

**NOTICE WRITING**

(Name of Organisation / School / Club)

**NOTICE**

**TOPIC / TITLE OF THE NOTICE**

Date: \_\_\_ / \_\_\_ / 20\_\_\_

**Body of the Notice:**  
 This is to inform all the students/members that \_\_\_\_\_ (purpose of notice).  
 The programme/event/activity will be organised with the following details:

➤ **Venue:** \_\_\_\_\_ ➤ **Fee (if any):** \_\_\_\_\_  
 ➤ **Date & Time:** \_\_\_\_\_ ➤ **Chief Guest:** \_\_\_\_\_  
 ➤ **Contact Person:** \_\_\_\_\_

All interested students are requested to participate and make the event successful.

(Name)  
 (Designation)  
 (Contact Details (if required))

  **NOTICE WRITING – 20 PERFECT POINTS**

- 1 Organisation name top par
- 2 NOTICE centre mein capital letters
- 3 Clear & short title
- 4 Date left side
- 5 First line → “This is to inform...”
- 6 Event purpose clear likho
- 7 Venue mention karo
- 8 Date & time compulsory
- 9 Fee agar ho to mention
- 10 Chief guest (if given)
- 11 Contact person likho
- 12 No extra details
- 13 Formal language use karo
- 14 Short sentences likho
- 15 No paragraphs — only info

- 16 End mein Name + Designation
- 17 No "Dear students"
- 18 Present tense use karo
- 19 Box format follow karo
- 20 Max clarity = Full marks



## NOTICE WRITING – PERFECT FORMAT

**(Name of Organisation / School / Club)**

*(on the top – who is organising)*

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### NOTICE

*(center aligned)*

**TOPIC / TITLE OF THE NOTICE**

*(in bold letters)*

**Date:** \_\_\_ / \_\_\_ / 20\_\_

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### Body of the Notice

This is to inform all the students/members that \_\_\_\_\_ (purpose of notice).

The programme/event/activity will be organised with the following details:

- 👉 **Venue:** \_\_\_\_\_
- 👉 **Date & Time:** \_\_\_\_\_
- 👉 **Fee (if any):** \_\_\_\_\_
- 👉 **Chief Guest:** \_\_\_\_\_
- 👉 **Contact Person:** \_\_\_\_\_

All interested students are requested to participate and make the event successful.

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(Name)  
Designation  
Contact Details (if required)



## Q.3 (A) – NOTICE WRITING



### Question

Your school is organizing a road safety awareness workshop for students of class IX-XII. As the Head boy of your school, draft a notice informing the students about the workshop. Include date, time and other necessary details. You are Aasha/Ashish. Put your notice in a box.

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### Answer (NOTICE FORMAT)

ABC Public School, Delhi

## NOTICE

### ROAD SAFETY AWARENESS WORKSHOP

**Date:** 20 Feb 2026

This is to inform all the students of classes IX-XII that our school is organising a Road Safety Awareness Workshop to create awareness about traffic rules and safe driving practices.

- 👉 **Venue:** School Auditorium
- 👉 **Date & Time:** 25 Feb 2026, 10:00 a.m.
- 👉 **Fee:** Nil
- 👉 **Chief Guest:** Traffic Police Officer, Delhi
- 👉 **Contact Person:** Head Boy Office

All students are requested to attend the workshop and benefit from the session.

**Ashish**  
Head Boy

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## Q.3 (B) – NOTICE WRITING



### Question

Your school is organizing an Inter-House Science Model-Making Competition. As President of the Science Club, draft a notice informing all the students of classes IX-XII about the competition. Include date, time and other necessary details. You are Mitali/Mukesh. Put your notice in a box.

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### Answer (NOTICE FORMAT)

ABC Public School, Delhi

## NOTICE

### INTER-HOUSE SCIENCE MODEL-MAKING COMPETITION

**Date:** 20 Feb 2026

This is to inform all the students of classes IX-XII that the Science Club is organising an Inter-House Science Model-Making Competition to promote scientific creativity and innovation among students.

- 👉 **Venue:** School Science Lab
- 👉 **Date & Time:** 28 Feb 2026, 9:30 a.m.
- 👉 **Fee:** Nil
- 👉 **Chief Guest:** Senior Science Faculty
- 👉 **Contact Person:** Science Club President

Interested students are requested to register their names with their respective house teachers.

**Mukesh**

President, Science Club



## NOTICE WRITING MISTAKES (1–8)

- ❶ Organisation name missing on top
- ❷ Writing “Dear Students” (wrong in notice)

- ③ NOTICE not written in centre
- ④ Title not given
- ⑤ Long paragraphs instead of short info
- ⑥ Forgetting date or venue
- ⑦ Writing too many unnecessary details
- ⑧ Missing name/designation at end



## **NOTICE WRITING – TOP 5 IMPORTANT TOPICS**

- ① 📱 **Cyber Safety Awareness Workshop**
- ② 🌱 **Eco Green Club Cleanliness Drive**
- ③ 🧠 **Mental Health Awareness Session**
- ④ 🚦 **Road Safety Awareness Programme**
- ⑤ 🤖 **AI & Digital Learning Seminar**

👉 India trend: Digital awareness + Environment + Safety

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**ADVERTISEMENT FORMAT**

— (Name of Company / Organisation) —

**ADVERTISEMENT**

**HEADING: CATCHY & IN BOLD**

**CONTENT OF THE ADVERTISEMENT:**

- ▶ Highlight the **OFFER / SERVICE / PRODUCT** in detail.
- ▶ Include **KEY FEATURES / UNIDLE SELLING POINTS**.
- ▶ Use **ATTRACTIVE LANGUAGE** and **CONCISE**.
- ▶ Add **CONTACT DETAILS** for further information.
- ▶ Use a **CATCHY SLOGAN** or **TAGLINE**.

**CONTACT FOR MORE INFO OR BOOKINGS:**

📞 Phone No. \_\_\_\_\_

✉ Email. \_\_\_\_\_

🌐 Website. \_\_\_\_\_

**CALL NOW!**

## **ADVERTISEMENT WRITING – 20 PERFECT POINTS**

- 1) Heading capital letters
- 2) Very short phrases use karo
- 3) No long sentences
- 4) Situation Vacant → Post name first
- 5) Qualification mention
- 6) Experience add karo
- 7) Attractive words use karo
- 8) Contact number compulsory
- 9) Email optional but useful
- 10) Location clear likho
- 11) Property ad → Size + features
- 12) Price optional
- 13) No full paragraphs
- 14) Abbreviations allowed
- 15) Creative but formal tone
- 16) Highlight keywords
- 17) Board mein approx 50 words

- 18 Use colon “:” for details
- 19 Avoid grammar mistakes
- 20 Clarity = Best score

## **Q. Advertisement – Situation Vacant**

### **Question**

You are the Manager of Sunrise Public School, Delhi. You need an experienced English Teacher. Draft a classified advertisement in about **50 words** for the ‘Situation Vacant’ column.

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### **Answer (50 Words Advertisement)**

#### **SITUATION VACANT**

Required an experienced **English Teacher** for Sunrise Public School, Delhi. Candidate must possess M.A. English with B.Ed. Minimum 3 years teaching experience preferred. Excellent communication skills required. Attractive salary with growth opportunities. Interested candidates may send resume to: sunrise.school@gmail.com or contact 98XXXXXXX before 10 March 2026.

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## **Q. Advertisement – Property for Sale**

### **Question**

You want to sell your 3 BHK house in Sector 6, Jhajjar. Draft a classified advertisement in about **50 words** for the ‘Property for Sale’ column.

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### **Answer (50 Words Advertisement)**

#### **PROPERTY FOR SALE**

3 BHK well-furnished house available for sale in Sector 6, Jhajjar. Prime location with parking,

park-facing view and modern facilities. Suitable for families. Immediate possession available. Genuine buyers only. Contact: Ravi Sharma, Mobile: 97XXXXXXX, Email: ravisharma@gmail.com for price details and site visit.

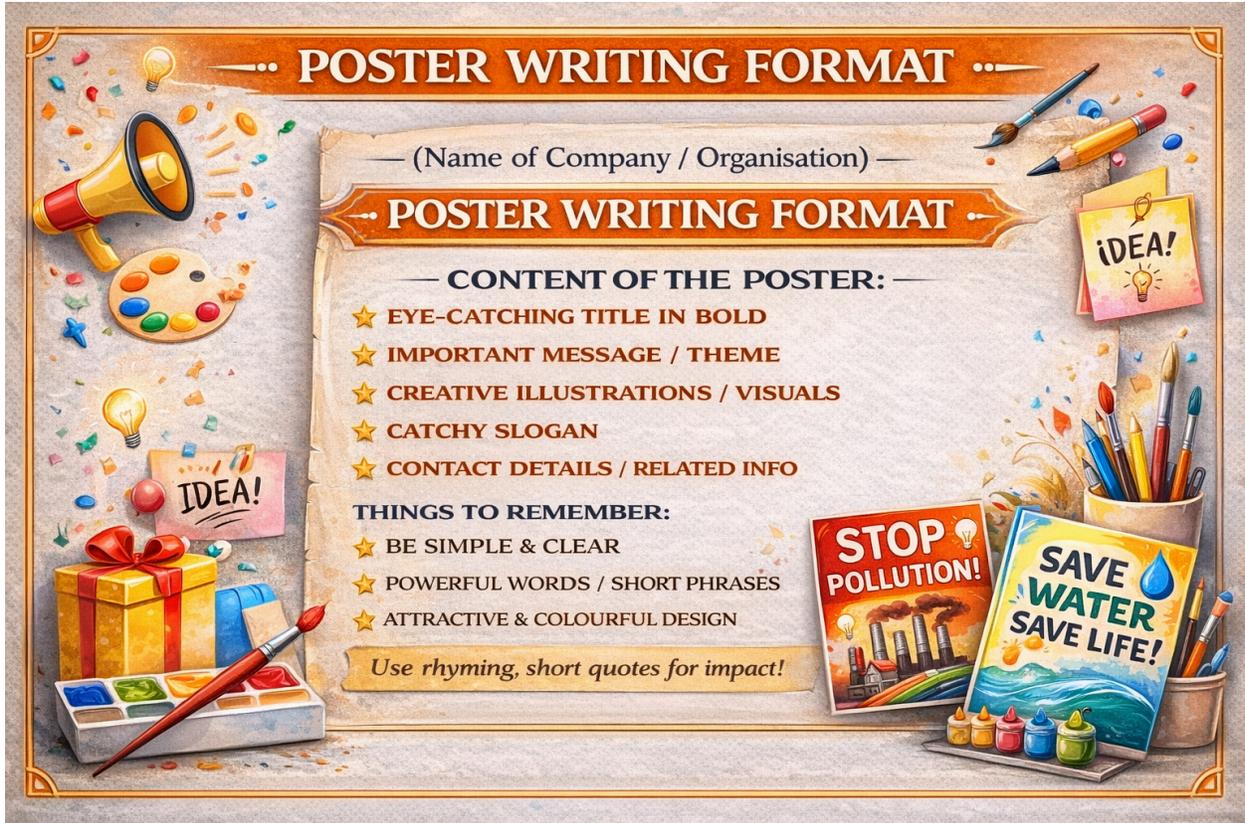
## **ADVERTISEMENT WRITING – TOP 5 IMPORTANT TOPICS**

- 1  Situation Vacant – English Teacher / Content Writer
- 2  Property for Sale – Smart City Apartment
- 3  Tuition Classes for Board Exams
- 4  Online Coding/AI Course Promotion
- 5  Used Car / Bike Sale

👉 Latest trend: EdTech jobs + Online learning + Urban property

## **ADVERTISEMENT WRITING MISTAKES (9–16)**

- 9 Writing full sentences instead of phrases
  - 10 No heading like SITUATION VACANT
  - 11 Missing contact details
  - 12 Too many adjectives or story-like writing
  - 13 Not mentioning location
  - 14 Crossing word limit (50 words approx.)
  - 15 Grammar errors in abbreviations
  - 16 Writing like notice instead of advertisement
-



## 🎨 ✅ POSTER WRITING – 20 PERFECT POINTS

- 1 Big attractive heading
- 2 Catchy slogan must
- 3 Minimal words use karo
- 4 Message clear hona chahiye
- 5 Awareness tone
- 6 Use action words (Save, Stop)
- 7 Short lines likho
- 8 Bold keywords
- 9 Emotional appeal add karo
- 10 Creativity important
- 11 Date/venue if event poster
- 12 Organiser name end mein
- 13 No long paragraph
- 14 Easy English use karo
- 15 Positive message
- 16 Colours imagine karo (exam mein words se)
- 17 Use symbols like Save Earth

- 18 Motivational line add karo
- 19 Neat presentation
- 20 Slogan = Main marks

## **POSTER WRITING – QUESTION 1**

### **Question**

You are the President of Eco Club of your school. Design a poster to create awareness about “**Save Water**” for the students and public.

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### **Answer (Poster Content)**

 **SAVE WATER – SAVE LIFE** 

 Every Drop Counts!

 Don't Waste Water Today, You Need It Tomorrow.

-  Fix leaking taps
-  Use water wisely
-  Harvest rainwater
-  Say NO to water pollution

**“No Water, No Future!”**

— Eco Club, ABC School

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## **POSTER WRITING – QUESTION 2**

### **Question**

Your school is organising an awareness campaign on “**Stop Plastic Pollution.**” Design an attractive poster for the campaign.

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## Answer (Poster Content)

 **STOP PLASTIC POLLUTION** 

 Choose Cloth Bags – Save Nature

 Reduce, Reuse, Recycle

Plastic harms animals, oceans and our future.  
Let's make Earth clean and green!

**“Be Fantastic, Say No to Plastic!”**

Date: 5 March 2026

Venue: School Ground

— Green Club, ABC School

## **POSTER WRITING – TOP 5 IMPORTANT TOPICS**

- 1  Save Environment / Climate Change
- 2  Say No to Plastic Pollution
- 3  Save Water Campaign
- 4  Digital Detox Awareness
- 5  Fit India Movement / Yoga Day

 India trend: Swachh Bharat + Fitness + Sustainability

## **POSTER WRITING MISTAKES (17–24)**

- 17 No slogan used
- 18 Writing long paragraphs
- 19 Message not clear
- 20 No attractive heading
- 21 Too many sentences
- 22 No organiser name
- 23 No emotional appeal

## 24 Using complex vocabulary

The Staff & Students of  
**S.J.S. Govt. Girls Sr. Sec. School, Silana (Jhajjar)**  
Cordially Invite You To The  
**Retirement Celebration**  
of our Respected Principal  
**Sh. Mahinder Singh Yadav**

📅 Sunday, 31<sup>st</sup> December 2025 ⌚ 11:00 AM onwards  
📍 Venue: School Auditorium ☆ Chief Guest:  
**Dr. Mahipal Yadav**  
Chairman,  
Sanskaram Group of Institutions

We request the pleasure of your esteemed presence on this memorable occasion. Please join us to honor the distinguished journey of leadership, and to wish him a graceful and healthy life ahead.

Mr. Anil Kumar, Vice Principal  
Mrs. Neelam Sharma, PGT English and  
Mrs. Rekha Malik, PGT Mathematics and Staff Representatives

*We request the pleasure of your esteemed presence on this memorable occasion. Please join us to honor the honour*

## ✉️ ★ Best Points to Write a Formal Invitation

### 1 Organisation / Host Name

👉 Who is inviting?

Example: *Camera Enthusiasts Club*

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### 2 Purpose of Invitation

👉 What is the event?

Example: Photography Exhibition / Seminar / Function

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### **3 Event Title (If Any)**

👉 Write the theme or name of the event

Example: *“Echoes of Light Series”*

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### **4 Date**

👉 Always write full date clearly.

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### **5 Time**

👉 Mention starting time.

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### **6 Venue**

👉 Exact location or hall name.

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### **7 Chief Guest / Special Person (If Given)**

👉 Example: *Inaugurated by Shri Neelesh Gautam*

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### **8 Formal Invitation Line**

👉 “Cordially invites you...”

👉 “Your presence is solicited...”

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### **9 Closing Line**

👉 RSVP / Contact details (optional if asked)

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## Golden Rule (Principal Sir Tip)

 No “Dear Sir” or letter format

 Invitation = **Box Style + Short Lines + No Paragraphs**

### Full Question

The Camera Enthusiasts Club is organising a Photography Exhibition, ‘**Echoes of Light Series**’, presenting the works of upcoming artists. It will be held at the **National Art Gallery** and will be inaugurated by the renowned artist **Shri Neelesh Gautam**. Draft an invitation card for the exhibition.

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## ANSWER — FORMAL INVITATION (CBSE BOARD FORMAT)

### CAMERA ENTHUSIASTS CLUB

cordially invites you to the  
**Photography Exhibition**  
“**Echoes of Light Series**”

showcasing the works of upcoming artists

 **Venue:** National Art Gallery

 **Date:** 25 February 2026

 **Time:** 11:00 a.m.

 **Inauguration by:**  
**Shri Neelesh Gautam**  
(Renowned Artist)

Your gracious presence will be highly appreciated.

**RSVP:** Camera Enthusiasts Club

### Full Question

You are **Shreya/Shailesh** of D-159, Moti Vihar, Aarambagh. You have received an invitation to attend the inauguration ceremony of the newly opened furniture showroom of your friend, Karan. Write a **formal letter of refusal**, regretting your inability to attend the ceremony.

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## **ANSWER — FORMAL LETTER OF REFUSAL (3 PARAGRAPHS)**

D-159, Moti Vihar  
Aarambagh  
17 February 2026

Dear Karan,

Thank you very much for inviting me to the inauguration ceremony of your new furniture showroom. I feel truly happy and proud of your achievement, and I sincerely wish you great success in this new venture. It is always a pleasure to celebrate such important milestones with friends.

Unfortunately, due to a prior family commitment scheduled on the same day, I will not be able to attend the ceremony. I deeply regret missing this special occasion and hope you understand my situation.

Please accept my heartfelt congratulations and best wishes for a successful inauguration. I look forward to visiting your showroom soon and celebrating your success personally.

Warm regards,  
Shailesh

## **INVITATION QUESTIONS — CLASS 12 ENGLISH (WRITING SKILLS)**

### **Question 1 — Photography Exhibition Invitation**

The Camera Enthusiasts Club is organising a Photography Exhibition, '**Echoes of Light Series**', presenting the works of upcoming artists. It will be held at the **National Art Gallery** and will be inaugurated by the renowned artist **Shri Neelesh Gautam**. Draft a formal invitation card for the exhibition, including all necessary details such as date, time, venue, and special guest.



## Question 2 — Invitation Refusal Letter

You are **Shreya/Shailesh** of D-159, Moti Vihar, Aarambagh. You have received an invitation to attend the inauguration ceremony of the newly opened furniture showroom of your friend, Karan. Write a formal letter of refusal, expressing regret for your inability to attend the ceremony.



## ANSWER — LETTER OF REFUSAL (3 Paragraph Format)

D-159, Moti Vihar  
Aarambagh  
17 February 2026

Dear Karan,

Thank you for inviting me to the inauguration ceremony of your new furniture showroom. I feel truly happy to hear about your success and wish you all the best for this new venture. It is indeed a proud moment, and I appreciate you for sharing this special occasion with me.

Unfortunately, I regret to inform you that due to a prior family commitment, I will not be able to attend the ceremony. I sincerely wish I could be present to celebrate your achievement and extend my personal congratulations.

Please accept my heartfelt apologies for my absence. I wish you great success and prosperity in your business, and I look forward to visiting your showroom soon.

Yours sincerely,  
Shailesh



## Best Opening Lines for Writing Skills (CBSE Board Style)



### 1 Letter to the Editor — Best Opening

👉 *“Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities towards...”*

👉 *“I am writing to express my concern regarding...”*

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## **2] Job Application Letter — Best Opening**

👉 *“With reference to your advertisement published in..., I wish to apply for the post of...”*

👉 *“I would like to offer my candidature for the position of...”*

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## **3] Formal Invitation — Best Opening**

👉 *“(Organisation Name) cordially invites you to...”*

👉 *“We request the pleasure of your gracious presence on the occasion of...”*

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## **4] Article Writing — Best Opening**

👉 *“In today’s fast-changing world, the issue of ... has gained immense importance.”*

👉 *“It is often said that..., and this idea becomes relevant when we talk about...”*

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## **5] Notice Writing — Best Opening**

👉 *“This is to inform all the students that...”*

👉 *“All the members are hereby informed that...”*

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## **Principal Sir Golden Tip**



- 7 Para 2 → Explain problem
- 8 Para 3 → Suggest solution
- 9 Formal tone maintain
- 10 No slang language
- 11 Use facts/examples
- 12 Polite request tone
- 13 Avoid personal emotions
- 14 Logical arguments
- 15 Use connectors (However, Therefore)
- 16 Thanking you at end
- 17 Yours sincerely
- 18 No short forms
- 19 Correct punctuation
- 20 Balanced viewpoint



## BEST 10 OPENING & CLOSING SENTENCES FOR JOB LETTER

OPENING SENTENCES	CLOSING SENTENCES
1 I am writing to apply for the position of _____,	1 Thank you for considering my application.
2 I am pleased to submit my application for _____,	2 I <b>look forward</b> to <b>hearing</b> from you soon.
3 With reference to your <u>advertisement</u> , I am applying for _____.	3 I would appreciate the opportunity to discuss further.
4 I would like to express my interest in the role of _____,	4 <b>Thank you for your time</b> and consideration.
5 Kindly consider my application for the post of _____,	5 I am eager to contribute to <b>your team</b> .
6 I am writing in response to your job posting for _____,	6 I hope to get a <b>positive response</b> . 
7 Through this letter, I wish to apply for _____.	7 Please <b>feel free</b> to contact me anytime.
8 I came across your vacancy for _____ and I am interested.	8 I <b>look forward</b> to your <b>favorable</b> reply.
9 I am <b>eager</b> to join your organization as _____.	9 Yours faithfully, 
10 Please find my application for _____ enclosed.	10 Sincerely, 



## Question

You are Harsh/Harshita living at Amar Nagar, Rajpura. The insanitary condition of your street has made life worse than hell. Write a letter to the Editor of a newspaper highlighting the problem and requesting action.

(Question based on municipal complaint letter format)



## Answer (Formal Letter Format)

Harshita  
Amar Nagar, Rajpura  
Punjab – 140401

23 February 2026

The Editor  
The Tribune  
Chandigarh

**Subject: Poor Sanitation Conditions in Amar Nagar**

Sir/Madam,

Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities towards the insanitary conditions prevailing in Amar Nagar, Rajpura. The streets are full of garbage and stagnant water, creating serious health hazards for residents.

Despite several complaints, no proper cleaning arrangements have been made by the municipal authorities. The foul smell and increasing mosquito breeding have made life miserable for the residents, especially children and elderly people.

I request the authorities to take immediate action by ensuring regular cleaning, proper drainage and waste management so that the citizens may lead a healthy and safe life.

Thanking you.



## Full Question

You have read several articles about increasing concerns over climate change and its severe impact on the environment. Write a letter to the editor of a national newspaper, expressing your views on the issue. Highlight your concerns and suggest measures to combat climate change.

You are **Surina/Sumant Kumar**, a resident of 146A, Prem Nagar, Blue City.

### Points to be included:

- Issue of climate change: its growing relevance

- Consequences: in what ways we feel the impact
  - The role of human activities
  - Call for awareness and action
  - Possible solutions
- 

## ANSWER — LETTER TO THE EDITOR (3 Paragraph Format)

146A, Prem Nagar  
Blue City  
17 February 2026

The Editor  
The National Daily  
New Delhi

### **Subject: Urgent Need to Address Climate Change**

Sir/Madam,

Through the columns of your esteemed newspaper, I wish to draw attention to the alarming issue of climate change, which has become one of the greatest challenges facing humanity today. Rising temperatures, unpredictable weather patterns, floods, and droughts are clear signs that the environment is under severe stress. These changes are not distant threats but realities that affect our daily lives and future generations.

Human activities such as excessive industrialisation, deforestation, pollution, and overuse of natural resources have significantly contributed to this crisis. Rapid urbanisation and careless consumption patterns have disturbed ecological balance. If immediate action is not taken, the consequences may become irreversible, leading to food shortages, health risks, and loss of biodiversity.

It is essential that governments, institutions, and individuals work together to combat climate change. Awareness campaigns, sustainable lifestyles, renewable energy adoption, and strict environmental policies can make a difference. I hope this letter encourages readers and authorities to take collective responsibility and act promptly for a greener and safer planet.

Yours sincerely,  
Surina/Sumant Kumar

Yours sincerely,  
Harshita

**BEST 10**  
**OPENING & CLOSING SENTENCES**  
**FOR LETTER TO THE EDITOR**

**OPENING SENTENCES**

- 1 This letter is in reference to your article titled \_\_\_\_\_.
- 2 I am writing to express my concerns about \_\_\_\_\_.
- 3 Through the columns of your esteemed newspaper, I would like to highlight \_\_\_\_\_.
- 4 I am writing this letter to bring to your notice \_\_\_\_\_.
- 5 I wish to voice my opinion regarding \_\_\_\_\_.
- 6 I would like to draw attention to the issue of \_\_\_\_\_.
- 7 I am writing to share my views on \_\_\_\_\_.
- 8 I would like to offer my perspective on \_\_\_\_\_.
- 9 I felt it necessary to write to the editor about \_\_\_\_\_.
- 10 Allow me to share my concerns on the matter of \_\_\_\_\_.

**CLOSING SENTENCES**

- 1 I hope you will publish this letter.
- 2 I look forward to seeing this issue highlighted.
- 3 I trust you would consider publishing my letter.
- 4 I urge you to take prompt action in this regard.
- 5 Thank you for addressing this important issue.
- 6 I hope my insights will be valuable to your readers.
- 7 Kindly consider my views for publication.
- 8 I hope this matter receives the attention it deserves.
- 9 I look forward to a **positive** change.
- 10 Yours sincerely,

The infographic features illustrations of a newspaper, a megaphone, a desk with a laptop, a pen, a cup of coffee, and a 'Thank You!' sign.

## **LETTER TO EDITOR – TOP 5 IMPORTANT TOPICS**

- 1  Poor Sanitation & Garbage Problem
- 2  Traffic Congestion in Cities
- 3  Mobile Addiction Among Youth
- 4  Air Pollution & Smog Issue
- 5  Public Transport Problems

👉 India trend: Urban problems + Pollution + Social issues



## LETTER TO EDITOR MISTAKES (25–32)

- 25 Sender/receiver address wrong order
  - 26 Subject line missing
  - 27 Informal tone used
  - 28 No proper paragraph division
  - 29 Only complaint — no solution given
  - 30 Using slang or short forms
  - 31 Forgetting “Yours sincerely”
  - 32 Writing personal stories instead of public issue
- 



## JOB APPLICATION LETTER – 20 PERFECT POINTS

- 1 Sender address
- 2 Date
- 3 Receiver address
- 4 Subject clear
- 5 Opening line → With reference to advertisement...
- 6 Qualification mention
- 7 Experience highlight
- 8 Skills mention
- 9 Confidence tone
- 10 No over-praise
- 11 Para 1 → Introduction
- 12 Para 2 → Qualification & experience
- 13 Para 3 → Closing assurance
- 14 Thanking you in anticipation
- 15 Yours faithfully
- 16 Signature
- 17 Name clear
- 18 Mobile/email add

- 1) Professional language
- 2) Neat format = High marks

# **JOB APPLICATION LETTER (WITH BIO-DATA)**

## **Question**

You are Ravi/Ravina of Sector 6, Jhajjar. You have seen an advertisement in a newspaper for the post of an English Teacher in Sunrise Public School. Write an application letter to the Principal applying for the job.

Ravi  
Sector 6, Jhajjar  
Haryana – 124103

23 February 2026

The Principal  
Sunrise Public School  
Delhi

**Subject: Application for the Post of English Teacher**

Respected Sir/Madam,

With reference to your advertisement published in a newspaper regarding the vacancy for an English Teacher, I wish to apply for the said post. I have completed my M.A. in English along with B.Ed. and possess strong communication and teaching skills.

I have five years of teaching experience at senior secondary level and specialise in grammar, writing skills and board preparation. My teaching approach focuses on clarity, discipline and student engagement.

I assure you that if given an opportunity, I will work with sincerity and contribute to the academic excellence of your institution.

Thanking you in anticipation.

Yours faithfully,  
Ravi

Mobile: 98XXXXXXXX  
Email: [ravi@gmail.com](mailto:ravi@gmail.com)



## Full Question

You are Bina/Brijesh Mathur from A-45, 100 ft Road, Akashpur. You read the given advertisement and wish to apply for the post advertised. Write a job application along with your bio-data.

### Advertisement Details:

Jeevan Mala Hospital requires 2 full-time Physiotherapists for its Vayu branch.

### Qualifications:

- Certified physiotherapists from reputed institutions
- Minimum 5 years experience
- Strong communication skills desirable
- Package includes competitive salary, performance bonus, and professional development
- Apply to: [hrjeevanmalafg@hospital.com](mailto:hrjeevanmalafg@hospital.com)



## ANSWER — JOB APPLICATION LETTER (3 PARAGRAPHS)

A-45, 100 ft Road  
Akashpur  
17 February 2026

The HR Manager  
Jeevan Mala Hospital  
Vayu Branch

**Subject: Application for the Post of Physiotherapist**

Sir/Madam,

With reference to your advertisement regarding the requirement of full-time physiotherapists, I wish to apply for the said position. I am a certified physiotherapist with more than five years of professional experience and have received my training from a reputed institution. My

background in patient care and rehabilitation has enabled me to develop strong clinical and communication skills.

During my professional career, I have worked with diverse patients, focusing on effective treatment plans and compassionate care. I believe in maintaining professionalism, teamwork, and continuous learning. My experience has prepared me to contribute positively to your hospital's healthcare services and uphold its reputation for excellence.

I have enclosed my bio-data for your kind consideration. I would be grateful for an opportunity to attend an interview and discuss how my skills can benefit your organisation.

Yours faithfully,  
Brijesh Mathur

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## **BIO-DATA**

**Name:** Brijesh Mathur

**Address:** A-45, 100 ft Road, Akashpur

**Contact:** 98XXXXXXX

**Email:** brijeshmathur@email.com

### **Educational Qualifications:**

- Bachelor of Physiotherapy – XYZ Institute

### **Experience:**

- 5+ years as Physiotherapist at ABC Clinic

### **Skills:**

- Patient rehabilitation
- Communication & teamwork
- Clinical assessment

**Languages Known:** English, Hindi

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**BIO-DATA**

- ★ **Name:** Ravi
- ★ **Father's Name:** Sh. Mohan Lal
- ★ **Date of Birth:** 12 March 1995
- ★ **Address:** Sector 6, Jhajjar, Haryana - 124103
- ★ **Contact No.:** 98XXXXXXXX
- ★ **Email:** ravi@gmail.com

**Educational Qualifications**

- ★ M.A. (English) - Kurukshetra University
- ★ B.Ed. - Maharshi Dayanand University
- ★ B.A. - Delhi University

**Teaching Experience**

- 5 Years Experience as PGT English
- Expertise in Grammar, Writing Skills & Board Preparation

**Languages Known**

- English | Hindi

**References:** Available on Request

**Skills**

- ★ ● Excellent Communication Skills
- ★ ● Classroom Management
- ★ ● Creative Teaching Methods

**Achievements**

- 100% Board Result Guidance
- Conducted Literary Activities

## **BIO-DATA**

**Name:** Ravi

**Father's Name:** Sh. Mohan Lal

**Date of Birth:** 12 March 1995

**Address:** Sector 6, Jhajjar, Haryana – 124103

**Contact No.:** 98XXXXXXXX

**Email:** ravi@gmail.com

### **Educational Qualifications**

- M.A. (English) – Kurukshetra University
- B.Ed. – Maharshi Dayanand University
- B.A. – Delhi University

### **Teaching Experience**

- 5 Years Experience as PGT English

- Expertise in Grammar & Writing Skills
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## Skills

- Excellent Communication Skills
  - Classroom Management
  - Creative Teaching Methods
- 

## Languages Known

- English
  - Hindi
- 

## Achievements

- 100% Board Result Guidance
  - Conducted Literary Activities
- 

## References

Available on Request

# **JOB APPLICATION LETTER – TOP 5 IMPORTANT TOPICS**

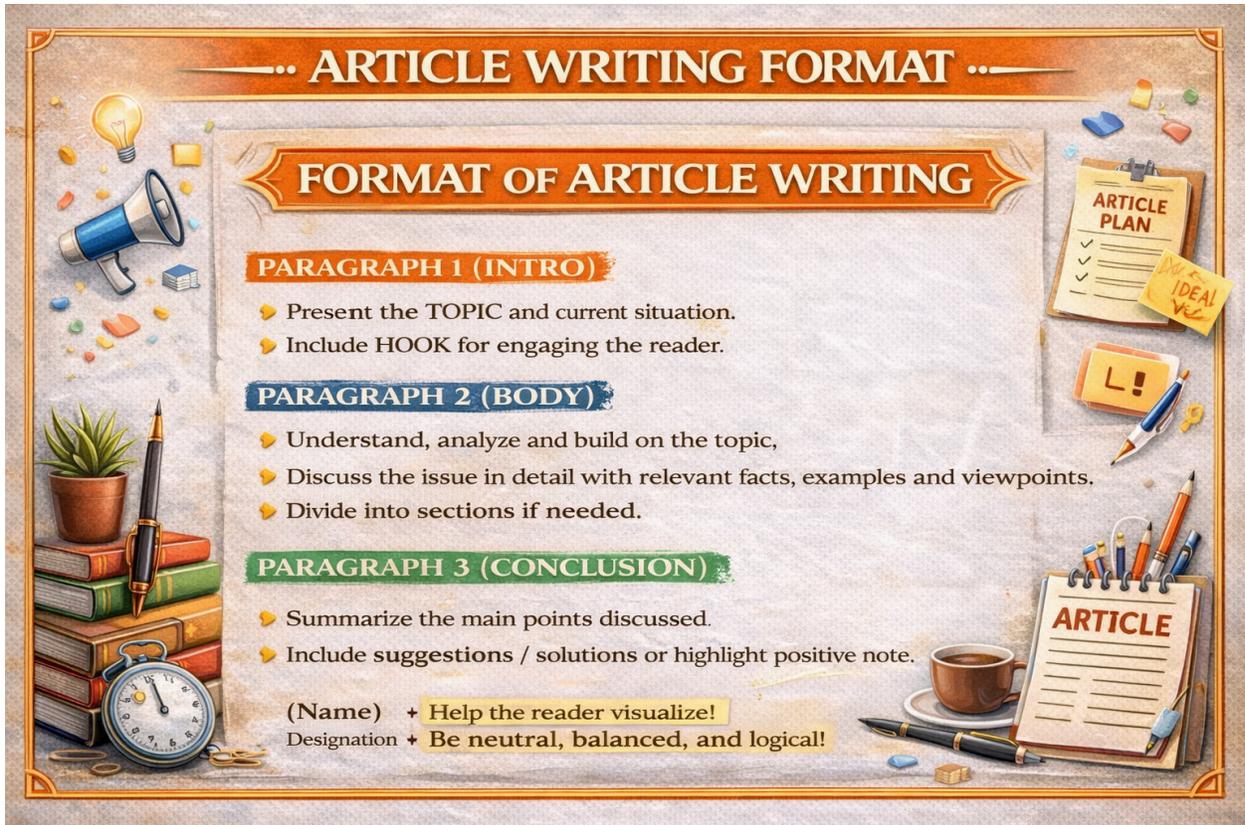
- 1  English Teacher Vacancy
- 2  Digital Content Creator / Editor
- 3  School Counsellor
- 4  Office Assistant / Data Entry Operator
- 5  Social Media Manager

 Latest trend: Digital jobs + Education sector



# JOB APPLICATION LETTER MISTAKES (33–40)

- 33] No reference to advertisement
  - 34] Qualification not mentioned clearly
  - 35] Writing like letter to friend
  - 36] Missing Bio-data
  - 37] Over-confidence or emotional tone
  - 38] No contact details
  - 39] Wrong closing (Yours lovingly ✗)
  - 40] No three-paragraph structure
-



## **ARTICLE WRITING – 20 PERFECT POINTS**

- 1 Attractive title
- 2 Byline (By \_\_\_)
- 3 Intro paragraph = Hook
- 4 Topic introduce karo
- 5 Body mein facts likho
- 6 Examples add karo
- 7 Logical flow maintain
- 8 Opinion balanced ho
- 9 Short sentences
- 10 Formal language
- 11 Avoid personal stories
- 12 Awareness tone
- 13 Use linking words
- 14 Avoid repetition
- 15 Word limit follow
- 16 Conclusion strong
- 17 Suggestions add karo

- 18 Positive ending
- 19 No slang words
- 20 3 Paragraph structure follow

# ARTICLE WRITING

## Question

Write an article on ‘**Cheating in Examination**’ in about 100–120 words highlighting causes, effects and solutions.

## Supporting Points

- Pressure to score marks
- Lack of preparation
- Negative impact on character
- Need for honesty & awareness

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## Answer (Article – 3 Paragraph Format)

### **Cheating in Examination – A Growing Concern**

*By Harshita*

Cheating in examinations has become a serious issue in today’s education system. Many students adopt unfair means due to pressure to score high marks and lack of proper preparation. This practice not only harms academic integrity but also weakens moral values.

The growing competition and fear of failure often push students towards dishonest methods. However, cheating gives only temporary success and prevents real learning. It creates an unhealthy environment and reduces the credibility of the education system.

To overcome this problem, students must focus on regular study habits and develop self-confidence. Schools and parents should promote honesty and ethical values so that examinations become a true test of knowledge and character.



## ARTICLE WRITING – TOP 5 IMPORTANT TOPICS

- 1  Role of Artificial Intelligence in Education
- 2  Social Media – Boon or Curse
- 3  Importance of Sustainable Living
- 4  Mental Health of Students
- 5  Online Learning vs Traditional Learning

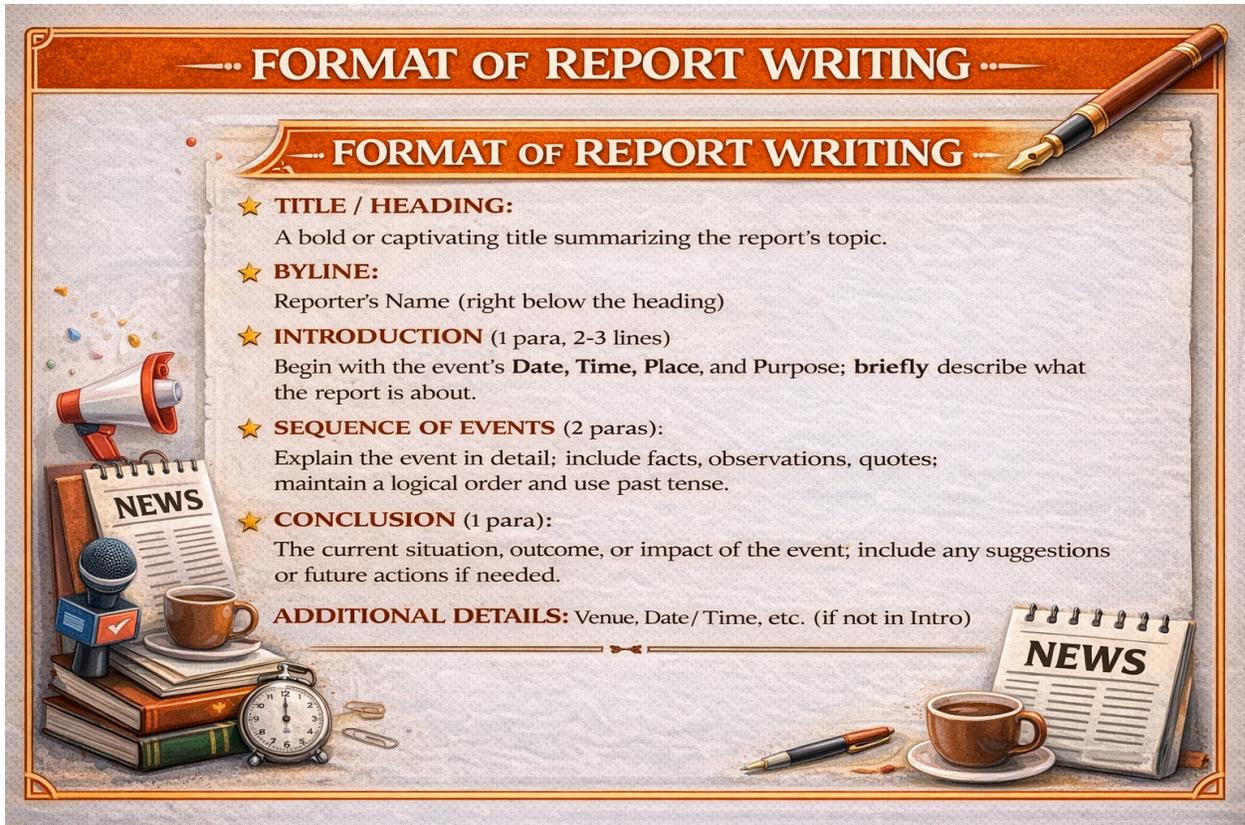
👉 World trend: AI + Mental health + Digital lifestyle

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## ARTICLE WRITING MISTAKES (41–45)

- 41 No title or byline
  - 42 Writing like essay without opinion
  - 43 No introduction paragraph
  - 44 Repeating same idea again and again
  - 45 Weak conclusion
-



## **REPORT WRITING – 20 PERFECT POINTS**

- 1) Heading/title important
- 2) Byline add karo
- 3) Date/place mention
- 4) Para 1 → What happened
- 5) Para 2 → Details
- 6) Para 3 → Result/action
- 7) Only facts likho
- 8) No personal opinion
- 9) Past tense use karo
- 10) Formal tone
- 11) Who, What, When, Where, Why
- 12) Clear sequence
- 13) Short sentences
- 14) Objective language
- 15) Avoid exaggeration
- 16) Use passive voice sometimes
- 17) Neat structure

- 18 Logical ending
- 19 Newspaper style tone
- 20 Informative & concise

## REPORT WRITING

### Question

Write a report on '**An Eye-Witnessed Chain Snatching Incident**' held last week. Include details like place, time, incident description and action taken.

### Supporting Points

- Date & place
- Sudden incident
- Victim reaction
- Public help
- Police action

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### Answer (Report – 3 Paragraph Format)

#### **Chain Snatching Incident Creates Panic in Market**

*By Harsh*

Last week, a shocking chain snatching incident took place near the main market of Rajpura at around 6 p.m. The area was crowded with shoppers when two unidentified youths on a bike suddenly targeted a woman walking alone.

The snatchers quickly grabbed her gold chain and tried to escape. The victim raised an alarm, and some local people attempted to chase the culprits but they managed to flee. The incident created panic among the public and highlighted the lack of security in the area.

The police arrived soon after the complaint was registered and assured strict action. CCTV footage is being checked and residents have demanded increased patrolling to prevent such crimes in future.

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🔥 **Golden Line for your LIVE:**

👉 “Writing Skills mein perfection ka secret hai — Format + Practice + Presentation.” 🏆

## **REPORT WRITING MISTAKES** **(46–50)**

- 46 Writing opinion instead of facts
- 47 Not mentioning date/place
- 48 Using present tense instead of past
- 49 No heading/title
- 50 Writing emotional language instead of objective tone

## **REPORT WRITING – TOP 5** **IMPORTANT TOPICS**

- 1 🌿 Cleanliness Drive Organised by Eco Club
- 2 🗣️ Annual Day Celebration Report
- 3 🏆 Sports Meet Report
- 4 📖 Book Fair / Education Expo Report
- 5 🚚 Road Safety Awareness Campaign Report

👉 India trend: School events + Social awareness programmes

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## **GOLDEN MASTER TIP (Tell Students in LIVE)**

👉 Practice these topics = **80% chance** same theme coming in exam because boards repeat social & national issues.

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If you want, I can also make:

- ★ **2026 BOARD PREDICTION LIST (Top 20 Writing Topics)**
- ★ **OR Ultra-Short Thumbnail Lines for Writing Skills LIVE** 👍.

## **GOLDEN LINE FOR YOUR LIVE**

👉 “Writing Skills mein marks language se nahi, **format mistakes** se cut hote hain!” 👑

## **2026 BOARD PREDICTION – TOP 20 WRITING TOPICS**

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### **NOTICE WRITING (Predicted Topics)**

- 1  AI & Digital Learning Workshop
- 2  Eco Green Club Cleanliness Drive
- 3  Mental Health Awareness Session
- 4  Road Safety Awareness Programme
- 5  Cyber Safety / Online Safety Seminar

👉 Reason: Schools focusing on digital awareness + environment.

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### **ADVERTISEMENT WRITING (Predicted Topics)**

- 6  Situation Vacant – English Teacher / Digital Instructor
- 7  Property for Sale – Smart City Flat
- 8  Coaching Classes for Board Exams
- 9  Online Coding / AI Training Course
- 10  Used Car / Laptop for Sale

👉 Trend: EdTech & urban lifestyle.

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## **POSTER WRITING (Predicted Topics)**

- 11  Climate Change Awareness
- 12  Stop Plastic Pollution
- 13  Save Water Campaign
- 14  Fit India / Yoga Day
- 15  Digital Detox Movement

👉 National campaigns + global issues.

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## **LETTER TO EDITOR (Predicted Topics)**

- 16  Rising Air Pollution Problem
- 17  Garbage & Sanitation Issue
- 18  Mobile Addiction Among Students

👉 Urban problems = frequent exam themes.

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## **ARTICLE / REPORT WRITING (Predicted Topics)**

- 19  Artificial Intelligence in Education
- 20  Student Stress & Mental Health

👉 Latest global discussion topics.

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# **GOLDEN LINE FOR YOUR LIVE SESSION**

👉 “Boards always choose topics jo society aur students se directly connected hote hain — AI, Environment, Health, Education.” 

# **2026 BOARD PREDICTED QUESTIONS (Writing Skills)**

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## **NOTICE WRITING – QUESTIONS**

- 1 Your school is organising an **AI & Digital Learning Workshop**. Draft a notice informing students about the event.
  - 2 As the President of Eco Club, write a notice for a **Cleanliness Drive** in your locality.
  - 3 Draft a notice for a **Mental Health Awareness Session** to be held in your school auditorium.
  - 4 Your school is organising a **Road Safety Awareness Programme**. Write a notice inviting students to participate.
  - 5 Write a notice informing students about a **Cyber Safety Seminar** conducted by experts.
- 

## **ADVERTISEMENT WRITING – QUESTIONS**

- 6 You need an **English Teacher** for your school. Draft a classified advertisement for the Situation Vacant column.
  - 7 You want to sell your **3 BHK flat** in a smart city area. Draft an advertisement for Property for Sale.
  - 8 Write an advertisement for **Board Exam Coaching Classes** starting soon.
  - 9 Draft an advertisement promoting an **Online Coding/AI Course** for students.
  - 10 You want to sell your **used car/laptop**. Write a suitable advertisement.
- 

## **POSTER WRITING – QUESTIONS**

- 11 Design a poster on **Climate Change Awareness** for the public.
- 12 Create a poster to spread awareness about **Stop Plastic Pollution**.

- 13) Design a poster with the message **Save Water, Save Life**.
- 14) Your school is celebrating **International Yoga Day**. Design an attractive poster.
- 15) Create a poster encouraging students to follow a **Digital Detox Movement**.
- 

  **LETTER TO EDITOR – QUESTIONS**

- 16) Write a letter to the Editor about the problem of **rising air pollution** in your city.
- 17) Write a letter to the Editor complaining about **poor sanitation and garbage disposal** in your area.
- 18) Write a letter to the Editor highlighting the issue of **mobile addiction among students**.
- 

   **ARTICLE / REPORT WRITING – QUESTIONS**

- 19) Write an article on **Artificial Intelligence in Education – Boon or Threat**.
- 20) Write a report on a **Mental Health Awareness Campaign** organised in your school.

# CLASS 12 ENGLISH

## FORMAT IS THE KING

1. **NOTE MAKING** — Heading + Sub-Heading

2. **Keywords Find Karein** → Pure Marks

3. **NOTICE WRITING** → Name, Date, Signature

4. **ADVERTISEMENT** → Box Format + Title

5. **LETTER WRITING** → Address → Subject → Body

6. **Letter to Editor** → Problem + Causes + Solutions

7. **REPORT WRITING** → Headline, Byline, Date

8. **Content + Presentation = Full Marks**

9. **Paragraphing Sahi** → Easy to Read

10. **Time Save** → Format Follow Karo

### LITERATURE (Flamingo & Vistas)

11. **Long Answer** → Intro + Explanation + Conclusion

12. **Direct Question Par Focus Karo**

13. **Keywords Underline Karo**

14. **Neat Handwriting + Margin**

15. **Pehle Planning** → Phir Likho

16. **Writing Skills = 50% Format + 50% Content**

17. **Title & Headings Clear Likho**

18. **Word Limit Follow Karo**

19. **Question Paper Dhyaan Se Padho**

20. **Yaad Rakho** — **Content Badal Sakta Hai,**

**Format Nahi!**

**FORMAT IS THE KING!**

**Mission  
SAB PASS**



# Class 12 English – FORMAT IS THE KING (20 Points)

- 1  **Note Making** – Heading, Sub-heading, Abbreviations सही लिखो, marks पक्के।
  - 2  Keywords खोजो – Reading Section में पूरा answer नहीं, सही keyword लिखो।
  - 3  **Notice Writing** – Name, Date, Heading, Signature = Full marks structure.
  - 4  **Advertisement** – Box format + catchy title जरूरी।
  - 5  **Letter Writing** – Sender Address → Date → Subject → Salutation → Body.
  - 6  **Letter to Editor** – Problem + Causes + Solutions = Ideal structure.
  - 7  **Report Writing** – Headline, Byline, Place, Date — format follow करो।
  - 8  Content से पहले Presentation जरूरी है।
  - 9  Paragraphing सही हो तो examiner को पढ़ना आसान।
  - 10  Format पता हो तो समय बचता है।
- 
- 11  **Long Answer (Literature)** – Intro + Explanation + Conclusion.
  - 12  Flamingo & Vistas answers – सीधे question पर focus करो।
  - 13  Keywords underline करना smart strategy है।
  - 14  Neat handwriting + margin = extra impression.
  - 15  Answer की planning पहले करो, फिर लिखो।
- 
- 16  Writing Skills में marks = 50% format + 50% content.
  - 17  Title और headings clear लिखो।
  - 18  Word limit follow करना भी format का हिस्सा है।
  - 19  Question paper ध्यान से पढ़ो — format clue वहीं होता है।
  - 20  याद रखो — **Content** बदल सकता है, **Format** नहीं। **Format is the King!**