

STUDY FROM HOME-20

ENGLISH LANGUAGE

FOR STD XI AND XII

DATED- 13<sup>TH</sup> JUNE, 2020.

SUBJECT TEACHER: E. ANTHONY

Now we move on to Question Number 2a of the English Language Paper.

**READ NEWSPAPERS AND MAGAZINES REGULARLY IF YOU TO FETCH GOOD MARKS IN THIS SECTION OF QUESTION PAPER.**

Kindly Note:

**Question Two (a): Directed Writing based on suggested points (15 marks; 300 words).**

The choice may normally include: Article writing, book review, report writing, film review, and review of cultural programme etc.

#### **GUIDELINES FOR DIRECTED WRITING**

1. Write in Indirect Speech.
2. Use the Passive Voice.
3. Eliminate 'I'.
4. No personal opinion should be given unless specifically asked for.
5. The language used in report is simple and not ornamented with similes and metaphors.
6. One should keep in mind the reader of one's report.
7. A magazine report, for instance, can be much lighter and more formal than the one in newspaper, which is more factual.
8. The police report has to be the clearest of all and to the point. Elaborate the clues or points give in the question systematically in serial order. You may add relevant points.
9. Heading and Sub heading- Must.
10. Written by-- Must

#### **PARTS OF A REPORT (event, incident, accident, function, programme etc)**

(a)Introduction

It should start with a positive statement. It should answer the 5W's-Who, What, Where, When, Why and How. This means, it should tell about the person who did the action, what he did, the place, date and time of action and why and how he did it. Economize on words. Lay stress on concrete details.

(b). Details

Give only as much background information as is required for the understanding of the reader and to sustain his interest.

Make paragraphs.

## SPECIMEN-1

### **Question 2a.**

All the students of Class XII have been asked to submit their personal profile for the selection of the Head boy/Head girl of the School. Write your personal profile, giving reasons why you should be selected as the Head boy/Head girl. Base your profile on the following points.

Introduction, Personal traits, Academic achievements, Achievements in co-curricular activities, Sports, Interests, Achievements in extra-curricular activities, Leadership qualities, Hobbies, Dreams and aspirations.

(YOU MAY ADD RELEVANT POINTS)

### **Answer 2a**

### PERSONAL PROFILE

**Introduction** Kindly accept this as an expression of my wishes to become the Head boy at CBS. I have thought long and hard about becoming the Head boy at CBS and I believe I possess the qualities and drive required to really make a positive impact on my peers should I be given a chance.

**Personal traits** I am a highly motivated, optimistic and affable person. I am a go-getter and always strive to achieve the highest standard possible at any task.

**Academic achievements** I have always been good at Academics and I have ranked first in my class from Class I to Class XII. In my class X Exams, I scored 95 % marks in aggregate.

**Achievements in co-curricular activities** I have won many laurels for my School in the Intra and Inter-School Competitions in Elocutions, Creative Writing, Poetry, Story Telling, Debates and Quizzes.

**Sports** I am National Level Badminton Champion and the Captain of the School Hockey team.

**Interests** Besides, I have a passion for theatre. I am the Secretary of the School Dramatic Society. I have not only acted in many plays but have been associated with its organization also. I believe this would greatly help me to prepare functions and present Assemblies at school. The one thing that I really enjoy is reading hence I possess many stimulating and thought-provoking material.

**Achievements in extra-curricular activities** I have joined an NGO named 'Masoom', through which I regularly teach children in slum colonies and participate in activities aimed at improving the conditions in slum areas.

**Leadership qualities** The one thing that I really enjoy is reading hence I possess many stimulating and thought-provoking material. I am the Editor –in – Chief of the School News letter, 'CBS News.' I have been holding the designation of the House Prefect for one year and of the House Captain for one year.

**Hobbies** I pursue hobbies of stamp collecting and coin collecting. I am the lead guitarist in the School Band.

**Dreams and aspirations** I joined this School in 2008 and am one of the oldest boys of the School. These past years the school has taught me resilience, responsibility and the importance of communication. All these qualities combined have shaped me into a well rounded student. I am hard working, enthusiastic and easily approachable, If I am selected to become the Head boy I will actively encourage students to enjoy their time at CBS, which in turn will lead them to receiving better grades and above all shape them into hard working and good citizens.

Name

Class

Date