

## International Indian School Buraidah

### First term Writing Skills Worksheet for the Academic Year 2024-25

Class: XII

Subject: English

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#### CREATIVE WRITING SKILLS

##### NOTICE WRITING

1. You are the Secretary of your School Literary Association. Write a notice in not more than 50 words for your school notice board, giving details of the proposed inauguration of the Literary Association of your school. You are 'XYZ' of Jain Vidyashram, Cuddalore.
2. You lost your wristwatch in your school auditorium. Write a notice in not more than 50 words for your  
  
school notice board giving a detailed description of the watch. You are Anirudh/Arundhati of class XII of Springfield School, Pune
3. As a librarian of Crescent International School, Gwalior, draft a notice in not more than 50 words asking all students and teachers to return the library books they have borrowed, two days before the commencement of the examination.

##### INVITATIONS

1. You are the President, Literary Society of Sunshine International School. Draft an invitation to author, Ms Manjul Bajaj requesting her to conduct a workshop on creative writing in your school. You are Romi/Rohit of Zenith Public School.
2. Write a formal reply accepting an invitation to be present in the birthday celebrations of your friend,  
  
Suresh's daughter, who lives at 1231, Chattarpur, Delhi. You are Abhishek Khanna.
3. As a Secretary of the Literary Club of St. Anne's School, Ahmedabad, draft a formal invitation in not more than 50 words for the inauguration of the club in your school.

##### LETTER WRITING

1. Write a letter in about 120-150 words for the post of the Librarian in Vision Senior Secondary School, Calicut. Also, enclose your Bio-data with it. You are Radhika/Rajeev from 21, Cherry Road, Madurai.

2. Write a letter to the Editor, Deccan Times, Bangalore about the inadequate parking facilities in the Commercial Street, M.G. Road, which is causing a lot of inconvenience to the people. Offer your suggestions. You are Anoop/Ritu, 24 Hennus Road, Bangalore.

3. You have seen an advertisement in a national newspaper for the post of Senior Teacher in English at Sunrise Global School, Noida. You are Karuna, M-114, Mall Road, Delhi. You are MA (English), B.Ed. from Delhi University and yet to have any teaching experience. Write a job application in about 120-150 words.

### **ARTICLE WRITING**

1. On the occasion of Teacher's Day, the Honourable PM of India had an interactive session with students from all over the country through satellite link. Your school also made special arrangements for the students to view the telecast. Write an article in about 120-150 words for your school magazine giving details of the talk and its impact on you. You are Akshay/Akshita of Brightland Public School.

2. It is very important to take significant actions to save our planet. Write an article in about 120-150 words for your school magazine on how can we save and protect our planet. You are Akshay/Akshita of Graham Public School, Indore.

### **REPORT WRITING**

1. As part of an Entrepreneurship project the commerce students of your school recently launched a product called oatlicious. They not only set up a company to produce the product but also designed its advertising and marketing strategy. Write a report in about 120-150 words for your school magazine giving details of the enterprise and its launch. You are Akshay/Akshita of Graham Public School, Indore.

2. You are Mridul/Mridula, an HT correspondent. You witnessed a protest rally by a youth organisation. Mentioning the purpose of rally, places covered and reaction of public, write a report in 120-150 words for your newspaper.