



**ICSE 2026 EXAMINATION**

**ENGLISH LANGUAGE  
(ENGLISH PAPER – 1)**

**SPECIMEN QUESTIONS**

**1. LETTER WRITING**

**2. NOTICE AND EMAIL WRITING**

**Question 1**

**Letter Writing**

(i) **Informal:**

**Your grandmother has taught you a special skill. Write a letter thanking her. Explain how you will use that skill and why it is important to you.**

12 C, Lakeview Apartments,  
M.G. Road,  
Bengaluru - 560 001

21<sup>st</sup> July 2025

Dear Grandmother,

I would like to thank you for teaching me how to cook last summer. This special skill has brought so much joy and excitement into my life.

Helping out in preparing meals for the family when my parents are busy and discovering new recipes to cook is fun. It is wonderful to watch the expression of delight on my sister's face when I place that steaming hot bowl of soup in front of her. I now make our tiffin and even bake cakes for birthdays.

When I stay in a hostel later for my higher studies, I will be able to make a home-cooked meal for myself and my friends whenever I like. I also hope someday to start a small bakery of my own. Learning this skill has given me the confidence I need to do this.

I look forward to sharing photographs with you of my experiments with cooking. I hope you will enjoy them.

Yours affectionately,

Rita

(ii) **Formal:**

**There is no bus stop in your locality. Write a letter to the Municipal Commissioner of your town/city complaining about the problem. Offer possible solutions.**

12 C, Lakeview Apartments,  
46 Salem Street,  
Kolkata 700 014.

21<sup>st</sup> July 2025.

The Municipal Commissioner,  
The Kolkata Municipal Corporation,  
5W, Bertram Street  
Kolkata - 700 087.

Madam,

We belong to Ward No. 45YY under the North-west sector of the Kolkata Municipal Corporation. Unfortunately, there is no designated bus stop either in the street we live in or even within a reasonable walking distance.

The children we have living in the area find it difficult to walk the long distances to school because of this. They often carry heavy schoolbags. Officegoers also find themselves running late and have to hire taxis which are expensive.

If you could schedule an inspection of the area and arrange for a bus stop to be constructed in our locality we would be very grateful. A shuttle service would be another alternative.

We will be grateful if you look into the matter and take the necessary steps as soon as possible.

Yours faithfully,

Rahul Sharma

(RAHUL SHARMA)

**Question 3**

**Notice & Email Writing**

- (i) (a) Write the text for a notice based on given directions.
- (b) Write an email on the same content as the notice.
- Your school is hosting an inter-school debate competition. Write a notice for your school informing them of the event.
  - Write an email to the principal of a neighbouring school informing him/her of the event and requesting him/her to send a team to participate.

(a) War of Words (2 – 3 words)

Bright High Inter-School Debate Competition  
on 25 July 2025 (10 – 14 days from examination date)  
from 9.00 a.m. to 12 noon  
at Subhash Hall, Bright High School

Pupils from Classes IX and X who wish to participate are to give their names to Mrs N. Sharma on or before 18 July 2025  
(2-3 days from exam date)

(b) principaldps456@gmail.com

Team for Bright High Inter School Debate Competition

Madam,

We would like to invite you to send a team to participate in 'War of Words', an inter-school debate competition being organized by our school as part of its 50th anniversary celebration this year.

It will be held on 25 July 2025 from 9.00 a.m. till 12 noon in the Subhash Hall of Bright High School. Two member teams from Classes IX and X will participate in the event.

We request you to send us the registration form as confirmation. We look forward to hosting the team from your school at the competition.

Thank you.

Yours faithfully,

Ashish Roy (Debating Secretary)

- (a) **Your school is hosting an Inter School Story Writing Competition. Write a notice informing the students about the event.**

Telling Tales

Annual Inter School Story Writing Competition

on 25 July 2025

from 10.00 a.m. — 3.00 p.m.

at Blossom Hall, Silver Pine School

All pupils of Classes 9 to 12 who wish to register should give their names to their Class teachers on or before 18 July 2025.

**Note:** Creative title should not be longer than 3 words. It should not contain any words from the topic like 'story' or 'writing'.

**Event:** The competition should be specified by ensuring a word or two (like 'Annual') is added to the event as named in the question.

**Date:** Accept a single date 10-14 days from the date of the exam or, in other words, the date the notice is being put up.

**Time:** Accept a range as shown.

**Venue:** smaller place (for example a hall) to larger (for example school name)

**Participation:** Should mention 3 things – which classes or specific target audience, person with whom to register, date by which to register (2-3 days from date of exam only)

- (b) **Write an email to a famous person inviting him/her to be the Judge on the occasion.**

ruskinbond123@gmail.com

Invitation to judge Annual Inter School Story Writing Competition

Dear Sir,

We would like to invite you to judge 'Telling Tales' our Annual Inter School Story Writing Competition.

It will be held on 25 July 2025 from 10.00 a.m. to 3.00 p.m. in the Blossom Hall of Silver Pine School.

We would be honoured if you accept the invitation.

Thank you.

Yours faithfully,

Ashish Roy (Head Boy)

**Note:** Receiver's address should be specific and not merely have words like 'famous author' or 'principal'.

Subject may have the 2nd or event line of the notice quoted verbatim or add words like 'Invitation to judge' before the event

Salutation to follow formal letter rule (Sir, OR Madam, preferably)

Opening sentence of mail should carry the invitation with creative title and event specified for good measure.

Second paragraph should carry date, time, venue details to match notice.

Last paragraph may have a polite closing sentence, formal in tone, perhaps asking for a line in confirmation etc.

Subscription should follow formal letter rule (preferably Yours faithfully,)