- a) You are the Games Captain of your school. The school is organizing an inter-school cricket tournament. Write a notice to be put up in your school, informing the students about the tournament.
 - b) Write an email to a famous cricketer, requesting him to be the Chief Guest at the inauguration of the inter–school cricket tournament.
- 2. a) You are the Head Boy/Head Girl of your school. Draft a notice to be displayed on the school notice board, asking students of classes IX and X to submit their names for the Inter-School Quiz Competition to be held in the school auditorium on the occasion of Independence Day. 5
 - b) Write an email to the Principal of a neighbouring school, requesting him/her to send the names of the participants for the Inter-School Quiz Competition to be organized by your school.

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