

Notice, Message and Report

NOTICE

1. **You are secretary of school cultural club. There is a farewell function organised by school. Write a notice for school notice board to inform all the students. Sign yourself as Seema/Sumant.**

<p style="text-align: center;">G.S. Public School A FAREWELL FUNCTION</p> <p style="text-align: center;"><u>NOTICE</u></p> <p>August 15, 2008</p> <p>All the students are informed that our school has organised a farewell function on 21st August, 2008 at 3.00 p.m. at school auditorium. You all are invited to attend this function.</p> <p>Seema Secretary</p>
--

2. **Write a notice for school notice board giving all the details of a historical building. You are Bharani/Bhanu, head student of your school.**

<p style="text-align: center;">S.P. Public School A VISIT TO A HISTORICAL BUILDING</p> <p style="text-align: center;"><u>NOTICE</u></p> <p>July 5, 2008</p> <p>A trip to Agra has been organised by the school on 12th July, 2008. Interested students are requested to submit their names to us. The trip will take two days. For further details you can contact to head of students.</p> <p>Bharani Head Student</p>

3. **You are Chander, Principal of your school. Write a notice for school Notice Board that all the students be punctual and well dressed.**

<p style="text-align: center;">A.P.J. Public School Code of Conduct</p> <p style="text-align: center;"><u>NOTICE</u></p> <p>July 2, 2008</p> <p>All the students are informed that any body who is late, or not in proper school uniforms will be sent back home. So be disciplined and wear clean and ironed uniform. For any clarification meet me personally.</p> <p>Chander Principal</p>

4. **You are librarian of school. Few books from the library are missing. Write a notice for school Notice Board. Sign yourself Deepak/Deepika.**

Modern School
Books Missing the Library

NOTICE

July 20, 2008

All the students are informed that so many books are missing from the school library. List is attached below this notice. Kindly return back the book if any body have or found it from any source. The students will be awarded appropriately.

Deepika
Librarian

5. **Write a notice for school notice board. Informing all the students that the dress for poor students is now available with school staff. So come and collect if you are in charge of dress for the school.**

G.B.S. School
DRESS AVAILABLE

NOTICE

July 3, 2008

A lot of school uniform has been received today morning. So the students who have applied for school uniforms can come today and collect their uniform from the office. Come as soon as possible to avoid rush.

Femish
Incharge

MESSAGE

1. **Read the following telephonic conversation between Mr. Chatterjee and Miss. Sharma**
Mr. Chatterjee: Am I talking to Mrs. Sharma?
Miss Sharma: I am sorry, but mother is not at home right now, may I know with whom I am talking?
Mr. Chatterjee: I am Mr. Subrot Chatterjee, her office friend. Please tell her that tomorrow the office time is 8.00 a.m.
Miss. Sharma: Sure, I will do.

Write a message for Mrs. Sharma.

Mrs. Sharma,
Your friend Mr. Chatterjee had given a call to inform that tomorrow your office time will be 8.00 a.m.

Miss Sharma

2. **Read the following telephonic conversation between Mr. Diltaz and Mr Hannan.**
Mr. Diltaz: May I talk Harish?
Mr Hannan: I am sure he is not in office this time, may I know who is on the otherside?
Mr Diltaz: I am Mr. Diltaz his uncle. Can you tell him that today we are not coming to his home.
Mr Hannan: I'll do it definitely.

Write a message for Mr. Harish.

Mr. Harish,
Your uncle Mr. Diltaz had called you to inform that he is not coming to meet you today.

Mr. Hannan

REPORT WRITING

- 1. You are Ranjeet/Rani, a staff reporter from 'The Hindustan Times'. You have witnessed a road accident involving a truck and a Maruti Car. Write a report including details of number of people injured and the extent of damage caused due to the colliding vehicles in not more than 100 words.**

Dehradun
13th August 2008

From our Staff Reporter Rani

Today afternoon a very fatal accident took place on Dehradun Delhi highway at 1.00 p.m. It was a very serious accident. It happened suddenly. The car was running at a higher speed. And a truck was coming from the front of the car. Although the speed of truck was slow. But car driver lost his control and hit on the mouth of truck. The accident was so deadly that the driver breath his last on the spot. The five passengers have injuries on their body. Within 10 minutes police came there and situation came under control. We should be very careful while driving our vehicle to avoid any mishaps.

- 2. You are Anurag/Aarti working as a newspaper correspondent for the "Hindu" at Bangalore. You got a chance to see a police encounter of a notorious militant. Militant were hidden in a residential flat. All the five members were under their custody. Write a report giving all the defauters about the incident in not more than 100 words.**

Bangalore,
23rd of September 2008

From staff Reporter Aarti

Yesterday, a group of militants took cover in a residential society. All the five members were under their custody. There were more than 200 police persons all around. Only two militants were inside the house. They were constantly firing. After the constant struggle between police and militants, they both were shot dead. And all the members were reserved safely. This boosted the morla of all the citizens of all the citizens of India and also the moral of police that we will never bend in front of militants. It was a great victory.

- 3. You are Savita/Sriraj of Netaji Subhash Memorial Sr. Secondary School, Delhi. Your school has just celebrated its Silver Jubilee on completion of its meritorious services to the course of education. Write a report for your school's monthly magazine.**

Delhi, 5th August, 2008
Student of our school

Netaji Subhash Memorial Sr. Secondary School, Delhi celebrated its Silver Jubilee on 5th of August, 2008. The programme was organised under the Chairman of the school named as Mr. V.K. Reddy. He delivered a short speech on the importance of education in the life of a nation. Students felt motivated. Students got excited about their future. So the motive of speech was fulfilled. Then a blood donation camp was also organised. And it makes us feel very happy. because almost all the students were waiting for their number to donate blood. Really, our school's students, have excelled not only in academics but in the field of social service also.

- 4. Sunil Dutt/Supriya Roy a staff reporter with 'The Tribune' was sent to Teacher's colony, Saraswati Vihar to cover the visit of an important designatory to the locality. Write Supriya Roy/Sunil Dutt's report including details of the purpose of the visit and its impact on residents in not more than 100 words.**

New Delhi
15th September, 2008

From: Our Staff Reporter, Supriya Roy

Smt. Shiela Dixit, Chief Minister of Delhi on the way to her Padyatra for peace, visited Saraswati Vihar Colony to ease communal tension in the locality. A large number of crowd followed her. She visited houses of the victims of communal riots and listened to their grievances. She addressed a meeting which was attended by members of both the community. She stressed on the need of communal harmony for the unity and progress of India. She emphasised that no nation can progress if her citizens are fighting with each other. Lets hope that no such disturbances occur again in near future. Let us live peacefully.