

There will be one question paper of 100 marks.

Section A- Reading

15marks.

1. One long unseen passage followed by four short answer type questions and three vocabulary questions.

4x3=12(short answer questions)

3x1=3(vocabulary)

Section B- writing

20 marks

2. Article (Descriptive, Argumentative/ autobiographical) -100 to 150

words

10

3. Letter to the Editor/ complaint letters/Business letter (Placing orders / Booking or cancellation / making enquiries etc)

10

Section C- Grammar

25 marks.

4. Ten questions (MCQ and very short answer type questions) based on Narration, Synthesis, Transformation, Syntax, Idioms and Phrases/ phrasal Verbs, Synonyms, Antonyms, One word substitution, Homophones

10x2=20

5. Translation from Hindi to English- 7 to 8 Sentences

5

Section D- Literature

40 marks

Flamingo- Text book

Prose

6. Two short answer type questions

4+4=8

7. One long answer type question

7

Poetry

8. Three very short answer type questions based on the given poetry extract-

3x2=6

Note- (Questions related to identification of the following figures of speech will be included in the poetry section-

Simile, Metaphor, Personification, Oxymoron, Apostrophe, Hyperbole, Onomatopoeia).

9. Central idea of the given poem

4

Vistas- Supplementary Reader

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H Kauffman



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web jan 28 2021 subject request for duration vacation leave sir madam i am writing this letter to request for a one week vacation which is starting on until i will resume work when i will get back on

how to write a vacation request email with tips examples - Jan 08 2023

web how to write a vacation request email writing a vacation request email doesn t have to be a nerve racking experience it s as simple as following these steps 1 write a clear and concise subject line your boss or whoever is signing off on your vacation request probably gets countless emails every day

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web sep 2 2023 learn how to write a vacation request letter use our sample vacation request letters as templates for your vacation request letter

guide to vacation leave letters definition template and sample indeed - Dec 27 2021

web jul 18 2023 a vacation leave letter is a written request from employees to their company asking for approval for time off it outlines the employee s intended days off and their plan for coverage at work vacation leave letters may be addressed to your direct supervisor or the human resources department at your company

vacation request letter 4 templates writolay - Aug 03 2022

web jun 20 2022 letter template 1 vacation request letter vacation request letter vacation request letter vacation request letter vacation request letter mention the name of the sender mention the address of the sender mention the contact details mention the email address mention the date subject vacation request letter

how to write a vacation email request glassdoor career guides - Dec 07 2022

web jun 29 2021 when deciding how to ask for a vacation use these example vacation email requests as your guide example

1 subject line casey s vacation request hi adrian i am writing to request a few days off my wife and i would like to take a honeymoon to the bahamas in two months i would like to request off the entire working week of february 1

how to write a vacation request email examples included - Nov 06 2022

web feb 27 2023 sending an email to your supervisor to request a vacation doesn t have to be intimidating follow these steps to craft a well articulated and effective letter that benefits you and your company 1 familiarize yourself with the vacation policy before sending a letter requesting vacation time familiarize yourself with company policies

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web nov 1 2019 work life career communication vacation request letter by mary gormandy white m a shrm scp sphr updated november 1 2019 istock com the letter or email that you write to request time off does not have to be long or complicated however it does need to be well written and reflect an appropriate level of professionalism

21 vacation request email samples simplestic - Jul 14 2023

web jul 31 2023 template 1 vacation request email template subject request for vacation leave dear manager s name i would like to request vacation leave from start date to end date during my absence i will ensure that all my work is completed before i leave and that my colleagues have access to any necessary files or information

how to write a vacation request email pumble - Oct 05 2022

web mar 14 2023 step 1 write a concise subject line first the subject line should accurately reflect the point of the email directly state that you re requesting time off a good subject line could just be vacation request dates here are a few more examples of good subject lines request for leave dates annual leave request dates

vacation leave request letter format samples - Feb 09 2023

web vacation request letter format vacation request letter for two weeks your name address state zip code date supervisor s name title company address state zip code re request for two weeks vacation dear sir madam i am formally requesting for two weeks of vacation leave from state your departure date and the date that your

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web mar 13 2021 subject vacation leave application respected sir madam with utmost respect i name of department of your company i e company name hereby write this letter to you to request vacation leave for number of days

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web i m writing this letter to request vacation leave from tuesday december 15th through thursday december 24th the reason for this leave request is purely due to medical reasons for a long time i ve wanted to get a full body checkup for my family and i feel like now s the right time to do it

24 sample vacation request letters in pdf ms word - Mar 30 2022

web to formally request for some time off companies often require employees to write a vacation request letter to their boss
vacation request letters ms word google docs outlook apple pages what is a vacation request letter elements of a vacation
request letter how to write a vacation request letter