

NOTICE WRITING

A **notice** is a short composition meant to formally communicate a piece of information about some event or happening to a group of people whom it may concern.

A notice may be written to give information about

- a sports event
- a cultural event
- change in rules and regulations
- a meeting
- an arranged visit by an eminent person
- declaration of holidays
- birth, marriage

*Read at
your home*

A notice is written in a formal manner and certain guidelines are followed.

GUIDELINES FOR WRITING NOTICES

- A notice is written within a box.
- The word **NOTICE** (written in block letters), the date and the name of the organisation are clearly mentioned on the top.
- The information provided in a notice includes all the relevant details and nothing important is left out.
- Details regarding the when, where, why about the event are given in a brief and concise manner.
- A notice is written in a formal style and words like 'I' and 'we' should be avoided. It is usually written in the third person.
- The name and designation of the issuing authority are mentioned at the end.

Following is an example of a notice. Topic : You are the Principal of a school. Write a notice informing the parents of class XI students about an orientation programme.

Name of the organisation and its address	→ [SUMMER VALLEY SCHOOL
Date	→ [5 July 20...
Topic	→ [Orientation Programme for the Parents of Class XI students
Content	→ [The school is organising an orientation programme for the parents of Class XI students. The programme will be held on 10 July 2011, from 10 am to 1 pm in the school auditorium. Students are requested to inform their parents accordingly. Parents are requested to be present at the event. Mrs S Mathew, a career consultant, will be the guest speaker.

Signature

Name and designation
of the signatory

In case a parent is unable to attend the same, the student is requested to inform
Mr C Gupta in the office by 9 July 20 ...

[M Bhasin

(Meena Bhasin)

[Principal

The above notice includes information about

- the purpose of organising the event (orientation)
- the day, date, time and venue of the event
- the name of the chief guest
- the date by which names of parents who are unable to attend has to be given
- to whom the names are to be given to
- the signature and designation of the person issuing the notice.

Example 1 : You are the Principal of your school. Notify the students that from a certain day they must attend school in their winter uniform.

Ans :

HAPPY CHILD SCHOOL

NOTICE

15 October 20...

WINTER UNIFORM

Students are hereby informed that from 2 November 20.... they must attend school in their winter uniform.

Students who are yet to purchase their uniform can collect them from the uniform shop from 15 October 20... onwards, between 11 : 30 am and 4 : 30 pm.

MSen

Mona Sen

Principal

Example 2 : You are the Secretary of the Eco-club of your school. Inform the students that from 1 October 20_ _ 'Save Energy and Water Programme' will be launched in your school. Draft a notice informing the students about the programme and also briefly state the details.

ST JAMES SCHOOL

NOTICE

30 September 20...

Save Energy and Water Programme

Students are hereby notified that from 1 October 20... the 'Save Energy and Water Programme' will be launched. As per the programme, students are expected to contribute towards the conservation of

11. Write a letter to the sports head of your school on behalf of the students of your class to introduce martial arts classes in your school.

[Hint : with due respect we would like to request — wish of the students — martial arts class — would be an advantage since it trains for self-defence — would be grateful if you kindly accept the request]

INFORMAL LETTERS

Example 1 : Write a letter to your friend requesting him/her to lend a digital camera during your holidays.

4 Panchsheel Road

Nawabganj

Barrackpore

2 May 20...

Dear Srijan

I hope you are well and making plans for your summer vacation. I am also busy with preparations as I would be travelling to Switzerland along with my aunt and uncle.

We would be leaving on the morning of 15 May and after staying there for almost a fortnight, I would be back by the end of the month.

Srijan, can you lend me your digital camera for the trip? Don't worry, I will keep it safe. If you can spare it for a fortnight, please let me know. I will take it from you on our way to the airport, if it is convenient to you.

I am looking forward to hearing from you.

Yours affectionately

Ravi

Example 2 : Write a letter to a classmate who has been absent from school for a week and inform him about the important things that happened during his absence.

24, TC Goswami Street

Serampore

Hooghly

19 July 20...

Dear Jay

I hope everything is alright. You have been absent from school for about a week now and everybody including the class teacher and the Headmistress have been enquiring about you.

During your absence, two important things happened. One of them is the surprise Maths unit test and the other is the selection of the school basketball team. I am sure if you were present you would have made it to the basketball team.

I hope you are not ill and please write to me about the reason behind your absence.

I am looking forward to hearing from you soon.

Yours sincerely

Tanmay

Example 3 : Write a letter to your cousin sharing with him or her your experience of the last day at your boarding school.

STORY WRITING

We all enjoy reading or listening to stories. One may pick up a novel, a collection of short stories or comics and be transported into a different world with various characters who take us along as the plot of the story unfolds. Here are names of some famous authors of children's stories—Ruskin Bond, Enid Blyton, JK Rowling and so on.

Story writing can be a fun if we follow certain guidelines.

GUIDELINES FOR STORY WRITING

Q1 write down a guidelines for story writing.

- Firstly, an interesting plot is essential for a good story.
- The various important events must be related and generally follow a chronological order of sequence of events. Sometimes, a past happening or event may also be included which a character may think of or which is required as a reference based on the main plot.
- The characters in the story must appear to be real. Sometimes, they may be absolutely imaginary like aliens, elves, fairies and so on.
- The writer may reveal the characters through a narrative or use another character to give a description. Sometimes, realistic incidents or behaviour of the characters help unfold the story to the reader.
- A story can be made gripping or interesting if there are some pieces of conversation or dialogue included at the right places.
- The story should end on an interesting note. It arouses the curiosity of the reader if there is a twist at the end of the tale. The events of the story should not end abruptly.
- In order to make the story appealing to the reader, various adjectives and phrases are used for description of people, places and actions.
- The story should carry a message for the reader which may be implied or be obvious at the end.

Stories can be written with the help of given outlines. The following points should be remembered while doing so.

WRITING STORIES WITH GIVEN OUTLINES

- Read the outlines, clues carefully and try to understand the main plot of the story.
- Do not leave out any point and maintain the order of the events.
- Connect every part so that they appear to be linked.
- Introduce dialogue, wherever possible, to make the story interesting.
- A proverb or idiom may be used as the title of the story.
- The story should be written in simple English and in the past tense.

I. Now, read the outlines given in the box and the story that follows —

Mighty king ruled Roshanpur—wanted people to be happy—no heir and wanted to find an able, honest person—disguised as a beggar and sneaked out of the palace as night fell—reached the nearby market—fell into a roadside pit—group of traders crossed and said that he deserved to be in a pit—a battalion of soldiers passed by and said that it was not befitting for them to rescue a beggar—they

Sometimes, only an opening line with some imagination.

Written with the help of some imagination.

Long ago, Scotland was not a free country and Robert Bruce, the former king, was ousted from his own kingdom by his enemies. He fought bravely to win back the freedom of his country but to no avail. He was deeply upset and disheartened by his own failure. He was hiding in a cave, feeling miserable. The king was sure that the spider would never reach its web. It tried again and again but fell down each time. The king said to himself, "The spider will not make another attempt." To his surprise the spider kept trying and it finally reached the web in the ninth attempt. The spider had finally succeeded and Bruce was greatly inspired and filled with a new hope by the perseverance of the spider. He made another attempt and fought his enemies. He succeeded in giving a crushing defeat to his enemies and won the battle.

Robert Bruce—King of Scotland—fought bravely for the freedom of his country—did not achieve success—was hiding in a cave—was upset and disheartened—dropped repeatedly—came out successful in the ninth attempt—greatly inspired by the spider—filled with new hope—Bruce fought back again—succeeded

PERSISTENCE IS THE KEY TO SUCCESS

II Here is another story based on the outlines provided.

A mighty king ruled the kingdom of Roshanpur and wanted his people to be happy. He was worried because he did not have an heir to be his successor. In order to find an able and honest person to rule Roshanpur after him, he disguised himself as a beggar and accidentally fell into a roadside pit. Soon, a group of traders crossed the place but refused to help him. They said, "Oh! You deserve to be in the pit and nothing more." A battalion of soldiers passed by and remarked, "It is not befitting for us to rescue an insignificant person like you. We do greater deeds and protect the borders of the kingdom." Two farmers came down the road, chatting away while returning from the fields. They looked at him in disgust and said, "We do not want to waste our time after a hard day's work. You better try hard and come out of the pit." A group of shoppers dressed in their best attire came by and heard the helpless king's cry. One of them said, "Helping an old beggar come out of the pit will only dirty our hands and lovely clothes. Forget it!" The king had almost given up hope and realised that people had no kindness left in their hearts. Soon a thirteen year old boy came by. He was shocked to see an old beggar struggling in the pit. He said, "Do not worry, I will run and come back with a rope. I will take you out of the pit." The boy had a cheerful face with eyes that shone brightly. He brought a rope and lowered it into the pit. The other end was held tightly and he asked two passers-by to help him. As soon as the king was rescued the boy gave him some water to drink. The king discovered that the boy was an orphan who slept under the peepal tree in the heart of the market and worked in a small shop to earn a living. The king had found his heir. He took him along to the palace and soon coronated him the prince in a glittering ceremony.

THE RIGHT HEIR

did not want to waste time after a hard day's work—a group of shoppers did not want to dirty their hands or clothes and rescue the beggar—king lost hope and realised no kindness was left in people's hearts—a small boy with a cheerful face—told the king not to worry and would soon rescue him—brought a rope—helped the king out—the boy was an orphan who slept under the peepal tree in the market—was coronated the heir prince the next day

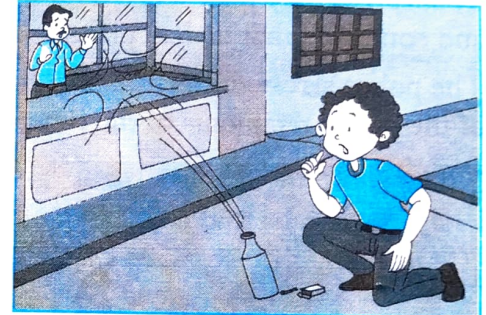
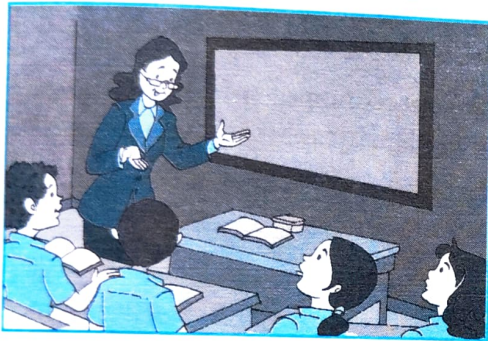
PICTURE COMPOSITION

Read at your home

A picture composition is a piece of written text based on a set of pictures or a single picture. It suggests a story, a chain of events or a single incident.

In order to write a picture composition, one should carefully study the details shown in the picture, use appropriate words to express creative ideas and imagine what was said or done to make it interesting. The written text should leave a lasting impact on the reader.

Now, look at the pictures given below and read the story that follows.



It was the festival of lights. Raghav and his friends were very excited. Before the school closed down for Diwali, the teacher discussed in detail and told the children, "Say no to crackers and do not increase pollution. You should not waste money on something that harms the environment and involves a lot of risk. Remember my words!" The next day, Raghav took his pocket money and headed for the nearby market. He said to himself, "After all, what is Diwali meant for. I want to have fun and burst crackers." He bought a big packet of crackers from a shop next to his house. The candles, rockets, mini crackers, bombs looked attractive to him and he wanted to have a packet of each. He just couldn't wait to burst the crackers. He excitedly lit a rocket and waited to see it zoom up in the sky with a magical 'Whoosh!' To his horror, the rocket headed straight to the cracker shop and before he could blink his eyes, there was a massive explosion.

Within seconds, the nearby shops were also engulfed in flames. He saw the shoppers running around. Somebody shouted, "Call the fire brigade. Run away!" The flames were furious and many were injured. There was a cloud of black smoke that filled the air and only after many hours, the fire could be controlled. Later, Raghav sat on his bed and said to his mother, "Mama, I should have listened to the teacher and said no to crackers." But the damage had already been done. He pledged never to burst crackers again all his life.

Here is another set of pictures which suggests a shocking incident. Observe the pictures carefully and write a story.



DIARY WRITING

A diary entry is a short composition, a record of the writer's personal feelings, thoughts or activities during the course of a particular day.

Let us discuss the work of Anne Frank — a Jewish girl — who became internationally famous posthumously, following the publication of her diary. She was born in Germany. She lived for most of her life near Amsterdam, in the Netherlands. Her family went into hiding during the German invasion of Netherlands in World War II. Anne Frank was greatly affected and disturbed by the war. She recorded her feelings and observations in the form of a diary. Her writing was published after her death, when her father discovered it. All that she wrote, gives us an insight into the mind of a teenage girl, her insecurities, joys, fears and thoughts. Here is an excerpt from her diary which she used to write religiously.

Sunday June 14, 1942

Dear Diary

I'll begin from the moment I got you, the moment I saw you lying on the table among my other birthday presents. (I went along when you were bought, but that doesn't count.)

On Friday, June 12, I was awake at 6 O'clock, which isn't surprising, since it was my birthday. But I am not allowed to get up at that hour, so, I had to control my curiosity until quarter to seven. When I couldn't wait any longer, I went to the dining room where Moortje (the cat) welcomed me by rubbing against my legs.

A little after seven, I went to Daddy and Mama and then to the living room to open my presents, and you were the first thing I saw, may be one of my nicest presents. Then a bouquet of roses, some peonies and a potted plant. From Daddy and Mama, I got a blue blouse, a game, a bottle of grape juice, which to my mind is a bit like wine (after all, wine is made from grapes), a puzzle, a jar of cold cream, 2.5 guilders and a gift certificate for two books. I got another book as well, Camera Obscura, a platter of homemade cookies (which I made myself, of course, since I have become quite an expert at baking cookies), lots of candy, and a strawberry tart from Mother. And a letter from Granny, right on time, but of course that was just a coincidence.

Then, Havelli came to pick me up, and I went to school

This will give you an idea of how a diary entry is written. Of course, the above details were written by Anne Frank before the war had started. (Nowadays, we do not use a comma when we write the date.)

GUIDELINES FOR WRITING A DIARY

The following points have to be remembered while writing a diary entry.

- The date must be mentioned on the left hand side at the top. In the next line the day must be mentioned. Then, the time must be mentioned in the next line. (These days we do not use any punctuation mark while writing the above mentioned points for diary entry.)
- You may begin by leaving a line after the date and then you may write 'Dear Diary' on the left hand side before you start the paragraph on the next line.
- The descriptions have to be clear but brief.
- They have to be expressed in a logical way.
- It is written in an informal style and is a subjective piece of composition.

ESSAY WRITING

An essay is an interesting piece of writing on a certain topic, comprising of a number of well-written and well-arranged paragraphs on a given subject. It expresses one's ideas and thoughts on a particular topic and also provides relevant information to the reader.

FLASHBACK

The structure of an essay :

An essay can be mainly divided into three parts.

Introduction : It introduces the reader to the theme or topic of the essay and therefore has to be effective, attractive and brief.

Body : The main part of the essay comprises of several paragraphs which explain the theme or the subject matter of the essay. This part of the essay has to be in detail and the points must be logically arranged.

Conclusion : It is the closing part of the essay and must be convincing, precise and brief.

ESSENTIAL FEATURES OF AN ESSAY

Paragraphs

Every essay should be divided into paragraphs. While constructing paragraphs, the following aspects have to be kept in mind —

1. **Unity** : Each paragraph should deal with a single subject but the content should be related to the main topic.
2. **Variety** : Each paragraph should have variety in thoughts and ideas.
3. **Logical Sequence (cohesion and coherence)** : The paragraphs should be placed in a logical sequence of thoughts.

Style

The style of an essay has to be direct, simple and concise. The writer needs to observe the following points :

1. **Be direct** : use short sentences
2. **Be simple** : use simple words and construction
3. **Be natural** : don't imitate the style of any other writer

THE PROCESS OF WRITING AN ESSAY

Step-1 : Choose the topic that interests you.

Step-2 : Generate ideas by asking yourself what, when, where, why or how about matters related to the topic and write these in points on a rough sheet of paper. (brainstorming)

Step-3 : Select relevant points from the ideas that you had earlier written down. Now, arrange them and prepare an outline that will work as the framework of your essay.

Step-4 : After the essay is written, read it thoroughly and correct the errors (spellings as well as grammatical).

ANNUAL FUNCTION OF YOUR SCHOOL

The foundation day of our school is on 16 December and every year on this day, we organise our annual function. Every year, the function has a central theme and this year the theme was 'GREEN'.

The function was to be held at the school auditorium where we had gathered around 5 pm, nearly one and a half hours before the function was due to start. We were all dressed in our costumes according to the events in which we had participated.

At 6 pm, our Principal Ms Anju Diwan entered the hall along with the chief guest Mr Sunil Gupta, the Mayor of the city. The function was inaugurated with the lighting of the lamp by the chief guest, followed by his speech.

The auditorium was packed with audience who were mostly parents and guardians of the school students. After the inaugural speech by the chief guest and our Principal, students who had excelled in different competitions, held throughout the year in school, were given prizes and certificates.

After this, the cultural programme started with the dance performance by small children of our school. Dressed in costumes of colourful flowers, they enthralled the audience with their performance. Their dance presentation was followed by several other performances by the students of classes VI, VII and VIII, including a music rendition by the girls of classes IV and V.

In the meantime, refreshments were served to the guests and the participants. Afterwards, the main attraction of the event, a drama by the senior students of our school was presented. Like all the other events, it centered around the main theme of the day 'GREEN'. Through the play, the importance of environment and mainly trees was highlighted. It showed what school children like us could do to ensure that our environment remained green.

The drama was highly appreciated by the audience who gave a standing ovation to the participants when they gathered on the stage.

At around 9 pm, the programme ended with the audience pledging that they would make efforts in saving the environment. This made us happy since it made us realise that our efforts ultimately paid off. Before the guests left they were thanked for gracing the occasion.

IMAGINE YOURSELF TO BE A BOOK AND WRITE AN ESSAY ABOUT YOUR LIFE

I am a book. The words 'High School English Grammar and Composition' are written on my cover in huge letters. Yes, I am a grammar book.

I was born many years back in the printing press of a publishing house in Delhi. When I was new, I wore a deep red, glossy cover which has faded over the years and has now become dull.

In the press, there were many others like me with the same look, same content, same shape and size. One day, we were all packed in boxes and sent to different book-stores across India. I was sent to a book-store in Connaught Place along with some of my friends. We were kept on one of its book shelves.

One by one, my friends left me and then one day the owner changed my place and dumped me in the store room because I was no longer in demand. My place was taken by some sleek, colourful grammar books. They had pictures on their covers like storybooks. I did not like them. They did not bear the serious look that a grammar book should have and I was sure that in the days to come they would accompany me in the store room.

I was wrong. The new books were sold off very quickly and some more were ordered. I felt sad. I wanted to cry, but I am not a human being. From that dark store room which resembled a dungeon, I could hear the

A poster is designed to convey an important message and give information through attractive pictures and carefully framed slogans on a particular topic or theme. It is generally used to highlight a cause or to inform a large group of people about an upcoming event.

There are **two main aims** for making posters –

- (a) for publicity
- (b) for creating awareness on certain social or political issues

Road cut

FEATURES

- The theme of a poster should be clearly and precisely stated. It is usually conveyed through a catchy slogan.
- The slogan may be written in bold letters so that it stands out.
- The information conveyed through the poster should be concise and to the point. It should be written in a simple language for easy comprehension.
- The name of the issuing authority should be mentioned clearly along with the logo (if any).
- Visuals used in the poster should be impressive, attractive and relevant.
- The lay-out should be interesting and clear.

Look at the poster given here.

VISIT THE BOOK EXHIBITION – READ MORE BOOKS AND BE ENLIGHTENED

20 September – 1 October 20... at the
SOPHIA HALL FROM 10 am onwards.



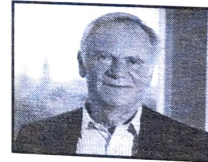
Ruskin Bond



Charles Dickens



Enid Blyton



Jeffrey Archer

- ◆ Books by renowned authors like Ruskin Bond, Enid Blyton, Jeffrey Archer, Charles Dickens, Arthur Conan Doyle and others are available.
- ◆ Books give us knowledge so buy encyclopaedias and general knowledge books.
- ◆ Other books available include novels, comics, dictionaries and collections of short stories.
- ◆ **20% DISCOUNT ON ALL BOOKS**
- ◆ Main attractions – **Famous Five Series** by Enid Blyton, **Harry Potter Series** by JK Rowling, **Tintin Comics**

Issued by — Charles Dickens Book Club
Morning Bells Public School

	Answers (Information)
357 अग्नि गन्धर्व	Wings of Fire Ignited Minds Indomitable Spirit Even as the President he took avid interest in science and technology. He put forward a project plan for establishing bio-implants, was the Paryavaran Ambassador of India

Avul Pakir Jainulabdeen Abdul Kalam, popularly known as Dr APJ Abdul Kalam, served as the eleventh President of India from 2002 to 2007. He was a noted scientist and a leader with a vision who was popularly known as the 'People's President' during his tenure from 2002-2007. He was born on 15 October, 1931 in Tamil Nadu. His father owned boats which he would rent out to the local fishermen. Abdul Kalam also worked as a newspaper vendor to pay his fees.

He graduated in Physics from St Joseph's College, Tiruchirapalli. He obtained a diploma in Aeronautical Engineering from Madras Institute of Technology.

Dr APJ Abdul Kalam was a scientist par excellence who later worked as Project Director and was involved in the development of India's first Satellite Launch Vehicle. He was an aeronautical engineer with DRDO and ISRO. He played a major role in developing missiles in India. Hence, he is also known as the 'Missile Man of India'. He strongly believed that India can progress remarkably if there is more development in science and technology. He loved to interact with children and youngsters.

His outstanding contribution won him the Padma Bhushan in 1981, Padma Vibhushan in 1990 and Bharat Ratna in 1997. He wrote many books like Future India 2020, Wings of Fire, Ignited Minds, Indomitable Spirit and so on.

Even as the President of India, he took avid interest in science and technology. He also put forward a project plan for establishing bio-implants. He was also the Paryavaran Ambassador of India and continued to work for the benefit of his countrymen.

- A. The following table gives you details about the life of Enid Blyton, the favourite author of children all over the world. She wrote various mystery and adventure stories for children. Use these facts to write a biographical sketch of hers.**

Questions	Information
When and Where was she born?	11 August, 1897, in London, UK
Full Name	Enid Mary Blyton
Pen Name	Mary Pollock
Parents	Thomas Carey and Theresa Mary Blyton
Educational Background	Studied at St Christopher's School in Backenham, trained as a teacher at Ipswich High School
Other Details	Was a talented pianist, excelled in sports and academics, took to writing poems and stories in her spare time, was an avid reader very close to her father Thomas Carey (a well-read man), shared information with him on all that she read.

