

For Maharashtra State Board Class 12 English, the Writing Skills section is important for scoring marks. It mainly tests your ability to write different types of practical and creative texts.

Class 12 Maharashtra Board English – Writing Skills

1. Expansion of Ideas

- Expand a proverb, quotation, or thought.
- Example: *“Where there is a will, there is a way.”*

2. Blog Writing

- Write a blog on a given topic.
- Includes a suitable title, introduction, main content, and conclusion.

3. E-mail Writing

- Formal and informal e-mails.
- Proper subject, salutation, body, and closing.

4. Interview Writing

- Prepare questions and answers for an interview.
- Can be an interview with a personality, professional, achiever, etc.

5. Speech Writing

- Write a speech on a given topic.
- Includes greeting, introduction, main points, and conclusion.

6. Compering

- Prepare a script for hosting an event/programme.
- Includes welcoming guests, introducing events, inviting speakers, and concluding.

7. Appeal Writing

- Write an appeal to create awareness or encourage people to participate in a cause.
- Examples: blood donation, tree plantation, cleanliness, road safety.

8. Leaflet Writing

- Prepare an informative/promotional leaflet.

- Uses a catchy heading, important information, and an appeal/action point.

9. Report Writing

- Write a report about an event, programme, accident, activity, etc.
- Usually includes a headline/title, details of the event, and conclusion.

10. Dialogue Writing

- Construct a meaningful conversation between two or more people.
- The dialogue should be natural and relevant to the situation.

11. Review Writing

- Review a book, film, play, event, etc.
- Include basic information, content, positive/negative aspects, and your opinion.

Expansion of Idea – Class 12 Maharashtra Board English

Expansion of Idea means taking a **short proverb, quotation, statement, or thought** and developing it into a meaningful paragraph of about **100–150 words**.

The examiner gives you a short idea, and you have to **explain its meaning, develop it logically, and support it with examples**.

1. What should you write?

A good expansion generally has **4 parts**:

1. Introduction

Explain the basic meaning of the given idea.

2. Explanation

Develop the idea by explaining why it is true or important.

3. Example / Illustration

Give a suitable example from daily life, history, society, or personal experience.

4. Conclusion

End with the lesson or message of the idea.

Example

Idea: “Where there is a will, there is a way.”

Meaning:

This proverb means that a person who has strong determination can find a way to overcome difficulties and achieve success.

Expansion:

A strong determination is one of the most important qualities required to achieve success in life. A person may face many difficulties, failures and obstacles, but if he has a strong desire to succeed, he will continue trying until he finds a solution. Success does not always come easily. It requires hard work, patience and confidence. For example, **Thomas Edison** conducted numerous experiments before successfully developing a practical electric light bulb. His failures did not stop him because he was determined to succeed. Similarly, students who work regularly and do not give up can overcome their academic difficulties. Therefore, difficulties cannot defeat a person who has a strong will. **Determination gives us the courage to find a way even when the path seems impossible.**

Easy formula to remember

IDEA → MEANING → EXPLANATION → EXAMPLE → CONCLUSION

Or remember:

What does it mean? → Why is it true? → Give an example → What do we learn?

Important exam tips

- Give a **suitable title** if required.
- Do not simply repeat the given proverb again and again.
- Explain the **central message** clearly.
- Use **examples** to make your expansion effective.
- Keep the language simple and grammatically correct.
- Avoid unnecessary stories.
- End with a **clear moral/message**.
- Maintain the required word limit.
- **. “Unity is Strength”**
- **Easy Meaning**
- When people work **together**, they become stronger. A person working alone may find a task difficult, but a group working together can solve bigger problems.
- **How to Expand It**
- Think of it in this order:
- **Together → Strong → Difficult work becomes easy → Example → Lesson**
- **Unity Is Strength**

- Unity means staying together and helping one another. When people are united, they can face difficult situations with greater strength and confidence. A single person may not be able to complete a difficult task, but many people working together can achieve it easily.
- We can understand this idea from a simple example. It is difficult to break a bundle of sticks, but a single stick can be broken easily. In the same way, people become strong when they remain united. In a family, school, village or country, cooperation among people helps everyone to progress.
- Therefore, we should avoid unnecessary conflicts and learn to cooperate with others.
Unity gives us strength, confidence and the ability to overcome difficulties.

• **2. “Practice Makes a Man Perfect”**

• **Easy Meaning**

- We cannot become good at something in one day. **Regular practice improves our skills** and helps us reduce our mistakes.

• **How to Expand It**

- Think:

- **Practice → Improvement → Fewer mistakes → Example → Success**

- Expansion of Idea: Practice Makes a Man Perfect

• **Practice Makes a Man Perfect**

- Success does not come only through talent. Regular practice is equally important. When we practise something repeatedly, we understand it better and gradually improve our skills. At first, we may make many mistakes, but practice helps us correct them.
- For example, a student may find mathematics difficult in the beginning. If he solves questions every day, he slowly becomes more confident and accurate. Similarly, a person who wants to become a good speaker must practise speaking regularly. A sportsperson also spends many hours practising before becoming successful.
- Therefore, we should never become discouraged by our initial mistakes. We should continue practising with patience and determination. **Regular practice turns weakness into strength and ordinary performance into excellence.**

• **3. “Health Is Wealth”**

• **Easy Meaning**

- Good health is more valuable than money. If we are healthy, we can work, study and enjoy life properly.

• **How to Expand It**

- Think:

- **Good health → Energy → Work/Study → Happy life → Importance of healthy habits**

• **Health Is Wealth**

- Health is one of the greatest blessings in life. A person may have a lot of money, but if he is unhealthy, he cannot enjoy his wealth properly. Good health gives us energy, confidence and the ability to perform our daily activities.
- We can maintain good health by eating a balanced diet, exercising regularly, getting enough sleep and keeping ourselves clean. Students especially need good health because a healthy body helps them concentrate better on their studies. Healthy habits also protect us from many diseases.
- Therefore, we should not ignore our health while running after money and success. Money can be earned again, but good health, once seriously damaged, may be

difficult to regain. **A healthy body and a peaceful mind are the real wealth of a person.**

BLOG WRITING

1. What is a Blog?

A **blog** is a short written article published on the internet. It is used to share **information, ideas, experiences, opinions, or advice** with readers.

A blog can be written on topics related to **education, health, environment, technology, travel, social issues, hobbies**, etc.

2. Purpose of Blog Writing

A blog is written to:

- Give information
 - Share knowledge
 - Express opinions
 - Create awareness
 - Share personal experiences
 - Give advice or suggestions
-

3. Format of a Blog

TITLE

Write an attractive and suitable title.

Byline

Write the name of the writer.

By _____

Introduction

Introduce the topic in a few sentences.

Main Content

Explain the topic using important points, reasons, examples, facts, advantages/disadvantages, etc.

Conclusion

End with a suitable message, suggestion, opinion or solution.

4. Easy Structure

Remember:

TITLE → BYLINE → INTRODUCTION → MAIN CONTENT → CONCLUSION

5. How to Write a Blog?

Step 1: Understand the topic

Read the question carefully and identify what you have to write about.

Step 2: Think of 3–4 points

Before writing, quickly think about the important points related to the topic.

Step 3: Give a suitable title

The title should be **short, attractive and related to the topic**.

Step 4: Write an introduction

Tell the reader what the topic is and why it is important.

Step 5: Develop the topic

Explain the main points with suitable examples or suggestions.

Step 6: Give a conclusion

End with a clear message or suggestion.

6. Example

THE IMPORTANCE OF READING

By Suryavanshi Neeraj Pundir

Reading is one of the best habits that a person can develop. Books provide us with knowledge and help us understand the world around us.

Reading improves our vocabulary, grammar and communication skills. It also develops our imagination and increases our general knowledge. Students who read regularly can improve their writing and speaking skills. Reading newspapers, magazines and good books is a productive way of spending free time.

In today's digital age, many students spend a lot of time on mobile phones. Developing a reading habit can help them use their time wisely.

Therefore, everyone should develop the habit of reading. A good book can be a good friend and guide throughout our life.

7. Useful Points for Students

Use:

- Simple and clear language
- Short paragraphs
- Relevant examples
- Proper sequence of ideas
- An attractive title
- A suitable conclusion

Avoid:

- Unnecessary information
 - Very long sentences
 - Repetition of the same point
 - Informal slang
 - Spelling and grammatical mistakes
 - Going away from the given topic
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8. Common Blog Topics

Students should practise blogs on:

1. Importance of Education
2. Importance of Reading
3. Save Environment
4. Importance of Trees
5. Road Safety
6. Healthy Lifestyle
7. Importance of Exercise
8. Time Management
9. Social Media
10. Mobile Phones – Advantages and Disadvantages
11. Importance of Sports

12. Cleanliness
 13. Water Conservation
 14. Women Empowerment
 15. Importance of Discipline
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★ Easy Formula

T + B + I + M + C

T = Title

B = Byline

I = Introduction

M = Main Content

C = Conclusion

Remember:

A Blog is not just a list of points.

It should read like a short, interesting article written for readers.

EMAIL WRITING

1. What is an E-mail?

An **e-mail (electronic mail)** is a method of sending messages through the internet.

It is used for **communication, requests, invitations, complaints, applications, information, and official correspondence.**

2. Types of E-mail

For examination purposes, students should mainly understand:

A. Formal E-mail

Written for official or professional purposes.

Examples:

- Complaint to a municipal officer
- Request to a principal
- Application to an organisation
- Enquiry about a course
- Request for information

B. Informal E-mail

Written to friends, relatives or people we know personally.

Examples:

- Inviting a friend
 - Sharing an experience
 - Congratulating someone
 - Giving personal information
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3. Format of a Formal E-mail

To: receiver's e-mail address

Subject: Short and clear subject

Respected Sir/Madam,

Opening: State the purpose of writing.

Body: Give the necessary details.

Closing: Request, suggestion or expected action.

Thank you.

Yours faithfully,

Name

4. Format of an Informal E-mail

To: receiver's e-mail address

Subject: Suitable subject

Dear Rahul,

Opening: Ask about the person or start the conversation.

Body: Explain the purpose of the e-mail.

Closing: End warmly.

With love / Best wishes,

Name

5. Example of Formal E-mail

To: municipalcommissioner@example.com

Subject: Complaint about Garbage Collection

Respected Sir/Madam,

I am writing to draw your attention to the irregular garbage collection in our locality. For the last few weeks, garbage has not been collected regularly from several streets.

The accumulated garbage is causing an unpleasant smell and creating unhygienic conditions. It may also lead to the spread of diseases. The residents have already informed the local authorities, but the problem still continues.

I request you to take immediate action and arrange regular garbage collection in our area.

Thank you.

Yours faithfully,

Neeraj Pundir

6. Example of Informal E-mail

To: rahul@example.com

Subject: Invitation to My Birthday Party

Dear Rahul,

I hope you are doing well. I am writing to invite you to my birthday party on Sunday. The party will be held at my home at 6 p.m.

I have invited some of our close friends. We will have games, music and dinner together. I would be very happy if you could join us and make the occasion special.

Please do come. I am looking forward to seeing you.

With love,

Neeraj

7. How to Write an E-mail?

Step 1 – Read the question carefully

Understand **who is writing, to whom, and why.**

Step 2 – Write the recipient

Write the appropriate e-mail address after **To:.**

Step 3 – Write the subject

The subject should clearly show the purpose.

Example:

Subject: Request for Leave

Step 4 – Write the salutation

Formal:

Respected Sir/Madam,

Informal:

Dear Rahul,

Step 5 – Write the body

Divide the message into **short paragraphs**.

Include:

- Reason for writing
- Important details
- Request/action required

Step 6 – Close the e-mail

Formal:

Yours faithfully,

Informal:

With love / Best wishes,

8. Important Rules

Subject

Keep it **short and specific**.

 Subject: Regarding the matter which I want to discuss with you

 Subject: Request for Leave

Language

Use **polite and clear language** in formal e-mails.

Paragraphs

Do not write the entire e-mail as one large paragraph.

Tone

Formal: polite, respectful and professional.

Informal: friendly and personal.

★ Easy Formula

Remember:

TO → SUBJECT → SALUTATION → PURPOSE → DETAILS → REQUEST/CONCLUSION → SIGN-OFF

Formal E-mail

To:
Subject:
Respected Sir/Madam,
Purpose + Details + Request
Thank you.
Yours faithfully,
Name

Informal E-mail

To:
Subject:
Dear _____,
Opening + Main Message + Closing
With love/Best wishes,
Name

INTERVIEW WRITING

1. What is an Interview?

An interview is a conversation between an interviewer and an interviewee to obtain information about the interviewee's life, work, achievements, experiences, opinions, or personality.

- **Interviewer → The person who asks the questions.**
- **Interviewee → The person who answers the questions.**

Example:

A student interviews a successful sportsperson about their career and achievements.

2. Purpose of an Interview

An interview is conducted to:

- **Get information about a person**
 - **Know about their achievements**
 - **Understand their experiences**
 - **Learn about their career**
 - **Know their opinions and ideas**
 - **Inspire and motivate readers**
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3. Format of Interview Writing

A simple interview can be presented as:

INTERVIEW WITH _____

Interviewer: Good morning, Sir/Madam. Thank you for giving us this opportunity.

Interviewee: Good morning. It is my pleasure.

Q1. Interviewer: Question?

Interviewee: Answer.

Q2. Interviewer: Question?

Interviewee: Answer.

Q3. Interviewer: Question?

Interviewee: Answer.

Continue with the required number of questions and answers.

Interviewer: Thank you for your valuable time.

Interviewee: Thank you.

4. Types of Questions

Students should ask questions that provide useful and interesting information.

A. Personal Questions

- **Where were you born?**
- **What inspired you to choose this career?**

B. Career Questions

- **When did you start your career?**
- **What was your biggest challenge?**

C. Achievement Questions

- **What is your greatest achievement?**
- **Which achievement is closest to your heart?**

D. Experience Questions

- **What was the most difficult moment in your career?**
- **How did you overcome the difficulties?**

E. Advice Questions

- **What advice would you give to young people?**
 - **What message would you like to give to students?**
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5. Example – Interview with a Successful Sportsperson

INTERVIEW WITH A SUCCESSFUL SPORTSPERSON

Interviewer: Good morning, Sir. Thank you for giving us this opportunity.

Sportsperson: Good morning. I am happy to interact with you.

Interviewer: When did you develop an interest in sports?

Sportsperson: I developed an interest in sports when I was in school. My physical education teacher encouraged me to participate in competitions.

Interviewer: Who inspired you the most?

Sportsperson: My parents inspired me the most. They always supported me and encouraged me to work hard.

Interviewer: What was the biggest challenge you faced?

Sportsperson: Maintaining regular practice while managing my studies was difficult. However, proper time management helped me overcome this challenge.

Interviewer: What is your greatest achievement?

Sportsperson: Winning a national-level competition was one of the most memorable achievements of my career.

Interviewer: What qualities are necessary to become a successful sportsperson?

Sportsperson: Discipline, determination, patience and regular practice are very important.

Interviewer: What message would you like to give to students?

Sportsperson: I would advise students to follow their passion, work hard and never give up after failure.

Interviewer: Thank you very much for your valuable time.

Sportsperson: Thank you. It was a pleasure talking to you.

6. How to Prepare an Interview?

Before writing, think of 5–8 questions.

Use this sequence:

INTRODUCTION → PERSONAL LIFE → CAREER → CHALLENGES → ACHIEVEMENTS → ADVICE → CONCLUSION

This makes the interview logical and interesting.

7. Important Rules

Do:

- **Ask relevant questions.**
- **Keep questions short and clear.**
- **Write meaningful answers.**
- **Cover different aspects of the person's life.**
- **Maintain a polite tone.**
- **Use correct question forms.**

Don't:

- **Ask the same question repeatedly.**
- **Ask irrelevant questions.**
- **Write one-word answers when detailed information is expected.**

- **Make the interview sound like a normal conversation.**
 - **Use rude or inappropriate questions.**
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★ Easy Formula for Students

Remember:

WHO → WHAT → WHEN → WHY → HOW → ACHIEVEMENT → ADVICE

For example:

Who inspired you?

What is your profession?

When did you start?

Why did you choose it?

How did you overcome difficulties?

What is your greatest achievement?

What advice would you give students?

Golden Rule:

Good Interview = Good Questions + Meaningful Answers + Proper Sequence

Speech Writing – Class 12 Maharashtra Board English

Here are simple, exam-ready notes that you can use to teach students.

SPEECH WRITING

1. What is Speech Writing?

A speech is a formal talk delivered before an audience on a particular topic.

The purpose of a speech may be to:

- **Give information**
- **Create awareness**
- **Express an opinion**
- **Motivate people**
- **Persuade people to take action**

Examples of Speech Topics

- **Importance of Education**
- **Save Water**
- **Environmental Protection**
- **Importance of Reading**
- **Road Safety**

- **Social Media**
 - **Women Empowerment**
 - **Importance of Sports**
 - **Tree Plantation**
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2. Format of Speech Writing

A simple speech has five main parts:

1. Greeting

Begin by addressing the audience.

Respected Principal, teachers and my dear friends,

2. Introduction

Introduce yourself and announce the topic.

Today, I am going to speak on the topic “Importance of Reading”.

3. Main Content

Explain the topic.

Include:

- **Important points**
- **Reasons**
- **Examples**
- **Problems**
- **Solutions**
- **Suggestions**

4. Conclusion

Summarise your main message and give a suggestion or appeal.

5. Thank You

End politely.

Thank you for giving me this opportunity.

3. Easy Structure

Remember:

G → I → M → C → T

G = Greeting

I = Introduction

M = Main Content

C = Conclusion

T = Thank You

4. Example of Speech Writing

IMPORTANCE OF READING

Respected Principal, teachers and my dear friends,

Good morning to everyone.

Today, I am going to speak on the topic “Importance of Reading.”

Reading is one of the best habits that a person can develop. Books provide us with knowledge and help us understand the world around us. Reading also improves our vocabulary, grammar, imagination and communication skills.

For students, reading is especially important. It helps them improve their writing and speaking skills and increases their general knowledge. Reading newspapers, magazines, novels and informative books can also make good use of our free time.

Unfortunately, many young people spend a lot of time on mobile phones and social media. We should develop a regular reading habit instead. Even reading for thirty minutes every day can make a positive difference.

Therefore, I request all my friends to make reading a part of their daily routine. A good book can become a lifelong friend and guide.

Thank you for giving me this opportunity.

5. How to Write a Speech?

Step 1 – Understand the topic

Ask yourself: What exactly do I have to speak about?

Step 2 – Think of 4–5 points

For example, for “Save Water”:

- Importance of water
- Causes of water shortage
- Effects of water wastage
- Ways to save water
- Appeal to people

Step 3 – Address the audience

Respected Principal, teachers and my dear friends,

Step 4 – Introduce the topic

Today, I am going to speak on the topic “Save Water”.

Step 5 – Develop the topic

Explain your points in a logical order.

Step 6 – Give an appeal

Tell the audience what they should do.

Let us all promise to use water wisely.

Step 7 – End politely

Thank you.

6. Useful Expressions

Starting the Speech

- Good morning to everyone.
- I feel privileged to speak on this important topic.
- Today, I am going to speak about...
- I would like to draw your attention to...

Giving an Opinion

- In my opinion...
- I strongly believe that...
- It is important to understand that...
- We must realise that...

Giving Suggestions

- We should...
- We must...

- It is our responsibility to...
- I request everyone to...

Concluding

- To conclude...
 - In conclusion...
 - Let us all...
 - I would like to end by saying...
-

7. Important Rules

Do:

- ✓ Use formal and polite language.
- ✓ Address the audience properly.
- ✓ Stay focused on the topic.
- ✓ Give examples and reasons.
- ✓ Use persuasive language.
- ✓ End with a strong message.

Don't:

- ✗ Use slang or very casual language.
 - ✗ Change the topic.
 - ✗ Repeat the same idea many times.
 - ✗ Use unnecessary information.
 - ✗ Forget the greeting and conclusion.
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★ Easy Formula for Students

**GREETING → TOPIC → POINTS → EXAMPLES → SUGGESTION → APPEAL
→ THANK YOU**

Remember:

A speech is written for the ears, not just for the eyes.