

GURU GOBIND SINGH PUBLIC SCHOOL, CHAS

e-content & Assignment, May, Week-3

Class XII

English

POSTERS

What is a poster? Posters are placards displayed in a public place announcing our advertising subduing. In short, posters are notices, advertisements and invitations- all in one.

Purpose: The purpose of designing a poster is either to create social awareness about issues related to current problems and needs, or to advertise, or to extend public invitations and or display information.

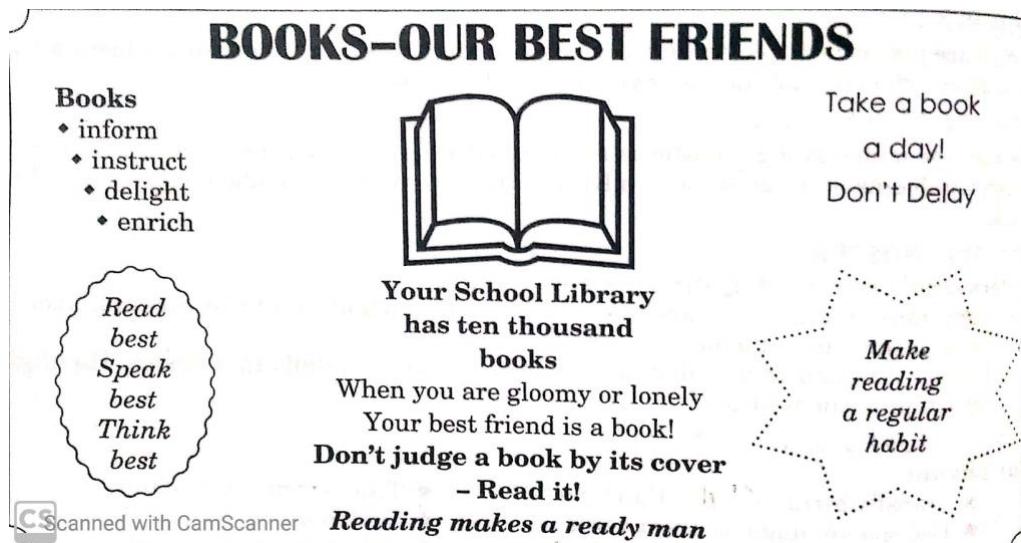
Main features:

- Layout- always inside a box, visually appealing/eye catching, suggestive title, use of slogans, jingle or short verse, sketch or simple drawings, different fonts and sizes of alphabets, proper spacing.(Marks-1)
- Contents- Theme/Subject, description of details like time, date, venue,etc and name of issuing authority.(Marks-2)
- Expression- phrases, slogans, creativity of content and design, organisation and sequencing, word limit less than 50 words. (Marks- 1)

Type 1: Educational

Sample Question 1-design a poster in not more than 50 words for your school library on the value of books and good reading habits. You may use slogans.

Answer-



Sample Question 2- As the manager of 'Excellent Coaching Centre' run by you, prepare a poster calling the attention of students desirous of attending IIT, CPMT coaching to join coaching centre.

Answer-

Excellent results! Sure Success!!

EXCELLENT COACHING CENTRE
D-24, Baird Road, Delhi
announces
Commencement of Fresh Batch
for
IIT CPMT & OTHER COMPETITIVE EXAMS
Registration begins May 15, 20XX. Enrol Early

Special Features

- Specialist faculty Excellent study material
- Personal attention Reasonable fees
- Periodic tests & assessments

OUR TEN STUDENTS TOPPED IN
IIT/CPMT/GMAT
Limited Seats

Contact: Dr A.N. Bose, Director
Phone: 25743256

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Type 2: Cultural & Sports

Sample Question 3- As the cultural secretary of Lion's International Public School, Gurgaon, design a poster to announce the staging of a play in your school.

Answer-

Dramatic Club
RYAN'S INTERNATIONAL SCHOOL, GURGAON
proudly presents

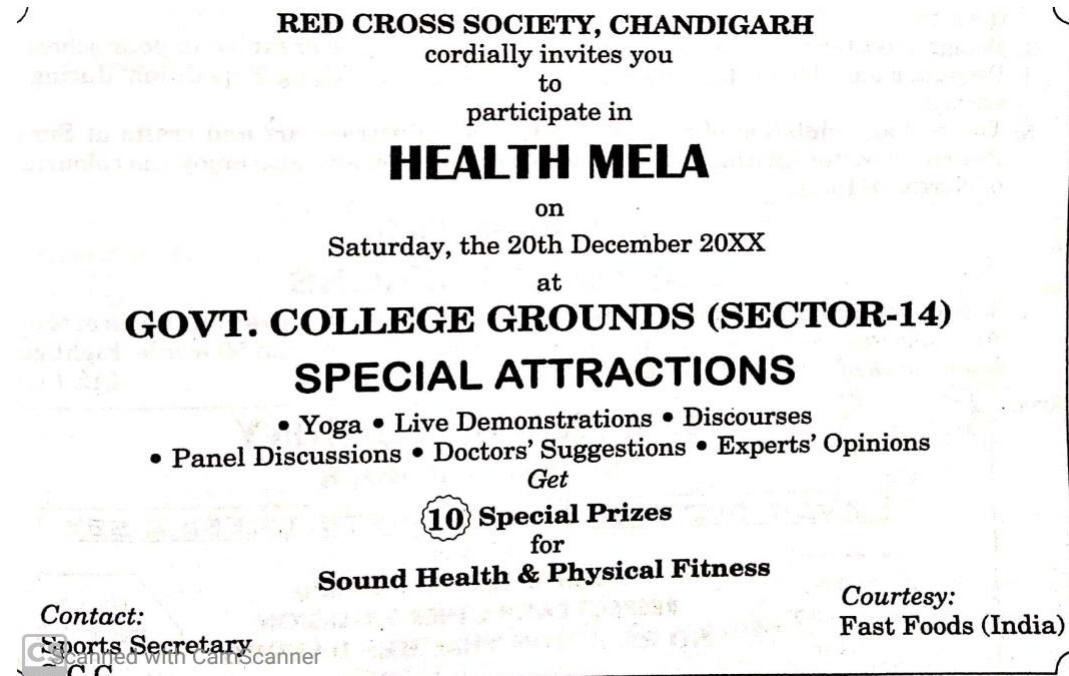
THE NEVER NEVER NEST
a hilarious comedy
by
CEDRIC MOUNT
for the benefit of Spastic Society of India
on
SATURDAY, THE 4TH OCTOBER; 20XX
at 6 p.m. sharp
SCHOOL AUDITORIUM
Entry: Donor Tickets of ` 100 each
COME, ENJOY & HELP A NOBLE CAUSE

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Cultural Secretary: RISG

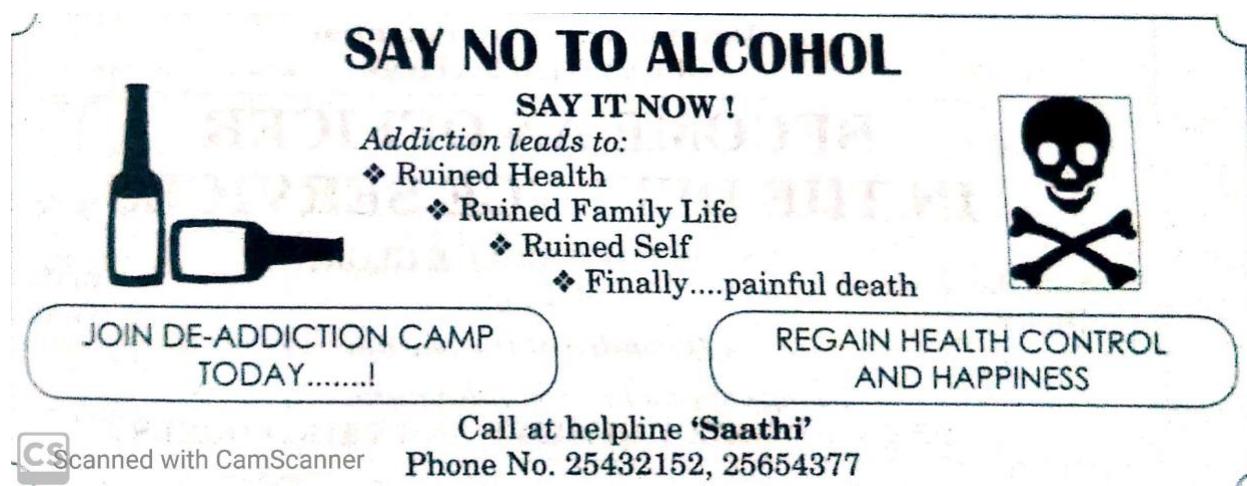
Sample Question 4- Design a poster for promoting good health through 'Health Mela' in not more than 50 words.

Answer-



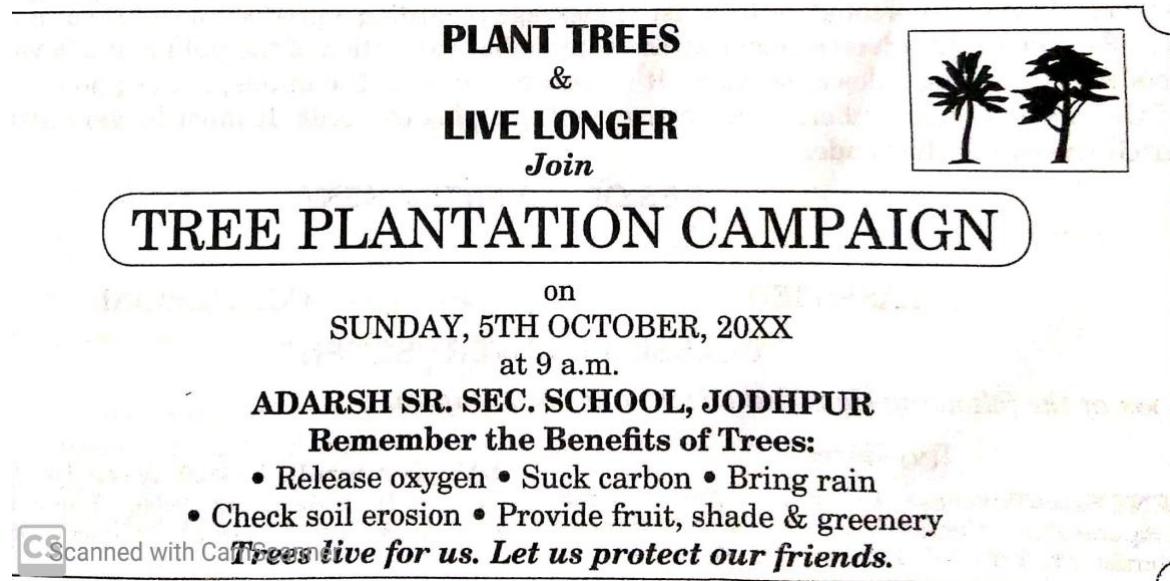
Type 3: General/ Social Awareness

Sample Question 5- Prepare a poster advising people not to take alcoholic drinks illustrating the dangers of consuming alcohol your illustration should be confirm it with the theme provided to you.



Sample Question 6: Design a poster to launch a 'Tree Plantation Campaign' in the area surrounding your school.

Answer-



NOTICE WRITING

What is a notice? A notice is a printed or written information, news or announcement. It may be a formal announcement of public importance or can also be targeted information meant for a definite group. A notice can be about a meeting, an event, an excursion/trip, lost and found, change of address etc.

Purpose: Notices are very effective means of conveying information to a section or group of people in a very short period of time. It is always written in simple and formal language. It is clear, compact and to the point.

Display: It is meant to be displayed on school/college notice boards, newspapers/magazines and public notice boards.

Main Characteristics:

- **Format-** Includes the word name of the institution, 'NOTICE', date, heading, writer's name and designation. (Marks-1)
- **Content-** What? When? Where? How? (Marks-2)
- **Expression-** Overall organisation and relevance of content, grammatical accuracy. (Marks-1)

Type 1: Cultural/ Academic/ Sports for School/College Notice Boards

Sample Question 1: You are Rahul/ Rashmi. As president of the literary club of your school you have organised an inter school debate competition on the occasion of the Silver Jubilee celebrations of your school. Write a notice in about 50 words, informing the students of your school about the competition.

Answer-

Literary Club
ST. THOMAS PUBLIC SCHOOL, LUCKNOW

5 Dec. 20XX

NOTICE

INTER-HOUSE COMPETITIONS

The Literary Club is organising an inter-school debate competition on the occasion of the Silver Jubilee celebrations as per details given below:

Date : 18 Dec. 20XX **Time** : 11 a.m. onwards
Venue : Saraswati Auditorium
Topic : "Nuclear Armament is India's best defence against cross-border terrorism"

Last date for receipt of names : 10 Dec. upto 4.30 p.m. in the Activities Room.

Rahul/Rashmi
President with CamScanner

Type 2: Event/Function/Ceremony related for school/ college notice boards

Sample Question 2- You are Pravin/ Prabha. As the secretary, Science Club of your school write a notice informing students about an Inter School Science Exhibition and encouraging them to participate in it.

Answer-

Science Club
GOENKA PUBLIC SCHOOL, NEW DELHI

15 July 20XX

NOTICE

Bright, enterprising and intelligent science students are invited to participate in the Inter-School Science Exhibition to be held in Sophia School next month.
Submit your charts, models, projects by 30th July. Appear before screening committee on 5 Aug. 20XX at 11 a.m. in the Activities Room.

Praveen / Prabha
Secretary
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Type 3: Trip/Excursion/Picnic related

Sample Question 3- You are Sanjay/Sangeeta. As president of the Excursion Club you have organised an excursion to Kathmandu,Nepal during the summer vacation for the senior students of your school. Write a notice in about 50 words informing the students about the proposed excursion.

Answer-

Excursion Club
K.M. MEMORIAL SCHOOL, BHIWANI

10 April 20XX

NOTICE

EXCURSION

All students of Class XI and XII are invited to join an excursion to Kathmandu (Nepal).

<i>Date of Departure</i>	:	22nd Dec	<i>Duration</i>	:	a fortnight
<i>Dates</i>	:	15 May to 29 May	<i>Expenses</i>	:	₹ 5000 per person
<i>Itinerary</i>	:	Available with the undersigned			

Those interested may contact the undersigned before 17th April.

Sanjay/Sangeeta
President
Excursion Club

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Type 4: Sports/NCC/Camp related

Sample Question 4- Your school is holding a summer camp for training students in Hockey and Basketball. Write a notice for the school notice board of Anand Prakash Vidyalaya, Allahabad. You are the sports secretary of the school.

Answer-

ANAND PRAKASH VIDYALAYA, ALLAHABAD

15 April 20XX

NOTICE

SPORTS - SUMMER CAMP

Sport-lovers will be pleased to learn that our school is organising a summer camp for training students in Hockey and Basketball.

<i>Duration</i>	:	10 days – 15 May to 25 May
<i>Time</i>	:	8 to 10 a.m. & 5 p.m. to 7 p.m.
<i>Venue</i>	:	Jawahar Lal Nehru Stadium
<i>Eligibility</i>	:	Students of IX to XII only.

Those interested in taking benefit of the facility should give their names to the undersigned latest by 30 April 20XX.

Hrishit Pandey
Sports Secretary

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Type 5: Lost and Found

Sample Question 5- Saurabh Shukla, a student of class XII, has lost his calculator somewhere in the school premises. Write a short notice for the school notice board requesting the finder to return it to him. Saurabh is a student of Jain Model School, Surat.

Answer-

JAIN MODEL SCHOOL, SURAT
15 Oct. 20XX
NOTICE
LOST! LOST! LOST!
Lost a Sharp-VM Calculator in the school premises during recess today. My initials SS are engraved on its black back. The finder is requested to return the same to the undersigned. A treat is promised.
<i>Saurabh Shukla</i>
Scanned with CamScanner
B - Roll No. 67

Type 6: Public Notices

Sample Question 6- You are Rakesh/Rakhi, secretary of L.M.Resident's Welfare Society, Green Park Extension, Kolkata. Write a notice requesting the members of the Society to attend a meeting to discuss the problem of security of the members of your society.

Answer-

L.M. RESIDENTS' WELFARE SOCIETY
Green Park Extension, Kolkata
NOTICE
5 Oct. 20XX
A meeting of the members will be held to discuss the problem of security of the members of the Society.
<i>Date</i> : 10 December 20XX
<i>Venue</i> : Community Centre
All the members are requested to attend the meeting and give their considered opinion/ valuable suggestions.
<i>Rakesh/Rakhi</i>
Secretary
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L.M.R.W.S

Type 7: Academic Notices

Sample Question 7- You are the Principal, Marigold Public School, Guna, MP. Your school is introducing vocational courses for classes XI & XII for the first time. Draft an 'Admission Notice' for publication in a newspaper.

Answer-

ADMISSION NOTICE
MARIGOLD PUBLIC SCHOOL, GUNA (M.P.)

The school has decided to introduce vocational courses in classes XI and XII from the new session starting *w.e.f.* 15 July, 20XX. Since the number of seats in each course is limited (20 each only) only those getting 60% or more marks in X need apply. An Entrance Test will be held on 5 July 20XX at 9 a.m. in the school. Prospectus can be had from the school office on the working days on payment of Rupees Twenty.

Principal
Marigold Public School
Guna (M.P.)

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Type 8: Obituaries

Sample Question 8- You are Rakesh Talwar. Your grandfather expired on 1st November 20XX. Write a notice for publication in newspaper giving information about Chautha and Uthala ceremony.

Answer-

CHAUTHA/UTHALA

With profound grief, we regret to inform the untimely sad demise of our beloved
BALDEV KUMAR TALWAR
on Friday, 1st November 20XX

Chautha and Uthala will be held on Saturday, 2nd Nov, 20XX from 4 p.m. to 5 p.m. at L-19/14, DLF City, Phase-II, Gurgaon.

In Grief:

Prabha Talwar	Smt. Lila Tuli, Shri Raj Talwar, Rakesh & Indu Talwar,
Atul & Anju Talwar	Rahul & Kavita Trehan, Trilok & Kamlesh Rawal
Rohit & Abha Bhandari	Ashok Rawal
And all family members and well-wishers.	

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- Note- In place of Chautha and Uthala ceremony, it could be funeral ceremony also.

ASSIGNMENT

1. Write out a poster announcing on-the-spot poster making contest. Invent all the necessary details.
2. Prepare a suitable poster announcing a 'Hiking & Trekking Expedition' organised by your school during summer vacation.
3. Delhi and surrounding areas are facing acute shortage of water. Prepare a poster advising people to save water and adopt rain water harvesting.
4. You are Kamal/Komal, the cultural secretary of your school. Your school has decided to organise a cultural program to raise funds for the victims of Orissa super cyclone. Write a notice for the same giving the necessary details to your schoolmates and asking for participation.
5. The Students' Council of your school has organised an excursion to Goa for the students of Class XI and XII during Summer Vacation. As president of the Council, write a notice in not more than 50 words telling the students about this excursion and inviting their names for joining it.
6. Under the 'Each One Teach One' programme, your school has decided to adopt a nearby village slum. As the social service group leader of your school write a notice motivating student volunteers to participate in the campaign. You are Vibha/Varun of Springdale School, Rohtak.
7. You are Pooja, a student of class 12 of Sarojini Model School, Hyderabad. You have lost your project file in the school canteen during recess. Write a notice for the school notice board giving details of the file and its contents.
8. As the chief librarian of Littlewoods Library Centre, put up a notice informing members about the change in winter timings effective from 1st October 2019 to 1st April 2020. The timings have changed from 7 a.m.- 9:00 a.m.(mornings) and 6:00 p.m.- 8:00 p.m.(evenings) to 8:00 a.m. to 10:00 a.m.(mornings) and 5:00 p.m.-7:00 p.m.(evenings).

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