

1. Diary Format (6-Mark Scheme)

20 October 2026

Thursday

What an unforgettable day it was! I never thought my life would take such a turn. Today, I am feeling very **(CHOOSE ONE: HAPPY / SAD / SHOCKED)**. I can't even imagine that something like this would happen in my life. Thinking about the events of the day makes me really emotional. I can't believe that **(MENTION THE MAIN EVENT)**. At first, I was totally lost and didn't know what to do. My heart was beating fast. But then, I realized that life is full of surprises. I felt so **(HAPPY / SAD)** at that moment. I have learned a great lesson today. No matter how hard the situation is, we must stay strong. I hope tomorrow will be a better and more peaceful day for me. Now, I feel a bit more relaxed after sharing my feelings with you. It's time to sleep.

2. Informal Letter Format (6-Mark Scheme)

Love Dale
AB Street
(Place) – 07

20 May 2026

Dear [Name of Friend/Relative],

How are you? I am doing well here. I hope you and your family are also fine. I am writing this letter to share a very important experience that happened in my life recently.

Actually, I have been going through some very [happy/sad] moments. Recently, I faced a situation which changed my life. **[briefly mention the main event of the chapter]**. It was a real turning point for me. I felt very [surprised/proud/worried] at that time.

I really wish you were here with me. I wanted to share these feelings with someone who understands me. I have learned a great lesson from this incident.

Please write back to me when you get time. Convey my regards to all at home.

Yours lovingly,
[Sender's Name]

3. Formal Letter Format (6-Mark Scheme)

[Sender's Name]

[Sender's Address]

AB Street

[Location from the story] -07

19 February 2026

[Recipient's Designation (e.g., The Manager/The Editor)]

[Recipient's Office Address]

Sir/Madam,

Subject: [Write the purpose of the letter in 1 line]

I am writing this letter to bring your kind attention to a matter of great importance. As you may know, I have recently experienced [mention the main event briefly].

I would like to request you to do the required action on this matter. This is very important for me. I hope you will consider my request and take the necessary action as soon as possible.

Thank you.

Yours faithfully,

(Sd/-)

[Sender's Name]

4. Character Sketch Format (6-Mark Scheme)

[Name of the character]

[Name of the character] is a central and deeply impactful figure in the story "[Name of the Lesson]," written by the famous author [Name of the Author]. As the story unfolds, the author portrays [Name] as a very interesting and complex individual who plays a vital role in the development of the plot. His /her presence is felt throughout the narrative, and they serve as a medium through which the author conveys the core message of the chapter.

In terms of physical appearance, [Name] is described as a simple - hardworking man / woman. The author provides subtle details about his /her lifestyle that help the readers visualize them clearly. The most striking aspect of [Name] is his /her unique personality. He / she possess remarkable qualities such as kindness and courage. His /her interactions with others also highlight selfless his /her nature, proving that he / she is a well-rounded and realistic character.

In conclusion, [Name] is a masterfully crafted character. Through this character, the author successfully teaches us the importance of love, honesty and perseverance. Personally, I found [Name] to be highly impressive because of their ability to stay true to their his / her values despite the difficulties he / she faced. This character leaves a lasting impression on the mind of every reader.

5. Speech Format (6-Mark Scheme)

Speech on [Topic Name]

Respected teachers and my dear friends, a warm good morning to one and all.

I stand before you today to share my views on a very important and relevant topic: **[Topic Name]**. As we all know, we are living in a fast-changing world where this issue plays a vital role in our daily lives. Firstly, we must understand that **[Topic Name]** affects us both individually and as a society. It is a subject that deserves our serious attention and immediate action. If we look around, we can see that it has a deep impact on our future.

Secondly, it is the duty of the youth, especially students like us, to take a lead in this matter. We should not be silent spectators; instead, we must spread awareness among our friends and family. We must remember that small steps taken today will lead to big changes tomorrow. As the saying goes, "Better late than never." To conclude, let us take a pledge to work together for a better world. Let us be the change we wish to see. I hope my words have inspired you to think deeply about this. Thank you for your patient listening. Have a wonderful day ahead!

Thank you.

7. Profile Format (4 or 6-Mark Scheme)

[Name of the Person]

The world has seen many great personalities, and **[Name]** is certainly one of the most remarkable among them. **He/She** was born on **[Date of Birth]** at/in **[Place]**. **His/Her** parents were **[Father's Name]** and **[Mother's Name]**. After completing **his/her** primary education, **he/she** went on to pursue higher studies at **[College/University]**. **He/She** started **his/her** career as a **[Profession]** and soon became famous for **his/her** hard work and dedication. **His/Her** major contributions include **[Mention works or achievements from the hints]**. In recognition of **his/her** great service to society, **he/she** was honored with many awards, including the prestigious **[Award Name]**. Though **he/she** passed away on **[Date/place of Death]**, **his/her** life and work continue to inspire many people today.

8. Event Invitation Format (4 or 5-Mark Scheme)

GOVT. HIGHER SECONDARY SCHOOL, KOZHIKODE

INVITATION

[NAME OF THE PROGRAMME]

Dear Sir/Madam,

The [Name of Club eg: English club/ Arts club] of our school has decided to conduct a [Name of Programme] to be held on [Date eg: 20 March,2026]. [Name and designation of Chief Guest] will be the chief guest. We cordially invite you to grace the occasion with your presence.

PROGRAMME DETAILS

Date: [Day, Month, Year eg: 20 March,2026]

Time: 10:00 AM

Venue: School Auditorium

OFFICIAL CEREMONY

Welcome Speech : School Leader
Presidential Address : The School Principal
Inauguration : [Name and designation of Chief Guest]
Felicitation : PTA President
Vote of Thanks : Club Secretary

[Place]

[Date]

Convener

[Name of Club]

9. Invitation Email Format (4 or 5-Mark Scheme)

To: (Receiver's email address - e.g., guest@gmail.com)

Subject:

Dear Sir/Madam,

I am writing this email on behalf of the English Club of our school. We have decided to conduct a (Name of the Program) on (Date) at (Time) in our school hall.

We know that you are a famous (Profession). We would be very happy if you could join us and inaugurate the function. Your presence will be a great inspiration for all of us.

We are looking forward to your positive reply.

Yours truly,

(Your Name / Secretary)

(Club name)

(Name of School)

10. Informal Email Format (4 or 5-Mark Scheme)

To: (Receiver's email address - e.g., mehanuf@gmail.com)

Subject: (A short, casual title)

Dear (Name),

How are you? I hope you and you are doing well. I am doing great here.

I am writing this email to (reason for writing). It has been a long time since we met, and I really miss our time together. It would be wonderful if you could join us.

Please let me know if you can come. I am eagerly waiting for your reply. Convey my regards to your parents.

Yours lovingly,
[Sender's Name]

11. WH- Questions Format (4 or 5-Mark Scheme)

No.	Question Structure (English)	Malayalam Translation
1	Who is the main character? / Who did this?	പ്രധാന കഥാപാത്രം ആരാണ്? / ഇത് ആരാണ് ചെയ്തത്?
2	Where did the incident take place?	ആ സംഭവം എവിടെയാണ് നടന്നത്?
3	When did the story happen?	ഈ കഥ നടന്നത് എപ്പോഴാണ്?
4	Why did the character behave like that?	ആ കഥാപാത്രം എന്തുകൊണ്ടാണ് അങ്ങനെ പെരുമാറിയത്?
5	What did the narrator see there?	കഥാകാരൻ അവിടെ എന്താണ് കണ്ടത്?
6	How did the character feel at that time?	ആ സമയത്ത് ആ കഥാപാത്രത്തിന് എങ്ങനെയാണ് അനുഭവപ്പെട്ടത്?
7	How many people/things were in the scene?	ആ രംഗത്ത് എത്ര ആളുകൾ/വസ്തുക്കൾ ഉണ്ടായിരുന്നു?

12. Notice Format (4 or 5-Mark Scheme)

NOTICE	
GOVT. HIGHER SECONDARY SCHOOL, KOZHIKODE	
(Give an attractive heading related to the program)	
<p>The [Name of Club eg: English club/ Arts club] of our school has decided to conduct a [Name of Programme] to be held on [Date eg: 20 March,2026]. [Name and designation of Chief Guest] will be the chief guest. We cordially invite you to grace the occasion with your presence.</p>	
<u>PROGRAMME DETAILS</u>	
<p>Date: [Day, Month, Year eg: 20 March,2026] Time: 10:00 AM Venue: School Auditorium</p>	
<u>OFFICIAL CEREMONY</u>	
Welcome Speech	: School Leader
Presidential Address	: The School Principal
Inauguration	: [Name and designation of Chief Guest]
Felicitation	: PTA President
Vote of Thanks	: Club Secretary
[Place]	Convener
[Date]	[Name of Club]

13. News Report Format

[CATCHY HEADLINE IN CAPITAL LETTERS]

By News Reporter

[Place], [Date]: A **shocking/wonderful** incident took place here yesterday involving [Name of Character]. (**Main Event**). The event happened at [Time] and has become the talk of the town.

According to sources, [Character Name] was [What they were doing] when the incident occurred. People around the area were surprised to see [The main action/problem]. One of the witnesses said that they had never seen anything like this before. The situation was finally brought under control. Everyone praised the courage of those involved. The local authorities have promised to look further into the matter.

[Name of the Poem] An Appreciation

The poem "[Name of the Poem]" written by the eminent poet "[Author's Name]" is a profound literary work that explores the universal theme of [Theme e.g., nature's beauty / the passage of time / human suffering]. The poet uses simple but powerful words to share a deep message with the readers. From the very beginning, the poet captures the reader's imagination with a striking title. The poem is not merely a collection of verses but a reflection of life's complexities, skillfully bridging the gap between the literal and the metaphorical.

The lines "[Choose two lines from the poem]" are very thought-provoking which helps in establishing an emotional connection with the reader. Through the carefully chosen diction, the author succeeds in conveying a message that is both timeless and timely.

The poet uses many poetic devices to make the poem attractive. For example, visual imagery is used in the line "[Copy a descriptive line here]", which helps us imagine the scene in our minds. The poet also uses **alliteration** (repetition of consonant sounds) in lines like "[Copy a line with repeating sounds]", giving the poem a musical touch. The rhyming words create a nice rhythm that is easy to read and remember. Furthermore, the inclusion of Metaphors Simile and Personifications adds layers of meaning to the text.

In conclusion, "[Name of the Poem]" stands as a masterpiece of contemporary literature. It is not just a poem but a great lesson for everyone. The poet successfully conveys a big idea using simple language. This poem leaves a lasting impression on reader's mind