

## INVITATION

1.

### INVITATION

THE Principal, Staff and students of \_\_\_\_\_ school seek your kind presence on the grand occasion of \_\_\_\_\_ . You are requested to grace the occasion and do us the honour.

DATE:

TIME:

VENUE:

Kindly oblige us by accepting the invitation.

Best compliments from

Principal

Contact No.

## INVITATION

Mr. & Mrs. \_\_\_\_\_ seek your kind presence on the grand occasion of \_\_\_\_\_. You are requested to grace the occasion and do us the honour.

DATE:

TIME:

VENUE:

Kindly oblige us by accepting the invitation.

Best compliments from

Mr. & Mrs. \_\_\_\_\_

Contact No.

## 2. LETTER TYPE

Ans:

Self Address

August 17, 2020

Dear

We seek your kind presence on the grand occasion of \_\_\_\_\_, You are requested to grace the occasion and do us the honour. The details of the programme are

DATE:

TIME:

VENUE:

Kindly oblige us by accepting the invitation.

Yours faithfully

Name

### 3. Accepting

Ans:

Self address

August 17, 2020

Sub: Acceptance of the invitation

Sir/ Dear

It's a great pleasure for us to know that \_\_\_\_\_.  
We/I will be truly delighted to attend the \_\_\_\_\_ on  
\_\_\_\_\_ at \_\_\_\_\_. Our best wishes are with you.

Yours faithfully / With love/ with regards

Name

#### 4. Regretting

Ans:

**Self** address

August 17, 2020

**Sub: Inability to accept the invitation**

Sir/ Dear

It's a great pleasure for us to know that \_\_\_\_\_. But we regret to convey to you that we will not be able to attend the \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_. Our best wishes are with you.

Yours faithfully / With love/ With regards

Name

**SCHOOL'S NAME  
NOTICE**

**August 17, 2020**

**HEADING!**

**Our school/ Club is organizing / conducting/ going to organize/ will be conducting \_\_\_\_\_ . The details are given below:**

**DATE:**

**TIME/ DURATION:**

**VENUE:**

**ANY OTHER DETAIL:**

**The last date of submission of names is \_\_\_\_\_. Kindly submit your names to your Class Teacher. For any more details, contact**

**Name**

**Designation**

SCHOOL'S NAME  
NOTICE

August 17, 2020

LOST! LOST! LOST!

I have lost my \_\_\_\_\_ in \_\_\_\_\_-on  
\_\_\_\_\_ during \_\_\_\_\_. The details about my  
\_\_\_\_\_ are given below:

- It contains
- It also has
- It is

Any one who finds the lost \_\_\_\_\_-is requested to submit it in  
the Lost and Found Department of our school.

Name  
Class

SCHOOL'S NAME  
NOTICE

August 17, 2020

FOUND! FOUND! FOUND!

A \_\_\_\_\_ has been found in \_\_\_\_\_ on \_\_\_\_\_ during \_\_\_\_\_. It is deposited in the Lost and Found department of the school. Anyone who has lost \_\_\_\_\_ can contact the Incharge and collect the lost property. But the \_\_\_\_\_ will be handed over only after describing the details related to it.

Name  
Class



## **JOB APPLICATION**

**Q. You are Rashmi/ Rahul. You have read an advertisement in The Times Of India regarding the post of Sales Executive in Sunshine Pharmaceuticals, New Delhi. Write a Job Application to the Managing Director enclosing your resume.**

Ans:

B-24, Viram Khand,  
New Delhi

April 18, 2020

The Managing Director  
Sunshine Pharmaceuticals  
New Delhi

Sub: Regarding the post of Sales Executive

Sir

With reference to the Advertisement No. 321 dated 12/04/20, published in The Times Of India regarding the post of Sales Executive, I consider myself qualified for the post and wish to apply for the same.

I am enclosing my Resume /Bio-data for your kind perusal. I request you to go through and consider it for the post. If you find my credentials suitable for the post, kindly contact me on the enclosed details.

Yours faithfully  
Name

**NOTE- "BIO DATA SHOULD BE ON THE NEXT PAGE"**

## BIO-DATA

1. Name:
2. Date Of Birth:
3. Qualification: M.Sc.; B. ED; B. Tech; M. Tech; M.Com ; M.A; MBA; Graduation/  
Post Graduation [ Select according to the question]
4. Details of Qualification:

SNO	COURSE/DEGREE	BOARD/UNIVERSITY	YEAR OF PASSING	PASS %
1	X	CBSE	2013	93%
2	XII	CBSE	2015	95%
3	Graduation	ABC University	2017	87%
4	Post Graduation	XYZ University	2019	90%

5. Experience: One-month experience in XYZ company as Sales Executive
6. Hobbies: Reading; Travelling ; Communication; Animation
7. Reference: 1.Dr. A.M Shah  
APOLLO HOSPITAL, MUMBAI  
2. Shri R. S Agarwal  
High Court Judge; Mumbai High Court
8. Contact details: Phone no:  
E Mail id:

## EXAMPLE ARTICLE -1

let's take some positive action  
let's build up a wonderful nation



### HEADING

-Name

It is seen nowadays that the use of online transactions has become very popular. People use online transactions to purchase things or to transfer money to others.

The use of online transaction has become popular. There are various online wallets in which we can keep money. There is net-banking through which we can do purchasing and transfer money easily. There are debit cards and credit cards which can be easily used. There are various shopping sites in which keep balance.

But online transactions are risky also. Those who are fraud can hack our passwords easily. Cybercrime is common now. There are more chances that the antisocial people can cheat us during transactions. Credit cards are risky as we often cross the limit and come in trouble.

It is the need of the hour that the use of online transactions should be done carefully. We should not share banking details with anyone. We should never share our passwords. We must change our passwords regularly. We should be careful about online wallets. Prevention is better than cure. It's better to be safe than to face trouble.

Let's rise to the occasion and use online transactions properly. Let's not become victims of technology. Let's be wise and intelligent. Let's make online transaction our friend and not enemy.



## EXAMPLE ARTICLE -2



let's take some positive action  
let's build up a wonderful nation

HEADING [ 3-4 WORDS]

-Name:

It is seen nowadays that the use of social media has become very popular. Everywhere people are using different means of social media to remain in touch with one another.

Social media is any medium through which people come together. People share their thoughts and ideas. People share their happiness and success. People inform about various things. People also discuss about various issues. Common examples are Twitter; LinkedIn; Whatsapp; Facebook, Line etc.

But social media is also leading to various problems. People meet each other in virtual world only. Face to face interaction has become less. People have more online friends than real friends. People also share personal details which becomes risky. There are more chances of cheating and fraud.

It is the need of the hour that people realize advantages and disadvantages of social media. It is high time that social media is used carefully. Prevention is better than cure.

Everything is possible when we try  
nothing is impossible, never say why  
social media is good if we use it for interaction but bad if we share personal details. Everyone has to understand this,

let's rise to the occasion and take positive action. Let's not misuse technology. Let's be together in the real world too. Let's make social media our friend and not enemy.





### EXAMPLE ARTICLE -3

We are what we think and do  
So think big and the winner will be you

#### ONLINE SHOPPING VS REAL SHOPPING!

-Name

It is seen nowadays that online shopping has become very popular. There are various websites which offer unlimited products and various choices. People can sit at home and get things delivered at home.

Online shopping is the easiest way we can get things at our doorstep. We can easily visit the shopping site and search what we want. We can have unlimited choices to select from. There are varieties of collections. We need not visit malls and shops and save our time. We can easily pay online and get what we want.

But online shopping restricts us in our home. We avoid going out. We don't like to spend time with our loved ones in shopping. We prefer to stay indoors and decide alone. It also brings laziness. Those who pay online are always at the risk of losing their money. What appears best online may not be good when seen in real. It becomes difficult to check the quality.

It is the need of the hour that online shopping should be limited. Electronic products can be purchased directly. Moreover, it is always good to go out with loved ones and enjoy shopping with them. Also, it is always better to be safe than to have the risk of getting cheated. Prevention is better than cure.

Let's rise to the occasion and not limit ourselves to online shopping. Let's go out and have fun time with family and friends. Let's make online shopping our friend and not enemy.

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## REPORT WRITING

Q1. You are Ranjit/ Rakhi, student reporter of Blooming World Public School. Write a report to be published in the School magazine about the COVID -19 Vaccination Drive held in your school last week.

Ans-

### DRIVE FOR HEALTH AND CARE

-Ranjit/Rakhi

Tuesday, February 8, 2022

A mass vaccination drive was organised last week in the school for the students eligible to get the vaccine.

The drive was held for six days starting from Monday. Students reached the school with their parents. The timing of the Vaccination drive was from 9:00 a.m. to 1:00 p.m. The students were in uniform, and carried their Identity card with them. There were two rooms dedicated for the purpose. Teacher Incharges monitored the whole drive. In one room, students of Class 11 received their vaccine and the other room was meant for Class 12 students. The students were wearing masks and stood at proper distance from each other. The parents sat in the waiting lounge following the rules and regulations of social distancing. It took hardly two minutes for each student to complete the procedure and get vaccinated. The Principal arranged healthy snacks for the students getting vaccinated. All the students who got vaccinated received the certificate of vaccination. There was a lot of excitement and enthusiasm among the students. It was like a festival of health in the school. After getting vaccinated, the students were given the option to stay back and attend regular classes or return to their homes with parents. Most of them opted for regular classes.

The drive was highly successful. The week ended with a strong conviction that prevention is better than cure.

Q2. You are Shyam/ Shalini, the student reporter of Green Valley Public school. Write a report for the school magazine about the Tree Plantation drive held in your school recently.

Ans-

## TREES- THE GREEN GOLD OF THE EARTH

- Shyam/ Shalini

Tuesday, February 8, 2022

Last week was dedicated to the cause of the environment. A mass campaign was held in the school dedicated to tree plantation.

Students from Class 6-12 took part in the movement to protect the environment. Following the rules of social distancing, the campaign was organised with a great deal of excitement and enthusiasm. The campaign was monitored by the teachers and the Principal. The students and teachers brought a sapling of their choice from their home. The area of plantation was divided according to the saplings. The students of seniormost class guided the juniors to reach the place of plantation. Similar saplings were planted together. Due care was taken to ensure safety of students. The drive started in the morning at 9 :00 a.m. and it continued till 1:00 p.m.in the noon. Around 400 saplings were planted in the duration. The students and teachers were also asked to take care of their sapling. There was also a short programme in which students were given certificates of participation. There were also speeches given by students and teachers regarding the importance of trees. The Principal addressed everyone and inspired to be the stewards of the globe.

The tree plantation drive was highly successful.

Q3. You are Ajay/ Anita, the resident of Trilok society, Mumbai. You were caught in a traffic jam a day before and almost missed your flight to Delhi. Write a report to be published in the newspaper.

Ans-

### TRAFFIC JAMS- THE UNWANTED OBSTACLES

- Ajay/Anita

Tuesday, February 8, 2022

Yesterday as I was on my way to the airport to catch the flight to Delhi, I was caught in a traffic jam. I had already started quite early predicting the same.

I had hired a cab and reached the main street without any problem. But the moment I entered the main street, the cab came to the halt as there was a complete traffic jam. It appeared as if there was no movement at all. I was still hopeful that I would reach well in time. The vehicles started moving but the speed was slow that every moment appeared so huge as if it wasn't going to end ever. The reason of the jam was clearly unknown to all. I looked as far as I could to catch a glimpse of the traffic police and could notice two of them trying to clear the jam. The worse part was the endless and unnecessary honking and I realized it was such a huge concern causing noise pollution. I looked at my watch and got worried of missing my flight. Finally the cab reached the spot of trouble causing vehicle and it was a truck which has broken down in the middle of the road due to tyre puncture. Somehow the cab moved ahead. It was almost time for my flight to take off. I hurried inside the airport and was glad that I was assisted by the airport authorities to do a quick check in and I boarded the flight just in time.

The experience made me realize that such traffic jams can be avoided if quick resolution is done.