

WRITING (SECTION-B) 30 MARKS

Notice :

Points to remember

Marks – 5

Word limit – 50 words

- Notice must be written in simple and formal language
 - It must be dated and have a catchy Heading
 - The purpose of the notice must be clearly mentioned.
 - Time, Date and Venue of the activity must be clearly mentioned.
 - ‘I’ or “You” must not be used.
 - It must be signed by the issuing authority.
 - The notice must be written in a box.
- 1 mark is deducted if it crosses 50 words.

*** MESSAGE:**

Points to remember.

- Before attempting to write the message, read the given conversation very carefully. Then underline the part of the conversation which you want to convey through the message.
 - Clearly, identify the person who is writing the message and the person to whom you are writing.
 - The body of the message must answer three questions:
Who called?
What was the message?
When was the message written? (Date & Time)
- 1 mark is deducted if it crosses 50 words.

TELEGRAM

Points to remember

- Read the question very carefully and underline the important message to be telegraphed.
- Every word in the telegram costs. So, be as brief as possible.
- Write in capital letters
- Name of the addressee and the sender’s name must be clearly written
- Avoid articles. Write only the main words.
- Write ‘STOP’ after every sentence of the message.

NOTICE

<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 80%;">NAME OF THE INSTITUTE AND PLACE</div> — 1/2 marks	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">DATE :</div>	— 1/2 marks
<h3>NOTICE</h3>	
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40%;">HEADING / TOPIC</div>	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;">- What is happening - Where and when - Target group - The purpose of notice last date (if any)</div>	
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 20%;">Sign Designation</div> — 1/2 marks	
— 3 marks	

MESSAGE

<h3>MESSAGE</h3>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Brief salutation</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 20%;">Date : Time :</div> — 1 marks
content : 3 m	
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 20%;">Writer's Name</div>	— 1/2 marks

TELEGRAM

INDIAN POST AND TELEGRAPH	
ADDRESS OF THE ADDRESSEE	<div>NAME :</div> <div>ADDRESS : 1 Mark</div>
<p><u>MESSAGE</u></p> <p>3 Marks</p>	
SENDER'S NAME : $\frac{1}{2}$ Mark	
Sender's Address (Not to be telegraphed) $\frac{1}{2}$ Marks	

POST CARD

<div style="border: 1px solid black; display: inline-block; padding: 5px;">Salutation</div> → $\frac{1}{2}$ M	<div style="border: 1px solid black; display: inline-block; padding: 5px; text-align: left;">Place : Date :</div> ↓ $\frac{1}{2}$ Marks
<div style="border: 1px solid black; display: inline-block; padding: 5px;">Body of the letter</div> → 3 marks	

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Yours lovingly wxyz </div> <div style="text-align: right; margin-top: 10px;"> 1/4 M </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Stamp</div> <p>To _____</p> <p>Address of the _____</p> <p>Addressee _____</p> <p>_____</p> <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; margin-top: 10px;"></div>
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POST CARD

Marks – 5

Words limit – 50 words.

- Post cards are written the same manner as letters but in brief.
- The place from where you are writing, date, salutation, content, subscription and the name of the sender and the address of the addressee should be the components of the post card
- Clear and complete information must be provided.

5 and 6

Letters / Articles / Speeches / Reports

Word Limit

Letter	: 150 words (Body of the letter)
Articles	: 200 words
Speeches	: 150 words
Reports	: 200 words

Letter

Points to remember

- Format must be strictly followed as every step carries marks
- Purpose of writing the letter must be clear
- The content must be divided in 2 – 3 paragraphs.
- The first paragraph must clearly indicate the issue you are going to write in the letter.
- Word limit must be strictly adhered to.

Article

- Eye catching and suitable heading must be given.
- At the end of the article, the name of the writer must be written.
- The article must be divided into different paragraphs.
- It must have impressive introduction and conclusion.

Speech

- it must have salutation – greeting chief guest. Judges and the audience
- Opening sentence must clearly mention the topic of the speech.
- Relevant examples, sayings, quotations to be used.
- Fluency is the key point of any speech
- Do not deviate from the topic
- Summing up must be impressive.

Report

- Language used in the report must be formal and simple.
- stick to the format
- Stick to the word limit
- The content must be divided into different paragraphs.
- The problem, observation and projections must be discussed in different paragraphs.

LETTERS / ARTICLES / SPEECHES/ REPORTS (B.3 & B.4)

WORD LIMIT

- ◆ For letters - 150 words only for the body of the letter

- ◆ For Articles - 200 words
- ◆ For Speeches - 150 words
- ◆ For reports - 200 words (excluding the format)

LETTER

FORMAT OF FORMAL LETTER

Sender's address:	(1)
(From address)	
Address of Addressee	(2)
(To Address)	
Date	(3)
Dear Sir / Madam	(4)
Subject: _____	(5)
Body of the Letter (6)	
Yours Faithfully / Yours Truly (7)	
Signature (8)	
Name in capital letters within brackets (9)	

POINTS TO REMEMBER

Purpose of the Letter

- ♦ to express one's opinion on a wide range of social issues.
- ♦ To express and share one's observations and views in a public forum, namely, a magazine or a newspaper.

Body of the Letter

- ♦ The presentation should be concise.
- ♦ It should contain all relevant details
- ♦ First paragraph should show whose attention is drawn and state the problem / issue.
- ♦ Second paragraph should describe the problem in detail
- ♦ Third paragraph should state what is expected of the authorities.

Language of the Letter

- ♦ Formal language.
- ♦ Sentences should not be very long (Short Sentences)
- ♦ divide the letter into two or three paragraphs.

Important points

- ♦ The letter must be written in the appropriate format - "FULL-BLOCK" format
- ♦ Remember to keep within the word limit of 150 words.

ARTICLE

POINTS TO REMEMBER

Purpose of Writing an Article

The purpose of writing an article is to present information on a variety of themes in a long and sustained piece of writing, namely,

- ♦ Describing an event, person, his life and actions.
- ♦ Describing a place
- ♦ Narrating an event
- ♦ Expressing views on some issue of social interest.
- ♦ Expressing arguments in favour or against a stated hypothesis or event.

Format:

- ♦ Heading should be eye-catching, encapsulating the central theme.
- ♦ Byline – by whom the article is written follows immediately.

Introduction

The opening paragraph (introduction) must

- ◆ Tell what the article is about
- ◆ Limit and control what you plan to discuss in your article
- ◆ Have clear and precise language, may even use a definition or quotation.
- ◆ Use facts to support your claims
- ◆ Give examples to support your views.

Conclusion

- ◆ Summing up including a consolidation of ideas.
- ◆ Offering suggestions / measures to improve the situation.

SPEECH

Purpose of making a speech

- ◆ to convey information orally to a large gathering of people, forcefully and convincingly.
- ◆ To pass on a wide range of information to a wide range of audience orally.
- ◆ To express an opinion, share a point of view, experience, observation etc.

Format

- ◆ Salutation – the speaker greets chief guests, fellow speakers and listeners.
- ◆ Key sentence carries the central theme or issue of speech.
- ◆ The speaker expresses his/ her views on the topic, with relevant examples.
- ◆ Summing up and concluding.
- ◆ A speech must begin with a catchy introduction in the form of anecdote, quotation, statistical data or a thought – provoking question.
- ◆ It must infuse humor
- ◆ Summing up or consolidation of ideas, suggestions / measures to improve the situation, personal observation and predictions must be made.
- ◆ It must have a persuasive and powerful language.
- ◆ The speaker must thank the audience at the end of his speech

Important Points :

- ◆ The speech must be written in the appropriate format and style.
- ◆ Remember to keep within the word limit.

REPORT WRITING

Purpose of formal report

- To pass on relevant information asked for.
- To analyse the information
- To make certain observations and predictions on the basis of the analysis of information.
- To offer suggestions relating to the observations and predictions.

FORMAT

1. From:
2. To:
3. Date:
4. Heading
5. **Opening sentence:** (you recently asked me to submit a report on the following are my findings and recommendations / as desired by you, I submit my report on The following are my findings and recommendations):
6. **Findings :**
 - a) The current problem
 - b) Reasons why problem has arisen.
 - c) Recommendations
7. Conclusions
8. Signature
9. Name
10. Designation

READING

HOW TO ANSWER CONTENT BASED - QUESTIONS

- (a) Read the passage quickly to identify the subject - matter i.e., to get a general idea of what the passage is about.
- (b) Give the passage another reading to understand it more thoroughly.
- (c) Now read the questions given at the end of the passage.
- (d) Read the passage again keeping the questions in mind. While doing so, keep underlining the key sentences/words related to the questions. This will help you in writing the correct answers.
- (e) Now write the answers, as far as possible, in your own words, but you needn't be fussy about it. All that the examiner wants is to know your proficiency in reading. So your main objective should be to give the exact information asked for in the question.
- (f) Inferential or evaluative type of questions demand a greater understanding of what the text implies. You may have to read the passage a third time to answer such questions.
- (g) You must be clear, brief and to the point in your answer.
- (h) It is always advisable to use simple language and frame short sentences of your own instead of lifting up lengthy sentences or phrases from the given passage.
- (i) The answers must be written in the corresponding tense form of the question.

HOW TO ANSWER QUESTIONS BASED ON WORDS, EXPRESSIONS, PHRASES

While reading the given passage, you are most likely to come across a number of words, phrases and expressions you are not familiar with. There are a number of ways by which you can guess the meaning of those unfamiliar phrases and expressions.

- (a) Read the complete sentence. Try to deduce the meaning from the context, looking for clues. Sometimes the contextual meaning is more relevant than the dictionary meaning.
- (b) If the author repeats the same word elsewhere in a different context to get his point across, the second context might help you.
- (c) If the author repeats the same thought, the repetition might help you to understand the meaning of the unfamiliar word.
- (d) Sometimes, if you break up the word in parts, it would give you a better understanding: e.g., un/pardon/able.
- (e) Reread the passage selectively,
- (f) Concentrate on each question individually to find out the areas comprising the answers.

ITEMS TO BE TESTED	TYPES OF QUESTIONS
* Articles & Determiners	* Editing
* Pronouns	* Omissions
* Prepositions	* Sentence reordering (Jumbled - up)
* Verb Forms	* Sentence Completion
* Modals	* Dialogue Completion
* Adjectives & Comparisons	* Changing instructions (passive form)
* Connectors	* Change into Reported Speech
* Passives	* Filling in suitable word/words/phrases
* Reported Speech	* Headline Expansion
* Subject - Verb Agreement	

CONNECTORS

COMPOUND CONNECTORS	COMPLEX CONNECTORS
And / but or / not only... but also / so	that/which/who/whom/whose/whether/what/where/when how/why/as/because/since/while/so/... that/if/as soon as/as unless/though/although/as if as though/ before after/unless than etc.

GENERAL TIPS
ARTICLES – (a, an, the)

USE OF 'A'	USE OF 'AN'	USE OF 'THE'
A is used before a singular countable noun before with consonant sound - a can, a book, a table, a pen, a yellow colored bag, a ticket, a year etc.,	An is used before a singular countable noun beginning with vowel sound (an apple, an orange, an hour, an elephant, an Australian etc.,)	The is used to refer back to a person, a place or a thing. It is used before the name of holy books, newspapers, rivers, oceans, mountain ranges, deserts, islands plural names of countries.

DETERMINERS

DETERMINERS	USE OF 'AN'	USE OF 'THE'
Many, a few	Before countable nouns	I bought many apples. He has a few friends.
More, A little	Before uncountable nouns	He doesn't have much knowlege about business. He has a little money.
Some, Any	Before both nouns	Give me some oranges. Can you lend me some money? Have you got any old books?

PREPOSITIONS

SIMPLE PREPOSITION			COMPOUND PREPOSITION		
At	Through	During	About	Across	Beyond
By	Till	Over	Above	Around	Below
For	Up	Near	Among	Beside	Along
In	From		Before	Within	Under
On	Off		After	Without	Underneath
With	Out		Between	Beneath	Opposite
To			Amidst	Behind	Onto/Into

USAGE	
<p>On day (on Monday)</p> <p>On Date (on 10th August 2006)</p> <p>In Year (in 2002)</p> <p>In Month (in March)</p> <p>At time (at 10 p.m)</p> <p>For a period of time (for 5 years)</p> <p>Since the point of time (since 2 'o clock)</p> <p>In the afternoon</p> <p>In the evening</p> <p>At night</p> <p>in summer</p> <p>On leave</p>	<p>During the holidays</p> <p>In the morning</p> <p>in the afternoon of 10th April 2006</p> <p>on T.V</p> <p>on/over the phone</p> <p>on page</p> <p>in the office / school</p> <p>on the bus / train / plane</p> <p>by car / bus / train / air / ship / taxi</p> <p>on foot (walking)</p> <p>at work</p> <p>at the meeting / party</p>

SOME NOUNS / ADJECTIVES / VERBS AND THE PREPOSITIONS			
According to	Believe in	Fond of	Proud of
Agree to	Belong to	Guilty of	Popular with
Agree with	Busy with	Good at	Prefer to
Absent from	Beware of	Ignorant of	Proficient in
Aware of	Capable of	Injurious to	Quarrel with
Aim at	Consist of	Insist on	Refer to
Ashamed at	Deal with	Inferior to	Rely on
Approve of	Deal in	Listen to	Superior to
Angry with	Depend on	Jealous of	Suspicious of
Addicted to	Elder to	Married to	Sorry for
Adapt	Entitled to	Older than	Weak in
Bad at	Famous for	Prevent from	Worthy of

TENSES - STRUCTURE

TENSES	EXAMPLE
Simple Present	I work everyday. He/She/Leena is working now. They/we work everyday.
Present Continuous	I am working now. He/she/Leena is working now. They/we are working now.
Present Perfect	I have worked in this office He/she/Leena has worked in this office. They/we have worked in this office.
Present Perfect Continuous	I have been working in this office. He/she/Leena has been working in this office. They/we have been working in this office.
Simple Past	I worked yesterday. He/she/Leena worked yesterday They/we worked yesterday
Past Continuous	I was working. He/she/Leena was working. They/we were working.

Past Perfect	I had worked in this office. He/She/Leena had worked in this office. They/we had worked in this office.
Past Perfect Continuous	I had been working in this office. He/she/Leena had been working in this office. They/we had been working in this office.
Simple Future	I will work next week. He/she/Leena will work next week. They/we will work next week..
Future Continuous	I will be working. He/she/Leena will be working. They/we will be working.
Future Perfect	I will have worked in this office. He/she/Leena will have worked in this office. They/we will have worked in this office.
Future Perfect Continuous	I will have been working in this office. He/she/Leena will have been working in this office. They/we will have been working in this office.

If Clauses - Structure

I work hard, I will pass the examination.

I worked hard, I would pass the examination.

I had worked hard, I would have passed the examination.

Had I worked hard, I would have passed the examination.

GIVEN BELOW ARE SOME IMPORTANT TENSE INDICATORS WHICH WILL HELP STUDENTS IN EDITING EXERCISES.

INDICATORS	TENSE	EXAMPLE
ago yesterday/last week/last year/once upon a time	Simple Past	I went to Chennai two days ago.
now at present/at the movement	Present Continuous	I am reading now.
usually/daily/everyday/every/month/year	Simple Present	I usually go to school walking.
By since	Present Perfect/Present	I have waited for you for two hours.

	Perfect Continuous	I have been writing since morning
By next January	Future Perfect	I will have completed 12 years by next January.

SUBJECT - VERB AGREEMENT

RULE	USAGE & EXAMPLE
Singular subject - Singular Verb	(Each one/everyone/everybody/ none/neither/either) - singular subject. Each one of us was given a book. Everybody was given a pen. The quality of the notebooks is not good. One of his friends is coming.
Plural subject - Plural Verb	Nalini and Shalu are writing a story. He has done his work. They have bought the textbooks. A number of candidates were present. Many people have attended the party.

COUNTABLE AND UNCOUNTABLE NOUNS

We use countable nouns for things that we can count. They can be singular or plural. We use uncountable nouns for things that we cannot count. They are neither singular nor plural.

Countable		Uncountable
A Pen	Many/some/a few/a lot of pens	Some/much/a lot of water
An Apple	Many/some/a few/a lot of apples	Some/much/a lot of sugar

Here are some uncountable noun

Accommodation	Fun	Meat	Scenery
Advice	Furniture	Milk	Shopping
Baggage	Homework	Money	Soap
Behavior	Information	Music	Sugar
Bread	Ink	News	Toothpaste
Chalk	Jeweler	Oil	Traffic
Clothing	Knowledge	Paper	Transport
Coffee	Land	Rice	Travel
Damage	Luggage	Salt	Weather
Equipment	Machinery	Sand	Water

Look at the following sentences : (wrong usage)

I received some informations about the election (**information**)

I bought a lot of furniture's. (**I bought a lot of furniture.**)

The lab is equipped with a lot equipments. (**equipment**)

Can you give me some advises? (**advice**)

There are no news of the exhibition this year. (**is**)

Did you bring your luggage's? (**luggage**)

I completed all my homework's. (**homework**)

Can you find accommodations for me? (**accommodation**)

Look at the following phrases (uncountable nouns) :

A glass of water	A bar of soap
An item of furniture	A tube of toothpaste
A piece of news	A glass of Water
A piece of advice	A piece of Chalk
A loaf of bread	A packet of sugar
A cup of coffee	A grain of Sand
A piece of information	A sheet of paper

MODALS

[can / could / may / might / shall / should / will / would/ must / ought to / have to / need etc.]

FUNCTION	MODALS
Asking & giving permission/refusing permission	Can/may/could/might Can I go out? / May I come in? You cannot leave this place now. Could I borrow this pen, please?
Making request	Can/could/shall/will/would Would you help me? Could you please close the door? Shall I open the window?
Giving advice	Should/ought to/had better You should study regularly.
Expressing possibility	May / might / can / could It may rain. / He might come now It could be Mr. Rakesh
Expressing ability	Can / could I can speak English and French. I could play chess when I was five.
Expressing necessity / no necessity	Must / have / needn't / musn't You must learn German before going to Germany You needn't bring the book.
Expressing past habit	Used to / would I used to read a lot when I was the university.
Expressing obligation / duty	Should / ought to / must We must obey the rules Students should respect the teachers