

## Writing Skills

- ❖ You are Amita Paul, Computer Incharge of Delhi Public School. Your school plans to buy 20 computers and computer accessories from Dell computers, Delhi. Draft a letter placing the order giving all the specifications of the product and its quality. Also, mention the terms and conditions.
- ❖ Repeated earthquakes in India and elsewhere have resulted in unprecedented damage and destruction to both life and property. Educating people on “disaster management” is the need of the hour. Prepare a poster for creating this awareness.
- ❖ You witness children working in shops, small factories and restaurants. You discuss this problem with your elder sister. She informs you about the unhealthy and awful conditions of factories making softy matches, bangles and crackers where child labour is usually employed. You feel agitated, you decide to write an article for publication in a national daily advocating ban on child labour.
- ❖ You are Parveen chopra, secretary of the health club of the school. You are pained to see a television programme showing how oil spills and pollutants in the sea has largely affected marine life. In order to highlight the hazards of environmental pollution you decide to write an article for a local daily. (Word limits 200 words)
- ❖ The chief minister of Delhi Ms. Shiela Dixit called a press conference to update on the development that is taking place in Delhi for 2010 Common Wealth Games. As a reporter, write a report in 125 words.
- ❖ Though we are celebrating International Women’s Day every year to pay respect to the women. You strongly feel the need for women empowerment. Write an article on the topic” Women Empowerment” without exceeding the word limit (200 words)
- ❖ Design a poster on behalf of Delhi Police to fight terrorism in the wake of recent bomb explosions.
- ❖ Due to extreme shortage of power in the city, Ramjas school,R.K.Puram has been getting an erratic supply of power as well as facing voltage fluctuations. As a result, essential services like school computer room and laboratories are affected. As an affected student write a letter of complaint to the Director, Delhi Vidyut Board, drawing attention to the problem.
- ❖ You are Nandita, Nilanjay Das, President of the literary society, Birla Vidya Niketan, New Delhi. Draft an invitation to be sent out to various schools for a speech competition on the topic “Heavy school Bags”.

- ❖ You are Sandesh/shina of F46 Rajouri Garden. The District Park adjoining your locality has been lying in shambles for months. It has become a dumping ground for garbage. Moreover, cattle are often let loose to graze there. Write a letter to the area MLA asking him to intervene and do something about the situation.
- ❖ The Literary society of Adarsh Public School, Vikas Puri is planning to organize R.K.Narayan Week to pay a tribute to the late author and to commemorate his life and works. You, as president of the society desire maximum participation for the same. Draft a notice inviting students to participate.
- ❖ You are Rajat Pathak, a sports lover, You are quite concerned about India's performance at the Common Wealth Games. Write a letter to the editor of local newspaper expressing your views on the need to provide encouragement and adequate training to sports persons. Express the hope that relevant steps in this direction would help Indian sports persons to do well at the forthcoming Common Wealth Games.
- ❖ You are Vikram/Vaishali of 27 MG Road, Bangalore. You bought a 1.5 ton air conditioner of carrier Brand Home shop, Hebbal, Bangalore about a month ago. Now you find that the AC makes a lot of noise and the cooling is also not effective. You write a letter of complaint to the manager asking him to repair/replace the piece. Write the letter.
- ❖ Your sister is a B.com graduate working with a reputed company as an accounts officer. Your parents are seeking an alliance for her. Draft a suitable advertisement for the matrimonial column of the newspaper. Invent details.