

KENDRIYA VIDYALAYA SANGATHAN

Patna Region



STUDY MATERIAL 2014-15

CLASS X ENGLISH COMMUNICATIVE

PREFACE

Kendriya Vidyalaya Sangathan is a pioneer organization which caters to the all round development of the students. Time to time various strategies have been adopted to adorn the students with academic excellence.

This support material is one such effort by Kendriya Vidyalaya Sangathan, an empirical endeavor to help students learn more effectively and efficiently. It is designed to give proper platform to students for better practice and understanding of the chapters. This can suitably be used during revision. Ample opportunity has been provided to students through master cards and question banks to expose them to the CBSE pattern. It is also suggested to students to keep in consideration the time-management aspect as well.

I extend my heartiest gratitude to the Kendriya Vidyalaya Sangathan authorities for providing the support material to the students prepared by various Regions. The same has been reviewed by the Regional Subject Committee of Patna Region who have worked arduously to bring out the best for the students. I also convey my regards to the staff of Regional Office, Patna for their genuine cooperation.

In the end, I earnestly hope that this material will not only improve the academic result of the students but also inculcate learning habit in them.

M.S. Chauhan
Deputy Commissioner

INDEX

Sr. No	Contents	Page no.
1	An outline of syllabus and marking scheme.	07
2	SECTION A- READING	19
3	SECTION B- WRITING	35
4	SECTION C-GRAMMAR	82
5	SECTION D- LITERATURE	117
6	Master Card and Concept Analysis of the Chapters Three Level Question Bank	199
7	Sample Question Papers- Summative Assessment-1 (SA1) Summative Assessment-II (SA2)	235

CLASS-X (ENGLISH COMMUNICATIVE) CODE NO. 101 ACADEMIC YEAR-2014-15

Division of Syllabus for Term I(April-September)		Total Weightage Assigned 30%
Summative Assessment 1		
Section	Marks	
Reading	15=8+7	
Writing	20=3+5+6+6	
Grammar	15=3+3+3+3+3+3	
Literature Long Reading Text	20=3+3+3+5+6 10=5+5	
Listening and Speaking	10	
Formative Assessment		20%
Total	90 marks	50%

Division of Syllabus for Term I(October-March)		Total Weightage Assigned 30%
Summative Assessment II		
Section	Marks	
Reading	15=8+7	
Writing	20=3+5+6+6	
Grammar	15=3+3+3+3+3+3	
Literature Long Reading Text	20=3+3+3+5+6 10=5+5	
Listening and Speaking	10	
Formative Assessment		20%
Total	90 marks	50%

Note:

- The total weightage assigned to Summative Assessment (SA I & II) is 60%.The total weightage assigned to Formative Assessment (FA 1,2,3&4) is 40%.Out of the 40% assigned to Formative Assessment, 10% ENGLISH COMMUNICATIVE X

weightage is assigned to conversation skills (5% each in Term I & II) and 10% weightage to the Reading Project (at least 1 Book is to be read in each term and the Project will carry a weightage of 5% in each term).

- 2 The Summative Assessment I and Summative Assessment II) are for ninety marks each. **Ten marks of listening and speaking test will be added to the 80 marks Summative Assessment paper i.e 80+10=90 marks in each semester.** The weightage to Summative Assessment I is 30% and the weightage assigned to Summative Assessment II is 30%.

SECTION A: READING

20 Marks

Qs 1-2 The reading section will have two unseen texts as shown below:

Text Number	Text Type	Length	Marks	Type of Questions.
Text 1	Factual/Discursive/ Literary	500-550 words	8 marks	Supply Type (Gap filling, sentence completion, Table completion, word attack questions, short answer questions and Reference questions)
Text 2	Factual/Discursive/ Literary	300-350 words	7 marks	Multiple Choice Questions.

The total length of the two passages will be between 800 - 900 words. There will be at least 3 marks for assessing vocabulary. All questions on vocabulary will not be from the same passage.

Care should be taken to cover all the three text types, i.e. factual, discursive and literary while selecting the passages. A poem may or may not be used as one of the two texts. Text I will be either factual or discursive. Apart from a poem, prose literary texts may include excerpts from authentic literature such as short story, autobiography, biography, travelogue, novel etc.

Whenever a poem or a prose literary text is used, the other text should be discursive and factual. If a poem is selected then, the length of the poem may be between 14 to 25 lines.

SECTION B: WRITING

20 Marks

The writing section comprises four writing tasks as indicated below.

Q. 3 A short composition of upto 50 words in the form of a **Notice, Message or Diary Entry.**

3 Marks

Q.4 A composition of about 100 words in the form of **Biographical Sketch, Data Interpretation, Dialogue writing or Description (People, Objects or Events)**

5 marks

Questions 4 & 5 will assess students' skill of expressing ideas in clear and grammatically correct English, presenting ideas coherently and concisely, writing a clear description, a clear account of events, expanding notes into a piece of writing, transcribing information from one form to another or using a style appropriate for a notice, message or diary entry.

Q. 5 An extended writing task of length upto 120 words in the form of a **Formal/Informal Letter or Email.** The long piece of writing will assess the use of appropriate style, language, content and expression.

6 Mark

Q. 6. An extended writing task of about **120** words in the form of an **Article, Speech, Debate, Newspaper/School Magazine Report or Story.**

7 Marks

Students' skill in expressing ideas in clear and grammatically correct English, planning, organising and presenting ideas coherently by introducing, developing and concluding a topic, comparing and contrasting ideas and arriving at a conclusion, presenting an argument with supporting examples, using an appropriate style and format and expanding notes into longer pieces of writing and creative expression of ideas will be assessed.

Qs 5 & 6 will make use of a visual/ verbal stimulus and one of the questions will be thematically based on MCB.

Important Note on Format and Word Limit:

- Format will not carry any separate marks and in most cases, format will be given in the question paper.
- The word limit given is the suggested minimum word limit. No candidate may be penalized for writing more or less than the suggested word limit provided the topic is covered adequately. Stress should be on content, expression, coherence and relevance of the content presented.

SECTION C: GRAMMAR

15 Marks

This section will assess **Grammar** items in context for **15 Marks**. It will carry **5 questions of 3 marks each**.

Questions 7 & 8 will have Multiple Choice Questions. The test types for MCQs include the following:

- Gap filling
- Sentence completion
- Dialogue completion

Questions 9,10 & 11 will be based on response supplied by students (Supply Type). The test types will include the following:

- Sentence reordering
- Editing
- Omission
- Sentence transformation

Questions 7 to 11 will test grammar items which have been dealt with in class IX. Different structures such as verb forms, sentence structure, connectors, determiners, pronouns, prepositions, clauses, phrases etc., can be tested through formative assessment over a period of time. **As far as the summative assessment is concerned, it will recycle grammar items learnt over a period of time and will test them in context.**

Tests types used will include gap-filling, cloze (gap filling exercise with blanks at regular intervals), sentence completion, recording word groups into sentences,

editing, dialogue-completion and sentence-transformation.

The grammar syllabus will be sampled each year, with marks allotted for:

Verbs forms Sentence

structures Other areas

Note: Jumbled words in reordering exercise to test syntax will involve sentences in a context. Each sentence will be split into sense groups (not necessarily into single words) and jumbled up.

Section D: LITERATURE

20 Marks

Q12 will have the following arrangement:

12 A: An extract from poetry with three Multiple Choice Questions based on reference to context. (Word limit: 20-30 words)

3 Marks

12 B: An extract from a short story with three reference to context questions requiring the students to supply the answers. (Word limit: 20-30 words)

3 Marks

12 C: An extract from a play with three reference to context questions requiring the students to supply the answers. (Word limit: 20-30 words)

3 Marks

Q13 Two out of three short answer type questions based on prose, poetry and play of **3 marks each**. The questions will not test recall but inference and evaluation. (Word limit: 30 - 40 words each)

6 Marks

Q14 One out of **two** long answer type questions to assess personal response to text (story, poem or play) by going beyond the text/ poem/story or extract. Creativity, imagination and extrapolation beyond the text and across two texts will also be assessed. (Word limit: 150 words)

5 Marks

Novel/Long Reading Text

10 marks

Q15 Type of question: Global questions on theme and plot involving interpretation and inference.

5 marks

Q 16 One out of two character sketches in 100 words.

Prescribed Books/ Materials

1. Interact in English - X Main Course Book Revised edition
2. Interact in English - X Literature Reader Revised edition Published by CBSE
3. Interact in English -X Workbook Revised edition Delhi-110092.

Novel/Long Reading Text

4.
1947 (unabridged edition)

Diary of a Young Girl-
Anne Frank

OR

5.
my /(fe-J903(unabridged edition)

The Story of
Hellen Keller

Reading Section:

Reading for comprehension, critical evaluation, inference and analysis is a skill to be tested formatively as well as summatively. There will be no division of passages for this section, however, for reading purpose. The Interact in English Main Course Book will be read in two terms i.e. Term I (April-September) and Term II (October-March).

Writing Section:

All types of short and extended writing tasks will be dealt with in both I and II Term Summative as well as in Formative Assessment. For purpose of assessment all themes dealt with in Main Course Book and other themes may be used.

Note on assessing Writing Tasks.

Q. 3 Content	:	2 marks
Expression	:	1 marks (Accuracy & Fluency)
Total	:	3 marks

Upto one mark may be deducted for spelling, punctuation and grammar errors.

Q. 4 Content	:	3 marks
Fluency	:	1 marks

Accuracy : 1 mark

Total : 5 marks

Upto one mark may be deducted for spelling, punctuation and grammar errors.

Q.5 Content : 3 marks

Fluency : 1.5 marks

Accuracy : 1.5 marks

Total : 6 marks

Upto two marks may be deducted for spelling punctuation and grammar errors.

Q. 6: Content : 3 marks

Fluency : 1.5 marks

Accuracy : 1.5 marks

Total : 6 marks

Upto two marks may be deducted for spelling, punctuation and grammar errors.

Though marks have been allotted specifically for Content, they should not be awarded in a mechanical manner. For instance, if a student has merely mentioned the value points (content) as per the marking scheme, the examiner should assess whether the content has been expressed/communicated in a **coherent** and **cohesive** manner. It means content and expression are perceived as **interlinked** aspects of writing.

Similarly in all the writing tasks credit should be given to creativity in the realm of ideas and language use. What it means for the examiner is that students who think differently and are able to use the language with felicity in terms of structures as well as vocabulary should be given due weightage. This need not necessarily be seen as leaning towards subjectivity in marking. **A proper balance of content, expression (accuracy, fluency, cohesion and coherence) and creativity** would encourage students to aim for higher standards in written communication. Errors in spelling, punctuation and grammar should be penalised to the extent of marks allotted for

accuracy.

Grammar:

Grammar items mentioned in the syllabus will be taught and assessed summatively as well as formatively over a period of time. There will be no division of syllabus for Grammar in the summative or formative assessments for the terms. However a suggested split - up of the Work Book for the two terms is given to help teachers in planning their classroom teaching.

Syllabus for the Two Terms

S. No. text Books	First Term (April-September)			Second Term (October-March)		
	FA 1 10	FA 2 10	SA 1 30	FA 3 10	FA4 10	SA 2 30
Literature Reader						
PROSE						
1-Two Gentlemen of Verona						
2-Mrs Packletide's tiger	V		V			

3-The Letter						
4-A Shady Plot						
5- Patol Babu, Film Star				V		V
6- Virtually True					V	V
POETRY						
1-The Frog and the Nightingale						
2-Mirror			V			
3-Not Marble, nor the gilded Monuments						
4-Ozymandias						
5-The Rime of The Ancient Mariner						
6-Snake						
DRAMA						
1-The Dear Departed	V		V			
2-Julius Caesar						
MAIN COURSE BOOK						
1-Health and Medicine						
2-Education						
3-Science						
4-Environment						
5-travel And Tourism						
6-National Integration						

Long Reading Text

Diary of a young g/r/-1947(unabridged edition)

Anne

Frank

OR

The Story of my life-1903 (unabridged edition)

Hellen

Keller

**WORK BOOK-suggested Break-up of Units for the purpose of
Classroom Teaching only-NOT FOR TESTING(See the note below) Term**

I

1. Determiners
2. Tenses
3. Subject-verb agreement
4. Non-finites
5. Relatives
6. Connectors
7. Conditionals

Term II

8. Comparison
9. Avoiding Repetition
10. Nominalisation
11. Modals
12. Active and Passive
13. Reported Speech
14. Prepositions

*** NOTE ON WORKBOOK**

The suggested split up of the units of the Workbook reflects a distribution for the purpose of classroom teaching only. **Since grammar and usage is not to be tested discreetly, but in an integrated manner, the split up as shown above will not restrict questions in the grammar section of SA I and SA II question papers to the specific units shown in the split up of Workbook units.** Grammar will be tested recycling grammar items learnt over a period of time in a comprehensive manner. Teachers may adapt this suggested distribution for classroom teaching making modifications according to their specific needs. Similarly Formative Assessment of

grammar items may also be carried out in an integrated manner along with the skills of Reading, Writing, Speaking and Listening as well as Literature.

Note:

1. Formative Assessment is **assessment 'for' learning**. Thus schools may adapt the above break-up as per their convenience.
2. All activities related to Formative Assessment such as Language games, quizzes, projects, role plays, dramatization, script writing etc must be done as 'in class' and 'in school' activities. In case, a field survey or visit is taken up it must be under the direct supervision of the teacher.

SECTION - A READING (APPLICABILITY SA I & SA II)

TIPS ON COMPREHENDING UNSEEN PASSAGES

S Read the passage carefully to know what the passage is about.

■S Identify the main points.

S Analyse, interpret and infer the ideas in a text.

S Deduce the meaning of unfamiliar words.

S Read the whole passage before attempting questions.

General instructions to practice for better marks:

S Minimum 2 unseen passages either Factual or Discursive or Literary with the space for answer to be selected by students for practice every month keeping in mind the skimming, scanning and surveying.

S Word attack Strategies: These include the strategy of ignoring of words that are not important for getting the message from the text and guessing the meaning of the word using structural clues, morphological clues and contextual clues.

S Inferencing: It means to draw conclusions. The students need to learn

between the lines to understand what the author intends to convey.

S They should try writing the answers in their own words rather than copying the lines from the passage.

■S Be brief, clear and to the point in answering.

S Must write the answers in the corresponding tense of the question.

**SPECIFIC TIPS TO ENHANCE YOUR MARKS For
those who score between 15-18 marks**

1. Reading cards upto No. 50
2. Newspaper articles of different types and lengths. Focus on topics like great personalities, events, latest scientific research, environment etc.
3. Newspaper article study read, study, find meanings of difficult words and write the summary.

For those who score between 11-14 marks.

1. Reading cards up to No.40
2. Reading books on varied subjects. Eg. Nature, science, science-fiction, travel, latest education trends, great personalities in different fields.

For those who score below 11 marks

1. Reading cards of the level and class you understand easily.
2. Read several small passages on different subjects. Refer the dictionary if required.

Eg; short stories - Ruskin Bond, Leo Tolstoy.

List of newspapers and magazines.

Times of

India DNA

Indian Express

Reader's Digest

Hindustan Times

Magazines

India Today

Outlook

Tinkle Special

Wizard

Digit

Down to Earth

The Week

Sports

Star

Geo

Frontline

Business World

Quest

Tinkle

Chip

For graded comprehension passages with answer key visit the website

www.englishforeveryone.org

Solved Example

1. Read the passage carefully: How my Life changed its Course **10 marks**

1. Ever since I can remember, I always felt I was stupid, really stupid. I lost my father when I was three. Since I was a sick child, a polio victim, I lived with my grandmother in Mumbai so I could avail of the metro's advanced medical facilities. I remember being on the streets all day, playing or lazing around.
2. When I turned ten, my mother and my sister came to live in Mumbai too. My sister was a bright student, always securing high grades. She and my mother encouraged me to study, but I just could not bring myself to concentrate on any subject. I would get bored and feel sleepy when forced to open my books. After innumerable lectures on the importance of studying had failed, mother tried threats as well, but nothing worked, I truly believed I was stupid; no matter how much I worked, it wouldn't help.
3. One afternoon, as always, I was sitting under a tree in the school premises eating potato wafers when I saw a former classmate approaching me. Aditi and I had been in the same class the year before. I had failed sixth grade and had to repeat the year; Aditi had topped the class and was the brightest student of the seventh grade too. I flinched a little Aditi as I saw her walk towards me. 'Hi,' she said. 'Hi,' I replied, but not with much enthusiasm; I wanted her to leave. I continued to eat my chips. Ignoring my coldness, she sat down next to me. For five minutes neither of us spoke and then she asked, 'Is Devika your real sister?' 'Yes, she is,' I answered.

4. 'So how come she doesn't teach you so that you too can do well? she asked. I peered at her, wondering if she was making fun of me, but all I could see on her face was earnestness. No, she is not trying to tease me, I decided. This time I answered a little more warmly, 'She tries to, but I don't like studying.' 'Why not? I'm sure you can get good grades too,' she said emphatically. 'No, I can't. I have no brains. God forgot to give me brains, health or beauty. He gave me nothing.'
5. "That's not true. And anyway, health and beauty can't be helped, but God has given brains to everyone, we only have to learn to use it.' I shook my head, 'No, I have difficulty in concentrating, and books bore me; there is no hope for **me**. Please leave me alone. I am stupid, and always will be.' With the gentlest tone that she could muster she said, 'I can prove it to you that you are not stupid. Give me one chance, I will teach you to study.'
6. Though I was softening from inside, I still held on to my low self-esteem. 'You'll be wasting your time. I cannot study, I am not as bright as you are nor lucky as my sister,' I said 'Let me try and help you, please. I will show you the right way to study. You just have to cooperate with me. Will you try?' Her belief in me proved more powerful than my doubts about myself. She won and I relented.

A4.1 Give reasons for the following-

4 marks

- a) The writer believed that she was stupid.
- b) The writer flinched as she saw her friend walking towards her.
- c) The writer lacked interest in her studies.
- d) The writer was not a very confident or assertive girl.

4.2 Complete the following

4 marks

- a) When she had to study she felt ----- and-----.
- b) The writer said that God had forgotten to give her brains -----
and -----
- c) Her mother tried to convince her to study by _____ and -----.
- d) -----)
was the writer's sister and
----- was a classmate in the previous
year.

4.3 From the passage find one word which means the same as - 2 marks

- a) Make a sudden movement as a result of pain, fear, surprise etc. (para 3)
- b) Find as much support, courage etc as you can (para5)
- c) Finally agree to something after refusing (para 6)
- d) To look carefully at something, to see it clearly (para 4)

Answers

4.1 a) because she could not concentrate on studies.

b) because she did not want to talk to her.

c) because she did not perform well.

d) because she was not good at studies.

4.2 a) bored and sleepy

b) health and beauty

c) lecturing and threatening

d) Devika, Aditi

4.3 a) flinch, b) muster c) relent d) peer

Unsolved example

2. Read the passage carefully: (10 marks)

1) The world's smallest dog, the Chihuahua or the Pocket Dog is barely 1 kg to 2 kg as an adult! The Chihuahua is named after a Mexican State, but its roots can be traced back to China. Today this breed is popular choice among the dog lovers world over and their popularity seems to be ever increasing.

2) The main advantage of this breed is that they need no particular exercise. They are quite satisfied with their walks within their house. Being small, however, does not mean that they are dull, on the contrary they are sharp, alert animals, very strong in character. They are good guard dogs due to their strong cords. They have an inherent curiosity that makes them want to know what goes on within the house.

3) For show purposes the maximum permissible weight is 0.9kg to 1.8 kg. Chihuahuas are of two types, the long coated and the smooth coated. The long coated ones have flat or slightly wavy coats. The smooth coated ones are soft

textured and glossy in appearance.

4) They can be of any colour. Their heads are apple dome-shaped and in some animals, the frontal areas of the skull do not fuse! The nose is short and the ears are at an angle of 45 degrees to the head. The dogs are slightly longer than the tail and the tail is carried like a sickle that just touches the back. The body on the whole is compact and has a graceful appearance. Occasionally a tail-less dog is born but tail cropping is not an accepted practice.

5) Compared to other pups, they require little care, and only the long-haired variety needs grooming. They tend to exercise themselves within the confines of the house. This makes them prone to have overgrown nails that need regular clipping. As far as their diet is concerned, they could be fussy and choosy eaters, but then almost all toy breeds are so! They are intelligent and learn easily.

6) They are very active within the house and literally are burglar alarms. They are good with children and are loyal and devoted to the family. On the whole, the Chihuahua is quite a pet! At just six inches, it is bundle of energy. Most people are surprised seeing these animals and the general awareness of this breed is still low. However, just one hurdle remains. Because this is a pocket dog, it may pinch a few pockets.

Q1 Read the following summary of the information given in the passage and fill in each of the spaces with one word only. (1/2 X 6=3marks)

The most popular variety of (a) ----- dogs today is Chihuahua. The (b) ----- size is its greatest attraction as an adult weighs just between 1 kg and 2 kg. A walk within the house gives them (c) ----- . Besides strength of character, they possess (d) ----- and alertness. They are always (e) ----- to know what is happening inside the house. Their strong vocal cord makes them (f) ----- as burglar alarms.

Q2 On the basis of your reading of the passage, answer the following questions as briefly as possible. (4 marks)

(a) The two types of Chihuahua are distinguished on the basis of their coats

1* _____

2* _____

(b) The pocket dog is not only a show piece but a good guard as well because

(c) This breed is rapidly becoming more popular because these pups

Q3 Below you can see some headings .Choose the best heading for the paragraph indicated below: (1 mark)

World's smallest dog	Grooming & care
Physical characteristics	Pet Appeal
Ornamental pets	Reasons For Popularity
Pocket Pinchers Varieties Of Chihuahua	

1* Paragraph 4

2* Paragraph 6

Q4 Find words/phrases from the passage (para indicated) which mean the same as the following. (2marks)

(a) intrinsic (para 2)

(b) small and strong (para 4)

Solved Example

3. Read the following poem carefully:

(5 marks)

Four seasons fill the measure of the year;
There are four seasons in the mind of man:
He has his lusty Spring when fancy clear
Takes in all beauty with an easy span;
He has his Summer, when luxuriously Spring's
honey cud of youthful thought he loves To
ruminate, and by such dreaming high Is nearest
unto heaven: quite coves His soul has in its
Autumn, when his wings He furlleth close;
contended so to look On mist in idleness- to let
fair things Pass by unheeded as a threshold
brook.
He has his winter too of pale misfeature,
Or else he would forgo his mortal nature. *-John Keats*

Question: Choose the right option:

- 1) In this poem man's mind is compared to:
(a) seasons (b) nature (c) spring (d) winter
- 2) How many seasons are there in the mind of man?
(a) four (b) three (c) five (d) two
- 3) 'ruminate' means:
(a) to think seriously (b) to chew slowly as cow do
(c) to depend on (d) to be melancholy

4) Winter, in this poem symbolizes:

(a) misfortune (b) weakness/debility (c) death (d) darkness

5) Line three in the poem describes:

(a) lust (b) youthfulness/zest/energy

(c) spring of one's life (d) flowering

Answers 3: 1) (b) 2) (a) 3) (a) 4) (b) 5) (b)

Unsolved example

4. Read the following passage carefully:

(5 marks)

In acupuncture, no drug is injected into the body, so it has no adverse effects. The stimulation of acupuncture points was done so far by very thin, sharp sliver needles. The prick is almost painless. But now techniques like the use of laser beams (without using needles) are being used in which there is no prick, no pain. These are readily acceptable to children and those patients who are scared of needles. For every patient, there is a separate set of needles, which is sterilized after every use, so there should not be any fear of infection. Initially three or four courses of acupuncture treatment are given (one course is of ten days) to control asthma and usually the patient is off medicine by that time. After this, one sitting, weekly or fortnightly, is continued for some time, so as to prevent relapse. At the time of Holi or Diwali when there is a change of season, there is a tendency of relapse, so once/twice a week sittings are given during the period of three seasons, which generally results in an almost cure in children and young patients (up to the age of 25-30 years). Relapses are generally unusual. In older age groups though some damage to lungs has been done due to prolonged disease and medication, yet considerable improvement is possible resulting in

decrease in severity and frequency of attacks.

Tick the correct option:

1) Acupuncture has no adverse effects because:

- (a) only needles are used
- (b) no drug is injected
- (c) no pricks are made in the body
- (d) the body is not touched at all

2) Laser beams are acceptable to those patients who are:

- (a) scared of needles
- (b) childish
- (c) cannot bear any pain
- (d) do not need needles

3) Acupuncture treatment continues for some time so that:

- (a) the patient does not need any medicine
- (b) the patient gets used to it
- (c) there is no chance of relapse
- (d) the patient is cured forever

4) 'Severity*' means:

- (a) seriousness/acuteness
- (b) harshness
- (c) unkindness
- (d) extreme pain

5) In older patients, sometimes:

- (a) the lungs are completely damaged

- (b) relapses do occur
- (c) treatment is unsuccessful
- (d) death occurs

5 Read the passage given below and complete the statements that follow by choosing the answers from the given options. (5 marks)

Julie's Race

The dogs led race was about to begin. Julie's team of dogs was lined up at the starting gate. Julie stood behind them. Other teams were lined up, too, and the dogs were excited. Julie kept her eyes on the clock. At exactly ten o' clock, she and the other racers yelled, Mush! The dogs knew that meant Go! They leapt forward and the race began!

Julie had trained months for this race, and she hoped she and her dogs would win. Hour after hour, day after day, Julie s dogs pulled the sledge in order to get in shape for the race.

Now, they ran over snowy hills and down into frozen valleys. They stopped only to rest and eat. They wanted to stay ahead of the other teams. The racers had to go a thousand miles across Alaska. Alaska is one of the coldest places on Earth. The dogs thick fur coats helped keep them warm in the cold wind and weather. In many places along the route, the snow was deep. The ice could cut the dogs feet. To keep that from happening, Julie had put special booties on their feet.

At first, the dogs seemed to pull the sledge very slowly. They were still getting used to the race. But on the third day out, they began to pull more quickly. They worked as a team and passed many of the other racers. Once, one of the sledges runners slid into a hole and broke. Julie could have given up then, but she didn't. She fixed it and they kept going.

When they finally reached the finish line, they found out that they had come in first! It was a great day for Julie and her dogs.

(1) The author of Julie s Race wrote the story in order to _____.

- (a) describe how dogs stay warm in cold weather.
- (b) tell about a dogsled race.
- (c) explain how cold it can be in winter.
- (d) entertain the reader with funny stories about dogs.

(2) The dogsled race took place _____ .

- (a) in Antarctica
- (b) on a track
- (c) in Alaska
- (d) in a field

(3) Before the dogs began running _____ .

- (a) the dogs pulled the sled slowly
- (b) Julie s dogs lined up at the starting gate.
- (c) the runner on Julie s sled broke.
- (d) Julie pulled the sled slowly.

(4) To keep the dogs warm _____ .

- (a) Julie put special booties on their feet.
- (b) they slept by the fire at night.
- (c) their thick fur coats helped them
- (d) they slept under the blanket at night.

(5) The word *thick* means _____ .

- (a) thin(b) hard(c) fat(d) skinny.

6. Read the passage given below and complete the statements that follow by choosing the answers from the given options.

On Sprouts

- (1) Sprouts relatively contain the largest amount of nutrients per unit of any food

known to man. Sprouts produce a fountain of power for chemical changes. Enzymes are produced, starch gets converted into glucose. Protein is transformed into amino acids and vitamin value increases. In fact a new explosion of life force takes place. According to Dr. Bailey of the University of Minnerata, U.S.A the vitamin C value of wheat increases 600 percent in the early sprouting period. Dr. C.R. Show of the University of Taxas Cancer Centre found that cancer was inhibited upto 90% when healthy bacteria were exposed to a cancer causing substance in the presence of a juice made from wheat sprouts.

(2) Enzymes which initiate and control almost every chemical reaction in our bodies, are greatly activated in the sprouting process. Enzymes spark the entire digestive system to synthesize the nutrients in our food into blood. They are the key to longevity.

(3) Sprouts are enjoyed more when they are fresh. Mix sprouts with other foods and dressing, according to your taste and enjoy eating them. But eat them you must, everyday! you will soon realise that making sprouts a part of your diet has a dramatic effect on your health. With this live food, all the cells of your body will become active and agile

(4) The nourishment which develops as the sprouts grow is very stable and can be frozen or dried for future. Sprouted potato or tomato seeds are likely to be poisonous. Alfalfa and moongbean Sprouts are excellent soft food. They are almost predigested and can be easily assimilated even by the children and the elderly. They contain every known vitamin in perfect balance, necessary for the human body.

(1) Sprouts are useful because they _____ .

- (a) contain largest amount of nutrients
- (b) produce a fountain of power for chemical changes
- (c) produce enzymes, convert starch into glucose
- (d) all of the above.

(2) The vitamin C value of _____ increases 600 percent in the early sprouting process.

- (a) nutrients (b) wheat (c) glucose (d) enzymes

(3 _____) seeds are likely to be poisonous when sprouted.

- (a) Alfalfa
- (b) Moongbean
- (c) Potato and tomato
- (d) none of the above

(4) 'They are the key to longevity. Here 'They refers to _____.

- (a) nutrients
- (b) vitamins
- (c) sprouts
- (d) enzymes

(5) A word from the passage which means, to combine a large range of something is _____ .

- (a) contain
- (b) inhibited
- (c) synthesize
- (d) assimilate

7. Read the passage given below:

(5marks)

Ganges River dolphins occur in the Ganges-Brahmaputra river system primarily in

India and Bangladesh. They are listed as endangered by the IUCN due to a probable population decline of at least 50% over the last 50 years and projected future population declines. Dolphins have been destroyed in the upper reaches of many rivers, the population has been fragmented by irrigation barrages and dry season habitat is further reduced by diversion of water. In comparison to the Ganges, the Brahmaputra River is less degraded and is therefore of great importance for persistence of the subspecies.

For this reason, a recent proposal by Oil India Ltd. to initiate seismic exploration using explosives and air guns along the bed of the Brahmaputra River to prospect for oil has potentially disastrous implications for Ganges River dolphins. Behavioural studies on dive time, surfacing interval and acoustic investigations were also carried out in two dolphin hotspots. Dolphins spent an average 107.3 seconds under water and 1.26 seconds above water. Mortality through fisheries by-catch was identified as one of the major threats to Ganges dolphins in the Brahmaputra. Based on high abundance, potential for protection and possibilities for dolphin ecotourism, eight river sections were identified as potential protected areas and community-based conservation areas.

Based on the reading of the above passage complete the following by choosing the most suitable options:

(1) Ganges River dolphins are listed as endangered because _____ .

- (a) they are dying in huge number
- (b) their population has dwindled by fifty percent in the last fifty years
- (c) the rivers are dammed
- (d) the rivers are fast flowing

2) Dolphin population has been completely wiped out from _____.

- a) the lakes situated in the higher regions
- b) from the forests
- c) from the upper reaches of many rivers
- d) from high rivers

3) The Brahmaputra is highly suitable for dolphin conservation because

- (a) it is a big river
- (b) it is less polluted
- (c) it is perennial
- (d) it is situated in Northeast India

(4) Behavioural studies on dive time and surfacing interval shows that a dolphin normally spends _____.

- (a) 107.3 seconds under water
- (b) 107.3 seconds in air
- (c) 107.3 seconds above water
- (d) 107.3 seconds in air
- (e) 107.3 seconds on water

(5) The most imposing threat to Ganges dolphins in the Brahmaputra is mortality through _____.

- (a) diseases
- (b) drying up of rivers
- (c) fisheries by-catch
- (d) industrial activities

8. Read the passage given below and answer the questions that follow by writing the options that you consider the most appropriate in your answer sheet: 5 marks

The bees and the wasps make a special kind of shelter. It is called the hive where a colony of bees or wasps live comfortably. A hive made by bees is called a beehive and beehive that stores honey is called honeycomb

In a beehive, bees that live, are of three kinds - queens, drones and workers Queen bees lay thousands of eggs and place one egg in each chamber of the

hive. Only one queen bee is allowed in a beehive at a time. Drones are the male and they are used for mating. Worker bees are responsible for the welfare and maintenance of the comb. They protect the eggs also, till they hatch into larvae and larvae are fed till they grow into pupae. Pupae transform into adults. The adults so developed may be queens, drones or workers.

Honeybees visit flowers regularly. It is very much pleasant seeing them sitting on the flowers. They collect pollens and nectar from the flowers. Nectar collected by honeybees is honey. Honey has medicinal quality and possesses antibiotic substances.

(a) Honeycomb is a _____.

- (i) hive made by wasps (ii) beehive that stores honey (iii) hive made by bees (iv) hive made by bees and wasps

(b) In a beehive _____ queen(s) can live at a time

- (i) four (ii) three (iii) two (iv) one

(c) _____ The work of egg - laying is performed by _____.

- (i) queen (ii) drones (iii) workers (iv) drones and workers

(d) A larva changes into a/an _____.

- (i) adult (ii) egg (iii) pupa (iv) a wingless bee

(e) Nectar collected by bees is called _____.

- (i) wax (ii) pollen (iii) honey (iv) fat

SECTION B WRITING COMPOSITION

- > Message Writing/Diary/ Notice (4 marks)
- > Biographical sketch / Data Interpretation/ Dialogue Writing/ Description (People, Objects, Event) (6 marks)
- > Letter: Formal & Informal, Email. (7 marks)

> Article/ Speech/ Report/story. (8 marks)

Note:- The questions will assess students' skill of expressing ideas in clear and grammatically correct English, presenting ideas coherently and concisely, writing a clear description, a clear account of events, expanding notes into a piece of writing or transcending information from one form to another.

MESSAGE WRITING

General Instructions for message writing:

- A message does not need an address.
- The message must be put in a box.
- The key points are to be very brief and precise.

SAMPLE FOR MESSAGE

1. You are Vivek. You have received a telephone call for your friend Rajesh from one of his clients. Mr. Satish, that the meeting fixed for the 5th has been postponed to 10th February at 9am at his chamber. He added that he should also carry his laptop.

Write the message.

Feb 5, 2011

8 am

Rajesh

Mr.Satish called up to inform that the meeting fixed for 5th has been rescheduled to 10th Feb at 9 am at his chamber. You are also required to carry your laptop.

Vivek

2. The following is a conversation between Varun and Radha. After speaking to

Message

Varun she writes a message for her father. Write the message in not more than 80 words. Put the message in a box.

Varun: Hello! Hello! This is Varun from Agra. Could I speak to Mr. Mohan? I am his cousin.

Radha: Good morning, Uncle. I'm Radha. Daddy has not yet returned from his morning walk

Varun: Well, I have some good news for him. I want to break it to him. When is he likely to return?

Radha: He may take half an hour or more.

Varun: In that case, ask him to ring me back. Tell him it is urgent.

Radha: I'm leaving for school, but I'll leave a message for him. Thank you for calling.

Message

June 200X

7 am

Daddy

Uncle Varun called from Agra to say that he had some good news for you, but he wouldn't break it to me.

Please ring him back as he said it was urgent. I'm leaving for school just now.

Radha

For Practice:

1. Karan had the conversation given below with his mother's friend, Sheela. Since he was going out immediately afterwards he left a message for his mother. Read the conversation and write the message in not more than 50 words. Put the message in a box.

Sheela: Hello, this is Sheela speaking. Could I speak to Usha?

Karan: I'm afraid she's not at home, aunty.

Sheela: When is she likely to come back?

Karan: Not before six in the evening. Could I give her a message?

Sheela: Yes, please. Could you tell her that I have been able to make the appointment with the editor of the magazine, "The Child's Universe?" We have to meet her at 10a.m tomorrow. Since Usha doesn't know the place. I will come and pick her up at 9.30 a.m. She should bring the manuscripts she wants to show Mrs. Shekhar that is the editor's name.

2. The following is a telephonic conversation between John and David. After this call, Mr. John receives an urgent telephone call from Mumbai. Before leaving, he leaves a message for Mr. Tommy. Write the message in not more than 50 words. Put the message in a box.

David: Hello! Is it Ahmedabad 632392?

John: Yes, it is.

David: Can I talk to Mr. Tommy?

John: Sorry, he is not in the office. May I know who is on the line?

David: I am David, a friend of his.

John: Would you like me to convey a message?

David: Yes. Inform him that the interview scheduled for 5th October has been postponed to the 7th. So he can reach Delhi by 6th evening. The inconvenience is regretted.

John: I will surely convey this message to him.

David: Thank You.

NOTICE

A notice conveys information in a comprehensive manner.

Characteristics of a well-written Notice:

- > Proper heading /title
- > Date of issue
- > Name and designation of the issuing authority
- > Relevant content

The content should answer the questions like

-what -
when -
where -
from
whom

-Accurate expression

SOLVED EXAMPLES

Q-I You are Veena/Vinod ,the cultural secretary of R.M.Public school, Alkapuri,Vadodara .You have been asked to inform students of class IX to XII about an Inter School Dramatics Competition. Draft a notice in not more than 50 words for the students' Notice board with all necessary details. Put the notice in a box.

RM PUBLIC SCHOOL ALKAPURI VADODARA

NOTICE

30 June, 2011

OPPORTUNITY FOR BUDDING ACTORS

An Inter School Dramatics Competition will be held on 30-7 2011 at Town Hall .An audition will be held to select students for the school team.

Date: 07-07-2011

Time : 11.30 am

Venue: School Auditorium

Eligibility: Class IX to XII

Last date for giving names : 07-07-2011

Veena

Cultural Secretary

Q-3) You are Arvind / Anushka Sharma, secretary of the Eco Club of your school. (Modern School, Bikaner) which is celebrating 'Ban the Plastic Week 'to create awareness regarding harms of plastic. Draft a suitable notice in not more than 50 words.

MODERN SCHOOL, BIKANER

15 Sept., 2011

NOTICE

BAN THE PLASTIC

The Eco Club is observing a Plastic Ban Week i.e. from 2 October to 8 October,

2011 in our school. Several activities including songs, street plays, declamation, and poster making competitions will be held to create awareness about the ill-effects of plastics on our environment. For further details, contact the undersigned.

Arvind Sharma

Secretary, Eco Club

FOR PRACTICE

1) You are Amit/Amrita, Head boy/girl of your school. (Zenith Public School, Riwa) Your school is organizing a tour to Mumbai and Goa during the Autumn Break .Write a notice in not more than 50 words giving detailed information to the students and inviting them for joining it.

2) You are Ravi/Rachana, the sports secretary of RJ Public School, Ajmer. Write a notice in not more than 50 words asking students interested in Hockey to give their names for selection for the school Hockey Team. Give details of trial, selection etc. (5 marks)

3) Richa is the head girl of Mother Teresa School, Kochi. Her Principal has asked her to put up a notice , asking House Captains to submit names of volunteers for, 'save water campaign' for which a march is to be held on 20 August,2011. Write a notice in not more than 50 words. (5 marks).

DIARY ENTRY

Purpose

Diary is a kind of personal document. It records an individual's account of a day of his/her life.

Format

- Top left- Date, day and time.
- Tense Most frequently used- Simple past, Present perfect and future.
- First person application.

Steps

- Begin the entry with general sentence describing the day or momentary feelings.

- In the body, you may discuss an event, your feelings towards it. How it is likely to affect your future plans.
- Conclude with final remark and future course of action.

Solved Example

1- You are Naresh. You happened to go to Agra in a crowded bus on a hot summer day. Record your experience in the form of a diary entry.

Date:

Day:

Time:

Today I had the bitterest experience of my life. I never had such an awful experience in my life before. I had gone to Agra for an urgent work. There were very few buses plying today as most of them had been put on election duty. I waited for two hours at the bus-stop to get into the bus. It was much crowded. I somehow managed to get some space for myself. It was really difficult to breathe. Everyone was sweating. People were pushing each other. After journey of two hours, I came out of the bus and took a sigh of relief.

I'll never forget this journey in my life.
Naresh

Questions for practice:

- 1- Today you visited your ancestral village and watched the farmers harvesting a crop of wheat. Make a diary entry describing your experience at the village.
- 2- You happened to visit the science city, Gandhinagar as a part of educational excursion of your school. Describe your experience in the form of a diary entry.
- 3- You were a member of a team of students campaigning against the spread of smoking in the village community. Make a diary entry describing your participation and success achieved in your mission.

Biographical sketch

Meaning:-

Biographical sketch means an account of the life and activities of an individual or family. It would include information about the person's name, place of residence, education, occupation, life and activities and other important details. A biographical sketch is always written by someone else

except the person on whom it is written. It provides the pen picture of that person. A bio-sketch presents the facts about the person's life including what the person did and how he/she influenced the world. It should describe the person's personality and provide an explanation for why he or she acted in certain ways.

Most bio-sketches not only present the facts, but also tell what those facts mean.

Tips:-

- Written in third person
- Significant and impressive points be included
- Special awards or recognitions be mentioned
- Be descriptive

Main Points to be included:-

- Name and age
- Main personality traits
- Special interests
- Education and training
- Special contribution or research, if any
- Why people like him/her

Such sketches focus on the biographical details besides the achievements and honours conferred on.

SOLVED EXAMPLES:

Q-I On the basis of the given profile, write short bio sketch of Dr. P.N. Agrawal. (6 marks)

Dr P.N. Agrawal DM ,FRCS,Cardiac

Surgeon Full Name:

PremNarainAgrawal

Father's Name : Dr A.N. Agrawal,Cardiac Surgeon Presently working as:Director,Heart Care Research Institute Agra

Achievements: Govt, of India honour-Padma Vibhushan.

For conducting 300 successful bypass surgeries and four Human heart transplants.

ANSWER:

Dr.P.N. Agrawal, a renowned Cardiac Surgeon, is son of Dr A.N. Agrawal, a Cardiac Surgeon of world repute. He is presently the director, Heart Care Research Institute, Agra.

He has been awarded Padma Vibhushan, India's greatest honour, for conducting 300 successful bypass besides four human heart transplant cases, etc.

Q 2 With the help of the given clues, write a bio sketch of Subhash Chandra Bose in not more than 80-100 words : _____

Name: Subash Chandra Bose; Netaji

Contribution: immense, Freedom Fighter

Born: January 23, 1897 in Cuttack, Orissa.

Career: Civil Services

Achievements: Joined struggle; established Indian National Army

Motto: Give me blood and I will give you freedom Setback: Retreat after the defeat of Japan and Germany.

Death: Air crash over Taipei, Taiwan (Formosa) on August 18, 1945

Subhash Chandra Bose, affectionately called Netaji, was born on January 23, 1897 in Cuttack, Orissa. He was one of the most prominent leaders of Indian freedom struggle. Deeply moved by the JallianwalaBagh massacre, he gave up a promising career in the Civil Service to join the Freedom Movement. He founded the Indian National Army to overthrow British Empire from India. His famous motto was "Give me blood and I will give you freedom". However, defeat of Japan and Germany in the Second World War forced INA to retreat and it could not achieve its objective. Subhash Chandra Bose was reportedly killed in an air crash over Taipei, Taiwan (Formosa) on August 18, 1945.

Unsolved questions:

1- On the basis of given hints, write a biographical sketch of your English teacher.

Name: VineetKashyap

Profession: English teacher

Experience: 15 years as post graduate teacher

Qualification: MA in English with degree in teaching

Special areas of expertise: excellent teacher, talented in script writing, working for an NGO in his leisure for old aged

Others: head of department

Why is she popular? Calm, composed and helpful

2- Given below is some data on Abhinav Bindra, an ace shooter who brought credit to India by bagging the first ever individual gold medal in Beijing Olympics in 2008. Use the information to write his biographical sketch in about 80 words.

Birth: - 28 September, 1983- Dehradun

Education: -Doon school, Dehradun till 8th St. Stephen's school, Chandigarh XII BBA from Colorado University

Achievements: - 2000- youngest Indian contributor at the Olympic Games :-
2001 Bronze medal in Munich World cup

2002 Gold medal in Manchester Commonwealth Games

2008 Gold medal in Air Rifle shooting in Beijing Olympic

Awards: - 2000-Arjun Award

2009 -Padma Bhushan

3. Given below are a few details about Rabindranath Tagore. Use the information to write his short bio-sketch.

Birth : in 1861 in a wealthy family of Kolkata

Education: no formal education- left free to pursue his literary activities-
interest in literacy creation shown even in childhood

Achievements: Nobel Prize for literature (Gitanjali) in 1913-first man from the east to win the prize

Interests : Versatile genius-painted, acted, composed music- keen and active interest in the freedom struggle.

4. Given below is a profile of Mr. Raj, the school gardener. Write a short biosketch of Mr. Raj in about 100 words.

* Age-around 50

* Height/weight-six feet/75 kgs, solid built

* Family-large-six children: four boys, two girls

* Education-high school

* His likes/dislikes-plants, nursery, organic manure

* Why he is popular /unpopular-believes children are like young saplings...

5. Read the notes on Shri V.V. Giri, the former President of India .Develop the given notes in a paragraph of about 100 words.

Birth-10 August 1894

Education- At Behrampur and Dublin. Practised law for some time An

ardent fighter for the rights of labour President of All India

Railway Men's Federation

1929- 36- Joint Secretary

1927- Represented AITUC at ILO, Geneva.

1930- 31 Represented labour at RTC

Official posts held: Labour minister in Jawaharlal Nehru's ministry

Governor of Uttar Pradesh , Kerala and Karnataka

* Vice President of India

* President of India

Given below is some information about Maple, star detective of New York. Use the information to write a brief bio-sketch of Maple in about 80 two words.

Breed - German Shepherd-mixed Age - 3 years,
7 months

Gender- Male

Complexion and built - Black, lean but strong Height

and weight - 76cm, 34 kg Area of expertise - Raw
sewagedetection

(Sniffs out illegal sewage and laundry connections)

Trainer - Scott Reynolds

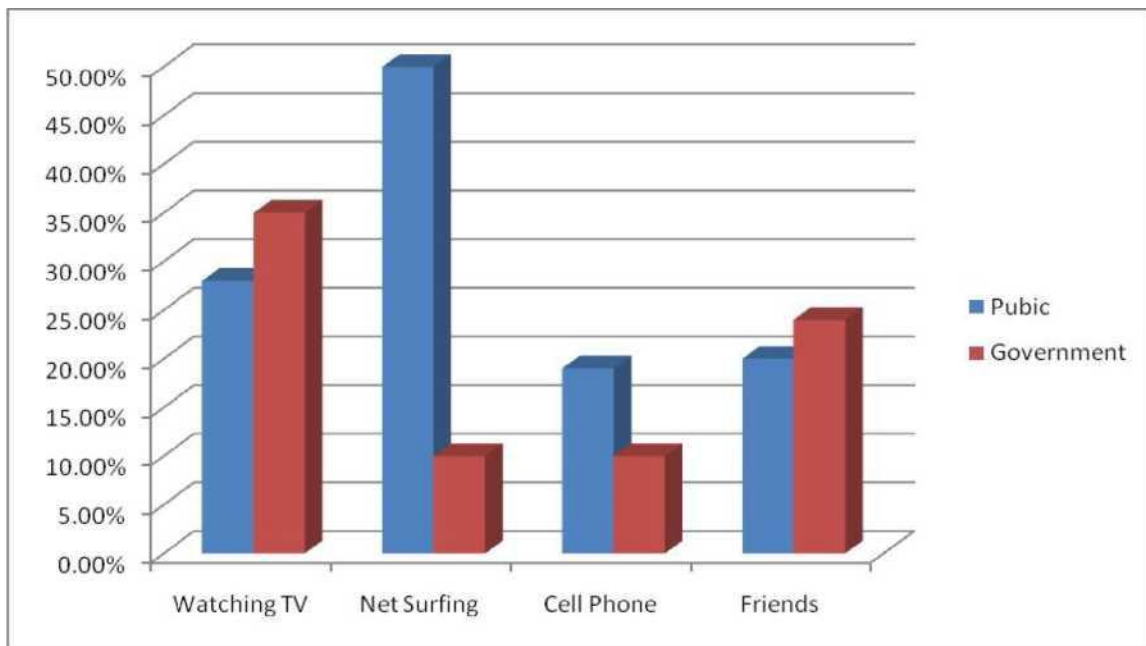
Work experience - worked on city and country projects in New York.

DATA INTERPRETATION

This form of writing is used to interpret the facts presented in the form of table, graph or chart. A graph or chart is a visual stimulus to depict the data. Data interpretation requires an analysis and comparison of the given facts and drawing conclusions based on the given data.

SOLVED EXAMPLES:

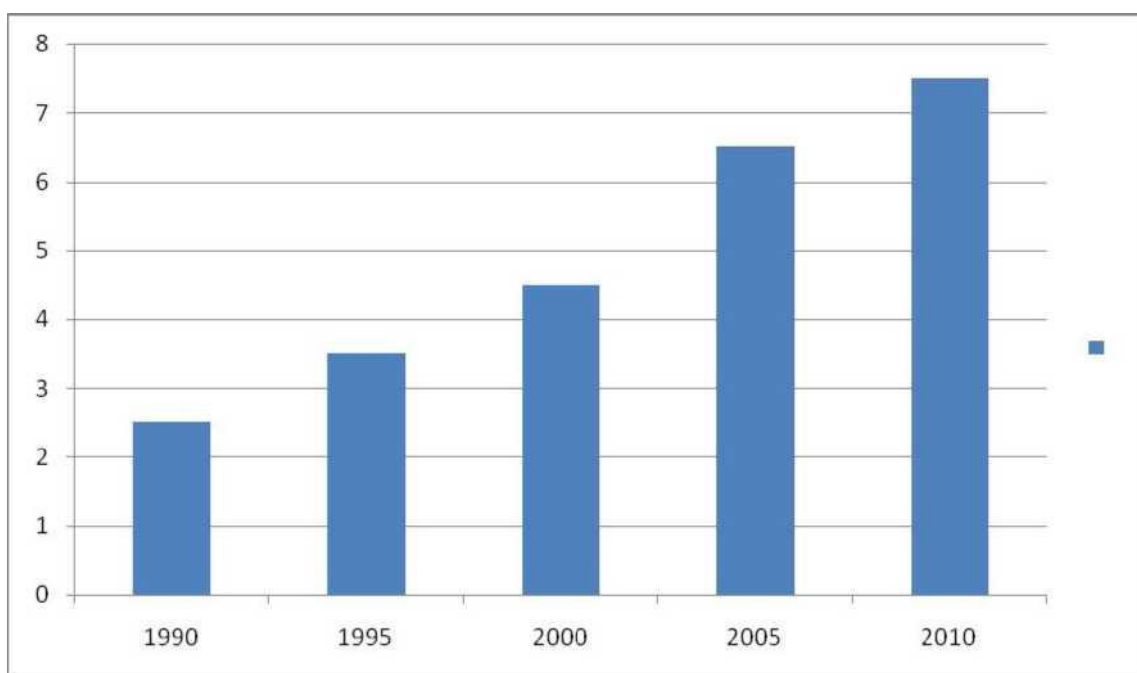
1- Study the chart given below, which is the result of the survey conducted in the public schools and government schools of Vadodara. This depicts the types of activities the teenagers (Age 13- 19 years are involved during their leisure time). Complete the summary in about 80 words.



Teenagers and leisure time

Now a days the teenagers are more techno-savvy than the children used to be ten years back. They do not play games like Ludo, Carrom, Chess and other indoor games. 9-18 % of boys and girls in the age group of 13-19 years possess their own cell phones. In the survey conducted recently on some 2000 students of two leading schools- one government and the other a public school, the following facts were revealed. While the students from public schools spend more of their leisure time in net-surfing and talking on cell phones, the government school students spend it in watching TV and talking to their friends.

2- The following data in the form of histogram shows that death due to violence has increased considerably during recent years. Write its interpretation in 100 words on how educated youth can play a major role in establishing peace in society.



Note: (1) Horizontal Line [x-axis] =>Years

(2) Vertical Line [y-axis] =>Death Rate in Thousands

Role of youth in establishing peace in society

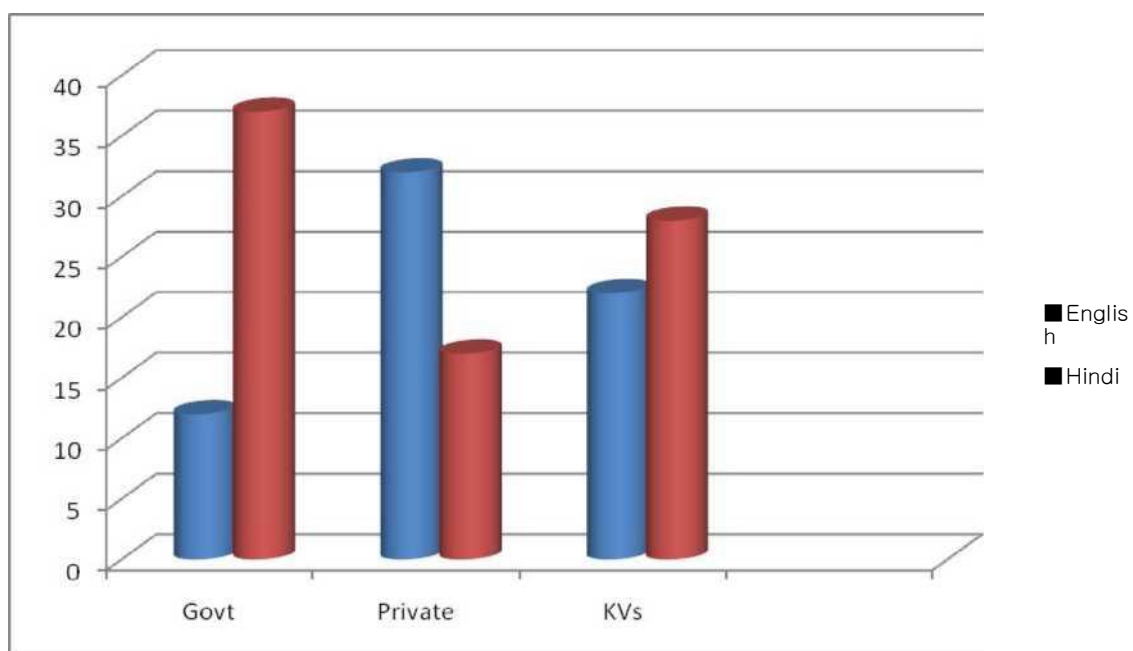
Youth and peace are interlinked in society. Youth can play an important role in establishing peace in society. In a survey conducted, it has been found that number of deaths due to violence has increased enormously since the nineties. Death rate in 1000s was 2.5 in 1990. But in 2010, it has increased to 7.5. It is really very sad. It must be checked.

Our youth can play a major role in controlling this crime graph. They can contribute towards establishing peace in many ways. They can awaken the people towards the necessity of peace. They can help the police in catching the criminals. They can bring the criminals in the main stream by educating them and they can do much more.

UNSOLVED EXAMPLES:

1- Study the graph given below, which is based on a survey done on students of tenth class in three different types of schools in Ahmedabad.

The chart depicts the number of students speaking English and Hindi. On the basis of the details given in the bar-graph given below, briefly summarize the data making comparison wherever necessary in about 80 words.

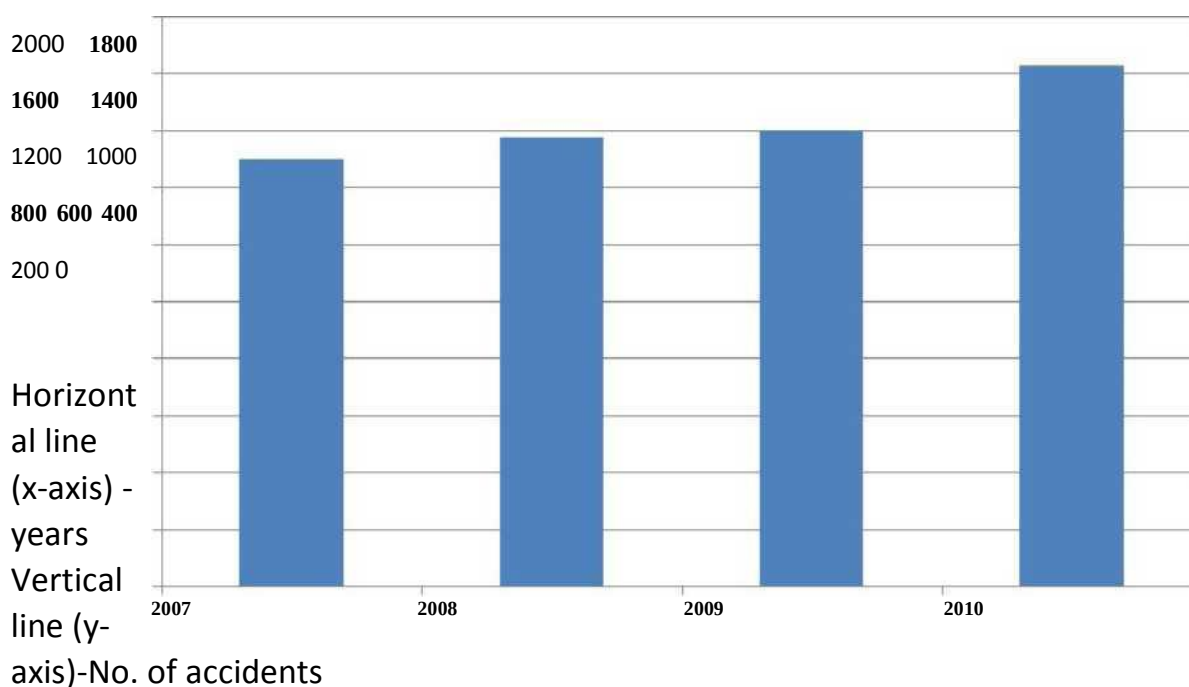


Hint- Compare the percentage of students speaking English and Hindi in all three schools giving the possible reasons.

Begin Like this:-

In a study conducted on the students of class tenth of three various types of schools- Government school, private school and a KV, it was observed that

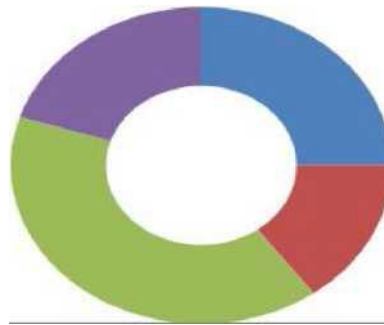
2. As an aware citizen of the country, you are concerned about the increase in road accidents in the metropolitan city Delhi. Interpret the data given below in about 80 words. Also use your own ideas.



3- Give below is a pie-Chart, which shows different types of electric gadgets, used by middle-class people in their houses on an average in Ahmedabad. On the basis and the unit 'Science' of your Main course Book; write in about 80 words the reason of selecting the electric gadgets for their houses.

- Sony
- samsung
- LG
- Whirlpool

Sales



Take into consideration the price durability, lower electric consumption & after sales-service.

Dialogue Writing

The aim of the dialogue writing is students to elaborate upon the grammatical correct and meaningful conversation.

Dialogue writing does not come easily to everyone. Done well, a dialogue leads to the advancement of the story and helps in fleshing out the characters while providing a break from straight exposition or explanation.

Points to remember:

- > Punctuation
- > Tense
- > Subject-verb agreement
- > Sentence type-declarative or interrogative
- > Imperatives
- > Contractions

Solved example

Here is a conversation between a doctor and a patient. The patient has a problem getting sleepless nights.

Patient: Hello Doctor!

Doctor: Hello, what is your problem?

Patient: Doctor, I have a problem of not having proper sleep at night. **Doctor:** I'll give you medicine.

Patient: Thank

Doctor: Just take _____

Patient: _____

Doctor: _____

Patient: _____

Doctor: _____

Key Vocabulary:

To get a good night's sleep

- To take medicine
- To take a pill
- To stay calm

Solution:

Patient: Hello Doctor!

Doctor: Hello, what is your problem?

Patient: Doctor, I have a problem of not having proper sleep at night.

Doctor: I'll give you medicine.

Patient: Thank you Doctor. How often should I take the medicine?

Doctor: Just take one pill about 30 minutes before you go to bed.

Patient: For how long?

Doctor: For at least 30 days. Come back, if problem continues.

Patient: Anything else?

Doctor: Be composed at work.

Practice questions:

1- Complete the dialogue between Anju and Ravi.

Anju:-Did you see my brother yesterday?

Ravi: Yes, I met him.

Anju: _____

Ravi: _____

Anju: _____

Ravi: _____

2- Aman was caught by the traffic police inspector for breaking the rules of traffic. Report the dialogues between the Police inspector and Aman in any suitable way.

3- The following dialogue between the student and the teacher is incomplete. Complete the dialogue in any suitable way.

Teacher: Why are you late to school?

Student: I got up late.

Teacher: _____

Student: _____

Teacher: _____

Student: _____

Description (People. Objects. Events)

It means to describe a person, place and an event factually. It needs to draw a complete mental picture of the person, place or event being described. **Note:-**

- It should be descriptive and detailed.
- It must not include opinions or speculations.

A) Description of a person

Tips

- > Physical appearance
- > Habits
- > Profession
- > Good qualities
- > Special traits
- > Use active/passive voice
- > Simple present is to be used
- > Give concrete examples and anecdotes.

- > Marking scheme
- > Content 2 marks
- > Language-2 marks
- > Accuracy -2 marks
- > Total - 6 marks **Solved**

example

Description of our prime minister

Name: Mr. Man Mohan Singh

Qualities of a true leader: honest, hardworking, humble

Different from other leaders: no desire of name, fame

Mission: service to the nation

Expectation from him: to take country to greater heights

Our Prime Minister Dr. Man Mohan Singh

Dr. Man Mohan Singh is my favourite leader. He is the Prime Minister of India. He has all the true qualities of a true leader. He is honest and hardworking. He is very humble. His simplicity connotes him. There is no trace of any pride in him. He is very different from other political leaders. He has no desire for any name, fame or riches. He is faultless and blotless personality. Service to the nation is the only mission of his life. All the Indians hold him in high esteem and expect that he will take the country to greater heights.

Practice questions:

- 1- Write a factual description of the postman of your locality.
- 2- Your friend could not attend the marriage of your sister. He desires to know about the groom from you. Describe the groom to your friend in about 80 words.
- 3- Give a detailed description of your principal.
- 4- A suspicious character is hanging around in your locality. Describe the character to the police.

B) Description of a place

Tips

- > Mention the location, dimension and facility in case of school, home or library.
- > Description of a city- geographical location, the people, their dress, food habits, social and cultural customs, occupations etc.
- > Followed by remarkable features like weather etc
- > Use simple present and passive forms.

Solved Example:

Give a brief description of your school using the hints given below.

- > KV AFS Baroda
- > Beautiful 'C' shaped building
- > Vast play ground
- > 30 rooms and a conference room
- > 03 science laboratories-Physics, Chemistry and Biology
- > 2 Computer labs
- > A library full of books
- > A group of learned teachers and well-disciplined 1500 students.
- > Principal-Vibrant, talented, excellent administrator and child loving

My school

I have been the student of KV AFS Baroda since my beginning of school life. This is a 'C' shaped big building, spread in an area of about 2 acres. It has a beautiful vast playground. There are 30 spacious rooms to impart education to nearly 1500 students from classes I to XII. The rooms are big, airy, well ventilated and furnished with modern class room furniture. There is also a well-furnished large conference room. The school has three separate laboratories for Physics, Chemistry and Biology respectively. Besides, it has two air conditioned computer labs with internet facilities. A huge library with books on various subjects is the pride of the school. Education for all round development is imparted by a group of learned teachers to 1500 well- disciplined students. The school is well run by our vibrant & talented administrator and affectionate Principal Mrs. Sarita Naswa.

Practice Questions-

- 1- Describe your house to your pen friend.

- 2- Describe the library of your school.
- 3- Describe the Zoo of your city.

C) Description of an event

Tips

- > Usage of past tense.
- > Use Passive voice to describe scientific, technical writing and lab reports.
- > Also known as report writing.

Solved Example:

Your school organized a free eye Camp for the students of your school during autumn break. Well known eye specialists were invited on this occasion. You are Rajat, the head boy of this school. Mentioning the title, the date, the number of students benefitted from this camp, write a description of this camp in about 100 words.

Free Eye Camp By :Rajat

Date:

Place:

During the autumn break, our school organized a three day free camp in the school auditorium. More than 150 students and residents living in the vicinity of the school visited the camp for eye-checkup. Dr. Abhimanyu, Head of the Deptt., Eye Deptt. Civil Hospital, Vadodara and other prominent eye specialists treated the patients. The patients were provided with spectacles and medicines on the spot. The Assistance Commissioner of Ahmedabad Region graced the occasion with her august presence. The camp benefited the students and the visitors. The services were rendered free of cost. The camp was a great success.

Practice Questions-

1- Describe the Annual day Celebration of your school in about 100 words.

(Hints- Date & time- 22 April, 2011 at 06:00 pm at School auditorium, Chief guest Mr. Nanda, the district Collector, Activities- annual report presentation, prize distribution, cultural programmes, blessings by the chief guest and Vote

of thanks.)

2- Describe a road accident you witnessed recently.

LETTER WRITING

1. FORMAL LETTERS Formal

letters include

(1. Business letters 2. Official letters 3. Applications 4. Letter to Editor of newspapers

letters of complaints, etc.)

Format-

Sender's address

43Z-Ashok Vihar

Mathura-2812005

11 April,2011

Date

The Editor

Address of the addressee

The Times of India

(Receiver's designation ,

New Delhi

and

>*>uhiprt

Address)

UJ CLl.

Salutation ----- *

Sir

Subject Line to focus

, Body of the letter: 1. Introduction

attention —

2. Main Content

3. Conclusion

Body

*

Thanking you,

Complimentary close

Yours sincerely/faithfully/truly,

Sender's Name

Raghav

Designation (if applicable)

(Designation)

Solved Examples

1- Anand witnessed an accident near the school gate where a child fell down and was hurt very badly. Many people were standing around but did not know what to do. Finally the child was carried to the hospital by a taxi driver. Anand felt the necessity to enable the students to render the first aid to the victim. He decides to write a letter to the editor of a local daily about the importance

of knowing first aid. Write the letter on his behalf using your own ideas and the ideas from the unit 'Health and Medicine'.

RX-45, Abhilasha Complex

Greater Kailash

New Delhi-42

April 17, 2011

The Editor The Times of India New Delhi

Sub:-Importance of knowing first aid

May I have the honour to draw the attention of the authorities and the people through the esteemed column of your newspaper about the importance of knowing the first aid? Today a child met an accident near the school gate. Many people were standing around but did not know what to do. Finally the child was carried to the hospital by a taxi driver. The students should be made aware of primary steps of first aid at school. In the school curriculum, it should be included. Even competitions should be held to make them efficient at first

At the same time, they should have their own mini first aid box at their home. The parents should encourage their children for this purpose. They should know what to do in such situations before the victim is carried to the hospital. At times, the first aid can be life saving. The government and the concerned educational authorities should initiate a step towards this.

Thank you Yours sincerely Anand

- 2) **A newspaper reader in Srinagar wants to write a letter to the editor of a local newspaper about the increasing awareness of health and diet. The table given below shows some changes from 1999 to 2009. Using the information together with your own ideas from the unit of 'Health and Medicine', write a letter in not more than 150 words.**

HEALTH IN SRINAGAR	1999	2009
Number of yoga & health clubs	5	10
People using refined oil	20%	60%
People going for morning walk	5%	25%
People going for regular health checkup	8%	23%
Awareness programmes	10%	40%
Role of advertisements	7%	33%
Death rate	15%	11%

7/50, B Mai Road

Srinagar 10 June,

2011 The Editor The

Tribune Srinagar

Sub: - Increasing awareness of health and diet. Sir,

I write this letter to highlight the changes that are being observed in terms of awareness among people regarding health. Health seems to be quite on the top of people's priority list.

To give a few examples in 1999, there were only 5 yoga centres which doubled by 2009. As compared to 1999, the use of refined oil is increased by three times in 2009. There is a steep rise in the number of people going for morning walk, i.e. from 5% to 25%. The number of people going for regular health checkup has also gone up considerably. Advertisements are also playing a major role, in 1999 it was 7% and now it has increased to 33%. As a result of all this, death rate has fallen from 15% to 11%.

This shows that people's attitude and concern regarding their own health has undergone a change. The dictum 'Health is Wealth' is probably being understood. As long as one lives, one should be healthy, hale and hearty, is the motto.

This has given boost to health related business, showing an upward movement. If one is conscious about one's health, it definitely pays in the long run.

Through this letter, I want people to know that they should avail the facility available as well as go for regular morning walks, to keep themselves hale and hearty.

Yours truly

Sudha

FOR PRACTICE

- 1) You were a part of audience in a debate held in your school on 'Technology, Its effects on modern life'. This set you thinking how the youth of today misuses technology .Write a letter in 150 words to the Editor of a newspaper on the dangers of such misuse and how it can be controlled. Use the following notes:

Refer to the unit of science:

Youth -easy prey to technology

- Effects on health if misused
- Waste of money and time

'For years, I ate fast food because it was efficient and cheap. I had no idea I could be damaging my health/says Ravi Tripathi, 56, a maintenance worker with heart disease.

Your younger brother is studying in a boarding school. Write a letter telling him about the health hazards caused by junk food, using your own ideas and the ideas from the unit on 'Health and Medicine'.

- 3) You are Gaurav. You feel that facilities for tourists should be improved in India. Write a letter to the secretary, Department of tourism in your state highlighting the need for improving facilities for tourists to promote tourism in your region. Ideas can be taken from the unit 'Travel and tourism' besides your own ideas on the subject. Your answer should not exceed 150 words.

- 4) You lost your wallet on the train. You haven't found it yet.

Write a letter to the station master of the local train station in about 150 words. In your letter

- a. Describe your wallet and what was in it.
- b. Request information about their lost and found service.
- c. State what action you want the station master to take.

5) You happen to come across a group of children in tattered clothes begging on the road side. Their bones were peeping out of their skin-a perfect picture of malnutrition. You were very much touched. You decided to write a letter to the editor of 'The Tribune', Chandigarh. Write the letter in about 180 words.

6) You are Rachana/Raghav, 15 MG road Agra. You happened to see the following news item in a newspaper. Write a letter to the editor of The Times of India, New Delhi expressing your views on the matter.

New Delhi:-The Supreme court has passed an order that it is the responsibility of every citizen to look after their aged parents. If they fail, they will have no right of inheritance.

INFORMAL LETTER

(Letters to friends, parents, relatives and acquaintances)

DB-10 Rajeshwar Residency-II

Harni Road, Baroda

10 April, 2011

Dear _____ ,

Body of the letter

Yours lovingly

Rajat

Solved Example

1- Imagine you are Raghav, a class X student of Army School Agra Cantt. You are living as paying guest at 24-D Sadar bazaar Idgah, Agra. Write a letter to your father telling him about the prize which you have won by standing first in the Chess Competition during annual sports day celebration.

24-D Sadar bazaar Idgah

Agra

15 April, 2011

Dear father,

The annual sports day celebration was held on last Monday. Brigadier RP Singh presided over the function.

You will be glad to know that I got the first prize by winning the inter-house Chess competition. There were many prize winners. When I was called, the students and the teachers gave a loud applause. The chief guest, Brigadier RP Singh, gave me the prize and congratulated me. It was a very big moment for me. I wish you had been here.

Convey my best regards to Mom, brother and Ruchi.

Yours lovingly

Raghav

- 2 You are Mangla. On the basis of the notes given below, write a letter in about 150 words to your friend Radha, telling her about the dangers of drug addiction.

NOTES

Why drug abuse? No single reason- addicts start out of curiosity-for pleasure- to get over boredom, symptom :

Loss of interest in sports, daily routine, appetite-puffy eyes-unclear vision- mood

changes-temper tantrums.

Strike Drugs Before They Strangle You.

25, Raj Garden Vrundavan 23 July, 2011 Dear Radha,

Hope this letter finds you in best of your spirit.

I am writing this letter specially to tell you about the dangers of consuming drugs. Drug consumption initially starts just out of curiosity, but when coaxed by friends, people start consuming for pleasure. This, slowly over a period of time, turns into a habit.

Some start consuming drugs to get over boredom. Soon with regular consumption, they start having depression symptoms .It then becomes a necessity .They lose interest in things around them, their hands start shaking and they lose appetite, they do not retain any interest in sports, academics, etc. Their eyes turn puffy and slowly they even tend to lose vision. Those who consume drugs regularly have temper tantrums. The person becomes the slave of drugs and if he is deprived, he develops several withdrawal symptoms. It slowly kills a person from inside.

We need to treat such people with understanding and sympathy.

Dear Radha, drugs are a curse on the society and one should not even try them. You need to be healthy to achieve success for yourself in the world.

Convey my regards to aunt and uncle and love to Beena.

Yours affectionately

Mangala

3. You have just witnessed the impact of evaluation through grades, instead of marks in class ten Board results. Write a letter to your younger cousin advising him how to deal with changes.

Hints:

- Good grades— consistent, continuous effort

- Once a 9 or 10 point average, you are slotted with the best
- One mark may make you lose or gain the next grade
- Grades bring in several toppers

22-D Swaroop Nagar New Delhi 18th Aug 200X My dear Aman,
 Hope everything is fine at your end. As you know, the CBSE introduced the grading system last year in class ten. Since we were the first to have witnessed the evaluation through grades instead of marks, I relate through this letter the good points of this new system.

First of all grades eliminated the hollow competition from our minds. But, we remained determined to get good grades. Now I have found that getting good grades is not very difficult. They require just consistent and continuous efforts. It means regular studies with whole hearted participation in class activities. If you take active part in class room activities, like enacting some scenes, group discussions and delivering speeches, you get very good grades. I personally think that once you start getting a 9 or 10 point average, you are slotted with the best. However, all this depends on your continuous and regular work. Just one mark can make you lose or gain your next grade. There is no doubt that grades bring in several toppers. Of course these are not like evaluation through marks, but I find them rewarding. Because of them we start taking a keen interest in our studies.

I find the grades good and encouraging.

I shall be glad to explain to you more on this as and when you want.

With regards

Yours

lovingly XXXX

Practice Questions-

- 1- You are Anuj/Ambuja of class X living in the hostel of KV 1 Delhi Cantt. Write a letter to your mother telling her how you prepared Maggi for the first time in your room.
- 2- You are Abhay/ Abha living in Surat. You have been invited to attend your friend's marriage. You are not able to attend the marriage due to personal

problems. Write a letter to your friend congratulating him and showing your inability to attend his marriage.

3- Write a letter to your father asking him to send money as you have to buy the new books, pay the school fee and hostel charges for the new academic session.

4- Write a letter to your sister congratulating her on getting admission in MBBS. Also ask some tips about her success.

E- Mails

E-mail, also known as Electronic Mail is a method of exchanging digital messages across internet or other computer networks. It is the quickest way to communicate in writing.

E-mail messages consist of two major sections:

1- **Header** consisting of- subject, sender, receiver, date and time.

2- **Body** which contains the message. It can contain formal/informal language depending on the purpose

Tips on composing E-mails:

Subject

- It should be brief
- It should give a clue to the content of the message
- It need not be a complete sentence

Salutation

- Dear Sir/first name of the person

Opening Statement

- Begin with a pleasantry or greeting
- When replying a message- Thank you for your message/ I received your message

Clarity and tone

- When you expect a reply-'Please let me know'
- When you want help-'please' or 'kindly'

Paragraphs

- Each main idea should be in a separate paragraph
- Use complete sentence. Do not use SMS language.

Complimentary close

- Regards/Love
- Name

Meaning of CC & BCC:

CC-Carbon Copy- add addressee to it, if those people need to know about the subject, but are not required to act on the contents.

BCC- Blind Carbon Copy- People in this field are concealed from other recipients in the 'To', 'CC' and 'BCC' fields. They can see others in the 'To' & 'CC' fields, but not the 'BCC' fields.

Do's and Don'ts about E Mail:

Do's

- Use an informative subject line.
- Write most important information first.
- Use number and bullets to make the message clearer.
- Use simple grammar and language.
- Write short sentences.
- Use separate paragraphs.

Don'ts

- Write about irrelevant issues.
- Give personal information that you don't want someone else to know.

- Use capital letters to write whole words as in emails, this is considered shouting.
- Use different fonts (the recipient's computer may not be compatible).
- Use Italics.

- Use exclamation marks.
- Use incomprehensible abbreviations, acronyms and smileys.

FORMAT OF AN E-MAIL

Date

To

CC

BCC

Subject

Send

Save

Formal of Email

Solved Example

You are Mr RK Singh, the librarian of KV AFS Baroda. Write an email to Bhatia Book Depot, Ahmedabad requesting them to cancel your order for English literary books and books on environment. Give reasons for cancellation of the order.

Date

14.04.2011

To

bhatiabookdepot@rediffmail.co.in

CC

BCC

Subject **Cancellation of order**

Dear sir,

I placed an order on behalf of the principal on 15/03/2011 for supply of English literary books and books on environment. They said that the supply order was supposed to be received by this school on or before 31/03/2011. But sorry to say that the books have not been received till date and also no communication has been made from your side for the delay.

Hence the school has placed the order for these books to other book depot due to urgency of the books. The said order may be treated as cancelled.

Thank You,

Yours sincerely RK

Singh Librarian

Send

Save

Questions for practice:

1- You are Rachit/Rachana, a class IX student of Army School Mathura Cantt. You want to join computer classes during summer vacation at Sony computer centre, a well reputed computer institute of Agra. Send an E- Mail to the institute seeking the following information:-

- Courses offered
- Duration of each course
- Respective course fee
- Frequency of classes
- Lodging/boarding facility
- Any other information

The E-Mail ID of the institute is 'sonycompagc@yahoo.co.in

2- You are Varun/ Varnika. Write an e-mail to your principal, complaining to him/her about the problems of sanitation and cleanliness in your school.

Informal Email

Solved Example

1. You are Soham, an employee of Reliance India Limited Mumbai. You planned to visit your home during the month of May, 2011. But you are not able to go your home as you have been asked to go to Kolkata during that period by the company. Send an email to your father showing your inability to go home as planned earlier.

14.04.2011
raviraj@yahoo.com
BCC -----
Inability to come home in May

Subject

Dear father,

How are you? I am going to Kolkata for 15 days in the month of May for an urgent work of the company. So I will not be able to come home as planned earlier. However I will come after I return from Kolkata.

I miss you all.

Yours lovingly Sohan

Send

Save

2. On 'Mother's Day' you gifted your mother with "LenovoA600 Idea Centre". Your cousin wants you to write an E-Mail and describe how your mother reacted when you gave her the gift. Also describe the functions of the Computer.

You may take the help of hints given below.

Mother overwhelmed, gave blessings, invited her friends to show the new computer- "LenovoA600 Idea Centre" ----- slimmest computer-HD display—can watch TV, Soap operas—DOLBY THEATRE SOUND SYSTEM.

Date: 25th July 200X From: Suresh@
gmail.com To: Sudhir 15@gmail.com
Subject: Mother and LenovoA600 Dear
Sudhir

I hope you are fine. As you desired I am writing this E-Mail about my mother's reaction, when I gifted her the new LenovoA600 on 'Mother's day'.

You know LenovoA600 is the latest version of laptops. It is the slimmest of laptops with HD Display. One can watch TV, soap operas on it. It is like theater, with Dolby sound system.

When I gave my mother this laptop, she was simply thrilled. She just hugged me and blessed me profusely. Tears of joy were there in her eyes. I consider this LenovoA600 as the best gift for my mother, as I knew she wanted it very badly. Being a great enthusiast for keeping herself abreast of what is happening around and hungry for knowledge, She would enjoy using it. She can not only satisfy her hunger for knowledge, but also entertain herself by seeing TV, etc. She can experience Theatre, as it is fully equipped with Dolby theatre Sound system.

Regards Yours lovingly Suresh

Article Writing

Tips

- > Read the question carefully
- > Use CODER

- > Make some points to be covered
- > Expand the points in 3-4 paragraphs
- > Plan, organize and present ideas coherently
- > Be creative
- > Take care of grammar
- > Use proper layout

Writing an article is a challenging task. It needs creativity, good vocabulary, good knowledge of the subject and skill to organize ideas.

Purpose

To focus on themes like social concern, narrating an event, description of a place, etc.

Format

- Heading/Title- must be catchy and sharp
- By-name of the author
- Body

I Para- Introduction- Start with a slogan, a question, an amazing fact, figure or statement.

II/III Para- Causes, effects, present state of affairs, etc.

IV Para- Draw solutions and conclusions

Solved Example

1- You decide to write an article in the school magazine on how it is important to save the planet. Earth. Write the article in about 180 words.

Save the planet. Earth

This is a cause of complete concern across the globe today. The global warming has accelerated the rise of temperature on earth which is said to have risen by 4° C. The sea level is also rising. The glaciers are also melting away. There has been very less rainfall in the recent years resulting in the scarcity of food around the world. The death rate due to starvation has increased immensely. We, the human beings are

solely responsible for this calamity. We pollute our planet in many ways. Deforestation, industrial pollution, toxic wastes, vehicular pollution and lack of greenery are the chief causes of imbalance in the ecosystem.

The urgent need of the hour is that each one of us takes step to save the planet in every possible way. We should protect our forests, save fuel, plant trees, take care of toxic pollutants, conserve water and change our life style.

Awareness programmes must be launched by the students and NGOs to make people aware of environmental problems. The public should avoid the use of polythene bags. All of us must strive hard to save our beautiful planet for the future generations.

News item

Video games, Internet, Cell Phones and other high-tech gear are just part of growing up in a digital world. But parents are concerned about the amount of time their children spend with these and worry that it might be distracting and cramping academic and social development.

Using your own ideas and those taken from the unit "Science", write an article in 180 words, describing both the benefits and harms of using these high-tech devices.

High-Tech Device- Boon or Bane

The present day high-tech gear is just part of growing up in a digital world. Nevertheless one cannot deny that all these gadgets have become a part and parcel of our daily lives. Besides we have become highly dependent on these devices. This is more so in the case of children. Their lives are completely ruled by these devices.

These devices have many benefits. They have made our lives easier and more comfortable. They have made the world jump forward with a leap, and built up a glittering modern world. They have also opened innumerable avenues for the growth of knowledge and have given a definite form to the wild imagination of man. They have indeed revolutionised every sphere of life. But on the other hand the excessive interest of children in these gadgets, has made parents concerned and worried. Children spend a great deal of time on these gadgets like video games, internet, cell phones etc the parents feel that excessive use of these gadgets will definitely be destructive for the children. This could also cramp their academic and social development. If children are not checked, they would continue to waste time on these gadgets.

They will recline into their own high-tech shell. Thereupon it will become very difficult for parents to bring them out of this world. If these high-tech devices are used in moderation they can fulfill the purpose for which they have been invented.

Questions for practice:

1- India is a country of temples, lakes and monuments which exhibits fine architecture. India is regarded as favourite tourist attraction. But as a country, we need to promote tourism, make people aware of its importance and make it a safe destination for the tourists. By using the information and ideas from the unit "Travel and tourism" together with your own ideas, write an article in about 150 words.

2- Write an article on the given topic using hints given below in not more than 150 words.

Mobile Phones: a modern utility or a health hazard

Hints:

A- Use of mobile phones

i- 50% of India is going to have mobile phone by 2012

ii- Growing at a fast rate.

B- Utility of Mobile phones

i- Keeps well connected

ii- Inexpensive

iii- Handy

iv- Helps in personal and professional tasks C-

Health Hazards posed by Mobile phones

i- Electromagnetic radiation

ii- Distraction while driving

3. You are Ruchi. Once you got a chance to visit a remote village of Rajasthan. You noticed the girl children did not go to school. Write an article on "Need to educate the girl child" for the school magazine.

4. What goes inside the mind of terrorists and why they commit such heinous crimes which lead to the deaths of so many innocents, no one knows. The recent bomb blasts at various metros of the country have left everyone shocked. You are Sania/Sonik. Write an article in about 150 words on Terrorism-A threat to Humanity by taking help from the points given below.

Terrorism has taken deep roots

Terrorists attack anywhere, any time

Have a vast network, Use latest technology

Solutions :

Combating this evil is everybody's duty should be vigilant

Security forces to upgrade technology.

SPEECH WRITING

Purpose

To express views in the public.

Format

- Salutation or greeting
- Disclosure of topic
- Narration of facts, presentation of data, relevant examples, etc.
- Sensible deviation from the topic
- Draw conclusion in an innovative and imaginative way.

Solved Example:

1. Today is women's day and you are asked to deliver a speech on changing role of women in 21st century acknowledging their significant contribution in changing face of modern era. Your speech should not exceed the limit of 120150 words.

HINTs: Gone are the days-when women were considered only fit to become home makers-position remarkably improved-have all rights of equality-possess higher position without any distinction have made their place in literature ,education ,administration-modern woman- self-confident, Self-respect, we are proud of them.

ROLE OF WOMEN

Respected Principal, Learned Teachers and Friends,

I am glad to have this opportunity of expressing my views on the ROLE OF WOMEN on women's day.

Gone are the days when women considered themselves a weaker sex. Today, they are neither weak nor inferior .They have proved their worth. Name any field of progress wherein they have not left their mark? They are known for their sincerity, sensibility, hard work and timely wit. They have never failed in using them in time of need. Women like BarkhaDutt, Sonia Gandhi, RahatTaslim who won

1 million rupees in KBC Quiz Contest have left their signature style in whatever field

they chose. Being woman myself, I feel tremendous power in myself and see no reason to lag behind. I am proud to be woman. We know that modern world cannot afford to leave women as they have time and again made the world realise their strong presence.

I acknowledge the vital role the women play for the emancipation of the society and their immense contribution in shaping and creating the definition of this era and therefore, salute them.

Questions for practice:

1- Ankit, a class X student was asked by his teacher to deliver a speech in the morning assembly of his school on "World Environment Day"-5th June. Using ideas given below, together with your own, write the speech in not more than 120 words.

- a. Let's not pollute the air we breathe!
- b. Wake up in fresh air and maintain cleanliness
- c. Plant trees and see them growing
- d. Fight vehicular pollution

2- You are a member of your school Social Service League. You are visiting a nearby village to speak to the villagers how smoking is a silent killer of life, besides being drain on the limited income of an average man. Prepare your speech and also mention how vital organs are affected due to smoking, how it is harmful even to those who do not smoke but happen to be seen with smokers and how we should educate people on the dangerous effects of smoking. Restrict your speech to 150 words.

STORY WRITING

Purpose

A story is narration of a set of fictitious events often used to convey a moral message.

Format

- Context- Use phrases like- 'Once upon a time...', 'It happened so...', 'Longlong ago...'
- Introduction of characters- through dialogues or narration.
- Plot- Description of an event/accident

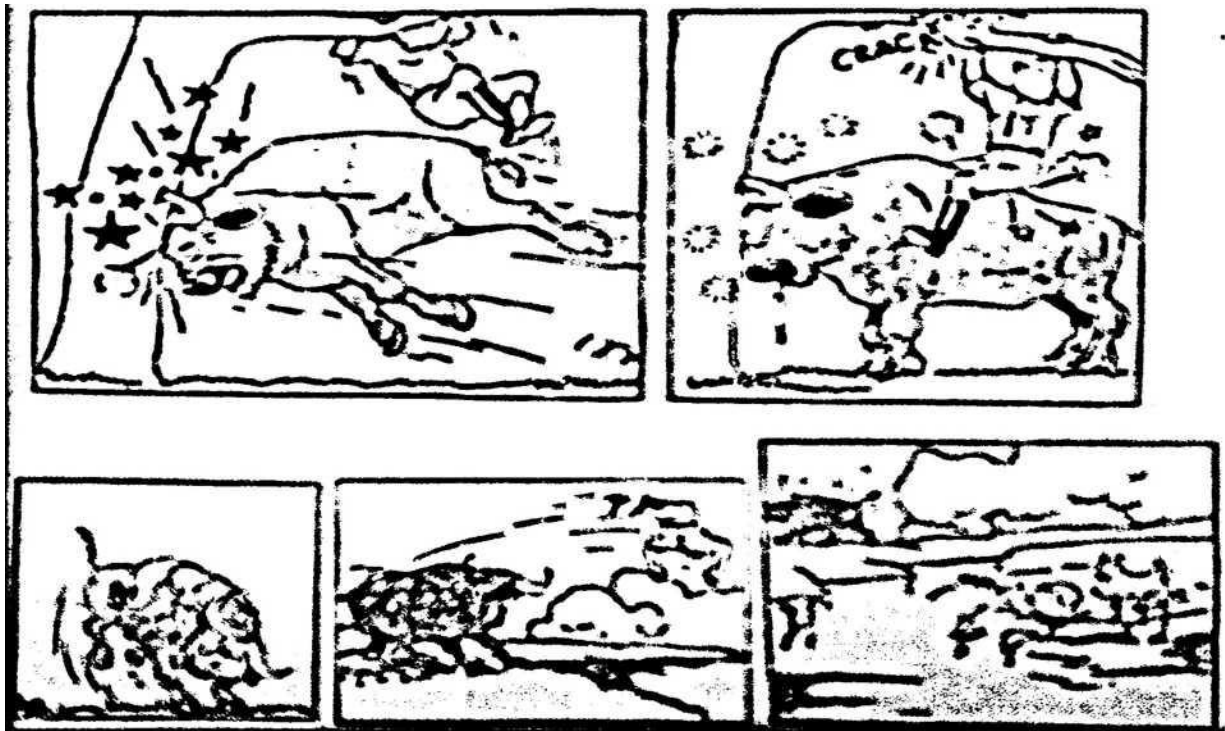
- Climax- end of the story, Most interesting, Unpredictable

Steps

- Set the context
- Introduce characters
- Develop plot(s)
- Reach climax
- End the story

Practice Questions

1) Interpret the pictures below and write a short story in about 150 words:



2. You went to your aunt, Mary's house for her blessings on your birthday. She asked you to do one good thing every day. The next day when you were going to your school you helped an old woman. Write a story how you helped an old woman when you remembered your aunt's advice.

DEBATE

What is debate?

A debate is a formal discussion, or an argument on a subject on which people have different opinion.

Purpose

To show skills and ability of presenting an argument.

Format/Steps

- Salutation- 'Respected chairperson, honorable judges and all present...'
- Introduction- views for/against-topic.

Indefinite article (a/an)

- 1- Used before singular countable nouns.
- 2- Represents a class or kind in general, e.g. - a cow gives us milk.

(Every cow)

A- Used before singular countable nouns beginning with **consonant sound**.

Example- a one-eyed man, a unique place, a European, a University, a Mango etc.

An- Used before singular countable nouns beginning with **vowel sound**.

Example- an Indian, an hour, an umbrella, an honest boy (Mute 'h')

Definite article (the) - Used before both countable and uncountable nouns.

Usae:-

1- When we talk about something for the second time in the same context or anything qualified by a phrase.

1- I met a girl at the gate of the school. The girl was weeping.

4

(First time reference)

(Second time reference)

ii- The book which is on the table is mine.

i

(Phrase)

2- Used before superlatives

She is the tallest girl of the class.

3- Used before the names of water bodies i.e. - rivers, seas, oceans

The Ganges, the Arabian Sea, The Pacific ocean, etc.

SECTION C GRAMMAR

SECTION C- GRAMMAR (APPLICABILITY SA I & SA II)

Test type includes

- Gap filling
- Sentence completion
- Dialogue completion
- Sentence reordering
- Editing
- Omission
- Sentence transformation
- Reported speech
- Active -Passive Voice
- Newspaper Head lines **Prescribed**

syllabus

- 1- Determiners
- 2- Tenses
- 3- Subject-verb agreement
- 4- Non-finites
- 5- Relatives
- 6- Connectors
- 7- Conditionals
- 8- Comparison
- 9- Avoiding Repetition

- 10- Nominalisation
- 11- Modals
- 12- Active and Passive
- 13- Reported Speech
- 14- Prepositions

ESSENCE OF GRAMMAR

1-DETERMINERS

What are determiners?

Determiners are the words which are used before nouns to determine or fix their meaning.

Types:

- 1- **Articles** : a/an, the
- 2- **Demonstrative adjectives** : this, that, these, those
- 3- **Possessives** : my, our, your, his, her, its, their
- 4- **Adjectives (Quantity & Number)**: some, any, much, many, all, both, little, few, several, less, one, two, etc.
- 5- **Others** : each, every, next, another, either, first, second, etc.

Additional information

Nouns

Countable	Uncountable
*	(Oil, water, furniture, etc.)
Singular	Plural

(Boys)

$$t \text{-----}^1 \text{-----}^*$$

Definite

(The)

- 1- Used before singular countable nouns.
- 2- Represents a class or kind in general, e.g.
- a cow gives us milk.

A- Used before singular countable nouns beginning with **consonant sound**.
Example- a one-eyed man, a unique place, a European, a University, a Mango etc.

An- Used before singular countable nouns beginning with **vowel sound**.
Example- an Indian, an hour, an umbrella, an honest boy (Mute 'h')

Usae:-

1- When we talk about something for the second time in the same context or anything qualified by a phrase.

1- 1 met a girl at the gate of the school. The girl was weeping.

(Second time reference)

ii- The book which is on the table is mine.

i

(Phrase)

2- Used before superlatives

She is the tallest girl of the class.

3- Used before the names of water bodies i.e. - rivers, seas, oceans

The Ganges, the Arabian Sea, The Pacific ocean, etc.

Note: - Not used before the names of lakes, e.g.

Wular Lake

4- Used before the names of mountain ranges.

e.g. The Himalayas **Note:** - Not used before the names of peaks, e.g.

The Mount Everest

5- Used before the names of satellites, planets, stars.

e.g. The moon, the earth, the sun

6- Used before the names of monuments and memorials.

e.g. The Red Fort, the Taj Mahal

7- Used before the names of states/countries that have a common noun in their name.

e.g. The Punjab, The Congo, the USA, the UAE, the UNO, the UK

8- Used before the names of scriptures.

e.g. The Ramayan, the Quran, the Guru Granth sahib, The Bible

9- Used before the names of newspapers, magazines.

e.g. The Times of India, the Competition Success Review, The Reader's Digest

10- Used before an adjective when the noun is understood.

e.g. The poor, the rich (The rich becomes richer, the poor becomes poorer).

11- When proper noun used as common noun.

Kalidas is the Shakespeare of India.

(A great dramatist)

2- Demonstrative adjectives This-

to demonstrate nearby things That- to demonstrate far off things These- plural of 'this'

Those- plural of 'that'

3-Possessives These are

used to show belongingness/ownership, e.g.- This book is mine.

That is his book.

4- Adjectives (Quantity & Number)/others

Adjectives	Before countable nouns(number)	Before uncountable nouns (quantity)	Remark
Some	S	S	
Any	S	S	Used in negative & interrogative sentences
Much		S	
Many	S		
All	S		
Both	S		
Little		S	Little- hardly any A little- Not much but sufficient The little-Not much but all that is
Few	S		Few- hardly any A few- not many but some The few- all of

			them, but not many
Several	<i>S</i>		
Less			
One, two, etc.	<i>S</i>		Cardinal numbers
Each, every	<i>S</i>		
Next			
Another	<i>S</i>		
Either, neither	<i>S</i>		
First, second, etc.	<i>S</i>		Ordinal numbers

2-Tenses

Tense refers to the time at which an action takes place.

Types:

Tense

. Present „ J Past Future 1

1- Indefinite

2- Continuous

3- Perfect

4- Perfect continuous

Additional information

1- Types of sentences:

- 1- Affirmative
- 2- Negative
- 3- Interrogative
 - i- Yes/No type
 - ii- question word/Wh words type
- 4- Interrogative- Negative
 - i- Yes/No type
 - ii- question word/Wh words type

2- Subject

- 1- Singular
- 2- Plural

-> Main

3-VerTT

-> Helping

Auxiliaries

Modals

First (I, We)

4- Persori

-> Second (You)

Third (He, She, It, They)

Present tense:

1- Indefinite (Simple)

Hence forth-

MV- Main verb

HV- Helping

verb **Usage:**

1- **Habitual actions** He **gets up** early in the morning.

2- **Scientific facts** Water **boils** at 100° Centigrade.

3- Universal facts/ General truth The sun **rises** in the east.

Key- words: Daily, never, always etc.

Verb:

MV-1 form (Plural Subject), I form+ e/es(Singular Subject)- Affirmative sentences

HV- Do (Plural Subject)/Does (Singular Subject)-Negative & Interrogative Sentences

NB- No 's/es' with ' do/does'

2- Continuous (Progressive. Imperfect)

Usage:

1- Action taking place at the time of speaking.

I **am teaching** 'The Rime of the Ancient Mariner' by ST Coleridge at present.

2- Action continued over a period of time in the present.

I **am working** on a science project nowadays.

Key-words: Nowadays, at present, these days etc.

Verb:

MV-1 form +

ing HV- Is, Am,

Are

Usage:

Just completed action.

I **have completed** my homework just now.

Key-words: Recently. Just now **Verb:**

MV- III form

HV- Has (Singular Subject)/ Have (Plural Subject)

4- Perfect Continuous Tense

Usage:

Action started somewhere in the past but being done now. I

have been living in Baroda for the last two years.

She **has been studying** in this school for two years.

Key- words: Since, for **Verb:**

MV-1 form + ing

HV- Has been (Singular Subject)/ have been (Plural Subject)

NB- Since- Point of

time For- Period of

time

Past tense:

1- **Past indefinite (Simple)**

Usage:

Action done in remote past.

I **went** to Mathura yesterday I **did** not **go** to

Mathura yesterday.

Key- words: - yesterday, last etc.

Verb:

MV- II form (Affirmative sentences)

HV- Did

NB- 1-HV 'Did' is used in negative & interrogative sentences.

2- With HV 'Did', I form of MV.

2- Past Continuous

Usage:

An action done progressively in the past.

He **was working** on a project, when I last visited him.

Key-words: those days, etc.

Verb:

MV-I form + ing HV- was, were

3- Past Perfect

Usage:

An action completed in the past before a said time or another action.

The patient had died before the doctor came.

T

Earlier past

i

Past

Key- words: before, when, as soon as etc.

Verb:

MV- III form (earlier past) & II form (Past)

HV- had (earlier past)

4- Past Perfect Continuous

Usage:

An action being done continuously for the said period in the past.

She **had been reading** for two hours when I reached her house.

Key- words: since, for **Verb:**

MV-1 form + ing HV- had been

Future tense:

1- **Future indefinite (Simple)**

Usage:

Refers to simple action which is to take place.

I will go to Surat tomorrow.

Key- words: tomorrow, next, coming etc.

Verb:

MV-1 form

HV- will, shall (Modals)

NB-1- Ist Person (I, We)-shall

IInd & IIIrd Person (You, He/ She, It, They)-will

2- During three situations, i.e. determination, promise, threatening 'shall

& will —▶ shall.

2- Future Continuous

Usage:

A progressive future action.

At this time tomorrow, she **will be doing** her homework.

Key- words: tomorrow at this time etc.

Verb:

MV-1 form + ing

HV- will, shall (Modals) + be

Usage:

Refers to an action which will be completed at the said time in future,

e. g. I **will have prepared** support material by Saturday.

Key- words: after, by, etc.

Verb:

MV- III form

HV- will, shall (Modals) + have

4- Future Perfect Continuous

Usage:

An action which will begin before a definite time in the future and will just end up at that time or may continue even after that.

When I reach my school at **08:30** a.m tomorrow, the teacher **will have been giving** remedial classes.

Key- words: - Since, for, after three years, etc.

Verb:

MV-1 form + ing

HV- will, shall (Modals) + have been

Tense Table

Active Voice

Tense	Present	Past	Future
Indefinite	1 form/I form +s/ es (Affirmative sentences) Do/does+ 1 form (Negative/ Interrogative sentences)	1 form (Affirmative sentences) Did+ 1 form (Negative/ Interrogative sentences)	Will/Shall + 1 form
Continuous	Is/ Am/ Are+ 1 form + ing	Was/were+ 1 form +ing	Will/shall + be+ 1 form + ing
Perfect	Has/have + 111 form	Had +111 form	Will/shall+ have +111 form
Perfect- Continuous	Has/Have + been+ 1 form +ing+ since/for	Had+ been+ 1 form+ ing+ since/for	Will/shall +Have +been+1 form +ing +since/for

Future Time Reference**1- By using 'will/shall'**

I'll go to Agra tomorrow.

2- By using 'Simple present tense'¹

What time does the match begin?

3- By using 'Present Continuous tense'¹

The PM is leaving for America next week.

4- By using 'Going to' form.

I am going to take bath.

5- By using 'about to' form,

The train is about to come.

3-Non-finites

He always ^{tr}_{to find} an easy way.

They always ^{tr}_{to find} an easy way.

He always **tried** an easy way.

I I ^y

(Limited by number, person & time) (Not limited by number, person & time)

(Finites)

(Non-finites)

1- Participle:

Present:

Verb+ ing= adjective (function)

Past

III form= adjective (function)

Examples:

Computer is a **calculating** machine. I

saw a **crashed** aircraft.

2- Gerund:

Verb+ ing= Noun (function)

Examples:

Swimming is a good exercise.

3- to-infinitives to show purpose

Examples:

I went **to post** a letter.

4-Relatives

Give information about a person or thing.

Relatives	usage
Who{whose, whom)	Persons
Which	Inanimate things and animals
That	Persons and things
Where	Place
what	things

5-Comparison

When we compare things, persons and places.

Degrees of comparison:**1- Positive degree- No comparison is made.**

Lata is a tall girl.

Maya is a beautiful girl.

Ramesh is junior to me.

2- Comparative degree- Comparison between two.

Gayatri is taller than Lata.

Ravita is more beautiful than Maya.

3- Superlative degree- Comparison between more than two.

Seema is the tallest girl of class X B.

Savitri is the most beautiful girl of class X B.

Note:

1- Use of 'than' in comparative degree.

2- Use of 'to' in comparative degree.

3- Use of article 'the' in superlative degree of comparison.

4- Formation of comparatives and superlatives of double and more than double syllable words i.e. beautiful.

6-Modals

Modals are the auxiliaries that are used to convey special idea.

Modal Verbs	Function/Idea conveyed
Can	Ability, Permission(informal)
Could	Past of 'Can'
May	Possibility, Permission(Formal)
Might	Past of 'May'
Will & Shall	To express future time, to express determination, promise and threatening, to make requests
Should, Ought to	Moral obligation, to express advice
Must, have to	Social obligation(compulsion), duty, necessity
Used to	Past habit

7- Active and Passive

Used when work done is more prominent than the doer.

Active to Passive:

Steps:

1- Change Object to Subject. (Refer noun case below)

2- Change the verb according to tense.

3- Change Subject to Object and add 'by' before it. (Refer noun case below)

Additional information

Noun case

Subjective	Possessive	Objective
1 Person		
I	my	me
We	our	us
II Person		
You	your	you
III person		
He	his	him
She	her	her
It	its	It
They	their	them

Types of Objects

I teach you English.

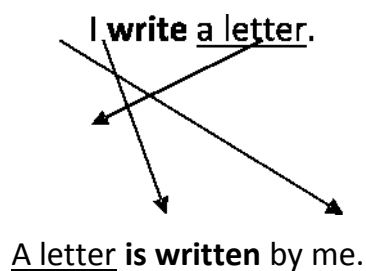
1-What do I teach you?

Answer- English -----►Direct Object

2-Whom do I teach English?

Answer-You _____ Indirect Object

Example: (Active to Passive voice)



Passive Voice Tense Table

Tense	Present	Past	Future
Indefinite	Is/am/a re+ III form	Was/were+ III form	Will be/shall be+ III form
Continuous	Is/am/are + being+ III form	Was/were+ being+ III form	X
Perfect	Has/have + been +111 form	Had + been +111 form	Will/shall + have + been +111 form
Perfect-Continuous	X	X	X

Modals

Modal+ be + III form

8- **Reported Speech**
 /----- 1 ----- 1

Direct speech

Reported speech

(Actual words of speaker are **quoted**) (Words of speaker are **reported**)

Example: -----

He said to me, "How are you?"

[^] [^] ----- ►

Reporting verb reported speech

Direct speech

He asked me how I was.

Indirect/Reported speech

Steps to change direct speech into reported speech:

1- Change the reporting verb-according to type of sentence of reported speech.

2- Remove commas- use conjunction- according to type of sentence of reported

speech.

3- Change the verb of reported speech- according to tense of reporting verb.

4- Change the personal pronouns in reported speech.

5- Always use full stop (.) at the end.

Changing the verb of reported speech

Change of reporting verb

Reporting verb(said to)changed to	Type of sentence (reported speech)
told	Declarative
asked	Interrogative
Asked/advised/requested/ordered	Imperative

Removal of commas (Conjunction used)

Type of sentence (reported speech)	Conjunction used
Declarative	that
interrogative	
i- yes/No type	If/whether
ii- Wh-words type	Wh- word
Imperative	
i- Affirmative (begins with 1 form)	To
ii- Negative (begins with 'Do not'	Not to

Verb (direct speech)	Verb (reported/indirect speech)
Reporting verb (Present/future tense)	
Verb (direct speech)	No change
Reporting verb (Past tense)	
I form	II form
Is/am/are	Was/were
Has/have	Had
II form	Had+ III form
Was/were	Had been +I form + ing
Will/shall	Would
Can	Could
May	Might
Must	Must/had to
Would	No change
Could	No change
Might	No change
Universal fact	No change

Changing the personal pronouns

I person- with the speaker

II person- with the listener

III person- No change

(Refer 'noun case' table for changing the personal pronouns)

Solved/Unsolved exercises

1- Editing/Omission

Tips:

- Read the passage carefully. Identify the tense of passage.
- Underline the error/identify the missing word
- Look for errors/missing words in the use of
 - > Determiners
 - > Tenses/Verb
 - > Subject-verb agreement
 - > Non-finites
 - > Relatives
- > Connectors

- > Comparatives **Changing the verb of reported speech**
- > Modals
- > Prepositions
- > Gender
- > Number(singular-plural)

Editing

Easy Capsule - Recapitulation of hints like reading the passage carefully, underlining the error, looking for errors in the use of Preposition, Determiners, Tenses, Modals, Connectors, Subject-verb agreement, Passive voice, Non-finite verbs etc. and writing the correct answer in the space provided.

Solved exercises

The following passage has not been edited. There is one error in each line. Underline the error and write the incorrect word and the correction. The first one has been done as an example.

Incorrect word correction

Inactivity is the <u>greater</u> cause of overweight	greater
greatest	
these days. People physical activity	a- _____
had decreased these days. The main reason	b- _____
is there are many labour saving devices	c- _____
They does not want to walk on foot.	d- _____
They spend enough time sitting and	e- _____
watch television. Their excess weight	f- _____
make them sick and they have to spend	g- _____
money in medicine.	h- _____