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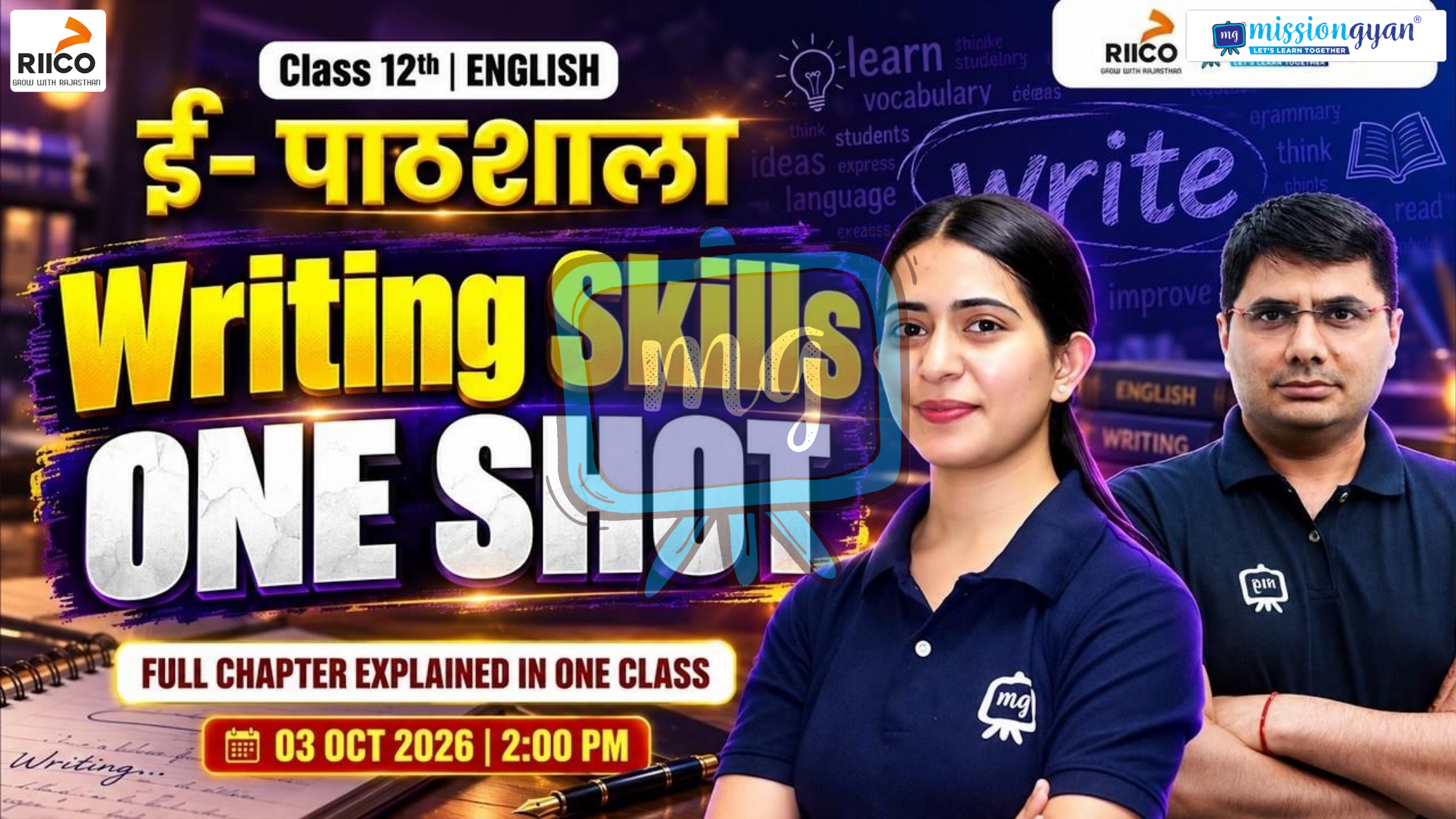
Class 12th | ENGLISH

ई- पाठशाला

Writing Skills ONE SHOT

FULL CHAPTER EXPLAINED IN ONE CLASS

03 OCT 2026 | 2:00 PM



Spelling

Sender's Add.

Date: 03/10/26 ✗
03-10-26 ✗
03 Oct 2026 ✗
03 October 2026 ✓

Receiver's Add.

Subject: (brief/to the point) (not more than a line) (max. 6 to 9 words)

Salutation (Dear Respected* Sir/Madam)

Body of the letter
- Introduction
- Main points (details)
- Conclude

Closing Remarks (Yours faithfully, Name/Sign, Designation)



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box ★★★

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Notice Writing

Format

Brief / precise
Short sentences
to the point

Name of the Organization
NOTICE (Capital)

Date

Heading

This is to inform all the students
This notice is to inform . . . . . .

Content

Ramesh Kumar
Sports department

Notice board

- Occassion
- Event
- Lost & Found

→ Event name, Venue, date, time, Who can participate, Whom to Contact

Report Writing

Heading (A Road Accident)

OR [Reported by Ramesh
by Ramesh

Date: 03 October 2026

