



Padalsalai's Telegram Groups!

(தலைப்பிற்கு கீழே உள்ள லிங்கை கிளிக் செய்து குழுவில் இணையவும்!)

- **Padalsalai's NEWS - Group**
https://t.me/joinchat/NIfCqVRBNj9hhV4wu6_NqA
- **Padalsalai's Channel - Group**
<https://t.me/padasalaichannel>
- **Lesson Plan - Group**
<https://t.me/joinchat/NIfCqVWwo5iL-21gpzrXLw>
- **12th Standard - Group**
https://t.me/Padalsalai_12th
- **11th Standard - Group**
https://t.me/Padalsalai_11th
- **10th Standard - Group**
https://t.me/Padalsalai_10th
- **9th Standard - Group**
https://t.me/Padalsalai_9th
- **6th to 8th Standard - Group**
https://t.me/Padalsalai_6to8
- **1st to 5th Standard - Group**
https://t.me/Padalsalai_1to5
- **TET - Group**
https://t.me/Padalsalai_TET
- **PGTRB - Group**
https://t.me/Padalsalai_PGTRB
- **TNPSC - Group**
https://t.me/Padalsalai_TNPSC

MESSAGE WRITING

General Instructions for message writing:

- A message does not need an address.
- The message must be put in a box.
- The key points are to be very brief and precise

SCHEME OF MARKING:

DATE-

TIME -

SALUTATION-

CONTENT -

WRITER'S NAME -

SAMPLE MESSAGE

1. You are Vivek. You have received a telephone call for your friend Rajesh from one of his clients. Mr. Satish, that the meeting fixed for the 5th has been postponed to 10th February at 9am at his chamber. He added that he should also carry his laptop.

Write the message.

Message

Feb 5, 2011

8 am

Rajesh

Mr.Satish called up to inform that the meeting fixed for 5th has been rescheduled to 10th Feb at 9 am at his chamber. You are also required to carry your laptop.

Vivek

For Practice:

1. Karan had the conversation given below with his mother's friend, Sheela. Since he was going out immediately afterwards he left a message for his mother. Read the conversation and write the message in not more than 50 words. Put the message in a box.

Sheela: Hello, this is Sheela speaking. Could I speak to Usha?

Karan: I'm afraid she's not at home, aunty.

Sheela: When is she likely to come back?

Karan: Not before six in the evening. Could I give her a message?

Sheela: Yes, please. Could you tell her that I have been able to make the appointment with the editor of the magazine, "The Child's Universe?" We have to meet her at 10a.m tomorrow. Since Usha doesn't know the place. I will come and pick her up at 9.30 a.m. She should bring the manuscripts she wants to show Mrs. Shekhar,---That is the editor's name.

2. The following is a telephonic conversation between John and David. After this call, Mr. John receives an urgent telephone call from Mumbai. Before leaving, he leaves a message for Mr. Tommy. Write the message in not more than 50 words. Put the message in a box.

David: Hello! Is it Ahmedabad 632392?

John: Yes, it is.

David: Can I talk to Mr. Tommy?

John: Sorry, he is not in the office. May I know who is on the line?

David: I am David, a friend of his.

John: Would you like me to convey a message?

David: Yes. Inform him that the interview scheduled for 5th October has been postponed to the 7th. So he can reach Delhi by 6th evening. The inconvenience is regretted.

John: I will surely convey this message to him.

David: Thank You.

NOTICE

A notice conveys information in a comprehensive manner.

Characteristics of a well-written Notice:

- **Proper heading /title**
 - **Date of issue**
 - Name and designation of the issuing authority
 - **Relevant content**
- The content should answer the questions like
- what**
 - when**
 - where**
 - from whom**
 - Accurate expression

SOLVED EXAMPLES

Q-1 You are Veena/Vinod, the cultural secretary of R.M. Public school, Alkapuri, Vadodara. You have been asked to inform students of class IX to XII about an Inter School Dramatics Competition. Draft a notice in not more than 50 words for the students' Notice board with all necessary details. Put the notice in a box.

RM PUBLIC SCHOOL ALKAPURI VADODARA NOTICE

30 June, 2011

OPPORTUNITY FOR BUDDING ACTORS

An Inter School Dramatics Competition will be held on 30-7 2011 at Town Hall. An audition will be held to select students for the school team.

Date: 07-07-2011

Time : 11.30 am

Venue: School Auditorium

Eligibility: Class IX to XII

Last date for giving names : 07-07-2011

Veena
Cultural Secretary

FOR PRACTICE

1) You are Amit/Amrita, Head boy/girl of your school. (Zenith Public School, Riwa) Your school is organizing a tour to Mumbai and Goa during the Autumn Break. Write a notice in not more than 50 words giving detailed information to the students and inviting them for joining it.

2) You are Ravi/Rachana, the sports secretary of RJ Public School, Ajmer. Write a notice in not more than 50 words asking students interested in Hockey to give their names for selection for the school Hockey Team. Give details of trial, selection etc.

ARTICLE WRITING

Writing an article is a challenging task. It needs creativity, good vocabulary, good knowledge of the subject and skill to organize ideas.

Purpose

To focus on themes like social concern, narrating an event, description of a place, etc.

Format

- Heading/Title- must be catchy and sharp
- By- name of the author
- Body

I Para- Introduction- Start with a slogan, a question, an amazing fact, figure or statement.

II/III Para- Causes, effects, present state of affairs, etc.

IV Para- Draw solutions and conclusions

Solved Example

1- You decide to write an article in the school magazine on how it is important to save the planet, Earth. Write the article in about 180 words.

Save the planet, Earth

This is a cause of complete concern across the globe today. The global warming has accelerated the rise of temperature on earth which is said to have risen by 4⁰ C. The sea level is also rising. The glaciers are also melting away. There has been very less rainfall in the recent years resulting in the scarcity of food around the world. The death rate due to starvation has increased immensely. We, the human beings are solely responsible for this calamity. We pollute our planet in many ways. Deforestation, industrial pollution, toxic wastes, vehicular pollution and lack of greenery are the chief causes of imbalance in the ecosystem.

The urgent need of the hour is that each one of us takes step to save the planet in every possible way. We should protect our forests, save fuel, plant trees, take care of toxic pollutants, conserve water and change our life style. Awareness programmes must be launched by the students and other to make people aware of environmental problems in organizations. The public should avoid the use of polythene bags. All of us must strive hard to save our beautiful planet for the future generations.

News item

Video games, Internet, Cell Phones and other high-tech gear are just part of growing up in a digital world. But parents are concerned about the amount of time their children spend with these and worry that it might be distracting and cramping academic and social development.

Using your own ideas and those taken from the unit “Science”, write an article in 180 words, describing both the benefits and drawbacks of using these high-tech devices.

High – Tech Device- Boon or Bane

The present day high-tech gear is just part of growing up in a digital world. Nevertheless one cannot deny that all these gadgets have become a part and parcel of our daily lives. Besides we have become highly dependent on these devices. This is more so in the case of children. Their lives are completely ruled by these devices.

These devices have many benefits. They have made our lives easier and more comfortable. They have made the world jump forward with a leap, and built up a glittering modern world. They have also opened innumerable avenues for the growth of knowledge and have given a definite form to the wild imagination of man. They have indeed revolutionised every phase of life. But on the other hand the excessive interest of children in these gadgets, has made parents concerned and worried. Children spend a great deal of time on these gadgets like video games, internet, cell phones etc the parents feel that excessive use of these gadgets will definitely be destructive for the children. This could also cramp their academic and social development. If children are not checked, they would continue to waste time on these gadgets.

They will recline into their own high-tech shell. Thereupon it will become very difficult for parents to bring them out of this world. If these high-tech devices are used in moderation they can fulfill the purpose for which they have been invented- the revolutionisation of the world.

Questions for practice:

1- India is a country of temples, lakes and monuments which exhibit fine architecture. India is regarded as favourite tourist attraction. But as a country, we need to promote tourism, make people aware of its importance and make it a safe destination for the tourists. By using the information and ideas from the unit "Travel and tourism" together with your own ideas, write an article in about 150 words.

2- Write an article on the given topic using hints given below in not more than 150 words.

Mobile Phones: a modern utility or a health hazard

Hints:

A- Use of mobile phones

i- 50% of India is going to have mobile phone by 2012

ii- Growing at a fast rate.

B- Utility of Mobile phones

i- Keeps well connected

ii- Inexpensive

iii- Handy

iv- Helps in personal and professional tasks

C- Health Hazards posed by Mobile phones

i- Electromagnetic radiation

ii- Distraction while driving

SPEECH WRITING

Purpose

To express views before the public.

Format

- Salutation or greeting
- Disclosure of topic
- Narration of facts, presentation of data, relevant examples, etc.
- Sensible deviation from the topic
- Draw conclusion in an innovative and imaginative way.

Solved Example:

1. Today is women's day and you are asked to deliver a speech on changing role of women in 21st century acknowledging their significant contribution in changing face of modern era. Your speech should not exceed the limit of 120-150 words.

HINTS: Gone are the days-when women were considered to be the queen of tragedy'-position Remarkably improved-have all rights of equality-possess higher position without any distinction-have made their place in literature ,education ,administration-modern woman- self-confident, Self-respect, we are proud of them.

ROLE OF WOMEN

Respected Principal, Learned Teachers and Friends,

I am glad to have this opportunity of expressing my views on the ROLE OF WOMEN on women's day.

Gone are the days when women considered themselves a weaker sex. Today, they are neither weak nor inferior. They have proved their worth. Name any field of progress wherein they have not left their mark? They are known for their sincerity, sensibility, hard work and timely wit. They have never failed in using them in time of need. Women like Barkha Dutt, Sonia Gandhi, Rahat Taslim who won 1 million rupees in KBC Quiz Contest have left their signature style in whatever field they chose. Being woman myself, I feel tremendous power in myself and see no reason to lag behind. I am proud to be a woman. We know that modern world cannot afford to leave women as they have time and again made the world realise their strong presence. I acknowledge the vital role the women play for the emancipation of the society and their immense contribution in shaping and creating the definition of this era and therefore, salute them.

Questions for practice:

1- Ankit, a class X student was asked by his teacher to deliver a speech in the morning assembly of his school on **“World Environment Day”-5th June**. Using ideas given below together with your own, write the speech in not more than 120 words.

- a. Let's not pollute the air we breathe!
- b. Wake up in fresh air and maintain cleanliness
- c. Plant trees and see them growing
- d. Fight vehicular pollution

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