

WRITING TASKS

FORMATS AND SAMPLE WRITING TASKS

1. TOPIC :- FORMAL LETTER – EXPRESSING GRATITUDE

MAIN COURSE, UNIT – 1 : PAGE NO. 31

FORMAT:-

- a. Sender's address without Sender's name (Sender's address to be written only if given in the question. Else start with the Recipient's address followed by the date, subject etc)
- b. Date - e.g. 14th June, 2016
- c. Recipient's address
- d. Subject - (write the concise subject in capital letters)
- e. Salutation - Dear Sir (no comma)
- f. Body of the letter – (in three paragraphs - Introduction paragraph, Matter and the Conclusion paragraph)
- g. Subscription – Yours truly
- h. Sender's name – (if given in the question, else write XYZ)

QUESTION: *Suravi and Rishi could undertake this historic journey to the Antarctic. Thanks to the invitation extended to them and their parents by the Chilean Navy. On their return from the trip, they write a letter to Admiral Angel Vergara Villalobos, Commander-in-Chief of the Chilean Navy, expressing their gratitude. They also seek an appointment with him to personally share their experiences and give him an album of photographs of the trip.*

(NOTE:- YOU SHOULD ALWAYS BEGIN A LETTER IN A NEW PAGE)

VI-VIII Boys

(P.T.O)

No. 871, Triana
Santiago
Chile

14th June, 2016

Admiral Angel Vergara Villalobos
Commander-in-Chief
Chilean Navy
Valparaiso
Chile

Subject :- "EXPRESSING OUR GRATITUDE"

Dear Sir

We are extremely grateful to the Chilean Navy for giving us this great opportunity of travelling to Antarctica.

The journey to Antarctica was a thrilling and fearsome experience, especially while crossing the Drake Passage. We had a nail-biting and hair-raising experience as the ship had tossed and spun by the enormous waves. It was rather unbelievable experience of traversing the world's most vicious seas, wild storms, screaming winds, extremities of weather and the fury of high waves. But we were thrilled when we finally reached Antarctica and at the same time we felt a great relief and gratitude for having survived in such awesome conditions. It was indeed a great adventure with all the elements of surprise, danger and excitement.

We would like to request you for an appointment so as to thank you personally as well as to share with you our experiences and to give you an album of photographs taken during the trip to the fabled continent of Antarctica.

Thanking you.

Yours truly
Suravi Thomas and Rishi Thomas

VI-VIII Bayp

2. TOPIC :- NOTICE WRITING

MAIN COURSE, UNIT – 4: PAGE NO. 118

FORMAT:-

- a. NOTICE - (in capital letters and in the centre of the page)
- b. Name of the organization or institution issuing the notice (in the centre of the page and in capital letters)
- c. Name of the club (if given in the question in capital letters)
- d. Date – e.g. 14th June, 2016 (on the left hand side) and on the same line, in the centre of the page the Title or Heading in capital letters
- e. Matter
- f. Name of the person issuing the notice (on the left hand side, if the notice is issued by an organization)
- g. Designation
- h. Name of the Principal (on the left hand side) and on the same line on the right hand side the name of the person issuing the notice, if issued from a school.
- i. Designation – Principal (on the left hand side) and on the same line on the right hand side the designation of the person issuing the notice, if issued from a school.

QUESTION: *Jules Verne was born in France on 8th February 1828. Your school has decided to celebrate the birth anniversary of this pioneering science-fiction writer this year. On the occasion, you are going to be shown a movie based on his book 'A Journey to the Centre of the Earth'. As the student secretary of the middle school Science Club, you have been asked to prepare a notice to be put up in the classrooms about this event.*

(NOTE:- YOU MUST DRAW A BOX AROUND THE NOTICE USING A PENCIL AND A SCALE)

v1-viii Boys

NOTICE
INTERNATIONAL INDIAN SCHOOL, RIYADH
SCIENCE CLUB

15th June, 2016 BIRTH ANNIVERSARY OF JULES VERNE

This is to notify the students of Class VI to VIII that the school has decided to celebrate the birth anniversary of the pioneering science-fiction writer, Jules Verne this year. To commemorate the writer, a movie based on his book, "A Journey to the Centre of the Earth" will be shown to the students on 8th February, 2017 at 10.00 a.m. in the boys school auditorium. For further information please contact the undersigned.

ABC
Principal

XYX
Secretary

3. TOPIC :- PARAGRAPH WRITING USING HINTS GIVEN

WORK BOOK, UNIT – 1 : PAGE NO. 18

FORMAT:-

- a. Title / Heading – in capital letters in the centre of the page
- b. Matter in three or four paragraphs

VI – VIII Boys

LITERATURE - WRITING TASK

FORMATS AND SAMPLE WRITING TASKS

1) TOPIC :- SUMMARY OF THE POEM "THE LISTENERS"

'The Listeners' is a beautiful poem written by Walter De La Mare. The poet has included two of his favourite themes in the poem, i.e., mystery and melancholy. The poem talks about a traveller, who travelled a long distance on his horse back, with the sole purpose of meeting his near or dear ones who could be his friends or relatives, as he had promised to do so. The traveller may have gone away to a far off place to make his fortune and was returning after a quite long time. The traveller reached the place where the house was located which was close to the jungle, as the night falls. Though the traveller kept his words, he was very disappointed to find that his repeated knocks and calls were unanswered. The traveller knocked and called out in the hope of someone descending from the house to open the door for him, but in vain as there were no human beings present inside the house. But deep in the traveller's heart he felt the presence of something unusual inside the house listening to him. They are referred in the poem as 'the host of phantom listeners', who might be the ghost of the one-time inhabitants of the house. The traveller called out loudly to the listeners to make it clear that he had kept his promise by coming back to the house but no one had answered his call. He leaves the place on his horse quite disappointed and perplexed, wondering about his beloved ones who had once lived in the house.

(NOTE:- YOU MUST WRITE THE SUMMARY AS ONE PARAGRAPH)

2) TOPIC :- CHARACTER SKETCH

The Narrator (from the lesson 'Chasing the Rainbow')

The Narrator or the author, Manoj Das is the main character of the lesson 'Chasing the Rainbow'. The Narrator was quite an unhappy boy during his stay in Gunupur, as his guardians insisted him to start learning alphabets. The Narrator was an adventurous boy as he along with Appu dared to go towards the butchery and peep into it. The narrator was also very imaginative, as he thought that the butcher/stranger took him from the river bank so as to slaughter him. He pictured the stranger to be a very frightening personality. The narrator was also thoughtful and understanding as he learnt the most valuable lesson from the butcher that never judge a person by his looks, profession or religion.

(NOTE:- YOU MUST USE APPROPRIATE ADJECTIVES AND GIVE EXAMPLES TO SUPPORT IT)

v1 - VIII Boys

3) TOPIC :- DIARY ENTRY

FORMAT:-

- a. Day, Date
- b. Don't start with the Personal Pronoun 'I'

Time (in p.m.)

Example:-

QUESTION: *Imagine you are 'Jimmy Wells' from the lesson "After Twenty Years". Write a diary entry about the day of appointment and your meeting with Bob.*

Tuesday, 14th June, 2016

11.30 p.m.

Today was an eventful day. I had awaited for this day for the past twenty years. I and my very best friend Bob separated our ways before twenty years but had made an appointment to meet on this day in front of Big Joe Brady's Restaurant at 10.00 p.m. I was indeed very anxious to meet my dear friend after this long period. I was patrolling the avenue at around 9.30 p.m. when I noticed a person standing in front the hardware store, where the restaurant stood. As I walked closer to him, the man explained the reason for his standing was for a right purpose, as he had an appointment with his best friend. Even before I could tell him that I was his friend Jimmy, I got to see his face as he lit his cigar in the dark. I was in for a shock as I realized that my best friend Bob was none other than the most wanted criminal in Chicago. I did not reveal my identity to him but made sure if he was going to wait there for longer time and I walked off to the police station to do my duty.

(NOTE:- THE DAY, DATE AND TIME IS WRITTEN ON THE SAME LINE AND THE TIME TO BE WRITTEN IN P.M.)

VI - VIII Boys