

Girls' High School and College, Prayagraj
Session 2020-2021
ENGLISH LANGUAGE PROJECT
Class 8 (A – E)

A

TOPIC: REPORT WRITING

Instructions:

Parents please ensure that the student uses Internet or refers to any grammar book for Report writing. Ruled sheet of any kind can be used in transparent file.

Introduction:

A report gives a first hand information of an event. The event can be pre-planned or unexpected.

Objective:

The objective is to (i) inform (ii) describe (iii) record and (iv) persuade.

Types of Reports:

- A report of an event/function for the school magazine
- A newspaper report
- A business report
- A report on a science experiment

A Report for a School Magazine

Format: A Specific Title

- Introduction
- Main Details
- Conclusion
- Name of the writer

Contents:

- Date, time and venue of the function/event
- Name of the Chief Guest
- The body- details of the function
- Prize distribution
- Message/speech of the Chief Guest
- Reactions of audience/comments or the kind of programme
- Conclusion

Important Points to remember:

- As the report is written after the event, the past tense should be used.
- Organise the details in logical manner.
- Give interesting information to arouse the interest of the readers.
- Write its impact on the audience.
- A newspaper should be written in third person.

Sample Report

Harita Sahni is the Editor of the school magazine. Write a report for the school magazine on Children's Day's celebrations, conducted in your school.

Children's Day Celebration

14 November is celebrated as Children's Day in our school every year. It comprises a few games, a short programme, some mandatory speeches followed by a packet of sweets. Nothing much to write or talk about.

But this year's celebration was special. Our new Principal saw to it that we enjoyed it. First the school was beautifully decorated with cartoons and posters. The children dressed as clowns greeted us. Nobody made a speech, the Principal said, "There was a magic show by the famous magician Sircar, a short hilarious play by the famous Barry John's troupe, titled "The Singing Donkey!" How we laughed and laughed! As a surprise event, the singer Shaan sang for us.

We were not handed packets of sweets. A sumptuous tea was served!

We were made to feel in every way that it was 'Our Day'. And to show our gratitude, every child behaved properly and did not break any rules!

Thank you sir, and teachers.

Harita Sahni

Editor

Question:

Reeta is secretary of the Cultural Society of Vivekananda School. Van Mahotsava was celebrated in her school on August 24th. She is asked to write a report on the programme in not more than **100 words** for the school magazine. Write a report with all the necessary details about the programme, participants, cleanliness, tree plantation, dances etc.

B-1

TOPIC: DIARY WRITING

Instructions:

Parents please ensure that the student uses internet or refers to the sample given below for Diary Writing. Ruled Sheet of any kind can be used in transparent file.

Diary writing is a personal form of writing and a diary comes to perform the function of an alter-ego. Diary writing usually involves the regularized recording of personal feelings and reflections on a topic. It facilitates growth of self-awareness and self-reliance. Written in the solitude on blank pages, writers can reflect on their life experience, contemplate future directions and come to trust their own answers.

Diary writing involves more than just a straightforward recording of thoughts about a subject or a set of headings. It calls for active dialogue and feedback as the writer is reflecting on what is currently written as compared to what was written earlier. Since diary writing is very confidential, the writer is at liberty to condemn, curse or praise anyone, without any fear or apprehensions. Generally diary is used to bounce off ideas, to unburden oneself. However it can be regarded as a sign of personal growth.

Format:

Since diary writing is very personal, it follows no set rules. However the following points can be mentioned.

- Date/Time/Day.
- A suitable heading.
- Contents in an impersonal manner.
- Words like, Dear Diary can be used. Some writers address the diary with a particular name.
- Signature/Name.

Contents:

- 1) A diary should be written when some incident worth recording has taken place.
- 2) It should not record weather records, recipes or reminders, etc.
- 3) It should be an honest and a truthful observation of people and oneself.
- 4) Create your own style and format.

- 5) Even if ideas look disjointed, it should not matter.
- 6) You should record or write something that really inspires you and which you would like to read later.

Sample

You recently had the worst experience of your life – a burglary in your house. Make a diary entry.

Hints:

- Away on a holiday.
- Frantic phone calls from neighbours.
- Burglars broke into your house.
- Return by next flight.
- Chaos unbelievable.
- All security measures broken.
- CCTV cameras useless.
- No clues left.
- Cash, jewellery.
- T.V., computer stolen.
- Mother collapsed.
- Police still looking for clues.
- Shocked and stunned.

April 23

Friday, 9 PM

Dear Diary,

I must put down what we felt when we received a telephone call from our neighbour about a burglary in our house. We took the next flight from Goa to Mumbai.

Imagine the whole house ransacked, cupboards open, clothes thrown on the floor and even the locker broken. Mummy just broke down and wept. The police has found no clues so far, CCTV cameras have failed to record. We are too shocked to make an estimate of our loss. They have not spared the T.V or the computers. How will we ever make up this loss? I'm at a total loss, and my brain has stopped working. I feel so helpless.

This has been the most devastating experience of my life.

Name /Signature

Question:

Write a diary entry about your personal experiences during the lockdown.

(Word Limit 80-100)

B- 2

TOPIC: Advertisements

Instructions:

Parents please ensure that the student uses Internet or refers to the sample given below for Advertisements. Plain sheet of any kind can be used (as big as art sheet).

Everyone is familiar with the world of advertising. You switch on your radio or TV, you go to the market place or you flip through the pages of a magazine or newspaper, your attention is diverted by advertisements.

Advertisements help to give information as well as publicise goods and products.

A good advertisement should have the following features:

- It should be attractive and eye-catching.
- It should be comprehensive, though brief, and carefully worded.
- It must contain the advertiser's name and address.
- Visuals and slogans may appear in bigger space advertisements.

Advertisements that appear in newspapers are either classified or display advertisements.

Display advertisements must have a catchy headline or a punchline. Such advertisements should be attractive.

All **classified advertisements** have a definite word limit and appear under set headings such as situations vacant, matrimonial, sale and purchase, property, education etc.

Sample



Question:

Write an advertisement for a new toothpaste you are going to launch soon. Write about its qualities. Give a catchy name and a slogan to the toothpaste. Write the advertisement in not more than 50 words.

THE END