Write a report for your newspaper.

Q4 You witnessed a road accident. Write a report to be published in your newspaper. You are a reporter working with HT.

Q5 You are Cultural Secretary of your school. Your school celebrated its golden jubilee. Write a report for your school magazine about the celebration.

Q6 As a representative of your school, you attended a workshop on creative writing. Write a report for your school magazine. Invent all details.

Q7 Write a report on the fire accident in the market place. You are Pramod, the reporter of HT. Invent all details.

Q8 Your school celebrated Library Week. As the Head Boy of the school, write a report for your school magazine inventing all details.

Q9 You have received training in First Aid. You are a member of Red Cross Society of your school. Prepare a report for your school magazine. Invent all details.

Q10 You are a representative of your residents' welfare association. You have attended a workshop on Art and Handwork. Write a report to be published in your association's news letter, Invent all details.

Q11 Write article in 150-200 words on the following topics:

- a) Blind aping of western culture by the younger generation.
- b) The role of youth in national development.
- c) Value education- the need of the hour.
- d) The future of Information Technology.
- e) Rise in the prices of essential commodities.
- f) The hazards of mobile phones.
- g) The evil of dowry.

- h) Problems of slum dwellers in big cities.
- i) Books are our best companions.
- j) Environmental pollution.
- k) Poverty is the cause of all evils

Q12 Write classified advertisement on the following topics:

- a) To let
- b) Accommodation wanted
- c) Property for sale/ purchase
- d) Situation vacant
- e) Situation wanted
- f) Car for sale
- g) Household goods for sale
- h) Lost and Found
- i) Missing
- j) Appeal

Q13 Make poster on the following:

- a) Health Mela
- b) Smoking is injurious to health
- c) Drug Addiction
- d) Environmental Pollution
- e) Each One Teach One
- f) Diwali Mela
- g) Annual School Fair
- h) Be Kind To Animals
- i) Say No To Alcohol

Q14 Write a letter to the Editor of HT drawing the attention of the concerned authorities towards increase in the cases of robberies in your city. Invent all details.

Q15 Write a letter to your younger brother giving him some tips on the preparation for Junior Talent Search Examination. Invent all details.

Q16 Last month you bought a Godrej refrigerator from Wonder Electronics. Now you find that the freezing section of the refrigerator is not working at all. Write a letter to the Sales Manager complaining about it. Invent all details.

Q17 You are Akhil of 119 – Mall Road, Shimla. You are interested in Short term course in computer programming during your summer vacation. Write a letter to the Director, NIIT, inquiring about the duration of such a course and the terms and conditions for admission.

Q18 Write application for job on the following topics. Invent all details.

- a) For the post English teacher in Sr. Sec. School.
- b) For the post of a Hotel Manager in Surya Hotel

- c) For the post of an Accountant in Tata Iron and Steel Co. Ltd.
- d) For the post of software engineer in Samsung.

Q19 You are the Librarian of ABC Public School, Pitam Pura , New Delhi. You need books for your school library. Place an order with Upkar Publications, Model Town , New Delhi. Invent all details.

Q20 Write a letter to the Commissioner of MCD complaining about the poor sanitary conditions and mosquito – menace in your locality.