

कार्यालय, मुख्य ब्लॉक शिक्षा अधिकारी  
समग्र शिक्षा, ब्लॉक-भीण्डर (उदयपुर)

**संकल्प-2022**

**(एक अभिनव पहल)**

**BASED ON BOARD PATTERN  
QUESTION BANK**

**ENGLISH**

**CLASS - 12**

बोर्ड परीक्षा परिणाम में गुणात्मक एवं संख्यात्मक उन्नयन  
हेतु अभिनव कार्ययोजना के तहत निर्मित

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**BOARD OF SECONDARY EDUCATION RAJASTHAN, AJMER**  
**Revised Syllabus for Exam 2022**  
**English (Compulsory)**  
**Subject code-02**

The Examination Scheme for the subject is as follows—

Paper	Time (Hrs.)	Marks for the Paper	Sessional	Total Marks
One	3.15	80	20	100

Area of Learning	Marks
Reading	15
Writing	15
Grammar	8
Text book : Flamingo	28
Supp. Book : Vistas	14

**SECTION A**

**1. Reading—**Passages for comprehension—

**15**

Two unseen passages (about 700-900 words in all)

The passages will include two of the following—

- (a) **Factual passages** e.g. instructions, descriptions, reports.
- (b) **Discursive passage** involving opinion e.g. argumentative, persuasive or interpretative text.
- (c) **Literary passage** e.g. extract from fiction, drama, poetry, essay or biography.

The details are as under—

Unseen Passages	Testing Areas	No. of words	Marks	Total
Comprehension	1. Short answer type questions to test local, global and inferential comprehension,	400-500	6	9
	2. Vocabulary—such as word formation and inferring meaning.		3	
Comprehension	Multiple Choice Question	300-400	6	6

**SECTION B**

**2. Writing**

**15**

- (i) One out of two short compositions—(about 80 words) 4  
 (It includes—advertisement and notices, description of arguments for or against a topic, accepting and declining invitations.)
- (ii) A report on an event based on some verbal input or Translate the passage into Hindi—(about 100 words) 5

- (iii) Letter— 6  
 (one out of two based on some verbal input)  
 The letters will include the following—  
 (a) Business or Official Letters (for making enquiries, registering complaints, asking for and giving information, placing order and sending replies).  
 (b) Letters to the editor on various social, national and international issues.  
 (c) Application for a job including CV (Curriculum Vitae)/Resume.

- 3. Grammar 8**  
 1. Clauses (Noun Clauses, Adverb Clauses, Relative Clauses) 2  
 2. Synthesis 2  
 3. Phrasal Verbs (break, bring, carry, come, get, put, turn) 2  
 4. Prepositions of motion, time, space and mental attitude. 2

### SECTION C

- 4. Text Books 42**  
**Flamingo—Prose 14**  
 (i) One extracts from different prose lessons included in Text Book (Approximately 100 words each) 6  
 4 comprehension questions testing local and global understanding and 2 questions on vocabulary—One testing the knowledge of similar word and the other testing the knowledge of opposite word.  $6 \times 1 = 6$   
 (ii) One out of two Long Answer Type Questions based on the text to test global comprehension to be answered in about 80 words. 04  
 (iii) Two Short Answer Type Questions based on the lessons to be answered in about 20-25 words.  $2 \times 2 = 04$   
**Flamingo—Poetry 14**  
 (i) One out of two reference to context from the prescribed poems. 06  
 (ii) One out of two Long Answer Type Questions based on the text to test global comprehension about 80 words. 04  
 (iii) Two Short Answer Type Questions to be answered in 20-25 words.  $2 \times 2 = 04$   
**Vistas 14**  
 (i) One out of two Long Answer Type Questions based on Supplementary Reader to test comprehension and extrapolation of theme, character and incidents about 80 words. 04  
 (ii) Two Short Answer Type Questions to be answered in about 20-25 words.  $2 \times 2 = 04$   
 (iii) Six Multiple Choice Questions.  $6 \times 1 = 06$

## Class 12

क्रम संख्या	<b>Chapters included in the syllabus for the examination 2022 from the text book</b>	अंक भार
	<b>Flamingo :</b>	
	<b>(prose) :-</b>	
1..	The last lesson	14
2.	lost spring	
3.	Deep water	
4.	The rattrap	
5.	Indigo	
	<b>(poetry)</b>	
1.	My mother st sixty-six	14
2.	An elementary school class room in a slum	
3.	Keeping quit	
4.	A thing of beauty	
5.	Aunt jennifer's tigers	
	<b>Vistas (Book)</b>	
1.	The third level	14
2.	The tiger king	
3.	The enemy	
4.	On the face of it	
5.	Memories of childhood	

### Chapters Deleted in the syllabus for the examination 2022 from the text book

.	<b>Book : Flamingo</b>
	<b>Prose;</b>
1.	Poets and pancakes
2.	The interview
	part (i)
	part (ii)
3.	Going places
	<b>poetry:</b>
1.	A roadside stand
	<b>Book : Vistas</b>
1.	Journey to the end of the earth
2.	Should wizard hit mommy
3.	Evans tries an o-level

#### Prescribed Books :

1. **Flamingo**—NCERT's Book Published under Copyright
2. **Vistas**—NCERT's Book Published under Copyright

**BOARD OF SECONDARY EDUCATION, RAJASTHAN AJMER**

**MODEL PAPER - 2022  
CLASS – 12  
ENGLISH (COMPULSORY)**

**Time :- 2 Hours 45 Min.**

**Marks :- 80**

**SECTION – A**

Q-1. Choose the correct alternative -

(i) Who is the teacher in the story – ‘The Last Lesson’ ?

(a) Franz (b) Hauser

(c) M. Hamel (d) Wachter [ ] 1

(ii) Mukesh wants to be a .....

(a) Doctor (b) Teacher

(c) Businessman (d) Motor Mechanic [ ] 1

(iii) According to Roosevelt, “ All we have to .....is fear itself.”

(a) fear (b) face

(c) fight (d) fun [ ] 1

(iv) How much money did the peddler steal from the old man’s cottage ?

(a) ten kronors (b) thirty kronors

(c) fifty kronors (d) eighty kronors [ ] 1

(v) The whole world is nothing but a big .....

(a) forest (b) rattrap

(c) tourist place (d) headache [ ] 1

(vi) Which medicine was available to improve the health conditions of the people of the Champaran villages ?

(a) castor oil (b) quinine

(c) sulphur ointment (d) all of these [ ] 1

(vii) The poetess compares her mother’s face to .....

(a) late winter’s moon (b) a corpse

(c) both (a) and (b) (d) none of these [ ] 1

(viii) ‘The paper – seeming boy with rat’s eyes’ means ----- The boy is .....

(a) unpleasant looking (b) thin and weak

- (c) cunning (d) sly and secretive [ ] 1
- (ix) Who composed the poem – ‘Keeping Quiet’ ?
- (a) Pablo Neruda (b) Robert Frost
- (c) John Keats (d) Adrienne Rich [ ] 1
- (x) The endless fountain of immortal drink pouring from.....
- (a) the heart core (b) the heaven’s brink
- (c) the mountain (d) the sky [ ] 1
- (xi) What kind of lady was Aunt Jennifer ?
- (a) bold (b) beautiful
- (c) timid (d) can’t say [ ] 1
- (xii) Alsace and Lorraine districts were occupied by .....
- (a) France (b) Austria
- (c) Poland (d) Prussia [ ] 1

Q-2. Combine the sentences using the words given in brackets -

- (i) The girl is coming here. She is my sister . (who) [ ] 1
- .....
- (ii) The boy is a beggar. You gave him food. (whom) [ ] 1
- .....

Q-3. Fill in the blanks by choosing words given in brackets. -

- (i) ..... you don’t work hard, you won’t pass. (as / if / so) [ ] 1
- (ii) He was ..... tired .....he couldn’t walk. (so-that / too-to) [ ] 1
- (iii) The Headmaster assured me to ..... the issue of fees. [ ] 1  
(turn over / turn on)
- (iv) What time does your father ..... in the morning ? [ ] 1  
(turn up / get up)
- (v) What is the time ..... your watch ? (by / in) [ ] 1
- (vi) Anil is fond ..... sweets and toffees. (of / in) [ ] 1

## SECTION – B

Q-4. Read the passage given below and answer the questions that follow :-

Delhi has grown into the city that shuns children. It is now an urban sprawl, its development model skewed in favour of motorised traffic and commercial capitalization. This has snatched play fields from kids with vehicles both stationary and on the move occupying every inch of space available, the roads and even lanes and by lanes are out of bounds for the little ones unlike in American and European cities, there are few public spaces where one can hang out. No wonder, our children spend a lot of time indoors, glued to the T.V., P.C. or mobile screen. It's time, urban planning experts say, 'to reconsider Delhi's growth with the welfare of its children in mind.'

Supreme Court Judge Kurian Joseph expressed his anguish at the shrinking playing space for children in Delhi. The condition of the parks in the city, he said in the letter, was a "serious violation of human rights of children" as it was "their right in their tender times to have a decent environment to play and frolic around."

Kuldeep Singh, an architect and urban planner, who worked with DDA during 1956-57 to bring out Delhi's first master plan, explained how initially children's needs were the town planner's priority. "Space standards were set very rationally and in every neighbourhood, a huge open space was reserved for children which we called 'tot-lots'."

"This was the place where we thought children would get a space to play and mingle with each other and we kept it away from roads," recalled Singh. However due to administrative reasons, the idea of 'tot-lots' had to be dropped and regrettably was never entertained again.

"Over the years, circumstances have changed and people are reluctant to let their children go out without some kind of security, as a result of which the children are now suffering" says Mr. Singh. Before it's too late, Mr. Singh hopes the few open spaces for kids are restored and protected from vehicles looking for parking lots. Another urban planning expert says the first rectification Delhi's development model needs to carry out is to ensure mobility of children.

- |  |   |
|--|---|
| (i) What type of city Delhi grown into ?   | 2 |
| (ii) What is expressed by Kurian Joseph about Delhi ?                                | 2 |
| (iii) What does Kuldeep Singh say as an urban planner ?                              | 2 |
| (iv) What are tot-lots ?   | 2 |
| (v) Find the similar word for 'correct' and antonym for 'separate' from the passage. | 2 |

Q-5. Read the passage given below and answer the questions that follow :-

While there is no denying that the world loves a winner, it is important that you recognise the signs of stress in your behaviour and be healthy enough to enjoy your success.



Stress can strike anytime, in a fashion that may leave you unaware of its presence in your life. While a certain amount of pressure is necessary for performance, it is important to be able to recognise your individual threshold for instance there are some individuals who accept competition in a healthy fashion. There are others who collapse into weeping wrecks before an exam or on comparing mark sheets and finding that their friend has scored better.

It is a body reaction to any demands or changes in its internal and external environment. Whenever there is a change in the external environment such as temperature pollutants, humidity and working conditions, it leads to stress. In these days of competition when a person makes up his mind to surpass what has been achieved by others leading to an imbalance between demands and resources, it causes psycho-social stress. It is a part and parcel of everyday life.

Stress has a different meaning depending on the stage of life you are in. The loss of a toy or a reprimand from the parents might create a stress shock in a child. An adolescent who fails an examination may feel as if everything has been lost and life has no further meaning. In an adult, the loss of his or her companion, job or professional failure may appear as if there is nothing more to be achieved.

Such signs appear in the attitude and behaviour of the individual as muscle tension in various parts of the body, palpitation and high blood pressure, indigestion, hyperacidity and ultimately in self destructive behaviour such as eating and drinking too much, smoking excessively, relying on tranquilisers, trembling, shaking, nervous blinking, dryness of throat and mouth and difficulty in swallowing.

- (i) What is stress ? 1
- (ii) What important thing should be recognised ? 1
- (iii) What signs appear in a stressed person ? 1
- (iv) What factors lead to stress ? 1
- (v) What is psycho-social stress ? 1

### **SECTION – C**

**Write the answers of the following in about 20 words :-**

- Q-6. How many dollars did Charley's friend Sam withdraw from his account ? 1  
(The Third Level)
- Q-7. How old was the prince when he spoke the words clearly before the 1  
astrologers ? (The Tiger King)
- Q-8. Why was Sadao sent to America ? (The Enemy) 1
- Q-9. What type of change did Mr. Lamb bring in Derry's life ? 1  
(The Third Level)
- Q-10. What made Bama sad and angry ? (Memories of Childhood) 1

**Write the answers of the following in about 30-40 words :-**

- Q-11. What did Douglas plan to save himself when he went down for the first time in water ? (Deep Water) 2
- Q-12. Why did Gandhi agree to a settlement of 25% refund to the farmers ? (Indigo) 2
- Q-13. How is the 'map' different from the world of the slum ? (An Elementary School Classroom in a Slum) 2
- Q-14. What message does the poem 'Keeping Quiet' give us ? (Keeping Quiet) 2
- Q-15. What are the different things of beauty mentioned in the poem 'A Thing of Beauty' ? (A Thing of Beauty) 2
- Q-16. What did the king resolve and why ? (The Tiger King) 2
- Q-17. How can you say that Sadao was a true doctor ? (The Enemy) 2
- Q-18. Why did Derry like secluded places ? (On The Face Of It) 2

**Write the answers of the following questions in about 60-80 words :-**

- Q-19. Discuss the living conditions of Seemapuri . (Lost Spring) 3

OR

How did Gandhiji help the peasants in Champaran ? (Indigo)

- Q-20. How did the author become a perfect swimmer ? (Deep Water) 3

OR

Justify the title 'Last Lesson'. (Last Lesson)

- Q-21. Write the character sketch of Derry. (On The Face Of It) 3

OR

Write about the theme of the lesson 'Memories Of Childhood'.  
(Memories of Childhood)

- Q-22. How can you say that the third level was a medium of escape for Charley ? (The Third Level) 3

OR

Why could Sadao not kill his enemy ? (The Enemy)

### **SECTION – D**

- Q-23. You are looking for a one room set on rent near your school. Write an advertisement giving essential details. Don't forget to mention the amount of rent you are ready to pay . 4

OR

You are Sumitra / Sumit studying in Govt. Sr. Sec. School, Jaipur. Your school is organising a Debate Competition. Draft a notice as a Cultural Secretary of your school student union.

- Q-24. You are Arun / Anita studying in G.S.S.S. Jodhpur. Your school has celebrated Annual Function recently. Write a report to be published in the school magazine in about 100 words . 4

OR

Translate the passage into Hindi :

The ancient Greeks considered games so important that they measured the time by the interval between them. It was their firm belief that a strong and healthy body is absolutely essential to have a sound mind.

At any cost they didn't allow any interference in the games. Suppose if a war was going on, it would be stopped. Unluckily, in 393 AD the games were banned by Roman emperor Theodosius. People forgot Olympics for nearly 1500 years. Then came a Frenchman who restarted the games. He believed that the glory of ancient Greece was due to its athletic festivals.

- Q-25. Write a job application for the post of an English Lecturer, to the Principal, Mahatma Gandhi Govt. Sr. Sec. School, Ramnagar. You are Geet / Geeta, living in Jaipur. 4

OR

Imagine you are Arun / Aruna, living at Shastri Nagar, Alwar. Write a letter to the customer service manager of Shriram Electronics Pvt. Ltd. Complaining about a defect in the refrigerator purchased from the store.

## प्रश्न-पत्र की योजना

कक्षा – XII

विषय – अंग्रेजी (अनिवार्य)

अवधि – 2 घण्टे 45 मिनट

पूर्णांक – 80

1. उद्देश्य हेतु अंकभार –

क्र.सं.	उद्देश्य	अंकभार	प्रतिशत
1.	ज्ञान	31	39%
2.	अवबोध	23	29%
3.	अभिव्यक्ति	18	22%
4.	मौलिकता	08	10%
<b>योग :-</b>		<b>80</b>	<b>100%</b>

2. प्रश्नों के प्रकारवार अंकभार –

क्र. सं.	प्रश्नों का प्रकार	प्रश्नों की संख्या	अंक प्रति प्रश्न	कुल अंक प्रतिशत	प्रतिशत प्रश्नों का	संभावित समय
1.	वस्तुनिष्ठ	12	01	15%	24%	20 Min
2.	अतिलघूत्तरात्मक	18	01	22.50%	36%	30 Min
3.	लघूत्तरात्मक	13	02	32.50%	26%	35 Min
4.	दीर्घउत्तरीय प्रश्न	04	03	15%	08%	40 Min
5.	निबंधात्मक	03	04	15%	06%	40 Min
<b>योग</b>		<b>50</b>	<b>—</b>	<b>100%</b>	<b>100%</b>	<b>165 Min</b>

विकल्प योजना : आन्तरिक

3. विषय वस्तु का अंकभार –

क्र.सं.	विषय वस्तु	अंकभार	प्रतिशत
1	Flamingo	28	35%
2	Vistas	17	21.25%
3	Grammar	08	10%
4	Notice / Advertisement	04	05%
5	Report / Translation	04	05%
6	Letter	04	05%
7	Comprehension / Prose I – Factual	10	12.5%
	II - Discursive	05	6.25%
<b>Total :-</b>		<b>80</b>	<b>100%</b>

## प्रश्न-पत्र ब्ल्यू प्रिन्ट

कक्षा – 12

विषय :- अंग्रेजी (अनिवार्य)

पूर्णांक – 80

क्र. सं.	उद्देश्य इकाई/उप इकाई	ज्ञान					अवबोध					ज्ञानोपयोग/अभिव्यक्ति					कौशल/मौलिकता					योग
		वस्तुनिष्ठ	अति.लघु	लघुतरात्मक	दीर्घउत्तरीय	निबन्धात्मक	वस्तुनिष्ठ	अति.लघु	लघुतरात्मक	दीर्घउत्तरीय	निबन्धात्मक	वस्तुनिष्ठ	अति.लघु	लघुतरात्मक	दीर्घउत्तरीय	निबन्धात्मक	वस्तुनिष्ठ	अति.लघु	लघुतरात्मक	दीर्घउत्तरीय	निबन्धात्मक	
1	Flamingo	-	-	10(5)	6(2)	-	12(12)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28(19)
2	Vistas	-	-	-	-	-	-	5(5)	6(3)	-	-	-	-	-	6(2)	-	-	-	-	-	-	17(10)
3	Grammar	-	-	-	-	-	-	-	-	-	-	-	8(8)	-	-	-	-	-	-	-	-	8(8)
4	Notice / Advertisement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4(1)	4(1)
5	Report / Translation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4(1)	4(1)
6	Letter	-	-	-	-	-	-	-	-	-	-	-	-	-	4(1)	-	-	-	-	-	-	4(1)
7	Comprehension / Factual	-	-	10(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10(5)
	Comprehension / Discursive	-	5(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5(5)
<b>योग :-</b>		-	5(5)	20(10)	6(2)	-	12(12)	5(5)	6(3)	-	-	-	8(8)	-	6(2)	4(1)	-	-	-	-	8(2)	80(50)

विकल्पों की योजना :- प्र.सं. 19-25 तक में एकान्तिक आंतरिक विकल्प है  
निर्देश :- प्रश्न पत्र में मूल प्रश्न 25 हैं, जो प्रकारान्तर से कुल 50 हैं।

नोट :- कोष्ठक में बाहर की संख्या अंकों की तथा भीतर प्रश्नों की द्योतक है।

हस्ताक्षर

## SECTION-A

### 1. Reading – Passage for comprehension

#### I. Read the following passage carefully. (10 marks)

Maharana Pratap ruled over Mewar only for 25 years. However, he accomplished so much grandeur during his reign that his glory surpassed the boundaries of countries and time turning him into an immortal personality. He, along with his kingdom, became a synonym for valour, sacrifice and patriotism. Mewar had been a leading Rajput kingdom even before Maharana Pratap occupied the throne. Kings of Mewar, with the cooperation of their nobles and subjects, had established such traditions in the kingdom, as augmented their magnificence, despite the hurdles of having a smaller area under their command and less population. There did come a few thorny occasions when the flag of the kingdom seemed sliding down. Their flag once again heaved high in the sky, thanks to the gallantry and brilliance of the people of Mewar.

The destiny of Mewar was good in the sense that barring a few kings, most of the rulers were competent and patriotic. This glorious tradition of the kingdom almost continued for 1,500 years since its establishment, right from the reign of Bappa Rawal. In fact, only 60 years before Maharana Pratap, Rana Sanga drove the kingdom to the pinnacle of fame. His reputation went beyond Rajasthan and reached Delhi. Two generations before him, Rana Kumbha had given a new stature to the kingdom through victories and developmental work. During his reign, literature and art also progressed extraordinarily. Rana himself was inclined towards writing and his works are read with reverence, even today. The ambience of his kingdom was conducive to the creation of high-quality work of art and literature. These accomplishments were the outcome of a longstanding tradition, sustained by several generations.

The life of the people of Mewar must have been peaceful and prosperous during the long span of time; otherwise, such extraordinary accomplishment in these fields would not have been possible. This is reflected in their art and literature as well as their loving nature. They compensate for lack of admirable physique by their firm but pleasant nature. The ambience of Mewar remains lovely, thanks to the cheerful and liberal character of its people.

One may observe astonishing pieces of workmanship, not only in the forts and palaces of Mewar but also in public utility buildings. Ruins of many structures which are still standing tall in their grandeur are testimony to the fact that Mewar was not only the land of the brave but also a seat of art and culture. Amidst aggression and bloodshed, literature and art flourished and creative pursuits of literature and artists did not suffer. Imagine, how glorious the period must have been when the Vijaya Stambha, which is the sample of our great ancient architecture even today, was constructed. In the same fort, Kirti Stambha is standing high, reflecting how liberal the administration was, which allowed people from other communities and kingdoms to come and carry out construction work.

#### Ans the following questions briefly. (1×10 =10 marks)

Q. 1 Who was the earliest King of Mewar? (1)

Ans: The earliest king of Mewar mentioned in the passage is Bappa Rawal.

Q. 2 What was Rana Kumbha's contribution to the glory of Mewar? (1)

Ans: Rana Kumbha gave new stature through victories and development work. The literature and art progressed. His writing is revered even today.

Q. 3 What does the writer find worth admiration in the people of Mewar? (1)

Ans: According to the writer, the people of Mewar are of a pleasant nature and liberal character. They are cheerful, gallant and brilliant.

Q. 4 How did art and literature flourish in Mewar? (1)

Ans: As there was peace and prosperity in Mewar over a long period of time, so the rulers had a liberal attitude. They were also more inclined towards art and literature.

Q. 5 How did the rulers show that they cared for their subjects? (1)

Ans: The rulers cared a lot for their subjects. The nobles cooperated with the subjects. They built public utility buildings. People lived peacefully and had prosperous lives. They built the Vijaya Stambha and Kirti Stambha.

Q. 6 How did Maharana Pratap turn into an immortal personality? (1)

Ans: He added a lot of grandeur to Mewar and of his valour, sacrifice and patriotism.

Q. 7 Which is the sample of our great ancient architecture even today? (1)

Ans: The sample of our great ancient architecture even today is Vijaya Stambha.

Q. 8 What were the difficulties in the way of Mewar? (1)

Ans: The difficulties in the way of Mewar was Its small area and small population.

Q. 9 Why was Mewar lucky? (1)

Ans: Mewar was lucky because most of its people were competent.

Q. 10 What was the thorny occasion? (1)

Ans: The people of Mewar showed gallantry whenever the flag of Mewar seemed to be lowered.

## 2. Read the following passage carefully. (10 marks)

Swachh Bharat Mission is a massive mass movement that seeks to create a clean India by 2019. The father of our nation, Mahatma Gandhi, always puts emphasis on cleanliness as cleanliness leads to a healthy and prosperous life. Keeping this in mind, the Indian government launched the Swachh Bharat Mission on October 2, 2014. The mission will cover all rural and urban areas. The urban component of the mission was implemented by the Ministry of Urban Development, and the rural component by the Ministry of Drinking Water and Sanitation. The programme includes the elimination of open defecation, conversion of unsanitary toilets to pour flush toilets, eradication of manual scavenging, municipal solid waste management, and bringing about a behavioural change in people regarding healthy sanitation practices.

The Nirmal Bharat Abhiyan has been restructured into the Swachh Bharat Mission (Gramin). The mission aims to make India an open defecation-free country in five years. Under the mission, a huge amount will be spent for the construction of about 11 crores 11 lakh toilets in the country. Technology will be used on a large scale to convert waste into wealth in rural India, in the form of bio-fertilizer and different forms of energy. The mission is to be executed on a war footing with the involvement of every gram panchayat, panchayat Samiti and Zila Parishad in the country, besides roping in large sections of the rural population and school teachers and students in this endeavour.

A 'Swachh Bharat Run' was organised at the Rashtrapati Bhavan on October 2, 2014. According to a statement from the Rashtrapati Bhavan, around 1,500 people participated and the event was flagged off by President Pranab Mukherjee. Participants in the run included officers and staff of the Secretariat, the President's Bodyguard, Army Guard, and Delhi Police as well as their families. NIT Rourkela Ph.D. students have made a short film on Swachh Bharat which conveyed the message that Swachh Bharat is not a one-day event. It should be part of our life, only then we can achieve our goal of Swachh Bharat (Clean India). The Swachh Bharat Kosh (SBK) has been set up to facilitate and channelise individual philanthropic contributions and Corporate Social Responsibility

(CSR) funds to achieve the objective of Clean India (Swachh Bharat) by the year 2019. The Kosh will be used to achieve the objective of improving cleanliness levels in the rural and urban areas, including the schools. The allocation from the Kosh will be used to supplement and complement departmental resources for such activities. To incentivise contributions from individuals and corporate, modalities are being considered to provide tax rebates, wherever possible.

Ans the following questions briefly. (1 × 10 = 10 marks)

Q1 When was the Swachh Bharat Mission implemented? (1)

Ans: The Swachh Bharat Mission was implemented on October 2, 2014.

Q. 2 By which year does the mission seek to create Clean India? (1)

Ans: The mission seeks to create Clean India by 2019.

Q. 3 Where was the 'Swachh Bharat Run' organised? (1)

Ans: The 'Swachh Bharat Run' was organised in Rashtrapati Bhavan.

Q. 4 What has been restructured into the Swachh Bharat Mission? (1)

Ans: 'Nirmal Bharat Mission' has been restructured into the "Swachh Bharat Mission".

Q. 5 By whom was the rural component of the mission implemented? (1)

Ans: Ministry of Drinking Water and Sanitation was the rural component of the mission implemented.

Q. 6 What is the purpose of Swachh Bharat Kosh (SBK)? (1)

Ans: The Swachh Bharat Kosh (SBK) has been set up to facilitate and channelise individual philanthropic contributions and Corporate Social Responsibility (CSR) funds.

Q. 7 What are the aims of the Swachh Bharat mission? (1)

Ans: Swachh Bharat Mission is to create a clean India by 2019. The mission will cover all rural and urban areas.

Q. 8 What is the aim of Nirmal Bharat Abhiyan? (1)

Ans: Nirmal Bharat Abhiyan aims to make India an open defecation-free country in five years.

Q. 9 How the Swachh Bharat Mission (Gramin) is to be executed.? (1)

Ans: The Swachh Bharat Mission (Gramin) The mission is to be executed on a war footing with the involvement of every gram panchayat, panchayat Samiti and Zila Parishad in the country.

Q. 10 Why was the 'Swachh Bharat Run' organised? Who participated in the event? (1)

Ans: The 'Swachh Bharat Run' organised to convey the message that Swachh Bharat is not a one-day event. It should be part of our life. Participants in the run included officers and staff of the Secretariat, the President's Bodyguard, Army Guard, and Delhi Police as well as their families.

### 3. Read the passage given below and Ans the questions that follow. (10 marks)

Today's woman is a highly self-directed person, alive to the sense of her dignity and the importance of her functions in the private domestic domain and the public domain of the world of work. Women are rational in approach, careful in handling situations and want to do things as best as possible. The World Conference of Women had emphasized that no enduring solution of society's most threatening social, economic and political problems could be found without the participation and empowerment of the women. The World Summit for Social Development had also emphasised



the pivotal role of women in eradicating poverty and mending the social fabric. The Constitution of India had conferred on women equal rights and opportunities political, social, educational and of employment with men. Because of oppressive traditions, superstitions, exploitation and corruption, a majority of women are not allowed to enjoy the rights and opportunities, bestowed on them. One of the major reasons for this state of affairs is the lack of literacy and awareness among women. Education is the main instrument through which we can narrow down the prevailing inequality and accelerate the process of economic and political change in the status of women.

The role of women in a society is very important. Women's education is the key to a better life in the future. A recent World Bank study says that educating girls is not a charity, it is good economics and if developing nations are to eradicate poverty, they must educate the girls. The report says that the economic and social returns on investment in education of the girls considerably affect the human development index of the nation. Society would progress only if the status of women is respected and the presence of an educated woman in the family would ensure education of the family itself. Education and empowerment of women are closely related. Women's education has not received due care and attention from the planners and policymakers. The National Commission for Women has rightly pointed out that even after 50 years of independence, women continue to be treated as the single largest group of backward citizens of India. The role of women in overall development has not been fully understood nor has it been given its full weight in the struggle to eliminate poverty, hunger, injustice and inequality at the national level. Even when we are at the threshold of the 21st century, our society still discriminates against women in matters of their rights and privileges and prevents them from participating in the process of national and societal progress.

The prevailing cultural norms of gender behaviour and the perceived domestic and reproductive roles of women tend to affect the education of girls. Negative attitude towards sending girls to schools, restrictions on their mobility, early marriage, poverty and illiteracy of parents affect the girl's participation in education. Women's political empowerment got a big boost with the Panchayati Raj Act of 1993 which gave them 30 per cent reservation in Village Panchayats, Block Samities and Zila Parishads throughout the country. The National Commission for Women was also set up in 1992 to act as a lobby for women's issues. The educational system is the only institution which can counteract the deep foundations of inequality of sexes that are built in the minds of people through the socialization process. Education is the most important instrument of human resource development. Educational system should be used to revolutionize the traditional attitudes and inculcate new values of equality.

**Ans the following questions briefly. (2×5 =10 marks)**

Q. 1 Mention any two attributes of a modern woman. (2)

Ans.: The modern woman of today is a highly self-dependent person alive to the sense of her dignity. She is rational in her approach and handles situations carefully.

Q. 2 Why are women's participation and empowerment considered necessary? (2)

Ans.: At the World Conference of Women, it was emphasized that without women's participation and empowerment no enduring solution to society's most threatening social, economic and political problems could be found. Also, women's empowerment is extremely important in eradicating poverty and mending the social fabric.

Q. 3 Which factors adversely affect the education of girls? (2)

Ans.: The prevailing cultural norms of gender behaviour and the perceived domestic and reproductive roles of women tend to adversely affect the education of girls. Restrictions on the mobility of girls, early marriage of girls, poverty and illiteracy of parents affect the girl's participation in education.

Q. 4 What benefits did the women get with the enactment of the Panchayati Raj Act of 1993? (2)

Ans.: Women's political empowerment got a major boost with the Panchayati Raj Act of 1993 which gave them 30 per cent reservation in Village Panchayats, Block Samities and Zila Parishads throughout the country.

Q. 5 By what process can we remove the sense of inequality of sexes from the minds of the people? (2)

Ans.: The sense of inequality of sexes can be removed from the minds of the people only through the process of education.

**4. Read the passage given below and Ans the questions that follow. (10 marks)**

While there is no denying that the world loves a winner, it is important that you recognize the signs, of stress in your behaviour and be healthy enough to enjoy your success. Stress can strike anytime, in a fashion that may leave you unaware of its presence in your life. While a certain amount of pressure is necessary for performance, it is important to be able to recognize your individual limit. For instance, there are some individuals who accept competition in a healthy fashion. There are others who collapse into weeping wrecks before an exam or on comparing marks sheets and finding that their friend has scored better. Stress is a body reaction to any demands or changes in its internal and external environment. Whenever there is a change in the external environment such as temperature, pollutants, humidity and working conditions, it leads to stress. In these days of competition when a person makes up his mind to surpass what has been achieved by others, leading to an imbalance between demands and resources, it causes psychosocial stress. It is a part and parcel of everyday life.

Such signs appear in the attitude and behaviour of the individual, as muscle tension in various parts of the body, palpitation and high blood pressure, indigestion and hyperacidity. Ultimately the result is self-destructive behaviour such as eating and drinking too much, smoking excessively, relying on tranquilisers. There are other signs of stress such as trembling, shaking, nervous blinking, dryness of throat and mouth and difficulty in swallowing. In a study sponsored by World Health Organization and carried out by Harvard School of Public Health, the global burden of diseases and injury indicated that stress diseases and accidents are going to be the major killers in 2020. The heart disease and depression both stress diseases are going to rank first and second in 2020. Road traffic accidents are going to be the third-largest killers. These accidents are also an indicator of psychosocial stress in a fast-moving society. Other stress diseases like ulcers, hypertension and sleeplessness have assumed epidemic proportions in modern societies.

A person under stress reacts in different ways and the common ones are flight, fight and flee depending upon the nature of the stress and capabilities of the person. The three responses can be elegantly chosen to cope with the stress so that stress does not damage the system and become distressed. When stress crosses the limit, peculiar to an individual, it lowers his performance capacity. Frequent crossings of the limit may result in chronic fatigue in which a person feels lethargic, disinterested and is not easily motivated to achieve anything. This may make the person mentally undecided, confused and accident-prone as well. Sudden exposure of unnerving stress may also result in a loss of memory. Diet, massage, food supplements, herbal medicines, hobbies, relaxation techniques and dance movements are excellent stress busters.

**Ans the following questions briefly. (2×5 =10 marks)**

Q 1 What is stress? What factors lead to stress? (2)

Ans: Stress is a body reaction to any demands or changes in its external and internal environment. A change in the external environments such as temperature, pollutants, humidity and working conditions lead to stress.

Q 2 What are the signs by which a person can know that he is under stress? (2)

Ans: Certain signs appear in the attitude and behaviour of an individual under stress. These include muscle tension in various body parts, palpitation, high blood pressure, indigestion and hyperacidity. Other stress-related signs are trembling, shaking, nervous blinking, dryness of throat and mouth and difficulty in swallowing.

Q 3 What are the different diseases a person gets due to stress? (2)

Ans: heart disease and depression are the two major stress-related diseases. Other stress diseases include ulcers, hypertension and sleeplessness.

Q 4: Give any two examples of stress busters. (2)

Ans: Herbal medicines and relaxation techniques are two examples of stress busters.

Q 5: How does a person react under stress? (2)

Ans: A person under stress reacts in different ways, the most common ones being flight, fight and flee depending upon the nature of the stress and capabilities of a person.

**5. Read the passage given below and Ans the questions that follow. (10 marks)**

Too many parents these days can't say no. As a result, they find themselves raising 'children' who respond greedily to the advertisements aimed right at them. Even getting what they want doesn't satisfy some kids; they only want more. Now, a growing number of psychologists, educators and parents think it's time to stop the madness and start teaching kids about what's really important: values like hard work, contentment, honesty and compassion. The struggle to set limits has never been tougher—and the stakes have never been higher. One recent study of adults who were overindulged as children, paints a discouraging picture of their future: when given too much too soon, they grow up to be adults who have difficulty coping with life's disappointments. They also have distorted sense of entitlement that gets in the way of success in the work place and in relationships.

Psychologists say that parents who overindulge their kids, set them up to be more vulnerable to future anxiety and depression. Today's parents themselves raised on values of thrift and self-sacrifice, grew up in a culture where 'no' was a household word. Today's kids want much more, partly because there is so much more to want. The oldest members of this generation were born in the late 1980s, just as PCs and video games were making their assault' on the family room. They think of MP3 players and flat screen TV as essential utilities, and they have developed strategies to get them. One survey of teenagers found that when they crave for something new, most expect to ask nine times before their parents give in. By every measure, parents are shelling out record amounts. In the heat of this buying blitz, even parents who desperately need to say no find themselves reaching for their credit cards.

Today's parents aren't equipped to deal with the problem. Many of them, raised in the 1960s and 70s, swore they'd act differently from their parents and have closer relationships with their own children. Many even wear the same designer clothes as their kids and listen to the same music. And they work more hours; at the end of a long week, it's tempting to buy peace with 'yes' and not mar precious family time with conflict. Anxiety about the future is another factor. How do well intentioned parents say no to all the sports gear and arts and language lessons they believe will help their kids thrive in an increasingly competitive world? Experts agree: too much love won't spoil a child. Too few limits will.

What parents need to find, is a balance between the advantages of an affluent society and the critical life lessons that come from waiting, saving and working hard to achieve goals. That search

for balance has to start early. Children need limits on their behaviour because they feel better and more secure when they live within a secured structure. Older children learn self-control by watching how others, especially parents act. Learning how to overcome challenges is essential to becoming a successful adult. Few parents ask kids to do chores. They think their kids are already overburdened by social and academic pressures. Every individual can be of service to others, and life has meaning beyond one's own immediate happiness. That means parents eager to teach values have to take a long, hard look at their own.

**WORD-MEANINGS:** **Contentment**—satisfaction, संतुष्टि। **compassion**—a strong feeling of sympathy for people who are suffering, सहानुभूति। **distorted**—deformed, विकृत। **vulnerable**—weak and easily hurt, कमजोर और आसानी से क्षतिग्रस्त होने वाला। **mar**—destroy, बर्बाद करना। **precious**—valuable, कीमती। **chores**—household work, घरेलू काम-काज।

### Questions:

#### A. Choose the most appropriate option: (1x10 =10 marks)

- Q. 1 What do the psychologists, educators and parents want to teach the children? (1)  
Ans: To teach them about the values of life like hard work, contentment, honesty and compassion.
- Q. 2: What is essential to become a successful adult? (1)  
Ans: Learn how to overcome challenges
- Q. 3: Why do children need limits on their behaviour when they live within a secured structure? (1)  
Ans: They feel more secure and better.
- Q. 4: What is the drawback of giving children too much too soon? (1)  
Ans: They fail to cope with life's disappointments when they grow up.
- Q. 5: What values do parents and teachers want children to learn? (1)  
Ans: Parents and teachers want to inculcate the values of life like honesty, hard work and contentment among children.
- Q. 6: What are the results of giving the children too much too soon? (1)  
Ans: When children are given too much too soon, they grow up to be adults who have difficulty in coping with the disappointments of life. Such children may develop distorted sense of entitlement that comes in the way of success in the work place and relationships.
- Q. 7: Why do today's children want more? (1)  
Ans: Today's children want much more partly because there is so much more to want. They crave for something new. They consider even luxurious items as essential commodities.
- Q. 8: What is the balance which the parents need to have in today's world? (1)  
Ans: Parents need to find a balance between the advantages of an affluent society and the critical lessons of life that come from waiting, saving and working hard to achieve goals in today's world.
- Q. 9: What is the necessity to set limits for children? (1)  
Ans: Children need limits on their behaviours because they feel better and more secure when they live within a secured structure.
- Q. 10: How do older children learn self-control? (1)  
Ans: Older children learn self-control by watching how others, especially parents act.

6. Read the passage given below and Ans the questions that follow. (5 marks)

The idea that coffee is bad for heart pops up periodically. It was found that regularly drinking very strong coffee could sharply increase cholesterol levels. Researchers even isolated fatlike chemicals, cafestol and kahweol, responsible for the rise. It turned out that the European brewing method—boiling water sits on the coffee grounds for several minutes before straining – produces high concentrations of cafestol and kahweol. By contrast, the filter and percolation methods remove all but a trace of these chemicals. Moreover, the studies involved large amounts of coffee—five to six cups a day. Moderate coffee drinkers down only two cups.

Research has also shown that regular, moderate coffee drinking does not dangerously raise blood pressure. And studies have failed to substantiate fears that coffee might trigger abnormal heart rhythms (arrhythmias) in healthy people. “For heart disease, I think the issue is closed,” says Meir Stampfer, an epidemiologist at Harvard who has studied many aspects of coffee and health. “Coffee drinking at reasonable levels is unrelated to heart risk.” Evidence suggests that coffee may help fend off Parkinson’s disease. A 30-year study of 8000 Japanese-American men found that avid coffee drinkers had one-fifth the risk of those who didn’t drink the brew.

Scientists at Massachusetts General Hospital, USA, found indirect evidence that Caffeine- the habit-forming stimulant in coffee – may actually combat Parkinson’s disease. The caffeine seemed to protect mice brain cells from depletion of the nerve chemical dopamine – the problem underlying Parkinson’s disease in humans. However, these are preliminary findings; human studies have- not consistently supported caffeine’s protective role. The studies on coffee and cancer have focussed on three organs – and are reassuring. You may remember a brief coffee scare in the early 1980s when a single study linked coffee with pancreatic cancer. A false alarm: Many studies since then have shown that the association is either extremely weak or non-existent.

**WORD-MEANINGS:** **Brewing**—preparing by mixing leaves with boiling water, उबलते पानी में पत्ते मिला कर तैयार करना। **moderate**—average, सामान्य। **substantiate**—support, पुष्टि करना। **trigger**—cause a sudden, violent reaction, अचानक तीव्र प्रतिक्रिया उत्पन्न करना। **fend off**—fight off, defend oneself from, संघर्ष करना, से रक्षा करना। **avid**—eager; greedy, उत्सुक, लालची। **stimulant**—drug that increases physical or mental activity and alertness, उत्तेजक। **combat**—fight, destroy, लड़ना, नष्ट करना। **reassuring**—that makes someone confident, विश्वास दिलाने वाली। **junkies**—drug addicts, मादक पदार्थों का सेवन करने वाला, नशेड़ी। **adverse**—contrary, विपरीत। **buzz**—feeling of pleasure or excitement, प्रसन्नता या उत्तेजना की भावना। **habituation**—forming habit, लत डालना। **virtually**—almost, लगभग।

**Questions:**

**Ans the following questions briefly: (1x 5=5)**

Q. 1: In what respect does coffee harm human heart? How?

Ans: Drinking very strong coffee could sharply increase cholesterol levels. Fatlike chemicals—cafestol and kahweol are responsible for the rise.

Q. 2: What is the finding of latest researches about coffee and human heart?

Ans: European brewing method produces high concentrations of cafestol and kahweol. The filter and percolation methods almost remove the chemicals. Regular, moderate drinking of coffee neither raises blood pressure nor causes abnormal heart rhythms.

Q. 3: What problem causes Parkinson’s disease? What is the role of coffee in this respect?

Ans: Depletion of the nerve chemical dopamine in nerve cells causes the disease. Caffeine seemed to protect mice brain cells effectively. Caffeine’s protective role for humans is yet to be established.

Q. 4: Name the three types of cancer listed in the passage.

Ans: (i) pancreatic cancer, (ii) bladder cancer, (iii) colon cancer

Q. 5: 'Caffeine is a powerful stimulant'. What are the positive and negative effects of Caffeine?

Ans: (i) Advantages: boosts endurance, increases alertness and improves mood.  
(ii) Disadvantages: restlessness and sleeplessness on drinking more than usual-possibility of becoming addicts and physically dependent.

**7. Read the passage given below and Ans the questions that follow. (5 marks)**

Many of the underdeveloped countries will promote the growth of their economies in one way or the other, no matter whether they receive substantial outside aid in the process or not. The character of that development, however, is likely to be strongly influenced by the types of and amounts of aid available. The outcome is much more likely to be favourable, from the standpoint of the objectives for successful development set up previously, if there is substantial international aid than if there is not.

By substantial aid I mean not only large amounts of technical assistance but also of capital. Initially, the capacity of an underdeveloped country to use capital productively may be surprisingly small, limited by lack of organisation, trained personnel and other social obstacles. At this stage technical assistance is the main need from outside, with comparatively small amounts of capital, much of which may have to be in the form of grants for non-self-liquidating projects, in education, health, access to roads in rural areas, and the like, if, at this stage, substantial capital is available from outside to supplement what can be formed internally (and to simulate internal capital formation, for it does that too) the rate of economic growth can be consistently increased, and the strains and frustrations and political risks of the development are likely to be considerably less. It is possible for underdeveloped economies to modernise themselves with very little capital from outside. Japan imports of capital were small though some of it came at crucial times. The contribution of foreign direct investments to the advancement of technical know-how also was greater than would be indicated merely by the size of the investment. The Soviet Union industrialised its economy with practically no aid from foreign investment capital except for the foreign owned installations confiscated after the revolution, though it imported machinery in the early days on short term or immediate term credits and hired services of foreign experts.

Both Japan and Russia achieved their development in an authoritarian political and social framework. The outcome in both cases from standpoint of the peace in the world and democratic ideals, was highly unfavourable.

In the absence of outside aid, the only way to accumulate capital, is to increase production without taking much of the benefit in more consumption or even while pushing consumption standards down. Where the people are already near the subsistence level this may mean extreme hardship. Somehow the people must be motivated to change their accustomed ways quickly, to work hard and to forgo present consumption so that capital investment can be made.

**WORD-MEANINGS:** **Substantial**—plenty of, अत्यधिक। **access**—a way of reaching a place, पहुँच। **strain**—tension, तनाव। **frustration**—disappointment; निराशा। **confiscated**—taken away, ले लिया गया। **accumulate**—collect, इकट्ठा करना।

**Questions:**

**Ans the following questions briefly: (1x5=5)**

Q. 1: How does the availability of substantial capital help?

(1)

Ans: The availability of substantial capital gives a nation a great opportunity to develop its infrastructure.

Q. 2: How can a nation accumulate capital if it does not get outside aid? (1)

Ans: The nation should increase production without taking much of the benefit in more consumption.

Q. 3: How did Japan and Russia become developed? (1)

Ans: Japan and Russia achieved their development in an authoritarian political and social framework.

Q. 4: What problems does an underdeveloped country face? (1)

Ans: An underdeveloped country faces the problems of lack of organisation and trained personnel.

Q. 5: What should an underdeveloped nation do to minimise risk? (1)

Ans: The nation should try to increase the economic growth in order to minimise risk.

**8. Read the passage given below and Ans the questions that follow. (5 marks)**

Among the natural resources which can be called upon in national plans for development, possibly the most important is human labour. Since the English language suffers from a certain weakness in its ability to describe groups composed of both male and female members, this is usually described as “manpower”. Without a productive labour force, including effective leadership and intelligent middle management, no amount of foreign assistance or of natural wealth can ensure successful development and modernisation.

The manpower for development during the next quarter century will come from the world’s present population of infants, children and adolescents. But we are not sure that they, will be equal to the task. Will they have the health, the education, the skills, the sociocultural attitudes essential for the responsibilities of development?

For far too many of them the Ans is no. The reason is basic. A child’s most critical years, with regard to physical, intellectual, social and emotional development, are those before he reaches five years of age. During those critical formative years, he is cared for almost exclusively by his mother and in many parts of the world the mother may not have the capacity to raise a superior child. She is incapable of doing so by reason of her own poor health, her ignorance and her lack of status and recognition of social and legal rights, of economic parity of independence. One essential factor has been overlooked or ignored. The forgotten factor is the role of women. Development will be handicapped as long as women remain second-class citizens, uneducated, without any voice in family or community, decisions without legal or economic status, married when they are still practically children, and henceforth producing one baby after another, often to see half of them die before they are of school age.

We can enhance development by improving “women power”, by giving women the’ opportunity to develop themselves. Statistics show that the average family size increases in inverse ratio to the mother’s years of education—is lowest among college graduates, highest among those with only primary school training, or no education. Malnutrition is most frequent in large families, and increases in frequency with each additional sibling. The principle seems established that an educated mother has healthier and more intelligent children, and that this is related to the fact that she has fewer children. The tendency of. educated, upper class mothers to have fewer children operates even without access to contraceptive services.

The educational level of women is significant also because it has a direct influence upon their chances of employment, and the number of employed women in a country’s total labour force has a direct bearing on both the Gross National Product and the disposable income of the individual

family. Disposable income, especially in the hands of women, influences food purchasing and therefore the nutritional status of the family. The fact [ that the additional income derives from the paid employment of women provides a logical incentive to restrict the size of the family.

**Ans the following questions briefly: (1x5=5)**

Q. 1: What will be the source of the manpower development during the next quarter century? (1)

Ans: The manpower development during the next quarter century will come from the world's present population of infants, children and adolescents.

Q. 2: During which period is the child growth maximum? (1)

Ans: The child grows maximum before he attains the age of five.

Q. 3: Why can't the first teacher be effective in some of the regions of India? (1)

Ans: The first teacher remains ineffective because of ignorance, poor health, lack of respect and recognition.

Q. 4: What will happen to development if the womenfolk are neglected? (1)

Ans: There will be no growth and everything will stagnate.

Q. 5: How can we accelerate the rate of progress? (1)

Ans: The rate of progress may be accelerated by educating the womenfolk.

**9. Read the passage given below and Ans the questions that follow. (5 marks)**

We often come across situations and incidents, which appear quite contradictory to the known laws of Nature, creating doubts about the impartiality of divine justice. For instance, an honest, duty-conscious, morally elevated person is often seen caught in adversities in one form or the other or is suddenly struck with a great misfortune in life as though he/she were being punished by God for a great sin.

On the other hand, we find persons engaged in the worst types of corrupt practices living in peace and prosperity. An idler wins a jackpot or inherits a fortune from unexpected quarters, whereas a hard-working intelligent person is found suffering endlessly for want of basic necessities. One person achieves great success with little effort, whereas another does not succeed in spite of his best efforts. Such phenomena are popularly ascribed to the role of fate.

Unprecedented natural calamities like famine, epidemics, tornadoes and floods, damage by lightning and earthquakes and untimely death are also commonly attributed to the will of God and called predestined. Such unexpected happenings as financial loss, accidents, sudden mental/ physical disability and physical separation from a dear one are also attributed to fate. Such unexpected adversities are rare, but they do occur in life.

At times, they leave such deep imprints on the psyche, that it is not possible to ignore them. Those who are not familiar with the mysteries of divine justice become very much perplexed by such experiences and form prejudiced opinions, which, in some form or the other, hinder their mental and spiritual progress. Many become resentful towards God, blame and abuse Him for favouritism and injustice: A few even become atheists, considering the futility of worshipping God who does not respond to prayer in distress, despite their prolonged adherence to religiosity. Then there is a class of devotees who serve the saints and worship deities in expectation of some material gains. However, if they are visited with some failure, unfavourable circumstances, or mishap coincidentally, their adoration changes to contempt of disbelief.

There are quite a few believers in this world who correlate people, places and things with good and bad luck. Such superstitions have caused extreme miseries to innocent persons. The root cause for such irrational behaviour is the belief that whatever comes to pass is predestined by God



and the beings created by him have absolutely no role in shaping their own destiny. Quite a few persons in this world forsake their responsibility in the mistaken belief that the gain and loss being predestined, there is no necessity of personal effort.

(Difficult words: impartiality = भेदभाव का अभाव। elevated = उच्च, बुलंद। adversities = विपदाएँ। fortune = धन-सम्पत्ति। phenomena = घटनाएँ। ascribe = मढ़ना। unprecedented = अभूतपूर्व। famine = अकाल। epidemics = महामारियाँ। tornadoes = बवंडर, तूफान। untimely = असामयिक। attributed = आरोपित किया। will = इच्छा। predestined = पूर्वनिर्धारित। imprint = छाप छोड़ना। psyche = मानस। perplexed = हक्का-बक्का। prejudiced = पूर्वाग्रहित। hinder = अड़चन डालना। resentful = नाराज। atheists = नास्तिक। superstitions = अंधविश्वासों।)

**Ans the following questions briefly: (1x5=5)**

Q. 1: What is a mistaken belief?

Ans: That gain and loss being predestined, there is no necessity of personal effort, is a mistaken belief.

Q. 2: When do we doubt about the impartiality of divine justice?

Ans: We doubt about the impartiality of divine justice when we come across a situation and incidents which appear quite contradictory to the known laws of nature

Q. 3: Give an example of phenomena ascribed to the role of fate.

Ans: Winning a jackpot by an idler is an example of phenomena ascribed to the role of fate.

Q. 4: How is an intelligent person sometimes seen living?

Ans: An intelligent person is sometimes seen suffering endlessly for want of basic necessities.

Q. 5: Name a few natural calamities?

Ans: Famine, epidemics, tornadoes, floods, lightning and earthquakes are a few natural calamities.

**10. Read the passage given below and Ans the questions that follow. (5 marks)**

Every moment of life is precious. Time is the essence of life. It is the wealth given to us by Nature. Every day all of us get 24 hours; nothing less, nothing more. Now, it is up to us how we use it. People who know how to make the best use of every moment easily open the doors of success in their lives and those who misuse time get failures one after the other. There is a saying that, "Spent time and spent words cannot come back." Everybody is tied by the limits of time; even God respects the boundaries of time.

Work wins appreciation only when it gets completed in a requisite time frame. Beyond the time allotted, work loses all its utility however good may have been its quality. Just as the falling of rains after the crops have dried up have no use; likewise, when the time is past the deadline, the work loses its importance and value.

When iron is hot it can be cast into whichever shape we want. Once it gets cold nothing can be made out of it, however, much we may beat the same. In the same way, a person who has learnt to wisely use his time and has understood how to cast himself according to the need of the time has actually learnt the true mantra of life.

Shakespeare wrote in one of his plays, "I wasted time, and now doth time waste me." It is true that a person who wastes even a little bit of time loses wonderful opportunities that he could have otherwise availed of by utilizing that time. All the great leaders have one thing in common.

They wisely utilize every moment of their time. When other people are busy wasting time in laziness, great men are busy in making plans for the future. There is no person in history who wasted his time and still managed to achieve greatness.

Therefore, there is a great need to manage time wisely. "Careful Time Management" refers to the careful planning of time and sincere execution of this plan.

This is the only mantra to attain success in any endeavour. A simple change in outlook and some modification in one's daily routine can result in a big jump forward towards greater achievements.

(Difficult words: precious = कीमती | essence = सार | appreciation = प्रशंसा | requisite = अपेक्षित | beyond = से परे | utility = उपयोगिता | crop = फसल | likewise = इसी तरह से | deadline = अंतिम तिथि | doth = करता है | sincere = गंभीर | execution = सम्पादन | endeavour = प्रयास | outlook = दृष्टिकोण | modification = सुधार।)

Q. 1: What is the essence of life? (1)

Ans: Time is the essence of life.

Q. 2: What kind of work loses its utility? (1)

Ans: The work which is completed beyond the time allotted loses its utility.

Q. 3: What is needed for careful time management? (1)

Ans: Careful planning of time and sincere execution of this plan is needed for careful time management.

Q. 4: What kind of people opens the doors of success of their life? (1)

Ans: The people who know how to make the best use of every moment open the doors of success.

Q. 5: When does the work lose its importance and value? (1)

Ans: When time passes the deadline, the work loses its importance and value.

## SECTION-B

### Writing

#### Advertise Drafting, Notice Drafting,

Report Writing, Applications for Job Including CV/Resume,

(iii) Letter Writing Official Letters

#### ADVERTISE DRAFTING

Q. 1: You are Mukku of 12, Ananda Nagar, Udaipur. You want an English teacher for your brother who is a class 12 student. Draft a suitable advertisement in not more than 50 words stating your requirements.

Ans:

#### Wanted

An experienced English teacher as a private tutor for class 12 standard student. Candidate should have at least 10-year experience of teaching an English teacher in a public school. He should be a strict disciplinarian to be able to deal with the student on a stern note. Remuneration no constraint for the right candidate. Apply with complete details to Mukku of Ananda Nagar, Udaipur.

Q. 2: You want to sell your newly built flat. Draft a suitable advertisement in not more than 50 words to be inserted in the classified columns of 'The Times' giving all necessary details. You are Dinesh 1, "ANANDAVRISTI" Malviya Nagar-Ajmer.

Ans:

#### New flat for sale

Newly built, ideally located flat for sale on M.G. Road. Two bedrooms with attached toilets, huge drawing-cum-dining and servant room, spacious and well-lit. Barely 10-minute drive from the airport. In close vicinity of reputed schools and multi-speciality hospital. Expected price? 25 lacs.

Contact-Dinesh 1, "ANANDAVRISTI" Malviya Nagar-Ajmer.

Q. 3: You are General Manager of Ivy Software Solutions, Agra Cantt, Agra. You need a software engineer for your organisation. Draft an advertisement in not more than 50 words to be published in 'Patrika' under the classified columns.

Ans:

#### Situation Vacant

Wanted software engineer for Ivy Software Solutions, a leading name in computers. Candidate should possess a Master's Degree in Computer Software Programming and at least 3-year experience with a known computer concern. Remuneration no constraint for suitable candidate. Apply with detailed resume within ten days to General Manager, Ivy Software Solutions, Agra Cantt, Agra.

Q.4: You are the General Manager of E.V.L. Company which requires posh bungalows in company lease, as guest houses. Draft an advertisement in not more than 50 words under classified columns to be published in 'The Express'.

Ans:

**Accommodation Required**

EVL Company requires posh bungalows to be used as guest houses by their executives and guests. Accommodation in a centrally located, posh area, with power back-up facility and uninterrupted water supply is a must. Close proximity to the market will be preferred. Owners please contact: General Manager, EVL Company, Jaipur.

Q. 5: Your younger brother aged 5 has been missing for the last three days. Draft an advertisement in not more than 50 words for the Missing Persons column of a local newspaper. You are Nayan. Contact number 931070001.

Ans:

**Missing Person**

General Public is hereby informed about the missing of a 5-year-old boy from Central Park in Connaught Place three days ago. The child responds to the name 'Monu', is fair complexioned and was wearing a red shirt and denim shorts. Anyone knowing anything about his whereabouts please contact: Nayan, contact no. 931070000. A cash prize of? 50,000 for the finder.

Q. 6: You are Ananda, a student of Class XII, Mahatma Gandhi Government School-Bhinder. You are interested in giving tuition in English Language to one or two students of class VIII. Draft an advertisement in not more than 50 words for a local newspaper.

Ans:

**English Tuition Available**

Tuition of English Language is available for students of class VIII. Not more than two students will be taught five days a week (Mon. to Fri.) between 4.30 pm to 6 pm. Assurance of good result. Those interested may please contact: Ananda, student of Class XII at Mahatma Gandhi Government School-Bhinder.

Q. 7: You are Umesh, a visually challenged person, running a telephone booth in the Central Market, Chittorgarh. Give a suitable advertisement in not more than 50 words for a telephone operator in 'Situation Vacant' column of "Navjyoti", offering attractive remuneration.

Ans:

**Situation Vacant Telephone**

Operator required for a telephone booth, run by a visually challenged man, in the Central Market, Chittorgarh. The person must be fluent in Hindi and English. Work timings: 12 p.m. to 9 p.m. (Monday to Saturday). Remuneration no constraint for suitable candidate. Contact: Umesh, 98181828 (between 3-5 p.m.)

Q. 8: You want to rent out your newly constructed flat in the heart of the city. Draft an advertisement in not more than 50 words to be published in 'Pratkal', Banswara under classified columns. Give all the necessary details. You are Manish of Suraj pole, Dungarpur.

Ans:

**Available For Rent**

Newly constructed flat on Haridev Joshi Road with 24 hrs. water and electricity back-up facility. Has two bedrooms with attached bathrooms, one huge drawing-cum-dining. Expected rent? 24,000 p.m. Company lease only. Contact: Manish Suraj pole, Dungarpur.

Q. 9: You are Ninni, General Manager of PJC. Industries, Bhilwara. You need an accountant for your company. Draft, in not more than 50 words, an advertisement to be published in 'The Navjyoti' in classified columns.

Ans:

**Situation Vacant**

Wanted Accountant with a Master's Degree in Commerce and minimum of three-year experience in a reputed firm. Candidate should not be more than 30 years of age. Remuneration no bar for a suitable candidate. Apply with detailed resume within seven days to Ninni, General Manager of PJC. Industries, Bhilwara.

Q. 10: You are Aashisha, General Manager of Hotel Green Park, Pratapgarh. You need a receptionist for your hotel. Draft an advertisement in not more than 50 words to be published in 'Dinkar', Rajasthan, calling for applications.

Ans:

**Situation Vacant**

Wanted male/ female receptionist in the age group of 22-28 years for a reputed five-star hotel. Candidate should be a graduate having fluency in speaking English and should be computer friendly. Apply with detailed resume within seven days to Aashisha, General Manager of Hotel Green Park, Pratapgarh.

## NOTICE DRAFTING

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/ magazines. It is meant only for a select group. Since a notice contains a formal announcement or information, its tone and style are formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

Important Tips to be followed while writing a Notice

- Adhere to the specified word limit of 50 words.
- Write the word NOTICE at the top.
- Name and place of the school, organisation or office issuing the notice should be mentioned.
- Give an appropriate heading.
- Write the date of issuing the notice.
- Clearly mention the target group (for whom the notice is to be displayed).
- Purpose of the notice.
- Mention all the relevant details (date, venue, time).
- Signature, name and designation of the person issuing the notice.
- Put the notice in a box.

**A NOTICE is always written in a box.**

Notice:			
Name of the Institution/Organization/Office,	Place	Suitable	Heading
BB/MM/YY (Date) Contents. The target group for whom the notice is. Date, time, venue and all-important details and any extra information that is needed (Body of the Notice, 50 words)			
Signature (NAME) Designation			

### Marking Scheme of Notice

format title (Notice/Heading/Place/Date/Signature with Name and Designation) Contents 1 marks  
(a) Where, (b) When, (c) Target group, (d) Agenda (All within 50 words) 2 marks  
Expression Coherence, spellings and grammatical accuracy 1 marks

Q.1: As N. L. Carpenter Principal of Sardar Patel Vidyalaya, Jodhpur, draft a notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change.

Ans:

Sardar Patel Vidyalaya-Jodhpur	
NOTICE	
22nd September, 2021 Change in School Timings	
All students are hereby informed about a change in school timings from 1st October, 2021. The school will now start at 9 a.m. & end at 3 p.m. In the past few years, it has been seen that winters are rather severe and it becomes quite difficult to start early due to the extreme cold weather and the dense fog. So these new timings will be followed till further notice.	
Principal, N. L. Carpenter	

Q. 2: You are Secretary of the School Leadership Club of Vidya Bhawan School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city.

Ans:

<p style="text-align: center;"><b>Vidya Bhawan School</b> <b>School Leadership Club</b> <b>Notice</b></p> <p>22nd September, 2021</p> <p style="text-align: center;"><b>Visit Historical Sites</b></p> <p>Members of the club are hereby informed of a proposed educational visit to a few important historical sites in our city which is likely to be scheduled between the 28th and the 30th of Sep. Interested members are required to pay? 550 (inclusive of transport and snacks) during the zero periods to the undersigned by the 25th of September.</p> <p>Secretary School Leadership Club</p>
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Q. 3: As Sports Secretary of Neo Humanistic School-Alwar, draft a notice in not more than 50 words for sale of old sports goods of your school. You are Shubham.

Ans:

<p style="text-align: center;"><b>Neo Humanistic School-Alwar</b> <b>Notice</b></p> <p>29th July, 2021</p> <p style="text-align: center;"><b>Sale of Old Spoil Goods</b></p> <p>Students are hereby informed that our school is organising a sale of its old sports goods like cricket bats, badminton &amp; lawn tennis rackets, footballs, cricket &amp; football gear etc. in the 'Dhyan Chand' Room on 21 August, 2021. Those interested in purchasing these can visit the 'Dhyan Chand' Room on the assigned date during their free periods or recess time.</p> <p>Vinod Sports Secretary</p>
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Q. 4: You have found an expensive Pen in the school playground. Draft a notice in not more than 50 words for the school notice board. You are Pratiksha Class XII, Gurukul-Bikaner.

Ansr:

<p style="text-align: center;"><b>Gurukul-Bikaner</b> <b>Notice</b></p> <p>31 November, 2021</p> <p style="text-align: center;"><b>Found A Pen</b></p> <p>Have found a Diamond-coloured 'Raynolds' Pen in the school playground during the 8th period yesterday. Owner may please contact the undersigned in her class between the 6th and the 7th periods.</p> <p>Pratiksha XII</p>
--

Q. 5: You are Dinesh of Jawahar Vidhya Pith-Jhalawar. As Student Editor of your school magazine, draft a notice in not more than 50 words for your school notice board inviting article sketches from students of all classes.

Ans:

<p style="text-align: center;"><b>Jawahar Vidhya Pith-Jhalawar</b> <b>Notice</b></p> <p style="text-align: center;"><b>Bring in your Articles and Sketches</b></p> <p>29th Nov, 2021</p> <p>Students of all classes are hereby invited to submit their articles and sketches for the school magazine "ANANT LEHRE" to the undersigned Latest by the 6th of December in Room No. 12 during the V period. Please ensure that your articles are neat and legible and your sketches are clearly drawn.</p> <p>Dinesh Editor School Magazine "ANANT LEHRE"</p>
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Q. 6: Due to a sudden landslide and inclement weather, BABA Academic Education, Mount Abu has to be closed for a week. As Principal of that school, draft a notice in not more than 50 words to be displayed at the school main gate notice board.

Ans:

<p style="text-align: center;"><b>BABA Academic Education, Mount Abu</b> <b>Notice</b></p> <p style="text-align: center;"><b>School Closed for a Week</b></p> <p>3rd January, 2022</p> <p>All are hereby informed that the school will remain closed for one week owing to the sudden landslide and inclement weather in the past few days. The school will re-open on the 10th of January, 2022.</p> <p>Principal</p>
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Q. 7: You are Scout Master/Guide Captain of Government Hr Sec School-Sikar. You have decided to send a troop of scouts and guides of your school to the jamboree to be held at Manali for a week. Draft a notice in not more than 50 words to be placed on the school notice board inviting the names of those scouts and guides who are interested to participate in the jamboree. Invent the necessary details.

Ans:

<p style="text-align: center;"><b>Government Hr Sec School-Sikar</b> <b>Notice</b></p> <p style="text-align: center;"><b>Scouts &amp; Guides Participation Needed</b></p> <p>1st October, 2021</p>
--



Our school has decided to send a troop of scouts and guides to the jamboree to be held at Manali from the 20th to the 27th of October. Those scouts and guides interested to participate in the jamboree may give their names to the undersigned by the 7th of October.

Scout Master, Government Hr Sec School-Sikar

Q. 8: You are Sports Secretary of Carpenters Education Academy, Udaipur. Draft a notice in not more than 50 words for your school notice board asking the students to give their names for participation in various events to be held on the Annual Sports Day of your school. Invent the details of the events. Sign as Rajesh.

Ans:

**Carpenters Education Academy, Udaipur**

**Notice**

6th November, 2021

Our school is celebrating its Annual Sports Day on 30th November, 2021. Students are hereby informed to give their names for participation in various events to be held on the Sports Day.

The list of events is given below:

100 metres race, high jump, 200 metres relay, short put, gymnastics, kho-kho

Please give your names to the undersigned latest by the 10th of November during the '0' period in the Sports Room.

Rajesh  
Sports Secretary

Q. 9: Your school has planned an excursion to Lonavala near Mumbai during the autumn holidays. Write a notice in not more than 50 words for your school notice board, giving detailed information and inviting the names of those who are desirous to join. Sign as Usha Head, Ankit English School, Jhunjhunu-Rajasthan.

Ans:

**Ankit English School, Jhunjhunu**

**Notice**

22nd September, 2021

Our school has planned a four-day excursion to Lonavala Hill Station during the autumn break from the 10th to 13th October. Activities such as trekking, mountain biking, nature walks are the highlights of the trip. The total cost of this trip is? 5,000. Students desirous to join this trip may give in their names along with the money and a consent letter with covid-19 precaution from their parents to the undersigned latest by the 1st of October.

Usha  
Head, Ankit English School, Jhunjhunu  
XII

Q. 10: You lost your Titan wrist-watch in your school. Draft a notice, in not more than 50 words, to be placed on your school notice board. You are a student of Class XII of Rani Ahalya Devi Senior Secondary School, Gwalior. Sign as Nabbu.

Ans:

**Rani Ahalya Devi Senior Secondary School, Gwalior**  
**Notice**

**Lost Wrist Watch**

7th August, 2021

Lost a black strap, white dial Titan wrist-watch in the school playground during the 7th period yesterday. Anyone who finds it please contact the undersigned in class XII. Finder will be rewarded with a treat in the canteen.

Nabbu  
XII

CBEO BINDER

## Report Writing (Format, Examples, Topics, Samples)

Let's understand.....

A Report is a written composition or, in other words, we can say it is a prepared talk about a particular subject. It is a vivid expression of a personal experience on account of something heard, seen, done, studied etc meant to be published or broadcasted. The most common example is the news reports we read in the newspapers, every day. Reports can be of many types, such as

- 1 A newspaper reports
- 2 A report about an event or function at school/institute/ organisation
- 3 A report about an accident/happening that you have witnessed
- 4 A report about an enquiry or survey

Students are required to write either newspaper reports or reports for the school magazines. Here are some of the few tips for the students to effectively your

### While Writing a Report

- 1 be factual and do not add any information on your own that may seem fictitious.
- 2 write in indirect speech and preferably in passive voice.
- 3 write in third person form and avoid using pronouns like I, me or you.
- 4 avoid imposing your personal opinions and do not make any conclusions.
- 5 Ans the questions to 'when', 'where', 'why', 'what', 'who' and 'how'.

### Format of a Report

Headline, Byline (Name of the reporter), Opening paragraph, Details (Next two paragraphs), Conclusive statement

(It can either be a summary of the whole situation, a conclusion, condemnation, appeal or warning)

### Marking Scheme

Format 1 Mark Headline, byline, date and place.

Content 2 Marks What, when, where, who, how the incident happened.

Expression 1 Marks Logical and relevant details without grammatical or spelling errors.

## Illustrations

### 1. A Report about an accident.

Four Killed as Car Rams into Bus by Shweta Vashist, Staff Correspondent

Panchkula, 15th July, 2021: Four people were killed and at least two seriously injured, when a Maruti 800 car rammed into a private bus at Sector 15 round about 2 pm here today. According to preliminary reports and eyewitness accounts, the driver of the car lost control on his speed and failed to apply the brakes. The bus was waiting for passengers at the Sector 15 bus stand.

The injured have been rushed to the Government Hospital, Panchkula and further investigations are on.

- What did you observe in this Report?
- The headline of this report is short and is not a complete sentence.
- The name of the reporter is followed by date, place and time of the incident.

- The entire report is broken down into many paragraphs. In the first paragraph, the entire incident is reported in a gist form. The subsequent two paragraphs mention the other details related to the incident. The final paragraph contains the inconsequential details.
- The whole report is factual.
- The entire report is in the third person and in the passive voice.

## 2. A report about an event

### **GNPS Rajouri Garden Celebrated World Environment Day**

by Ravi

New Delhi, 2nd July, 2021: Students of Guru Nanak Public School, Rajouri Garden participated in a function to celebrate World Environment Day on 5th June at Vigyan Bhavan. It was also the 30th anniversary of National Museum of Natural History. President of India, Pranab Mukherjee was the Chief Guest. The other guests included Narain Meena, Minister of State for Environment, S Raghunath, Minister of State (Forests and Wildlife), Meena Gupta, Secretary, Ministry of Environment and Forests and Sudhir Mittal, Joint Secretary, Ministry of Environment and Forests.

The students presented 'Prakriti Vandana' a song and dance. An effective skit 'Kahan gaya wo dharti ka swarg' was also presented, wherein experts from National Museum of Natural History including Dr Naaz Rizvi and school teachers Jyoti Cheema and Rajvindra Kaur directed the students. The song presentation prepared under the able guidance of Bhupinder Kaur, Inderjeet Kaur and S Amritpal Singh forced the audience to introspect.

The School chairman, S Inder Singh and vice chairman, S Singh Ratra were also present.

The vote of thanks was proposed by the Director, National Museum of Natural History, Dr Venugopal.

- What did you observe in this Report?
- The report has a headline that attracts a reader's attention.
- The report tells what, when, where, how (description) and why was the event organised.
- Finally, the report has the name of the writer or reporter.

## 3. A report about a survey

### **75% Children Plagued by Dental Problems: IDA**

by Sriparna Dutta, Staff Correspondent

New Delhi, 15th July 2021: According to a recent survey conducted by the Indian Dental Association, 75% of the school-going children are plagued by dental problems, especially tooth decay and bleeding gums. The survey was done to report on the oral hygiene of school students in India.

The survey was held for a period of six months, viz January to June this year in the schools all over India. As a part of the survey, renowned dentists visited 1,000 schools all over the country and conducted a thorough check-up of about 1.5 lakh students.

The most astounding finding of the survey was that only about 20% of the children brush their teeth twice a day. The doctors emphasised on brushing of the teeth and periodical flossing to prevent tooth decay and cavity.

- What did you observe in this Report?

- The report has a simple headline.
- The report underlines the purpose of the survey in the opening paragraph.
- The subsequent two paragraphs talk about when and how the survey was conducted.
- Finally, the facts and figures are given.

## **Sample Reports**

**Q. 1:** You are Vinita of Ankit academy Jalore. Recently, your school celebrated its Silver Jubilee. Write a report in 150-200 words for your school magazine describing the various programmes arranged in your school for the celebration.

**Ans:**

### **Silver jubilee Celebrations** by Vinita, XII

Ankit academy Jalore recently completed its twenty-five years of establishment on 25th December, 2021. The management and staff of the school organised a grand function to celebrate the same. Mr Ashok Sharma, the DM of Ganganagar, graced the occasion as the chief guest. The school premises was attractively decorated for the celebrations and the chief guest was received by the Director and the Principal of the school at the main gate. After the Saraswati Vandana and welcome song, Mr Ankit Sharma, the school Principal, gave a brief speech highlighting the meritorious services of the school to the cause of education for the past 25 years.

The chief guest acknowledged the same in his speech thereafter. He honoured six teachers for their dedicated services in the field of education. The students who were the allrounders of each class were awarded medals by the DM.

Students of the three houses presented a musical extravaganza which was the special feature of the show.

**Q. 2:** A super speciality hospital was inaugurated in your town by the health minister. As a reporter from 'The Ananda Vani', write a brief report on the same to be published in the newspaper.

**Ans:**

### **Super Speciality Hospital Inaugurated** by Ritu Raj, City Reporter

New Delhi, 8th August 2021: 'Abha Sadan', a super speciality hospital was inaugurated by Ramesh Chandra, the Minister of State for Health, on Friday. The 400-bed hospital seemed to be equipped with the most advanced and state of the art machines and equipment with the latest infrastructure to back up exigencies. It employs internationally trained physician in the field of emergency medicine. Fully equipped, advanced cardiac life support ambulances have been made available round the clock. Besides having an in-house Blood Bank, its information system has been linked to other major Blood Banks in the country to enable the right group of blood to be made available at short notice.

The hospital covered an area of 8,000 square metres and the total expenditure in building the hospital had come around thirty-five crore rupees.

Addressing the people, Dr S. K.Verma, the Medical Superintendent reinforced the need for dedicated and committed staff. He sincerely hoped that the hospital would provide the best health services to the people at nominal cost.

A blood donation camp was also organised to mark the auspicious occasion. The authorities also announced free treatment for the poor patients on every Sunday from 10 to 5 p.m.

Q. 3: Power cut and shortage is becoming a norm these days. Your town is facing this problem regularly. Write a report for publication in your school magazine in 150-200 words highlighting this problem and offering solutions.

Ans:

**Time for a Power Cut Again!**  
by Vijay Daily mail

Talking about Shastri circle specifically Burgeoning population, booming industries, sprawling malls; all these have one thing in common—they guzzle electricity. Till now, the government has been providing them the much-needed power by cutting down electricity meant for households and villages but for how long?

Unfortunately, power supply has been limited in contrast to our demand which know no boundaries. Till the time government works out a long-term solution in terms of nuclear energy, we as responsible citizens should make the judicious use of electricity. Here's a slew of measures that can be taken.

Switch off all lights, fans, coolers, ACs and geysers immediately after use. One must avoid unnecessary and extravagant display of lights, especially on marriages and other functions.

Everyone must make optimum use of sunlight by using solar lamps, geysers and coolers. Moreover, light fixtures must be kept clean and dirt free so that there is no wastage of power. As citizens of a responsible country, theft of electricity should be prevented and pay electricity bills regularly. Pledge together to SAVE ELECTRICITY NOW. Remember, it's now or never!

Q. 4: You had attended a workshop on personality development for students. Many eminent personalities had been present. Write a report in 125-150 words on how the workshop proved to be beneficial. You are Rajesh.

Ans:

**Workshop on Personality Development Beneficial**  
by Rajesh, Class XII

Six students of our school were sponsored to attend the recent two-day Personality Development Workshop conducted by M/s Creative Solutions Consultants at Vikram Sarabhai Seminar Hall in the city. This workshop was also attended by students of Class XII of other schools so that the total number of participants were 35.

This workshop featured presentations by eminent personalities on various topics like Communication Skills, Presentation Skills, Time Management, Team Building and others.

Each presentation was followed by a one-hour discussion on the concerned topic, which was the most beneficial part of the workshop. The presentations were conducted by Rajat Sharma, Communications specialist, Sudhir Choudhary, TV Presenter, Arnav Das, Independent Consultant and others.

Such an eminent gathering of professionals generated the necessary enthusiasm among the students so they asked the maximum question. No doubt, the workshop was highly beneficial in developing our personalities.

Q. 5: A few teachers and students from the ERAWS University has visited your school on an exchange programme. You welcomed them grandly. Write a report in 125-150 words on the celebration. You are Jagdish.

Ans:

### **Visit by Exchange Programme Participants**

By Jagdish

Four teachers and twenty students from ERAWS University, visited the Ananda Marg School Gulab Nagar last Wednesday. In this programme students of Indian schools and colleges visit schools abroad and vice-versa to broaden their awareness and outlook. The school was wearing a festive look on the occasion. Decorations and posters welcoming the visitors were everywhere. At the school gate, our principal himself was present to welcome the delegate. After touring the classrooms and laboratories to observe the facilities in the school, the delegate had an hour-long interaction with teachers and students on education in India and how students can help society with their positive outlook and enthusiasm. The visit concluded with a delicious 'high tea' in honour of the delegation.

The visitors were seen off by the principal and senior teachers.

Q. 6: On Teacher's Day, the badge holders of your school organised a grand celebration to honour the teachers of your school. As the head student of the school, write a report on the celebration in 125-150 words.

Ans:

### **Teachers' Day Celebrated**

by Usha, Head Student

On 5th September the badge holders of Satya School, with the assistance of other students, felicitated the teachers of the school. The awards instituted were 'Best Teacher', 'Most Popular Teacher' and 'Most Dutiful Teacher' in the categories of Senior Secondary, Secondary, Elementary and Primary. The awards were for the first, second and third position in each category. Earlier in the month, the opinions of each and every student was taken for the three types of awards and results collated to decide the winners.

The function itself started with the principal's address, continuing with the announcement and distribution of the awards to individual teachers by the chief guest, the District Education Officer. After the chief guest's speech, which lauded the role of teachers in society, the function concluded with a vote of thanks by the Registrar.

What a memorable day it was, when students decided who was best!

Q. 7: As you were travelling by train you happened to witness an accident at an unmanned level crossing. As the reporter of a newspaper, write a report on the accident, including details of the number of people injured and the extent of damage caused.

Ans:

### **56 Injured in Train-Tractor Trolley Collision**

by Vineet

Rajasthan, 28th March, 2012 One more accident at an unmanned level crossing! The Railways were to be blamed, as they did not have people posted at such crossings to prevent such accidents.

The correspondent was travelling to Varansi by the Lucknow Jan Shatabdi, when it hit a tractor-trolley at an unmanned level crossing after Mavli station. The train driver was handicapped

due to the heavy fog for prevailing in the morning hours. The train stopped and relief measures were undertaken by the passengers. Apparently, the trolley was full of a marriage party returning to their village after solemnising the marriage.

9 passengers of the trolley were seriously injured and were shifted to Mavli Civil Hospital by ambulances. The tractor and trolley were smashed beyond repair. The local administration has announced suitable compensation to the injured. The train resumed its journey after 3 hours.

Q. 8: As an active member of the Interact Club of your school, you had participated in a summer camp organised by the AMURT of your district. Write a report on the camp and its activities in 125-150 words. You are Nistha of Padama Public School, Shriganga Nagar.

Ans:

**Summer Camp in the Lap of Nature**  
by Nistha of Interact Club Padama Public School, Shriganga Nagar

AMURT, Rohini organised a 6-day camp to Seetlakheth near Shriganga Nagar, from 1st to 6th June, 2021 for the students in the age-group of 15-18. The camp was an outdoor expedition wherein the physical strength as well as the mental abilities was tested. The set of outdoor activities included trekking, river crossing, mountain climbing etc. They were especially designed to enhance the team spirit among people from different backgrounds.

It also included yoga, meditation, board games, various cultural programs and awareness discussions. The camp was mainly aimed to show the survival in the wild as well as to boost the personality of the students.

After the trip, students felt much rejuvenated and enlightened. They seemed happy to live in the lap of nature and learned many tricks related to survival in the forest. They seemed determined to join the camp every year and also encourage their friends to do the same.

Q. 9: You are the sports Captain of your school. The annual sports were conducted last month. Write a report in 125-150 words on the conduct of the same. You are Arun of Prabhat School, Naya Samaj, Nathdwara.

Ans:

**Annual Sports Meet**  
by Arun of Prabhat School, Naya Samaj, Nathdwara.  
Sports Captain

Prabhat School, Naya Samaj, Nathdwara organised its Annual Sports Meet on 20th December, 2021 in its premises. It was the 25th Sports Meet of the school, so it saw many ex-students too. The event had Niraj Chopra Olympian as the Chief Guest who was warmly welcomed by the principal and the staff members. The event started with welcoming the eminent personalities, followed by the march past organised by the senior students of the school. It also included various jumps, races and drills. The winners were awarded the medals by the chief guest. After the award ceremony, Niraj Chopra Olympian also gave a speech wherein she congratulated the winners and encouraged the students to take up sports seriously and to make it as their career options for the glory of the nation.

Event was huge success where students and parents felt much delighted.



Q. 10: You are Anurag, a reporter with a State daily. You have heard that a multi-storey building near the main railway station has collapsed causing panic in the area. You rush to site of the accident with your team. Write a report in 125-150 words mentioning the time and the place of the accident, number of casualties, the cause of the accident and the rescue operation conducted by the authorities.

Ans:

**5-Storeyed Building Collapsed Claiming 10 lives**  
by Anurag Pandey

Rajasthan, 15th April, 2021 A 5-storeyed building collapsed near the main railway station area of Bhunter, Badmer District. The incident took place on the afternoon of 14th April. Fortunately, it was a Sunday, so not many people were present in the building. Yet, when it collapsed it hurt the passer-by, claiming the lives of 10 people and injuring several. Locals quickly came into action and rushed the victims to the hospital. The police, along with the special team looked for more survivors under the debris but with no success.

On investigation it was found that building had illegally enlarged its covered area. The old pillars of the building could not bear the burden of the new construction and gave way. On enquiring, the builder said that the corporation charged handsome bribe for the construction. Thus, the corporation had ignored the safety measures too. For the selfish motive of some, precious life of innocent people was taken away.

### (c) Applications For Job Including CV / Resume

Job Application का format भी अन्य letters जैसा ही होता है। इस प्रकार के पत्रों के साथ biodata भी संलग्न किया जाता है। Biodata को Curriculum Vitae (CV) तथा Resume भी कहा जाता है। एक CV या Resume personal details, educational qualifications, relevant experience, etc. feel JIGITISH अलग से संलग्न किया जा सकता है।

Q. 1: Write an application in reply to the following advertisement:

Wanted – An experienced proof-reader with good knowledge of English  
Contact – The Chief Editor, The Rajasthan Patrika, Jaipur

Ans.:

Old Railway Station Road, Udaipur

22 June 20–

The Chief Editor

The Rajasthan Patrika, Jaipur

Subject: Application for the post of a proof-reader

Sir

This is with reference to your advertisement in your newspaper on June 20, 20.- for the post of a proof-reader. I am working with “The Bhaskar” in Udaipur. As my family is stationed in Jaipur, it is too difficult to do the job and to serve my old parents. And it is also difficult to fulfil my social duties simultaneously. I am, therefore, in great need of a job in Jaipur. I have three years’ work experience and can assure you of my best services if I get a chance. I am enclosing my CV for your perusal.

Yours Faithfully

Ashok Yagnik

Enclosed-CV

#### Curriculum Vitae

Name	Ashok Yagnik
Address	12, Ashok Nagar Road, Old Railway Station, Udaipur.
Date of Birth	December 22, 1982
Marital Status	Married
Educational Qualifications	M. A. (English) Rajasthan University, Jaipur
Job Experience	Working as a proof-reader for the last three years with ‘The Bhaskar.
Expected salary	As per rule
References	Mr Mital, Editor, The Bhaskar, Udaipur.

[Word-meanings: simultaneously= साथ की साथ | perusal = अवलोकन ]

Q. 2: Write an application in reply to the following advertisement:

Western Railway, Ajmer

May 30, 2021

Applications are invited for the post of L. D. C., Pay as per the grade.

Age: Not exceeding 35 years.

Qualifications: (I) B. A. in English, (II) About 2 years of experience.

Send to – The Director, Western Railway, Ajmer

Ans:

13 Nivedita Colony

Near Hero Honda Showroom, Nimbahera

2 June 20–

The Director

Western Railway, Ajmer

Subject: Application for the post of L.D.C.

Sir

This is with reference to your advertisement in 'The Prabhat' on May 30, 20.- for the post of L.D.C. Presently I am working with a reputed private concern Messrs Shyam and Ghanshyam Computers in Nimbahera. As my family is stationed in Jaipur, I feel it rather difficult to fulfil my social duties with a humble salary. I am, therefore, in need of a job in Jaipur. I have six years' experience and can assure you of my best services if I am given an opportunity. I am enclosing my resume herewith.

Yours faithfully

Rohit Sardana

Enclosed-Resume

#### Resume

Name	Rohit Sardana
Address	13, Nivedita Colony, Near Hero Honda Showroom, Nimbahera
Date of Birth	January 23, 1984
Nationality	Indian
Marital Status	Married
Educational Qualifications	B.Com. having a computer diploma.
Job Experience	Six years
Interest	Reading literary novels, stories, etc.
Expected Salary	As per rule
References	Mr Yagnik, Manager, Shyam and Ghanshyam Computers, Nimbahera
Contact No.	0123456789

[Word-meanings: concern= संस्था | humble= कम | assure= विश्वास दिलाना | opportunity= अवसर]

Q. 3: Write a letter of application in reply to the following advertisement:

<b>Requirement</b> Mahesh Shiksha Sadan Higher Secondary School 25 Sadar Marg, Bhilwara Affiliated to C.B.S.E. New Delhi Reg. No. 2030921
(Post Graduate Teachers): 7 Subject: Mathematics, Physics, Chemistry, Biology, Economics, Hindi, English Qualification: Master's degree in the concerning subject Pay scale according to C.B.S.E. norms. Send application by Post/Hand with Resume and photocopy of all educational certificates with a contact number. Apply by June 10, 2021 Manager Mob.:0123456789

OR

Walk in Interview

Govt Hr Sec. School, Perini requires guest faculty to teach English. You are a postgraduate in English with B.Ed. and an eligible candidate for the post mentioned. Draft an application.

Ans:

18 Madhava Nagar  
Station Road, Kota

30 May 20–

The Principal  
Mahesh Shiksha Sadan Higher Secondary School, Bhilwara

Subject: Application for the post of an English teacher

Sir

This is with reference to your advertisement in 'The Rajasthan Patrika' on May 18, 2021 for the post of an English teacher. I have recently completed my B.Ed. with seventy per cent marks both in theory and practical. Besides, I have been the gold medallist in M. D. University, Ajmer in 2009. At present, I am teaching at a reputed coaching centre. I can assure you of my best services if I am offered the said post. I am enclosing my curriculum vitae herewith for your perusal.

Yours faithfully

Akanksha

Enclosed – CV

#### Curriculum Vitae

Name	Akanksha Jain
Address	18, Madhava Nagar, Station Road, Kota
Date of Birth	January 23, 1987
Nationality	Indian

Marital Status Unmarried  
Educational Qualification M.A. (Eng.), B.Ed.  
Job Experience Recently completed B. Ed. and teaching at a reputed coaching centre at present  
References Mr Vyas, Director, Vyas Coaching Centre, Kota  
Interests & Hobbies Reading books, Debate, Gardening  
Contact No. 1234567890  
Enclosed Attested copies of mark-sheets of class X, XII, B.A., M.A., B.Ed.

Q. 4: Wanted a lady Receptionist cum Telephone Operator. Smart female graduate with an attractive personality of not more than 25 years with good command over English and Hindi may only apply. Experienced will be preferred. Write to the M. D., Ajeet Nursing Home, Kota with a detailed resume and a passport size photograph latest by next Tuesday. You are Nandini / Mohini. Write for this post after seeing its advertisement in 'The Express-Times!'

Ans:

Flat No. – 5 Sudhir Apartments  
Kota

2 February 20–

The Managing Director  
Ajeet Nursing Home  
Kota

Subject: Application for the post of receptionist cum telephone operator

Dear Sir

In response to your advertisement in the national daily 'The Express-Times dated 1st February 20–for the post of Receptionist cum Telephone Operator, I want to offer myself as a candidate for it. I am a smart, confident and hardworking lady of 24 years with pleasing personality. I am also computer literate and possess excellent command over English. I assure you of my best services if given an opportunity for the same. My resume is enclosed herewith.

Yours faithfully

Nandini Mehra

Enclosed – Resume

#### Resume

Name Nandini Mehra  
Father's Name Mr Ashok Singh Mehra  
Sex Female  
Date of Birth 11 July 1988  
Nationality Indian  
Marital Status Single  
Permanent Address Flat No-5, Sudhir Apartments, Kota

Educational Qualification	Secondary Examination from Asha Public School C.B.S.E. Board, Higher Secondary Examination from Asha Public School C.B.S.E. Board, M.A. (English), Rajasthan University
Computer Qualifications	6 months Diploma in Computer Basic from APTECH, 1-year advance Diploma in Computer Software Technology from ET &T
Job Experience	Have worked for 6 months as a telephone operator in Luxurious Products Pvt. Ltd.
References	1. Mr Ravi Sharan Singh Manager, Luxurious Products Pvt. Ltd. 2. Mr Ramanand Sharma M.D., Ramanand Ayurvedic and Yoga Centre.
Interests & Hobbies	Reading, singing, pottery making
Salary Expected	Negotiable

[Word-meanings: literate = शाक्षित, computer literate = कम्प्यूटर साक्षर]

Q. 5: You are Mohan Verma B-130, Malviya Nagar, Jaipur. Read the advertisement given below and write an application to the advertiser, applying for the job.

**Indian Pharmaceuticals**  
10, Court Road, Bharatpur,  
**Requires Trainee medical representatives**

Candidates should be Science or Pharmacy graduates and below 25 years of age. Fluency in English is essential. Attractive salary with handsome working allowances will be offered during the training period. After successful completion of the training, the candidates will be appointed on regular basis. Apply with complete resume at the above address.

Ans:

Mohan Verma  
B-130 Malviya Nagar  
Jaipur  
12 June 20–  
The Manager  
Indian Pharmaceuticals  
10 Court Road, Bharatpur

Subject: Application for the post of trainee medical representative

Dear Sir

Your advertisement in “The Rajasthan Patrika” dated 9 June 20–for the position of trainee medical representative interested me as I am a pharmacy grade, I am below twenty-five years and I have sold a lot of products through my extracurricular activities. My communication skills in English and Hindi should prove valuable in increasing sales of Indian Pharmaceuticals in any area of your choice. I want to pursue a career in sales as a medical representative.

Thanking you

Yours faithfully  
Mohan Verma  
Enclosed – Resume

## Resume

Name Mohan Verma  
Address B-130, Malviya Nagar, Jaipur  
Date of Birth August 15, 1992

### Academic Qualifications

Examination	Year	Institution	Grade
Degree in Pharmacy	2012	Govt Medical College, Dausa	I class
Senior Secondary	2008	Govt Higher Sec. School, Jaipur	85%
Secondary	2006	Govt Higher Sec. School, Jaipur	80%

Skills Good communication skills in English and Hindi

Prizes I won prizes in debates at degree level

[Word-meanings: trainee = प्रशिक्षु, communication skills = वार्तालाप की योग्यता]

Q. 6: You are Shalini, A-20 Industrial Area, Krishnagar. Read the advertisement given below and write an application to the advertiser, applying for the job. Also, give your detailed resume.

### Solace Medical Equipment requires for its Banswara unit, Senior Executive Accountants

Qualification	M.Com.
Experience	Minimum of 5 years
Competency	Knowledge in accounting functions and related commercial activities
Salary	According to qualification and experience
Apply to	Solace Medical Equipment, Sector 4, Man Sarovar Colony, Jaipur

Ans:

A-20 Industrial Area  
Krishnagar  
August 20, 20–

The Manager  
Solace Medical Equipment  
Sector-4 Man Sarovar Colony  
Jaipur

Subject: Application for the post of Senior Executive Accountant

Dear Sir

When I saw your advertisement in “The Dainik Bhaskar” dated August 10, 20–for the post of Senior Executive Accountants, I felt it was just the kind of position which I have been looking for. My varied accounts experience and my postgraduate degree in Commerce are my strongest qualifications for this post. I have knowledge of accounting functions and related commercial activities. In addition to this, I have professional experience of more than five years in various firms and companies in India. I assure you of my best services if appointed.

Thanking you

Yours Sincerely

Shalini

Enclosed – Resume

## Resume

Name Shalini  
Address A-20, Industrial Area, Kishangarh  
Date of Birth January 27, 1986  
Marital Status Married  
Nationality Indian

### Examination Qualifications

Examination	Year	Institution	Grade
Secondary	1999	St. Peter Secondary School, Kishangarh	68%
Senior Secondary	2001	Shivaji Senior Sec. School, Kishangarh	79%
B. Com.	2004	Govt College, Ajmer	85%
M. Com	2006	Govt College, Ajmer	80%

Achievements:  
(i) Ranked first in college in B.Com.  
(ii) College Football Captain

Professional Experience:  
1. Executive Accountant: BHEL Mumbai 3 years  
2. Senior Executive Accountant: B. P. Oil Company Bharatpur 2 years and present.

Q.7: You are Mahesh Sharma 75-A, Ranjit Nagar, Bharatpur. Write an application to the Director, Shivaji Senior Secondary School Patel Nagar, Nadiwadi for the post of a clerk. Say that you have read the advertisement in the Northern India Patrika.

OR

Write a job application for the post of a clerk advertised in the local newspaper in your city. (S.S. Exam 2015)

Ans:

75-A Ranjit Nagar  
Bharatpur

27 August 20–

The Director  
Shivaji Senior Secondary School  
Patel Nagar  
Nadi

Subject: Application for the post of a clerk

Sir

With reference to your advertisement in the Northern India Patrika dated 25 August, 20– for the post of a clerk, I beg to offer my candidature for the same and submit my resume for your kind consideration. If I am given a chance, I shall do my best to give you full satisfaction in the field of my work. Hoping to receive an early favourable decision.

Yours faithfully  
Mahesh Sharma  
Enclosed – Resume



## Resume

Name Mahesh Sharma  
Father's name Mr. Harish Sharma  
Date of Birth 15 March 1987  
Marital Status Married  
Nationality Indian

### Educational Qualifications:

- (i) High School from UP Board, Allahabad with 68 per cent marks in the year 2002.
- ii) Senior Secondary from Board of Secondary Education Rajasthan, Ajmer with 72 per cent marks in the year 2004.
- (iii) B. Com from Rajasthan University, Jaipur with 80 per cent marks in the year 2007.

Other Qualifications: (i) Typing English 35 words per minute  
(ii) Typing Hindi 30 words per minute

Activities: (i) Member of District Hockey Team.  
(ii) Secretary, College Union

Experience Working as a clerk in a local private senior secondary school for two years

Q. 8: You are Mridul Sharma, 16-Anand Vihar, Jaipur. Write a letter in response to the advertisement given below:

**Vacancy for a young man of a good education, smart appearance, as Marketing Manager, free training, previous experience not necessary. Apply to Mahesh Electricals, National Highway No. 8, Udaipur.**

Ans:

16-Anand Vihar  
Jaipur

10 June 20–

M/s Mahesh Electricals  
National Highway No. 8  
Udaipur

Subject: Application for the post of a Marketing Manager

Dear Sir

In reference to your advertisement in 'The Hindustan Times' dated 8th June 20–for the post of a Marketing Manager, I submit my candidature for the same. I have completed my M.B.A. in Human Resource Development from Gyan Vihar University, Jaipur. I am hardworking. I enjoy extensive travelling. With your training, I'll prove my worth as an executive. My biodata is enclosed herewith. I await your positive response.

Yours faithfully  
Mridul Sharma

### Biodata

Name Mridul Sharma  
Address 16-Anand Vihar, Jaipur  
Date of Birth 16 April 1985  
Marital Status Unmarried  
Educational Qualification M.B.A. (Human Resource Development) from Gyan Vihar University, Jaipur  
Expected salary Around 30,000/- per month

[Word-meanings: Marketing Manager = विक्रय प्रबन्धक]

Q. 9: Write an application with bio-data, addressed to the Manager HDFC Bank, Udaipur for the post of a cashier.

Ans.:

5, Radha Niwas  
Anand Vihar  
Udaipur

20 February 20–

The Manager Personnel  
HDFC Bank  
Udaipur

Subject: Application for the post of Cashier.

Sir

With reference to your advertisement published in the Times of India dated 15 February 20– for the post of the cashier, I hereby submit my bio-data.

Thanking you

Yours faithfully  
Prashant Kumar

### Biodata

Name Prasanth Kumar  
Address 5, Radha Nivas, Anand Vihar, Udaipur  
Date of Birth 10 April 1988  
Marital Status Unmarried  
Educational Qualification B. Com  
Job Experience Handling Various Yoga Camps  
Enclosures Educational Documents  
Place Udaipur  
Date 20 Feb 20–

Q 10: Write a job application to the DEO, Jaipur for the post of Yoga instructor including your resume.

Ans:

21, Dwarika Puri  
Station Road, Kota

10 May 20–

The District Education Officer  
Secondary Education Department, Jaipur

Subject: Application for the post of Yoga instructor

Sir

This is with reference to your advertisement in ‘The Rajasthan Patrika’ on May 8, 20– for the post of a Yoga instructor. I have recently completed my B.N.Y.S. with seventy-eight per cent marks from M.D. University Rohtak. I have attended many Yoga camps and have experience of teaching classes on Yoga.

I can assure you of my best services if I am provided with the above post. I am enclosing my resume for your perusal.

Yours faithfully  
Shivam  
Enclosed – Resume

#### Resume

Name	Shivam Kumar
Address	21, Dwaraka puri, station road, Kota
Date of Birth	10 Jan 1995
Marital Status	Unmarried
Educational Qualification	B.N.Y. S
Job Experience	Handling Various Yoga Camps
Interests And Hobbies	Reading Books and Attending Lectures on Spiritual Topics
Contact No.	0123456789
Enclosures	Attesting Copies of Marks Sheets of Class X, XII, B.N.Y. S

# TRANSLATION

## ENGLISH TO HINDI TEXT

- 1 A recent study shows that the habit of reading is diminishing rapidly among youngsters today. They can't concentrate on a given English reading passage for more than a few seconds at a stretch! At the same time, reading was and still is an integral part of all competitive exams. So, how do you improve your reading skills? The answer to this question is actually another question: What is the use of Reading Skills? The main purpose of reading is to 'make sense'. Keep in mind these points while attempting English reading passages:

हाल ही में हुए एक अध्ययन से पता चलता है कि आज के युवाओं में पढ़ने की आदत तेजी से कम होती जा रही है। वे किसी दिए गए अंग्रेजी पढ़ने के मार्ग पर कुछ सेकंड से अधिक समय तक ध्यानकेंद्रित नहीं कर सकते हैं! साथ ही पढ़ना सभी प्रतियोगी परीक्षाओं का एक अभिन्न अंग था और अब भी है। तो आप अपने पढ़ने के कौशल को कैसे सुधारते हैं इस प्रश्न का उत्तर वास्तव में एक और प्रश्न है। पठन कौशल का उपयोग क्या है। पढ़ने का मुख्य उद्देश्य समझ में आना है। अंग्रेजी पढ़ने के पैसेज का प्रयास करते समय इन बातों का ध्यान रखें।

- 2 Every master is unique, just like an Everest, standing far higher, touching the stars — alone. Never compare two masters. Comparison is not the right thing in the world of masters. Comparison is mind-oriented, it is intellectual, and the master's realization is beyond the mind, it is spiritual. In the world of spirit, in the world of godliness, there is no question of comparison. Everyone is unique, but surrendered, dedicated to the same truth from different angles. It needs a tremendous capacity of understanding, and that understanding has not to be of the mind, it has to be of meditation.

हर गुरु अद्वितीय है बिल्कुल एक एवरेस्ट की तरह कहीं दूर खड़ा है सितारों को छू रहा है कृ अकेला। कभी भी दो गुरुओं की तुलना न करें। स्वामी की दुनिया में तुलना ठीक नहीं है। तुलना मन.उन्मुख है यह बौद्धिक है और गुरु की अनुभूति मन से परे है यह आध्यात्मिक है। आत्मा की दुनिया में भक्ति की दुनिया में तुलना का कोई सवाल ही नहीं है। हर कोई अद्वितीय है लेकिन अलग-अलग कोणों से एक ही सत्य के लिए समर्पित समर्पित है। इसे समझने की एक जबरदस्त क्षमता की जरूरत है और यह समझ मन की नहीं होनी चाहिए यह ध्यान की होनी चाहिए।

- 3 Thoughts are like dirt, Thoughts, desires, imaginations, memories — all are forms of dirt. Because of them, the purity of the mind is lost. Because of them, the capacity to reflect, the mirror-like quality of the mind is lost. Continuous cleaning is needed. So, meditation is not something that you do once and forget about, because each moment of life you go on gathering dust. Meditation is like a daily bath. It is not something that once you have done it, you are finished. It should become like a natural thing, as you go to sleep, as you take a bath, meditation should become a natural part of your life.

विचार गंदगी की तरह हैं, विचार, इच्छाएं, कल्पनाएं, यादें – सभी गंदगी के रूप हैं। इनके कारण मन की पवित्रता नष्ट हो जाती है। उनके कारण, प्रतिबिंबित करने की क्षमता, मन की दर्पण जैसी गुणवत्ता खो जाती है। निरंतर सफाई की जरूरत है। तो, ध्यान कोई ऐसी चीज नहीं है जिसे आप एक बार करते हैं और भूल जाते हैं, क्योंकि जीवन के प्रत्येक क्षण में आप धूल फांकते चले जाते हैं। ध्यान दैनिक स्नान के समान है। ऐसा नहीं है कि एक बार कर लेने के बाद आप समाप्त हो जाते हैं। यह एक प्राकृतिक चीज की तरह हो जाना चाहिए, जैसे ही आप सो जाते हैं, जैसे ही आप स्नान करते हैं, ध्यान आपके जीवन का एक स्वाभाविक हिस्सा बन जाना चाहिए।

- 4 Look at life: everywhere there is a contradiction. But nothing is wrong in contradiction, it is just because it is unbearable for your logical mind. If you attain a mystic insight, it becomes beautiful. Really, beauty cannot exist without it. If you cannot hate the same person, you love there will be no tension in your love. It will be a dead thing. There will be no polarity; everything will go stale...In the morning you love, by the afternoon you are filled with hate. You have moved to the valley; you have moved to the initial position where you were before you fell into love — now you are again individuals.

जीवन को देखो : हर जगह एक विरोधाभास है। लेकिन विरोधाभास में कुछ भी गलत नहीं है, यह सिर्फ इसलिए है क्योंकि यह आपके तार्किक दिमाग के लिए असहनीय है। यदि तुम एक रहस्यवादी अंतर्दृष्टि को प्राप्त कर लेते हो, तो वह सुंदर हो जाती है। वास्तव में, सुंदरता इसके बिना मौजूद नहीं हो सकती। यदि आप एक ही व्यक्ति से घृणा नहीं कर सकते, तो आप प्रेम करते हैं, आपके प्रेम में कोई तनाव नहीं होगा। यह मरी हुई बात होगी। कोई ध्रुवता नहीं होगी; सब कुछ बासी हो जाएगा... सुबह तुम प्यार करते हो, दोपहर तक तुम नफरत से भर जाते हो। तुम घाटी में चले गए हो; आप उस प्रारंभिक स्थिति में आ गए हैं जहां आप प्यार में पड़ने से पहले थे – अब आप फिर से व्यक्ति हैं।

- 5 To be an individual is also beautiful because it is freedom. To be in the valley is also beautiful because it is relaxation. To be in the dark valley is soothing, it helps you to regain balance. Then you are ready again to go to the peak; by the evening you are again in love. This is a process of coming apart, then coming together — and again and again. When you fall in love again after a hateful moment it is a new dawn. If there is no change, life is static. If you cannot move to the opposite everything will go stale and it will become boring...

एक व्यक्ति होना भी सुंदर है क्योंकि यह स्वतंत्रता है। घाटी में होना भी खूबसूरत है क्योंकि यह सुकून देता है। अंधेरी घाटी में रहना सुखदायक है, यह आपको संतुलन हासिल करने में मदद करता है। तब तुम फिर से शिखर पर जाने के लिए तैयार होते हो; शाम तक तुम फिर से प्यार में हो। यह अलग होने, फिर एक साथ आने की प्रक्रिया है – और बार-बार। जब आप एक घृणित क्षण के बाद फिर से प्यार में पड़ जाते हैं तो यह एक नया भोर होता है। यदि कोई परिवर्तन नहीं है, तो जीवन स्थिर है। यदि आप विपरीत दिशा में नहीं जा सकते तो सब कुछ बासी हो जाएगा और यह उबारू हो जाएगा...

- 6 A mystery school teaches how to live. Its whole science is the art of living. Naturally, it includes many things, because life is multi-dimensional. But you must understand the first step: being totally receptive, open. People are like closed houses — you cannot find even a single window open; no fresh breeze passes through those houses. Roses are standing outside but cannot release their fragrance into the house. The sun comes every day, knocks on the doors, and goes back; the doors are absolutely deaf. They are not available for fresh air, fresh rays, fresh perfumes, for anything.

एक मिस्ट्री स्कूल सिखाता है कि कैसे जीना है। इसका पूरा विज्ञान जीने की कला है। स्वाभाविक रूप से, इसमें कई चीजें शामिल हैं, क्योंकि जीवन बहुआयामी है। लेकिन आपको पहला कदम समझना होगा: पूरी तरह ग्रहणशील होना, खुला होना। लोग बंद घरों की तरह हैं — तुम एक भी खिड़की खुली नहीं पा सकते; उन घरों से कोई ताजी हवा नहीं गुजरती। गुलाब बाहर खड़े हैं लेकिन घर में अपनी खुशबू नहीं छोड़ सकते। सूरज हर दिन आता है, दरवाजा खटखटाता है, और वापस चला जाता है; दरवाजे बिल्कुल बहरे हैं। वे ताजी हवा, ताजी किरणों, ताजा इत्र, या किसी भी चीज के लिए उपलब्ध नहीं हैं।

- 7 Sportsmanship can be conceptualized as an enduring and relatively stable characteristic or disposition such that individuals differ in the way they are generally expected to behave in sports situations. In general, sportsmanship refers to virtues such as fairness, self-control, courage, and persistence, and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control if dealing with others, and respect for both authority and opponents. Sportsmanship is also looked at as being the way one reacts to a sport/player.

स्पोर्ट्समैनशिप की अवधारणा एक स्थायी और अपेक्षाकृत स्थिर विशेषता या स्वभाव के रूप में की जा सकती है, जैसे कि व्यक्ति खेल की स्थितियों में व्यवहार करने के तरीके में भिन्न होते हैं। सामान्य तौर पर, स्पोर्ट्समैनशिप निष्पक्षता, आत्म-नियंत्रण, साहस और दृढ़ता जैसे गुणों को संदर्भित करती है, और दूसरों के साथ व्यवहार करने और उचित व्यवहार करने की पारस्परिक अवधारणाओं से जुड़ी हुई है, दूसरों के साथ व्यवहार करते समय आत्म-नियंत्रण बनाए रखना, और अधिकार और दोनों के लिए सम्मान। विरोधि स्पोर्ट्समैनशिप को किसी खेल/खिलाड़ी के प्रति प्रतिक्रिया करने के तरीके के रूप में भी देखा जाता है।

- 8 It is important to remember that self-image is the most important possession of all human beings. It is the way we view and regard ourselves in our own eyes and in the eyes of others. As self-conscious beings, we are acutely aware of our image and constantly work towards protecting it from any damage. We also seek approval from others about our own self-image. We feel distraught if we sense that there is even a slight threat to our self-image because our character is the essence of our lives.

यह याद रखना महत्वपूर्ण है कि आत्म-छवि सभी मनुष्यों का सबसे महत्वपूर्ण अधिकार है। यह वह तरीका है जिससे हम खुद को अपनी नज़र में और दूसरों की नज़र में देखते हैं। आत्म-जागरूक

प्राणियों के रूप में, हम अपनी छवि के बारे में पूरी तरह जागरूक हैं और इसे किसी भी क्षति से बचाने के लिए लगातार काम करते हैं। हम अपनी स्वयं की छवि के बारे में दूसरों से अनुमोदन भी मांगते हैं। हम व्याकुल महसूस करते हैं यदि हमें लगता है कि हमारी स्वयं की छवि के लिए थोड़ा सा भी खतरा है क्योंकि हमारा चरित्र हमारे जीवन का सार है।

- 9 The Indian Army is the land-based branch and the largest component of the Indian Armed Forces. The President of India is the Supreme Commander of the Indian Army, and it is commanded by the Chief of Army Staff (COAS), who is a four-star general. Two officers have been conferred with the rank of field marshal, a five-star rank, which is a ceremonial position of great honour. The Indian Army originated from the armies of the East India Company, which eventually became the British Indian Army, and the armies of the princely states, which finally became the national army after independence. The units and regiments of the Indian Army have diverse histories.

भारतीय सेना भूमि आधारित शाखा है और भारतीय सशस्त्र बलों का सबसे बड़ा घटक है। भारत का राष्ट्रपति भारतीय सेना का सर्वोच्च कमांडर होता है, और इसकी कमान थल सेनाध्यक्ष (ब्लै) के पास होती है, जो एक चार सितारा जनरल होता है। दो अधिकारियों को फ़ील्ड मार्शल के पद से सम्मानित किया गया है, एक पांच सितारा रैंक, जो महान सम्मान की औपचारिक स्थिति है। भारतीय सेना की उत्पत्ति ईस्ट इंडिया कंपनी की सेनाओं से हुई, जो अंततः ब्रिटिश भारतीय सेना और रियासतों की सेनाएँ बन गईं, जो अंततः स्वतंत्रता के बाद राष्ट्रीय सेना बन गईं। भारतीय सेना की इकाइयों और रेजिमेंटों के विविध इतिहास हैं।

- 10 Short stories can be a good choice when learning a language because they are...short. It's like reading a whole book in a few pages. You have all the excitement of a story in a book, but you only have to read 5,000 or 10,000 words. So, you can quite quickly finish the story and feel that you have achieved something. Short stories are published in magazines, in books of short stories, and on the Internet.

भाषा सीखते समय लघुकथाएँ एक अच्छा विकल्प हो सकती हैं क्योंकि वे... संक्षिप्त होती हैं। यह कुछ पन्नों में पूरी किताब पढ़ने जैसा है। एक किताब में कहानी का सारा उत्साह आपके पास होता है, लेकिन आपको केवल 5,000 या 10,000 शब्दों को पढ़ना होता है। तो आप बहुत जल्दी कहानी खत्म कर सकते हैं और महसूस कर सकते हैं कि आपने कुछ हासिल कर लिया है। लघु कथाएँ पत्रिकाओं में, लघु कथाओं की पुस्तकों में और इंटरनेट पर प्रकाशित होती हैं।

## (b) Letter Writing Letters to Editors

(On Various Social, National and International Issues)

### Letter to Editor:

यह एक प्रकार का पत्र होता है जो समय-समय पर लोगों के द्वारा एक समाचार पत्र या पत्रिका के सम्पादक को अपने विभिन्न प्रकार के विचार, राय, शिकायत, सुझाव इत्यादि को व्यक्त करने के लिए लिखा जाता है।

एक सम्पादक को पत्र लिखने में निम्नलिखित बातों का ध्यान रखना चाहिये:

1. अपना नाम, पता, ई-मेल का पता, फोन नम्बर इत्यादि को सबसे ऊपर देना नहीं भूलें क्योंकि एक समाचार-पत्र सम्पादक को इनकी आवश्यकता होती है। वह इसकी पूरी तरह से जाँच पड़ताल करने के बाद ही किसी भी समाचार या वक्तव्य को अपने समाचार-पत्र में स्थान देगा।
2. यदि आप किसी पत्र या लेख का प्रत्युत्तर दे रहे हैं तो इसे सीधा ही कहें। अपने पत्र के मुख्य भाग में लेख का नाम पहले ही लिख दें।
3. अपनी बात को संक्षिप्त में कहने का प्रयत्न करें। अपने पत्र में सारपूर्ण व बुद्धिमत्तापूर्ण विचारों को ही व्यक्त करें।
4. एक पत्र में निम्नलिखित प्रारूप का अनुसरण करने का प्रयास करें -  
पहले पैरा में अपनी समस्या बतायें व उनके प्रतिरोध को संक्षिप्त रूप में लिखने का प्रयास करें।  
दूसरे पैरा में अपने दृष्टिकोण के सहायक के रूप में कुछ वाक्यों को लिखने का प्रयास करें।  
अंत में सारांश को जोरदार व बुद्धिमत्ता पूर्ण लाइन के साथ समाप्त करें।
5. अपने पत्र को दोबारा पढ़ लें क्योंकि एक पत्र-सम्पादक उन पत्रों की उपेक्षा कर देता है जिनमें व्याकरण सम्बंधी त्रुटियाँ पाई जाती हैं। यह पत्र सम्पादक के ऊपर एक बुरा प्रभाव छोड़ता है।
6. यह भी याद रखें कि एक प्रसिद्ध समाचार पत्र को बहुत संख्या में पत्र प्राप्त होते हैं, इसलिए अपने पत्र का स्तर बनाये रखना चाहिये। यदि आप अपने पत्र को छपवाना ही चाहते हैं तो आरम्भ में आप छोटे समाचार पत्रों में प्रयास कर सकते हैं।
7. यदि आप अपना नाम नहीं छपवाना चाहते हैं तो इसे स्पष्ट रूप से लिख दें। आप ऐसे किसी निर्देश या प्रार्थना को अलग पैरों में लिख सकते हैं। जैसे -  
“Please note: I do not want my full name to be published with this letter.”
8. चूँकि आपके पत्र को सम्पादित किया जायेगा। अतः लम्बी बहस में अपने विषय को डुबोने का प्रयास न करके सीधे ही अपने मूल बिन्दु पर आ जाना चाहिये। किसी को आघात पहुँचाने वाली भाषा का प्रयोग नहीं करें। जरूरत से ज्यादा भावुक होने की कोशिश भी न करें।

नीचे एक कम्पनी द्वारा एक समाचार सम्पादक को लिखे गये पत्र का नमूना दिया जा रहा है जिसमें कम्पनी से संबंधित छपी एक खबर का खण्डन दिया जा रहा है -

Company Name or Letterhead

Address

City State, Pin

Date

Addressee Address

City State Pin



Dear Sir

In your March 1st issue of Daily News, you stated that our organization had been losing money ever since we launched our new product, Mixus, and we were on the brink of bankruptcy. The truth of the matter is that we have shown a profit in six out of the past eight quarters. In no way has Mixus been our downfall, as you imply. Our revenue for this product has been just slightly under our projections during this period of product introduction to our customers. As you are aware, such implications of impending bankruptcy directly affect our relationship with suppliers and distributors. We insist you immediately print a statement that corrects this misinformation.

Yours faithfully

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### Guidelines and Alternate Phrases:

अपनी स्थिति से अवगत कराइये - किसी मामले पर सहमति या असहमति या समाचार में किसी त्रुटि को दर्शाइये।

I wholeheartedly agree with your position on.....

I, too, become disturbed by the report that says.....

Your editorial statement on.....is extremely premature.

I disagree most definitely with...

In an August 6 article entitled "Candid Shots," you printed very dated statistics on our company with regard to.....

किसी त्रुटि की स्थिति में सही सूचना प्रदान कीजिये। यदि आप किसी मामले में बिल्कुल भिन्न विचार को प्रकट करने की सोच रहे हैं तो अपना कारण बताइये तथा यदि कोई आँकड़े हैं तो उनका स्रोत बताइये।

Request a retraction, if necessary, for erroneous information.

We demand a retraction in your next issue.

In an upcoming issue, please give the correct source of published statistics and explain the conditions under which the survey was done.

We expect an immediate decision about retracting your claim.

In the next issue of your journal, we ask you to include our company among the other vendors listed as offering this service.

We demand you correct this impression immediately with a statement to the effect that.....

यदि आप किसी समाचार से सहमत हैं तो समाचार सम्पादक को उनके प्रयास के लिए धन्यवाद दीजिये।

Thank you for your vitally important contributions on the issue.

We appreciate your service to the community.

We appreciate seeing such thought-provoking opinions carried in your paper.

Your efforts may save a life. Thank you.

We appreciate you for using your media spotlight so responsibly.

Thank you for your concern as evidenced by your article on this disturbing trend.

Thank you for putting the safety of the community above all.

Thank you for expressing the issues so subtly and poignantly.

You have done us all a great service today with this editorial.

You have treated the situation responsibly and with sensitivity. We commend you.

यहाँ पर आपकी सुविधा के लिए कुछ पत्र दिये जा रहे हैं जिनको देखकर अन्य पत्र लिखने का भी अभ्यास कर कर सकते हैं।

### Examples of Letters to Editors

Q. 1: Write a letter to the editor of a newspaper about the frequent breakdown of the water supply in your locality.

Ans:

Radha Nagar, Ajmer

May 20, 2021

The Editor

The Dainik Bhaskar, Jaipur

Subject: Frequent breakdown of the water supply

Sir

We shall be highly obliged if you kindly publish in your esteemed journal our complaint against the Municipal Committee about the frequent breakdown of the water supply in our locality. In spite of several complaints and reminders, there has been no improvement in the water supply system. It is the same as it was in the beginning. Water is supplied for only a few hours and the time of supply is not fixed. The supply stops at any time. The amount is so small that it is hardly sufficient for drinking purposes. We hope that the Municipal Committee will immediately improve the water supply in this locality.

Yours faithfully

Hari Prasad

(Word - meanings: esteemed – प्रतिष्ठित, frequent – बार – बार, breakdown – व्यवधान, reminders – स्मरणपत्र)

Q. 2: We can read the news about atrocities against women everywhere. Write a letter to the editor of the Hindustan Times expressing your views. You are Sharad Chand from Jhalawar.

Ans.:

2-A-9 Housing Board Colony, Jhalawar

19 March 2021

The Editor

Hindustan Times, Jhalawar

Subject: Atrocities committed against women

Dear Sir

We all are pained to read news about atrocities committed against women. Have we lost our respect for womenfolk? It is all the more distressful to see these events occurring everywhere. Is this an indication of no freedom or independence for women as is available for others? Equality in terms of gender is provided by the Indian Constitution. These events could harm the development of Indian society. The law keepers need to be more sensitive about their social responsibilities. The doors of such wicked actions must be punished severely. Let us work towards a peaceful and progressive society, so that, men and women can live in equality.

Thanking you

Yours faithfully

Sharad Chand

(Word-meanings: atrocity – अत्याचार, distressful – परेशान करने वाला, indication – संकेत, constitution – संविधान, progressive- प्रगतिशील)

Q. 3: Write a letter to the Editor of the Nav Bharat Times on the reckless driving of minibuses in Jaipur.

Ans:

215 Mansarovar, Jaipur

16 March, 2021

The Editor  
Nav Bharat Times, Jaipur

Subject: Reckless driving of minibuses

Dear Sir

It is high time that proper steps should be taken to put a stop to the reckless driving of mini-buses on the busiest and thickly populated roads. Yesterday, an old man had a narrow escape from being run over by a minibus. Such reckless driving causes fatal accidents when someone tries to cross the roads. It is often noted that the police take no notice of offenders, so minibus accidents occur almost daily. The traffic police should be strict in enforcing the rules and regulations for them.

Yours faithfully

Amit Lohar

(Word-meanings: reckless – अन्धाधुंध, thickly – घने, had a narrow escape – बाल-बाल बचे, fatal – घातक, run over – कुचलना, offenders – अपराधी, occur – होना, strict – कठोर, enforcing= लागू करना)

Q. 4: Recently you have read the news on “Ban on the use of plastic bags in Rajasthan”. Write a letter to the editor of the Rajasthan Patrika to publish your views. Imagine that you are Kavita from Jaipur.

Ans:

19 Anand Vihar  
Mansarovar, Jaipur

21 August 2021

The Editor  
Rajasthan Patrika, Jaipur

Subject: Ban on the use of plastic bags

Dear Sir

I am very pleased to read the news that recently Rajasthan State Government has banned plastic bag manufacturing, storing & distributing Companies. Along with it, whoever is indulging in the production and use of polythene bags, will be penalized for 30,000/- and 6 months of imprisonment. It will be very helpful in keeping the environment clean. The biggest problem with the plastic bags which are used for the packing of milk, oil, salt, etc. is that they are dirtying the environment, and the second, plastic is not biodegradable. When thrown, it chokes the drainages; when burnt, it emits poisonous gases. Thus, the ban on plastic will be helpful in protecting our environment in many ways. I think that it should be banned throughout the country by the Indian Government.

Yours faithfully

Kavita

(Word-meanings: indulge – लिप्त होना, discourage – हतोत्साहितकारना, biodegradable – पर्यावरण को बचाने वाले, emit – उत्सर्जित करना)

Q. 5: Your residential area is facing sanitation problem as well as bad roads and drainage problems. Write a letter to the Editor of a local newspaper complaining about it. You are Varun/Rita.

Ans:

4 Shivaji Colony, Jaisalmer

6 August 20–

The Editor  
Rajasthan Patrika, Jaisalmer

Subject: Regarding sanitation, bad roads and drainage problems

Dear Sir

Through the columns of your esteemed newspaper, I want to draw the attention of the Municipal Authorities of Jaisalmer regarding sanitation, bad roads and drainage problems of our residential area. Roads in our residential area are very dirty. The sweepers do not clean the roads regularly. The drainage system is quite defective. Dirty water flows on the road. There are heaps of dirt everywhere. Due to many potholes (pits) on the road, it is full of dirty water. Many residents of this area are suffering from a number of diseases. This is a great problem for school going children who pass on this road. They cannot ride their bikes and bicycle safely. Will the authorities concerned do something to improve the sanitation as well as bad roads and resolve drainage problems?

Yours faithfully

Varun

(Word-meanings: esteemed – प्रतिष्ठित, sanitation – साफ-सफाई, drainage – पानी आदि की निकासी की प्रणाली, resolve – हल करना)

Q. 6: Imagine that you are Prachi Mehta from Rajgarh. Write a letter to the Editor of 'The India Today' expressing your resentment on the attack on your privacy by mobile companies.

Ans:

R.K. Puram, Rajgarh

26 January 20–

The Editor  
India Today, Delhi

Subject: Regarding the attack on privacy by mobile companies

Dear Sir

Our privacy is indeed at risk due to the aggressive telemarketing fostered and supported by mobile service providers. I cannot understand why mobile companies ask for 90 days to activate a DND (Do Not Disturb) when a SIM is activated within three days of purchase. I have a Reliance mobile connection. I activated DNC (Do Not Call) this December. I was free from unwanted calls just for a month. After that, the whole barrage of calls and messages began again. Now, I have to apply afresh. It will take 90 days to be activated again. I think that the spam SMS senders should be penalised. Only then we might see a stop to this menace.

Yours faithfully

Prachi Mehta

(Word-meanings: aggressive – आक्रामक, fostered – संवर्धित, barrage – बौछार, spam – अवांछित, telemarketing – टेलीफोन के माध्यम से विज्ञापन, the menace – कष्टप्रद वस्तु, penalise – दण्डित करना)

Q. 7: Imagine that you are Ravi Verma from Jaipur. Write a letter to the Editor of Dainik Nav Jyoti on keeping Jaipur clean.

Ans:

25 Jamaica Nagar, Jaipur

24 March 2021

The Editor  
Dainik Nav Jyoti, Jaipur

Subject: Keep City clean

Dear Sir

I have been reading so much in the newspapers about keeping Jaipur clean, but I have just one question to ask. Where are the dustbins? A busy place like- Sindhi Camp bus stand has no proper dustbins. There are no dustbins on the roads. Major roads like – MI Road and other such busy roads have no dustbins. It is the time for the Jaipur authorities to do something in this matter. I am sure that Jaipur means will use dustbins if they are easily accessible. We should be practical and realistic when we talk about a clean Jaipur. So, now it is wake up time when we get together to keep our city neat and clean.

Yours faithfully

Ravi Verma

(Word-meanings: accessible – पहुंच के योग्य, absolutely – पूरी तरह, realistic – यथार्थवादी)

Q. 8: Imagine that you are Pooja Sharma from Jhalawar. You have seen a photograph of some bikers on the front page of Dainik Sawera with three riders on each and splashing water filled on the road due to heavy rain. Write a letter to the Editor expressing your objection on such pictures being published.

Ans:

23 Indra Vihar Colony  
Opposite Govt Hospital, Jhalawar

14 December 2021

The Editor  
Dainik Sawera, Jaipur

Subject: Expressing objection on indecent pictures

Dear Sir

I absolutely disagree with the picture published on the front page of your leading newspaper. Though it is good to have good rain my objection is regarding the photograph. It showed some bikers driving very fast on the road filled with water. They were splashing water on the pedestrians. There were three riders on each bike. This is an open violation of traffic rules. Again, they were not wearing helmets. It is also a violation. It is wrong to splash water on pedestrians. A leading newspaper like yours should not publish such pictures.

Yours faithfully  
Pooja Sharma

(Word-meanings: splashing—उड़ाना, उछालना, pedestrians—पैदल चलने वाले लोग, violation—उल्लंघन)

Q. 9: Write a letter to the Editor of Nav Jyoti regarding the nuisance of stray cattle on the roads.

Ans:

155 Krishna Nagar, Kota

12 January 20—

The Editor  
Nav Jyoti, Kota

Subject: The nuisance of stray cattle on the roads

Dear Sir

Through the columns of your esteemed newspaper, I want to draw the attention of the Municipal Authorities of Kota to the nuisance of stray cattle on the roads. Many people rear cattle but they let them stray onto the roads during day time. Apart from being unhygienic, many times cattle squat on the pavements and sometimes even in the middle of the roads. This causes a hazard to the public. It is hoped that the Municipal Authorities would take immediate steps to do away with this nuisance.

Yours faithfully  
Nimita Jain

(Word-meanings: esteemed – सम्मानित, a nuisance – बड़ी परेशानी, stray – आवारा, rear – पालना, squat – बैठना, pavements – फुटपाथ, hazard – खतरा, unhygienic – अस्वास्थ्य कर, do away with this nuisance – इस परेशानी से छुटकारा पाना)

Q. 10: Imagine that you are Ved Prakash from Ajmer. Write a letter to the Editor of 'Jan Jagaran' expressing your suggestion on expensive marriage ceremonies.

Ans:

306 Alwar Gate, Ajmer

26 February 20–

The Editor  
Jan Jagran, Jaipur

Subject: Views on expensive marriage ceremonies

Dear Sir

The marriage ceremony is an important ceremony, but today it is becoming very expensive. Parents spend their income on hard labour and savings of years on band, light-decoration, tent etc in a few hours. If they give this money to their son or daughter, their future life will be much better. The question is "Does a person from society go to ask the poor whether he has taken food or not?" Nobody comes for help. Then why there is such ostentation in society?

Yours faithfully

Ved Prakash

(Word-meanings: ostentation – आडम्बर, तड़क – भड़क)

## (a) Letter Writing Official Letters

(For making enquiries, registering complaints, asking for and giving information etc.)

### Official Letters

ध्यान दें - Official Letters संक्षिप्त तथा विनम भाषा में लिखे जाते हैं। इन पत्रों के विषय में निम्नलिखित बातों पर ध्यान दें:

1. Official Letters में अनौपचारिक पत्र की ही भाँति ऊपर बाँयी ओर पत्र लिखने वाले का पता व उसके नीचे तारीख लिखते हैं।
2. इसके पश्चात् बायीं ओर ही प्राप्त करने वाले को पद तथा पता लिखा जाता है।
3. पत्र लिखने का उद्देश्य क्या है? इसलिए Subject भी इसी क्रम में आगे लिखते हैं।
4. इसके पश्चात् अभिवादन का शब्द Sir यो Madam लिखा जाता है।
5. फिर Official Letters की मुख्य बातें (Main body) लिखी जाती हैं।
6. अंत में, बायीं ओर ही प्रधानाचार्य, कक्षाध्यापक आदि को सम्बोधित प्रार्थना-पत्रों में Yours obediently से तथा अन्य अधिकारियों को सम्बोधित पत्रों में Yours faithfully से सम्बोधित किया जाता है।
7. इसके नीचे लिखने वाले के हस्ताक्षर किये जाते हैं व नाम लिखा जाता है। प्रारम्भिक अभिवादन और प्रार्थना-पत्र के प्रारंभिक वे अन्तिम भाग के प्रचलित तरीके निम्नांकित हैं -

Persons	Salutation (प्रारम्भिक अभिवादन)	Subscription (पत्र-समाप्ति)
(a) To Teachers:	Sir or Madam	Yours obediently
(b) To Officers:	Sir or Madam	Yours faithfully

Official Letters का आदर्श प्रारूप

Address.....
Date.....
The Principal/Head teacher/Manager
.....
<b>Subject :</b>
Sir/Madam
.....
Body of Letter
.....
Yours obediently/faithfully
.....



### (i) Making Enquiries

Q. 1: You are Prem Mohan residing at 12, Naya Bazar, Ajmer. Write a letter to the Postmaster inquiring about a money order which you sent but it has not been received by your brother.

Ans:

12 Naya Bazar, Ajmer

15 November 2021

The Postmaster  
The City Post Office, Ajmer

Subject: Missing money order

Sir

I sent a money order of 1000/- to my younger brother Radha Mohan Sharma, 127- Adarsh Nagar, Jaipur on 15 October 20—. A month has passed but the money order has not been yet received.

So, I request you to look into the matter and do the needful immediately.

Thanking you

Yours faithfully

Prem Mohan

[Word-meanings: destination = गन्तव्य, received = प्राप्त किया]

### (ii) Registering Complaints

Q. 2: Imagine that you are Raghunandan Pathak from Bikaner. Write a letter to the Subdivisional Officer, B.S.N.L., Bikaner, regarding frequent telephone-disorders in your locality.

Ans:

27, Kote Gate, Bikaner

18 March 20—

The Sub-Divisional Officer  
B.S.N.L., Bikaner

Subject: Frequent telephone disorder

Sir

I would like to bring to your kind notice that the telephones in our locality are generally lying dead. This causes much inconvenience to the residents of this area. Broad-band users have to suffer a lot. Many times, the complaints are attended to but the repair of faults is temporary.

I hope you would take steps to redress our grievances.

Thanking you

Yours faithfully

Raghunandan Pathak

[Word-meanings: locality= बस्ती, मुहल्ला, residents= निवासी, are lying dead= खराब पड़े रहते हैं, inconvenience= असुविधा, grievances= शिकायतों, disorder= खराबी, redress= सुधारना]

Q. 3: Write a letter of complaint to the Additional District Magistrate (Civil Supplies) of your district about the scarcity of sugar and kerosene oil at the fair price shop.

Ans:

27 Krishna Nagar, Dausa

11 March 2021

The Additional District Magistrate (Civil Supplies)

Subject: Scarcity of sugar and kerosene oil at the fair price shop.

Sir

I would like to bring to your kind notice that the working of the dealer of the fair price shop of our locality is very unsatisfactory. Generally, it is said that the main articles like sugar and kerosene oil are out of stock. The residents of the locality have lodged complaints against the dealer but nothing has happened yet.

You are, therefore, requested to take effective steps to remove our difficulties.

With thanks

Yours faithfully

Lal Gautam

[Word-meanings: scarcity= कमी, fair price shop= उचित मूल्य की दूकान, unsatisfactory= असन्तोषजनक, generally= साधारणतया, kerosene oil= मिट्टी का तेल, out of stock= माल न होना, lodged = दर्ज कराई, effective steps = प्रभावशाली कदम]

Q. 4: Write a letter to the Collector of your district complaining about the irregular supply of electricity in your town.

Ans:

The District Collector, Banswara

20 January 2021

Subject: Irregular Supply of Electricity

Sir

I want to bring to your kind notice towards the plight of the citizens of Banswara city in general and students in particular. From the last two months, there has been an irregular supply of electricity. The electrical engineer says that excessive load is the main cause of irregular supply of electricity. This irregular supply of electricity disrupts the studies of the students. The housewives complain that none of their kitchen appliances functions properly.

I humbly request you to find a solution to this pressing problem of Banswara city.

Thanking you

Yours faithfully

Satish Gupta

[Word-meanings: plight= दुर्दशा, disrupts= बाधा डालती है]

Q. 5: Imagine that you are Harish, living in the hostel of your school in Kota. Write an official letter to the Collector of your district complaining against the use of loudspeakers during examination days.

Ans:

Narayan Hostel  
Kotdi Road, Kota

15 February 2021

The District Collector,  
Kota

Subject: To ban the use of loudspeakers

Dear Sir

I am a student of the senior secondary class. I want to bring to your kind notice that it is our exam time. The students cannot concentrate on their studies because some people in my locality use loudspeakers since morning till late at night. We can neither study nor sleep well due to the unbearable volume of sound.

I hope the district administration will impose a total ban on the use of loudspeakers till the end of our examination.

Please look into the matter and do the needful.

Thanks

Yours faithfully

Harish

[Word-meanings: concentrate = ध्यान केन्द्रित करना, loudspeaker = ध्वनि विस्तारिक यन्त्र, unbearable = असहनीय, administration = प्रशासन, impose a total ban = पूर्ण प्रतिबंध लगाना]

Q. 6: You are Deepti Shah / Deepak Shah of Station Road, Alwar. Write a letter to the Municipal Commissioner of Alwar complaining about the poor condition of roads in Alwar and asking for their improvement.

Ans:

12 Station Road, Alwar

7 November 20–

The Municipal Commissioner

Subject: The poor condition of roads

Dear Sir

It is a matter of regret that in today's era of Air Bus and Air Taxi, our area is even devoid of well-built roads. The roads are full of pits. These pits are not visible. There is a great problem for school going children who cannot manage to ride their bicycles safely through such streets. The rainy season worsens the situation by causing water logging of these pits. The waterlogged places become a breeding hub of mosquitoes which invites malaria, dengue, etc. Despite the numerous efforts of the people living here, nothing fruitful has emerged.

I hope you will look into the matter at the earliest and do something constructive about it.

Yours faithfully

Deepti Shah

[Word-meanings : era = समय (युग), waterlogged places = पानी भरे स्थान, debarred = वंचित, hub = केन्द्र, worsens = अधिक खराब करना, pits = गड्डे, breeding = प्रजनन, constructive = रचनात्मक]

Q. 7: Write a letter of complaint to the Station House Officer, Police Station, Bhilwara about the increasing incidents of chain snatching and eve-teasing and request him to take strict measures to curb the menace. You are Shruti of Swaroop Nagar, Bhilwara.

Ans:

120/B Swaroop Nagar, Bhilwara

15 October 2021

The Station House Officer  
Police Station, Bhilwara

Subject: Frequent chain snatching and eve-teasing

Dear Sir

Our region has been under a continuous grip of chain snatchers and eve teasers. Three incidents in the last two months took place where miscreants came on the bikes and snatched a chain of an old woman going by a rickshaw, another case was with a working lady entering her office and the third case was of a college girl. Every time the complaint was registered but the snatchers are still out of the bars.

On the other hand, the incidents of eve-teasing have suddenly increased as nowadays groups of teasers can be frequently spotted at the road corners, bus-stops, girls' colleges. All this is very scary for the girls. This can only be curbed by strict action. I request you to pay attention to our problem and resolve it.

Yours faithfully

Shruti

[Word-meanings: snatchers = छीनने वाले, grip = पकड़, miscreants = गैर सामाजिक तत्व, vulgar = भद्दे, scary= डरावना, curb = नियंत्रण रखना, eve-teasing= छेड़छाड़ करना, out of the bars= पकड़ से दूर, block= रोकना, बंद करना, resolve = हवा निकालना, menace = खतम]

Q.8: As Shailabh / Surbhi of Avas Vikas Colony, Churu writes a complaint letter to the CMO of Distt Churu about the dissatisfactory condition and working of the City Hospital.

Ans:

4, Avas Vikas Colony, Churu

20 October 2021

Chief Medical  
Officer District Hospital Churu

Subject: The dissatisfactory situation of the City Hospital

Dear Sir

The City Hospital has always been a blessing to the citizens of the city. It has played an excellent role in the health services for the welfare of the people. But for some time, doctors are not available on time. Patients return hopelessly, emergencies go unattended, the X-ray machine is lying dead. The rich can go to the private hospitals but what to say about the poor who cannot afford these facilities.

The situation seeks your personal attention and appropriate action.

Yours faithfully

Shailabh/Surbhi

[Word-meanings: blessing= आशीर्वाद, वरदान, excellent= बहुत अच्छा, welfare = भलाई, hopelessly= निराशापूर्वक, unattended= बिना देखभाल के, lying dead= खराब पड़ी, afford= खर्च वहन करना, seek= अनुरोध करना]

Q. 9: Your school building is in a very miserable condition. Heavy rains have caused severe damage to it. Write a letter to the Collector of your district to take necessary action to get it repaired as early as possible.

Ans:

Govt Higher Secondary School  
Sikar

30 August 2021

The Collector District – Sikar

Subject: Complaining against the miserable condition of the school building

Dear Sir

Respectfully, I want to bring to your kind attention that the condition of our school building is miserable. It is an old structure. It has already been in bad condition. The plaster of walls has come off. It drips when it rains. The floors of the rooms have ditches. The heavy rain of this season has caused much more severe damage to the building. It is humbly requested that you look into the matter and sanction a fund for the necessary repairing of the building as per the allowed grant.

Thanks

Yours faithfully

Anupam  
(Monitor-12 A)

[word-meanings: miserable= दयनीय, drips = टपकना, ditches = गड्ढे, severe = अत्यधिक, sanction = स्वीकृत करना, fund = राशि, grant = अनुदान]

Q. 10: Write a letter to the principal of your school complaining about the bad behaviour of the librarian of your school.

Ans:

Shivalik Hostel  
Govt Senior Secondary School, Sikar

August 19, 2021

The Principal  
Govt Senior Secondary School Sikar

Sir

I want to bring to your kind notice that the behaviour of our librarian, Mr Radha Raman is not good towards the students. Whenever we go to the library for any work, he behaves badly. Neither he listens to our problems nor he responds to our queries satisfactorily. If we ask him for anything, he starts shouting at us. He is very lazy in maintaining records. He does not keep books in order. I request you to look into the matter and do the needful.

Thanking you  
Yours obediently  
Vipin Goyal  
(Monitor-XII B)

## (a) Letter Writing Business Letters

(For making enquiries, registering complaints, asking for and giving information, placing orders and sending replies.)

### Letter-Writing

Letter-writing (पत्र-लेखन) भाव-अभिव्यक्ति (expression) की एक महत्त्वपूर्ण कला है। यह अपने विचारों व भावनाओं को प्रकट करने का उत्तम माध्यम है। सामान्यतया एक अच्छे पत्र में निम्नलिखित बातों का होना अति आवश्यक है:

1. पत्र का उद्देश्य मस्तिष्क में स्पष्ट होना चाहिए।
2. पत्र में सरल भाषा का प्रयोग करना चाहिए।
3. सभी बिन्दुओं को एक ही अनुच्छेद (paragraph) में नहीं लिखना चाहिए। पत्र के सभी बिन्दुओं पर व्यवस्थित तथा स्पष्ट ढंग से प्रकाश डालना चाहिए। अलग-अलग बिन्दुओं के लिए अलग-अलग अनुच्छेदों का प्रयोग करना चाहिए।
4. सुलेख का ध्यान रखना अति आवश्यक है। सुन्दर लेखन का पत्र के प्राप्तकर्ता पर बहुत अच्छा प्रभाव पड़ता है।

### Business Letters

(For making enquiries, registering complaints, asking for and giving information, placing orders and sending replies)

व्यापारिक पत्रों के अन्तर्गत उन सभी पत्रों को सम्मिलित किया जाता है जो एक ग्राहक द्वारा एक व्यापारी या व्यावसायिक संस्थान को, एक व्यापारी द्वारा या एक व्यावसायिक संस्थान द्वारा दूसरे व्यापारी, व्यावसायिक संस्थान अथवा किसी ग्राहक को लिखे जाते हैं।

एक अच्छे व्यापारिक पत्र में निम्नलिखित गुण होने चाहिये।

1. व्यापारिक पत्र पूर्णतः स्पष्ट होना चाहिये। जो भी बात कही जाये वह इतनी स्पष्ट होनी चाहिये कि पत्र पाने वाला एक बार पढ़कर भली-भाँति समझ सके, ताकि अनावश्यक समय नष्ट न हो।
2. पत्र संक्षिप्त होना चाहिये।
3. पत्र लिखने वाली फर्म का नाम व पता पत्र में बायीं ओर लिखकर उसके नीचे, पत्र लिखने की तारीख लिखनी चाहिए।
4. जिस फर्म को पत्र लिखा जाता है, उसका पता पत्र में बायीं ओर लिखा जाता है।
5. यदि किसी व्यक्ति को पत्र लिखा जा रहा है तो उसके नाम से पूर्व Mr/Shri लिखा जाता है। यदि किसी फर्म को पत्र लिखा जा रहा हो तो उसके पूर्व Messers या M/s लिखते हैं।
6. अभिवादन के नीचे वाली लाइन से पत्र का प्रारम्भ निम्न प्रकार से होता है।

We are pleased to receive your letter No.....dated.....

Thanks, for your letter No..... dated.....

With reference to your letter No..... dated.....

Please refer to your letter No..... dated ...

I shall be much obliged if you send me...

Please despatch as early as possible.....

7. पत्र समाप्त होने के पश्चात् दूसरी लाइन में बायीं ओर प्रायः Yours faithfully लिखा जाता है।
8. इसके पश्चात् भेजने वाले के हस्ताक्षर होते हैं। यदि पत्र किसी फर्म के द्वारा लिखा जाता है तो उसका स्वामी उस पर हस्ताक्षर नहीं करता है। यह कार्य किसी अन्य के द्वारा किया जाता है। अतः ऐसी स्थिति में फर्म के नाम के पूर्व For शब्द लिखा जाता है, उसके नीचे हस्ताक्षर किये जाते हैं। नीचे हस्ताक्षरकर्ता का पद लिखा जाता है।
9. जो वस्तु मँगवाई जा रही है उसका आवश्यक विवरण तथा संख्या अवश्य ही लिखें ताकि कोई भ्रम पैदा ना हो।
10. आपके द्वारा भुगतान किस माध्यम से किया जायेगा, यह भी अवश्य लिखें। 47991-Cheque, Draft, Money Transfer (RTGS/NEFT), etc.
- 11.

पत्र जिसको लिखा जा रहा है।	Address	Salutation	Subscription
(i) एक व्यापारी को	Mr/Shri Mr R. K. Sharma 7-M.G. Road, Jaipur	Dear Sir	Yours faithfully
(ii) एक फर्म को	M/s Nirmala Sports Home Mount Road, Chennai	Dear Sirs	Yours faithfully

### Business Letters Format

<b>Sender's Address</b> _____ _____ <b>Date :</b> _____ <b>Reference No. (if any)</b> _____ <b>Designation / Name &amp; Address of the Recipient</b> _____ _____ <b>Subject</b> _____ <b>The Salutation</b> _____ <b>The matter of the letter (divided into paragraphs)</b> _____ _____ _____
<b>The Subscription (closing phrase)</b> _____ <b>Business Firm's Name</b> _____ <b>Designation of the Sender</b> _____ <b>Enclosures (if any)</b> 1. _____ 2. _____ 3. _____ <b>Copies to be sent (if any)</b> _____ <b>Post script (if any)</b> _____

**(i) Making Enquiries**

Q.1: As the proprietor of Kitty Garment Showroom, write a letter to M/s Amba & Brothers inquiring about the range of children's wear and variety they provide. Invent all the necessary details.

Ans:

Kitty Garment Showroom,  
Mohan Nagar, Sriganaganagar

14th November 2021

The Manager  
M/s Amba and Brothers  
Nai Sarak, New Delhi

Subject: Information about the Children's wear

Sir

We have opened a new showroom for children's wear and are aware of the glory of your esteemed name. We also want to associate with you and flourish in the field. Thus, provide us with the details of your range and variety in the mentioned category. Also, favour us by enlightening us on the following:

Discounts you offer on a new business relation

- Usual concessions
- Mode of payment and transport
- Transport and delivery charges
- Provision of the unsold wear and nature of the seasonal wear
- Any specific information you want to convey to us

Looking forward to a positive response.

Yours faithfully

Raja Chaudhary  
(Proprietor)

[Word-meanings: range = एक ही प्रकार की विभिन्न वस्तुएँ, mentioned= वर्णित, favour= अनुग्रह करना, enlightening= अपेक्षित जानकारी देना, provision = भविष्य की स्थितियों से निपटने की तैयारी]

Q.2: You are Naina of Bhilwara. Write a letter to the Manager, Shagun Garden, Jodhpur to find out the rates for conducting the wedding reception of your sister on the lawns, enquiring about the catering cost per head, service and decoration charges and advance to be paid. (Business letter)

Ans:

9 B.R.C. Vyas Nagar  
Ajmer Road, Bhilwara

22 August 2021

The Manager  
Shagun Garden, Jodhpur

Subject: Rates for conducting the wedding reception



Dear Sir

We want to conduct our sister's wedding reception on the lawns of your garden on the evening of 23 September 20—. There will be around two hundred guests including children. We may also need four rooms. You have to arrange for the decoration, catering and service for the wedding.

Kindly furnish the following details regarding the function:

1. The catering cost per head
2. Service charges
3. Decoration charges
4. Room charges
5. Amount of advance money to be paid.
6. Any other relevant information

Kindly reply at the earliest.

Thanking you

Yours faithfully

Naina

[Word-Meanings: wedding reception= शादी स्वागत समारोह, decoration= सजावट]

Q.3: You are Sameer, the Tour Incharge of Senior Secondary School, Ajmer. You are planning to organize a tour to a place of historical importance during the summer break. Write a letter to the National Travel Agency, Ajmer enquiring about the charges, facilities and all other necessary details. (Business letter)

Ans:

Pratap Senior Secondary School  
Ajmer

20 May 2021

The Manager  
The National Travel Agency, Ajmer

Subject: Enquiry about the charges and facilities of a tour

Dear Sir

Pratap Senior Secondary School, Ajmer is planning a three-day tour to a place of historical importance during the summer break. The students of class XI and XII are planning to visit Delhi. There are 180 students in all. Six teachers and three peons will also accompany us.

Kindly, furnish the following details regarding the charges and facilities you provide:

1. How will you accommodate us?
2. Number of rooms and their total charges
3. Arrangement of breakfast, lunch and dinner and the charges per head
4. Arrangement of four luxury buses and their charges

Yours faithfully

Sameer

(Tour Incharge)

[Word-meaning: accommodate= ठहरने की व्यवस्था करना]

Q. 4: You are Mohan/Mohini of Class XII. You are responsible for conducting a farewell party. Write a letter to the Manager, Ashoka Hotel, Sindhi Camp, Jaipur to make an enquiry about the rates to use their hall for the party. You study in Jawahar Sr. Sec. School, Chaura Rasta, Jaipur.

Ans:

Jawahar Sr. Sec. School  
Chaura Rasta, Jaipur

02 February 2021

The Manager  
Ashoka Hotel  
Sindhi Camp, Jaipur

Subject: Enquiry about charges of the hall for conducting a farewell party

Sir

Our school wishes to organize a farewell party in your hall (party). There are 156 students altogether for this purpose. We will have the party on 11 February 20– from 4 p.m. to 7 p.m. I would like to request you to send me the necessary details like – charges, advance required and confirmation regarding booking.

Thanking you

Yours faithfully  
Mohan / Mohini

Q. 5: Write a letter asking for the settlement of an overdue account. This letter will be sent from wholesaler to retailer. (Business letter)

Ans:

Radha Prakashan  
New Block, Jodhpur

15 August 2021

M/s Narayan Book Depot  
13 Mohini, Banswara

Subject: Overdue account settlement

Dear Sir

You have not paid attention to our bill for 5,00,000 which had been pending since long. We have sent three reminders earlier but no reply has come from your side. We request you to settle this account without further delay. Your failure in settling account will compel us to take legal steps to recover the due amount. We hope you will do the needful.

Yours faithfully

For Radha Prakashan  
Neetesh Agrawal  
(Manager)

[Word-meanings: settlement= समाधान, overdue= बकाया]

## (ii) Registering Complaints

Q.6: You took delivery of six cases of crockery from Kota. Out of six cases, one case was delivered to you broken and the contents were found damaged. Write a letter to the Claims Superintendent, West-Central Railway, Jabalpur about the loss and request him to accept your claim.

Ans:

14/A Lal Darwaza, Kota

February 22, 2021

The Claims Superintendent  
West-Central Railway, Jabalpur

Dear Sir

We received six cases containing crockery despatched to us by Bawa Glass Factory, Delhi on February 15, 20– against R/R No. 720307. One of the six cases was broken and the contents were found to have been severely damaged. The invoice value of this case is 1500/- (One thousand five hundred only). We are enclosing the invoice in the original. We hope that our claim will be admitted and an early payment will be arranged to oblige us.

Hoping to hear favourably from you soon.

Yours faithfully

For Rana Crockery  
Ram Mohan  
(Manager)

Q.7: Write a letter of complaint to a defective watch company about the watch received from them.

Ans:

18, Katra Mahesh Das, Deeg

September 10, 2021

The Niren Watch Company  
149 Banerjee Road, Kolkata

Subject: A complaint regarding a defective watch

Dear Sir

I am sorry to state that the watch sent by you last month by V.P.P. is not working properly. It stops very often. The parcel was received intact. Hence, I think there is some mechanical defect in the watch. I am sending the watch, invoice and guarantee-card back to you and I request you to replace it by another thoroughly checked watch.

Yours faithfully

Prakash Gupta

Q.8: You are Anoop living at 7, Adarsh Nagar, Churu. You purchased a washing machine from a dealer. Write a letter for its replacement.

Ans:

7 Adarsh Nagar, Churu

13 October 2021

M/s Tulip Appliances

M.G. Road, Jaipur

Subject: Complaint regarding the defective washing machine

Dear Sir

I bought a washing machine from your showroom with a warranty of 2 years. But only 8 months have passed by and it has started troubling me. For a month its dryer has not been functioning properly while the system creates a loud noise during the washing of clothes. It gave me an electric shock when I switched it on yesterday. I hope you will understand the urgency of the situation and send a technician to rectify these defects or replace it soon.

Yours faithfully

Anoop

Q. 9: Write a reminder to a customer to whom your firm supplied goods on credit and who has not paid the money yet. A letter which was sent previously demanding payment remains unrealised. (Business letter)

Ans:

M/s Jaggimal Kirorimal

M. G. Road, Dholpur

March 14, 2021

M/s Amar Trading Company

47 Station Road, Ajmer

Subject: Outstanding Payment

Dear Sir

We are sorry to note that a customer of your goodwill has not noticed our previous letter dated February 5, 20– for the settlement of our account.

Maybe, it might escape from your knowledge.

We request you to remit us a sum of 20,000/- (Twenty thousand only) standing against you at your earliest.

Yours faithfully

For Jaggimal Kirorimal

B. P. Sharma

(Proprietor)

[Word-meanings: goodwill = ख्याति, previous = पूर्व के, escaped = किसी बात पर ध्यान न जाना, standing= पहले जैसा रहना, remit = किसी व्यक्ति को भुगतान करना]

Q. 10: You have placed an order for few books with Mohan Pustak Mandir, Chaura Rasta, Jaipur. You have not received the books to date. Write a letter to them complaining about the non-compliance of your order. You are Satish Gupta residing in Ram Nagar Colony, Churu. (Business letter)

Ans:

Ram Nagar Colony, Churu

20 January 2021

M/s Mohan Pustak Mandir  
19 Chaura Rasta, Jaipur

Subject: Non-compliance of order

Dear Sir

I placed an order for few books with you on 1 January 2021. I have already sent you a money order No. 677777 dated 1 January 20– for the required amount. I regret to say that the books have not been received to date. This non-compliance of the order has disturbed me. The books ordered are very urgently needed. These were the books on English Grammar that will help me to prepare for RAS entrance exam. Since the books have not reached me, my studies are getting disturbed. Kindly, despatch the books as early as possible. If they are not received within a week, the order will stand cancelled.

I would appreciate your immediate attention to this matter.

Yours faithfully  
Satish Gupta

## GRAMMAR

### Topics

1. Clauses (noun clauses, Adverb clauses, Relative clauses)
2. Synthesis
3. Phrasal verbs (break, bring ,carry, come get,put turn)
4. Preposition of motion , time space and mental attitude

### **1. Clauses (noun clauses, Adverb, clauses, Relative clauses)**

Q.1 combine the following pairs of sentences using the word given in the brackets.

1. It is important .You get up early (that)
2. There is a belief . A serpent is a god (that)
3. You help others .You will be loved .(if)
4. Follow traffic rules .You'll meet an accident (otherwise)
5. I got up. The sun rose .(when)
6. I was studying . My sister was playing .(while)
7. Dinesh is an I.P.S. His father is a farmer.(whose)
8. This is Radha .Her son is a doctor (whose)
9. I want to know .You a bused the old man. (Why)
10. The general-----was killed by a strong bullet in the early stage was my friend. (who)
11. Hel page India Support project-----enable. Older people to remain independent .  
(which)
12. The agency says -----they have supported a number of projects . (that whose)
13. She is Sure -----(that/where) he will make a mistake.
14. For Delhites the day begins with -----newspaper serve to them. (what/when)
15. Paul Getty -----was a billionaire was a master at two things –making money and  
collecting art .(how / when )
16. Mithun asked sushant -----(how/when)he had spent the holiday of Basant panchmi .
17. The shirt -----(who /which)is very beautiful. Where did you buy it from?
18. -----(when/where )you finish your work you can go and enjoy the match.
19. This is the boy ------(which/whose) Father teaches us English .
20. The school award the students -----top their classes. (who /which)

### **2. Synthesis**

1. **Do as directed in brackets .**

- I Sohna cannot dance. Mohini cannot dance.  
(combine into one Simple Sentence)
- II I have a friend .He is true .He is loyal.  
(combine into one Simple Sentence)

- III You are telling a lie .It is known to all.  
(combine into complex Sentence)
- IV I met an old man .He was very poor.  
(combine into complex Sentence)
- V He is strict .He is severe .  
(combine into compound Sentence)
- VI Moon is shining stare are shining.  
(combine into compound Sentence)
- VII He has an old car .He wants to sell it.  
(combine into simple Sentence)
- VIII I went to the Market. Mohan also went with me.  
(combine into simple Sentence)
- IX You are a thief . it is known to to all.  
(combine into complex Sentence)
- X Ram is a dull boy .Every teacher knows it.  
(combine into complex Sentence)

**(2) Do as directed (combine with the word of brackets)**

1. The sun rose. The fog disappeared.(and)
2. She works in a factory,She manages her household. (both---and)
3. she is illiterate. Her sister are illiterate.(as well as)
4. kalidas was a poet. Kalidas was a dramatist. (not only –but also)
5. sit here properly. Go away (either-or)
6. HE is not a dishonest boy. HE is not a liar. (nither-nor)
7. she must weep. She will die. (or)
8. She is pretty. She is not proud. (but)
9. HE abused me.I Forgave him.(yet)
10. You are honest. You are respected.(there fore)

### 3. Phrasal verbs

1. Yesterday the engine of the mewar express----- (break)
2. Dengu -----in my city last year. (break)
3. The prisoner -----from the jail. (break)
4. He suddenly -----in the middle of his speech. (break)
5. After the death of his father he was -----by his uncle. (bring)
6. the storm -----many trees. (bring)
7. Please -----all library books by the end of the month. (bring)
8. A soldier has to -----orders of his officer. (carry)
9. His labor and honesty -----through all this difficulties. (carry)
10. When India won the match, the whole nation got ----- (carry)
11. The function -----next Monday. (come)
12. The patient will -----round soon.(come)
13. The custom -----with the Mughal rule.(come)
14. A good student-----early in the morning.(get)
15. He has -----back his house .(get)
16. She is always -----me.(get)
17. The terrorism should be -----(put)
18. -----the light please.(put)
19. noun can say what will -----tomorrow.(turn)
20. I will soon -----this matter. (turn)

### 4. Prepositions (motion/time/space)

#### 1. fill in the blanks with appropriate prepositions.

1. He arrived-----Wednesday morning.
2. Cut the apple -----a knife.
3. He lives -----a big bungalow near the lake .
4. Stuti is good -----biology.



5. can you do something -----me.?
6. He is fond -----oranges.
7. please pay attention -----your students.
8. He is jumped -----the river.
9. I invited you to come -----dinner tomorrow.
10. it has been raining -----morning.

**(2) fill in the blanks with appropriate. prepositions from the brackets.**

- 1 He started -----seven in the morning.(at/on/for)
- 2 The school time changes 1<sup>st</sup> October .(for/in/from)
- 3 It is ten minutes to twelve -----my watch.(in/on/by)
- 4 Please translate this .passage-----English. (in/into/by)
- 5 One day I passed -----a dense forest.(through/from/in)
- 6 Mamta suffered because -----asthma. (from/of /with)
- 7 Steel is made -----iron .(of/from/by)
- 8 Please come to me-----4 p.m.and 6 p.m.(on/at/between)
- 9 I congratulate on her-----her success. (at/for/on)
- 10 He invited me -----dinner at 9.00p.m.(on/at/to)

## SECTION-C

### 4. Text Books Flamingo –Prose

#### 1. Read the flowing passage and Ans the question given below: 6×1=6

After that Christmas eve at Ramsjo passed just as it always had .The stranger did not cause any trouble because he did nothing but sleep.The whole forenoon he lay on the sofa in one of guest rooms and slept at one stretch .At noon they woke him up so that he could have his share of the good. Christmas fare ,but after that he slept again. It seemed as though for many years he had not been able to sleep as quietly and safely as hear at Ramsjo.

In the evening, when the Christmas tree was lighted ,they woke him up again and he stood for a while in the drawing room ,blinking as though the candlelight hurt him but after that he disappeared again .Two hours later he was aroused once more. He then had to go down into the dining room and eat the Christmas fish and porridge.

**Q.1** Why did the stranger not cause any trouble?

**Q.2** When was the Christmas tree lighted?

**Q.3** Why did he blink in the drawing room?

**Q.4** Why did he go down the drawing room ?

**Q.5** Find the word from the passage which means noiselessly.

**Q.6** Find the word from the passage which is opposite to ‘some’.

**Ans. 1** the stranger did not cause any trouble as he did nothing but sleep.

**Ans.2** The Christmas tree was lighted in the evening .

**Ans.3** He blinked in the drawing room as though the candle light hurt him.

**Ans. 4** He went down the drawing room to eat the Christmas fish and porridge.

**Ans.5** quietly

**Ans.6** many

#### 2. Read the flowing passage and Ans the question given below: 6×1=6

Event justified Gandhi’s position within a few years the British planters abandoned their estates, which reverted to the peasants. Indigo share crapping disappeared.Gandhi never contented himself with large political or economic solution. He saw the culture and social backwardness in the champaran village and wanted to do something about it immediately. He appealed for teachers. Mahadev desai and Narhari parikh two young men who had just joined Gandhi as disciples and their wives volunteered for the work. Several more came from Bombay. Poona and other distant parts of the land. Devdas Gandhi’s youngest son , arrived from the ashram and so did Mrs.Gandhi primary schools were opened in six villages.Kasturbai taught the asharm rules on personal cleanliness and community sanitation .

- Q.1 what happened within a few years ?
- Q.2 What did Gandhi see in the champaran villages ?
- Q.3 Write the name of the young men who had joined Gandhi as disciples.
- Q.4 what did Kasturbai teach ?
- Q.5 Find the word from the passage which means returned .
- Q.6 Find the word from the passage which is opposite to 'near'.

**Ans**

- 1 Within a few years the British planters abandoned their estates which reverted to the peasants .
- 2 Gandhi saw the cultural and social backwardness in the champaran villages .
- 3 Mahadev Desai and Narhari parikh joined Gandhi as disciples.
- 4 Kasturbai taught the ashram rules on personal cleanliness and community sanitation .
- 5 Reverted
- 6 Distant

**3. Read the flowing passage and Ans the question given below:**

Mukesh's family is among them. None of them know that it is illegal for children like him to work in the glass furnaces with high temperatures, in dingy cells without air and light that the law, if enforced of the hot furnaces where they slog their daylight hours often losing the brightness of their eyes. Mukesh's eyes beam as he volunteers to take me home which he proudly says is being rebuilt we homes that remains hovels with crumbling walls wobbly doors, no windows, crowded with families of humans and animals co-existing in a primeval state.

**Questions:**

- 1 What is the occupation of Mukesh's family?
- 2 What is illegal for children?
- 3 What would happen if the law was enforced strictly?
- 4 What are the living conditions of the area where Mukesh's lives?
- 5 Find the word from the passage which means dark and dirty.
- 6 Find the word from the passage which is opposite to modern.

**Anss**

- 1 Mukesh's family is engaged in the work of bangle making.
- 2 It is illegal for children to work in the glass furnaces with high temperatures.
- 3 If law is enforced strictly, it could get around 20000 children out of the hot furnaces.
- 4 The area has stinking lanes choked with garbage homes that remain hovels with crumbling walls crowded with families of humans and animals.
- 5 Dingy
- 6 Primeval

**4. Read the flowing passage and Ans the question given below:**

This went on until July. But I was still not satisfied. I was not sure that all the terror had left so I went to Lake Wentworth in New Hampshire lived off a dock at Triggs Island and swam two miles across the lake to Stamp Act Island. I swam the crawl, breast stroke, side stroke and back stroke only once did the terror return when I was in the middle of the lake I put my face under and saw nothing but bottomless water. The old sensation returned in miniature I laughed and said ‘well Mr. terror what do you think you can do to me?’ It fled and I swam on.

**Questions**

- 1 Why was the narrator still not satisfied?
- 2 Where did the narrator go to make sure that he was free from terror?
- 3 Which strokes did the narrator practice?
- 4 Which happened when the narrator was in the middle of the lake?
- 5 Find the word from the passage which is the synonym of ‘little amount’.
- 6 Find the word from the passage which is the antonym of ‘above’.

**Ans**

- 1 The narrator was still not satisfied because he was not sure that the terror had left him.
- 2 The narrator went to Lake Wentworth in New Hampshire for swimming and ward off the fear of water.
- 3 The narrator practiced the crawl, breast stroke, side stroke and back stroke.
- 4 When the narrator was in the middle of the lake his terror returned in a small amount.
- 5 Miniature
- 6 Under

**Long Ans type questions (one out of two)**

4 marks in about 80 words

**1 Give a character sketch of M Hamel. (The Last Lesson)**

Ans. M Hamel had been a devoted French teacher for 40 years. He was a strict disciplinarian and his great ruler. However he was a respectable man. On the last day of school many villagers who had been taught by him at some point of time came to attend his last lesson. He gives great importance to learning French and considers it to be the most beautiful language of the world. He loves his profession from the bottom of his heart and holds a deep sense of respect for the mother tongue. The latest order of the Prussian conquerors upsets him. He has to leave the place forever and feels heartbroken. His performance during the last lesson is exemplary. He has a logical mind and can analyse problems and deduce the reasons responsible for them. He is a great patriot. To sum up, M. Hamel is an ideal teacher.

**Q.2 Describe the life of rag-pickers in Seemapuri. (last spring)**

Ans. Seemapuri is situated on the periphery of Delhi. Those who live squatters from Bangladesh About the thousand rag pickers live here in structures of mud with roofs of tin and tarpaulin.They do not have sewage drainage or running water. All though they have no identity they have ration cards and have their names in voters list children grow up in these hutments and help their parents in their survival. Rag –picking is the only way for survival in Seema puri.Garbage to them is gold.people here live in utter poverty doesn't allow then to live a hygienic and healthy life even small children work as rag pickers in the midst of danger of a number of diseases.

**Q.3 The peddler believed that the whole world is a rattrap .How did he himself get caught in the same?**

Ans. The peddler came up with a theory that the whole world is a rattrap and that all the luxuries are merely baits.It gave him great pleasure to think of the world this way.One night he took shelter in the house of an old and lonely crofter who was very generous.The crofter gave the peddler a meal,talked to him and even showed him the thirty kronors he had earned because of his cow. Tempted by the money the peddler stole the money and headed towards a forest the dense forest was like a maze and he soon got lost realizing that the money was bait and now he himself was trapped in a rattrap The peddler walked and walked but himself had become a part of forest.Thus he himself had become a part of his theory.

**Q.4 Why is Champaran episode considered to be the beginning of the Indian struggle for independence? (Indigo)**

Ans. When a report came to Gandhi that a peasant had been maltreated in a nearby village,he started out to see him.but the police stopped him and served him a notice to leave Champaran immediately.It decided not to obey the British Then he was summoned to the court. Hearing this peasants came to Motihari in large number to supports their Champion. Now Gandhi ji declared that gathering in thousands around the courthouse was the beginning of their liberation from fear of the British.Thus Champaran episode was considered to be the beginning of the Indian struggle for independence.

**Short Ans type questions ( 20-25 words ) 2×2=4**

Q.1 What did Franz notice that unusual about the school that day?

Ans. There used to be a great hustle and bustle in the school on normal days but that day there was silence all about the school. No noise of the opening and closing of desks and of lessons being repeated loudly in unison could be heard.

Q.2 Is saheb happy working at the tea stall? Explain (lost spring)

Ans. Although saheb gets 800 rupees and all his meals yet he is not happy working at the tea stall for now he is no more the master of his own he is a servant. He seems to say that it is better to reign in hell than to serve in heaven.

Q.3 How is Mukesh attitude to his situation different from that of his family?

Ans. Mukesh comes from a family of bangle makers. Unlike his family, he does not want to cling to bangle making. He wants to be the master of his own. He wants to become a motor mechanic.

Q.4 Why was the Y.M C.A pool safe? (deep water)

Ans. The Y.M C.A pool was safe as it was only two or three feet deep at the shallow end, and nine feet deep at the other one.

Q.5 How did the crofter welcome the peddler?

Ans. As soon as the peddler knocked at the door of the crofter to ask shelter for the night, the crofter opened the door and welcome him warmly. He gave him supper.

Q.6 How did British landlords compel poor peasants? (Indigo)

Ans. British landlords compelled poor peasants to plant 15 percent of their holding with indigo and surrender the entire indigo harvest as rent.

Q.7 Why did Franz not want to go to school that day?

Ans. Franz didnot want to go to school that day because his teacher had asked to prepare a lesson on participles but he knew nothing about them.

Q.8 Why was Douglas determined to get over has fear of water?

Ans. Douglas had a terrible experience which had developed in him a fear of water. He was determined to get over his fear of water because it ruined his fishing trips and deprived him of the joy of boating and swimming.

Q.9 What did the peddler do for his livelihood? (The Pattrap)

Ans. He used to sell small rattraps for his livelihood. but as it was it was not a profitable business he often stole things as well as begged for his livelihood.

Q.10 Who was Rajkumar Shukla? Why did he request Gandhi ji to go to Champaran? (Indigo )

Ans. Rajkumar Shukla was an illiterate poor farmer of Champaran. He requested Gandhi to help the sharecroppers of his area.

## SECTION-C

### VISTAS

#### MCQ-

1. According to the narrator Grand Central Station has-  
(a) one level (b) Two Level  
(c) three level (d) no level **ans. c**
2. What was the name of the newspaper when he saw at the stack of papers?  
(a) the Indian Express (b) The World  
(c) The Times (d) The News Week **ans. b**
3. how much money the narrator withdraws from the bank-  
(a)300 dollars (b) 400 dollars  
(c) 500 dollars (d) 600 Dollars **ans. a**
4. what is the name of the narrator of the story-  
(a) Louisa (b) Fames  
(c) Sam (d) Charley **ans. d**
5. The ten days old child enunciated said-  
(a) Ram (b) O brave king  
(c) O wise prophets (d) O wise men **ans. c**
6. The crown prince was brought up by-  
(a) an English nanny (b) an Indian dhai ma  
(c) a nurse (d) a common woman **ans. a**
7. How many tigers killed by the king within 10 years?  
(a) 75 (b)80  
(c)86 (d)70 **ans. d**
8. The name of Sadao's wife is-  
(a) Hana (b) Julie  
(c) Elizabeth (d) Maria **ans. a**
9. where did Sadao and Hana keep the man in their house?  
(a) Servant quarter (b) Hospital  
(c) His father's room (d) in passage **ans. c**
10. What was the messenger wearing?  
(a) Official uniform (b) Warm clothes  
(c) Woolen clothes (d) Civil drees **ans. a**

11. why do the children come to Mr. Lamb's Garden?  
(a) for listening stories (b) for pears and apples  
(c) for games (d) for entertainment **ans. b**
12. Kids shout at Mr. Lamb as-  
(a) Mr. Lamb (b) fatty Lamb  
(c) Lame-Lamb (d) Old Lamb **ans. c**
13. What was there behind the trees?  
(a) a big garden (b) a large pond  
(c) a big forest (d) a bee hive **ans. d**
14. What were there in the room of Mr. Lamb?  
(a) apples (b) hey  
(c) books (d) curtains **ans. c**
15. Derry's face was burnt by-  
(a) acid (b) fire  
(c) candle (d) electricity **ans. a**
16. Mr. Lamb used the crab apples for making-  
(a) salad (b) jam  
(c) juice (d) jelly **ans. d**
17. How was the day on the land of apples?  
(a) rainy (b) very cold  
(c) very hot (d) beautiful **ans. b**
18. Girls were eating with-  
(a) hands (b) spoons  
(c) knife and fork (d) none of the above **ans. c**
19. Zitkala Sa huddled herself in-  
(a) room (b) bathroom  
(c) dark corner (d) gallery **ans. c**
20. What was cooked in front of the temple?  
(a) Diwali Offerings (b) Holi offering  
(c) Pongal offerings (d) all **ans. c**
21. What thing made great impact on the narrator?  
(a) Anna's words (b) Anna's plan's  
(c) Anna's attitude (d) Anna's love **ans. a**



22. People can throw away indignities if they-
- (a) work hard (b) study and make progress  
(c) grow crops on the land (d) learn languages **ans. b**
23. Elder brother has come home for-
- (a) study (b) holidays  
(c) marriage (d) festival **ans. b**
24. What did the elder extend him?
- (a) honey (b) money  
(c) pocket (d) cotton **ans. c**
25. The memory of the big man made the narrator to-
- (a) feel sad (b) to laugh  
(c) to feel funny (d) none of the above **ans. b**

### SHORT ANS TYPE QUESTIONS

#### The Third Level

Q.1 Why do the people in the modern world want to escape?

Ans. The people in the modern world want to escape because the world is full of insecurity, war, fear and full of worry. They cannot live among these conditions.

Q.2 How many levels, according to the narrator the Grand Central Station has?

Ans. According to the narrator Grand Central Station has three levels.

Q.3 How was Charley, the narrator?

Ans. The narrator, Charley was a 31 years old man, wearing a tan gabardine suit and a straw hat with a fancy band.

Q.4 What was the hobby of Charley?

Ans. The Charley's hobby was stamp collection. He compared it with his grandfather and President Roosevelt.

Q.5 Who was Sam?

Ans. Sam was friend of Charley. He was a psychiatrist who was very much infected with the thoughts of Charley about Galesburg.

Q.6 What was the cause of fleeing Charley from the third level?

Ans. When the clerk threatened Charley that he would get him arrested as he was trying to cheat him. So, Charley fled from the third level.

## **The Tiger King**

Q.7 What did the astrologers say about the death of the tiger king?

Ans. The astrologers said that the child was born in the hour of the bull. The bull and the tigers are enemies; therefore, the death of king would come from tigers.

Q.8 what type of princess the tiger king wants to marry?

Ans. The tiger king wanted to marry the princess with a large number of tiger population to fulfill his desire of killing hundred tigers.

Q.9 how did the maharaja manage to retain his kingdom?

Ans. Maharaja sent 50 diamond rings to the wife of British officer of three lakh rupees to retain his kingdom.

Q.10 How was prince Jun because he had a burnt g Jung Bahadur brought up?

Ans. Prince Jung Jung Bahadur drank up milk of an English cow. An English nanny looked after him. He was taught by an English man. He saw English films.

## **The Enemy**

Q.11 What was Sadao's achievement as a doctor?

Ans. Sadao was a dutiful dedicated doctor. He was a famous surgeon and expert in his art. Even General believed him that he can operate him successfully.

Q.12 Why could Sadao not handover the soldier to the police?

Ans. Sadao could not handover the soldier to the police because the doctor inside him prevented to do so.

Q.13 Who were the gardener and Yumi?

Ans. Gardener and Yumi were the servants of the house. They were angry at their master Sadao and his wife Hana's generosity for enemy.

Q.14. Who was the man treated by Sadao?

Ans. The man was an American prisoner of the war. He was washed out to the front of Sadao's house. He had a bullet wound in his back. He had run away from there.

## **On the face of It**

Q.15 Why did Derry enter Mr. Lamb's garden?

Ans. Derry entered Mr. Lamb's garden because he had a burnt face. He wanted to avoid people and liked to live alone.

Q.16 Why does Mr. Lamb not have any curtains in his house?

Ans. Mr. Lamb does not have any curtain in his house to be in contact with the world. He loves people and everything in the world made by God.

Q.17 Why did Derry get influenced by Mr. Lamb?

Ans. Derry got influenced by Mr. Lamb because he inspired him to face the world and love it. He also tells him to stop feeling sad what people say about him. He should remain cheerful.

Q. 18 What example does Mr. Lamb give to avoid inferiority complex in Derry's mind?

Ans. Mr. Lamb gives an example of 'a flower' and 'a weed'. He says that both are important at their places.

Q. 19 Why does Mr. Lamb have a tin leg?

Ans. Mr. Lamb's one leg was blown off in the war, so he uses an artificial tin leg for walking.

### Memories of Childhood

Q. 20 What did Zitkala-Sa notice about the Indian girls in the school?

Ans. Zitkala-Sa noticed the girls marching into the dining room. They were in stiff shoes and closely clinging dresses. Small girls wore sleeved aprons and shingled hair.

Q. 21 Why did Zitkala-Sa want to resist the cutting of her hair?

Ans. Zitkala-Sa had long and beautiful hair according to her culture. Long hair symbolizes bravery. Those who have short hair they are coward.

Q. 22 Who gave the warning about the cutting of hair to the narrator?

Ans. Jude win, the friend of Zitkala-Sa gave the warning.

Q. 23 What does the title 'We Too are Human Beings' suggest?

Ans. This title tells us about untouchables who are as human as the people of upper caste. It suggests to abolish end social inequality and untouchability.

Q. 24 Why did Bama take more time from her school to home?

Ans. Bama used to take half an hour for 10 minutes. She used to watch all the entertaining novelties and oddities in the street, shops and market.

Q. 25 What made the narrator double up and shriek with laughter?

Ans. When the narrator saw that an elder man was carrying a small packet.

Q. 26 What was inside the packet?

Ans. There was VADAI in the packet.

Q. 27 What advice did Annan offer Bama?

Ans. Annan advised Bama to study with care and hard work. The people come to her and attach only when she will have the quality and intelligent.

### LONG ANS TYPE QUESTIONS

Q.1 What is the third level for Charley in your opinion? (**The Third Level**)

Ans. as we think the third level was nothing but an invention of Charley's own mind. Life is full of ordeals in the modern world. Everywhere we see fear, war, worries and stress. So, Charley wants an escape into a wishful world. This world of third level (his thought) was made of fancy and romance. There was a good old world of 1894 with wooden gates, derby hats, beards and sideburns. Most of the people are not satisfied with their present. Considering old days better they want to wander in past. It results they imagine what they want with them in an unconscious mind.

Q. 2 How did the prediction of astrologers prove true about the tiger king? (**The Tiger King**)

Ans. The prediction was that the king would be killed by a tiger, so the tiger king vowed to kill hundred tigers. He killed 99 tigers. The last 100<sup>th</sup> tiger was not killed by him, but Dewan didn't tell him in fear of losing his job. On the birthday of his(king's) son the tiger king gifted a small wooden tiger to him made by an unskilled carpenter. There were only silvers and it was made roughly. One of the silvers pierced to the king's hand that infected the whole body and became the cause of his death. It was the real 100<sup>th</sup> tiger and the prediction of the astrologers proved true about the tiger king.

Q.3 Was Sadao guilty?(**The Enemy**)

Ans. Sadao was not guilty or treacherous to his own country from the humanity point of view. He was a true doctor. When he saw a man who was very close death, he treated him. He risked his own life. He was full of hate for enemy but he couldn't leave him in that bad condition. He and his wife Hana took care of him. He operated him. His services and duty were beyond the borders. Sadao was safeguard of humanity and pity in true sense.

Q .4 What changes did Mr. Lamb bring into Derry's attitude towards the life? (**On the Face of It**)

Ans. Mr. Lamb convinces Derry to live a happy and cheerful life. Derry's face was burnt by acid. There was a deep scar not only on his face and mind as well. He never tries to mix up with people and remains isolated. Mr. Lamb tells Derry to cooperate other people. He should not mind what the people say about him. He should face life boldly. Whatever God has made, is equal. One must have beauty in the eyes. Now Derry develops confidence in himself and starts life with a new thought.

Q .5 How did one can achieve a respectable position in society? (**Memories of Childhood**)

Ans. Learning is more important than all other aspects of life. If one works hard at his or her lessons then he will develop the power of thinking and intelligence. So only hard work at lessons can enable to get position in society.

### FLAMINGO (POETRY)

#### MY MOTHER AT SIXTY-SIX

Q .1 Where was the poetess going to and with whom?

Ans. The poetess was going to Cochin airport on a Friday morning with her mother.

Q .2 Which familiar ache (pain) does the poetess feel every time from her childhood till now?

Ans. The poetess talks about her fear of losing her mother forever. She always felt this even in her childhood.

Q .3 What promise does she make before parting?

Ans. She promises that she would see her (mother) soon.

Q .4 Which imagery are used to describe the mother's condition?

Ans. The poetess uses very apt images. Her mother's face is "ashen" like that of "a corpse" and she is as sickly and pale as a "a late winter's moon".

Q .5 What did the poetess do to overcome the fear of her separation from her mother?

Ans. First she looked out her face to divert her mind and in the last she smiled and smiled and smiled.

### **An elementary school in a slum**

Q .1 How do the slum school children look?

Ans. The slum school children look thin and weak in body with peeping bones.

Q .2 The slum children are compared with-

Ans. The slum children are compared with 'rootless weeds '.

Q .3 Why did the poet says that Shakespeare is wicked and the map is a bad example for children?

Ans. Because the pictures and the maps show a prosperous, civilized and the world of riches, knowledge and love. Unfortunately, slums have none of these.

Q .4 What tempt them to steal?

Ans. The ships (Riches), the sun(knowledge) and the love tempt them to steal or get it by wrong means.

Q .5 what do the pictures of Shakespeare, Tyrolese valley and dawn show?

Ans. The picture of Shakespeare shows knowledge and Tyrolese valley and dawn show the natural beauty.

Q .6 What does the poet expect the authorities?

Ans. The poet expects that the slum children should be given free access to books, good education, health and residence to make history.

### **KEEPING QUIET**

Q .1 What does the poet suggest in the poem?

Ans. The poet suggests to keep still physically and mentally for a few seconds.

Q .2 What can a complete silence/short pause do for us?

Ans. We can reevaluate our doings, understand ourselves and take corrective steps.

Q .3 Why are we sad?

Ans. We are sad because we don't understand ourselves and run after materialism.

Q .4 Does the poet favour total inactivity?

Ans. No, the poet does not favour total inactivity. For him total inactivity is death, nothing to do with it.

Q .5 What do fishermen, salt gatherers and war preparers normally do?

Ans. Fishermen kill whales in seas, salt gatherer gathers salt without caring about their injured hands and the war preparers invent weapons of war.

Q .6 What does the earth teach us?

Ans. The earth appears dead in autumn but becomes full of life in spring. Similarly, when we are silent and still, we can plan for a meaningful future.

## **A THING OF BEAUTY**

Q. 1 List the things of beauty mentioned in the poem.

Ans. The sun, the moon, trees, daffodils, clear streams, musk rose, grandeur of the mighty dead and lovely tales are the things of beauty in the poem.

Q.2 List the things that cause suffering and pain.

Ans. Despondence, death of noble natures, gloomy days, unhealthy and over darkened ways of human beings cause sufferings and pains.

Q.3 How is a thing of a beauty a joy forever?

Ans. A thing of beauty is a joy forever because its loveliness increases always and it becomes a part of our memory forever.

Q.4 How does a beautiful thing affect us?

Q.5 What does a thing of beauty does for us?

Ans. It gives is an everlasting eternal joy, a quiet shelter, a sleep full of sweet dreams, health and soft breathing. It removes the pall of sadness from our soul.

Q.6 How can one judge a thing of beauty?

Ans. A thing which gives eternal everlasting joy which is not momentarily, is a thing of beauty.

## **AUNT JENNIFER'S TIGERS**

Q.1 What kind of the lady Aunt Jennifer was?

Ans. Aunt Jennifer was meek and timid lady. She lived in the terror of her husband. She was a woman of artistic talent. She made a life like embroidered tigers on a curtain.

Q.2 What do the tigers represent in the poem?

Ans. The tiger represents beauty along with freedom, boldness, courage, gracefulness and a life of dignity and a life of dignity with self-respect.

Q.3 What does the poetess want to say in the poem?

Ans. The poetess wants to say that a woman should live the life in this male dominated society like a tiger which is elated, proud and fearless.

Q.4 Why is uncle's wedding bond massive?

Ans. Uncle's wedding bond is massive for her because of the unhappy marriage life with dominating cruel husband.

Q.5 Why do you think Aunt has made tigers so different from herself?

Ans. Aunt has created tigers so different from herself because she may have a suppressed desire to be like them.

