

Notice writing

1. **TAGORE PUBLIC SCHOOL, DELHI**

NOTICE

Trekking Expedition

Aug. 30, 20XX

During the autumn break, our school is organising a Trekking expedition to Himachal Pradesh. Therefore, all the students who are interested in the expedition are to submit their names to the Secretary of the Trekking and Mountaineering Team by September 10th, 20xx. Those who are selected will undergo a period of training and further selected for the expedition. Other details will be provided later on.

Date of expedition : September 25, 20xx

Destination : Himachal Pradesh

Connect No. : 98765xxxxxx

Sana

(The School Perfect)

2. **TERESA SCHOOL, NEW DELHI**

NOTICE

Lost/Found

10 August, 20xx

This is to bring to your notice that a watch was found in the school playground. Anyone who lost his/her watch in the playground can receive it after furnishing the necessary details to the person mentioned below.

Deven

Class – XII (student)

3. **ST. GEORGE SCHOOL, GUWAHATI**

NOTICE

Golden Jubilee Celebration of the School

10 July, 20xx

This is to inform all the students and staff of St. George School, Guwahati that the school will be celebrating its Golden Jubilee year, as it has completed 50 years of meritorious service to the society since its foundation. So, there will be a grand celebration on 15th July, 20xx of which all the students are invited to be a part of.

Pratibha

(President, Students' Council)

Letter of Invitation

1. A - 253
Plaza Road
Kolkata
Dear Jia

You will be glad to know that my brother's marriage will take place on 10 January 20xx. All my friends and relatives will attend this function. You are cordially invited to attend the marriage. You are requested to come one or two days in advance and enjoy the joyous functions with us. Convey my regards to your parents and all your family members.

Looking forward to seeing you soon!

Yours lovingly
Kiara

2. Mr. and Mr. Raj Parekh
request the pleasure of your company to celebrate and give your blessings and best wishes to Preeti, their daughter, at her
Wedding Ceremony
on Monday, July 10th, 20XX
7:00 PM Onwards
At SRV Mahal, Function Hall, VGP Colony
Green Park, New Delhi - 50

R.S.V.P
Mr. Raj Parekh
98765XXXXX

Reply

1. 15, Bluecross Avenue
Charchgate, St. Thomas Mount,
Chennai-603110
14, September, 20XX
Dear Kunal Gosh,

I feel honoured to be invited to attend your anniversary party. Please accept my wishes and blessings on reaching this milestone. But unfortunately, I won't be able to attend the event because of an important business event organized by my team at work that I need to be part of. Please do accept a small anniversary gift as a token of my blessings and best wishes.

Yours sincerely
Amy Rihal

2. Dear Sasha,

Thank you for inviting me to your birthday celebration. It would be my pleasure to be a part of your birthday celebration. Also, I will be happy to help you with the preparations for your celebration. Let me know, when I can join your celebration?

Lots of love,
Malika

Job Application

1. 86 - B,
G.T. Road, Hyderabad
1 August 20XX
The Manager
Pioneers (Pvt.) Ltd. Co.
Park Town Road,
Hyderabad
Subject : Application for the Post of Accountant
Respected Sir/Madam
In response to your advertisement in 'The Times of India' dated August 1, 20XX, I wish to apply for the post of accountant in the mentioned reputed firm. I have a total of four years experience in the said field. Currently I am working as an Accountant (Assistant), with ABC (Pvt.) Ltd. Co. I am enclosing my bio-data for your review.
Thank you
Yours faithfully
Revathy
Enclosed : Bio-data

Bio-DATA

Name : Revathy
Gender : Female
Date of Birth : 29 March, 20XX
Father Name : Mr. Sanjay Joshi
Address : 86 - B, G. T. Road, Hyderabad
Contact No. : 12345XXXX
Educational
Qualification : B.Com from Xavier's University, Delhi
M.Com from Delhi University, Delhi
MBA from ABC University, Delhi
Work experience : 4 Years with ABC(Pvt.) Ltd. Co
Salary Drawn : 5,00,000/- p.a
Salary Expected : Negotiable
Language skills : Fluent in English, Hindi, Telugu
Reference : Mr. Sujit Rao, Senior Accountant Manager, ABC Private Ltd.
: Mr. Padmanabhan, Manager, ABC Private Ltd.

2. 111, First-cross Street
Netaji Nagar
New Delhi
The Manager,
Bath & Lush Cosmetics
Leela Palace,
Chankyapuri, New Delhi - 100990

Subject : Application for the Post of part time sales executive

Respected Sir/Madam

In response to your advertisement in 'The Economic Times' dated 3rd, July 20XX, I wish to apply for the post of part-time sales executive in your reputed firm. I have two years experience in the said field. Currently I am working in XYZ (Pvt.) Ltd. Co. as a part-time sales executive. I am enclosing my bio-data for your review.

Thank you

Yours sincerely

Avinash

Enclosed : Bio-Data

Bio-DATA

Name : Avinash
 Gender : Male
 Date of Birth : 13 December, 20XX
 Father's Name : Mr. Rajesh Gupta
 Address : 111, First-cross Street, Netaji Nagar, New Delhi
 Contact No. : 98765XXXXX
 Educational Qualification : B.Sc from DU, New Delhi
 : MBA (Sales) from Institute of Business Management, Shimla
 Work experience : 2 Years of part-time sales executive, XYZ Pvt, Ltd.
 Language Known : English, Hindi
 Salary Expected : Negotiable
 Email Id : avinash26@gmail.com
 References : A. Rajan (Manager, XYZ Pvt. Ltd)
 : L. Hariharan (Assistant Manager, Sales XYZ Pvt. Ltd.)

Letter to Editor

1.

34 - A
 Drish Colony
 Gurugram
 19, August, 20xx
 The Editor
 Herald times
 New Delhi - 41
 Subject : Traffic congestion due to unauthorized construction on road
 Respected Sir/Madam,

Through the columns of your esteemed newspaper, I wish to draw the attention of the general public towards the problem of traffic congestion due to unauthorized constructions on road which have been going on for months and suggest some solutions to the problem.

Traffic is one of the major problems of modern life in cities because of increase in jobs and educational opportunities. But alongside this development there are other problems as well. In our city, traffic congestion has become a major problem disrupting life in the city especially in the mornings and evenings when there is a lot of traffic. As if the problem of traffic isn't enough we are also facing the problem of unauthorized constructions cropping up at the roadside every single day making the already existing situation even worse.

The roads have become a site of chaos, risk and confusion. The number of road accidents have drastically increased. If any immediate action is not taken by the authorities concerned, it will lead to lots of problems. These unauthorized constructions need to be removed immediately or relocated elsewhere. It is the need of the hour to immediately look into the matter and address the issue concerned before the matter gets out of hand. Roads are meant to be safe and make travel easier.

Thank you

Yours faithfully

Sakshi

2.

B21,

Tata Road, Kanpur - 98

May 4, 20xx

The Editor

The Times Magazine

New Delhi - 30

Subject : Handloom exhibition in Kanpur

Respected Sir/Madam,

Through the columns of your esteemed newspaper, I wish to draw attention of the general public towards the recent national handloom exhibition conducted in the city. The recent exhibition was conducted by the Ministry of Textiles. All states of India participated in the event. This exhibition was conducted as part of the state's initiative to promote handloom in the country. After globalisation, the artisans and Indian handloom organisations have suffered huge losses because there is a demand for global products everywhere. So, the handloom exhibition sort to set the stage for handloom products and textiles by promoting their cause.

It is important for us to be aware of the value of handloom and the workmanship of the weaving community that has been traditionally involved in handloom textiles. These communities need to be recognised and promoted or their products and unique methods will die out in the long run. It will help the local people and business thrive if handloom is paid attention to.

Thank you

Yours faithfully

Mehek

Report Writing

1. Inter-state Writing Competition Held

By Varun Sen

New Delhi, 19 September 20XX

All India Inter State Writing Competition was recently held at Rose High School, Dehradun on Sunday, 18 August, 20XX. It started in morning with the inauguration followed by performances, from the school hosting the event. This was followed by all the writing

competitions like poetry writing, essay writing and creative writing. Every competition had one participant from each state. It was good to see the students' enthusiasm and competitive spirit. Apart from the students and teachers, several parents also thronged the whole campus motivating the students and waiting for the results. The competition was over by evening and the results were also announced. This was followed by the felicitation of winners and participants by the chief guest. It ended with the national anthem and everyone dispersed from the venue to their homes.

2. Free Medical Camp at Rohtak

By Sunil Chandra
Morning News Reporter

A free medical camp was held for three days at Rohtak in the Indian State of Haryana. It was organised by the State Government of Haryana. This was mainly organized keeping in mind the onset of dengue in the state due to change in weather. The free medical camp is part of the several administrative measures taken by the state to contain the spread of the virus. The camp was inaugurated by the Minister of Health and Family Welfare of the state. He started off the camp by distributing free medical kits and medicines to the families in the area, affected by the spread of virus. Many people from the area attended and benefited from the camp. They were given pamphlets that had information about the virus and health measures to be followed. There were volunteers educating the people in the camp about the preventative measures. The camp ended around 4:00 PM, in the evening. It was a healthy learning and informative experience for everyone.

Article Writing

1. Importance of Budgeting and Saving

By ABC

We all have heard the story of the Ant and the Grasshopper. The moral of the story is that saving is an important life skill. Making

a budget is very important as it is the key to financial security. A budget is very important in figuring out long-term goals and working towards them. The goals will help save money, keep track of one's progress and to live within the limit of one's income. Saving up will help one prepare for emergencies. Budgeting allows one to rethink one's spending habits and form realistic financial goals. One should not let money control them and instead they should be in control of money. So, we need to think ahead carefully and act wisely.

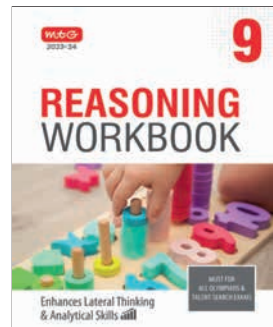
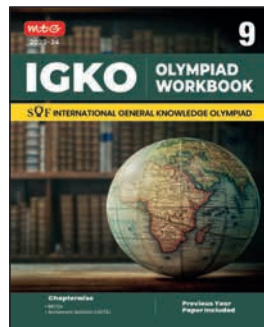
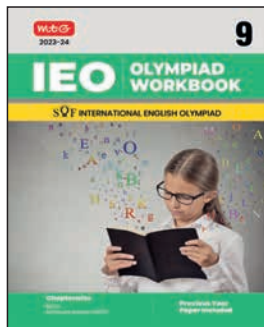
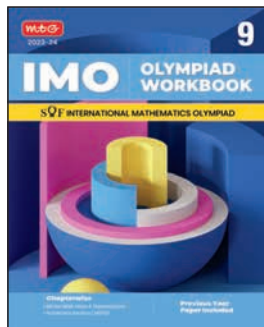
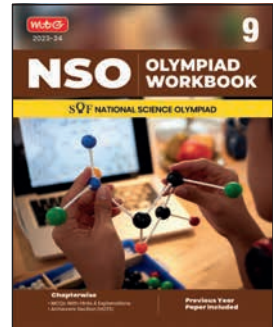
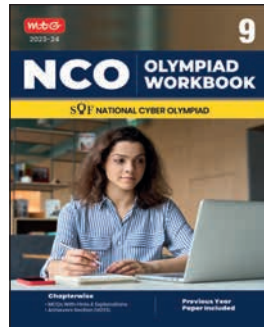
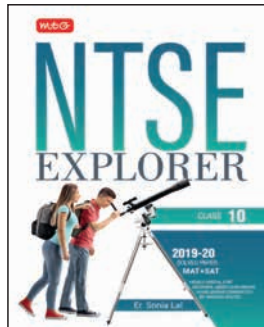
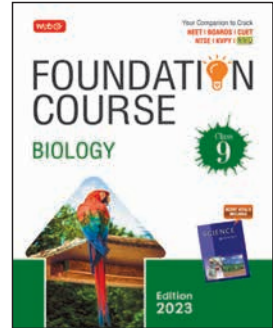
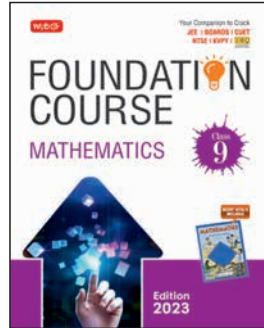
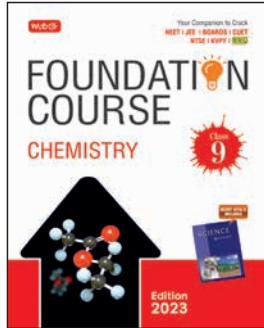
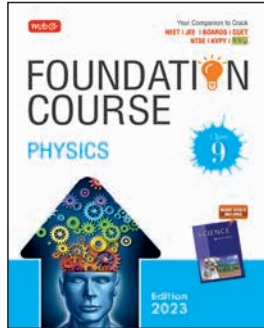
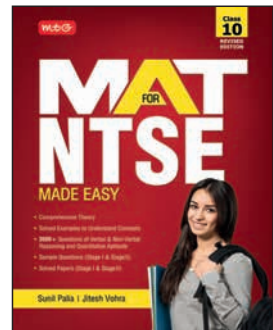
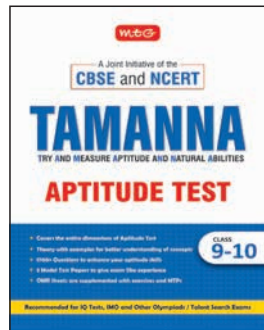
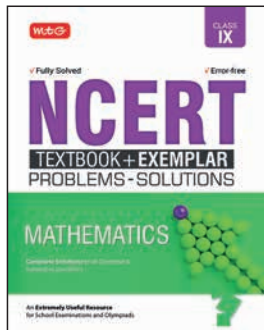
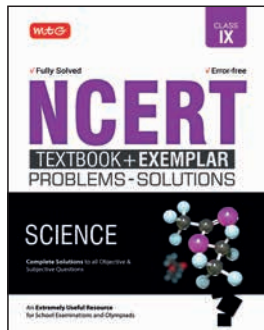
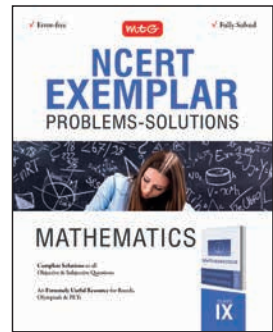
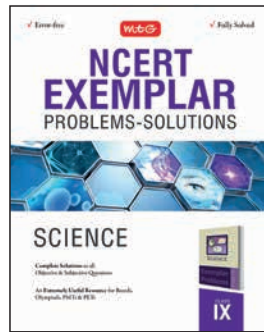
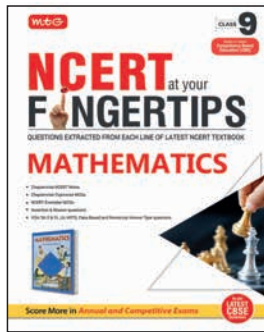
2. Status of elders in our society

By XYZ

Growing and aging is a natural process that every individual experiences in life. Traditionally in India, the elderly people are treated by younger generation with a lot to respect and reverence. However in modern society, joint family systems have collapsed and people increasingly prefer their independence and freedom. So many elders are left to themselves and without much help. Most people fail to understand the importance of elderly people in society. They are of importance because they have valuable advice based on their experiences. They have a lot to contribute in a family system that could use a lot of guidance and wisdom. So, it is important to understand the importance of elders in our society.



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