

LONG WRITING TASKS (for std XI- XII)

(1) FACTUAL DESCRIPTION

XII- 6 mks

Format –

Title – in capitals, 5-6 words & underlined

Matter – 3 paragraph of 150-200 words

Use block format for the matter

POINTERS –

Place –

- Begin with the location
- Special features about the location (outward appearance, specialty, etc.)
- Other prominent details – first major then finer
- Use adjectives
- Use simple present tense

Object –

- Introduction of the product
- External features like colour, design, material, etc.
- Other finer details – efficiency, durability, etc.
- Close with a good concluding sentence

Person-

- Introduction of the person
- Name, age, etc.
- Physical appearance
- Personality traits and other special qualities
- Any memorable incident
- Conclusion

Event –

- Introduction
- Aim & purpose
- Details of the events as it happened
- Use sequence markers, sentence linkers
- The tense depends on the given question

Process –

- Aim & purpose
- Step-wise details
- Use sequence markers (eg-first, second, then, next, simultaneously, finally, etc.)
- Both active and passive voice can be used-active for mechanical & passive for human Actions

(2) REPORT WRITING**XII- 6 & XI-8 mks**

2 FORMATS

1. REPORT TO THE NEWSPAPERType – 1HEADLINE – in capitals, 5-6 words & underlined

Byline – name, name of the newspaper, correspondent

Date line – place & date

Matter – 1 paragraph of 100 words, write- what, where, when, how, why, persons involved, etc.

Use block format for the matter

Type – 2HEADLINE – in capitals, 5-6 words & underlined

Date line – place & date

Matter – 1 paragraph of 100 words, write- what, where, when, how, why, persons involved, etc.

Use block format for the matter

Name

Designation

Name of the newspaper

2. REPORT TO THE MAGAZINEHEADLINE – in capitals, 5-6 words & underlined

Matter - 1 paragraph of 100 words, write- what, where, when, how, why, persons involved, etc.

Use block format for the matter

Name

Class & section

POINTERS –

- Headline and its expansion in the first sentence
- What, where, when, how & why it happened
- Consequences / effects/ results of the happening
- People involved in the event
- Comments/ evidences from the people
- Action taken / conclusion
- Only relevant information, be objective
- No personal opinion to be added

3. NARRATIVE**XI- 8 mks**

Develop a narrative or a story on the basis of the hints provided.

- Begin with a title
- Max word limit 150-200 wds
- 3-4 paragraphs

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4. ARTICLE WRITING**XI-8 & XII-10 mks****(A) SCHOOL MAGAZINE**

TITLE -5-6 words in capital & underlined

Matter- simple, grammatically correct

Systematic analysis of the problem &

Feasible suggestions in 3-4 para

Use block format for the matter

Name

Class – section

(B) NEWSPAPER

Place, date

Headline- 5-6 words in capitals & underlined

Matter- same as school mag.

use block format for the matter

Name

staff reporter/ staff correspondent

5. DEBATE**10mks**

- Salutation – Respected chair person, members of the house and my worthy opponents
- Greetings – Good Morning, Good Afternoon, etc.
- Topic to be stated – mention whether you are speaking for the proposition or in opposition
- Matter – use block format, 3-4 para
- Conclusion – Formal concluding words & Thank you

6. SPEECH**10 mks**

- Salutation – Respected Principal, teachers and my dear friends
- Greetings – Good Morning, Good Afternoon, etc.
- Topic to be stated
- Matter – use block format, 3-4 para
- Conclusion – Formal concluding words & Thank you

7. LETTER TO THE EDITOR**XI-7mks & XII-10mks**

- Sender's address (without name –optional only if it is in the question. If sender's address is used, the date is to be placed between both the addresses-otherwise after the recipient's address)
- Address of the Editor
- Date
- Subject (in blocks/first letter of each word in capitals)
- Salutation-Dear Sir
- Matter – use block format, 3-4 para, 150- 200 word limit/ as per the question

Detailed analysis of the problem & feasible suggestions / solutions

- Subscription (Yours faithfully / Yours truly)
- Sender 's Name
- Designation (if any)

8. LETTER TO THE PRINCIPAL**XI- 7mks & XII-10mks**

- Recipient 's address (i.e. Principal's)
- Sub: 5-6 words in capitals
- Salutation (sir)
- Matter-use block format, brief 3- Paragraphs, 125 – 150 words
- Subscription (Yours faithfully)
- Name

Designation (if any) or Class - sec

- Date

9. NOTE – MAKING**5mks & summary -3mks****POINTERS**

- **Title** -In capitals, 5-6 words, underlined
- **Main Points – 5 max.** , in 5-6 words, in phrases
- **Sub Points – 3-4 max.**, in 5-6 words , in phrases
- Sub- Sub Points – 2-2 if any, in 5-6 words, in phrases
- Follow a proper number sequence pattern
- **Use abbreviations – min 4 & max. 6**, put in a box
- **Equal spacing and indentation is essential**

Types of abbreviation and symbols

- a. Capitalize initial letter – e.g. U.N. for United Nations
 - b. Taking first few letters of the words- e.g. prob. for problem, prac. For practical
 - c. Taking first & last letters of the words – e.g. rdng. For reading, edn. For education
 - d. Adding 's' to make plurals, e.g. bks for books
 - e. Contractions – e.g. int'l for international
 - f. Universally recognized symbols – e.g. % for percentage
- Summary – for XII std only
Title
One paragraph of 10 lines or 80 words

FORMATS & SEQUENCE MARKERS**NUMBER LETTER FORMAT**

Title - _____

I Main point _____(a) Sub – point _____

(b) _____

(c) _____

(i) Sub- Sub point _____

(ii) _____

II _____

(a) _____

NUMBER FORMAT

Title - _____

1. Main point _____1.1 Sub – point _____

1.2 _____

1.3 _____

1.3.1 Sub- sub point _____

1.3.2 _____

2. _____

1.1 _____

10. APPLICATION FOR JOB – (always with bio – data)

XI-7mks & XII-10mks

- Senders address (without name)
- Date
- Address of the addressee
- Sub: [in capitals, 5-6 words]
- Salutation (Sir)
- Matter – use block format for the matter.
- Three paragraphs covering all your details of education and experience, word limit- 150
- Subscription (Yours faithfully/sincerely/truly)
- Name
- Enclosures – 1. Photo copies of certificates
2. Bio-data

BIO – DATA

- Full name :
- Fathers name :
- Date of birth :
- Sex :
- Nationality :
- Religion :
- Permanent address :
- Contact Number :
- Educational Qualifications :

Sl No.	Name of Univ.	Exam passed	Year	% of Marks
1.				
2.				
3.				

- Experience (if any) :
- Languages Known :
- Salary expected :
- References : (2 Addresses)

11. BUSINESS LETTERS**XI- 7 mks & XII-10mks**TYPES

1. Letter of Enquiry
2. Letter of Reply / Quotation
(requires Tabular presentation of item-wise description)
3. Letter of Placing Order
(requires Tabular presentation of item-wise description)
4. Letter of Complaint or Cancellation

FORMAT

- Senders address (Without name)
- Date
- Reference no.
- Address of the addressee
- Salutation
- Sub : in capitals
- Matter- use block format for the matter, 3-4 para, 150 words
Use official business terms & language with brevity, formal treatment and to the point
- Subscription (Yours truly/ sincerely)
- Name
- Designation