

1. Giving advices, instructions etc.

Advice: You must not fear anything.

You should try to overcome your fear.

We should work for the development of our country.

You should not laugh at someone if he makes a mistake.

We must encourage him and support him.

Instruction: First go to the bank. Fill up the application form for opening a new account. Paste your passport size photo. Sign it and hand over it to the Manager.

2. Encourage, console, motivate..

Encourage (giving courage): Raj, be brave and confident. Everything will surely be fine. I am sure you will succeed.

Console (something sad happened): Don't worry, John. There is nothing to worry. Such things can happen to anyone. Just believe in God, and you will be alright.

Motivate (getting someone to do something): Come on Joy, you must not waste a chance you get to prove your abilities. You must try hard. You will surely succeed.

3. Speech

Address the audience...

At School: Respected Principal, teachers and dear friends,

Every other occasion: Respected dignitaries, ladies and gentlemen,

Begin with...

a) Today I am standing before you to speak a few words on the topic 'Importance of Traditional Medicine'.

b) As you all know, today is Teacher's day and I would like to talk about the importance of teachers in modern society.

c) Today, we have assembled here to (protest against **de-forestation**/ commemorate **Kalpana Chawla**/ celebrate our **Independence Day**)

Add words/phrases like...

- I would like to remind you about the fact that, _____

- Let us not forget the importance of _____

- We must take a firm decision to find a solution to this great social problem

- Friends , let us join hands and work together to make our world a better place to live in.

- The biggest threat we are facing today is _____

- How can we find a lasting solution to this problem?

- It is time for us to _____

End the speech with

-Before I conclude my speech, let me tell you again that _____

-I am stopping my words hoping that all of you will try to put these ideas into practice.

-Let me thank the organizers for giving me an opportunity to speak on this fine occasion.

Thank you all! Jai Hind!

4. Conversation

Juliet: Good Morning, Rohan!

Rohan: Good Morning, Juliet! How are you?

Juliet: I'm fine. Thank You!

(: *Where are you going? Why are you sad? etc....*

: *I'm going to Albert Schweitzer's hospital etc....*)

..... (Add 4 or 5 dialogues).....

Juliet: Ok then, Rohan, Goodbye.

Rohan: Goodbye. Nice talking to you. Bye.

5. Letter

Letter to friend

Sender's Address
Date

Dear Roy,

With love,
Mary

Letter to Editor

Letter to Editor

Sir,

Yours Faithfully,
Rajkumar Seth

Formal Letter

Sender's
Address

Date

Principal,
XYZ School,
Mumbai

Sir,
Sub:

.....
.....
.....

Yours Faithfully,
Mary

6. Report of programmes

XYZ SCHOOL, KOCHI

Report on the Inauguration of Arts Club

The meeting for the Inauguration of Arts Club began at 10 am, 2014 March 22 at XYZ School Auditorium. The meeting started with a Prayer by the school choir. It was followed by a Welcome Speech by Mr. Pqrs, Principal of XYZ School. After that, Culture Minister XYZ delivered the presidential Address. The School arts club was inaugurated by Adoor Gopalakrishnan. In his speech, he said that _____. Then famous writer Arundhati Roy gave the keynote address. Her speech was very inspiring and informative. Mr. _____, Mr. _____ and Mrs. _____ felicitated. The School Leader Ms. Anitha gave the vote of thanks. The meeting was over by 1 am.

Secretary, Arts Club

7. Notice

XYZ SCHOOL, KOCHI

NOTICE

Inauguration of Film Club

We have decided to conduct the inauguration of our film club on (date) . The programme will begin at 10 am at the auditorium. Many dignitaries will take part in the programme. Mr. Xyzabc will inaugurate the programme and Mr Pqrstuv will deliver the keynote address. All are requested to attend the programme on time.

Date

**Secretary,
Film Club**

1) Victors channel will conduct a quiz programme on (date) . The subject of the quiz will be _____

2) The school film club will organize a film festival on (date) . Two films, **The Ant** directed by abc & **The Rock** directed by Hijk, will be screened.

3) The school Health Club will conduct a seminar on "Traditional Medicine" on (date)

8. Press Release

Press Release

XYZ SCHOOL, KOCHI

xyz@hotmail.com, 9895363461

Seminar on New Cinema

The XYZ School, Kochi will conduct a seminar on New Cinema on ___date___. Prof. Gautham Kumar will inaugurate the programme and actress Mallika Sarabhai will deliver the keynote address. The details of the programme are given below. You are welcome to the programme.

Programme

Venue: Auditorium
Time: March 22, 10 am

Prayer

Welcome: Mr. Pqrs, Principal, XYZ School

Inauguration: Prof. Gautham Kumar,

Keynote Address: Mallika Sarabhai, Actress

Felicitations: 1) XYZ, 2) ABC

Vote of Thanks: Anitha, School Leader

**Principal,
XYZ School**

If you are asked to write press release after the programme, write in past tense, like writing a report:

XYZ School organized a Seminar on New Cinema

The XYZ School, Kochi conducted... Many dignitaries took part _____ inaugurated..... and _____ delivered the keynote address..

9. Newspaper Reports

Prepare a news report on the Peckham murder:

Old lady found murdered at Peckham

Peckham, 20 January 2014: An old lady named Mrs Joanne Parker, aged 69, was found murdered today morning in her house at Peckam street. She was hit on the head with some heavy object in her sleep. Police have recovered a hammer from the bushes near the front gate of her home.

Two neighbours of the victim have reported to the police that they had seen a stout man with bloodshot eyes walking out of the house at midnight. The police have prepared a sketch of the suspect based on eyewitness accounts and are trying to identify him.

Mrs Parker was living alone in a two storeyed villa which she brought last year. She is survived by two married daughters, who are living in America. According to her neighbours, she was such an introverted and peace-loving individual that it is difficult to believe someone would murder her. Robbery could not have been the motive for the murder as she is reported to have kept nothing of any value in the house.

10. Travelogue

A trip to the Garden City

We went on a three-day tour from school this year. We started from our school in an a/c Volvo bus early in the morning on 17th January, 2014. We were a jolly group of 48 students and 5 teachers. Our tour was to last three days. Mysore, Wayanad and Bangalore were the places on our itinerary.

We reached Wayanad in the afternoon on the first day. We had had our lunch at Kozhikode. We went to visit a few interesting places like Edakkal Caves, Pookode lake and the Muthanga forest. The climate in Wayanad was cold and humid. The scenery was breath-taking. We spent the night atop tree houses in a jungle resort. We had a camp fire and it was real fun.

Early in the next day, we set out for Bangalore. Bangalore is an over crowded city. It was nothing like the beautiful and serene 'Garden City' we had expected to see. We visited a couple of modern malls, the Lal Bagh and the Vidhan Soudha. Bangalore was full of bustling vehicles, blooming buildings and criss-crossing flyovers. We said good-bye to Bangalore in the night and set out to Mysore. We slept on the bus to save on hotel expenses.

Early in the morning, we took a few rooms in a cheap hotel to freshen up. We had a vegetarian breakfast and went for sight seeing. We climbed the Chamundi hills at Mysore. The view of Mysore city from the top of the hills was picturesque. Then we visited the Mysore Palace. It was spectacular! The fine architecture and exquisite structural beauty captivated us all. We started our return trip late in the night and reached our school the next morning.

11. Diary Entry

Date

Dear Diary,

Begin with something catchy like:

- 1) "Today was an extraordinary day for me."
- 2) "Every day teaches something new to you. Today, I _____"
- 3) "Life never stops surprising us. Every day dawns with some new realization or a fresh discovery. Today, I _____"

Add a conclusion like:

- 1) I hope and pray to God that tomorrow will bring more happiness to me.
- 2) God, help me remember all the lessons this day has taught me and help me correct my mistakes.
- 3) O God! Thanks for caring for me today. I pray to you to shower your blessings on me and all my friends and family.

12. Interview

Introduction:

Good Morning Sir, I would like to ask you a few Questions. Hello, Good Morning Sir, Could you spare a few moments for us?

Ask Questions like:

- What is your opinion about _____?
- When did you decide to become a _____? What inspired you?
- Can you share with us any incident that influenced your life?
- Do you have any message to give to today's youth?
- We know that, in the modern society, _____. What is the reason for that? How would you react to it?

Answers: 1) Well, in my opinion _____. 2) I Think that _____. 3) Yes, That is a good question, I believe that _____. 4) I am glad you asked me that. According to me _____.

Conclusion-

Thanks for sparing you precious time for us.
Thank you for spending some time with us.
Thank you, Sir, for showing the patience to answer our questions