

NOTICE WRITING

A notice is a short piece of communication written in formal style to convey important information to a group of people in an organisation.

Here is an example of a notice. Imagine you are the Principal of a school. Write a notice to announce that the school will remain closed for a week for the Commonwealth Games in New Delhi.

HOLY FAITH INTERNATIONAL SCHOOL

NOTICE

15 September 20...

SCHOOL HOLIDAY

The school will remain closed for a week from 18 September 20... to 24 September 20... for the Commonwealth Games in New Delhi.

M Mahapatra

(M Mahapatra)

Principal

Read

FEATURES

- A notice is written within a box.
- The name of the school or issuing authority is written on the top.
- The word 'NOTICE' should be mentioned.
- A precise title should be clearly given to indicate what the notice is about.
- The notice must be simple and concise and the tone must be impartial and formal.
- It must contain all the relevant information related to the subject including date, time, place and any other details if required. In case of a lost object, the notice must include details of what was lost, when it was lost, where it was likely to have been lost and how to return it to its owner.
- On the lower left bottom corner of the notice, the name and designation of the person writing the notice must be mentioned.

at your home

Example 1 : Rimjhim Roy has lost a pencil box. He writes this notice to let everybody know about it and possibly find it.

ST MARY'S CONVENT SCHOOL

NOTICE

12 October 20...

Lost! Lost! Lost!

I lost my pink magnetic pencil box on 11 October 20... . The pencil box is new and has my name written on it. I left it in the school auditorium after my drawing competition. If anyone finds it, please deposit it in the office.

Rimjhim Roy

Class VI B (Roll No - 18)

Ans

LETTER WRITING

We communicate every day. We talk to our friends, family members and convey our thoughts, feelings, opinions and needs. However, the scope of verbal communication is often missing, especially in circumstances when our near and dear ones are away from us. On such occasions letters help us communicate with others. Even in this era of technology where everything is just a click away, we cannot do away with letters. This is because letters are also useful as an official medium of communication for requests or complaints. Even the personal letters that we write, addressed to our near and dear ones, record the thought process of the writer and it also shows his skill in expressing himself through carefully chosen words.

FEATURES OF LETTERS

Letters have the following features :

1. Heading

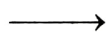
The heading informs the reader about the place where the letter has been written and on which date. For example :

A-21 Meenal Apartments



House or Apartment number

Old Ballygunge Road



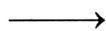
The road or the street

Kolkata



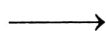
City

West Bengal



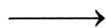
Name of the state

India



Country

25 July 20...



Date

Note: The above information is placed on the top left-hand corner of the letter.

2. Salutation

The manner of our greeting would depend on our relationship with the recipient of the letter. For example :

- We write – **Dear Father/Mother/Uncle** for our family members.
- While addressing friends, we write **Dear Rahul or Dear Gaurav**.
- For addressing people with whom the writer has a formal relationship, **Dear Sir/Madam** is written.

3. The body of the letter

The content of a letter generally depends upon the type of letter the writer wishes to write. The following are some guidelines which are applicable to all kinds of letters.

- (a) The writer must know what he wants to write.
- (b) Facts should be arranged properly and written in paragraphs in case there are different points to be stated in the subject matter.
- (c) Simple and direct language, in preferably short sentences, has to be used and attention must be paid to proper punctuation.

Body of the letter	Discusses her programmes Focuses on painting	{ Our summer vacation has already started and I have enrolled myself in two summer programmes. You will be surprised to know that one of them is painting. I am very excited about this programme since some renowned artists of the city would be a part of it.
The main purpose of the letter is discussed	Mentions the other programme and the schedule of the activities	{ The other programme I have enrolled in is skating and my younger brother Varun would also join me. The activities are expected to start from 16 May and I will tell you about my experience in the next letter.
	Acts as a conclusion to the letter	{ Give my regards to the elders in your family and lots of love and affection to your younger sister. I am looking forward to hearing from you soon.
	Subscription	{ Yours affectionately
	Signature	{ Rani

FEATURES OF INFORMAL LETTERS

We can see from the given example that an informal letter has the following features :

- It is written in an easy, friendly, personal and conversational style.
- No commas are used at the end of the lines in address, date, salutation and subscription.
- Date can be written as 28 May 20__ (no comma is used)
- The forms of address is usually the name without the title of the person to whom one is writing the letter or the name by which the recipient is called prefixed by such qualifying terms as 'Dear', 'My dear'. For example—'**Dear Father**', '**Dear Rahul**'
- The forms of subscription may vary :
'**Yours affectionately**' or '**Your affectionate son**'. For letters to family members 'Yours lovingly' and 'Yours affectionately' may be used. 'Your loving friend' may be used for friends.
- The content should be clear, to the point and coherent.

Example 2: Imagine that you stay in a boarding school. Write a letter to your father informing him about the date when your summer break will start.

Jerkins School
25 Station Road
New Town
Jalpaiguri
West Bengal
4 May 20...
My dear Father

Ashu

Hope you and mother are keeping well. I am fine, though a little busy with the Science project. We need to submit it before the school closes for the summer break.

You would be happy to know that my school will be closed for the summer vacation from the 15 May to 30 June. Hence, you can come and take me home on 14 May afternoon, after my school gets over.

I am really excited at the thought that within a fortnight, I would be there amidst both of you. I have already made plans for the vacation and I would tell you all the details once I meet you.

Tell mother the good news and give her my love. I am looking forward to meeting you.

Yours lovingly
Ishan

Body of the letter

I would like to state that on 23 July 20__ , I was unable to attend school due to high fever.

I would be grateful to you if you kindly grant me leave for that day.

Subscription

Yours obediently

Name of the student
class and section

Rakesh Surekha
Class VI A

FEATURES OF AN APPLICATION

As we can see from the above example, an application has the following features :

- (i) An application is a form of a formal letter.
- (ii) The language and tone of the letter are very formal and very short sentences are used.
- (iii) The name and address of the person to whom the application is addressed are also given.
- (iv) Unlike informal letters, a formal letter has a subject which is usually introduced before salutation.
- (v) The recipient is addressed either by 'Sir/Madam' or 'Dear Sir/Madam' and the subscription at the end is usually 'Yours faithfully' or 'Yours truly'.
- (vi) The details in the body of the letter must be absolutely clear, relevant and to the point.

Example 7: Write an application to your Principal seeking permission to avail the school transport facility for a week.

The Principal
St Thomas
24 Park Street
Kolkata
2 July 20...

Ans 2

Subject : Request for permission to avail school transport facility for a week

Dear Madam

I would like to state that due to leg injury, I have been advised by the doctor to avoid walking for a week. However, my unit tests are due next week and I am unwilling to miss my school.

I will be grateful if you kindly grant me the permission to avail school transport facility for a week from 5 July to 9 July 20....

Yours obediently
Rahul Sharma
Class VI B

Example 8: Here is an application written by Ramanpreet Kaur to the Principal of her school seeking permission to join extra English classes.

The Principal
St Mary's Convent
24 T C Goswami Street
Larampore
Hoogly

STORY WRITING

Story writing is an art where good imagination and creative ideas are used to capture the reader's interest. Children are very fond of listening to stories too.

The following points are important and will help you write a good story.

ESSENTIALS OF STORY WRITING

- The plot and the main theme of the story should be good and clear.
- The setting of the story should be clearly indicated and the characters should be described well.
- You may add interesting details to the plot with your imagination and make it enjoyable.
- A cloud of mystery or suspense in the story always helps in holding the reader's interest.
- The expression of the writer should be good. Stories can be written with the help of given outlines, may be based on a moral or with the help of opening lines.

Read
at
your
home

DEVELOPING STORIES FROM GIVEN OUTLINES

- Read the outlines carefully and try to understand the main plot.
- Use **all the** points and follow the order of events given in outlines.
- All the** points should be linked and should revolve around the main plot of the story.
- The story should be written in simple English, preferably in the past tense and may contain dialogue also.
- A proverb or an idiom may be used as the title of the story.

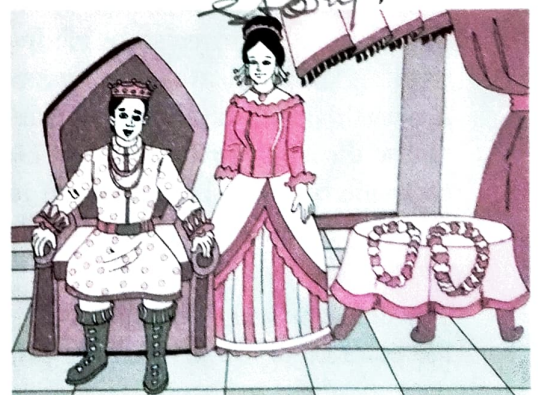
A. Read the outlines given here followed by a story based on the given sketch.

King Solomon well known for his wisdom — his fame reached the Queen of Sheba — wanted to test his power of judgement — paid a visit — presented two identical garlands of roses — one was artificial while the other was real — asked him to identify the garland with real flowers — King Solomon ordered his attendants to open all the windows of the courtroom — bees swarmed in from the garden and sat on the real flowers — the Queen was impressed with his presence of mind

① A TEST FOR KING SOLOMON

Write down
story.

King Solomon was a benevolent and wise king. Tales of his wisdom spread far and wide to distant lands. When the Queen of Sheba heard about this, she wanted to test his power of judgement. She paid a visit to King Solomon's palace. She said, "Hail King Solomon! I bring greetings from the people of my kingdom. Here, I present before you two garlands." Both the garlands were identical but one was real while the other was made of artificial roses. She requested him to identify the garland made with real roses. King Solomon immediately ordered his attendants to open



PICTURE COMPOSITION

When a story, a factual description or detailed account of any incident or happening is written with the help of a picture, it is known as picture composition.

ESSENTIALS OF PICTURE COMPOSITION

To excel in picture composition :

- you should study the given picture carefully
- try to correlate all that is depicted in the picture
- the story should essentially be related to the given picture
- try to guess what had happened, what the characters could have thought, said or done
- add details and complete the story so that it is interesting and conveys a message to the readers

*Read the topic
and see the picture*

A. You can see the pictures given here. Read the story based on these pictures.



Long ago, the Queen of Sultanpur was worried because the people of her kingdom were irresponsible, haughty and lazy. They always blamed the government for not maintaining the cleanliness of the towns and villages. The Queen decided to teach them a lesson and had a big box of trash kept in the middle of the road. The village priest went round the box and said, "What a horrible sight! Look at the flies. I am always busy praying to God all day long and this work is not for me." A merchant did the same and said, "Nobody should touch the box. I have servants to do such things." A wealthy woman came by, frowned and said aloud, "I'll go round it." Soon, a warrior from the Queen's army came along and said, "It stinks ! I am a soldier and I better not dirty my hands doing such petty jobs." All the passers-by blamed the government for not performing its duties well. But, none went even close to it. The Queen was very disappointed and ordered the trash bin to be removed. When the box was opened the people were surprised to see that right at the top was a big box of jewels and silver coins. The Queen said that it was meant to be a reward for the one who would remove the rubbish and fulfil his responsibility as a dutiful citizen. People realised their mistake but it was too late. The Queen said, "**Be the change you want to see around you.**"

DIARY WRITING

Writing a diary entry is very different from writing a letter or a passage. **A diary entry is a short composition, a record of the writer's feelings, thoughts and happenings during a particular day.** It is generally meant to be something personal and all that is expressed is done in an honest and frank manner. **Jeff Kinney is a famous author who has written a pentology series 'Diary of a Wimpy Kid'.** These are very popular among children. The main character is Greg Heffley. The book has hand-written notes and drawings which reflect the feelings, thoughts and is a record of observations of Greg. The series of these five handbooks is interesting and something that today's children can relate to.

Here is an excerpt from 'Diary Of A Wimpy Kid'

Wednesday, September 8th.

This morning mom made me lend my brother Rodrick some of my money so he could buy lunch, which really stunk. I am still mad at Rodrick for the trick he pulled on me at the beginning of the summer so I am really not looking to do him any favours. What happened was that on the first day of summer vacation, he woke me up in the middle of the night, dressed up in his school clothes. He told me I slept throughout the whole summer but that luckily I had woken up in time for the first day of school. You might think I am pretty dumb for falling for that one, but I was too groggy to know any better and plus Rodrick had set my clock ahead and pulled the blinds shut so I got up and got dressed and went downstairs to fix myself the breakfast.

GUIDELINES FOR WRITING A DIARY ENTRY

Write down guidelines for writing a diary entry

The following guidelines have to be kept in mind while writing a diary entry :

- The day is mentioned right at the beginning at the top left corner, e.g.
Thursday
- In the next line, the date is mentioned e.g.,
25 July 20
- In the next line, the time is mentioned e.g.,
8:30 pm
- You may start by writing salutation e.g.,
Dear Diary
(Leave a blank line)
- Clear and brief description of events, happenings may be recorded.
- The writer's thoughts and feelings are expressed honestly and frankly.
- The ideas expressed are in an informal style and may be written in paragraphs.
- Some ideas may be related to the writer's personal life.
- Write your name (informal) at the end.

Now read the diary entry given below. You will notice how the writer expresses his ideas, thoughts and shares his observations in an informal way. It's a diary entry by an eleven-year-old boy who visited an amusement park with his family.

Tuesday
25 July 20...
8 : 30 pm

Dear Diary

Today I was very excited since morning because my parents had planned to take us (me and my brother Harish) to the amusement park in the suburbs of our township. Daddy took water bottles, our caps and Mama packed some sandwiches. When we reached the amusement park, I was fascinated by the various rides. Harish also gaped when he saw people shrieking and shouting as they went up and down on various rides. We went on different rides like 'My Fair Lady', 'Columbus', 'Cup and Saucer Ride'. Mother always held Harish's hand which I did not like. Dad held my hand. Anyway, we went on the 'Roller Coaster' next. Oh! It was amazing! Something churned in my stomach and we all yelled when it suddenly went up and then came down. Harish was next to me and clutched my hand on the 'Roller Coaster'. I was equally scared so I did not mind. After the rides we had ice cream, sandwiches (home-made). By the end of the day, Daddy was as exhausted as any of us. We drove home and relaxed. In the evening, I could hardly wait to share my experience with my best friend Nikhil. On the whole, we had a great day! Now, I am signing off.

Anu

32 write down an example of diary.

- A.** (Imagine that you are a magician and you just presented a fantastic show for school children. Write a diary entry and share your thoughts, experience and observations. You may use the clues given below.

Monday

25 July 20...

7:30 pm

Dear Diary

Today I was thrilled to present a magic show exclusively for school kids in a slum area close to my house. (I entered the large room with children seated in rows and anxiously waiting — their expressions reflected they were eager and excited — clapped loudly for me — called one of them and put an empty hat on his head — I waved my hand and took out a ball, showed it to the audience — the faces of children lit up — I took an empty can and held it upside down — as I shook it, candies fell on the floor — distributed those among children — they were extremely happy — I was momentarily upset when two children fought with others and snatched away their candies — next, I asked a boy to stand near me — gave him an empty basket — I said — 'Gili — Gili — Pasha — Pasha', waved my hand above the boy's head and pulled out a rabbit from the basket — the children were absolutely delighted — the children were from weaker section of the society who hardly got any opportunity to be entertained — the joy on their faces gave me immense pleasure — I decided not to charge any money for the show from the school Principal — I realised — in making others happy one is blessed.)

- B.** Imagine you won the first prize in a painting competition organised in your school. Write a diary entry and express your feelings. Since you had not won a prize for any of your paintings in the past, it was an exhilarating experience for you. The topic was 'Make My City Green.' You may express the reaction of your friends, your class teacher, your parents. You may also add what you had tried to depict in the painting and explain why winning the prize meant a lot to you.

Imagine you went on an excursion with your teachers and friends from school to a hill station. Express your observations, ideas and thoughts as well as details of the first day of the trip. You may describe the journey, the villages you crossed, people you met, the food you ate, games you played, the forests, the flora and fauna of the place. You may mention anything unusual that you noticed and all about your experience of shopping.

Imagine you are the class teacher of your class. Write a diary entry to express your feelings and thoughts. You may record the events of a normal day in your life. You may mention names of a few students and what they did during the day, describe the assembly, break-time, your interaction with children, the name of the lesson you taught, the fresh posters which were displayed on the class display board and other happenings of the day.

NEWSPAPER REPORT WRITING

A newspaper report is a written account which provides detailed information about an event or happening in a concise manner.

It is written in a structured format to give the reader various details based on facts.

GUIDELINES FOR WRITING A NEWSPAPER REPORT

A newspaper report is based on certain important guidelines. It should :

- have an appropriate, precise and catchy headline to capture the reader's attention
- state only facts
- always be written in the third person (use of pronouns like 'I', 'me', 'you' should be avoided)
- always be written in indirect or reported speech
- have details of the place and date
- carry all the relevant information

Read at your home

STEPS TO BE FOLLOWED FOR NEWSPAPER REPORT WRITING

The following format may be followed.

- Heading
- Name of the reporter
- Place, date : Beginning of the report (which refers to details regarding 'when', 'what')
- Factual details (about how the event occurred)

Conclusion is essential (which may also refer to reactions of the witness)

Now, read the newspaper report given below.

FOUR DEAD IN BUILDING COLLAPSE

By Sumeet Jain

New Delhi, August 25 : In a shocking incident, a building under construction, collapsed in Shram Vihar, East Delhi, on Thursday, claiming at least four lives. Many persons, mostly migrant labourers and their families, were trapped in the debris and rescue work was still on till late.

According to the locals, the building collapsed around 4 o'clock in the evening. There were about 10 labourers inside the building, including three families. A local resident said, "The builder was also inside when the building suddenly collapsed and he might be one of the victims." The government has announced a compensation of ₹100,000 for the family of each victim.

The report starts with an appropriate headline. The name of the reporter, details of place, date and other information related to the incident are also mentioned. It contains views of the people concerned (which may not always be included) and a proper conclusion. Any compensation announced or any decision of the concerned authorities has to be included in the report.

A. A newspaper reporter has been sent to report a bank robbery. Here, you can see one page of his notes. Use the given information to complete the report he wrote for the newspaper. Do not add any information.

- 10 : 30 am
- Co-operative Bank
- Zirakpur – 20 km from Gurgaon
- ₹ 10 lakh looted
- Robbers in a Maruti van, cashier gunned down
- robbers still at large
- police investigations are on

Fill in the blanks with appropriate words.

BANK ROBBERY AT ZIRAKPUR

By a Staff Reporter

Zirakpur, September 28 : A dacoity took place here at a branch ofwhich is 20 km away from According to an eyewitness, four robbers reached here They came in and ₹ 10 lakh. The cashier The robbers are The police and they hope to arrest the robbers soon.

B. Imagine you are a newspaper reporter and you attended the launch of 'Clean Yamuna' campaign.

write down the report on the

Write a report and focus on the details of the event, the purpose of the campaign and highlight its importance in a concise manner.

You may use the notes given below which you wrote down in a hurry.

basis of 'Clean Yamuna' concept

- the Municipal Corporation of Delhi launched a week-long campaign
- inaugurated by the environment minister Mr Sudhanshu Gupta
- volunteers, school children, industrialists gathered in large numbers
- banks of Yamuna were cleaned and boats were used to pull out the weeds and waste material from the river
- the amount of garbage, polythene bags, waste collected to be disposed of was shocking
- school children said it was sad that people had stopped caring for the environment
- Yamuna water polluted by industrial waste also
- Industrialists pledged to take necessary steps to ensure that untreated waste from factories did not flow into the river
- the campaign aims at keeping the Yamuna clean

C. An on-the-spot painting competition is organised. Imagine you are a news reporter and you have to write a report giving details of the event. You may refer to your notes given below and complete the report.

- on-the-spot painting competition at Blossoms Public School
- started at 11 am, enthusiastic participation by children
- classes VI to X participated
- students were divided into groups based on classes and given different topics
- a few of the topics were – 'I Love My India', 'Peace and Harmony'
- renowned artist Jatin Das judged the competition, encouraged children to think imaginatively
- prizes were distributed

ESSAY WRITING

An essay may be defined as a composition on a certain topic comprising of several paragraphs where each paragraph is an expansion of an idea related to the topic.

THE STRUCTURE OF AN ESSAY

Q - write down the structure of an essay.

An essay should be divided into three parts :

1. **The introduction** : The introduction is usually brief. Since it introduces the topic, it should be done very thoughtfully and it should arouse the interest of the reader and above all be relevant to the subject.
2. **The body of the essay** : This is the main part of the essay and comprises of several paragraphs. Each of these paragraphs should be linked with one another in order to ensure a smooth flow of the main idea of the essay. These paragraphs provide various details.
3. **The conclusion** : This is the last part of the essay and like the introduction, a conclusion needs to be attractive so that it leaves a lasting impression on the reader's mind. A good conclusion can be of any of the following types – a summary of the argument included in the essay, a fact drawn from the subject matter, a quotation or even a single sentence that expresses the main point of the essay.

The important points given above will help you write a good essay.

FEATURES

- The details should be related to the topic of the essay so that they are coherent.
- All the thoughts and expressions may be written in a fluent manner.
- Errors which may be grammatical or in spellings or related to punctuation marks should be corrected for accuracy.

Here is an essay which is based on all that has been discussed above.

IMPACT OF TELEVISION PROGRAMMES ON CHILDREN

Body	Discusses the advantages of TV programmes	Introduction	<p>Television plays an important role in the lives of children. There is hardly any child who does not watch cartoons, television serials or reality shows.</p> <p>Just like any other means of entertainment, television programmes may have a positive or negative impact. First, let us discuss the positive aspects.</p> <p>The advantages of television are many. There are several television programmes that explain difficult scientific theories and experiments in a manner which a child can understand and also remember. To awaken the creative mind of a child, several TV channels offer art and craft related programmes. Apart from these, music, dance and quiz shows not only entertain but also help them gain knowledge.</p>
			<p>However, the mind of a child is very tender and whatever he sees or hears leaves an impression very easily. What he sees, he usually believes. Sometimes, the serial that he watches usually centres around a character who, sometimes, is a special child, with extraordinary powers. With his special abilities, the hero is able to save anyone from danger, no matter how difficult a task it is. Children often believe that such characters exist, in reality, and would save them if they too face any trouble. Such tendencies have led to tragic accidents in the past.</p> <p>Children often watch programmes which are not meant for their viewing. Such shows might expose them to violence, abusive and dangerous acts. These might impact a child psychologically.</p>

Conclusion

So, we can see that television programmes have both advantages and disadvantages. To increase the positive impact and minimise the negative influence on children, both parents and children have to work together.

Conclusion

Parents need to have a clear communication channel with their children. They should not impose their own decisions on a child regarding what he or she should or should not watch. They should explain the negative aspects of a particular TV programme and have faith on the child's choice or decision. However, if the child is too young to make a choice, parents must explain to him, in a way he understands, why a particular programme should be avoided. Children should realise that parents want the best for them and if they are suggesting that some programmes should be avoided, they should give a thought to it. After all, good TV programmes may be viewed for pure entertainment and to gain knowledge which will definitely benefit the children.

SAMPLE ESSAYS

A DAY IN THE LIFE OF A STUDENT

*Write down an essay
from your textbook
(in 100 words)*

My day always begins with my mother's words, "Good morning, dear". When she pulls the curtains on one side and sunlight fills my room, she exclaims, "Rise and shine!" I open my eyes. She smiles at me and says, "An exciting day is waiting for you, hurry up!"

I get ready for school and gobble my food as my school bus signals that it can't wait any longer. Sprinting as fast as I can, I hop into the bus. I greet my friends and talk about the cricket match which I enjoyed the day before.

The ten-km distance does not seem much and before our discussion is over, we are there at the school gate. At the next moment, we are at the assembly hall, where we do our prayers and finally return to our classrooms.

Sometimes, when I am about to reach my seat, Nalini Ma'am enters the class and gives us the first shock of the day, a surprise test in English. I get nervous, but then realise that surprise tests are a part of every student's life and cannot be avoided.

After the test is over and we all discuss it, History period follows.

I get excited. I love History but I can't say whether it is because I am interested in the ancient kings and their adventures or is it because Shipra Ma'am teaches the subject in a way that I am compelled to like it. "Today, I am going to tell you about the king who was cruel once but later gave up war,," she begins. For nearly forty-five minutes, I am lost in Magadh, Kalinga and the Stupas in Sanchi. The bell rings and I am back again in class VI section B. Science follows History and then just before the recess, we have Maths. It is not my favourite subject since numbers always scare me. But I like Partho Sir, our Maths teacher, because he never asks me to solve problems on the board. I think he understands my problem. "Priyam Gupta," I hear him call my name, "come to the blackboard." I get the second shock of the day, Sir asks me to solve a numerical on the board.

I consider it a nightmare and refuse to move out of my seat. Rahul, our Maths genius, taps my hand and whispers, "It is not difficult, you just need to read the question carefully."

I reach the blackboard slowly and do as Rahul asked me to do. After completion, I turn back and steal a glance at Rahul. His assuring smile indicates that I solved the problem accurately. Everybody claps for me and I am happy to thank Rahul for his help.

The day goes on in a similar manner and from 1:30 pm onwards I cannot stop staring at the clock. I wonder why the clock takes a long time to reach 2 pm. Finally, the bell rings. My school gets over and I rush towards the school buses.