

INTERNATIONAL INDIAN SCHOOL BURAIDAH

Worksheet for the Academic Year (2025-26)

CLASS: XI

SUBJECT: ENGLISH

DATE: 13.09.25

LESSON: CLASSIFIED ADVERTISEMENT

What is a Classified Advertisement?

A **classified advertisement** is a small advertisement that you put in a newspaper or a magazine, usually, because you want to sell or buy something or to find or offer a job.

TYPE OF ADVERTISEMENT	PURPOSE
SITUATION VACANT	This advertisement is written by an employer who is looking for the services of a person in his organization.
SITUATION WANTED	This is written by a job-seeker.
FOR SALE	This is written in an attempt to sell property, assets, office goods, etc.
TO LET	This is written by a person looking for tenants for his/her property.
ACCOMMODATION WANTED	Written by the ones looking for a place for accommodation.
MATRIMONIALS	This is written while looking for prospective marriage candidates
MISSING	This is written in case any object/person/pet goes missing giving descriptive details for the same.

1. Principal, Sunrise Global School, Agra requires a receptionist for her school. Draft a suitable advertisement in about 50 words to be published in the classified columns of a national newspaper giving all the necessary details of qualifications and experience required in the receptionist.

Answer:

SITUATION WANTED

REQUIRED a young, dynamic, smart, charismatic and friendly female receptionist for Sunrise Global School, Agra. Attractive salary with fringe benefits. Healthy work environment. Fresh graduates having honours or equivalent degree in English with good communication skills can apply by sending their cover letter and resume till March 30 on the below mentioned id: abc123@gmail.com. For queries, contact: 98100XXXXX

2. You are Vikram/Sonia, an Hon's graduate in history with specialization in Medieval India. You are well acquainted with places of historical interest in Delhi, Agra and Jaipur. You are looking for the job of tourist guide. Write an advertisement in about 50 words for the situations wanted column of a local newspaper. Your contact no. 999751234.

Answer:

SITUATION VACANT!

BA (Hons) History topper, Vikram/Sonia, with specialization in Medieval India is looking for the job of a tourist guide. Age 22 years. Affluent in Hindi and English. Well-acquainted with places of historical interest in Delhi, Agra and Jaipur. Good communication skills, persuasion skills and charming personality. Expected salary- 30,000pm. Contact no.: 999751234 and email-id : abc123@gmail.com.

3. You are Harish/Harshita of 12, Seva Nagar, Pune. You want to sell your flat as you are shifting to another city for work. Draft a suitable advertisement in not more than 50 words to be published in The Pune Times under the classified columns.

Answer:

FOR SALE

Flat No. 12, Seva Nagar, Pune. Ground floor with two bedrooms having attached bathrooms, car parking available, park facing, best location, friendly neighbours, 24 hour power and water supply, low maintenance charges and reasonable price. For further details, contact: Harish/Harshita 98100XXXXX

4. You are Karan Kumar/ Karuna Bajaj, a leading lawyer practising in Surat. You want to buy an independent house at City Light Road to be used as office-cum-residence. Draft an advertisement in about 50 words for the classified columns of a local newspaper. You can be contacted at 45645678.

Answer:

FOR PURCHASE

Independent house at City Light Road to be used as office-cum-residence, medium-sized, preferably the corner one, fully-furnished and ready to move in. Reasonably priced. Interested may contact Karan Kumar/ Karuna Bajaj: 45645678