

Part: 4

Class: XII

Subject: English

1. You are Prem/Parul, 16, TT Nagar, Bhopal. You would like to apply for the post of the marketing Manager in a reputable firm in Mumbai. Write a letter to the public Relation Officer, Chaitanya Enterprises, Mumbai, applying for the job. Write the letter in 125-150 words giving your biodata.
2. Sunshine Public School, Pune, requires two sports coaches (One male and one female). Each shool be a degree holder in Physical Education as well as an SAI certified coach in athletics. You have been their advertisement and you know that you have these qualifications. Write an application in 120-150 words along with your resume. You are Praveen/Praveena, M-114, Najafgarh, Delhi.
3. You are Ram/Rajani, a nutritionist. You have been invited to speak on 'Healthy Food'. Prepare a speech in 150- 200 words pointing out how healthy food contributes to physical and mental well-being.
4. You are Manju/Manjeet, Head Boy/Girl of Kendriya Vidyalaya,Kanpur. You have seen some students of junior classes littering the school compound and verandahs with Tiffin leftovers. It makes the school look unclean and untidy. Write a speech to be delivered in the morning assembly, advising such students to keep the school neat and clean.