

SECTION III: WRITING SKILLS

SET 5: Q. 4 WRITING SKILLS (16 Marks)

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Q.4 Complete the activities as per the instructions given below:

A) Attempt any one of the following

(4 Marks)

Q.4 A DRAFTING VIRTUAL MESSAGE

Assessment Criteria:

Content - 02 Marks

Sequence/flow of ideas - 01 Mark

Appropriateness (language usage) - 01 Mark = 04 Marks

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1.1 Virtual Message

Imagine, you have to leave early from home for an interview. Draft a message in about 100/150 words, to convey the same to your friend. Give your own reasons to support your message.

Ans:

March 19th, 2021, 08:57 am

Friend,

I am going for an interview for a job. So, I have to leave early in the morning. I know you have a plan for a trip today but I am sorry for that. We will plan for the trip the next day.

Thank you.

Satish.

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1.2 Virtual Message

Imagine, you are not well and will not be able to attend lectures at college. Draft a message in about 100/150 words to convey the same to your teacher. Give your own reasons to support your message.

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Ans:

April 2nd, 2021. 10.05 am

Respected Madam,

This is Adithya here, a student from your class. I am messaging to let you know that I will not be able to attend the lectures at college due to a severe illness that I have contracted. I will be staying at home partly because I am tired and also because I do not want to spread this disease to others, so I request you to grant me leave. I will finish all the due notes and activities.

Thanking you,

Adithya (FYJC)

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Virtual Message:

Amrita had to leave for office. So, she wrote a note for Sourajit. Draft her message in not more than 50 words.

Ans:

30th Sept, 8:30 am

Sourajit,

Your friend Shekhar called up to say that he had got a placement in Hotel Mumbai. He is at present busy getting all the formalities done. He said he would give you his new cell number as soon as he got it.

Amrita.

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Virtual Message:

Rajat comes home from school and finds the door locked. Since he has a duplicate key he enters and finds a note from his mother kept on the table. In it she explains that she had to rush to the hospital with Mrs Manohar, their neighbour, who had met with an accident. She has also written that he should have the rice and curry kept on the dining table for lunch. He could heat the food in the microwave oven if he wanted to, but he should be very careful while handling the switch. Draft the message which Rajat's mother left for him.

Ans.

30/9-11:30 am

Rajat,

Mrs. Manohar has met with an accident. I am rushing to hospital with her. I have kept rice and curry on the dining table for your lunch. Heat it in the microwave if you want to be careful while handling the switch.

Mom.

Virtual Message:

Using the information given below, write a message which Manu left for his sister. Renu. (Do not add any new information. The message should not exceed 50 words). Ruhaan rang up book-reading session Children Ask Kalam Dr A.P.J. Abdul Kalam compilation of letters received by him from children and his answers Oxford Book Store 8 pm. this evening. Pick you up 6:30 pm attend reading session together.

Ans.

28th Nov.: 2 pm

Renu,

Ruhaan rang up to say that there is a book-reading session at Oxford Book Store this evening at 8 o'clock. The book is "Children Ask Kalam" – a compilation of letters received by Dr. Kalam and his answers. I will pick you up at 6:30 pm sharp. We will attend it together.

Manu.

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