

DELHI PUBLIC SCHOOL, JAMMU
WORKSHEETS FOR CLASS XII (2020-21)
SUBJECT : ENGLISH

Notice (4 Marks / 50 Words)

A Notice is a written or a printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/magazines. It is meant only for a selected group. Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. A notice is always brief and to the point.

IMPORTANT TIPS TO BE FOLLOWED WHILE WRITING NOTICES:

Adhere to the specified word limit of 50 words.

Write the word NOTICE at the top.

Name and place of the school, organization or office issuing the notice should be mentioned.

Give an appropriate heading.

Write the date of issuing the notice.

Clearly mention the target group (for whom the notice is to be displayed).

Purpose of the notice.

Mention all the relevant details (date, venue, time).

Mention whom to contact for extra information.

Signature, name and designation of the person issuing the notice.

Put the notice in a box.

NAME OF THE INSTITUTION/ORGANIZATION/OFFICE , PLACE	
NOTICE	
23 March 2020	
SUITABLE HEADING	
Content	Target group-for whom the notice is. Date, time, venue and all important details and any extra information that is needed. (Body of the Notice 50 words)
Signature (NAME)	
Designation	

Format of a notice

A NOTICE IS ALWAYS WRITTEN IN A BOX

Marking Scheme of Notice

Format : Title (Notice/Heading/Place/Date/Signature with name and Designation) (1 mark)

- Content : (a) where?
(b) When?
(c) Target group
(d) Agenda

(All within 50 words) (1.5 marks)

Expression : Coherence, spellings and grammatical accuracy. (1.5 marks)

NOTICES FOR PRACTICE

- 1 You are scout master/guide captain of KR Sagar Public School, Mysore. You have decided to send a troop of scouts and guides of your school to the Jamboree to be held at Lucknow for a week. Draft a notice in not more than 50 words, inviting the names of those scouts and guides who are interested to participate in the Jamboree. Invent the necessary details.
- 2 As the Secretary of the Science Club of your school, write a notice in about 50 words informing students of an inter class science quiz.
- 3 You are Abhinav/Alka. You have planned a 2-week course to be arranged to help the children of your housing society called “Renaissance Housing Society” at Mysore acquire Spoken English Skills. As the Secretary of the Society, prepare a notice for the Society’s notice board stating the objective of the course, giving necessary details of the course and requesting the children of the society to join the course. (Word limit : 50 words)

CLASSIFIED ADVERTISEMENTS

You will come across classified advertisements in the columns of newspapers and magazines. The important features of a Classified Advertisements are--

- * No blocks, no design and language to be factual.
- * Simple and formal and to the point
- * Comprehensive; yet must leave out no important matter.
- * Never be too lengthy (confine to the word limit)

Marking Scheme

Format Suitable Heading/Classification) 1 Mark

Content relevance 1.5 Marks

Expression (Grammatical Accuracy, Spellings Suitable Style- 1.5Marks)

IMPORTANT TIPS TO BE FOLLOWED CLASSIFIED ADVERTISEMENTS

Classified Advertisements

Clearly state the category at the top-e.g.-For Sale, To Let etc.

Give all necessary details in points using commas.

Give contact address, name, and telephone number.

Put the matter in a box.

Kinds of Classified Advertisements

1. Situation Vacant/Wanted
2. Lost and found
3. Sale and purchase
4. Accommodation wanted
5. Educational

6. Placement services
7. Matrimonial
8. To-Let
9. Tuitions
10. Travels and Tours

SAMPLES OF CLASSIFIED ADVERTISEMENTS

Question 1-You are Personal Assistant to G.M., ABC Metal Tools Company, Mumbai. Your General Manager has asked you to draft a Classified advertisement for a local daily for the post of two engineers. Draft the advertisement in not more than 50 words.

SITUATION VACANT

Required two well qualified Mechanical Engineers with a maximum experience of five years. Remuneration commensurate with the performance and output of the candidate. Send the Curriculum Vitae within seven days to the Personnel Manager, ABC Metal Tools Company, 7, Vashist Complex Sikanderpur , Malad East, Mumbai, along with necessary certificates and references within a week.

Ph-26090003,26093330

QUESTIONS FOR CLASSIFIED ADVERTISEMENT

- 1 You are Anurag/Aparna of 110.Swasthya Vihar, New Delhi and wish to let out a portion of your newly built house, Draft advertisement in not more than 50 words for publication in the “To Let’ coloumn of the Hindustan Times, giving all necessary details like location, Type of accommodation to be rented out, rent expected, contact address including telephone number etc.
- 2 You are Gaurav Gupta of Chandigarh, you have to go aboard immediately for a few years, you intend to sell a few household items of your house. Write an advertisement for the classified column sale ‘sale/purchase of a National daily.
- 3 Draft an advertisement on behalf of your institute which is shortly starting computer course of 3 months. Give necessary details about the features of the course and other details.
- 4 You are Aurag/aprna of 110, Swasthya Vihar, New Delhi. You wish to let out a portion of your newly house. Draft an advertisement in not more than 50 words for publication in the “To-Let” column of the Hindustan Times, giving all necessary details.
- 5 You would like to let out a portion of your independent house for office use. Write an advertisement for the classified column of the local newspaper giving all the necessary details. Do not use more than 50 words.

Posters: (4Marks -50 Words)

A POSTER is a large notice announcing or advertising something. It generally creates social awareness about any problem or needs .It also conveys a social message in an eye catching way. It must capture the reader's attention and motivate him/her to read on.

Main Features of a Poster:

Layout: A creative title in the form of a slogan or rhyming words for example :- Speed thrills but kills, Pollution needs a Solution, Green is Clean

You can use Match Stick figures for illustration.

Proper spacing and proportionate headings and illustrations.

Date, time and venue must be mentioned in case of an event.

A poster displays a message, or an appeal to create awareness.

The content should be organized in an appropriate style.

Use appropriate expressions and correct language.

Theme should be clear.

The poster should be creative and related to the content and theme should not be vague.

Do not spend much time on illustration. Written language and expressions will only help you score better.

Name of the issuing authority or the organizers is a must.

Making scheme

Content - 2.5Marks

Expression - 1.5Marks

SAMPLE POSTER

Question-On behalf of Department of Environment, Bangalore Administration, draft a Poster on the detrimental consequences of burning leaves and garbage upon the environment and also issuing a warning of the punishment to those indulging in the same.

SAVE ENVIRONMENT! GENERATE PROSPERITY! **SAVE ENVIRONMENT**



DON'T BURN DRY LEAVES OR GARBAGE

- Emits toxic and harmful fumes!
- It increases suspended particle matter (SPM) in the air and pollutes it!
- Produces carbon-di-oxide causing greenhouse effect!
- Disturbs the natural climate of the planet.
- Leads to cough, eye irritation and respiratory disorders!

***Municipal Corporation Bangalore has banned the burning of leaves and garbage.
Any Violation depending on the scale is punishable with imprisonment for a***

term extending to five years and fine up to one lakh rupees

**ISSUED IN PUBLIC INTEREST
DEPARTMENT OF ENVIRONMENT :
BANGALORE ADMINISTRATION
SAVE ENVIRONMENT! GENERATE PROSPERITY!**

POSTERS FOR PRACTICE

- 1- Recent rains have caused havoc in some parts of our country. You are Surya, a member of the social service organization, SEVA MANDIR, Bangalore. Draft a poster requesting people to help the rain and flood affected families physically and economically.
- 2- A 'Check Vehicular Pollution' campaign is being organized in your city. Draft a poster to be used in the campaign.
- 3- Water is precious and each one of us must stop wastage. Prepare a poster in not more than 50 words, for creating that awareness.
- 4- Draft a poster announcing a 'Book Week' being organized by the Cultural Society, Ahmedabad.
- 5- Your school is planning a campaign in support of eye donation to mobilize the students and society. Design a poster to be displayed in different areas of the locality surrounding your school highlighting the need for eye donation and eye banks.