POSTCARD WRITING

A postcard is an informal means of communication. It is much shorter than a letter, but is written to someone in a different city or country, and is posted in a post box.

Format:
A postcard is written in the following format:
- Two horizontal rectangles are drawn in the answer sheet, one below the other (to show the two sides of the postcard).
- The second rectangle is divided into two squares.
- The date and the name of the city/town from where the postcard is being sent are written on the top left-hand corner of the first rectangle.
- The salutation is written just below that.
- The message is written just below the salutation.
- The message is continued in the left-hand square of the second rectangle.
- The sender’s name is written just below the message.
- The name and address of the addressee are written in the right-hand square of the second rectangle.
- A small square on the top right-hand corner of that square indicates the position of the stamp.

Side 1:

| Place from where the postcard is being written |
| Date |
| Salutation |
| Message |

Side 2:

<table>
<thead>
<tr>
<th>Message continued</th>
<th>Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary close</td>
<td>Receiver’s name</td>
</tr>
<tr>
<td>Sender’s name</td>
<td>Receiver’s Address</td>
</tr>
<tr>
<td></td>
<td>Pin</td>
</tr>
</tbody>
</table>

Points to remember:
- The basic steps for writing a postcard are similar to those of a letter.
- The writing style is conversational, but brief and to the point.
- The full address of the sender is not written.
• The full name and address, including pin code, of the addressee is written.
• The message should be short and not exceed two paragraphs.
• Sentences should be complete and grammatically correct.
• Be precise and clear. Avoid any ambiguity.
• Keep the marking scheme in mind.
• Prescribed word limit is 50 words.

Marking scheme
Name of place from where postcard is being written — ½ mark
Date — ½ mark
Salutation — ½ mark
Sender’s name — ½ mark
Body of the message — 2 marks
Name and address of the addressee — 1 mark

Adherence to the word limit is important:
• If the candidate exceeds the word limit by 2 or 3 words, ½ mark is deducted.
• If he/she exceeds the word limit by 4 or more words, 1 mark is deducted.

Sample postcards:
1. Your mother wants to buy a particular model of the washing machines manufactured by Samsung before the prices are hiked due to inflation. She has asked you to write a short postcard to the company to get the details about the same. Write the postcard in not more than 50 words.

| Sender’s Address | E-1 Defence Colony, New Delhi |
| Date | 10 May 2007 |
| Salutation | Dear Sir |
| Contents | I shall be grateful to you if you could send me the pricelist and other informations on various Samsung washing machines in order to enable us to buy a model before the price hike. |
| Complimentary close | Yours faithfully |
| Sender’s name | Sahil |
| Receiver’s name and address | Samsung India Ltd Block B, Lajpat Nagar New Delhi Pin: 110024 |
2. You are Rakshit/Ranjea. Write a postcard in not more than 50 words to your friend Subhankar/Sushmita wishing him/her a happy new year.

Vishakapatnam
28 Feb 2007
Dear Subhankar
I wish you a very happy New Year. May the year be full of gladness and prosperity for you. Please convey my greetings to uncle, aunty and Chintu.

Yours affectionately
Rakshit

Stamp

Subhankar Mishra
47, Good Luck Enclave
Delhi
110002

3. You are Santosh Rai. You and your wife, Kalyani, are on a holiday in Saonli, a district town in Rajasthan. Both of you are enjoying the relaxing atmosphere among the sand dunes, the peacocks roaming around freely and the camel caravans passing by the bungalow on their way to and from the nearby hills where marble is quarried. Write the postcard to your sister Madhuri, who lives at 73, Modern Apartments, Bhopal, informing her that you would be paying her a visit while returning from Rajasthan.

Saonli
15 Dec 2007
Dear Madhuri,
Kalyani and I are enjoying ourselves here. There are sand dunes all around. The camel caravans which pass by our bungalow are an imposing sight. It have never seen so many peacocks together at one place.

We plan to visit you at Bhopal on our way back. Kalyani sends you her love.

Yours loving brother,
Santosh

Stamp

Madhuri Lal
73, Modern Apartments
Bhopal
700081
WORKSHEET 11

1. You are Mita Vashisht of 61, NSW, Patparganj, Delhi. Write a postcard to Seema Sharma of 21, Preet Vihar, Delhi inviting her to your annual get-together at Barista Coffee, Connaught Place at 6 pm on 2 June 2006. Use about 50 words.

2. You are Harman of 25, Sushant Lok-I, Gurgaon. Your friend Aagman, who lives in 10, Janakpuri, New Delhi, has lost his father in an accident. Write a postcard to him expressing your heartfelt condolences at the untimely demise. Use about 50 words.

3. Your friend, Rishabh, who is studying at Starex International School, Manesar, has stood first in an Inter-school National Debate Championship and has received the Rolling Trophy for the school. Write a postcard congratulating him on his stupendous success. You are Hargun Ahluwalia of 16, Pratap Chowk, New Delhi. Use 50 words.

4. You are Rajat Jacob of 12, Dalhousie Road, Delhi and have just returned from Switzerland after enjoying the hospitality and warmth of your uncle and aunt there. Write a short postcard to them expressing your gratitude for all the magnanimity shown to you by them.

5. You are Upasana Singh of 6, Civil Lines, Meerut. You want some information regarding the job that you have been offered at 21, Block B, CP New Delhi. Write a short postcard to your friend Rina Sharma of 73, Hauz Khas, New Delhi, asking her to send you all the relevant information about the workplace. Use 50 words.

6. You are Saloni Wadhwa of 1, Sainik Colony, Jammu and have planned to go to Goa for a holiday. Write a short postcard to your friend Karuna Soni of 50, Mall Road, Kasauli who has just been there, asking for important information about the place. Use about 50 words.

7. You are Vinita Damodaran. The authorities of the XYZ Boarding School, Ratnagiri, where you study, had sent you home since you were not well. But the school has now begun a special two-week Mathematics coaching course. The programme coordinator of your school, Ms Varshalata, sent you a postcard enquiring if you were well enough to return and join the course. Reproduce the postcard which you received. Limit the number of words in the message to 50.

8. You enjoy watching the ‘Travel and Living’ channel on TV. One day you find that your cable operator has stopped providing this channel. Write a postcard to the owner of the Taneja Cable TV Network, the cable provider of your
neighbourhood, informing him about the situation and requesting him to resume providing your favourite channel. You are Sourajit, living at Kismet Vihar, Delhi.

9. You are Arnab. You are in Gangtok on a mountaineering expedition. You send home a postcard addressed to your parents informing that you are well and describing your experience. Reproduce the postcard in not more than 50 words.

10. Write a postcard in not more than 50 words to your friend, Annapoorna, greeting her on the auspicious occasion of Diwali. She is studying in Aryajyoti Residential School, Saharanpur. You are Dorothy, and you live in the same town.

**Additional questions for practice**

1. You have changed your telephone number. Write a short postcard to your uncle who is old, informing him about your new number. Use 50 words.

2. Your cousin sister has got admission at the Massachusetts Institute of Technology on full scholarship. Write a post card in 50 words congratulating her on her selection to such a premier institution.

3. Write a short postcard in 50 words to your favourite teacher in school expressing your gratitude to her for her role in moulding your character and your future after school.

4. Your cousin has invited you to his graduation ceremony at college. You will be unable to attend the same as your mother has been admitted to the hospital. Write a short postcard to him apologising for your absence in 50 words.

5. Tarana writes a letter to her cousin, Nimesh, describing the annual function held at her school and the prize that she was awarded for coming first in her class. Write the postcard using not more than 50 words.

6. Write a postcard to a friend inviting him to watch a cricket match between your team and the team from Guru Harkrishan Nagar. Give your friend, Animesh, the good news that you have been chosen the captain of your team. Write the postcard in about 50 words giving all the essential details.

7. Animesh writes a postcard to his friend, Tarun, congratulating him for being appointed the captain of his cricket team and promising to be present at the venue on the given date to cheer for Tarun and his team. Write the postcard in about 50 words.

8. You are planning a surprise party for your grandfather’s eightieth birthday. Write a postcard to your married sister inviting her to the party. Tell her about
your plans and include the date for the party and the venue. You are Rina. Your sister, Rita, lives at 12, Aliganj, Kanpur.

9. Rita writes a postcard to her grandfather wishing him on his eightieth birthday and explaining why she will not be able to attend the party. Mr M K Dayal, Rita’s grandfather, lives at 14, Rajiv Chowk, Delhi. Write Rita’s reply in about 50 words.

10. You are Nilanjan Verma and live in Pune. You have recently shifted house. Write a letter to your parents who live in another city, giving them your new address. Invent the addresses. Your postcard should not exceed 50 words.