THE SCHRAM ACADEMY

CHENNAI

WORKSHEET 3, 2020-21

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| NAME: ………………………………… | DATE : |
| CLASS & SECTION: | SUBJECT: |

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|  | **ADVANCED WRITING SKILLS**  You are the Secretary of Akash Flats Welfare Association, Chennai .Draft a **notice** to be circulated to the members of the Association, requesting them to attend an urgent video conference to discuss about the safety measures planned to combat COVID 19.(50 words) |  |
| 2. | You are a builder and the proprietor of 'Dream House Construction' Pvt Ltd. Draft a suitable **advertisement** for a new multi storied residential complex for sale to the public. Invent necessary details like area, surroundings, and facilities. (50 words) |  |
| 3. | As Sports In charge of ACC Public School, Nagpur, write a **letter** in about 120-150 words to the Secretary, Sports Authority of India, Patiala, requesting him to send the details of Scholarships admissible to different categories of school students, who have achieved excellence in various sporting events. |  |
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