

Notice, Message and Report**Notice
Importance of Books**

1. **You are head student of your School. Write a notice for school Notice Board informing all the students for a picnic party organised by the school, Sign yourself as Gita /Gagan.**

A Picnic PartyNotice

All the students are informed that our school is going for a picnic party on 10th of June, 2008. The contribution from each student should be Rs/ 100/-. Interested students may contact us. There are only 40 seats. So Hurry up.

Dated: 01.07.08

Gita
Head Student

2. **You are Harish/ Hanshika, Secretary of school cultural club. Write a notice; for school Notice Board that school is going to celebrate Holi festival, Celebrating Holi festival.**

Celebrating HoliNotice

We are proud to announce that our school has decided to celebrate lioli first tmie in the school. There will be pooja and hawan in the school auditorium. So all the students are requested to attend this on 2nd of April, 2008 at 10.00 a.m.

Dated: 15.3.08

Harish
Secretary

3. **You are Indu /Imtihan, a yoga teacher of your school. Baba Ramdev is coming to show some yoga to your school students. Write a notice for school notice board inviting the students to be a part of the yoga session.**

Yoga by Baba RamdevNotice

We all are happy to share that Baba Ramdev Yoga Guru, is coming to our school to teach yoga. It's a pride for us. So all the students are requested to be in school auditorium by 8.00 a.m. on 12th April, 2008.

Date: 9th April, 08

Indu
Yoga Teacher

4. **You are Jagjit / Jassy, examination in-charge of your school. Write a notice for school notice board and tell the date-sheet of exam for all the classes. Exam Date Sheet**

<p style="text-align: center;">Exam Date Sheet</p> <p style="text-align: center;"><u>Notice</u></p> <p>Exam dates for this session has been declared. You can check the details below this notice and contact your class teacher for any other information. If you need any more help contact to us at examination hall.</p> <p style="text-align: right;">Jassy Examination In-charge</p> <p>Date: 10.2.08</p>
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5. **You are Kavita /Kaveer, Secretary of Extra Curriculum activities. Write a notice to the students informing about a debate competition between your school and G.S.S. School, Rani Bagh.**

<p style="text-align: center;">Debate Competition</p> <p style="text-align: center;"><u>Notice</u></p> <p>All the students are informed that our school and G.S.S. School, Rani Bagh have decided to organise a debate competition. The date and time for the competition are 10th May 2008 at 10.00 a.m. at our school auditorium. Interested students can give their names to secretary.</p> <p style="text-align: right;">Kavita Secretary</p> <p>Date: 5.5.8</p>

1. **Read the following between Miss. Diva Mrs. Suman.**

Miss Diya: May I talk to Divya please?

Mrs. Suman: I am sorry, but Divya is not at home, this moment May I know who I am speaking to?

Miss Diya: I am Diva her classmate. When *she* will be back?

Mrs. Suman: She will be back by 6.00 p.m. She has gone for her music class,

Miss Diya: Can you inform her that tomorrow school is closed'?

Mrs. Suman: Sure, I'll do that.

Write a message for Miss Divya.

<p>Divya, Your school friend Diya had given a call to inform you that tomorrow your school is closed.</p> <p style="text-align: right;">Mrs. Suman</p>
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2. **Read the following telephonic conversation between Mr. Gambhir and Mr. Amit**

Mr. Gambhir: May I have a word with Gaurav please?

Mr. Amit: I am afraid, Gaurav is not at home right now. May I knew w/'ho is on die line?

Mr. Gambhir: I am Gambhir, his Science Teacher. Can you inform Gaurav to bring Rs. 150/- for practical examination tomorrow?

Mr. Amit: I'll inform him definitely

Write a message for Gaurav.

Gaurav,
Your science teacher had called you to inform you to bring Rs. 150/- for practical exam tomorrow.

Amit

Report Writing

1. **You are the lucky one who have survived a train accident. Write a report to the local newspaper including details of the event, the extent of damage caused and rescue operation.**

Mumbai

15th September, 2008

From our Staff Reporter

Last week I was travelling by Rajdhani Express from Mumbai to Delhi. I was an eye witness to a train accident. I was in deep sleep, suddenly I heard the crash which woke me up with a jerk. The train had stopped. I heard the cries and shouts. It took me a few minutes to realise that our train had collided with a goods train coming from the opposite side on the same track. The engine of both the trains got derailed. Three bogies *were* also derailed. Luckily there was no loss of life. Only a few passengers got injured. After three hours a relief train reached at the spot to take the passengers.

2. **Hemant / Hema writes a report for the local newspaper about the inauguration of a public library. Write his /her report in not more than 100 words.**

Delhi

05th August, 2008

From our Staff Reporter, Hema

Our honourable education minister 'Lovely Single inaugurated a branch of Public Library at Naharpur. It took two years to get the Library building ready. A large number of VIPs and Principals of schools and colleges were present at this occasion. The library has a big house, and a hall comprising of 15,000 books in different languages. There is sufficient space available so that so many people can be accommodated at the same. He stressed the need of having a public library in every colony. So that the people could spend their extra time in a proper manner. A library is a boon for the students and also for those who do not find congenial atmosphere for study at home. It gives us a chance to enhance our knowledge.

3. **Mohan Lal is a correspondent from "Nav Bharat Times (English)". An exhibition was organised by the department of Small Scale Industries at Pragati Maidan, New Delhi. It was inaugurated by Union Minister of Industries. Mohan Lal being the correspondent was very much present there. He sends this report for publication in the newspaper. Write report not more than 100 words.**

New Delhi

12th April, 2008

By our own Correspondent, Mohan Lal

Exhibitions are the lungs of a nation that detail us about the progress done in various fields. A fantastic exhibition was organised by the department of Small Scale Industries at Pragati Maidan. The Union Minister of Industries inaugurated the exhibition. All the states and union territories displayed their articles in their well decorated pavilions. Most of the items were manufactured by small scale entrepreneurs. The exhibition contains electrical appliances, computer parts, machinery items, sports material, toy's etc. This exhibition will last for twelve days.

4. **A bomb exploded in a crowded market. You a reporter for “The Hindustan Times' visited the hospital where the bomb explosion, victims were admitted. You interviewed some of them to get direct information about their treatment, and care. Write a report in not more than 100 words of the event for your newspaper.**

New Delhi

13th September, 2008

Our Special Correspondent, Seema Chhabra

Delhi, got a shocking news, a very powerful bomb exploded in a crowded market. The very next day a festival was due so the market was full of people. Twenty people died at the spot and ninety people got injured, nearly 150 people got small injuries due to bomb blast. The market caught fire. Situation become very crucial. People started running to save their lives. In this massacre some people also died. The 'Simi' terrorist group has taken the responsibility of bomb blast. These type of heinous activities should be condemned by all. We should keep our eyes and ears open on all suspicious activities.