

Writing skills for 11th and 12th class

COMPERING

1. What is Compering?

Compering is the art of conducting or hosting a programme in front of an audience.

The person who hosts the programme is called a **compere** or **anchor**.

Examples of programmes:

- Annual Day
 - Prize Distribution
 - Independence Day
 - Republic Day
 - Farewell Programme
 - Cultural Programme
 - Sports Day
 - School/College Function
 - Seminar
 - Inauguration Ceremony
-

2. Role of a Compere

A compere acts as a **link between different parts of the programme**.

The compere:

- Welcomes the audience and guests
- Introduces the programme
- Introduces important guests
- Announces different events
- Invites speakers and performers
- Connects one event to another
- Thanks participants and guests
- Concludes the programme

3. Basic Format of Compering

Remember this sequence:

W → I → G → P → T → C

W = Welcome

I = Introduction

G = Guests

P = Programme

T = Thanks

C = Conclusion

4. Important Parts of Compering

1. Welcome

Begin by welcoming the audience and guests.

Example:

“Good morning to everyone present here. It gives me immense pleasure to welcome you all to our Annual Day celebration.”

2. Introduction

Introduce the occasion and explain why everyone has gathered.

Example:

“Today, we have gathered here to celebrate the Annual Day of our college and to appreciate the achievements of our students.”

3. Welcome the Guests

Introduce the chief guest and other important guests.

Example:

“It is my privilege to welcome our respected Chief Guest, Dr. Sharma, and our Principal, teachers and dear students.”

4. Invite the Guest for a Speech

Invite the speaker politely.

Example:

“Now, I request our respected Principal to address the gathering and share a few words with us. Sir, the stage is yours.”

5. Announce Performances/Events

Introduce the next item.

Example:

“Thank you, Sir, for your inspiring words. Now, let us move towards the cultural segment. Please put your hands together for our talented students presenting a beautiful dance performance.”

6. Connect Different Events

A good compere should smoothly connect one event with another.

Example:

“That was indeed a wonderful performance. Now, we move on to the prize distribution ceremony.”

7. Vote of Thanks

Thank the people who contributed to the programme.

Example:

“We are now approaching the end of today's programme. I would like to thank our Chief Guest, Principal, teachers, students and everyone who contributed to making this event successful.”

8. Conclusion

End the programme politely.

Example:

“With this, we come to the end of today's programme. Thank you all for being a wonderful audience. Have a great day!”

5. Complete Example of Compering

ANNUAL DAY CELEBRATION

Compere:

“Good morning to everyone present here.

It gives me immense pleasure to welcome you all to the Annual Day celebration of our college. Today is a special occasion to celebrate the achievements and talents of our students.

I extend a warm welcome to our respected Chief Guest, our Principal, teachers, parents and dear students.

To begin this auspicious programme, I request our Chief Guest and Principal to kindly light the ceremonial lamp.

Thank you.

Now, I request our Principal to deliver the welcome address. Sir, please take the stage.

Thank you, Sir, for your inspiring words.

And now, it is time for our cultural programme. Let us welcome our talented students with a huge round of applause for their wonderful dance performance.

What a fantastic performance! Let us give them another big round of applause.

We will now proceed to the prize distribution ceremony. I request our Chief Guest to kindly present the awards to our deserving students.

Congratulations to all the winners!

We are now approaching the end of today's programme. I would like to express my sincere gratitude to our Chief Guest, Principal, teachers, students and everyone who worked hard to make this event successful.

With this, we come to the end of our Annual Day celebration.

Thank you all for being with us. Have a wonderful day!”

6. Useful Expressions for Compering

To Welcome

- “A very warm welcome to everyone.”
- “It gives me immense pleasure to welcome you all.”
- “We are delighted to have you with us today.”

To Invite Someone

- “May I request...”
- “I invite... to kindly come on stage.”
- “I request our respected... to address the gathering.”

To Introduce a Performance

- “Let us welcome our performers with a big round of applause.”
- “Get ready for a wonderful performance.”
- “Please put your hands together for...”

To Move to the Next Event

- “And now, let us move on to...”
- “Moving ahead with our programme...”
- “Next, we have...”

To Conclude

- “We have now reached the end of today's programme.”
- “I would like to express my sincere gratitude to...”
- “Thank you all for being a wonderful audience.”

★ Easy Trick for Students

Think of a compere as a **guide who takes the audience from one event to the next.**

Remember:

Welcome → Introduce → Invite → Announce → Connect → Thank → Conclude

A good compere should be **confident, polite, energetic and clear.**

One-line definition:

“Compering is the art of hosting a programme and smoothly connecting all its events for the audience.”

COMPERING – FAREWELL PROGRAMME

Compere:

Good evening to everyone present here.

It is my pleasure to welcome you all to the **Farewell Programme of Class 12**. Today is a special and emotional occasion as we gather to wish our outgoing students success in their future journey.

I warmly welcome our respected Principal, teachers, parents and my dear students.

To begin this memorable programme, I request our Principal to kindly light the ceremonial lamp.

Thank you, Sir/Madam.

Now, I invite our respected Principal to deliver the welcome address and share a few words of wisdom with our students.

Thank you, Sir/Madam, for those inspiring words.

And now, it is time for a beautiful cultural performance by our students. Please put your hands together and welcome them with a big round of applause.

What a wonderful performance! Let us give them another big round of applause.

Now, we have a special moment—the **sharing of memories**. I invite some of our outgoing students to come forward and share their experiences and memories of school life.

Thank you for sharing those beautiful memories.

Next, I request our teachers to give their valuable messages and blessings to the outgoing students.

Thank you, teachers, for your encouraging words.

We are now moving towards the final part of today's programme. I would like to thank our Principal, teachers, students and everyone who worked hard to make this farewell programme memorable.

Dear students, as you begin a new chapter of your lives, always believe in yourselves, work hard and never forget the values you have learned here.

With this, we come to the end of our farewell programme.

Thank you everyone, and I wish all our

APPEAL WRITING

1. What is an Appeal?

An **appeal** is a short piece of writing that requests or encourages people to **take action for a good cause**.

The main purpose is to:

- Create awareness
 - Encourage people to participate
 - Request people to help
 - Promote a social cause
 - Motivate people to change their behaviour
-

2. Common Topics for Appeal Writing

Students can prepare appeals on:

- Blood Donation
 - Tree Plantation
 - Save Water
 - Cleanliness Drive
 - Road Safety
 - Save Environment
 - Save Electricity
 - Eye Donation
 - Organ Donation
 - Plastic-Free Environment
 - Literacy Campaign
 - Helping the Needy
 - Disaster Relief
-

3. Format of an Appeal

A good appeal generally contains:

1. Attractive Heading

The heading should immediately tell the reader about the cause.

Example:

SAVE WATER – SAVE LIFE

2. Slogan / Catchy Line

Use a short and memorable slogan.

“Every Drop Counts!”

3. Introduction

Briefly explain the problem or importance of the cause.

4. Appeal / Request

Tell people what they should do.

5. Important Details

If necessary, include:

- Date
- Time
- Venue
- Contact information
- Organising body

6. Closing / Call to Action

End with a strong request.

4. Easy Format

Remember:

HEADING → SLOGAN → PROBLEM → IMPORTANCE → REQUEST → DETAILS → CALL TO ACTION

5. Example – Blood Donation

 **BLOOD DONATION CAMP** 

“Donate Blood – Save a Life!”

Blood is precious and cannot be manufactured. Every day, many patients need blood during accidents, surgeries and medical emergencies. A single blood donation can help save lives.

We appeal to all healthy adults to come forward and donate blood. Your small contribution can give someone another chance to live.

Date: 15 August

Time: 10:00 a.m. to 3:00 p.m.

Venue: Community Hall, Nashik

Be a Hero – Donate Blood!

Organised by:

ABC College, Nashik

Come forward and save a life!

6. Example – Tree Plantation

 **PLANT TREES – SAVE THE EARTH** 

“One Tree, One Future!”

Trees give us oxygen, provide shade, reduce pollution and protect the environment. However, rapid cutting of trees is damaging our planet.

We appeal to everyone to participate in our **Tree Plantation Drive** and plant at least one tree. Let us make our surroundings greener and healthier.

Date: 5 June

Time: 8:00 a.m.

Venue: College Campus

Plant a Tree Today for a Better Tomorrow!

Organised by:

Eco Club, ABC College

Join us and make a difference!

7. Example – Road Safety

 **FOLLOW ROAD SAFETY RULES**

“Your Life Is Precious – Drive Safely!”

Road accidents are increasing because of speeding, careless driving, drunk driving and ignoring traffic rules. A moment of carelessness can destroy an entire family.

We appeal to all citizens to:

- Wear helmets while riding two-wheelers.
- Wear seat belts while travelling by car.
- Follow traffic signals.
- Avoid using mobile phones while driving.
- Never drive under the influence of alcohol.
- Follow speed limits.

Slow Down – Stay Safe – Save Lives!

Let us make our roads safer for everyone.

8. Useful Slogans

Blood Donation

“Donate Blood, Save Lives.”

Tree Plantation

“Plant Trees, Save the Earth.”

Cleanliness

“Clean India, Healthy India.”

Save Water

“Every Drop Counts.”

Road Safety

“Better Late Than Never – Drive Safely.”

Environment

“Go Green, Keep the Planet Clean.”

Plastic

“Say No to Plastic.”

9. How to Make an Appeal Attractive?

Students should remember that an appeal should **catch the reader's attention**.

Use:

- ✓ Short and attractive heading
- ✓ Catchy slogan
- ✓ Short paragraphs
- ✓ Simple language
- ✓ Strong request
- ✓ Important details
- ✓ Call to action

You can also use suitable **symbols, borders, or visual presentation** when the question allows it.

★ Easy Trick for Students

Think of an appeal as answering **four questions**:

1. WHAT?

What is the problem/cause?

2. WHY?

Why is it important?

3. WHAT SHOULD PEOPLE DO?

What action do you want from them?

4. WHEN/WHERE?

Give date, time and venue if provided.

Final Formula:

CAUSE + IMPORTANCE + REQUEST + DETAILS + SLOGAN

Golden Rule:

An appeal should not merely give information. It should motivate the reader to TAKE ACTION.

LEAFLET WRITING

1. What is a Leaflet?

A **leaflet** is a short written document that provides information about a particular **event, product, service, place, activity or social cause**.

It is designed to **attract the reader's attention quickly**.

Examples:

- Health Camp
 - Blood Donation Camp
 - Educational Course
 - Tourist Place
 - Tree Plantation Drive
 - Road Safety Campaign
 - Cleanliness Campaign
 - Career Guidance Programme
 - Book Exhibition
-

2. Purpose of a Leaflet

A leaflet is prepared to:

- Provide information
 - Create awareness
 - Advertise a product or service
 - Promote an event
 - Encourage people to participate
 - Give instructions or useful advice
-

3. Main Features of a Leaflet

A good leaflet should have:

1. Catchy Heading

The heading should immediately attract attention.

Example:

GO GREEN – SAVE OUR PLANET

2. Slogan / Catchy Line

Use a short and memorable sentence.

“Plant a Tree Today, Breathe Better Tomorrow!”

3. Important Information

Give the essential details about the topic.

4. Date, Time and Venue

If it is an event, mention:

- Date
- Time
- Venue

5. Contact Details

Give a phone number, e-mail or address if provided in the question.

6. Appeal / Call to Action

Tell the reader what to do.

“Join us and make our city greener!”

4. Easy Format

Remember:

HEADING → SLOGAN → INFORMATION → DETAILS → APPEAL

5. Example – Health Camp

FREE HEALTH CHECK-UP CAMP

“Your Health Is Your Real Wealth!”

Are you concerned about your health?

A **Free Health Check-up Camp** is being organised to provide basic health examinations and medical guidance to the people of our locality.

Services Available:

- General health check-up
- Blood pressure check
- Blood sugar check
- General medical consultation
- Health awareness guidance

Date: 20 September

Time: 9:00 a.m. to 2:00 p.m.

Venue: Community Hall, Nashik

Everyone Is Welcome!

Come and take a step towards a **healthier life**.

Organised by:

ABC Social Welfare Association

For enquiries: 98765XXXXX

6. Example – Educational Course

SPOKEN ENGLISH COURSE

“Speak English – Speak with Confidence!”

Want to improve your English speaking skills?

Join our special **Spoken English Course** designed for students and beginners.

What You Will Learn:

- ✓ Daily conversation
- ✓ Vocabulary building
- ✓ Grammar improvement
- ✓ Pronunciation
- ✓ Public speaking
- ✓ Interview skills

Duration: 30 Days

Classes: Monday to Saturday

Time: 6:00 p.m. – 7:00 p.m.

Venue: ABC Education Centre

Limited Seats Available!

Enrol Today and Improve Your Communication Skills!

7. Example – Tourist Place

VISIT BEAUTIFUL LADAKH

“Where Mountains Touch the Sky!”

Experience the breathtaking beauty of Ladakh—a land of high mountains, beautiful valleys, monasteries and challenging roads.

Attractions:

- Nubra Valley
- Pangong Lake
- Khardung La
- Magnetic Hill
- Leh Palace
- Beautiful Himalayan landscapes

Why Visit Ladakh?

- ✓ Amazing mountain views
- ✓ Adventure and road trips
- ✓ Unique culture
- ✓ Beautiful monasteries
- ✓ Unforgettable experiences

Plan Your Ladakh Adventure Today!

Contact: XYZ Travel Agency

8. Leaflet vs Appeal

Students often confuse these two.

Leaflet

Mainly gives **information**

Can promote a product/event/place

Appeal

Mainly encourages **action**

Usually related to a cause

Leaflet

May contain many details

Example: Health Camp leaflet

Appeal

Usually short and persuasive

Example: Blood Donation appeal

Easy way to remember:

Leaflet = Information + Promotion

Appeal = Awareness + Action

9. How to Make a Leaflet Attractive?

Use:

- ✓ A catchy heading
- ✓ Short sentences
- ✓ Bullet points
- ✓ Slogans
- ✓ Important details
- ✓ Clear sections
- ✓ Strong call to action

Avoid:

- ✗ Long paragraphs
- ✗ Unnecessary information
- ✗ Repetition
- ✗ Complicated language

★ Easy Formula for Students

H + S + I + D + A

H = Heading

S = Slogan

I = Information

D = Details

A = Appeal / Action

Golden Rule:

A leaflet should tell the reader what it is, why it is important, and what the reader should do next.

REPORT WRITING

1. What is a Report?

A report is a written description of an event or incident based on facts.

A report may be written about:

- **School/college programmes**
 - **Annual Day**
 - **Sports Day**
 - **Cultural programmes**
 - **Seminars and workshops**
 - **Tree plantation drives**
 - **Blood donation camps**
 - **Educational trips**
 - **Accidents**
 - **Social activities**
 - **Competitions**
-

2. Purpose of Report Writing

A report is written to:

- **Give factual information**
 - **Record an event or incident**
 - **Inform readers about what happened**
 - **Present important details in an organised way**
 - **Describe the result or outcome of an event**
-

3. Main Parts of a Report

A good report generally contains:

1. Headline / Title

Give a short and suitable title.

Example:

GRAND ANNUAL SPORTS DAY CELEBRATED

2. Byline

Mention the name/designation of the reporter.

**By Neeraj Pundir
Student Reporter**

3. Place and Date

Mention where and when the event happened.

Nashik, 15 September 2026:

4. Introduction

Mention the basic information:

- **What happened?**
- **When?**
- **Where?**
- **Who organised it?**

5. Main Details

Describe the event in chronological order.

Include:

- **Important activities**
- **Guests**
- **Participants**
- **Speeches**
- **Performances**
- **Important incidents**
- **Achievements**

6. Conclusion

Mention the result, response or overall outcome of the event.

4. Easy Format

Remember:

**TITLE → BYLINE → PLACE/DATE → INTRODUCTION → DETAILS →
CONCLUSION**

5. Example – Annual Sports Day

GRAND ANNUAL SPORTS DAY CELEBRATED

By Neeraj Pundir, Student Reporter

Nashik, 15 September 2026:

The Annual Sports Day of ABC College was organised on the college playground on 15 September 2026 with great enthusiasm. The programme was attended by the Principal, teachers, students and parents.

The event began with the arrival of the Chief Guest, followed by the lighting of the ceremonial lamp. The Principal welcomed the guests and declared the Sports Day open. Various events such as the 100-metre race, long jump, high jump, relay race and tug-of-war were organised. Students participated enthusiastically in all the events.

The winners were awarded medals and certificates by the Chief Guest. The Chief Guest appreciated the students for their discipline, sportsmanship and enthusiasm.

The programme ended with a vote of thanks. The Sports Day was a great success and created a memorable experience for all the students.

6. Example – Tree Plantation Drive

TREE PLANTATION DRIVE ORGANISED

By Neeraj Pundir, Student Reporter

Nashik, 5 June 2026:

ABC College organised a tree plantation drive on its campus on World Environment Day. The programme aimed to create awareness about the importance of trees and environmental protection.

The programme began with a short speech by the Principal on the need to protect the environment. Teachers and students planted several saplings in different areas of the college campus. Students also displayed posters carrying messages such as “Save Trees, Save Life” and “Go Green”.

The participants promised to take care of the planted trees and encourage others to protect the environment. The programme ended with a vote of thanks.

The tree plantation drive was successful in creating environmental awareness among students and staff.

7. Report on an Accident

ROAD ACCIDENT NEAR COLLEGE

By Neeraj Pundir, Student Reporter

Nashik, 12 August 2026:

A road accident took place near ABC College on Monday morning when a car collided with a motorcycle at a busy junction.

According to eyewitnesses, the motorcycle rider was crossing the road when the car approached the junction at high speed. The rider fell on the road and sustained injuries. Local people immediately informed the police and ambulance service. The injured person was taken to a nearby hospital for treatment.

The police reached the spot and controlled the traffic. They also began an investigation into the accident.

The incident highlights the importance of following traffic rules and maintaining safe speed on busy roads.

8. Questions to Ask While Writing a Report

Students can remember the 5 Ws + 1 H:

WHAT?

What happened?

WHEN?

When did it happen?

WHERE?

Where did it happen?

WHO?

Who organised or participated in it?

WHY?

Why was it organised?

HOW?

How did the event take place?

If students answer these questions, they can easily prepare a report.

9. Important Language Rules

A report should generally be:

- ✓ Factual**
- ✓ Objective**
- ✓ Clear**
- ✓ Concise**
- ✓ Well-organised**

Use phrases such as:

- “The programme was organised...”**
- “The event began with...”**
- “The Chief Guest addressed the gathering...”**
- “The participants enthusiastically took part...”**
- “The programme concluded with...”**
- “The event was a great success...”**

Avoid:

- ✗ Unnecessary personal opinions**
 - ✗ Imaginary information**
 - ✗ Very emotional language**
 - ✗ Repetition**
 - ✗ Unrelated details**
-

★ Easy Formula for Students

5W + 1H

What + When + Where + Who + Why + How

Then arrange the information:

TITLE → BYLINE → INTRODUCTION → MAIN DETAILS → OUTCOME

Golden Rule:

A report tells the reader what actually happened—not what you imagine happened.

So, students should focus on facts, sequence, important details and the final outcome.

BLOOD DONATION CAMP ORGANISED

By Neeraj Pundir, Student Reporter

Nashik, 10 August 2026:

A blood donation camp was organised by ABC College in association with the local Red Cross Society on 10 August 2026 in the college auditorium. The aim of the camp was to encourage students, teachers and local residents to donate blood and help people in need.

The programme began at 9:00 a.m. with a welcome speech by the Principal. A team of doctors and medical staff conducted the camp. Before donating blood, the volunteers underwent basic health and blood-pressure checks. Many students, teachers and local residents came forward to donate blood.

The doctors explained the importance of blood donation and cleared the doubts of the participants. Certificates of appreciation were given to the donors.

The camp received an encouraging response and collected a significant number of blood units. The programme ended with a vote of thanks to all the donors, doctors, volunteers and organisers.

The event was a great success and helped create awareness about the importance of voluntary blood donation.

REPORT WRITING

TREE PLANTATION DRIVE ORGANISED

By Neeraj Pundir, Student Reporter

Nashik, 15 July 2026

A tree plantation drive was organised by ABC Junior College, Nashik, on 15 July 2026 in the college campus. The programme was conducted to create awareness among students about the importance of trees and environmental protection.

The programme began at 9:00 a.m. with a welcome speech by the Principal. The Chief Guest, a local environmentalist, spoke about the harmful effects of deforestation and global warming. Students, teachers and members of the Eco Club actively participated in the drive.

More than 100 saplings of neem, banyan, peepal and other native trees were planted around the college campus. Students also took an oath to protect the planted trees and encourage others to plant more trees.

The programme concluded with a vote of thanks. The tree plantation drive was a great success and created awareness about the need to protect our environment.

— **Neeraj Pundir**
Student Reporter

DIALOGUE WRITING

1. What is Dialogue Writing?

Dialogue Writing means writing a conversation between **two or more people** on a particular topic.

A dialogue should sound **natural, meaningful and realistic**.

Examples of situations:

- Teacher and student
- Doctor and patient
- Customer and shopkeeper
- Two friends discussing exams
- Parent and child
- Interviewer and candidate
- Student and librarian

2. Purpose of Dialogue Writing

Dialogue writing is used to:

- Express ideas and opinions
- Give information
- Ask and answer questions

- Solve a problem
 - Give advice
 - Show feelings
 - Develop a situation or story
-

3. Format of Dialogue Writing

There is **no complicated format**.

Write the **names of the speakers** followed by their statements.

Example:

Rahul: Hello, Amit. Why are you looking worried?

Amit: I am worried about my upcoming examination.

Rahul: Have you completed your syllabus?

Amit: Almost, but I need more practice.

4. Easy Formula

Remember:

G → Q → A → R → C

G = Greeting/Introduction

Q = Question

A = Answer

R = Response/Discussion

C = Conclusion

5. Important Rules

1. Use natural language

The conversation should sound like real people talking.

2. Use short sentences

Avoid unnecessarily long sentences.

3. Keep the conversation connected

Each reply should logically follow the previous statement.

4. Use correct punctuation

Use a **colon (:)** after the speaker's name.

Example:

Teacher: Why are you late?

5. Give equal importance to both speakers

Both speakers should participate meaningfully.

6. Stay on the given topic

Do not move away from the situation.

7. Use suitable expressions

For example:

- Hello!
- Good morning.
- What happened?
- I agree with you.
- I don't think so.
- That's a good idea.
- Thank you.
- You're welcome.
- See you soon.

6. Example 1 – Two Friends Discussing Examination Preparation

Rohan: Hi, Amit! How is your exam preparation going?

Amit: It's going well, but I am still worried about English.

Rohan: Which part do you find difficult?

Amit: I find writing skills a little difficult.

Rohan: Have you practised report and dialogue writing?

Amit: Not much. I need more practice.

Rohan: Then you should practise one question every day.

Amit: That's a good idea. What about grammar?

Rohan: Revise the rules and solve previous-year questions.

Amit: Thanks for the advice. I will start practising today.

Rohan: All the best for your examination!

Amit: Thank you. All the best to you too!

7. Example 2 – Doctor and Patient

Patient: Good morning, Doctor.

Doctor: Good morning. What is the problem?

Patient: I have been suffering from a headache since yesterday.

Doctor: Do you have a fever?

Patient: No, I don't have a fever.

Doctor: Have you been sleeping properly?

Patient: No. I have been studying late at night.

Doctor: You should get enough sleep and drink plenty of water.

Patient: Should I take any medicine?

Doctor: I will prescribe a medicine. Take it as advised.

Patient: Thank you, Doctor.

Doctor: You're welcome. Take care.

8. Example 3 – Student and Librarian

Student: Good afternoon, Sir. I want a book on English grammar.

Librarian: Good afternoon. Do you need it for your board examination?

Student: Yes, Sir. I am preparing for Class 12 English.

Librarian: You can find grammar books on the second shelf.

Student: Can I borrow two books?

Librarian: Yes, you can borrow two books for fifteen days.

Student: Do I need my library card?

Librarian: Yes. Please show me your card.

Student: Here it is, Sir.

Librarian: Thank you. Please return the books on time.

Student: Certainly, Sir. Thank you for your help.

9. Example 4 – Parent and Child

Mother: Why haven't you started studying yet?

Son: I was using my mobile phone.

Mother: You have your examination next month. Don't waste too much time on your phone.

Son: You are right, Mother. I will reduce my screen time.

Mother: Make a proper timetable for your studies.

Son: I will study English in the morning and other subjects in the evening.

Mother: That's a good plan. Remember to take short breaks.

Son: Thank you, Mother. I will follow the timetable.

10. Useful Expressions

Starting a dialogue:

- Good morning!
- Hello! How are you?
- Excuse me, can I talk to you?
- May I ask you something?
- What happened?

Asking:

- What do you think?
- Why are you worried?
- Could you please explain?
- What should I do?

- How can I solve this problem?

Agreeing:

- I completely agree with you.
- You are absolutely right.
- That's a good idea.
- I think so too.

Disagreeing:

- I don't agree with you.
- I don't think that's a good idea.
- I'm afraid I disagree.

Giving advice:

- You should...
- You ought to...
- I suggest that you...
- Why don't you...?

Ending:

- Thank you for your help.
- That's a good idea.
- I'll definitely follow your advice.
- See you soon.
- Take care.
- Goodbye!

11. Golden Rule

Dialogue = Situation + Question + Answer + Natural Conversation + Conclusion

The dialogue should **not look like an essay**. It should look like a **real conversation**.

Quick Exam Trick:

Before writing, identify:

WHO? → Who are speaking?

WHY? → Why are they speaking?

WHAT? → What is the topic?

HOW? → How will the conversation end?

REVIEW WRITING

11. Review Writing

What is Review Writing?

A **review** is a short piece of writing in which we give our opinion about a **book, film, play, event, web series, or other work**.

A good review tells the reader:

- What is it?
 - What is it about?
 - What is good about it?
 - What could be improved?
 - Do you recommend it?
-

Basic Format

TITLE → BASIC INFORMATION → CONTENT → POSITIVE POINTS → NEGATIVE POINTS → OPINION/VERDICT

What to Include?

1. Basic Information

Mention:

- Name/title
- Author/director/writer
- Type of work
- Main actors/characters, if relevant
- Date/year, if required

2. Content

Briefly explain what the book, film or play is about.

Do not tell the entire story.

3. Positive Aspects

Mention what you liked:

- Story
- Acting
- Direction
- Music
- Language
- Characters
- Message
- Presentation

4. Negative Aspects

Mention weaknesses politely:

- Slow story
- Weak characters
- Predictable ending
- Poor presentation
- Unnecessary scenes

5. Your Opinion

Give your final judgement.

For example:

- “Overall, I found the film highly entertaining.”
- “The book is informative and worth reading.”
- “I would recommend this play to students.”

Example: Film Review

3 IDIOTS – A FILM REVIEW

Title: 3 Idiots

Director: Rajkumar Hirani

Genre: Comedy/Drama

3 Idiots is a popular Hindi film based on friendship, education and the pressure faced by students. The film revolves around three college friends—Rancho, Farhan and Raju.

The story presents the struggles of students and questions the traditional approach to education. The friendship between the three main characters is one of the strongest aspects of the film. The performances, humour and emotional scenes make the film enjoyable.

The film also gives an important message: students should follow their passion instead of blindly running after marks and competition. Some scenes are slightly exaggerated, but they do not reduce the overall impact of the film.

Overall, 3 Idiots is an entertaining and meaningful film. It combines humour with an important message about education, friendship and success. I would strongly recommend it to students.

Example: Book Review

THE ALCHEMIST – A BOOK REVIEW

Title: The Alchemist

Author: Paulo Coelho

Genre: Fiction/Philosophical Novel

The Alchemist is a famous novel by Paulo Coelho. It tells the story of Santiago, a young shepherd who dreams of discovering a hidden treasure.

The novel describes his journey and the lessons he learns along the way. It focuses on dreams, courage, determination and following one's goals.

The language is simple and the message is inspiring. The journey of Santiago keeps the reader interested. However, some philosophical ideas may seem difficult to understand for young readers.

Overall, **The Alchemist** is an inspiring and thought-provoking book. It teaches us to believe in our dreams and continue working towards our goals. I would recommend this book to students.

Useful Words for Review Writing

Positive:

- Excellent
- Interesting
- Entertaining
- Inspiring
- Impressive
- Thought-provoking
- Informative
- Engaging
- Meaningful
- Well-presented

Negative:

- Slow
- Predictable
- Unconvincing
- Repetitive
- Confusing
- Disappointing
- Weak
- Less engaging

Final Opinion:

- Highly recommended
 - Worth reading
 - Worth watching
 - A must-watch
 - A must-read
 - Recommended for students
 - Overall, it is an enjoyable experience.
-

Easy Formula to Remember

I → C → P → N → O

I = Information

C = Content

P = Positive points

N = Negative points

O = Opinion

Golden Rule:

A review is not just a summary. It is a summary + evaluation + personal opinion.