

Notice Writing

Notice is an announcement which is circulated in the written form to give some important information to a group of people.

PURPOSE OF WRITING A NOTICE

Notice is written to give information about :

- a cultural event
- any death, birth, visit by someone in future inspection, excursion
- a sports event
- a meeting or conference
- any project for a social cause to be undertaken and so on

Below is a notice. As you read it, note the format and the important details which have been included. Imagine that you are the Principal of a school. Inform the students and teachers about the change in school timings due to onset of the winter season.

St. Mary's Convent Issuing authority

NOTICE

5th November 20... Date

Change in school hours for winter Heading

Teachers and students are hereby requested to note the following changes in school timings.

	Old timings	New timings
Upper KG and LKG	9 am - 12 : 30 pm	10 am - 1 : 30 pm
Classes I – Class X	8 : 15 am - 2 : 15 pm	9 : 15 am - 3 : 15 pm

All are requested to abide by the new timings with effect from 15 November 20... . Content

P Prasad Signature

(P Prasad) Name

Principal Designation

FEATURES

- A notice is written within a box.
- It is usually written in the third person. However, for some notices the first person 'we' or the second person 'you' may be used.
- It must be short, precise and relevant to the topic. It usually has a word limit of 50 words.
- The name and address of the issuing authority is placed at the top followed by the word 'NOTICE', the date and the heading.
- The name and designation of the signatory authority should be placed on the lower left hand corner of the notice.
- The tone of the notice should be objective, impartial and formal.

The above points should always be remembered while writing a notice.

Example 1 : You are the Secretary of the Readers' Club, Kolkata. Your club will be publishing a monthly magazine. Draft a notice asking the members to contribute their articles, stories, poems, cartoons and so on for the magazine. Give all the important details.

Readers' Club, Kolkata

NOTICE

15th June 20...

Monthly Magazine

The club is planning to publish a monthly magazine which will feature many articles, stories, poems, interviews and photographs. Members, who are interested, can submit their work to the undersigned, latest by 30th June 20...

Anshu Mathur

Secretary

Example 2 : You are the Cultural Secretary of your school. The school is organising a painting exhibition. Draft a notice inviting names from the students for participating in the exhibition.

St Joseph's Convent, New Delhi

NOTICE

21st September 20...

PAINTING EXHIBITION

The school is organising a painting exhibition on 4th October 20... from 11 am to 1 pm for classes VI, VII and VIII. This year's theme would be 'Global Warming'. Interested candidates are requested to submit their names to the respective class teachers by 25th September 20...

Abhi Sharma

Cultural Secretary

FEATURES OF AN INFORMAL LETTER

Heading <ul style="list-style-type: none">• Address of the sender• Date	←	{ Jenkens School 24 ATC Bose Road Kolkata 27 th April 20...
Salutation <i>Example</i> : Dear Rahul, Dear Uncle and so on.	←	{ Dear Father
Body of the letter	←	{ How are you? Hope you are well. I am fine and will be home soon since our summer vacation is due to begin in the second week of May. I have good news to share with you. My half yearly examination results are out and I have obtained 90% marks overall. Give mother the good news and mention that in Bengali, which she used to teach me earlier, I have scored 95%. I will inform you about the exact date of the summer break once it is announced. I am looking forward to hearing from you soon.
Subscription	←	{ Your loving son
Signature	←	{ Rana

FEATURES OF A FORMAL LETTER

Heading <ul style="list-style-type: none">• Sender's address• Date	←	{ 5 Park street Kolkata 22 nd April 20...
The recipient's designation and address	←	{ The Principal Little Jewels 4 Tollygunge Street Kolkata
Subject	←	{ Subject : Leave application
Salutation <i>(Example</i> : Sir/Madam)	←	{ Dear Sir
Body of the letter	←	{ My daughter Tulika Sarkar is a student of class II, section A in your school. On 20 th April 20..., she could not attend school since she was ill.

Subscription

Signature

← { Yours sincerely

← { Bijit Sarkar

Therefore, I would request you to kindly accept her sick leave for that day.

INFORMAL LETTERS

Example 1: Write a letter to your father seeking permission to go on an educational tour organised by your boarding school.

Riverdale High School
8 Sarat Bose Lane
Kolkata

9th May 20...

Dear Father

It has been almost two weeks since I have heard from you. I know you are busy and so am I, with my unit tests. So far, the tests have gone well and I am expecting good marks.

Our school is organising an educational tour to New Delhi during the summer break. We will visit important places of our capital city. The tour is for fifteen days and our Maths teacher, Mr K Sharma will be accompanying us on this tour.

I am really keen to go on the tour since I have never visited New Delhi and I request you to allow me to go with my friends.

The school would be sending you a letter intimating you about the tour and its expenses.

I really hope you would allow me to go on the trip.

Yours affectionately

Mahesh

Example 4 : Write a letter to your father expressing your happiness on being selected as the captain of the school cricket team.

Model High School

Shimla

18th February 20...

Dear Father

How are you? How is mother doing? I have good news for you. I have been selected as the captain of the school cricket team. The announcement was made at the school assembly and I felt honoured.

To tell you the truth, I was expecting it since you know that I am a dedicated and hardworking player. My friends are happy and have asked me to throw a party.

Convey the news to my friends there. I am sure they would be happy too. My first match as the captain would be the inaugural match of the Inter-School Cricket Tournament in March. Pray for me so that like everything else I excel in my new role as the captain too.

Do reply soon.

With lots of love

Your son

Varun

LETTER TO THE EDITOR OF A NEWSPAPER

Example 9 : Write a letter to the editor of a newspaper on the issue of a particular road that needs repair.

B 5 HRC Society
Indirapuram
Ghaziabad

27th March 20...

The Editor
The Daily Star
New Delhi

Subject : Need to Repair Link Road

Sir

Through your newspaper, I would like to draw the attention of the local authorities of Indirapuram towards the bad condition of the link Road.

The road is very vital since it links Indirapuram with the National Highway. The road is usually in a bad shape which becomes worse during the monsoon. As many as four mishaps have already occurred within the first three months of this year and the number might increase if proper action is not taken to repair the road.

Hence, through this letter I would request the concerned authorities to take necessary action and get the road repaired without any further delay.

Yours truly
Dhiman Biswas

Story Writing

We all enjoy reading or listening to stories. One may pick up a novel, a collection of short stories or comics and be transported into a different world with various characters who take us along as the plot of the story unfolds. Here are names of some famous authors of children's stories—Ruskin Bond, Enid Blyton, JK Rowling and so on.

Story writing can be a fun if we follow certain guidelines.

GUIDELINES FOR STORY WRITING

- Firstly, an interesting plot is essential for a good story.
- The various important events must be related and generally follow a chronological order of sequence of events. Sometimes, a past happening or event may also be included which a character may think of or which is required as a reference based on the main plot.
- The characters in the story must appear to be real. Sometimes, they may be absolutely imaginary like aliens, elves, fairies and so on.
- The writer may reveal the characters through a narrative or use another character to give a description. Sometimes, realistic incidents or behaviour of the characters help unfold the story to the reader.
- A story can be made gripping or interesting if there are some pieces of conversation or dialogue included at the right places.
- The story should end on an interesting note. It arouses the curiosity of the reader if there is a twist at the end of the tale. The events of the story should not end abruptly.
- In order to make the story appealing to the reader, various adjectives and phrases are used for description of people, places and actions.
- The story should carry a message for the reader which may be implied or be obvious at the end.

Stories can be written with the help of given outlines. The following points should be remembered while doing so.

WRITING STORIES WITH GIVEN OUTLINES

- Read the outlines, clues carefully and try to understand the main plot of the story.
- Do not leave out any point and maintain the order of the events.
- Connect every part so that they appear to be linked.
- Introduce dialogue, wherever possible, to make the story interesting.
- A proverb or an idiom may be used as the title of the story.
- The story should be written in simple English and in the past tense.

I. Now, read the outlines given in the box and the story that follows —

Mighty king ruled Roshanpur—wanted people to be happy—no heir and wanted to find an able, honest person—disguised as a beggar and sneaked out of the palace as night fell—reached the nearby market—fell into a roadside pit—group of traders crossed and said that he deserved to be in a pit—a batallion of soldiers passed by and said that it was not befitting for them to rescue a beggar—they

Diary Writing

A diary entry is a short composition, a record of the writer's personal feelings, thoughts or activities during the course of a particular day.

Let us discuss the work of Anne Frank — a Jewish girl — who became internationally famous posthumously, following the publication of her diary. She was born in Germany. She lived for most of her life near Amsterdam, in the Netherlands. Her family went into hiding during the German invasion of Netherlands in World War II. Anne Frank was greatly affected and disturbed by the war. She recorded her feelings and observations in the form of a diary. Her writing was published after her death, when her father discovered it. All that she wrote, gives us an insight into the mind of a teenage girl, her insecurities, joys, fears and thoughts. Here is an excerpt from her diary which she used to write religiously.

Sunday June 14, 1942

Dear Diary

I'll begin from the moment I got you, the moment I saw you lying on the table among my other birthday presents. (I went along when you were bought, but that doesn't count.)

On Friday, June 12, I was awake at 6 O'clock, which isn't surprising, since it was my birthday. But I am not allowed to get up at that hour, so, I had to control my curiosity until quarter to seven. When I couldn't wait any longer, I went to the dining room where Moortje (the cat) welcomed me by rubbing against my legs.

A little after seven, I went to Daddy and Mama and then to the living room to open my presents, and you were the first thing I saw, may be one of my nicest presents. Then a bouquet of roses, some peonies and a potted plant. From Daddy and Mama, I got a blue blouse, a game, a bottle of grape juice, which to my mind is a bit like wine (after all, wine is made from grapes), a puzzle, a jar of cold cream, 2.5 guilders and a gift certificate for two books. I got another book as well, Camera Obscura, a platter of homemade cookies (which I made myself, of course, since I have become quite an expert at baking cookies), lots of candy, and a strawberry tart from Mother. And a letter from Granny, right on time, but of course that was just a coincidence.

Then, Havelli came to pick me up, and I went to school

This will give you an idea of how a diary entry is made. Of course, the above details were written by Anne Frank before the war had started. (Nowadays, we do not use a comma when we write the date. Remember to mention the time also though it is not mentioned here.)

GUIDELINES FOR WRITING A DIARY

The following points have to be remembered while writing a diary entry:

- The date must be mentioned on the left hand side at the top. In the next line, the day must be mentioned. Then, the time must be mentioned in the next line. (These days we do not use any punctuation mark while writing the above mentioned points for diary entry.)
- You may begin by leaving a line after the date and then you may write 'Dear Diary' on the left hand side before you start the paragraph on the next line.
- The descriptions have to be clear but brief.
- They have to be expressed in a logical way.

- It is written in an informal style and is a subjective piece of composition.
- The ideas expressed may be written in the form of paragraphs.
- It is a frank and honest expression of the writer's thoughts and ideas.
- One may conclude by signing the first name but it is optional.

Here is a sample of another diary entry written by Tuhina, a little girl, who pens down her thoughts and experiences after her grandma's birthday celebration. She also mentions a surprise visit by her uncle who stays in America. Read further and find out more.

12 September 20...

Monday

9:30 pm

Dear Diary

I am so happy that I cannot express my feelings in words. You cannot imagine what happened today! Actually, it was my grandmother's birthday and like every other year we bought a cake in the evening and celebrated.

Little did we know that a big surprise was waiting not only for my granny but for us too. Just as we finished with the cutting of the cake, the doorbell rang. I opened the door and you know what I saw — my uncle who stays in the USA standing at the door!

I shouted with joy.

He soon joined us in our celebration and to tell you the truth, the best part for me was actually the gifts that he had brought for me. He gave me a video game, a playstation. Oh! Diary, I am so so happy! I wish everyday was like today!

Tuhina

Essay Writing

An *essay* is an interesting piece of writing on a certain topic, comprising of a number of well-written and well-arranged paragraphs on a given subject. It expresses one's ideas and thoughts on a particular topic and also provides relevant information to the reader.

FLASHBACK

The structure of an essay :

An essay can be mainly divided into three parts.

Introduction : It introduces the reader to the theme or topic of the essay and therefore has to be effective, attractive and brief.

Body : The main part of the essay comprises of several paragraphs which explain the theme or the subject matter of the essay. This part of the essay has to be in detail and the points must be logically arranged.

Conclusion : It is the closing part of the essay and must be convincing, precise and brief.

ESSENTIAL FEATURES OF AN ESSAY

Paragraphs

Every essay should be divided into paragraphs. While constructing paragraphs, the following aspects have to be kept in mind —

1. **Unity** : Each paragraph should deal with a single subject but the content should be related to the main topic.
2. **Variety** : Each paragraph should have variety in thoughts and ideas.
3. **Logical Sequence (cohesion and coherence)** : The paragraphs should be placed in a logical sequence of thoughts.

Style

The style of an essay has to be direct, simple and concise. The writer needs to observe the following points :

- **Be direct** : use short sentences
- **Be simple** : use simple words and construction
- **Be natural** : don't imitate the style of any other writer

THE PROCESS OF WRITING AN ESSAY

Step-1 : Choose the topic that interests you.

Step-2 : Generate ideas by asking yourself what, when, where, why or how about matters related to the topic and write these in points on a rough sheet of paper. (brainstorming)

Step-3 : Select relevant points from the ideas that you had earlier written down. Now, arrange them and prepare an outline that will work as the framework of your essay.

Step-4 : After the essay is written, read it thoroughly and correct the errors (spellings as well as grammatical).

INFLUENCE OF INTERNET ON CHILDREN

In today's world, the use of internet has become indispensable. From school children to professionals, everyone turns to the internet for information, social networking or entertainment.

The growing influence of internet, especially on school children, has both positive and negative aspects.

The advantages mainly include access to information. Children get the required help from internet for completing their school projects and often their home tasks. Different child friendly websites cater to the kids. They provide much needed information on various subjects like astronomy, geography, science and others. They contain updated facts on these topics which are often unavailable in the books. Graphical presentations, colourful images attract them and through interactive games, these websites also entertain them. Social networking websites also enable the children to interact with friends and relatives staying in distant places.

These advantages also happen to be the negative aspects of the internet. This is because of the ease with which all kinds of information is available to a child. Similarly, with the same ease he or she might access information or websites which are not meant for them. Again, social networking sites give them the opportunity to be in touch with friends who are away from them. However, through such networking sites a child may develop friendship with those whom he or she does not know in person and often fall prey to child abusers. Apart from these, a child may become so engrossed in the virtual world of the internet that he or she might ignore real friends and relations. His or her education also suffers.

Children often turn to the internet as a source of entertainment. They play games most of which involve violence which leaves serious psychological impact on the child, often making him insensitive to the suffering of others.

Thus, we can see that the internet has both positive and negative influence on the children. To increase the positive impact and minimise the negative effect, parents can play an active role. They should keep a check on the websites visited by the child during his or her internet sessions. Parents should have a good bonding with the child so that he or she does not hesitate to ask for parents' help if one falls a victim to cyber bullies. The child should be made to realise that the world of internet is a virtual one. Internet is necessary as a source of information and communication but it cannot be a substitute for real life, real relations and real friendship.

A WORLD WITHOUT BOUNDARIES

My day begins with the ring of the alarm clock. I get up and stand in my balcony and view the morning sky. I see Shuzuka, my neighbour, practising 'Tai-chi'. She waves at me and says, "Good Morning." Demetrivs, my friend, greets me from his terrace. Yes, they are from different parts of the world but we stay together.

I live in a world where there are no countries. No one stops us from visiting any other corner of the world on the pretext of any invalid passport or visa. We are free like birds. My grandmother tells me that life was not so easy in the past. There were more than two hundred countries of different shapes and sizes. Each of these countries had different cultures, different rules and regulations.

I am lucky because I can visit any part of the world that I want to and whenever I want to. We are not differentiated from one another on the basis of language, race or culture. We speak the same global language which is created from all the languages of the world that once existed. We are one.

It is fun because in school we have friends who are from different parts of the world. One of my friends Roberto is from erstwhile Brazil, another is from the Mediterranean region. We laugh, we cry, we enjoy life in the same manner. I cannot imagine how people can be kept away from one another on the basis of geographical location when we are basically the same, we all are human beings.

Our history teacher tells us of the great wars that were fought among countries, killing millions of people. I thank my fate that I am born in an era where soldiers, military, wars have no relevance except in history books. These do not exist in our times. I feel sorry for my forefathers who could not see that uniting all the countries of the world as one nation would make life so peaceful and happy.

Today, since the entire world is united as one nation, we are concerned only about the development of the entire mankind. People are treated as residents of the world and do not belong to any particular area because we know, 'United we stand and divided we fall.'

FEATURES

- The subject of the essay must be clearly maintained.
- An essay should have unity and coherence. All the details must be related to the subject of the essay.
- It consists of various paragraphs. The introduction paragraph should instantly interest the reader, followed by the body of the essay. This should carry details written in a logical manner. In the end, the concluding paragraph should convey the main idea in brief. All the paragraphs must be linked and thoughts should appear to flow smoothly.
- An essay should contain only relevant details and be concise. It should convey clear thoughts and ideas in a simple manner.
- In the beginning the points are written down. The final draft is made after unnecessary details are left out and paragraphs are formed.
- In the end the errors are carefully corrected. (spelling, grammatical errors)

Descriptive Paragraph

A **descriptive paragraph** is used to describe a person, place or thing in such a way that a picture is formed in the reader's mind.

When we write descriptively, the overall quality of our writing improves as the usage of vocabulary makes it more interesting and engaging.

FORMAT

We start the description by writing the title at the centre.

TITLE

The first few words introduce the idea or theme of the description.

The next few sentences carry the actual description and make up the largest part of the descriptive piece. However, the word limit should not be exceeded.

The last few words should carry the conclusion of the description. This portion, too, should be very concise.

Next few sentences :
Actual description

First few words:
Introduction

Last few words:
Conclusion

A Write a descriptive paragraph on the famous Indian scientist Sir CV Raman in 100-120 words.

- Hints:**
- introduce the person
 - most striking part of his appearance
 - his achievements
 - his personality traits
 - conclusion

9. Describe your classroom.

My Classroom is on the 3rd floor of the school building. It is an open and airy room with a large door and two wide windows through which cool air blows in the morning. The classroom has four ceiling fans, and a large Black-board. In front of the board is a teacher's table and chair and then student benches are arranged. At each desk, two students can sit comfortably. On the walls, we put pictures of the outstanding personalities of our nation who served the nation selflessly, a large world map and inspirational quotes are also written on chart papers and put up there. Two dustbins are placed in the corners to keep our classroom clean.

(116 words)



CHAPTER 42: DIALOGUE-WRITING

A Dialogue literally means "talk between two people". Dialogue-writing is a useful form of composition, especially for the Indian student who is trying to gain a command of spoken English. Under proper guidance, it should introduce him to the colloquial way of talking English, and train him to express his thoughts in easy and natural constructions. The spoken English of the Indian school-boy is too often rather stilted and bookish, owing to the fact that he has not much chance of talking with English people ; and anything that will help him to acquire naturalness and ease in speaking in English is of value.

To write a dialogue successfully, calls for a little dramatic power; for the writer has not only to see both sides of a question, but has also to put himself, so to speak, inside two imaginary persons so as to make them express their opposite opinions naturally and in keeping with their characters. He has in turn to be each one, and see the point of view of each on the question.

A written dialogue should be so composed that it appears to be spontaneous or impromptu. The reader of it should not feel that it is premeditated, stilted and dull.

At the same time, careful preparation is necessary for writing a dialogue, though this must not appear. The writer must have the art to conceal his art. It is always advisable to make a plan or outline of the dialogue before beginning to write ; otherwise the dialogue may be rambling and pointless.

Method of Procedure

1. Carefully think over the subject given, and jot down briefly the arguments or opinions about it which might reasonably be expressed by the imaginary persons who are supposed to be talking.
2. Arrange these ideas in some logical order, so that one will arise naturally from another in the course of the conversation. (It is well to write down these points in the form of an outline, or numbered heads, as a guide to follow in writing the dialogue.)
3. Try to imagine what would be the way in which each character in the dialogue would express his views. To do this, you must have in your mind a clear idea of the imaginary persons taking part in the conversation, so as to make them speak in character. (For instance, in Specimen No. 2, Swarup, the bookish student talks in a different way from Dulip Singh, the athletic student.)
4. Keep in mind that your dialogue, when completed, should read like a real, spontaneous conversation. So try to make your imaginary characters talk in an easy, familiar and natural manner. Avoid stilted and bookish phrases. Try to remember how real people talk in friendly conversation, and reproduce that conversational style as well as you can.

Yes, you may live longer in the country. But you don't get so much out of life as we do in town. A short life and a merry one, I say.

A dialogue between two boys discussing their hobbies.

I am in luck, Will. My uncle has just sent me a letter from Japan, where he is on business, with some Japanese stamps. He knows I collect them and often sends me foreign stamps from the places he visits.

They look rather nice. Are you going to paste them in your album ?

Yes, here it is. I have got quite a nice collection now.

What a lot ! French, Italian, Dutch, German, American, Turkish. You seem to have some from almost every country.

Oh ! there are a lot I have not got yet. And some rare ones are very expensive, and cost pounds of money.

But what is the use of collecting stamps ?

Oh ! Well, it's a hobby. And it teaches you some geography ; and sometimes it brings money.

How is that ?

Why, a really good collection sometimes sells for hundreds of pounds. Why don't you go in for stamp-collecting ?

I like something more active. My hobby is collecting ferns and wild flowers. And to get these you have to go long country walks, and explore the woods, and climb the hills. It is quite an adventure when you find a rare plant or fern in some wild place.

But what do you do with them when you get them ?

I press them, and then mount them neatly on sheets of paper, and name them. I have got quite a nice collection.

How do you press them ?

I lay the fern or plant between sheets of blotting-paper, and put them in a press, or under a board with heavy weights. You have to change the blotting-paper every day, and in about a week the plant is dried and pressed, and will last like that for years.

And what is the good of your hobby ?

Well, it teaches me a lot of botany ; and takes me into beautiful country, and does me good physically, because it means exercise in the open air.