

Revision of Writing Skills ONE SHOT

COMPLETE GRAMMAR IN ONE CLASS

 **07 OCT 2026 | 2:00 PM**



Essays
Letters
Reports
Articles
Comprehension



Writing

- ☒ Imagine
- ☒ Plan
- ☒ Write
- ☒ Improve

ideas
structure
vocabulary
grammar
expression



Report Writing



Syllabus



CLASS-12 | ENGLISH

GRAMMAR

ARTICLE

ARPITA SHARMA

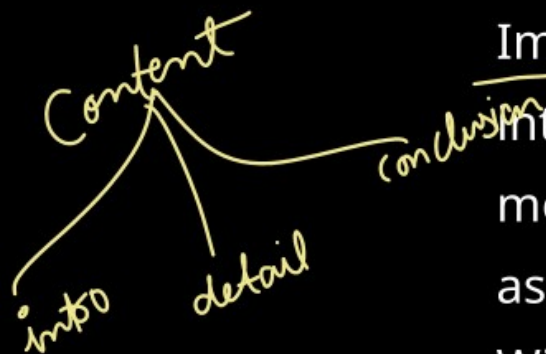
**Q. You are Rohit/Ritu. Write an article
on the topic 'A Modern World
Without Technology' for a magazine.**



Heading (max 6 words)

A Modern World Without Technology

By Rohit/Ritu



Imagine waking up one morning to find no smartphones, no internet, no electricity, and no vehicles. What would happen? A modern world without technology is almost unimaginable today, as technology has become the backbone of our daily lives. Without technology, our lives would slow down drastically. Communication would rely once again on letters and face-to-face conversations. Education would shift back to traditional blackboards and physical libraries, while businesses would depend entirely on paperwork and manual labor. While this sounds difficult, it would also have major positive impacts.

I - /we /you X
He /she

People would spend more time outdoors, family bonds would strengthen without the distraction of screens, and physical health would improve.

In conclusion, technology has made our lives faster and easier, but a world without it teaches us the value of nature, human connection, and self-reliance. We must use technology wisely without becoming completely dependent on it.

**Q. You are Priya/Rahul. Write an article
on the topic 'Women Empowerment'.**



Women Empowerment

The Path to National Progress

By Priya/Rahul

introduction

Women empowerment means giving women equal rights, freedom, education, and opportunities to make their own choices. Swami Vivekananda rightly said, "There is no chance for the welfare of the world unless the condition of women is improved."

Detail

In today's world, women are breaking barriers and excelling in every field, from space science and politics to sports and business. However, issues like gender inequality, domestic violence, and lack of education still exist in many parts of society.

Empowering women is not just a social concern; it is an economic necessity. When a woman is educated, an entire family and generation are uplifted.

Conclusion

To achieve true empowerment, society must change its orthodox mindset. Girls should be provided with equal educational opportunities, and safety must be ensured everywhere. A nation can truly progress only when its women stand shoulder to shoulder with men in nation-building.

CLASS-12 | ENGLISH

GRAMMAR

NOTICE WRITING

ARPITA SHARMA

present
tense

Date:



Content Date, Venue, time, who can participate
Photo content

Whom to contact

Name

In schools and offices these notices are put-up
on notice-boards to inform about meetings,
events, orders, circulars, invitations, tours etc.



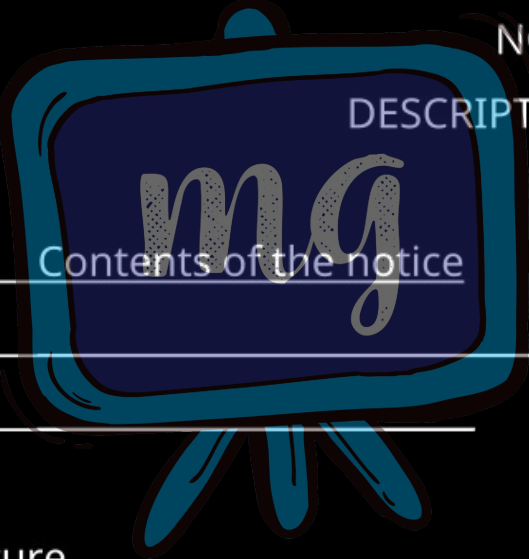
FORMAT OF NOTICE

NAME OF THE ORGANIZATION, NAME OF PLACE

Date : _____

NOTICE

DESCRIPTIVE HEADING


Contents of the notice

Signature

Name

Designation

Q. You are Suman/Surendra studying in
Govt. Sr. Sec. School, Pratap Nagar,
Alwar. Your school is organising a Blood
Donation Camp in your locality. Draft a
notice in not more than 50 words
informing the students of Class XII.



Govt. Sr. sec. school, Pratap Nagar, Alwar ✓

07 October 2026

NOTICE

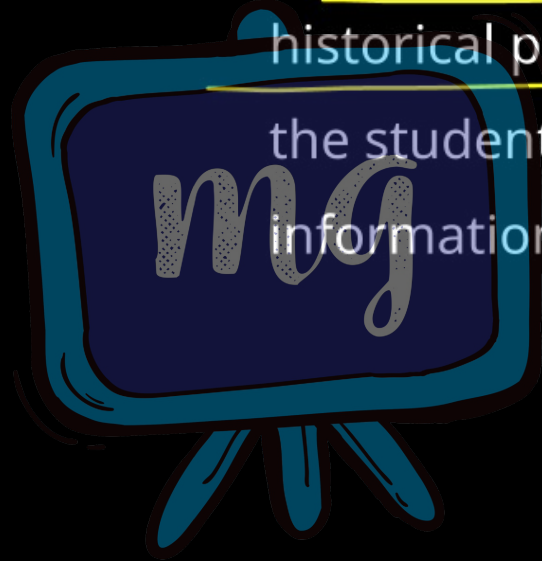
Blood Donation Camp

The students of Class XII are informed that our school is organising a blood donation camp in our locality 'The Central Hall', Pratap Nagar on Sunday, the 26 October 2026 between 11 am to 5 pm. It is also a social service. Students who are willing can give their names to the undersigned before 21st October 2026.

✓ Suman/Surendra
Secretary
Student Union

Countersigned by
Mool Shankar Acharya
Principal

Q. You school is going to organize a
summer vacation tour. It will cover
historical places. Prepare a notice for
the students giving them necessary
information about the tour.



Box ★
★ ★

Govt. Sr. sec. school, Ashok Nagar, Bikaner

07 October 2026

NOTICE

SUMMER VACATION TOUR

Our School is organising a tour to almost all historical places of Rajasthan including Chittorgarh, Jaisalmar, Jodhpur, Udaipur during the forthcoming summer vacation. The seven days trip (10th to 17th November) will cost each student nearly Rs. 5,500/-. Those who are interested may contact the undersigned with parent's written permission before 5th November.

Anju Khanna
Principal

formal
informal

Decline
Accept



CLASS-12 | ENGLISH

GRAMMAR

INVITATION

ARPITA SHARMA

INTRODUCTION

- ❖ It is like short informal letters. In letters we add acceptance or decline of the informal invitation.

- ❖ Kinds of informal replies



1. Informal Reply for Accepting the Invitation

Sender's Add:

B-34

Bapu Nagar

Jaipur

07 October 2026

Date

Dear Kamala

Salutation

I shall be pleased to be with you to congratulate you on the auspicious occasion of your birthday with my wife and two children on 08 October 2026. Thanks for the kind invitation.

With best wishes

Yours sincerely

Hari Kishan

2. Informal Reply Declining/Refusing the Invitation

Sender's

B-34

Bapu Nagar

Jaipur

→ 07 October 2026

Dear Kamala

Salutation

I thank you very much for the kind invitation. Owing to a previous engagement, I shall be unable to be with you. I congratulate you heartily on your ground success in the competitive Exam.

With best wishes

Yours Sincerely

Hari Kishan

Accepting and Declining Invitations

FORMAL REPLIES

- ❖ A formal reply is in the answer of informal invitation.
- ❖ It is written as it is clear to host that you are coming in the function or not .
- ❖ Formal Reply is written in the third person [
He/She/It/They/any name/names]
- ❖ Reply is given by person or family, so no
formal cards printing is necessary.

Third Person ✓
Name - starting
Signature X
Name +
closing remarks X

→ clear answer ✓
→ reason ✓
(if declining)

❖ It is written clearly in the Reply that it is
Accepting or declining invitation.

❖ If it is declining invitation than reason is also
necessary. कारण

❖ There is no signature & name in the last.

❖ Writer mention his or her name in the main
part of the Formal reply.

Declining the Formal Invitation

Q. You are Sarita/Vinod. You have received an invitation from your friend Rishi/Divya to join his/her birthday party. But as you have an urgent work so you are unable to attend it. Write an formal reply to decline the invitation.



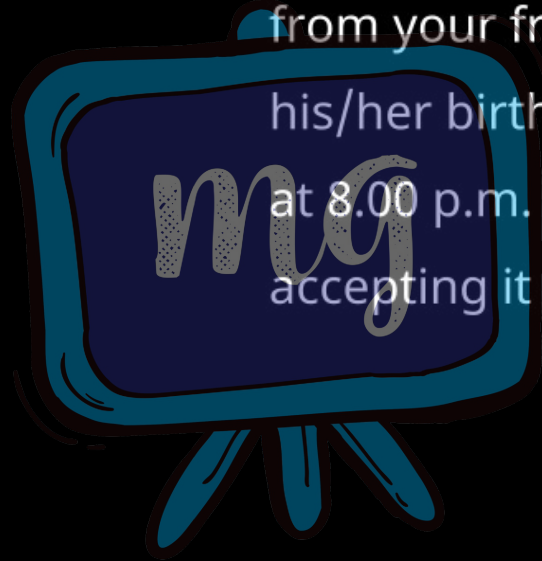
Answer :

he/she
his/her

Mrs. Sarita/~~Mr. Vinod~~ thanks Mr. Rishi/~~Mrs. Divya~~ for their kind invitation to attend his/~~her~~ birthday on 07th October 2026 at 8.00 p.m. but regrets his/her inability to attend due to prior meetings.
He/She conveys good wishes for his/~~her~~ birthday.

Accepting the Formal Invitation

- Q. You are Arun/Aruna. You have been invited from your friend, Seema/Mahendra to join his/her birthday party on 8th October 2026 at 8.00 p.m. Respond to the invitation accepting it formally.



Answer:

Mr. Arun/Miss. Aruna thanks to Mr. Mahendra/Mrs. Seema for his kind invitation to attend his/her birthday party on 8th October 2026 at 8 p.m.
He has great pleasure in accepting the invitation.



CLASS-12 | ENGLISH

GRAMMAR

LETTER WRITING

ARPITA SHARMA

Q. Write a letter to your younger brother advising him
to play games and take physical exercise.



Adharsh Nagar
Jaipur
→ 07 October 2026

→ My dear Ashu
I received your letter yesterday. I was very glad to know that you got 85% marks in class 10th. But I am much worried about your health. You should always remember that sound mind lies in sound body. Therefore; I advise you to pay attention to your health. Besides, taking light exercise, you should always go for a morning walk. You can play games in the evening. You should take milk and fruits in diet. I am sure these things will improve your health a lot. You should work hard but not at the cost of health.

Closing
signature

Your loving brother.
Manish

Q. Write an application to the Principal of your school
requesting him to arrange extra classes in English.



[Balaji vihar
Jaipur
→ 07 October 2026

Receiver's
Add

[The Principal
S.N. Senior Secondary School
Jaipur

Subject: Request to arrange extra classes in English
Sir,

With due respect, I, the monitor of class 10th, would like to draw your kind attention towards the poor teaching of my class in English Though the month of January, is going on yet, due to the long leave of English teacher, our course has not been finished so far.

It is known to everybody that the students of this class are very poor in English. It is feared that most of the students will not be able to get through the examination unless some remedial step is taken.

Therefore, you are requested to make arrangements for extra classes in English and oblige us.

Thanking you

Yours obediently

Sunita

Resume /
Personal Information
↳ qualification (yes/no/experience)
↳ Courses / degrees,
↳ Experience / Where

Name, age, city, contact number,
email id

CLASS-12 | ENGLISH

GRAMMAR

JOB APPLICATION

ARPITA SHARMA

EDUCATION:

PGDPM & IR & IR_XLRI,JAMSHEDPUR	2020	5.67/8.00
B.Sc NDA, Khadakvasla, Pune	2022	3.00/10.00
PRE DEGREE Sc. Fergusson College, Pune	2024	64%
SSCE (11th) Loyola High School. Pune	2026	71%
LANGUAGES : Hindi, Marathi, Bengali, German, Russian.		

Resume box ✓