

WORKSHEETS WRITING TASKS

Narrative

1. Last month you had gone to Delhi by train in an emergency. You got on the train without buying the ticket. Describe your experience in about 150-200 words mentioning the following points:

- travelling without a ticket is a crime. What made you travel in such a manner?
- your feelings as you boarded the train, your encounter with the ticket checker
- how much did you pay for the fee and fine?

2. You are Amit/ Amita . You along with your friends went for a picnic at "Timber Trail" in Himachal Pradesh. It was a wonderful and thrilling experience for you. Write our experience in about 150-200 words.

3. Your family is going out for a month during the summer vacation, the responsibility of locking up the house is given to you. Write in 150 words how you will handle the task. Keep the following important points in your mind:

Request parents not to leave cash and jewelry in the house-secure house against accidents, shut off gas, taps, etc.-secure against dust, lock doors, windows, and possible entrances-inform neighbours, the watchmen.

Report-School Magazine.

1. Amrapali is the secretary of the cultural society of ABC School, Janakipuri. Van-mahotsava was celebrated in her school on 24 August. She is asked to write a report of the programmes, participants, cleanliness, trees plantation, dances, etc.(150- 200 words)

Report-News Paper

1. On the occasion inaugural function of 17th New Delhi Book Fair, your school was invited to participate in the Book March from India Gate to Pragati Maidan. Write a report in about 150-200 words for publication in the newspaper about the march describing the enthusiastic children from different schools with placards and banners. You are Shikha/Shekhar of class XII.
2. You are Sahil / Shruti of Govt. Senior Secondary School, New Delhi. Recently you got training in first-aid by a local branch International First Aid Organisation as a part of universal health program. Eminent doctors from the prestigious hospitals

provided practical training to class XII. Free First-aid Kit was also given to the school. Write a report of the training received by you in about 150-200 words.

Article Writing

1. Write an article about the impact of revolutions brought by "Information Technology" in India to be published in your school magazine in about 150-200 words.
2. Write an article of 150-200 words for the newspaper on "Journalism As A Career". You may use the following points as well as ideas of your own. – Journalism-suitable for those good at language-who desire to present the truth to the public-newer options TV Journalism, Sport/Travel Journalism-can bring fame-requires courage and honesty.
3. You have noticed a growing tendency towards violence among young people. Write an article for the school magazine in about 200 words highlighting the role of media that is TV and Cinema. (150- 200 words)

Business Letters

Enquiry and Reply

1. You are Manish/Manisha living at 59 Saraswati Enclave, Sector 9, Chandigarh. You wish to make a pilgrimage to Badrinath, Kedarnath, Haridwar with your family of four. Write a letter to Ideal Pilgrims Tour And Travels, D22, Cannaught Palace, New Delhi enquiring about the schedule of their conducted tours by Deluxe Buses to these places. Ask about the charges, staying and boarding arrangement, total time needed for the tour.
2. Write a reply to the above enquiry giving necessary details. (125- 150 words)

Placing Orders

1. As Vice-President of Saraswati ShikSha Mandir, RP Block, Pitampura, Delhi you have to make an arrangement for the farewell party to the outgoing batch. Write a letter to Subhash Caterers, 318 Rohini, Sector 20, Delhi placing an order of food and drinks for about 200 people. They should also make serving arrangements. State the date & Time for the party. (125- 150 words)

Letter Of Complaint

1. You recently got delivery of food and drinks. You found certain items not fit for the party and packaging was damage. Specify the damage and demand reimbursement for the same. (125- 150 words)