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Class 12 English

Writing Skills & Formats

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Formal Writing

- Formal letter: sender address, date, receiver, subject, body, closing.
- Notice: box it, add heading, date, and the writer's name and post.
- Report writing: headline, by-line, and the who/what/when/where/why.
- Keep formal writing concise, clear and to the point.

Note-Making & Summary

- Use a title, headings, sub-points and recognised abbreviations.
- Write a summary of about one-third the passage length.
- Include only the main ideas, not examples.
- Provide a key to any abbreviations used.

Scoring Tips

- Follow the exact format - format itself carries marks.
- Watch your word limit for each question.
- Use correct tenses and clear paragraphs.
- Proofread for grammar and spelling before submitting.

Want the full English Writing Skills PDF with samples?

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