

## ICSE ENGLISH LANGUAGE (ENGLISH PAPER – 1)

### SUGGESTED GUIDELINES FOR NOTICE AND EMAIL WRITING FOR ICSE 2019 ONWARDS

It is recommended that both the *notice and email* parts be taught as one unit, as the theme is common to both. It is only the target audience that is different, e.g. the Notice is for the pupils of the school, whereas the *email* is meant for the Principal of a neighbouring school.

e.g. Your school is hosting an inter school Debate Competition. Draft a *notice* for the school Notice Board giving all relevant details of the event.

Write an *email* to the Principal of a neighbouring school requesting him/her to send a team to participate in the debate.

#### NOTICE

Heading:	Must be appropriate to the event (Not <i>Notice</i> )	1 mark
Date:		½ mark
Time:		½ mark
Venue:	(Hall/Auditorium + Location) e.g. Sandra Hall; St Lawrence School	½ + ½ mark
Name of event:	War with Words (Inter-School Debate)	1 mark
For Whom? Details of Target Audience, invitees etc.		1 mark
e.g. All pupils from Class 8 to 10 are eligible to participate.		

#### E MAIL

Format:		
To:	(A complete plausible e mail id e.g. <a href="mailto:bluebellschool@gmail.org">bluebellschool@gmail.org</a> )	½ mark
Subject:	(must be appropriate to given topic)	½ mark
Salutation:		½ mark
Opening and Closing sentence:		½ + ½ mark
Subscription:		½ mark
Expression:		2 marks

The Tone must be formal.

The message is to be conveyed using clear and simple language.

An email is no excuse for shoddy expressions, short forms or SMS vocabulary and spelling.

Traditional rules for punctuation is to be maintained. (Judicious use of Capital Letters).

All communication must follow the standard norms of etiquette.