English · Writing Skills & Grammar

CBSE Class 12 English Core

Formats · Model answers · Grammar that saves marks · Practice

How the paper is divided (80 marks): Reading 22 · Creative Writing 18 · Literature (Flamingo + Vistas) 40. Check the latest CBSE sample paper for the exact question-wise split.

Why grammar matters even without a grammar section: every writing and literature answer is marked for expression (grammar, spelling, vocabulary). Repeated tense or agreement errors quietly cut marks everywhere.

How to use: learn one format a day → write the model answer once by hand → do the practice questions → check with the answers.

Colour	Meaning
Yellow highlight	Must remember
White box	Format / layout to copy
Blue card	Rule + Note
Green box	Hinglish / □□□□□
Cream box	Model answer
Red box	Exam tip

Start Here · Words You Must Know

Term	Meaning	Example
Notice	A short public announcement displayed for a group. **Hinglish:** School/society ki **public soochna** – sabko ek saath bataana. Box mein likhte hain, 50 words.	School notice board
Formal invitation	Invitation in the third person, without salutation or signature. **Hinglish:** Third person mein ("The Principal requests the pleasure…"), **no signature, no salutation**.	The Principal requests…
Informal invitation	Invitation written like a personal letter. **Hinglish:** Dost/rishtedaar ko **letter jaisa** – Dear …, aapka naam neeche.	Dear Riya, …
Letter to the Editor	Letter to a newspaper editor about a public issue. **Hinglish:** Akhbaar ke editor ko kisi **public problem** pe likhna – samasya, kaaran, asar, sujhaav.	Noise pollution
Article	Your views on a topic, with a heading and by-line. **Hinglish:** Kisi topic pe **apni raay** – heading, by-line, intro, 2–3 paragraphs, conclusion.	Screen time and students
Report	An account of an event that has already taken place. **Hinglish:** Ho chuke **event ka khabar jaisa** varnan – past tense, passive voice, kab-kahan-kya-kaun.	Annual Sports Day

Term	Meaning	Example
Tense consistency	Keeping the same tense throughout a piece. **Hinglish:** Ek baat jis tense mein shuru ki, **usi tense mein** khatam karo (report = past tense).	Report → past tense
Subject–verb agreement	Singular subject + singular verb; plural + plural. **Hinglish:** Singular subject + singular verb (He **goes**), plural subject + plural verb (They **go**).	She writes / They write
Passive voice	Focus on the action, not the doer. **Hinglish:** Kaam pe focus, karne wale pe nahi: "A meeting **was held**." Reports aur notices mein zaroori.	A prize was given.
Reported speech	Reporting someone's words without quoting them. **Hinglish:** Kisi ki baat apne shabdon mein: "He said that he **was** tired." Tense ek step peeche.	He said that he was busy.
Determiners	Words before nouns: a, an, the, some, many … **Hinglish:** a/an/the, some, any, much, many – noun se pehle aate hain.	an honest man
Connectors	Linking words that join ideas. **Hinglish:** Vaakya jodne wale: however, therefore, moreover, although – answer ko **smooth** banate hain.	however, moreover

Hinglish mein samjho:
Writing mein marks 3 cheezon pe: **format** (sahi dhaancha), **content** (saari zaroori baatein), **expression** (grammar + achhe shabd). Word limit ke paas raho – bahut chhota ya bahut lamba dono nuksaan.

Part A · Creative Writing – Formats and Model Answers

Exam tip: Marking for 5-mark writing: **Format 1 + Content 2 + Expression 2**. For notices and invitations: format, content and expression share the marks. Never skip the format – it is the easiest mark.

1. Notice (word limit ~50)

Notice

NAME OF THE SCHOOL / ORGANISATION

NOTICE

Date: ...

HEADING (in capitals)

Body: what, when, where, who, how to register, contact

Name

Designation

✎ **Note:** Always in a box. Answer the 5 W's: what, when, where, who can take part, and whom to contact. Use passive voice and simple present/future.

Hinglish mein samjho:
Box banao → upar **school/sanstha ka naam** → NOTICE → date → heading → body (kya, kab, kahan, kaun, contact) → neeche naam + designation. 50 words.

MODEL ANSWER – Notice – Inter-House Quiz

ABC PUBLIC SCHOOL, NEW DELHI

NOTICE

16 November 2026

INTER-HOUSE QUIZ COMPETITION

An Inter-House Quiz Competition will be held on 28 November 2026 from 10 a.m. to 1 p.m. in the school auditorium. Each house may send a team of three students from Classes IX–XII. Topics: science, current affairs and sports. Interested students should give their names to the undersigned by 22 November.

Aarav Sharma

Secretary, Quiz Club

(≈ 55 words in the body – within the limit.)

2. Invitations and replies (word limit ~50)

Formal invitation

[Host] requests the pleasure of your company

at [event] on [day, date] at [time]

at [venue]. [Chief guest] has kindly consented to grace the occasion.

RSVP: [name, phone]

✎ **Note:** Third person throughout. No 'Dear', no signature, no address of the sender at the top. Include event, date, time, venue, chief guest and RSVP.

Hinglish mein samjho:
Third person: "**requests the pleasure of your company**". Event, date, time, venue, chief guest, RSVP. Signature nahi.

Reply to an invitation

[Your name] thanks [host] for the kind invitation to [event] on [date].
He is pleased to accept / He regrets his inability to attend due to [reason].
[Address] · [Date]

✎ **Note:** Also in the third person. Thank the host, then accept or decline with a reason. Date at the bottom or top-left.

Hinglish mein samjho:
Formal reply bhi third person mein: "**thanks … for the kind invitation** … is pleased to accept / regrets his inability…" + kaaran.

MODEL ANSWER – Formal invitation – Science Exhibition

The Principal, staff and students of ABC Public School
request the pleasure of your company
at the Annual Science Exhibition
on Saturday, 5 December 2026, at 10 a.m.
in the school auditorium.
Dr R. K. Mehta, Director, National Science Centre, has kindly consented to inaugurate the exhibition.
RSVP: Ms Neha Gupta (98765 43210)

3. Letters (word limit 120–150)

Letter to the Editor

Sender's address
Date
The Editor, Name of newspaper, City
Subject: …
Sir / Madam,
Para 1 – introduce the problem
Para 2 – causes and effects (facts, examples)
Para 3 – suggestions / request for action
Yours truly,
Name

✎ **Note:** Sender's address → date → receiver (The Editor, …) → Subject → Sir/Madam → three paragraphs (problem → effects → suggestions) → Yours truly / Yours faithfully → name.

Hinglish mein samjho:
Sender ka address, date, receiver (The Editor …), **Subject**, Sir/Madam, 3 paragraph (samasya → asar → sujhaav), Yours truly, naam.

Job application

✎ **Note:** Cover letter (where you saw the advertisement, the post, why you are suitable) + résumé (personal details, qualifications, experience, skills, references). Résumé can be in a neat table or list.

Hinglish mein samjho:
Do hisse: **cover letter** (post, kahan dekha, kyun suitable) + **résumé/bio-data** (personal details, qualification, experience, references).

MODEL ANSWER – Letter to the Editor – Loudspeakers during exams

C-12, Shanti Nagar, Jaipur · 16 November 2026

The Editor, The Daily Times, Jaipur

Subject: Noise from loudspeakers during board examinations

Sir,

Through the columns of your esteemed newspaper, I wish to draw the attention of the authorities to the use of loudspeakers in our area late at night, just when lakhs of students are preparing for their board examinations.

Loudspeakers are played at functions till midnight. Students cannot concentrate, and many lose sleep before important papers. Elderly people and patients also suffer, as constant noise raises stress and blood pressure.

I request the authorities to enforce the existing rules strictly, allow loudspeakers only at fixed hours, and fine those who break the rules. Residents' welfare associations can also help by spreading awareness.

Yours truly,

Aarav Sharma

4. Article and Report (word limit 120–150)

Article

HEADING

by Name

Introduction – a hook line

Body – causes · effects · examples

Solutions / suggestions

Conclusion – a message

✎ **Note:** Heading + by-line (by …). Start with a striking line or question; 2–3 paragraphs of causes/effects/solutions; end with a message. Present tense; your own views.

Hinglish mein samjho:
Heading + by-line (by Aarav), shuruaat mein interesting line, phir kaaran/asar/hal, ant mein sandesh. Apni soch dikhao.

Report

HEADING

by Name, Designation

Place, Date (newspaper report)

Para 1 – what, when, where, who organised

Para 2 – main events / highlights

Para 3 – chief guest's message, prizes, end of event

✎ **Note:** Heading + by-line (+ place and date for a newspaper report). Past tense and passive voice. Cover: event, date, venue, chief guest, highlights, prize distribution, closing.

Hinglish mein samjho:
Heading + by-line (+ place, date for newspaper report). **Past tense, passive voice**: kab, kahan, kya hua, chief guest, highlights, ant.

MODEL ANSWER – Article – Screen Time and Students

SCREENS: SERVANT OR MASTER? *by Aarav Sharma*

Most of us check a phone before we even get out of bed. Screens have become part of a student's life, but are we using them, or are they using us?

Online classes, educational videos and quick research have made learning easier. However, endless scrolling, gaming and social media steal hours that should go into study, sleep and play. Too much screen time causes eye strain, poor posture, disturbed sleep and falling concentration.

The solution is not to give up screens but to control them. Students can fix 'screen-free' hours, keep phones out of the bedroom, turn off unnecessary notifications and replace some screen time with sport or reading. Parents and teachers can set an example too.

Technology is a wonderful servant but a dangerous master. Let us use it wisely.

MODEL ANSWER – Report – Annual Sports Day

ANNUAL SPORTS DAY CELEBRATED WITH ZEAL *by Aarav Sharma, Sports Captain*

ABC Public School held its Annual Sports Day on 10 November 2026 on the school grounds. The event was inaugurated by Olympian Ms Priya Singh, who was welcomed with a guard of honour.

The programme began with a march-past by the four houses, followed by races, relays, a tug-of-war and a yoga display. The 400-metre relay was the most exciting event of the day. Parents cheered enthusiastically.

The chief guest gave away the prizes and urged students to make sport a daily habit. Ganga House won the overall trophy. The event ended with the national anthem.

Exam tip: Report = **past tense + passive voice** ("was held", "were given"). Article = **present tense + your opinion**. Mixing these up is the most common mistake.

Part B · Grammar That Saves Marks

Hinglish mein samjho:
Class 12 mein grammar ka alag section nahi hai, par **har answer mein grammar check hoti hai**. Ek hi galti baar-baar (jaise tense) expression ke marks kaat deti hai.

Tense rules

✎ **Note:** Choose the tense by time and stick to it. Present perfect (has/have + V3) never goes with a past time word like 'yesterday'.

Hinglish mein samjho:
Present simple = aadat/sach; past simple = khatam baat; present perfect = abhi-abhi poora (has/have + V3). Report mein **past**.

Tense	Use	Example
Simple present	habits, facts, notices	The school opens at 8 a.m.
Present continuous	happening now	Students are preparing for exams.
Present perfect	just completed / result now	The results have been declared.
Simple past	finished event (reports)	The function was held yesterday.

Tense	Use	Example
Past perfect	earlier of two past actions	The bell had rung before I arrived.
Simple future	plans (notices, invitations)	The fair will be held on Monday.

Subject–verb agreement rules

✎ **Note:** Find the real subject first, ignoring phrases like 'of the boys' or 'along with his friends'.

Hinglish mein samjho:
Each/every/everyone = singular verb. Neither/either … nor/or = paas wale subject se verb. "One of the boys **is**…"

Rule	Example
Each / every / everyone / either / neither → singular	Each of the students has a book.
'One of' + plural noun → singular verb	One of my friends lives in Pune.
Neither … nor / either … or → verb agrees with the nearer subject	Neither the teacher nor the students were late.
Along with / as well as → verb agrees with the first subject	The captain, along with his players, is here.
Collective noun as one unit → singular	The committee has decided.
The number of → singular; a number of → plural	The number of cars is rising. A number of cars are parked.

Articles

✎ **Note:** Use 'a'/'an' by the first sound, not the first letter. Use 'the' for something specific, unique, or already mentioned.

> **Hinglish mein samjho:**
> 'a' consonant **sound** se pehle, 'an' vowel **sound** se pehle (an hour, a university). 'the' = khaas cheez.

Wrong	Right	Why
a hour	an hour	'h' is silent – vowel sound
an university	a university	'u' sounds like 'yu'
Sun rises in east.	The sun rises in the east.	unique things
He is honest man.	He is an honest man.	singular countable noun needs an article

Prepositions

✎ **Note:** Time: at (clock time), on (days/dates), in (months/years). Place: at (a point), in (inside), on (a surface).

> **Hinglish mein samjho:**
> Time: **at** 5 pm, **on** Monday, **in** May. Place: **at** the gate, **in** the hall, **on** the stage.

Wrong	Right
He is good in English.	He is good at English.
She is married with a doctor.	She is married to a doctor.
We discussed about the plan.	We discussed the plan. (no 'about')
I am waiting since 5 o'clock.	I have been waiting since 5 o'clock.
He died from cholera.	He died of cholera.

Passive voice rules

✎ **Note:** Object becomes the subject; use the right form of 'be' + past participle (V3). Very useful in notices and reports.

Hinglish mein samjho:
Object ko aage lao + be (is/was/has been) + **V3** + (by …). "They held a meeting" → "A meeting **was held**."

Active	Passive
They hold a meeting.	A meeting is held.
They held a meeting.	A meeting was held.
They are holding a meeting.	A meeting is being held.
They have held a meeting.	A meeting has been held.
They will hold a meeting.	A meeting will be held.
Students must submit forms.	Forms must be submitted.

Reported speech rules

✎ **Note:** When the reporting verb is past (said, told), move the tense one step back and change pronouns and time words.

Hinglish mein samjho:
said → said that; tense peeche (is→was, will→would); I→he/she; now→then, today→that day.

Direct	Reported
He said, "I am tired."	He said that he was tired.
She said, "I will come tomorrow."	She said that she would come the next day.
He asked me, "Where do you live?"	He asked me where I lived.
The teacher said, "Sit down."	The teacher told us to sit down.

Direct	Reported
"Have you finished?" she asked.	She asked whether/if I had finished.

Error correction

✎ **Note:** Read the line → find the subject → match the verb → check the tense → check articles and prepositions → check spelling.

Hinglish mein samjho:
Line padho → **subject dhoondo** → verb match karo → tense check karo → article/preposition dekho.

★ **Expression tip:** A connector at the start of a paragraph (However, Moreover, Therefore, On the other hand, In conclusion) makes writing look organised and earns expression marks.

Error-correction practice

Q1. Correct the sentence: *Each of the girls have a laptop.* [1]

Ans. Each of the girls has a laptop.

Q2. Correct the sentence: *The meeting will held on Monday.* [1]

Ans. The meeting will be held on Monday.

Q3. Correct the sentence: *He is going to school since 2015.* [1]

Ans. He has been going to school since 2015.

Q4. Correct the sentence: *She is a honest girl.* [1]

Ans. She is an honest girl.

Q5. Correct the sentence: *I am good in Maths.* [1]

Ans. I am good at Maths.

Q6. Correct the sentence: *The prizes was distributed by the chief guest.* [1]

Ans. The prizes were distributed by the chief guest.

Q7. Correct the sentence: *He said that he is busy.* [1]

Ans. He said that he was busy.

Q8. Correct the sentence: *One of my friend live in Delhi.* [1]

Ans. One of my friends lives in Delhi.

Q9. Correct the sentence: *We discussed about the problem.* [1]

Ans. We discussed the problem.

Q10. Correct the sentence: *Neither he nor his friends was present.* [1]

Ans. Neither he nor his friends were present.

Part C · Reading Comprehension Technique

Hinglish mein samjho:
Pehle **questions padho**, phir passage. Answer passage se dhoondo, apni raay nahi. Vocabulary question mein **aas-paas ke words** se arth samjho.

- Read the questions first, then the passage – you will know what to look for.
- Underline key words in the passage as you read.

- For vocabulary questions, read the whole sentence around the word and replace the word with each option.
- For inference questions ('What does the author suggest…'), the answer is not written directly – it follows from two or more lines.
- Answer in your own words but keep the passage's meaning; don't add outside opinions.
- For case-based / factual passages with data, check numbers carefully – options often differ by one figure.

Last-Minute Checklist

- I can draw the format of a notice, invitation, reply, letter to the editor, job application, article and report from memory.
- I know the word limits: notice/invitation ~50; letter/article/report 120–150.
- Report = past tense + passive voice. Article = present tense + my views.
- I can fix the 10 errors in the practice list without looking.
- I use 2–3 connectors in every long answer.