

Sub : English/

Class- xi

Section : B

WRITING AND GRAMMAR SKILL

M-30

WRITING: one short answer question -

4M

(based on **NOTICE/ POSTER/ ADV**)

Two long answer questions:

6x2=12

Based on- letter relating to

- a. Business / official **for ENQUIRIES / COMPLAINTS/ PLACING ORDERS ETC.**
- b. Letters to the Editors.
- c. Application for a job.
- d. Application to school / college;

LONG ANSER TYPE QUESTION :

1X8

Based on a) **ARTICLE / SPEECH/ REPORT WRITING/ NARRATIVE;**

GRAMMAR:

6

- a) Error correction/ editing-2
- b) Re ordering of sentences-2
- c) Transformation of sentences-2

Example: you are Rohit/ Rashi . as the secretary of the cultural club of your school , you have organized a cultural evening as a thanks Giving program on the last day of your school. Write a notice for your school notice board giving necessary details about this event within 50 words.

Answer:

cultural club

Garia Academy (Model)

NOTICE

10TH Sept ,20

THANKS GIVING CEREMONY

The cultural club of the school is organizing a thanks giving ceremony as per details given below:

Date: 21st Feb, 2021

Time: 4pm onwards

Venue : school Auditorium

Cultural program and refreshment will be followed. You are requested to take your seats by 3.30 pm with expectation of maintaining decency and decorum of

Rohit/ Rashi

Cultural secretary.

Example: you are the secretary of Delhi Public School, Noida. Your school is holding a summer camp for training students in yoga and Gymnastics. Write a notice for the school notice board inviting students to participate in it.

Delhi Public School

NOTICE

11TH Sept, 2020

Summer Camp for Training

Sports-lovers will be pleased to learn that our school is organizing a summer camp for training students in "Yoga and Gymnastics".

Duration : 15 days -15th Sept, to 30th Sept, 21.

Time: 9 am to 11 am and 5 pm to 7 pm

Venue: Nehru Stadium , Noida.

Eligibility: Students of x to xii

Those interested in taking benefit of the facility should submit their names to the undersigned latest by 30th October, 20.

David Agarwal

Sports Secretary.

Question given for practice at home

1. You are Ratan/ Rita of ST. Xavier's School Kolkata. Under the EACH ONE,TEACH ONE program. Your school has adopted a nearby village/ slum. As the Secretary of the literary club of your school, you write a notice inviting students volunteer to participate in the Campaign within 50 words.
2. During the Summer vacation break, your school has organized an excursion to Goa, for the students of class x to xii . as a secretary of the students council, write a notice within 50 words telling the students about this and asking them to submit their names to join it.