

Crestfallen  
↳ sad, disappointed

evasive  
↳ to avoid something

## English Language

### \* Vocab improvement

- feast upon: to delight upon something

example → Feast your eyes on all the fresh flowers at the farmers' market.

- Aberration: something that differs from the normal.

example → Poland won the world cup, but the success turned out to be an aberration.

- Abhor: to hate

example → Because he always wound up getting hit in the head when he tried to play cricket, Marcin began to abhor the sport.

- Acquiesce: to ~~say~~ agree without protesting

example → Though Mr. Bass wanted to stay outside and work in his garage, when his wife told him to come home to dinner, he acquiesced to her demands.

- Alacrity: eagerness, speed

example → Chuck loved to help his girlfriend whenever he could, so when his girlfriend asked him to set the table he did so with alacrity.

- Appease: to calm, satisfy

example → When Jenny cries, her mother gives her chocolate to appease her.

- Avarice: excessive greed

example → The banker's avarice led him to amass an enormous personal fortune.

- Brusque: short, abrupt, dismissive

example → Simon's brusque attitude sometimes offends his colleagues.

- Cajole: to urge

example → Serena's friends cajoled her into drinking too much.

- Candor: honesty, frankness

example → We were surprised by the candor of her political speech because she is usually so reserved.

## List of idioms and meanings

1. A hot potato : speak of an issue (mostly current) which many people are talking about and which is usually disputed.
2. Add insult to injury: to further a loss with mockery or indignity; to worsen an unfavourable situation.
3. At the drop of a hat: without any hesitation; instantly.
4. Back to the drawing board: when an attempt fails and it's time to start all over.
5. Barking up the wrong tree: looking in the wrong place. Accusing the wrong person.
6. Beat around the bush: Avoiding the main topic. Not speaking directly about the issue.
7. Best thing since sliced bread: A good idea or plan.
8. Bite off more than you can chew: to take on a task that is way too big.
9. Caught between two stools: When someone finds it difficult to choose between two alternatives.
10. Costs an arm and a leg: when something is very expensive.

11. Cross that bridge when it comes to it: Deal with a problem if and when it becomes necessary, not before.

12. Cry over spilt milk: When you complain about a loss from the past

13. Don't count your chickens before the eggs have hatched: this idiom is used to express "Don't make plans for something that might not happen"

14. Don't put all your eggs in one basket: Do not put your resources in one possibility.

15. Drastic times call for drastic measures: When you're extremely desperate you need to take drastic actions.

16. Every cloud has a silver lining: Be optimistic, even difficult times will lead to better days.

17. Feel a bit under the weather: feeling slightly ill.

18. Hit the nail on the head: Do or say something exactly right.

19. Hit the sack / sheets / hay: to go to bed.

20. Jump on the bandwagon: join a popular trend or activity

21. In the heat of the moment: overwhelmed by what is happening in the moment.
22. It takes two to tango: actions or communications need more than one person.
23. Keep something at bay: keep something away.
24. Kill two birds with one stone: to accomplish two different things at the same time.
25. Last straw: the final problem in a series of problems.
26. Let sleeping dogs lie: do not disturb a situation as it is since it would result in trouble.
27. Miss the boat: it is used to say that someone missed their chance.
28. Not a spark of decency: no manners
29. Off one's rocker: crazy, demented, out of one's mind, in a confused or befuddled state of mind.
30. Put wool over other people's eyes: This means to deceive someone into thinking well of them.

31. See eye to eye: used to say that two (or more people) agree on something.

32. Sit on the fence: used when someone does not want to choose or make a decision.

33. Take with a grain of salt: not to take what someone says too seriously.

34. Taste of your own medicine: something happens to you or is done to you, that you have done to someone else.

35. To hear something straight from the horse's mouth: to hear something from the authoritative source.

36. Whole nine yards: everything. all of it.

37. Wouldn't be caught dead: would never like to do something

38. Your guess is as good as mine: to have no idea, do not know the answer to a question.

39. whole bag of tricks: trying all clever means to achieve something.

40. explore all avenues: trying out every possibility to get a result.

I hope that you find my suggestions helpful that you consider me for the role. Thank you in advance.

Yours truly,  
Zainab Fatima  
XI - C

9.5

27/9/18

even  
I didn't realise that how all of a sudden I began drowning in the ocean of the past. Flashbacks of the torments I had borne began making faces at me. I began wandering down the memory lane. Too nostalgic, yet it was so.

- \* put a damper on our cheerful mood.
- \* I smelt a rat
- \* to sit pretty and not panic
- \* the trophy was lucky enough to get into our hands
- \* put a damper on his ideas
- \* wanted to cry a river but had to fake the expressions to stay put.
- \* tears burst out of my "heart" as if held for years
- \* my heart shattered into a thousand smithereens
- \* Though healed, but those scars were still home to my heart.
- \* Tears dwelled up in her eyes and were as if itching to flow down her tender cheeks but hints off to her faking that signature smile of hers.

## Descriptives

### anger

- \* red in the face
- \* face the color of an over ripe tomato
- \* red as a brick
- \* eyes squinting meanly
- \* eyes locked like they might pop out
- \* fists clenched
- \* hard staring eyes
- \* voice with hard edge
- \* shouting venomously
- \* stomping feet
- \* curt voice
- \* clipped tone
- \* stoney silence / stoney expressions
- \* stormed off
- \* spitting with fury
- \* torrent of rage
- \* face contorted with a venomous outburst
- \* brewing anger like tea in a pot
- \* like a storm out at sea / raging sea of anger
- \* anger boiling up inside like hot lava.
- \* mad as a maggot
- \* hopping mad
- \* spitting rancid saliva with each maliciously punctuated word.
- \* face dark as gathering storm clouds.



Saidransawsad

called

hurried

glimpsed

clowncast

cried

raced

noticed

depressed

responded

scurried

observed

woeful

demanded

dashed

sighted

gloomy

asked

galloped

spotted

miserable

stated

trotted

stared at

sorrowful

shouted

bolted

glanced at

unhappy

whispered

darted

eyed

dejected

remarked

sped

gazed at

forlorn

questioned

jogged

spied

melancholy

replied

sprinted

examined

crestfallen

exclaimed

rushed

watched

mournful

Laughedwalkedlikepretty

snickered

staggered

love

beautiful

giggled

travelled

admire

mesmerizing

roared

trudged

appreciate

lovely

chuckled

strutted

fancy

exquisite

chortled

marched

adore

gorgeous

crowed

hiked

idolize

glamorous

guffawed

shuffled

prefer

stunning

cackled

sauntered

cherish

attractive

howled

lumbered

care for

handsome

tittered

paraded

favor

elegant

hee-hawed

amble

enjoy

striking

bellowed

strolled

treasure

fair

day / date:

good

little

nice

funny

great

teeny

kind

farcial

pleasant

diminutive

benevolent

jocular

marvelous

compact

thoughtful

amusing

delightful

microscopic

gracious

humorous

superior

petite

considerate

witty

wonderful

wee

decent

comical

splendid

small

congenial

hysterical

superb

tiny

agreeable

sidesplitting

grand

minuscule

courteous

hilarious

~~delightful~~

miniature

warm

laughable

terrific

slight

cordial

silly

~~superior~~

minute

humane

nonsensical

amazing

~~wonderful~~

excellent

big

happy

smart

towering

glad

witty

huge

jovial

bright

large

jubilant

quick-witted

great

joyful

knowledgeable

gigantic

thrilled

intelligent

mammoth

cheerful

clever

enormous

merry

ingenious

tremendous

contented

sharp

massive

pleased

bramny

giant

delighted

brilliant

colossal

jolly

gifted

immense

elated

wise

## Words to use instead of "very"

- \* very afraid - fearful
- \* very angry - furious
- \* very annoying - exasperating
- \* very bad - awful
- \* very beautiful - gorgeous
- \* very big - gigantic/massive
- \* very boring - dull
- \* very bright - luminous
- \* very busy - swamped
- \* very calm - serene
- \* very careful - cautious
- \* very cheap - stingy
- \* very clean - spotless
- \* very clear - obvious
- \* very cold - freezing
- \* very colourful - vibrant
- \* very competitive - cutthroat
- \* very complete - comprehensive
- \* very confused - perplexed
- \* very creative - innovative
- \* very crowded - bustling
- \* very dangerous - perilous
- \* very dear - cherished
- \* very deep - profound
- \* very depressed - despondent
- \* very detailed - meticulous
- \* very different - disparate
- \* very difficult - arduous
- \* very dirty - filthy
- \* very dry - arid
- \* very dull - tedious
- \* very easy - effortless
- \* very empty - desolate
- \* very excited - thrilled
- \* very exciting - exhilarating
- \* very expensive - costly
- \* very fancy - lavish
- \* very fat - obese
- \* very friendly - amiable
- \* very frightened - alarmed
- \* very frightening - terrifying
- \* very funny - hilarious
- \* very glad - overjoyed
- \* very good - excellent
- \* very great - terrific
- \* very happy - ecstatic
- \* very hard - difficult
- \* very hard to find - rare
- \* very heavy - leaden
- \* very high - soaring
- \* very hot - sweltering
- \* very huge - colossal
- \* very hungry - starving
- \* very hurt - battered
- \* very important - crucial
- \* very intelligent - brilliant
- \* very interesting - captivating
- \* very large - huge
- \* very lazy - indolent
- \* very little - tiny

- \* very long - extensive
- \* very long-term - enduring
- \* very loose - slack
- \* very mean - cruel
- \* very messy - slovenly
- \* very necessary - essential
- \* very nervous - apprehensive
- \* very nice - kind
- \* very noisy - deafening
- \* very often - frequently
- \* very old - ancient
- \* very old fashioned - archaic
- \* very open - transparent
- \* very painful - excruciating
- \* very pale - ashen
- \* very perfect - flawless
- \* very poor - destitute
- \* very powerful - compelling
- \* very pretty - beautiful
- \* very quick - rapid
- \* very quiet - hushed
- \* very rainy - pouring
- \* very rich - wealthy
- \* very sad - sorrowful
- \* very scared - petrified
- \* very scary - chilling
- \* very serious - grave
- \* very sharp - keen
- \* very shiny - gleaming
- \* very short - brief
- \* very wise - sage
- \* very shy - timid
- \* very simple - basic
- \* very skinny - skeletal
- \* very small - petite
- \* very smart - intelligent
- \* very smelly - pungent
- \* very smooth - sleek
- \* very soft - downy
- \* very sorry - apologetic
- \* very special - exceptional
- \* very strong - forceful
- \* very stupid - idiotic
- \* very sure - certain
- \* very sweet - thoughtful
- \* very talented - gifted
- \* very tall - towering
- \* very tasty - delicious
- \* very thirsty - parched
- \* very tight - constricting
- \* very tiny - minuscule
- \* very tired - exhausted
- \* very ugly - hideous
- \* very unhappy - miserable
- \* very upset - distraught
- \* very warm - hot
- \* very weak - frail
- \* very well-to-do - wealthy
- \* very wet - soaked
- \* very wide - expansive
- \* very willing - eager
- \* very windy - blustery
- \* very worried - distressed

June 2014 Paper 1

Do electronic forms of communication, for example emails and texts, make writing letters unimportant now? What is your opinion? Give examples and reasons to support your view.

In the 21<sup>st</sup> Century, the human "megamind" has been able to discover and invent new and modern ways of communication. Those days of writing letters and sending them through pigeons and mailmen are long gone. The world is in a state of ever changing modes of communication. Ever since writing began, the ways of communication have been evolving. From pens to printing press, from computers to mobile phones and from emails to mobile texts. There has never been a pause in this evolution.

Undoubtedly, the electronic modes of communication such as text messages, internet calls, video conferencing and emails have helped us in many ways. We no longer have to wait for several hours or days to get our message delivered to someone, instead these forms of communication are far more efficient and cheap. Sending letters far away used to take plenty of time and cost a fortune. Lot.

As of now, people are addicted to these electronic devices providing these facilities. Especially teenagers who are able to express themselves on these platforms. They find it beneficial as they get to write and share with "freedom of speech" while having full control of ~~entirely whatever they do~~ everything they do.

~~They~~ <sup>read</sup> ~~were~~ more of emotions than the words.  
Pinned down

~~However~~ <sup>if</sup> we go a decade back, writing letters was of immense significance to the people. ~~They~~ <sup>Letters</sup> could be <sup>very</sup> personal and important to <sup>as</sup> people. They gave a sense of belonging to them. They contained emotions and feelings in every word scribbled on them and people could pour their hearts out in ~~them~~. Emails and texts these days ~~have~~ can never have that significance no matter what.

Letters have been and <sup>are</sup> still ~~are~~ very important when it comes to literature and knowledge. In the past, great personalities like Iqbal and Lincoln wrote exemplary letters which are still read today. This shows how meaningful they still are to some people. Writing letters <sup>hold</sup> ~~are~~ way more meaning to ~~certain~~ people and no matter how much these ways of communication evolve, nothing ~~could~~ take away the importance of writing letters. Excellence

Moreover, at this stage, people are more realistic ~~than~~ ever and prefer to save their time, money and effort which has led to immense reliability of people on the electronic ways of communication. No one cares to <sup>spare</sup> give time to write ~~an~~ a letter and then post it when they have the option to get their message instantly delivered.

Thus, this evolution in communication has led to people seldom writing letters and giving them almost no importance. The new generation prefers efficiency over emotion and meaningfulness. Only a few people still hold letters close to their hearts and continue ~~the~~ writing them.

2013

Topic

Keeping fit

2013 November

In today's modern world and educated world, we often hear about people being getting diagnosed with illnesses and diseases like diabetes and heart problems. Obesity is also an ever growing illness among most people these days. ~~When we hear about this, we come to think why~~

With people being so educated, we expect them to be wise enough to maintain a healthy lifestyle. Unfortunately, that is just a misconception. Adults and children have such hectic routines that it is almost impossible for them to take care of their health.

~~In order to keeping fit,~~ \* adults should <sup>start</sup> ~~begin~~ with relaxing themselves and reducing the amount of stress they ~~let~~ cloud over their brain. Same goes for the students who <sup>experience</sup> ~~let~~ exam anxiety and <sup>let</sup> school burden stress them for weeks.

They don't have a healthy sleeping pattern and usually stay awake all night cramming for the exam next day. This type of routine can lead to great mental health issues and constant headache. The students are to learn how to overcome their exam anxiety and ~~so~~ in order to stay fit. At ~~so~~ such young age, all they need is a good mental and physical health.

When we talk about keeping fit, it does not only involve physical health but also our mental health. So to begin with \*

Moreover, there are many ways to improve your health such as ~~natural~~ taking benefit from the nature itself. Families should go on morning walks every day to inhale

\* Good eating habits <sup>are</sup> very important which is why

the fresh air which will not only please their brain<sup>s</sup> but also benefit their lungs. Walking regularly tones your muscles and makes your legs stronger. Becoming familiar with doing exercise daily is a vital step to get fit. Joining the gym, playing sports and <sup>swimming</sup> can be a lot more beneficial than most people think.

To have a good health ~~it is~~ when you <sup>are</sup> in your old age, it is compulsory to ~~stay~~ stay fit when young.

In order to develop and maintain a healthy lifestyle, \* making green vegetables, plenty of fruits, low fats is a part of your diet is a must. Experts have created a food pyramid which explains ~~how~~ what a healthy person's diet should consist of and by following it, a healthy life awaits ~~for~~ you.

Parents should start drilling the importance of keeping fit and maintaining a healthy lifestyle in their children's brain<sup>s</sup> from a young age so that it is easier for them to develop healthy activities and a proper diet consisting of proteins, calcium, ~~vegeta~~ minerals, fibre and the right amount of carbohydrates. Parents should provide them with snacks like fruits and low fat items.

Schools can play a positive role by making sure the canteens have healthy items and less junk food in them. Making sure that the children and sometimes even adults ~~don't~~ don't spend excessive time watching television ~~or~~ using the computer ~~or~~ a mobile phone is important.

Prompting physical outdoor activities is a major step towards better health.



Remember! "a healthy body harbours a healthy mind."

Man is what he eats.)

~~It is a~~

if we don't stop taking  
food as our medicine, soon  
we would end up taking  
medicine as our food.)

75

Mimi had always lived a miserable life with numerous limitations, <sup>and difficulties.</sup> It was not often that she witnessed days of bliss. When she was eight, her father got paralysed which led to her mother being the only source of income in the house. She stitched clothes at her home and spent all the money she earned on Mimi's education. The family lived on a shoestring but Mimi believed every cloud had a silver lining.

After years of struggle, when <sup>Mimi</sup> she was finally able to stand on her feet and support her family, she applied for a job at one of the most renowned companies <sup>of her city.</sup> <sup>Few days later,</sup> to her utter surprise, she got an email informing her about an interview they had ~~scheduled~~ <sup>reserved</sup> for her. She was beyond happy and peered her eyes upon the mail she had received. She couldn't believe she had gotten a chance to make life better for herself and her

<sup>parents.</sup> <sup>however,</sup> later <sup>to</sup> Mimi's grief, her father fell ill the night before the interview and she knew she couldn't leave him alone depending on her mother in such a bad condition. She wrote an email to the company to <sup>request</sup> ~~ask~~ them to reschedule the interview, explaining the matter to them briefly. To her <sup>bad luck</sup> ~~grief~~, they informed her that rescheduling <sup>(is)</sup> not an option and ~~she has~~ so there was nothing else for it which added insult to her injury.

Now, she was in two minds about it, whether she should hire a caretaker for just a few hours to look after her dad or <sup>skip</sup> ~~miss~~ the interview. After giving it a lot of thought and due to her mother's constant insistence, Mimi decided to go to the interview because she could not <sup>let</sup> ~~lose~~ her only chance at a better life go away.

However, there was another ~~to~~ problem for her. She knew she had to be dressed to the nines to look presentable enough for the interview but unfortunately she had no formal clothes and couldn't afford to buy ones as she did not have a penny to her name. The only decent looking dress she owned was now also falling to bits and she could do nothing about it. Nemi was helpless.

~~To her luck, she found some money~~ <sup>great</sup>

~~Thankfully~~ After stepping on her pride, she hesitantly asked her best friend Sara for some money to rent a formal suit ~~for the~~ from a nearby shop. Thankfully it ~~suit~~ <sup>great</sup> her down managed to suit her down to the ground.

She made it to the interview where she saw men who ~~looked~~ like wore suits so expensive <sup>which</sup> ~~that~~ made her imagine how deep they would be rolling in money. She felt kind of inferior over there but she knew her education was what mattered and in the end it was ~~what counted~~. The only thing that counted and led to her acing the interview with flying colours.

8.5

J. Gore

Ever since Jake was a kid, he had dreamed of buying a car of his own one day. All his friends had ~~owned~~ their own cars though they were usually gifted to them by their parents who were filthy rich and were rolling in money. It was quite the opposite for Jake, he did not have a penny to his name but despite the fact, he worked day and night and finally saved an adequate amount to buy his very first dream car.

The only hurdle between Jake and his car <sup>was</sup> ~~there~~ his parents. They ~~believed~~ <sup>knew</sup> that the car costed an arm and a leg and it wasn't worth spending all the money that he had earned through the constant hardwork, so they opposed the idea. Jake was not satisfied by their logic, so he continued to argue ~~and decided~~ but his parents made it clear to him that ~~it was flat~~ their decision was flat.

Jake tried to reason his dad as he was easily ~~persuaded~~ <sup>persuaded</sup>. He had hoped that once his dad was on his side, ~~it~~ it would be easier to convince his mother. To Jake's grief, his dad bluntly refused to take sides and told him that his argument was of no use as they had already made their mind and dug their heels in.

Being the stubborn boy Jake ~~is~~ was, he refused to sit back and let his parents crush his dream like that, so ~~he began emotional blackmailing~~

\* the real reason behind all their opposition because deep down he knew that the money was not the actual issue.

~~fake~~ = calm ~~fake~~ "a calm"

he decided to act calm and politely ask his parents ~~why they were so firm on their decision because the money reason was obviously not the only one~~. Then to his ~~utter~~ surprise, his parents ~~let out a sigh~~ told him a story of how his father, in his teenage bought a car and went on a trip to the mountains with his friends. Boys being boys decided to take fun on another level by racing their cars on the edge of a ~~steep~~ mountain which had a steep slope. They dived with death and one of his friends lost control of his car and went straight down the edge and nobody ever found his car or the body. This ~~is~~ incident deeply traumatized Jake's dad ~~and~~ and he developed a deep fear of cars ~~in him~~.

~~listening to this and knowing his parents had a good reason, he decided to lay back the~~

Jack felt bad for ~~what his dad~~ and knowing what he had to go through but he tried again to convince him ~~and~~ by explaining ~~it~~ to him how it was a different kettle of fish and it was natural of them to be worried sick for him but he promised to always play it safe and never to risk his neck. 7.5 / 8.5 u good

~~letting out a sigh of defeat and realize~~

Realising how wise and responsible Jake had gotten over the years, Jake's parents, letting out a sigh of defeat, finally agreed to him buying a car and warned him to be careful. Jake was on ~~the seventh~~ <sup>cloud nine</sup> day as he ran like the wind towards his parents to give them a hug and thanked them for allowing him.

## Babysitting gone wrong!

Rosa thought of herself as one of the best babysitters in town, so when her neighbour, Amy, asked her to babysit her ~~twins~~ daughter for the evening, she carelessly agreed without giving it a second thought.

The next day to Rosa's surprise, ~~one of~~ Amy's daughter <sup>was</sup> handicapped, which caused Rosa to panic. She was not good at handling handicaps.

The situation led Rosa to zone out for a moment, imagining all the things she'd go through while babysitting the child she was not at all familiar with.

"Rosa! are you hearing me?" Amy screamed which caused Rosa to finally listen to what Amy was saying.

"Of course, Tam!" Rosa exclaimed, trying to sound reasonable even though she had no idea what Amy had ranted about.

Amy left and Rosa put on some cartoons for the girl and started baking cupcakes for ~~the~~ herself and <sup>to feed</sup> the child. It was an effort to keep herself busy.

After a while the cupcakes were put on a stand to cool as Rosa changed the girl into her night suit and helped her sit in her playing cot. She glazed the cupcakes and brought them, ~~for~~ ready to eat. To her relief, the girl loved the cupcakes and time was <sup>quickly</sup> passing by.

Two hours into babysitting, she felt like the girl was being way too cranky and quite dizzy. She

7 8- 8.5 - 9 9.5  
V. good

decided to give her a bubble bath to make her feel better before putting her to the girl to bed. That's when her eyes widened <sup>as they came in contact with</sup> ~~and she noticed~~ her red skin full of rashes and patches which looked quite similar to ~~some~~ the allergies she had when she ate mushrooms. \*1

~~Rosa began to panic and felt like she was on hot bricks as she started looking around the house for some medicine but there was nothing.~~  
She was caught between two stools as she couldn't decide whether she should take the girl directly to the hospital or call Amy. After a lot of thought, Rosa ~~hesitantly~~ called Amy and tried to sound calm. She asked Amy about the girl's allergies in a casual way and ~~that's~~ ~~hit her~~. that's when it hit her. \*2

\* Rosa's body went numb as it hit her like a train that she had turned a deaf ear to Amy when she was supposedly ranting. ~~She knew it must be an allergy so she called Amy.~~

\* To her grief, one of the things that the girl was allergic to was flour that she had used in the cupcakes.

Rosa began ~~panicking~~ to panic and felt like a cat on hot bricks as she started looking around the house for medicines. In a matter of time, the house was at sixes and sevens as Rosa rushed here and there with <sup>the</sup> girl in her arms crying at the top of her lungs. Rosa turned almost everything upside down around the house. Rosa knew she was in hot water so the only solution that came to her mind was to rush to the hospital nearby, rather than <sup>to</sup> take a risk with a baby's health.

~~She~~ Rosa now knew that she had ~~taken a bite~~ bitten off more than she could chew. ~~and~~ At the hospital, she tried to lie low in order to keep the entire neighbourhood from knowing what had just happened. She knew she had to make this right as she couldn't afford being in the bad books of Army, ~~the town's~~ who was also the town's sheriff.

To Rosa's relief, the doctors gave her a green signal to take the twins and she was all in. Amy reached the house three hours later and thankfully Rosa had enough time to get everything back to normal. Amy didn't notice anything and thanked Rosa for the effort.

Rosa said her goodbyes in a hurry and made her-self scarce as soon as she knew the coast was clear. This taught her a lesson to be extra careful and attentive when it came to taking a big responsibility of someone else's children.



# Report Writing

Only if  
instructions not  
given

To: [Name of Recipient]

[Position/ Title]

From: [Name of Writer]

[Position/ Title/ Class]

[Date]

[Title]: Underline the title

<http://f2fshahrukh.blogspot.com/2017/02/formats-for-directed-writing.html>

Introduction

Body (Three content points)

Make three Paragraphs

Conclusion: Provide a clear conclusion and finish off strongly

[Signature]

# Account

Heading (optional)

Introduction

Body (Three content points)

Make three Paragraphs

Conclusion

Written by,

Name

Date

# Formats for Directed Writing

## Formal Letter

Dear \_\_\_\_\_,

Subject:

Introduction

Body (Three content points)

Make three Paragraphs

Conclusion

Yours truly,

Sign

Full Name

## Informal Letter

Dear \_\_\_\_\_,

Introduction

Body (Three content points)

Make three Paragraphs

Conclusion

Yours truly,

Name

# Speech

Dear Friends/ teachers/ classmates,

Good morning/ evening

Introduction

Body (Three content points)

Make three Paragraphs

Conclusion

# Newspaper Report

Headline

By Line (Name of writer)

Dateline( City, Date:)

E.g. Karachi, 28<sup>th</sup> March: Introduction

Body (Three content points)

Make three Paragraphs

Conclusion

---

If you are asked to end properly, then end like this:

Written by,

Sign

Date

# Newspaper Article

Headline

By Line (Name of writer)

Introduction

Body (Three content points)

Make three Paragraphs

Conclusion

---

If you are asked to end properly, then end like this:

Written by,

Sign

Full name

Date