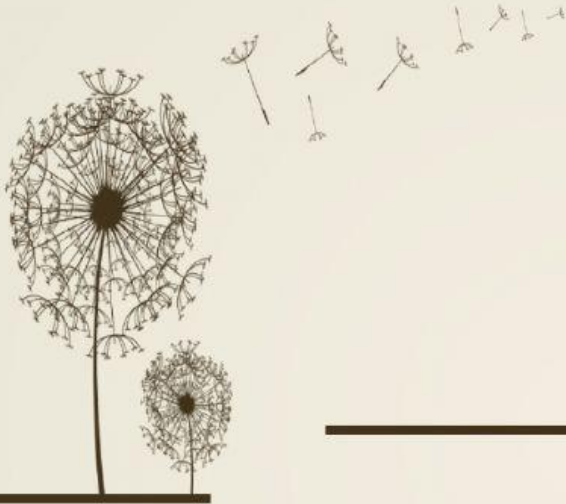






ANNOUNCEMENT



- [Written Announcements](#)
- [Spoken Announcements](#)

1. Written Announcements

Read the following text aloud.

Announcement

Scholarship Opportunities for Students (SOS) will award scholarships to selected students. SOS is a non-profit organization, founded in 2000, to raise educational funds awarded to students whose families are in poverty.

Requirements:

1. Awards will vary.
2. Funds may be used for payment of educational tuition or select education-related expenses such as books, equipment (such as a computer), supplies or other expenses such as transportation.
3. Funds may not be used for rent, groceries, car repairs, bill payments or other living expenses.
4. Proof of enrollment must be shown before any payment is made.

Application Process:

1. Complete the SOS application form. All information must be provided as requested.
2. Submit a reference letter from a government institution that knows you and supports this application.
3. Provide a type-written description of your education goals and current challenges or obstacles that you must overcome to obtain your educational goals for which this financial aid is requested.

Application must be postmarked on or before September 1, 2021.
Scholarship recipients will be notified by December 1, 2021.

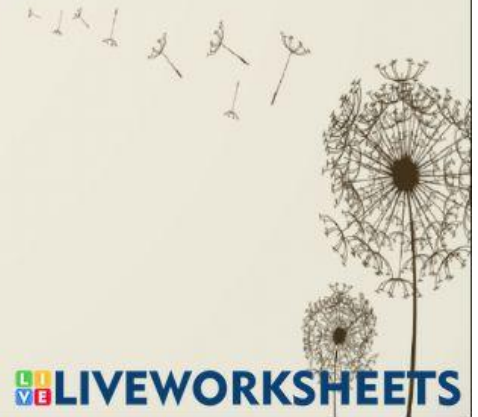
Read the following information.

Function:

To inform readers about what has happened or what is going to happen.

Generic Structure:

- **Opening:** states the name of the event or occasion and its purpose.
- **Contents:** explains the event or occasion in detail.
- **Closing:** states the contact person or sender/writer of the announcement.



2. Spoken Announcements



Read the following texts aloud.

Text 1

Attention, please.

Frankly speaking, it's not easy to speak before public. Many students have no courage to speak before other people. Meanwhile, public speaking is very needed nowadays. Through excellent public speaking, we can give information and even influence others.

To improve the students' ability at speaking, the OSIS committee will hold public speaking training. It is free for students, but we limit the number of participants for sixty students only. That's why, enroll yourselves with the OSIS chairperson as soon as possible. Thank you.

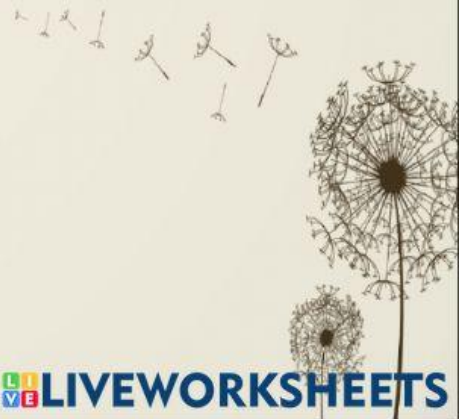
Text 2

Good afternoon, all of the tenth grade students.

One of the vocational school programs is raising entrepreneurship among students. Introducing students to the real world of business is very important. That's why, to prepare you for your future, we plan to visit a fish farming and manufacturing factory. It is a must for tenth grade students, so prepare for it well. Please ask much information you need to know as you should write a report about your visit. Thank you.

Answer the following questions based on the previous texts.

1. What is each text about?
2. Where do you possibly hear each text?
3. Who do you think delivers each text?
4. What are the texts called?
5. What is the purpose of each text?
6. What tense is mostly used in the texts?



Read the following information.

The previous text is a **spoken announcement**.

Generic Structure:

- **Opening:** is used to attract listeners' attention or greet them, such as "Attention, please.", "Good afternoon, students." and "Ladies and gentlemen.";
- **Contents:** are used to explain the event/occasion in detail;
- **Closing:** is used to close the announcement, such as "Thank you."

An announcement should be delivered loudly and clearly, so the listeners can catch the message very well.

