NEW ERA HIGH SCHOOL, PANCHGANI **Information Technology ASSIGNMENT - I**	
Unit	3
Topic	Ms Word processor
Time Line	Total: 1 week (27th April to 2nd May, 2020)
Objective	It will help in developing the formatting and editing skills Also students will be able to apply and relate the concepts in their daily lives.
Learning Outcomes	• Students will be able to compare between formal and informal letters • Students will be able improve their sentence forming (English) • Students will be able to understand the concept and format for both the type of letters

Transaction Methodology	Student are requested create the following assignment using Ms Word
	1. Create **2 formal letters** the topics are as follows
	  • Write a letter to the Mayor of your city seeking a solution to the problem of water logging in your area.
	  • Write a letter to the editor for the corruption in government department.
	  • Write a letter to the Bank Manager for reissuing your ATM card.
	  • Letter to the Police station for complaining about loudspeaker nuisance in your society.
	  • Letter to a Bank manager of SBI for opening a Saving Account
	
	2.Create **2 Informal letters**
	Topics for Informal Letter
	Below is a list of a few important topics-
	
	  • Inviting a friend
	  • Advising a friend
	  • Apologizing to a friend
	  • Thanking a friend for spending holiday together
	  • Write a letter to your friend who just met with an accident informing him about his speedy recovery
	  • Write a letter to your friend describing

	your boarding school • Admitting a mistake • Write a letter to your friend congratulating him/her on his/her success in class 12 board exam. Note : Insert header and footer ,header will be the topic and footer will be your name and standard .
Submission	Students should mail the assessment on their nehs.in account and cmane98@gmail.com 1. Multiple Assessment Activity(MS word) on or before 2nd of May, 2020. For any queries you may contact me on **8329382119** Print The hard copy and file it in a transparent box file (folder) to be submitted as and when you report to the school. **Please note the above activities are part of your Practical assignment for your boards which comprise of 15 marks.**
Resources	1. Ms Word or open office writer 2. Information Technology Text Book 3. http://cbseacademic.nic.in/skill-education-books.html text book for class 9th and 10th and Employability Skills.(link for the text book)