

**Date: July 4, 2024**

**“POETRY IS WHEN AN EMOTION HAS FOUND THOUGHT AND THE THOUGHT HAS FOUND WORDS.”**

To,  
The School Principal  
Member School Cluster \_\_\_\_\_  
Indore Sahodaya Schools Complex

**Subject: Inter school English Poetry Recitation Competition for Classes I and II**

Dear Principal,

We are excited to announce the **Poetry Recitation Competition** for students of Classes I and II on July 27, 2024 Saturday at \_\_\_\_\_ under the aegis of Sahodaya Samagam.

The competition aims to nurture the young talents in our schools and instil a love for poetry and environmental awareness from an early age.

Kindly accept the invitation!

**Details of the Competition are as follows:**

**Themes -**

The poetry recitation should revolve around themes related to the environment. Suggested themes include:

- Nature's Beauty
- Save the Earth
- Animals and their Habitats
- Seasons and Weather
- Plants and Trees
- Water Conservation
- Competition Guidelines:

Participant's Category: **Classes I & II**

No. of Participants: **01**

Date & Day: **27th July, 2024 (Saturday)**

Time: **10:00 A.M.**

Venue: \_\_\_\_\_

You are requested to kindly fill in the attached google form \_\_\_\_\_ for registration latest by 20th July 2024.

The rules & regulation of the competition and the registration form is attached herewith. Seeking your kind and active participation in making the programme a great success.

For further queries Contact Program Coordinator, No: \_\_\_\_\_

**Rules and Regulations:**

1. Reporting time is 10:00 a.m. late arrival will invite a penalty of 2 marks.
2. Contestants must reach the venue of competition at least half an hour before time.
3. For some unforeseen reason, if late, the team should inform the host about the reason for getting late
4. One teacher to accompany the student
5. Participants are not allowed to refer to any printed material during the presentation.
6. No props or costumes are allowed during the recitation.
7. Use of backdrop, banner, poster, colours and flower petals are not permitted
8. Poem Selection: Participants can recite any poem related to the given themes. Original poems written by the students are highly encouraged.
9. Duration: Each recitation should not exceed 3 minutes.

10. There will be a warning bell after 2.5 minutes.
11. Language: The competition will be held in English.
12. Identity Disclosure: The identity of the participating schools should not be disclosed during the competition. Participants should wear white shirt and blue jeans. They will be identified by a unique code assigned to them.
13. Participating schools are requested to send photographs of the participants, duly verified by the principal, to the host school along with the registration.
14. Number of awards will be based upon no. of participating schools
  - 1-6 (Best 1 will be awarded)
  - 7-15 (Best 2 will be awarded)
  - 15-20 (Best 3 will be awarded)
  - 21 & Above (Best 4 will be awarded)
15. Judging Rubrics:
  - Judges will evaluate the participants based on the following criteria:
  - Clarity and Pronunciation (25 points): Clear articulation and correct pronunciation of words.
  - Expression and Voice Modulation (25 points): Effective use of tone, pitch, and volume to enhance the poem's meaning.
  - Memorization (20 points): Recitation should be memorized without the use of notes.
  - Adherence to Theme (20 points): Relevance of the poem to the environmental theme.
  - Overall Presentation (10 points): Confidence, posture, and overall delivery.

**The decision of the judges will be final and binding.**

We look forward to your active participation and support in making this event a success. Should you have any queries, please feel free to contact the organizing committee at [contact details].

Thank you for your cooperation.

Warm regards,  
Principal