

A.B.M. College, Golmuri

English Core

I.Com.

By Manish Prabhakar Singh

Advertisement Writing

LOST & FOUND

(Note down the Format and essential points. Write down the solved example given blow in the copy followed by the unsolved question assigned to you as homework.)

Lost and Found

Essential Details:

- Begin with 'Lost' or 'Found'.
- Specify the item.
- Give brief physical description.
- Mention when/where lost or found.
- Reward, if any.
- End with contact address and phone number

Format



Solved Example

Q. You have lost library book issued in your name while returning home by a local bus. Write an advertisement fit for the 'Lost and Found' column of a local daily, giving the particulars of the book.

Answer-

LOST AND FOUND

Lost 'Business Mathematics' written by T.N. Bali issued from the college library. It bears a stamp of A.B.M. College, Golmuri, Jamshedpur . It was probably lost in a Private Bus along Golmuri to Sakchi route. Finder will be given a nice treat. Please Contact: Ashish Mehta, 2/37 L, Green City, Mango, Jamshedpur - 831012.

HOMEWORK

Q1. You have lost your briefcase containing some important documents. Write an advertisement in about 50 words for insertion in a local daily. Give details of the briefcase and your contact address.