

Notice



**ASSIGN
BUSTER**

NOTICE Date of Issue Name of Issuing Office School NOTICE Heading

____ Signature NAME Designation. Date of Issue Name of Issuing Office
School NOTICE Heading

____ Signature NAME Designation. SPEECH: Heading -Greet your audience (good morning/ good afternoon), introduce yourself, introduce your subject - Cause of problem -Consequences -Benefits of solving it -Solutions to it - Thank your audience Make sure to read the question carefully and directly cover all its parts. ARTICLE Heading Name -Introduce the subject -Problem you're addressing, info, statistics - Consequences - Solutions (Basic content is like speech, except less informal and without directly addressing audience) MESSAGE: MESSAGE Date (written in full) Time Simi, (name of person the message is for)

_____ Rishi. (Name of person who took down the message) MESSAGE Date (written in full) Time Simi, (name of person the message is for)

_____ Rishi. (Name of person who took down the message) DATA INTERPRETATION HEADING

_____ EMAIL (Pg. 5-7 of MAIN COURSE BOOK will have main points you need to include) Date: From: To: Subject: Dear Sir/ xyz (depending on whether it's formal or not)

_____ Regards/Love, (depending on whether it's formal or not) Name Date: From: To: Subject: Dear Sir/ xyz (depending on whether it's formal or not)

_____ Regards/Love, (depending on whether it's formal or not) Name DIARY ENTRY Date Time Dear Diary,

_____ Have a nice day/ Goodnight diary. Signature. REPORT- Pg. 53 of MCB From: Your name, Designation To: The designation of the recipient Name of organization the recipient is head of Date Suitable heading Suitable introduction- You recently asked me to submit a report on my study of_____. The following are my findings and recommendations. - The current problem - Causes of problem - Effects of problem - Recommendation (concrete solutions) - Conclusion Your name Designation From: Your name, Designation To: The designation of the recipient Name of organization the recipient is head of Date Suitable heading

Suitable introduction- You recently asked me to submit a report on my study of_____. The following are my findings and recommendations. - The current problem - Causes of problem - Effects of problem - Recommendation (concrete solutions) - Conclusion Your name Designation INFORMAL LETTER (does not have recipient's address anywhere) Sender's Address Date Time (optional) Dear_____,

_____ Yours

affectionately, Name. FORMAL LETTER SENDER'S ADDRESS _____
 _____ Date (written in full) Recipient's address Eg. The Editor, (i. e. designation of the recipient) Times of India New Delhi Sir, Subject: (has to come after the sir) Yours faithfully, Sign (FULL NAME IN CAPS) DESIGNATION.
 (Note that a letter to the editor is just like an article, though in the format of a formal letter. It should include causes, effects, benefits and solutions just like an article or speech. Don't ask the editor to solve your problem for you.)
 BIOSKETCH/ BIO-DATA Pg. 141 of MCB NAME IN CAPS