

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

[Specimens for Email and Notice Writing are given in Format 1 and Format 2.

Any one format may be followed, both are acceptable.]

FORMAT 1

Question	
(a) Your school is hosting an interschool debate competition. Write a notice for your school informing them of the event.	
Specimen Answer:	
War of Words	[1]
Inter-school Debate Competition	[1]
on 8 th December 2017	[½]
from 9.00 a.m. to 12 noon	[½]
at Centenary Hall, St. Hilda’s School	[½ + ½]
All pupils from Classes IX & X who wish to participate are to give their names to Mrs. T. Baker on or before 1 st December 2017	[1]
(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.	
Specimen Answer:	
principalbluebellschool@gmail.com	[½]
Inter-school Debate Competition	[½]
Dear Madam,	[½]
Our school is celebrating its 50 th 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.	Opening Sentence [½]
It will be held on 8 th December 2017 from 9.00 a.m. till 12 noon in the Centenary Hall of St. Hilda’s School.	

<p>Please do send your senior debate team to participate in the event.</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>Body [2]</p> <p>[½]</p> <p>[½]</p>
<p>Question</p> <p>(a) You are the President of a children's club in your locality.</p> <p>You and your team are planning to organise a programme to celebrate Teachers' Day.</p> <p>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 style="text-align: center;">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>

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FORMAT 2

<p>Question 3</p> <p>(a) Your school is conducting an inter-class talent search. Write out a notice to be put up in your school informing students about the event and inviting them to participate.</p>	<p>[5]</p>
<p>SPECIMEN ANSWER:</p> <p>EVERYBODY'S GOT TALENT</p> <p>Inter-class Talent Search</p> <p>Date: Tuesday, 24 July, 2018</p> <p>Time: 9 a.m. to 4 p.m.</p> <p>Venue: The Auditorium of St. Agnes' School</p> <p>Interested students from classes 8, 9 and 10 may register with the Vice Principal on or before 14 July, 2018.</p>	

<p>(b) Write an e-mail to the Principal of a neighbouring school requesting him / her to send a team of teachers to judge the event.</p>	<p>[5]</p>
<p>SPECIMEN ANSWER:</p> <p>To:principal@stflorence.org</p> <p>Subject: Request to appoint judges for a talent search event.</p> <p>Dear Madam,</p> <p>I am Maya Gilani, the Cultural Secretary of the Student Council, St. Agnes' School. We are conducting a talent search contest for the students of classes 8, 9 and 10.</p> <p>This is to be held on the 24th of July, 2018, from 9 a.m. to 4 p.m. in <i>Music, Art, Dance, Magic, Acrobatics and Stand-up Comedy</i>.</p> <p>We request you to send a team of three teachers from your school to judge the talent search, Everybody's Got Talent.</p> <p>Anticipating a positive response,</p> <p>Yours faithfully,</p> <p>Maya Gilani</p> <p>Cultural Secretary, Student Council</p> <p>St. Agnes' School</p>	

<p>Question 3</p> <p>(a) You are the Games Captain at school. The school is organizing an inter-house basketball competition. Write out a notice to be put up in your school informing students about it.</p>	<p>[5]</p>
<p>SPECIMEN ANSWER:</p> <p style="text-align: center;">DRIBBLE STARS</p> <p>Inter- House Basketball Competition</p> <p>Date: Wednesday 4th July, 2018</p> <p>Time: 9 a.m. to 1 p.m.</p> <p>Venue: The Main Basketball Court, Berkeley High Sports Complex</p> <p>The Match schedule is as follows</p> <ul style="list-style-type: none"> • Ruby vs Emerald • Sapphire vs Topaz • The Battle- Match for third place • The Grand Finale- The Final Match <p>All House Captains are requested to keep their respective House teams ready and submit the names to the Games Captain before 25th June,2018.</p>	

(b) Write an e-mail to a prominent basketball coach of your city who has agreed to be the referee at the event, giving all relevant details. [5]

SPECIMEN ANSWER:

To:coachformidable123@gmail.com
Subject: Invitation to Referee Dribble Stars – Inter House Basketball Competition.

Dear Sir,

I am Sam Sequeira of Berkeley High and I write with reference to my telephone call to you earlier. We are conducting an inter- house basketball competition on 4 July, 2018 from 9 a.m. to 1 p.m. on the Main Basketball Court, Berkeley High Sports Complex. Thank you for having accepted our request to referee the event.

The schedule is as follows

- Ruby vs Emerald Match 1
- Sapphire vs Topaz Match 2
- The Battle – For third place – Match 3
- The Grand Finale – The Final Match

We will arrange to pick you up by 8.15 a.m. from your residence and you will be dropped back after the Basketball Competition.

We look forward to seeing you at Berkeley High.

Thanking you,

Yours faithfully,

Sam Sequeira
Games Captain
Berkeley High

<p>Question 3</p> <p>(a) Your school is organizing a charity drive for the underprivileged children of the nearby locality. Write out a notice to be put up in your school informing students about the event and inviting them to participate in the charity drive.</p>	<p>[5]</p>
<p>SPECIMEN ANSWER:</p> <p>GIVE TILL IT HURTS!</p> <p>(Charity Drive for the Underprivileged Children of our locality)</p> <p>Date: Friday, 3rd August, 2018</p> <p>Time: 8 a.m to 11 a.m</p> <p>Venue: The Assembly Area, SMJ School</p> <p>All the students from class 5 to 10 kindly contribute to make the charity drive a success. Used text books, unused notebooks, stationery, blazers, sweaters or shoes that are in good condition may be handed over to your class Prefect.</p> <p>Be as generous as possible. Give Till It Hurts!</p>	

<p>(b) Write an e-mail to the Principal of a neighbouring school requesting him/her to allow the student of his / her school to participate in the event.</p>	<p>[5]</p>
<p>SPECIMEN ANSWER:</p> <p>To:principal@stjoseph.org Subject: Invitation to participate in the charity drive- 'Give Till It Hurts!'.</p> <p>Dear Sir,</p> <p>I am Prabha Mukund, Secretary of the Student Council, SJM School. We are hosting a Charity Drive called 'Give Till It Hurts!' on Friday, 3rd August, 2018, for the Underprivileged children of our locality. This will be conducted from 8 a.m. to 11 a.m. at the Assembly Area, in the Main Building of our school.</p> <p>We request you to motivate the students of your school to donate their used text books, unused notebooks, stationery, blazers, sweaters or shoes that are in good condition.</p> <p>Participation from your school will make a huge impact on our student community. Please help us make a difference!</p> <p>Anticipating a positive response from you in accepting our invitation,</p> <p>Yours faithfully, Prabha Mukund Secretary, Student Council</p>	