

ICSE ENGLISH LANGUAGE – 2019 ONWARDS
SPECIMEN FOR EMAIL AND NOTICE WRITING

<p>Question</p> <p>(a) Your school is hosting an interschool debate competition. Write a notice for your school informing them of the event.</p>	
<p>Specimen Answer:</p> <p style="text-align: center;">War of Words</p> <p style="text-align: center;">Inter-school Debate Competition</p> <p style="text-align: center;">on 8th December 2017</p> <p style="text-align: center;">from 9.00 a.m. to 12 noon</p> <p style="text-align: center;">at Centenary Hall, St. Hilda’s School</p> <p style="text-align: center;">All pupils from Classes IX & X who wish to participate are to give their names to Mrs. T. Baker on or before 1st December 2017</p>	<p style="text-align: right;">[1]</p> <p style="text-align: right;">[1]</p> <p style="text-align: right;">[½]</p> <p style="text-align: right;">[½]</p> <p style="text-align: right;">[½ + ½]</p> <p style="text-align: right;">[1]</p>
<p>(b) Write an e-mail to the principal of a neighbouring school informing her of the event and requesting her to send a team to participate.</p>	
<p>Specimen Answer:</p> <p>principalbluebellschool@gmail.com</p> <p>Inter-school Debate Competition</p> <p>Dear Madam,</p> <p>Our school is celebrating its 50th anniversary this year. As part of the celebrations we are hosting a series of competitions and we are beginning with ‘War of Words’, an inter-school debate competition.</p> <p>It will be held on 8th December 2017 from 9.00 a.m. till 12 noon in the Centenary Hall of St. Hilda’s School.</p> <p>Please do send your senior debate team to participate in the event.</p>	<p style="text-align: right;">[½]</p> <p style="text-align: right;">[½]</p> <p style="text-align: right;">[½]</p> <p style="text-align: right;">Opening Sentence [½]</p> <p style="text-align: right;">Body [2]</p>

<p>The topic will be given to the participants an hour before the start of the competition. They may bring their laptops for use during the preparation time.</p> <p>We look forward to your school's participation in the competition.</p> <p>Thanking you,</p> <p>Yours faithfully,</p> <p>Ashish Roy</p> <p>Debating Secretary</p>	<p>[½]</p> <p>[½]</p> <p>Total [5]</p>
<p>Question</p> <p>(a) You are the President of a children's club in your locality. You and your team are planning to organise a programme to celebrate Teachers' Day. Write a notice, to be put up in the local Supermarket, giving details of the programme to create an awareness of the event.</p>	
<p>Answer</p> <p style="text-align: center;">Thank you Teacher!</p> <p style="text-align: center;">A cultural programme to celebrate Teachers' Day</p> <p style="text-align: center;">on 5th September</p> <p style="text-align: center;">from 5.00 p.m. to 7.00 p.m.</p> <p style="text-align: center;">at Community Centre, South City Mall</p> <p>All teachers who are residents of the South City Complex are cordially invited</p>	<p>[1]</p> <p>[1]</p> <p>[½]</p> <p>[½]</p> <p>[½ + ½]</p> <p>[1]</p>

<p>(b) Write an e-mail to the General Manager of the Supermarket seeking permission to display the notice and requesting a sponsorship for the event.</p>	
<p>Answer</p> <p>rmsouthcity@gmail.com</p> <p>Teachers' Day Celebration</p> <p>Dear Sir,</p> <p>Teachers' Day is around the corner and we, the residents of the South City Complex, would like to express our gratitude to our teachers by hosting a brief cultural programme on the 5th September between 5.00 p.m. to 7.00 p.m.</p> <p>There are about 25 teachers in our complex and we would be grateful if you allow us the use of the foyer in the Supermarket for the celebration.</p> <p>We also request you to please sponsor a cup of tea and light refreshments for the teachers and a few guests, about 40 in all.</p> <p>We look forward to a favourable response.</p> <p>Thanking you,</p> <p>Yours faithfully,</p> <p>Ashish Roy</p> <p>Secretary, Youth Club, South City Society.</p>	<p>[½]</p> <p>[½]</p> <p>[½]</p> <p>Opening Sentence [½]</p> <p>Body [2]</p> <p>[½]</p> <p>[½]</p>