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Class 12 English

Writing Skills: Article, Report & Notice

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Article & Speech Writing

- Article: catchy title, introduction, body with points, conclusion.
- Write in a formal, engaging tone with clear paragraphs.
- Speech: greeting, introduction, main content, memorable closing.
- Support ideas with facts and examples.

Report & Notice Writing

- Report: heading, byline, opening, account of the event, conclusion.
- Keep reports factual, objective and in the past tense.
- Notice: box format, issuing authority, date, subject and details.
- Be concise and include all key information (what, when, where).

Letters & Invitations

- Formal letters follow a fixed format – address, date, subject, body.
- Business and job application letters must be precise.
- Formal invitations use the third person.
- Always proofread for grammar and clarity.

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