Reading

How do you feel when you do something for the first time? Read this story about a kite's first flight.

Hello! I am Munia's kite. I am green and yellow in colour, and I am made of paper. I am going to have an adventure today! I will fly for the first time, you see.

There's a lovely breeze today. Munia will take me out to the



big field. She will fly kites with her friends there. Oh, I can't wait to go out! Soon, I will fly high in the skies with other kites.

Munia carefully carries me to the field. She also has a spool of string. We see many kites flying in the sky. Here comes Jhimli. She is Munia's best friend.

Did You Know? G.K. In India, we fly kites on Makar Sankranti, Baisakhi and on Independence Day.

Jhimli holds me and jumps high. She lets me go up in the air and Munia tugs my strings.

Soon, I am flying high in the sky. I see such wonderful things down below. There are paddy fields on one side and big mango trees on the other. There's a big pond too.



I see Tara and Tuli, the goats, and Bhulu, the village dog, near the pond. Bhulu is chasing a squirrel! I see Dola, the cow, munching grass nearby.

Then I see another kite flying near me. Ah, a friend to make! It is pink and blue, and is very pretty.

'Hello,' I say. 'Nice to meet you up here.'



Features Highlighted

This incident took place some years ago and Roop Singh is still with me. I have never spoken to him about what happened that night or asked him why he came back.

Later, the same day, he came to me with his notebook and pencil, sat down beside me under the deodar and said, 'Teach me something new today.'

Perhaps that had something to do with it. And I realised that I too had learnt something new.

Summary

The narrator, a young writer, hired a confident boy, Roop Singh, to help in his house. The boy didn't cook well but the narrator didn't mind. In the afternoons, he even gave Roop English lessons. One day, he received a money order. He put the money under his pillow. At night, Roop Singh took the money, making the narrator sad as his trust was broken. But in the morning, it was back in its place. The narrator was happy and didn't fire the boy.

About the author

Ruskin Bond (1934–) is an Indian author of British origin. He has written over a hundred short stories, essays, novels and books for children. He received the Sahitya Akademi Award in 1992 for his book, *Our Trees Still Grow in Dehra*. His stories have been made into films and adapted for TV serials. He lives in Mussoorie.

Comprehension

A. State whether the following statements are true (T) or false (F). Correct the false statements.

- 1. The young boy was confident, and he had a bright smile.
- 2. The narrator did not need someone to help him around the cottage.
- 3. Roop Singh's skills were as good as his confidence.
- 4. Roop Singh was a quick learner and served interesting meals.
- 5. He had started earning at the age of eighteen.
- 6. The narrator would give Roop Singh English lessons in the afternoons.

7. The narrator kept the wad of notes on his typewriter.

Features Highlighted

Summary: Provided for both prose and poetry chapters as a learning add Comprehension: Factual, inferential and extrapolative questions

Oh! what fun! Johnny watched the bright round sun Going in and coming out; This was all he thought about. So he **strode** on, only think! To the river's very **brink**, Where the bank was high and **steep**, And the water very deep; And the fishes, in a row, Stared to see him coming so.

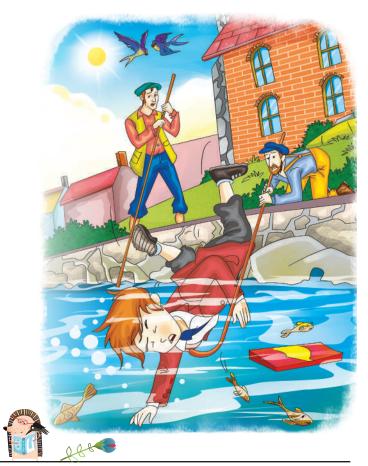
One step more! Oh! sad to tell! **Headlong** in poor Johnny fell. And the fishes, in dismay, Wagged their tails and ran away.

There lay Johnny **on his face** With his nice red writing-case; But, as they were passing by, Two strong men had heard him cry; And, with sticks, these two strong men Hooked poor Johnny out again.

Oh! You should have seen him shiver, When they pulled him from the river, He was in a sorry **plight!** Dripping wet and such a fright! Wet all over, everywhere, Clothes and arms, and face and hair; Johnny never will forget What it is to be so wet.

Common idioms and proverbs

The name 'Johnny Head-in-Air' is a play on the phrase '**to have one's head in the clouds**', which refers to someone who is lost in thought or who has plans which cannot actually be carried out.



strode: walked quickly brink: edge steep: at a sharp angle headlong: head first on his face: with his face on the ground plight: a dangerous and difficult situation

Summary

This poem is about a young boy's misadventures. On his way to school, instead of looking ahead, Johnny would look up at the sky. People often called him 'Johnny Head-in-Air'. Being absent-minded, he once bumped into a dog and fell down. On another day, he fell into a river while watching the birds and the sun. Two strong men helped him out of the water. Johnny was dripping wet, cold and shivering. He would never forget how it felt to be so wet.



Features Highlighted

Common idioms and proverbs, and Did You Know?: Provide additional trivia, and explanations of Idiomatic structures and proverbs

words with similar meanings

Vocabulary

Read these sentences.

The narrator hired Roop Singh at a modest **wage**. This job was an advancement for him in terms of **salary** and prestige. He bought a pair of shoes with the first month's **pay**. He sent a part of his **earnings** home.

The words *wage* and *salary*, and *pay* and *earning* have similar meanings. But they have small differences.

A. Fill in the blanks with the given options. You may have to make some changes.

- The tailor did not have the right thread to <u>mend</u> the tear perfectly. So, he <u>patched</u> it up as best as he could. (patch, mend)
- 2. The officer ______ the envelope with a paper knife and ______ it open. (tear, slit)
- 3. This notorious gang would often _____ banks and _____ cash and jewellery. (steal, rob)
- 4. As the athletes ______ to the finish line, the crowd ______ forward to see the winner. (race, rush)
- 5. Tina ______ her finger while trying to ______ a hole in the cardboard. (pierce, prick)
- 6. He ______ on the doorstep and ______ down the stairs. (trip, fall)

suffix -ly

B. Fill in the blanks by adding -ly to the given words.

	real	usual	patient	anxious	quiet	quick	
1.	. The rabbit		jumped into a hole to hide from the hunter.				

- 2. The woman ______ waited for the bus to arrive.
- 3. The students read ______ in the school library.
- 4. 'Do you _____ want the job?'
- 5. 'Did you hear the tiger's roar?' the tourist asked the forest guide _____
- 6. I _____ return home by 6 p.m.



Vocabulary: Learning and usage of new words, phrases and literary devices to enrich language



common nouns and proper nouns

Look at the nouns in these sentences.

<u>Akbar</u> was a great **emperor**.

Birbal was a clever minister.

Some nouns are the general names of a person, place or thing. These are called **common nouns**.

The words, emperor and minister are common nouns.

Some nouns are special names given to a person, place, animal or thing. These are called **proper nouns**. Proper nouns begin with a capital letter.

The words, Akbar and Birbal are proper nouns.

A. Circle the common nouns and underline the proper nouns.

- 1. <u>Wednesday</u> is a good day to start going for morning walks.
- 2. My favourite person from the story is Harry Potter.
- 3. The Nile is the longest river in the world.
- 4. January is the coldest month in Delhi.
- 5. Enid Blyton was an English writer.
- 6. Meet my dog, Woofer!

countable nouns and uncountable nouns

Look at the nouns in these sentences.

Akbar lived in a **palace**.

Alim Khan lived in a **house**.

Here, the nouns palace and house can be counted. (one palace, three houses)

Countable nouns are names of things that can be counted.

Now, read these sentences.

The donkey drank some water.

Birbal had painted the donkey's tail with black paint.

The nouns water and paint cannot be counted. They are uncountable nouns.

Uncountable nouns are names of things that cannot be counted.

Features Highlighted

Grammar: Easy explanations of concepts and syntax, with plenty of practice exercises



Writing

narrative paragraph

Imagine that you are Emperor Akbar. Write a paragraph describing what you thought about the way Birbal solved the case. You can use the following points:



- why you asked Birbal to take up the problem
- your surprise and amusement on seeing the donkey
- your admiration for Birbal's cleverness

Read at Leisure

- *Tales of Birbal and Other Stories:* These are interesting stories about Birbal's cleverness and sharp wit which help him solve puzzles.
- *Evergreen Stories of Tenali Raman:* These stories are about Tenali Raman, the famous poet in the court of King Krishnadevaraya. He was known for his quick thinking, and like Birbal, he became famous for his intelligence and the ability to solve problems.



Features Highlighted

Writing: Includes graded and free writing tasks. Poetry chapters include Activity, a hands-on creative task.

JKLM ABCDEFGH NOPQRSTU V WZ Features Highlighted

HANDWRITING PRACTICE

Handwriting Practice: Dedicated section to reinforce integrated fine and visual motor skills

Project 1

A. In the chapter 'Wind on the Hill', you read about the wind which cannot be seen but felt.

Now, participate in a circle time activity in class. Think carefully and answer these questions on using all five of our senses.

- What are the things you can feel but not see?
- What are the things you can see but not feel?
- What are the things you can hear but not touch?
- What are the things you can smell but cannot taste?
- What are the things you can only feel?

B. Spot six differences between the two pictures.







Features Highlighted

Projects: Cover literature-based cross-curricular activities related to the themes in the book



Maths Around Us



Maths in Indian Drawings



Warli painting is a tribal art practised by a tribe from Maharashtra called 'Warli' (or Varli). These paintings were traditionally made on the walls of huts of the villagers during festive seasons and on special occasions. They paint day-to-day activities of the people in the village. These activities include hunting, farming, dancing, celebrating festivals, etc. To draw the complete village scene, they also draw trees, rivers, houses and animals. Nowadays, you can easily find this art form on clothes, cushion covers, mobile covers, jewellery, etc.

Shapes and Patterns in Warli Paintings

This art form is drawn with simple shapes, **squares**, **circles and triangles**, where each shape has its own meaning. These shapes are repeated to form a continuous pattern.

The basic shapes used in Warli paintings have the following meaning:

- Circle: Represents the sun and the moon.
- **Triangle:** Represents trees, hills and mountains.
- **Square:** Represents an enclosed area or a piece of land.

Human and animal bodies are represented by two triangles joined at the tip, with circle for head and bent lines for hands and legs.



Warli prints and paintings are auspicious for the tribal people. Therefore, these are not used on any kind of footwear.

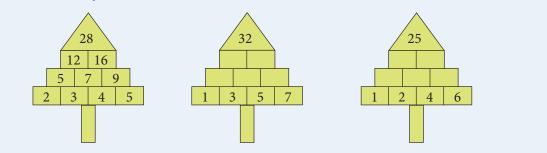


Features Highlighted

Maths Around Us: Interesting information and activities connecting maths with Indian history, art, culture and real-life situations



Fill in the Christmas trees. Each number is the sum of the two numbers below it. One has been done for you.





Aim: To reinforce the concept of addition with regrouping using coloured stars. **Materials required:** Stars of different colours (red, blue, green, etc.), a chart paper and a pen **Procedure:** This can be performed as a group activity.

- 2. Now, on a chart paper make a table as shown.

Consider the sum 293 + 148. To add the two numbers, put the stars in the correct columns as shown. Then, add the stars under each column separately.

Number	Hundreds	Tens	Ones	
293	**	****	***	
148	*	***	******	
	***	*****	*****	
Total	(which is equal to 3 hundreds or 300)	(which is equal to 13 tens or 130)	(which is equal to 11 ones or 11)	

3. Start with the ones column. As **10 ones = 1 ten**, remove 10 green stars and add 1 blue star to the tens column. Now, we have 14 blue stars and 1 green star.





Maths Lab Activity: Hands-on activity to help in improving investigation, reinforcement and extension of concepts just learnt

Skill UP!



Count the number of students in your class. Write a multiplication statement for the total number of students. Can you write more than one multiplication statement?

B. Count the number of family members in your best friend's family. Add that number to the number of family members in your family. Now, write the multiplication statements for the total number of family members.



HC Living In An Interconnected Society

Madhu's mother wants to give stationery items to school children whose parents could not afford to buy them. The school teacher told her that they needed the items as given in the table.

Help Madhu's mother to find out the exact amount of money needed.

Do you think Madhu's mother is kind-hearted? Have you helped anyone in any way? Specify.

Stationery items	Quantity	Cost of 1 item (₹)	Total cost
Notebook	9	20	9 × 20
Pencil	8	3	8 × 3
Eraser	7	4	7 × 4
Sharpener	6	5	6 × 5
Pencil box	5	10	5×10

1 NO POVERTY

SUSTAINABLE GOALS

Question C is in line with SDG 1 No Poverty. There are many children in our country who can not afford to buy books and stationery items due to poverty. A pencil box is a luxury for some, but not all can afford it. Children missing school due to poverty would prevent them from getting a quality education (SDG 4). So, what do you think you can do to help those children who can not buy pencils or go to school?





SEE Learning: Special stories to promote social, emotional and ethical learning

Science Around Us Immunization



Immunity is a body system that helps us fight off sickness. **Immunization** is a way to create immunity to fight diseases caused by some disease-causing microbes. It can be done with the help of vaccines. A **vaccine** contains killed or weakened microbe that causes a disease.





A large-scale programme of providing vaccines to people to increase their immunity is called **vaccination**. When the vaccine enters our body, it does not make us sick. In fact, it helps our body protect itself from getting sick from that microbe in the future.

Smallpox vaccine was the first vaccine that was developed. Before this vaccine, smallpox killed millions of

people worldwide. Today, with the help of vaccination, we have almost gotten rid of this disease.

We can be vaccinated at any age but most vaccines are given while we are young. Human beings receive different vaccines from infancy to their 6th birthday at different stages.



Features Highlighted

Science Around Us: Interesting Information and activities connecting science with Indian history, art, culture and real-life situations

I Am a Scientist! (Process Skills)

Process skills are important skills used by scientists during a scientific inquiry.

IMPORTANCE OF PROCESS SKILLS IN SCIENCE

In science, process skills help people think systematically while working on a scientific project. These are different process skills.



We use words, pictures or diagrams to describe objects. Description of an object is important as it allows us to communicate our observations.

It is important to use the right words while describing our observations. For example, we must use numerical values for measurements such as 10 m or 5 m ℓ rather than words such as little or more as they might hold different meanings for different people.



When we state something, we give a precise answer to a question. This means that there is no need to provide explanations for our statement.

Statement: Unlike poles of a magnet attract but like poles repel each other.
Statement with elaboration: When we bring the north pole of a magnet close to the south pole of another magnet, they attract each other, but when we bring the north poles of two magnets together, they repel each other.



We list objects, events or ideas by writing them in short. Lists help us to organize information.

Features Highlighted

I Am A Scientist: Selective topics that would serve as the basics to becoming a scientist

Skills Enrichment ZONE



Make a leaf album!

Collect leaves and put them between sheets of a newspaper or thick books. Remember to change the newspaper every second day. Once they dry up, place them in an album. You could arrange them according to their shapes/size. Do not forget to write their names.



Collect leaves of a peepul tree. Soak them in water till the leaves lose their green matter. Brush out the remains such that only the veins remain like a net. Paste the leaf on a paper to make a greeting card. Give this card to your friend.





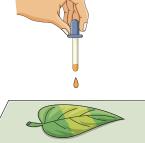
Take a potted plant and keep it in the sun. Cover a part of a leaf with black paper for a couple of hours.

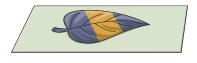
Now, pluck the leaf and remove the black paper. With the help of an adult, dip the leaf in boiling water for two minutes, and then dip it in warm alcohol.

Test the leaf for starch with iodine solution as shown in the picture.









What do you see? What can you conclude from your observation?

D.

ABC English

Ms Maple Leaf (a leaf on a plant) is making food for her family. Help her write the recipe along with the ingredients and method. Do not forget to mention where she is going to store the extra food.



Features Highlighted

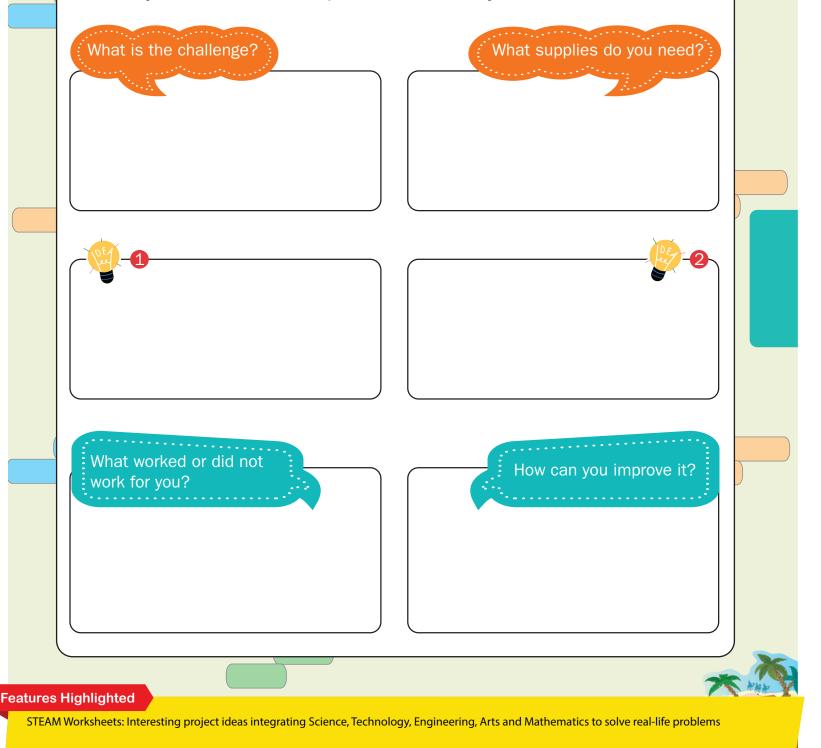
Skills Enrichment Zone: Interesting project ideas and thought-provoking questions to address the main elements of NEP 2020

Worksheet 1



Students of Class 4 went on an excursion to Rajasthan. They saw very little vegetation in some places. The teacher told that due to very little rainfall not many varieties of plants can grow in Rajasthan. Some students asked, "Can plants live and grow when 'watered' with fruit juice, soda or milk?".

Can you design an experiment to show how plants behave when instead of water they are watered with liquids such as fruit juice, soda or milk?



Let's Save Our Earth!

Ravi is sleeping. He is having a strange dream. In his dream, he is an astronaut and travelling in space.

In space, he meets the Earth. The Earth is crying.

You look sick and angry. What's the matter?

> You human beings are making me very sad. I feel very sick these days. Soon I will be a dead planet.

human beings making you sick?

How are the

13 CLIMATE ACTION

You are cutting down all my trees and taking away all my greens.

•

Features Highlighted

Picture Story: Colourful cartoon spreads based on environmental awareness

States in Northern Mountains

Some of the states located in the Northern Mountains are Uttarakhand, Himachal Pradesh, Sikkim and the north-eastern states of Arunachal Pradesh, Nagaland, Tripura, Manipur, Meghalaya, Mizoram and eastern Assam. The union territories of Jammu and Kashmir and Ladakh also belong to this region.

The union territory of Jammu and Kashmir has two capitals—Srinagar is its summer capital and Jammu is its winter capital. Lying at the northernmost point of India, Jammu and Kashmir experiences an extremely cold climate for several months at a stretch. Vegetation varies from thick pine and cedar forests in the valley to sparse vegetation at higher altitudes.

The union territory of Ladakh is located adjacent to Jammu and Kashmir. Zanskar is the main river of Ladakh. Drass, located here, is one of the coldest places



Sonamarg, Jammu and Kashmir

What's in the picture?

- 1. Name the animal shown in the picture.
- 2. How does it help people?
- 3. Name two other animals that live in the Himalayas.

state is a famous UNESCO world heritage site.



on the Earth.

Himachal Pradesh, an important state of the Northern Mountains, is especially famous for hill stations such as Shimla, Kullu, Manali and Dalhousie.

The state of Uttarakhand in the Northern



Valley of Flowers, Uttarakhand

Mountains, is known for its rhododendron forests. The Valley of Flowers located in the

Green Earth

Rising human activities to build dams and infrastructure for tourism in the Northern Mountains, disrupts the natural balance that leads to frequent landslides and flash floods.



Features Highlighted

Green Earth sensitizes learners towards conservation of the environment. Fun Time addresses wellbeing and happiness of the students through creative and fun

The northeastern state of Meghalaya, land of the Khasi, Garo and Jaintia hills, shares its international borders with Bangladesh. Mawsynram, a village in Meghalaya, is the wettest place in the world with highest annual rainfall.

The state of Nagaland shares an international border with Myanmar. The Naga hill range makes the terrain mountainous and the climate wet and cool.

Mizoram, a landlocked state in the north-east, shares its international border with Bangladesh and Myanmar.



Shillong, Meghalaya

The Mizo hills located here are covered with thick forests with timber and bamboo.

Tripura hills are located in the state of Tripura that shares its international border with Bangladesh. Tripura is surrounded by Bangladesh on three sides. Rice, pineapple and jute are the main crops grown in the state.

Geography skills

Mark these places on the outline map of India:

- 1. Mizor<mark>am</mark>
- 2. Uttarakhand
- 3. Aruna<mark>chal Prades</mark>h
- 4. Sikkim

The state of Assam known as the 'gateway to the north-east' shares international borders with Bhutan and Bangladesh. This north-eastern state located in Northern Mountains is home to the famous one-horned rhinoceros found in the Kaziranga National Park.

-Skill Builder.--

Critical thinking skills: How does the climate affect the lifestyle of the people in India? Explain.

Life skills: The people of Himalayan region experience harsh climatic conditions. Imagine the struggles of people residing in the cold region of Northern Mountains and write a paragraph about it.

Connect

A steady rise in temperature since the beginning of 21^{st} century has led to rapid melting of glaciers located in the Himalayan region.



The Sahnis

Shyam and Siya live with their father. In the morning, Shyam drops Siya at her school and goes to college. Their father goes to his shop. After returning home in the afternoon, Shyam and Siya have lunch together and rest.

When their father returns home in the evening, they cook food and eat together. During vacations, Siya and Shyam go to stay with their mother. They have fun there too.

- How does Shyam take care of his sister?
- What activities are done together in the Sahni family?

The Sahus

The Sahus have three children, Ajay, Sara and baby Raju. Mr. Sahu is a mason. He works hard to earn money and take care of his family. Ajay goes to school. But Sara needs to be at home to help her mother and to look after baby Raju. In the evening Ajay goes out to play with his friends but Sara does not as her mother asks her to look after her younger baby brother while she cooks for the family.

- Who all are there in the Sahu family?
- Do you think the children are treated equally? Discuss.
- Should Sara go to school?

Gender Roles

Gender means being male or female. Around the world, boys and girls are treated differently. In Sahu family, we read that Sara could not go out to

play. Do you think girls are supposed to behave, dress, speak and act in a way which is different from boys? Should boys be given more importance than girls?

People's thinking is changing, and girls and boys are studying together in coeducational schools. They learn the same subjects, play the same games, and take part in the same competitions and quizzes. In many homes, men look after the children and boys help their parents

in household chores. In some families, men look after the home and women go out to work. Both men and women should share the responsibility of looking after the home and family.

Features Highlighted

Geography skills build map skills and improve world overview of learners Apply it! provides application-based activities for experiential learning

Apply it!

Who all do the household chores in your family? How do you help at home?









- 4. The river Ganga has its source in the Himadri glacier.
- 5. Jammu and Kashmir is a union territory.

D. Answer these questions.

- 1. Name the three parallel ranges of the Northern Mountains.
- 2. Name three pilgrimage sites of Uttarakhand.
- 3. In which states of north-east India do the Northern Mountains lie?
- 4. Which place in Meghalaya receives the highest annual rainfall in India?
- 5. Why do you think Jammu and Kashmir has two capitals?
- 6. Name the five north-eastern states of India.

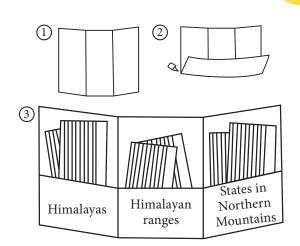
Think Big

Prepare a Northern Mountain theme bulletin board in class. Divide the class into five groups who can take up different topics. One group can take Himalayas as their topic and other groups can take up different states in the region. Collect pictures and information and make a collage on a chart paper. Display all charts on your class bulletin board starting from Himalayas followed by the states.

Learning Tools

Make a three-pocket book and record notes about the Northern Mountains, Himalayan ranges and states located in the Northern Mountains. Organize your notes in the appropriate pockets.

- 1. Fold a horizontal sheet of paper into thirds.
- 2. Fold the bottom edge up and glue the outer edges of the two-inch tab to create three pockets.
- 3. Label each pocket. Use it to hold the notes taken.



G.K.

Web links:

https://knowindia.gov.in/profile/physical-features.php Last accessed by 9 August 2022



Features Highlighted

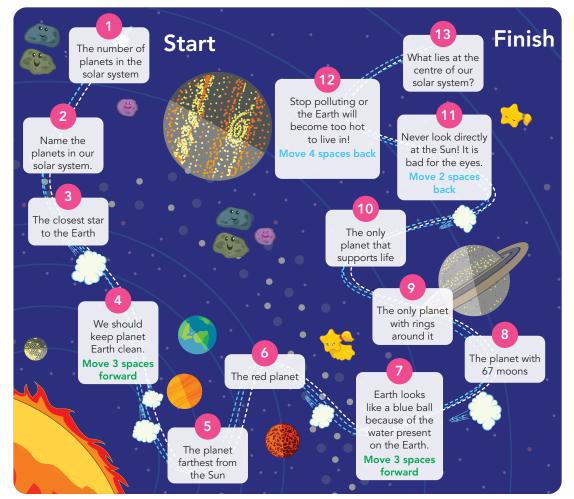
Think Big provides varied activities for multidisciplinary learning

FUNTIME

What is happiness?

Happiness is a combination of feeling good and satisfied with your day. Let us do some fun activities.

A. Go on a space expedition! Roll the dice and play this game. If you don't know the answer, miss a turn. Watch out for bonus blocks!



B. Look at the travel grid and plan a week's vacation to a state/country of your choice. Write the tourist places and landscapes you will visit and list modes of transport you would use.





Fun Time addresses wellbeing and happiness of the students through creative and fun tasks



2. The Bathroom Bunyip

Pre-reading Activity

1. The students can be asked these questions.

- a. Have you ever had an imaginary friend? How old were you then?
- b. Did your friend have a name? What sort of things did you like to do together?
- c. Who would you rather have as an imaginary friend an animal, an inanimate object, a fantasy creature (a fairy or an elf), or a ghost? Explain your choice.
- 2. The teacher may ask the students if they have ever made excuses for not having done some work or having broken something accidentally. What excuses have they commonly made? Have they ever blamed their mistakes on an imaginary being?
- 3. Students can be asked to complete the exercise in the 'Warm-up' section in the coursebook. They should use the given words and phrases in their descriptions, and then draw and colour their magical creatures.

While-reading Activity

The following activities could be done in class.

- 1. Make a list of the excuses made by Tom.
- 2. Read the poem till the fourth stanza. Then, discuss with your partner if Tom was speaking the truth, and how his mother would react. Would she be patient or would she punish Tom? What punishment do you think she might give Tom?

Post-reading Activity

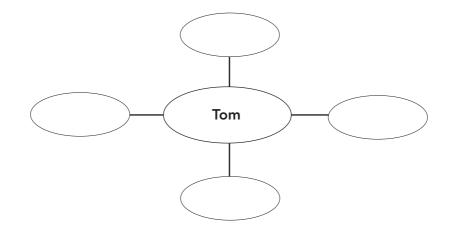
1. Fill in the blanks with words or phrases from the poem.

a. The strange and rare creature is the _____.

b._____ is an example of alliteration.

- c. The bunyip has caused the ______ to overflow.
- d. Tom's mother's ______ is an overflowing cup.

2. Write any four adjectives to describe Tom.



COMPREHENSION

Students can be asked to complete exercise A in this section orally by taking turns. Exercise B can be done independently and their answers can be discussed in class. Distribute **Worksheet 2** to the students.

Students can complete the worksheet independently.

Students can be asked to think and answer the questions in the Life Skills and Values section of the coursebook. Both the questions require the students to think deeply and express their thoughts clearly. Answers can be discussed on completion of the task.

VOCABULARY

Exercises A and B deal with rhyming words. The teacher may inform the class that rhyming words are usually found in poems as they give a lyrical quality to poems. Students may now work out the two exercises in pairs. The teacher should guide them, particularly for the second exercise.

Exercise C is on identifying sound words. The teacher may use more sound words like *chatter*, *quack*, *thump*, *screech* to explain the usage of sound words. Then students can complete the exercise on their own.

As additional practice, students may be asked to complete Vocabulary Worksheets 2 and 3.

Αстіνіту

The first activity in this section deals with how to express feelings by playing a game of dumb charades.

The teacher can refer to the textbook example and conduct a sample activity by acting out actions to depict feelings of happiness. The students can also be asked to act out a few more occasions when they experience happiness. Thereafter the activity can be completed in class.

Activity B is on writing a notice properly. The teacher may share the following information:

- a notice must be short and precise
- the information given must be complete with details about the date, time and venue
- the heading/title is important and must be specifically about the event

The students can refer to the given notice while completing the activity for the format. A few students may be asked to read out their notices before the class.