

Section B · Creative Writing Skills

CBSE Class 12 English Core (301) · 18 marks · pure format marks — the most predictable section · Ultimate Revision Sheet

60-SECOND RECALL — the four questions and their mark splits

Q3 Notice	4 marks — up to 50 words — Format 1 / Content 2 / Accuracy 1
Q4 Invitation & Reply	4 marks — up to 50 words — Format 1 / Content 2 / Accuracy 1
Q5 Letter	5 marks — 120–150 words — Format 1 / Organisation 1 / Content 2 / Accuracy 1
Q6 Article or Report	5 marks — 120–150 words — Format 1 / Organisation 1 / Content 2 / Accuracy 1
Every question	One out of two — internal choice in all four
The insight	Half the marks are format and accuracy , which you can guarantee before you know the topic

WHY THIS SECTION IS THE EASIEST 18 MARKS In Section B, content is only 2 of every 4 or 5 marks.

The rest is format, organisation and grammar — all of which are fixed and learnable before you see the paper. Learn the four skeletons below perfectly and you have secured roughly 9 marks regardless of the topic.

1. Notice — 4 marks, up to 50 words

FORMAT — REPRODUCE EXACTLY

NAME OF SCHOOL / ORGANISATION

NOTICE

Date: 11 September 2026

HEADING / SUBJECT

Body — the five W's in 40–50 words.

Signature

NAME

Designation (Head Boy / Secretary / Principal)

THE FIVE W's — the content marks **WHAT** is happening · **WHEN** (date and time) · **WHERE** (venue) ·

WHO may attend · **WHOM** to contact / any other detail

Miss any one of these and you lose content marks.

NOTICE RULES • Write the word **NOTICE** in capitals, centred.

- Always include the **name of the institution** at the top.
- **Box the notice** — draw a rectangle around the whole thing.
- Word limit applies to the **body only**, not the heading and signature.
- Write in the **third person**. No “I”, no emotional language.
- Sign with **name AND designation** — both are needed.

2. Invitation and Reply — 4 marks, up to 50 words

FORMAL INVITATION — third person, no salutation

Mr and Mrs Rajesh Sharma
request the pleasure of your company
at the wedding reception of their daughter

Anjali

with

Vikram

on Sunday, the 20th of December 2026
at 7:00 p.m.
at Hotel Grand Palace, Sector 14, Gurugram

RSVP
98765 43210

Third person throughout. No “Dear”, no “Yours sincerely”, no signature. Numbers and dates written in words where natural.

FORMAL REPLY — also third person **ACCEPTING**

Mr and Mrs Arun Mehra thank Mr and Mrs Rajesh Sharma for their kind invitation to the wedding reception of their daughter Anjali and have great pleasure in accepting it.

DECLINING — you must give a **reason**

Mr and Mrs Arun Mehra thank Mr and Mrs Rajesh Sharma for their kind invitation but regret their inability to attend owing to a prior engagement on that date.

INFORMAL INVITATION — letter style, first person

Written as a short **personal letter**: sender's address, date, salutation (*Dear Rohit*), body in the **first person**, and *Yours affectionately* / *Warm regards* with your name.

THE ONE THAT TRIPS EVERYONE Formal invitation and reply are in the **THIRD PERSON** — “Mr and

Mrs X request...”, “Mr and Mrs Y thank...”. There is **no salutation** and **no subscription**. Writing “Dear Sir” or “Yours sincerely” in a formal invitation **costs the whole format mark**.

When **declining**, you must state a **reason** — a bare refusal loses a content mark.

3. Letter — 5 marks, 120–150 words

FORMAT — the seven fixed parts

1. Sender's Address
2. Date
3. Receiver's Address — *The Editor, The Times of India, New Delhi*
4. Subject — one line, underlined
5. Salutation — **Sir / Madam**
6. Body — **three paragraphs**
Para 1: who you are and why you are writing
Para 2: the details, the problem, the evidence
Para 3: what you want done; a courteous close
7. Subscription — **Yours faithfully** + Name

Letter type	What it needs
Letter to the Editor	Address to <i>The Editor</i> of a named paper. State the issue, its effects on the public, and request that it be highlighted so authorities act. Written in the public interest .
Job Application	Address to the employer. State the post and where you saw it advertised, your suitability in brief, and attach a BIO-DATA / RESUME as a separate block after the signature.

BIO-DATA BLOCK — attach after the signature

BIO-DATA

Name · Father's Name · Date of Birth · Address · Contact
 Educational Qualifications (*most recent first*)
 Work Experience · Skills · Languages Known
 References

LETTER RULES • *Sir / Madam goes with Yours faithfully. (Dear Mr Sharma would take Yours sincerely, but formal letters in this paper use Sir/Madam.)*

- *Subject line is compulsory and must be underlined.*
- *Only the Y of "Yours" is capital — Yours faithfully, never "Yours Faithfully".*
- *Three paragraphs — that is where the organisation mark lives.*
- *Use the details given in the question (name, city, school) — inventing your own real name is discouraged; use the one supplied.*

4. Article and Report — 5 marks, 120-150 words

ARTICLE FORMAT

TITLE

by **Name**

Para 1 — Introduction: open with a question, a statistic or a striking statement. State the issue.

Para 2 — Body: causes, effects, examples, evidence. This is where content marks live.

Para 3 — Conclusion: suggestions and a call to action.

*An article is **subjective** — you may express opinion and address the reader.*

REPORT FORMAT

TITLE

by **Name**, *designation* · Place, Date

Para 1: WHAT happened, WHERE, WHEN — the opening facts.

Para 2: details in **chronological order** — who attended, what took place, chief guest, highlights.

Para 3: how it concluded — vote of thanks, outcome.

*A report is **objective** — factual, impersonal, usually **past tense** and often **passive voice**.*

ARTICLE vs REPORT — the distinction that carries the format mark

Basis	ARTICLE	REPORT
Purpose	Discuss an issue, persuade	Record an event that happened
Tone	Subjective — opinion allowed	Objective — facts only
Tense	Mostly present	Mostly past
Voice	Active	Often passive
Byline	by Name	by Name, designation , place and date

5. Format and Mark Split exactly what the examiner ticks

Question	Marks	Format	Organisation	Content	Accuracy
Notice	4	1	—	2	1
Invitation & Reply	4	1	—	2	1
Letter	5	1	1	2	1
Article / Report	5	1	1	2	1

Accuracy means spelling and grammar. Organisation means clear paragraphing and logical flow. Both are free marks if you are disciplined.

6. Question Triggers wording → which format?

If the question says...	Write a
"inform students about..." / "draft a notice"	Notice — boxed, third person, five W's
"invite for a wedding / inauguration"	Formal invitation — third person, no salutation
"accept / decline the invitation"	Formal reply — third person; give a reason if declining
"invite your friend"	Informal invitation — letter style, first person
"draw the attention of authorities" / "write to the editor"	Letter to the Editor — Sir/Madam, Yours faithfully
"apply for the post of..."	Job application + bio-data block
"express your views on..." / "discuss the issue"	Article — title, byline, three paras, opinion allowed
"an event was held... write for the school magazine"	Report — past tense, objective, byline with designation
"you are the Head Boy / Secretary"	Use that designation in the signature block
"in about 120–150 words"	Letter / Article / Report — the 5-mark questions
"in not more than 50 words"	Notice / Invitation — the 4-mark questions

WHAT ALWAYS APPEARS

1. [4M] Notice — lost article, school event, competition, holiday, meeting.
2. [4M] Formal invitation or reply — wedding, inauguration, annual day.
3. [5M] Letter to the Editor — civic problem, pollution, traffic, price rise, exam stress.
4. [5M] Job application with bio-data.
5. [5M] Article — social issue, environment, education, technology, health.

6. [5M] Report — school function, sports day, seminar, field trip.

THE HABIT THAT SCORES — Before writing a single word of content, **lay out the skeleton** — boxes, headings, subject line, salutation, subscription. That secures **Format and Organisation** immediately. Then fill in content, then reread once for spelling to secure **Accuracy**. Done this way, you can score **3 of 5** on any topic in the world, even one you know nothing about.