

**A Practice Book of**  
**ENGLISH GRAMMAR**  
**&**  
**COMPOSITION**

**(GRAMMAR IN USE)**

*for*

**Class X**



*Written by* : **Dr D.V. Jindal**  
: **Vandana Sehgal**  
*Vetted by* : **Dr (Prof.) J. Sethi**  
*Edited by* : **Mr Manoj Kumar (retired)**

ਇਹ ਪੁਸਤਕ ਪੰਜਾਬ ਸਰਕਾਰ ਦੁਆਰਾ ਮੁਫਤ  
ਦਿੱਤੀ ਜਾਣੀ ਹੈ ਅਤੇ ਵਿਕਰੀ ਲਈ ਨਹੀਂ ਹੈ।



**PUNJAB SCHOOL EDUCATION BOARD**

**Sahibzada Ajit Singh Nagar**

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## FOREWARD

The Punjab School Education Board has continuously been engaged in the preparation and review of syllabi and textbooks. The main objective of preparing language textbooks is to provide the students with interesting and appropriate reading material. This aims to equip the students with the skills of listening, speaking, reading and writing so as to enable them to use these in their day to day life.

The Government of Punjab introduced English as a subject from Class I in the year 1998 due to pressing demand from the field. As a consequence, the Punjab School Education Board prepared new syllabi for Class I to X. New Textbooks were prepared on the basis of these syllabi and new series of English Readers for Class I to X were developed which are presently being used by all the schools in Punjab. This book is the 10<sup>th</sup> in the series.

This language package for Class X includes the Main Course Book, The Literature Book (Supplementary Reader) and A Practice Book of English Grammar & Composition. Through this Functional Grammar (Grammar in Use) book we intend to equip the students to use English language successfully rather than just be able to recite the rules of the Grammar. A lot of practice in the use of grammatical items has been given through interesting exercises. The exercises are properly selected, carefully framed and graded. The book in hand has been prepared by Dr D.V. Jindal, External Faculty Member, Central Institute of English & Foreign Languages, Hyderabad and Mrs Vandana Sehgal, Lecturer, Shahid Lt. Col Gurvinder Singh Govt. Senior Secondary School, Ladhewali, Jalandhar. It has been vetted by Dr J. Sethi, retired Professor, CIEFL, Hyderabad and edited by Mr Manoj Kumar (retired), Subject Expert.

We would gratefully welcome comments and suggestions from teachers, experts and students as well to improve this book further.

**Chairman**

**Punjab School Education Board**

‘ਸਮਾਜਿਕ ਨਿਆਂ, ਅਧਿਕਾਰਤਾ ਅਤੇ ਘੱਟ ਗਿਣਤੀ ਵਿਭਾਗ’, ਪੰਜਾਬ

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## Chapter-1

# USE OF DETERMINERS, PREPOSITIONS, MODALS AND SENTENCE CONNECTORS

(Revision)

## 1.1 Determiners

Look at the sentences given below carefully :

1. You take *an* apple every day.
2. I have *little* money to help you.
3. *Our* team won the match.
4. *Each* boy got a packet of sweets.
5. I do not see *any* sense in going there now.

In all these sentences, the words in *italic* type indicate that a noun is going to be used. These words **determiner the position** of a noun. Such words are called Determiners.

### Kinds of Determiners :

#### Determiners

1	2	3
<b>Article</b> a, an, the	<b>Demonstratives</b> this, that, these, those	<b>Possessives</b> my, her, his, him, our their etc.
4	5	6
<b>Numerical</b> One, two, first, both, none, few, a few, each, every, either, neither	<b>Quantitative</b> some, any, much more, less, little, a little, the little	<b>Wh-Words</b> what (ever), which (ever), whosoever, whose

## Practice Exercises

Supply suitable Determiners in the blank spaces below :

### Exercise 1

Mr Sharma went to bazaar and bought \_\_\_\_\_ honey from \_\_\_\_\_ shop. \_\_\_\_\_ shop-keeper gave him \_\_\_\_\_ honey. When Mr Sharma was coming back, he saw \_\_\_\_\_ girls who were playing in \_\_\_\_\_ ground. \_\_\_\_\_ of them were looking very pretty. \_\_\_\_\_ girls were wearing beautiful clothes. Mr Sharma was happy to see \_\_\_\_\_ girls in \_\_\_\_\_ joyful mood.

### Exercise 2

In my last summer vacation I went to \_\_\_\_\_ historical place. It was \_\_\_\_\_ very beautiful place. \_\_\_\_\_ of the members of my family went along with me. \_\_\_\_\_ father was very fond of visiting \_\_\_\_\_ place. We didn't have \_\_\_\_\_ luggage with us. \_\_\_\_\_ people came to see \_\_\_\_\_ place. We didn't face \_\_\_\_\_ difficulty there because we had visited \_\_\_\_\_ place \_\_\_\_\_ a time.

### Exercise 3

Our class teacher organized \_\_\_\_\_ birthday party at her home. Only \_\_\_\_\_ girls were present in \_\_\_\_\_ party. I bought \_\_\_\_\_ umbrella as \_\_\_\_\_ gift for her as I had only \_\_\_\_\_ small amount of money with me. Our class teacher was wearing \_\_\_\_\_ saree. She was looking very beautiful in \_\_\_\_\_ attire. We had never seen her in \_\_\_\_\_ type of attire earlier. \_\_\_\_\_ of the girls wished her \_\_\_\_\_ long life. She is \_\_\_\_\_ favourite teacher.

### Exercise 4

Chandigarh is \_\_\_\_\_ capital of Punjab. It is \_\_\_\_\_ favourite city. I have visited this city \_\_\_\_\_ times. I especially like \_\_\_\_\_ Rose Garden and \_\_\_\_\_ Sukhana Lake. \_\_\_\_\_ people come to \_\_\_\_\_ city for relaxation. We always stay at \_\_\_\_\_ uncle's place whenever we go to Chandigarh. Life in Chandigarh is very busy and people do not have \_\_\_\_\_ time to spare. \_\_\_\_\_ people go there to earn \_\_\_\_\_ livelihood.

### Exercise 5

I have \_\_\_\_\_ friend who looks as stupid as \_\_\_\_\_ owl. I tried to bring \_\_\_\_\_ to senses \_\_\_\_\_ times but she is \_\_\_\_\_ hard nut to crack. She likes \_\_\_\_\_ way she lives. She does not want \_\_\_\_\_ interference in \_\_\_\_\_ life style. Though she is \_\_\_\_\_ educated girl \_\_\_\_\_ temperament is not good. May God give her wisdom and strength to fight \_\_\_\_\_ odds of life!

### Exercise 6

\_\_\_\_\_ poor peasant went off early in \_\_\_\_\_ morning to plough. He saw no one. Yet someone had certainly been there. He lost \_\_\_\_\_ piece of bread. It was \_\_\_\_\_ imp who had stolen \_\_\_\_\_ bread. The imp went to \_\_\_\_\_ devil, \_\_\_\_\_ master. The peasant spoke angrily to \_\_\_\_\_ wife. This pleased the devil even more. The devil praised \_\_\_\_\_ imp and forgave him. The next year, \_\_\_\_\_ imp advised \_\_\_\_\_ peasant to sow on \_\_\_\_\_ hill.

### Exercise 7

My grandmother was \_\_\_\_\_ old lady. \_\_\_\_\_ parents left me with her. She clasped me in \_\_\_\_\_ arms. She sang songs for me and told me \_\_\_\_\_ stories. I liked \_\_\_\_\_ way she spoke. I acted upon \_\_\_\_\_ advice she gave to me. She used to sit in \_\_\_\_\_ old porch in \_\_\_\_\_ house. All \_\_\_\_\_ villagers approached her whenever they had \_\_\_\_\_ problem. She tried to solve \_\_\_\_\_ problems.

### Exercise 8

Rosie sat on \_\_\_\_\_ bench in \_\_\_\_\_ garden. She was dressed in \_\_\_\_\_ eye-catching attire. \_\_\_\_\_ elderly gentleman sat by \_\_\_\_\_ side. It was \_\_\_\_\_ pleasant afternoon. \_\_\_\_\_ birds were chirping in \_\_\_\_\_ garden. She heard the beautiful songs of \_\_\_\_\_ nightingale. The scene pleased her and harmonized with \_\_\_\_\_ mood. After \_\_\_\_\_ time her place on \_\_\_\_\_ bench was taken by someone else. She asked him to leave \_\_\_\_\_ place but he did not listen to \_\_\_\_\_ appeal.

### Exercise 9

Ram opened \_\_\_\_\_ bag and spread out \_\_\_\_\_ articles. His eyes had \_\_\_\_\_ searching look for customers. He was \_\_\_\_\_ astrologer. He was as much \_\_\_\_\_ stranger to \_\_\_\_\_ stars as were \_\_\_\_\_ customers. He had \_\_\_\_\_ good knowledge about \_\_\_\_\_ sufferings of people. He predicted \_\_\_\_\_ future and \_\_\_\_\_ people believed that what he told them was true. He had read \_\_\_\_\_ good books and he was \_\_\_\_\_ expert in \_\_\_\_\_ profession. He earned \_\_\_\_\_ money from \_\_\_\_\_ profession.

### Exercise 10

India is \_\_\_\_\_ great country. We are proud of \_\_\_\_\_ rich heritage. There are \_\_\_\_\_ languages spoken in \_\_\_\_\_ country. Delhi is \_\_\_\_\_ capital of India. \_\_\_\_\_ partition of India took place in 1947. Pandit Jawahar Lal Nehru was \_\_\_\_\_ first Prime Minister of Independent India. \_\_\_\_\_ people sacrificed their lives to save \_\_\_\_\_ honour of \_\_\_\_\_ country. We can't forget \_\_\_\_\_ sacrifice and \_\_\_\_\_ way they fought for \_\_\_\_\_ sake of \_\_\_\_\_ country.

## 1.2 Prepositions

A Preposition is an important word used with a noun or a noun equivalent to show its relation with some other word in the sentence.

### Some Important Distinctions in the Use of Certain Prepositions

1. **In** - 'In' is generally used before the names of countries and large cities or before the name of the place in which one is at the time of speaking *e.g.* in a country, in town, in a street.
2. **At** - 'At' is used when there is a small extent of space or time. When we refer to small towns or villages, we use 'at'. 'At' means inside, just outside or just beside the building.
3. **In, Into** - 'In' denotes position of rest inside something ; while 'into' denotes motion or direction towards the inside of something.
4. **On, At, In (for time):**  
**On** is used with the days of the week or month *as*, On Sunday, On March 28, On Friday.  
**At** is used with exact time *as*, at five, at sunset, at midnight.  
**In** is used with a period of time, *as*, in the evening, in the morning, in winter, in 1978.
5. **'To', 'Till' (Until)** - These both are used for time, *e.g.* six to eight, till twelve.
6. **To, At (Movement) :**  
**To** is used to express motion from one place to another.  
**At** expresses place or position.
7. **For, At (Price):**  
**For** is used if the actual amount is given.  
**At** is used if the actual amount is not given.
8. **For, Since, From (Time):**  
**For** shows a period of time *as*, for four years, for three months, for a few hours.  
**Since** is used with a point of time at which an action started and the action is then considered to continue to the time of speaking.  
**From** can be used for place and time both. When denoting a point of time, it must be followed by 'to' or 'till', *as* from morning till evening, from today.
9. **Beside, Besides** - **Beside** means 'at' or 'by the side of', 'Besides' means 'in addition to'.
10. **Between, Among :**  
**Between** is used for two persons or two things only.  
**Among** is used for more than two.
11. **For, During (Time) :**  
**For** is used for a period of time definite in length. It shows that the action continues for the whole time or period.  
**During** : Its action can either last the whole period or occur at sometime within the period.



12. **With, By - With** relates to instrument and ‘**by**’ to the agent or the doer.
13. **In, After (Time):**  
**In** shows the close of some future period; while ‘**after**’ relates to the past.
14. **On, upon :**  
**On** is generally used in speaking of things at rest; while ‘**upon**’ is used to speak of things in motion or action.
15. **In, Within :**  
**In** denotes the close or end of some period; while ‘**within**’ denotes some time short of the close.
16. **After and Afterwards :**  
**After** is a preposition and must be followed by a noun or a noun equivalent.  
**Afterwards** is an adverb that is used when there is no noun or noun equivalent.

## Practice Exercises

**Fill in the blanks with suitable Prepositions :**

### Exercise 1

The dowry system degenerated \_\_\_\_\_ an evil custom. It became necessary \_\_\_\_\_ the parents \_\_\_\_\_ girls to give a good dowry \_\_\_\_\_ their daughters. The married life \_\_\_\_\_ a girl depended \_\_\_\_\_ the size \_\_\_\_\_ the dowry. A successful and happy married life became impossible \_\_\_\_\_ the absence \_\_\_\_\_ a handsome dowry. Newspapers are full \_\_\_\_\_ reports carrying tales \_\_\_\_\_ brides being burnt \_\_\_\_\_ death or driven \_\_\_\_\_ hang themselves because \_\_\_\_\_ constant nagging by their in-laws.

### Exercise 2

Cricket is a game known \_\_\_\_\_ its wonderful glories. It is popular \_\_\_\_\_ men and women \_\_\_\_\_ all ages. People used to go to see a cricket test match \_\_\_\_\_ thousands. They used to see a match \_\_\_\_\_ five days. Many a time, the match would end \_\_\_\_\_ a draw. But things have changed \_\_\_\_\_ the introduction \_\_\_\_\_ one-day matches. This kind \_\_\_\_\_ cricket has certainly caught the fancy \_\_\_\_\_ the people. There is no need to wait \_\_\_\_\_ five days now \_\_\_\_\_ the outcome \_\_\_\_\_ the match. A match is now decided \_\_\_\_\_ the same day.

### Exercise 3

In modern times, books are being published \_\_\_\_\_ very large numbers \_\_\_\_\_ all subjects under the sun. It is not possible \_\_\_\_\_ a man to read all \_\_\_\_\_ them. Reading gives us a lot \_\_\_\_\_ pleasure. Books delight and educate \_\_\_\_\_ the same time. The Gita gives us a message \_\_\_\_\_ universal brotherhood. It tells us that a man should go on doing his duty without worrying \_\_\_\_\_ the results.

### Exercise 4

It is \_\_\_\_\_ the very nature \_\_\_\_\_ adversity to bring out the best \_\_\_\_\_ man, develop his latent abilities and lead him \_\_\_\_\_ a path \_\_\_\_\_ prosperity and progress. The history \_\_\_\_\_ the world is the story \_\_\_\_\_ the survival \_\_\_\_\_ the fittest. In the course of time, Man, through his heroic struggle against the adverse circumstances, came out \_\_\_\_\_ the forest, changed the face \_\_\_\_\_ the universe and landed \_\_\_\_\_ the moon.

### Exercise 5

Mr Blacksmith is known \_\_\_\_\_ me. Once we met \_\_\_\_\_ a garden. \_\_\_\_\_ there, he took me \_\_\_\_\_ his apartment. I was astonished to see his capabilities as a journalist. I just had a look \_\_\_\_\_ his face. He was trying to prove his position. He was really a man \_\_\_\_\_ letters but unfortunately he was blind \_\_\_\_\_ one eye. I looked \_\_\_\_\_ the portrait \_\_\_\_\_ a lady hanging \_\_\_\_\_ the wall. I went to take a round \_\_\_\_\_ his house and I saw a family photograph. Mr Blacksmith was sitting \_\_\_\_\_ his wife and son \_\_\_\_\_ the photograph. After spending some time \_\_\_\_\_ him, I came back home.

### Exercise 6

Life is not a bed \_\_\_\_\_ roses but a bed \_\_\_\_\_ thorns. Those who understand the reality \_\_\_\_\_ life are winners, not losers. One has to go \_\_\_\_\_ a lot \_\_\_\_\_ trials and tribulations \_\_\_\_\_ taking a right decision or \_\_\_\_\_ making a right choice. God has given us tremendous power to think and decide. But most \_\_\_\_\_ us are ignorant \_\_\_\_\_ our capabilities. We should not underestimate ourselves and move \_\_\_\_\_ the destination \_\_\_\_\_ any doubts or fears. This behaviour will lead us \_\_\_\_\_ greater heights.

### Exercise 7

Translation is an art. Good translation is the result \_\_\_\_\_ practice and patience. It requires the skill to translate words and ideas \_\_\_\_\_ one language \_\_\_\_\_ another. Literal translation \_\_\_\_\_ a sentence sometimes spoils the spirit \_\_\_\_\_ the language and sounds funny. One should translate words and ideas \_\_\_\_\_ precision. It is essential to be equally well-versed \_\_\_\_\_ both the languages.

### Exercise 8

Positive thoughts are the wings \_\_\_\_\_ success. One should always look \_\_\_\_\_ the positive side \_\_\_\_\_ life. We should not let negative thought come \_\_\_\_\_ our mind. Everybody should have this approach \_\_\_\_\_ life. Always hope \_\_\_\_\_ the best and believe \_\_\_\_\_ God. He is always there to take care \_\_\_\_\_ His children. God is too great to ask \_\_\_\_\_ the price \_\_\_\_\_ the gifts He has bestowed \_\_\_\_\_ us.

### Exercise 9

First and foremost \_\_\_\_\_ the blessings of civilization are order and safety. We should not quarrel \_\_\_\_\_ each other. In disputes \_\_\_\_\_ man and man, right has taken the place \_\_\_\_\_ might. Law protects us \_\_\_\_\_ robbery and violence. Nobody can come and break \_\_\_\_\_ our house, steal our goods or run off \_\_\_\_\_ our children. Many of us act \_\_\_\_\_ thinking. This habit has injured the feelings \_\_\_\_\_ many and has turned friends \_\_\_\_\_ enemies.

### Exercise 10

Dreams have been the topic \_\_\_\_\_ discussion \_\_\_\_\_ men \_\_\_\_\_ centuries. The fact cannot be denied that dreams are far \_\_\_\_\_ reality but \_\_\_\_\_ the same time, they open up \_\_\_\_\_ us a facet \_\_\_\_\_ our personality \_\_\_\_\_ which we did not know earlier. Dreams take us \_\_\_\_\_ the world which is more like a Utopia. Some people are \_\_\_\_\_ the habit \_\_\_\_\_ day-dreaming. They find themselves lost \_\_\_\_\_ dreams most \_\_\_\_\_ the time. One must not blind oneself \_\_\_\_\_ the reality.

### Exercise 11

The secret \_\_\_\_\_ a successful marriage is how we understand and believe each other. Those who involve themselves \_\_\_\_\_ litigations are far \_\_\_\_\_ understanding the true meaning \_\_\_\_\_ marriage. As the time is changing, the divorce ratio is \_\_\_\_\_ the increase. Divorce is looked \_\_\_\_\_ as an evil \_\_\_\_\_ our society. Successful marriage depends \_\_\_\_\_ cooperation and adjustment. The Government should take strict action \_\_\_\_\_ those who deliberately try to spoil the happiness \_\_\_\_\_ their better halves. The need \_\_\_\_\_ the hour is to acquaint the people \_\_\_\_\_ norms \_\_\_\_\_ our culture. These days a lot \_\_\_\_\_ social organizations are coming forward to settle the disputes \_\_\_\_\_ husbands and wives.

### Exercise 12

Paul's family led a life \_\_\_\_\_ tension and anxiety. It was because the family always tried to keep \_\_\_\_\_ a high standard \_\_\_\_\_ living. \_\_\_\_\_ their house, there was always shortage \_\_\_\_\_ money. Paul wanted to bring luck \_\_\_\_\_ the family. Once he thought \_\_\_\_\_ a plan to help his mother. He borrowed some money \_\_\_\_\_ a friend. But he had to go on borrowing as the expenses also went up. In fact, the more we have, the more we want to have. There is no end \_\_\_\_\_ expenditure. We cannot have control \_\_\_\_\_ expenditure. The evil has to come \_\_\_\_\_ an end.

### Exercise 13

We belong \_\_\_\_\_ a country which is known \_\_\_\_\_ its traditions and cultures. Ours is a country \_\_\_\_\_ Buddha, Guru Nanak, and Mahatma Gandhi. It is \_\_\_\_\_ record that

several people sacrificed their lives to save the honour \_\_\_\_\_ their country. We cannot forget their sacrifice and the way they fought many battles \_\_\_\_\_ the sake \_\_\_\_\_ their country. We should also come forward and be ready to do anything \_\_\_\_\_ our country. We must love our country \_\_\_\_\_ the bottom \_\_\_\_\_ our heart.

### Exercise 14

Once there lived a hermit \_\_\_\_\_ a forest. He was very kind \_\_\_\_\_ others. He lived a life away \_\_\_\_\_ worldly pleasures. Anybody who came \_\_\_\_\_ him \_\_\_\_\_ his help was always greeted \_\_\_\_\_ a smile. He tried his best to help the needy. All the people felt grateful \_\_\_\_\_ him \_\_\_\_\_ his kindness.

### Exercise 15

The position and status of women \_\_\_\_\_ society has been changing \_\_\_\_\_ time \_\_\_\_\_ time. Today the woman has broken out \_\_\_\_\_ the four walls \_\_\_\_\_ her house and has started marching ahead \_\_\_\_\_ life. She is certainly \_\_\_\_\_ the march. Now women are conscious \_\_\_\_\_ their position \_\_\_\_\_ society. They compete \_\_\_\_\_ men \_\_\_\_\_ every field. They no longer depend \_\_\_\_\_ others.

## 1.3 Modals

1. A Modal is an auxiliary verb (generally termed a *helping verb*) which is used with a main verb to indicate a particular attitude such as *possibility, obligation, prediction* etc. e.g., can, could, may, might, will, would, shall, should, must, ought to, dare, need, used to. Modals are also sometimes referred to as *Modal Verbs* or *Modal Auxiliaries*.
2. (a) Auxiliaries in English are of two types:

<i>Be</i>	is, am, are, was, were, being, been
<i>Have</i>	has, have, had
<i>Do</i>	do, does, did

These help to form *Tenses, Interrogatives* and *Negatives*. Many a time they act as Main Verbs also.

Example : (i) **As Main Verbs:**

The book *is* on the table.

We *are* brothers.

I *have* a pen.

I *do* my duty.

Example : (ii) **As Helping Verbs:**

She *is* playing a match.

I *am* not writing a letter.

I *did* not hit him..

**(b) Modal Auxiliaries or Modals :**

- Modal Auxiliaries (or Modals) *cannot be used as main verbs* or as independent Primary Auxiliaries.
- Modals *are never used alone*. They are used to help a main (principal) verb.
- They *do not* have the Infinitive, Present Participle or Past Participle forms.
- They cannot be used in all tenses.

Modals are mainly used to indicate one's attitude towards what one is saying or when one is concerned about the effect of one's speech on the other person in the communication channel.

## Practice Exercises

**Fill in the blanks with suitable Modals :**

### Exercise 1

1. \_\_\_\_\_ I see my wife now, doctor? (can/could) (*not very sure*)
2. \_\_\_\_\_ I sit here? (may/might)
3. He \_\_\_\_\_ help you if you ask him. (will/shall)
4. Rahul \_\_\_\_\_ drive a car at the age of twelve. (can/must)
5. This \_\_\_\_\_ be a Satyajit Ray film. (may/might) (*not very sure*)
6. He \_\_\_\_\_ be hiding. (can/may) (*doubt but rather sure*)
7. Ram \_\_\_\_\_ come today. (can/might/may) (*very uncertain*)
8. \_\_\_\_\_ I take your leave? (can/may) (*asking permission*)
9. It \_\_\_\_\_ rain today. (can/may) (*greater possibility*)
10. As he tried his best, he \_\_\_\_\_ easily win the game. (can/could)

### Exercise 2

1. You \_\_\_\_\_ complete your homework now. (should/must) (*compulsion*)
2. You \_\_\_\_\_ be in the school by 11 o' clock. (should/must) (*order*)
3. Rita \_\_\_\_\_ speak English fluently. (can/would) (*showing ability*)
4. He told me that he \_\_\_\_\_ return to his native land soon. (will/would)
5. Mohan \_\_\_\_\_ still be lying in bed. (will/must)
6. That \_\_\_\_\_ be the postman. (will/must) (*prediction*)
7. I \_\_\_\_\_ smell a fire burning. (can/will) (*showing ability*)
8. Diana \_\_\_\_\_ have suffered badly after the car crash. (must/shall) (*supposition*)
9. I \_\_\_\_\_ like to have a cup of coffee. (will/would) (*wish*)
10. \_\_\_\_\_ that I were rich! (will/would) (*a wish*)

### Exercise 3

1. Duty \_\_\_\_\_ be done. (should/must) (*greater determination*)
2. I wish he \_\_\_\_\_ stand first. (will/would) (*to express a wish*)

3. We \_\_\_\_\_ respect our elders.  
(should/must) (*to express duty in a more determined sense*)
4. I \_\_\_\_\_ to clear the exam this year. (need/dare)
5. How \_\_\_\_\_ you do it! (dare/need) (*challenge*)
6. Your headache \_\_\_\_\_ also be due to some other problem.  
(can/could) (*not very sure*)
7. I am sure it \_\_\_\_\_ be cured. (can/may) (*very sure*)
8. It \_\_\_\_\_ be Jaya. (can/may) (*not very sure*)
9. I \_\_\_\_\_ go to the bazaar today. (may/can) (*not very sure*)
10. Ram \_\_\_\_\_ take exercise daily. (must/should) (*less determination*)

#### Exercise 4

1. We \_\_\_\_\_ serve our country. (ought to/ should) (*not so forceful*)
2. You \_\_\_\_\_ not waste your time. (should/must) (*more forceful*)
3. If wishes were horses, beggars \_\_\_\_\_ ride. (will/would)
4. \_\_\_\_\_ I take her out, mother? (can/could) (*more polite*)
5. \_\_\_\_\_ I come in, sir? (may/can) (*more formal*)
6. It \_\_\_\_\_ rain today. (may/might) (*less uncertain*)
7. The sun \_\_\_\_\_ rise in the east. (will/shall)
8. Had you worked hard, you \_\_\_\_\_ have passed. (would/should)
9. I \_\_\_\_\_ rather die than beg. (will/would) (*to express a preference*)
10. Walk fast lest you \_\_\_\_\_ miss the train. (shall/should)

#### Exercise 5

1. I told him he \_\_\_\_\_ take the test. (can/could)
2. You \_\_\_\_\_ leave now. (may/might) (*permission in a less formal manner*)
3. The teacher \_\_\_\_\_ be busy at this time.  
(can/must) (*to express a greater possibility*)
4. She told me that he \_\_\_\_\_ go. (will/would)
5. I \_\_\_\_\_ teach him a lesson. (will/would) (*to express a threat*)
6. She \_\_\_\_\_ marry Sham. (will/must) (*insistence*)
7. You \_\_\_\_\_ attend the evening class. (must/will) (*greater complusion*)
8. \_\_\_\_\_ you give me a glass of water, please?  
(can/could) (*request in a more formal manner*)
9. You \_\_\_\_\_ reach there in time. (must/should) (*order in a more determined sense*)
10. \_\_\_\_\_ I answer your question? (should/need) (*requirement*)

### Exercise 6

1. It \_\_\_\_\_ be true. (may/might) (*very unsure*)
2. I wish I \_\_\_\_\_ help you but I have my own problems. (can/could)
3. \_\_\_\_\_ that I were a king! (will/would)
4. If I were the Prime Minister, I \_\_\_\_\_ fight corruption. (will/would)
5. Had I reached the station in time, I \_\_\_\_\_ have caught the train. (will/would)
6. This is a film you \_\_\_\_\_ not avoid. (must/can) (*insistence*)
7. I \_\_\_\_\_ do Bharatanatyam. (can/may) (*ability*)
8. You \_\_\_\_\_ not leave without my permission. (will/shall) (*threat*)
9. He was so weak that he \_\_\_\_\_ not walk. (could/would)
10. I told him that he \_\_\_\_\_ leave. (can/could)

### Exercise 7

1. He \_\_\_\_\_ like to spend an evening with you. (will/would)
2. The headmaster \_\_\_\_\_ check all these accounts. (should/dare)
3. \_\_\_\_\_ you like to take coffee ? (can/would)
4. If you meet him you \_\_\_\_\_ tell him about it. (might/must)
5. He \_\_\_\_\_ be rich but he is very cruel. (will/may)
6. We \_\_\_\_\_ show respect to our elders. (ought to/can)
7. The doctor told me that I \_\_\_\_\_ not smoke any more. (must/will)
8. \_\_\_\_\_ you possibly lend me a thousand rupees? (could/will)
9. You \_\_\_\_\_ not enter my class, I forbid it. (must/will)
10. We \_\_\_\_\_ keep our neighbours as happy as we can. (may/should)

### Exercise 8

1. I \_\_\_\_\_ help him with money before I leave for London. (will/would)
2. The children asked if they \_\_\_\_\_ have ice cream. (can/could)
3. We \_\_\_\_\_ do as we are told. (can/should)
4. Work hard lest you \_\_\_\_\_ fail. (may/should)
5. You \_\_\_\_\_ respect your elders. (ought to/can)
6. \_\_\_\_\_ I come in ? I am sorry to be late. (may/shall)
7. He has been absent for a fortnight, he \_\_\_\_\_ be ill. (must/will)
8. You \_\_\_\_\_ not see him, just write a letter. (need/dare)
9. We \_\_\_\_\_ go to the station by taxi, it is getting late. (may/should)
10. I \_\_\_\_\_ not come yesterday since I was too busy. (would/could)

**Exercise 9**

1. You \_\_\_\_\_ clean your teeth every morning. (shall/should)
2. It \_\_\_\_\_ rain today. (very little possibility) (may/might)
3. This box is very heavy, I \_\_\_\_\_ not lift it. (should/may)
4. You \_\_\_\_\_ take a taxi or you will miss the train. (shall/should)
5. \_\_\_\_\_ you like to read his book? (will/would)
6. \_\_\_\_\_ you lift this elephant? (can/will)
7. It is getting late; we \_\_\_\_\_ go home. (should/can)
8. I \_\_\_\_\_ run five miles in an hour. (can/shall)
9. You \_\_\_\_\_ go out for a walk every day. (must/may)
10. Why didn't you inform me? I \_\_\_\_\_ have lent you the money. (can/could)

**Exercise 10**

1. \_\_\_\_\_ you finish your work in two hours? (can/may)
2. \_\_\_\_\_ his soul rest in peace! (may/might)
3. The doctor says that I \_\_\_\_\_ eat anything I like. (can/may)
4. Walk carefully lest you \_\_\_\_\_ sprain your foot. (may/should)
5. You \_\_\_\_\_ not take this trouble, I'll do that. (need/may)
6. The door of his room is not locked, he \_\_\_\_\_ be in. (may/shall)
7. Forty years ago only the rich \_\_\_\_\_ think of owning a radio set. (can/could)
8. \_\_\_\_\_ you like to get rid of that trouble some fellow? (would/can)
9. You \_\_\_\_\_ not hurry ; there is plenty of time. (need/may)
10. You \_\_\_\_\_ have returned these books last week. (should/shall)

**Exercise 11**

1. You \_\_\_\_\_ do as you are told. (should/shall)
2. I \_\_\_\_\_ certainly see you next week. (can/may)
3. You \_\_\_\_\_ respect your parents. (should/can)
4. You \_\_\_\_\_ not violate traffic regulations. (must/may)
5. Walk fast lest you \_\_\_\_\_ miss the train. (may/should)
6. It is a serious matter, you \_\_\_\_\_ consult a lawyer before you do anything. (must/shall)
7. The children asked if they \_\_\_\_\_ have chocolates. (can/could)
8. None \_\_\_\_\_ question the ways of God. (can/could)
9. \_\_\_\_\_ you run so fast? (can/may)
10. How \_\_\_\_\_ you abuse your elder brother? (could/should)



## 1.4 Conjunctions

(Sentence Connectors)

Study the following sentences:

1. I went home *and* took my food.
2. Give her a pen *or* a pencil.
3. He is hard-working *but* not intelligent.
4. I could not contact him *because* he was ill.

In all these sentences, the italicized words *join words or sentences*. They are *linking words* and are, therefore, called *conjunctions*. (or connectors)

**Definition:-** A *Conjunction* is a part of speech that *connects* words, clauses or sentences or shows relations between sentences.

### Kinds of Conjunctions

**Conjunctions can be classified into three types :**

1. Co-ordinative Conjunctions
2. Subordinative Conjunctions
3. Correlative Conjunctions

#### (A) Co-ordinative Conjunctions

Co-ordinative Conjunctions are those conjunctions that join words, phrases or clauses of *equal* rank.

**Here are some examples:**

1. Ram *and* Sham went to the market.
2. I did go there *but* I did not participate in the discussion.
3. Sonu is a coward *but* his brother is very brave.

#### (B) Subordinative Conjunctions

**Study the following sentences:**

1. (a) The thief was caught red-handed.  
(b) He was stealing a jewellery box.  
(c) The thief was caught red-handed *while* he was stealing a jewellery box. (Time)
2. (a) She is extremely happy today.  
(b) She has been engaged to a boy of her choice.  
(c) She is extremely happy today *because* she has been engaged to a boy of her choice.  
(Reason)
3. (a) He continued gambling.  
(b) He lost all his money.  
(c) He continued gambling *till* he lost all his money. (Time)

In all the above sets of sentences, sentences under (b) depend upon or are subordinate to the sentences under (a). They have been joined under (c) with the help of some conjunctions (in italics). Such conjunctions are called Subordinative Conjunctions.

### (C) Correlative Conjunctions

**Study the following sentences:**

1. *No sooner* did he reach the station *than* the train steamed off.
2. *Neither* Sham *nor* his brother committed this crime.
3. He is so weak *that* he cannot walk.
4. She is *not only* beautiful *but* intelligent also.

In all the above sentences, Conjunctions are seen to occur in pairs such as *no sooner* ..... *than*, *neither* .....*nor*, *so* ..... *that*, *not only* ..... but also.

Such Conjunctions are called Correlative Conjunctions.

Complete the following sentences by putting sentence connectors in the blank spaces:

#### Exercise 1

\_\_\_\_\_ I was young, I used to travel a lot. \_\_\_\_\_ now I am old \_\_\_\_\_ it is difficult for me to show as much zeal \_\_\_\_\_ I had in my youth. \_\_\_\_\_ I can still do many things, there are certain things \_\_\_\_\_ are beyond my reach now.

#### Exercise 2

\_\_\_\_\_ did I reach the station \_\_\_\_\_ the train left. I do not know \_\_\_\_\_ it happened with me. \_\_\_\_\_ I narrated the incident to my mother, she was disappointed to hear it. \_\_\_\_\_ I was coming back to my house, I met a stranger \_\_\_\_\_ was carrying a basket with him. I tried to talk to him \_\_\_\_\_ he gave no response.

#### Exercise 3

Music is said to be food for the soul. \_\_\_\_\_ does it give relaxation to our mind \_\_\_\_\_ help us to forget our sorrows and worries of day-to-day life. There is no aspect of life \_\_\_\_\_ we do not find it. There is hardly any party or function \_\_\_\_\_ music is not played. \_\_\_\_\_ we must enjoy it to forget our pains for some time.

#### Exercise 4

Education has become a part of everybody's life. There is not even a single field \_\_\_\_\_ education has not left its mark. The day is not far \_\_\_\_\_ everybody would like to drink deep from its ocean. \_\_\_\_\_ the need of the hour is to spread education in every nook and corner \_\_\_\_\_ nobody is left without its mark.

### Exercise 5

One day \_\_\_\_\_ I went to my friend's house, I was surprised to see a man \_\_\_\_\_ was wearing nothing. \_\_\_\_\_ I asked him the reason, he tried to avoid me, \_\_\_\_\_ I did not stop and asked him again. \_\_\_\_\_ some time he told me the reason behind it. \_\_\_\_\_ he was telling me a sad episode \_\_\_\_\_ had happened with him two days \_\_\_\_\_. I started weeping \_\_\_\_\_ I heard his woeful tale.

### Exercise 6

The economic condition of a country depends on the resources available in the country \_\_\_\_\_ on its population. \_\_\_\_\_ the population increases, resources start decreasing. \_\_\_\_\_ there is a need to control population \_\_\_\_\_ we want our country to move towards the path of development.

### Exercise 7

I was pained to hear about your problem, \_\_\_\_\_ you should not worry \_\_\_\_\_ I am always there to help you. \_\_\_\_\_ my means are limited, I will try to help you \_\_\_\_\_ much \_\_\_\_\_ I can. \_\_\_\_\_ you want to progress in life, you should have faith in your capabilities \_\_\_\_\_ aspirations.

### Exercise 8

\_\_\_\_\_ my knowledge is concerned I can only say \_\_\_\_\_ nowadays, it has become difficult to make both ends meet. I was seven years old \_\_\_\_\_ my mother died. I tried to put a lot of efforts \_\_\_\_\_ I may get \_\_\_\_\_ I desired in my life. My sister \_\_\_\_\_ I started running a shop \_\_\_\_\_ was situated near my house. My sister \_\_\_\_\_ I managed the shop. \_\_\_\_\_ we had limited means, we were honest.

### Exercise 9

\_\_\_\_\_ I was nine years old, my parents told me \_\_\_\_\_ we originally belonged to Kashmir. \_\_\_\_\_ I grew up I began to watch T.V. \_\_\_\_\_ I learnt about the happenings in Kashmir. \_\_\_\_\_ I saw some beautiful shots of the heavenly valley on the T.V. \_\_\_\_\_ in movies, I would remember Kashmir.

### Exercise 10

My friend had been suffering from cholera \_\_\_\_\_ Monday. Today he did not come to school \_\_\_\_\_ he was not well again. \_\_\_\_\_ I reached his house, his family had left for the hospital. I hurriedly rushed towards the hospital \_\_\_\_\_ he had been admitted. The doctor came \_\_\_\_\_ assured us about his early recovery. We heaved a sigh of relief \_\_\_\_\_ we heard the news of his recovery.

### Exercise 11

\_\_\_\_\_ I feel lonely I prefer to enjoy the beauty of nature. Wordsworth was a famous poet \_\_\_\_\_ wrote poems on the beautiful objects of nature. Some of his poems show the zeal \_\_\_\_\_ he had in his veins. \_\_\_\_\_ I was at school, my English teacher used to tell me about some of Wordsworth's poems \_\_\_\_\_ were worth reading.

### Exercise 12

\_\_\_\_\_ you do not get success despite your repeated efforts, you should not lose heart. Only those people get success \_\_\_\_\_ have an optimistic approach towards life. \_\_\_\_\_ you want to win the lost game, you should not feel exhausted. You can go up in life \_\_\_\_\_ you persist in your efforts.

### Exercise 13

\_\_\_\_\_ did we step out of the house \_\_\_\_\_ the rain started. I love rainy season \_\_\_\_\_ in that season my grandmother prepares lovely dishes for the whole family. I enjoy sitting alone \_\_\_\_\_ it is raining. \_\_\_\_\_ somebody comes to my house on a rainy day, I feel disturbed.

### Exercise 14

The incident \_\_\_\_\_ changed me was the death of my grandfather. \_\_\_\_\_ he ate was flushed out of his system immediately. One morning, \_\_\_\_\_ reciting his prayers, he passed away. I can never forget the day on \_\_\_\_\_ my grandfather died. \_\_\_\_\_ I was a child he used to tell me stories \_\_\_\_\_ going to bed. \_\_\_\_\_ today I have not come out of the grief \_\_\_\_\_ engulfed me six years back.

### Exercise 15

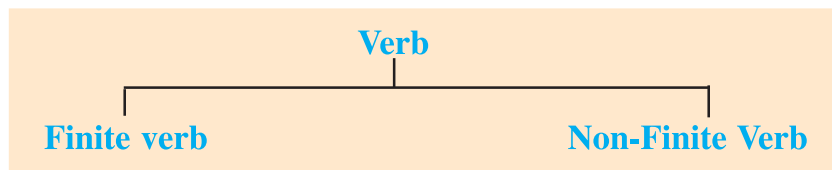
\_\_\_\_\_ a certain Minister grew old, his hair fell off \_\_\_\_\_ he became bald. \_\_\_\_\_ he was vain, he wore a wig of someone else's hair \_\_\_\_\_ went out. \_\_\_\_\_ he was rushing out of Parliament one day, there was a gust of wind. His wig fell off \_\_\_\_\_ exposed his bald pate. \_\_\_\_\_ everyone saw this, they started laughing at him.



## Chapter-2

# USE & KINDS OF NON-FINITES

## 2.1 Verbs can be divided into two types :



A verb that changes its form according to person, tense, mood etc is called a 'Finite Verb'.

### Examples :

Mohan works hard.

They worked hard.

She is working hard.

We have worked hard.

How I wish we worked hard!

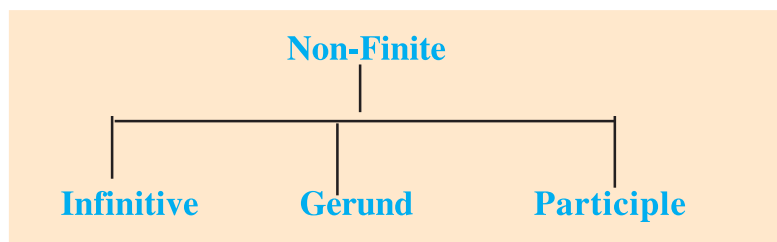
The underlined words in these examples are Finite Verbs because they change according to person, number and tense.

Now look at the sentences given below:

1. He wants to be rich.
2. She wanted to be rich.
3. They want to be rich.
4. She makes me understand everything.
5. She made me understand everything.
6. We will make you understand Science.

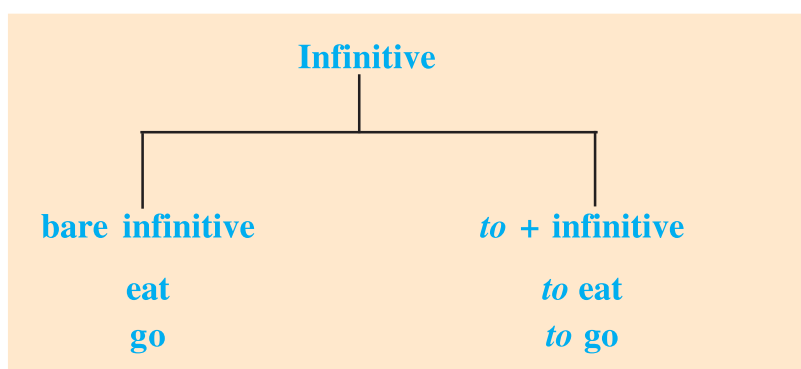
The verbs *be* and understand here do not change according to tense, number and person. Such verbs are called Non-Finite Verbs.

## 2.2 Kinds of Non-Finites



### 2.2.1 The Infinitive

Let us study the infinitive first. The infinitive has two forms:



#### Use of *to + infinitive*

The *to + infinitive* is used in the following ways :

1. As a noun
  - (a) To err is human.  
*Subject*
  - To criticize others is very easy.  
*Subject*
  - (b) We want to learn French. *(Object of the transitive verb want)*  
I know how to cook rice. *(Object)*
  - (c) The best thing is to do the work yourself. *(Complement to the linking verb is)*  
Her aim was to become a doctor. *(Complement to the linking verb was)*
  - (d) It is easier to preach than to practise. *(After the Dummy Subject 'it')*
2. As an adverb to modify a verb or an adjective :
  - (a) He went to meet the President. *(modifies the verb went)*  
I stood up to speak. *(modify the verb stood)*
  - (b) She is anxious to leave. *(modifies the adjective anxious)*  
You are difficult to please. *(modifies the adjective difficult)*

3. As an adjective to qualify a noun :  
 It is time to leave. (*qualifies the noun time*)  
 We have nothing to offer. (*qualifies nothing*)
4. As an object complement or an object to a preposition :  
 He is about to resign.  
 We saw him go.  
 This shop is about to close.  
 I felt something fall on my foot.
5. As an adjunct :  
 He was the first to arrive.  
 Please give me something to eat.
6. As part of 'too + adjective/adverb + infinitive' (*enough + infinitive*)  
 The patient is too weak to walk.  
 I don't have money enough to buy a car.
7. As an absolute to modify the whole sentence.  
To be honest with you, I hate you.  
To cut the long story short, he cheated everybody.

### Use of the bare infinitive

8. After some verbs like *watch, bid, see, let, make, help, hear, feel etc.* :  
 She bade me come.  
 She helped me do my homework.  
 The Director made me wait.  
 Let me ask a question.
9. With *had better, had rather* :  
 I'd better *stay* where I am.  
 You had rather *speak* to her.
10. With some prepositions like *except, but, than etc.* :  
 He does nothing except *complain*.  
 I would rather *die* than beg.
11. Passive form of the Infinitive (*to + be + past participle*)  
 It is an insult to be treated like that.  
 She likes to be flattered.

## Practice Exercises

### Exercise 1

Pick out the Infinitives (with or without *to*) in the following sentences :

1. I watched her make a doll.
2. I want to become a teacher.
3. To err is human; to forgive is divine.
4. I like to read story books.
5. We don't know how to help her.
6. Please let me go now.
7. When are you likely to return?
8. He wants the truth to be told.
9. I have nothing new to do.
10. It is too late to visit her.

### Exercise 2

Complete the following sentences using the Infinitive form (with or without *to*) of the verbs given in brackets:

1. You are requested ..... me. (help)
2. She bade us ..... away. (go)
3. I find the word 'psychology' difficult ..... (spell)
4. Please make me ..... why the stars twinkle. (understand)
5. The medicine is too bitter ..... (take)

### Exercise 3

Replace the Relative Clause in each of the following sentences by an Infinitive:

Example :

You have some important work which you must finish.

Answer : You have some important work to finish.

1. You have a train that can carry you back home.
2. She wants something that she can drink.
3. They advised me that I should see an eye specialist.
4. Mohan had no proof that he could show.
5. I gave him a book that he could consult.
6. Asha is not a servant who can be trusted.

### Exercise 4

Rewrite the following sentences using an Infinitive:

1. I would be happy *if could join* this company. (to join)



2. At Agra we have the *Taj that one can visit*.
3. His handwriting is *so bad that one cannot read it*.
4. Papa was angry *when he found that his glasses were broken*.
5. I was shocked *when I heard of the terrible accident*.
6. I will tell him *that he should post the letter today*.

### 2.2.2. The Gerund

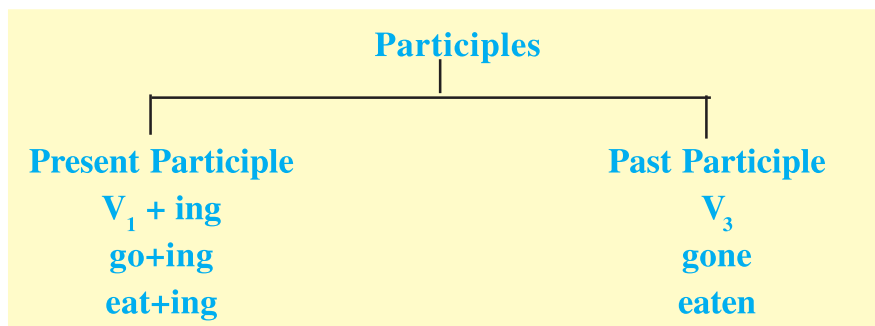
A gerund is that form of the verb which ends in -ing and has the form of a noun. That is why, the gerund is called a Verbal Noun.

#### Use of the Gerund :

1. As a Subject :  
Swimming is good for health.  
Seeing is believing.  
Reading makes a complete man.
2. As an Object :  
 We like painting.  
 She likes eating rice.
3. As a Complement to a Linking Verb :  
 My first love is dancing.
4. As an Object of a Preposition :  
 I am fond of fishing.  
 The police prevented her from going.
5. As part of a Noun Phrase :  
Playing on this field is enjoyable.  
Watching the snowfall was a real treat.

### 2.2.3 Participles

Participles can be divided into two types.



(V<sub>1</sub> = Verb in its first form; V<sub>3</sub> = Verb in its third form)

## USE OF PRESENT PARTICIPLE

1. As an Adjective :  
I will buy a jumping doll.  
This building has no running water.
2. As an Object Complement :  
We found the terms tempting.  
I found the child sleeping.
3. As an Adverb :  
She went away crying.  
She went out of the house singing.  
The boy sat whistling.

**Note :** In such a case, normally two actions take place at the same time.

4. As part of an Adjective Phrase :  
The person living on the first floor is my friend.  
The man running the whole show is my father.
5. As a Participle Phrase :  
Placing his hand on the Bible, he took the oath.  
Picking up his bag, he walked away.

**Note :** The following sentences show the difference between a participle and a gerund.

- |  |                             |
|--|-----------------------------|
| (a) <u>Throwing</u> as bomb there, he ran away.                    | <i>(Present Participle)</i> |
| <u>Throwing</u> bombs in a street is against law.                  | <i>(Gerund)</i>             |
| (b) <u>Swimming</u> in the canal, Mohan saved the life of a child. | <i>(Present Participle)</i> |
| <u>Swimming</u> in the canal is a good exercise.                   | <i>(Gerund)</i>             |
| (c) I like the girls <u>having</u> long hair.                      | <i>(Present Participle)</i> |
| I like <u>having</u> long hair.                                    | <i>(Gerund)</i>             |

### Use of Past Participle

1. As an Adjective :  
The wounded man was taken to hospital.  
He is a spoilt child.
2. As an Object Complement :  
We found the door locked.  
The news left us shocked.
3. As an Adverb :  
The man left the hospital completely cured.  
Excited, he kept moving here and there.

4. As part of a Participle Phrase :

We saw a bird caught in a net.

She found the door painted on both sides.

### Exercise 5

Combine the following pairs of sentences using a Present Participle or a Past Participle. Treat the first two sentences as examples:

1. I felt sorry for the blind man. I gave him a hundred rupee note.  
(Feeling sorry for the blind man, I gave him a hundred rupee note.)
2. My uncle arrived. He was accompanied by Mohan.  
(Accompanied by Mohan, my uncle arrived.)
3. We found the child. It was crying for its father.
4. He raised his sword. He struck his enemy.
5. I heard the bang. I sprang up from my bed.
6. He broke his arm. It made it difficult for him to walk.
7. The child was lost. He found no joy in the fair.

### Exercise 6

Combine the following sets of sentences using a non-finite verb (Infinitive, Gerund or Participle) :

1. I enjoyed the mangoes. These were sent by my uncle.
2. We go to the library. We read books there.
3. I am happy. I accept your invitation.
4. He took his gun. He fired at the bird.
5. She left home early. She arrived here on time.
6. He wants to marry Mary. His father is opposed to this.
7. Mohan sells apples. He earns fifty rupees a day.
8. It was an extremely cold day. I could not work at all.  
(Start with : It being .....)
9. They held a meeting. They discussed the matters of the school.
10. I went to the Headmaster. I sought a favour.

### Exercise 7

Fill in the blanks with suitable non-finite (Infinitive, Gerund or Participle) :

1. I am afraid of ..... in the court. (appear)
2. .... thieves in her house, she started ..... (see, shout)
3. He decided ..... his income by ..... a private tuition. (increase, take)

4. I noticed your friend ..... with a gambler. (sit)
5. It is easier ..... than ..... (say, do)
6. Do you want ..... my address? (know)
7. Every miser hates ..... money. (spend)
8. They were eager ..... the game. (start)
9. This rent is quite reasonable for a well ..... house. (furnish)
10. The children seemed ..... on seeing the giant. (frighten)

### Exercise 8

Combine the following sets of sentences into a single sentence each:

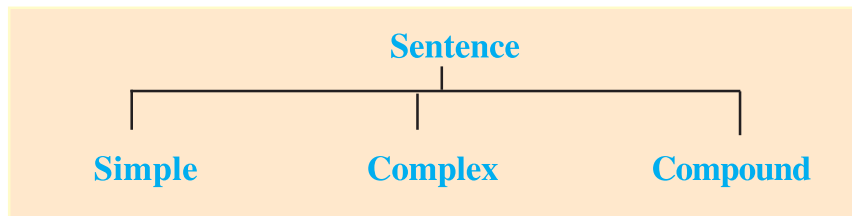
1. Mohan is trying. He wants to follow Gandhiji.
2. The Chairman tried it. He wanted to put him off.
3. Mohan did not look at the girls. He avoided it.
4. The old man took the trouble of it. He explained the matter in detail.
5. It is no use. Don't cry over spilt milk.
6. Hari does not accept bribes. He hates it.
7. You should not blow horn near a hospital. It is forbidden.
8. He stole the ornaments. He looked for a place to hide them.
9. I saw a gentleman. He was sitting next to me.
10. He stood aside. He was waiting for orders.



## Chapter-3

# SIMPLE, COMPLEX AND COMPOUND SENTENCES

### 3.1 You learnt in class IX that sentences can be grouped into three types :



In this chapter we shall deal with the distinction between a Simple Sentence and a Complex Sentence.

### 3.2 Simple Sentence :

A simple sentence has only one subject and one predicate. It has only one clause in it.

Look at the following sentences :

Mohan works hard.

Mr Verma taught us last year.

Each of these sentences has only one subject and one predicate.

Subject	Predicate
Mohan	works hard.
Mr Verma	taught us last year.

### 3.3 Complex Sentence :

Study the following sentences :

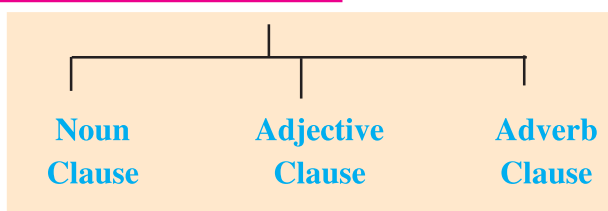
1. We do not know when the letter will come.
2. This is the boy who won the prize.
3. You can buy whatever you like.

Each of the sentences given above consists of one Main (Principal) Clause and one Dependent (Subordinate) Clause as shown in the table below.

Principal Clause	Subordinate Clause
We do not know	when the letter will come.
This is the boy	who won the prize.
You can buy	whatever you like.

A sentence which consists of a Main Clause (Principal Clause) and one or more Subordinate (Dependent) Clause (s) is called a Complex Sentence :

### 3.4 Kinds of Subordinate Clauses



#### 3.4.1 Noun Clause

A clause that performs the function of a noun is called a Noun Clause.

In the following sentences, the clauses in italics are Noun Clauses :

1. She told us *that she had failed*.
2. We heard *what your mother said*.
3. *Whether she can win* is not certain.
4. His fear is *that he may lose the match*.

#### Functions of a Noun Clause

Noun Clauses can have several functions in a complex sentence.

##### (a) As the Subject of a Verb :

1. *What he did* is not known.
2. *Whoever did that* will be punished.
3. *What she said* was true.
4. *Why she came late* is not known.
5. *That Balbir should have left the company* is not surprising.

##### (b) As the Object of a Verb :

1. Who knows *what may happen tomorrow* ?
2. I don't remember *what he said then*.
3. She doesn't remember *how she reached home*.
4. Do *whatever you want*.
5. We don't know *when the session begins*.

**(c) As a complement of a Verb :**

1. Her fear is *that she may not succeed*.
2. It seems *that it will rain soon*.
3. That man is not *what he appears to be*.
4. Life is *what you make of it*.

**(d) Object of a Preposition :**

1. The teacher agreed to *what I said*.
2. There is no truth in *what he says*.
3. The house will sell for *whatever it is worth*.
4. Please listen to *what I say*.
5. Attend carefully to *what the instructor says*.

**(e) Case in Apposition to a Noun or a Pronoun :**

1. *It* is correct *that Mohan is guilty*.
2. *It* is uncertain *that it will rain*.
3. *It* is known to all *that you are a thief*.
4. *It* was unbelievable *that Ram had cheated them*.
5. *It* is true that *India is number one in I.T.*

**(f) Object of a Participle :**

1. Seeing *that the gate was open*, the thief went inside.
2. Knowing *that he could not get a job*, he started a business.
3. He stole the scooter finding *that it was unlocked*.
4. Learning *that the train was late by three hours*, he caught a bus.
5. Finding *that there was no one around*, he planted a bomb there.

**(g) Object of an infinitive :**

1. I want to disclose *whatever I know about the theft*.
2. She wants to know *why I was absent*.
3. We need to learn *how she did it*.
4. She wants to make sure *whether he is coming*.

## Practice Exercises

### Exercise 1

Analyse the following sentences, selecting the Principal Clause and the Noun Clause. Also, state the function of the Noun Clause.

#### Set-A

1. That Mohan was a doctor was not known to me.
2. Where the boys will stay is not yet known.
3. That Mohan will stand first is certain.

4. What cannot be cured must be endured.
5. Why the thief did not take away the gold is a mystery.

### Set-B

1. Ask Asha if Papa has come.
2. Can you tell me why Mohan is absent today ?
3. I know that she loves music.
4. Tell me why you hate me.
5. I had never thought that your brother was so lazy.

### Set-C

1. My fear was that Mohan would reach late.
2. Life is what you make it.
3. It seems that it will rain soon.
4. Things are not what they appear to be.
5. My firm belief is that Harpreet will stand first.

### Set-D

1. Aren't you ashamed of what you have done ?
2. She must listen to what her teacher says.
3. She agrees to whatever Mohan says.
4. There is no truth in what is stated by Asha.
5. Your success depends on how hard you work.

### Set-E

1. The statement that all students will get two rasgullas every day is not true.
2. The news that Sania Mirza has won is correct.
3. The story that Ram Nath kidnapped his own nephew has been confirmed.
4. It is true that boys are generally taller than girls.
5. The fact that Harbhajan is a cricketer is known to all.

### Set-F

1. Finding that the situation was getting worse, the police opened fire.
2. I went to the manager finding that I had been cheated by the company.
3. Thinking that he was a stranger to the city, I helped him.
4. Mohan left the meeting saying that he could not compromise with his principles.
5. We attacked the robber knowing that he was desperate to do anything.

### Set-G

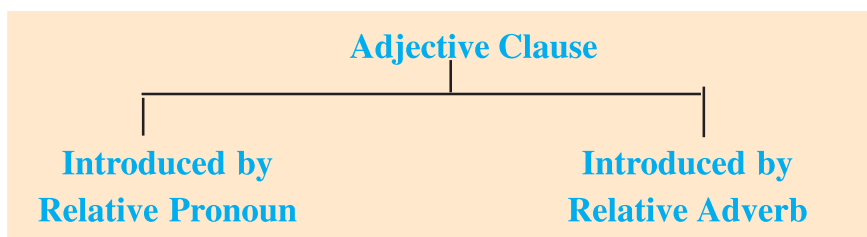
1. I want to confirm if he has a hand in it.
2. We asked him to explain what he had done.



3. She wants to know how the quarrel started.
4. I want to know for certain if you helped the thief.
5. I want to know why he stole the money.

### 3.4.2 Adjective Clause

A clause that functions like an adjective is called an Adjective Clause. An Adjective Clause qualifies some noun or pronoun in the Main Clause or Principal Clause. Adjective Clauses can be divided into two types as explained below.



(a) **Introduced by some Relative Pronoun (who, whose, whom, which, that), Sometimes a preposition precedes the relative pronoun.**

1. All *that glitters* is not gold.
2. The man *with whom he lived* killed him.
3. The person *whose brother won the race* thanked me.
4. People *who live in glass houses* should not throw stones at others.
5. This is the box *in which she keeps her jewels*.

(b) **Introduced by some Relative Adverb (when, where, why, how etc.)**

1. Spring is the season *when nature appears at her best*.
2. That is the reason *why it rains so much there*.
3. This is the place *where we first met*.
4. She left us on a day *when it was raining*.

Please keep the following points in mind :

**Note I :** There are some sentences in which the Relative Pronoun or the Relative Adverb is understood.

1. He has not done the work in the manner *you wanted it*.
2. The reason *I like you* is obvious. ('why' understood)
3. The car *he gifted me* was expensive. ('which' understood)

**Note II :** The word, as, is a Relative Pronoun where it is used after 'such'.

**Example :**

Such people as work hard do rise in their lives.

## Exercise 2

Pick out the Adjective Clauses from the following sentences and state the function of each :

1. She is the girl who helped me.
2. He killed the snake that bit his wife.
3. The habits that are formed in early age are difficult to break.
4. The furniture he gave us was worth nothing.
5. He who helps others is sure to be helped by God.
6. Such students as work hard are liked by all.
7. He who has no money has no friends.
8. This is the doctor who treated me.
9. This is the reason why she refused to marry Mohan.
10. There was not a single worker who did not go on strike.
11. I gave him such advice as was very useful.
12. Time once lost is lost for ever.
13. This is the school that the President visited.
14. I remember the village where I was born.
15. He is the man who displayed those magical tricks.

### 3.4.3 Adverb Clause

An Adverb Clause is one which performs the function of an Adverb in relation to some word in the Principal Clause. It modifies a Verb, an Adjective or an Adverb in it. It indicates time, place, reason, manner, contrast or condition.

**(a) Adverb Clause showing Place (introduced by *where, wherever* etc.) :**

1. We know *where she lives*.
2. *Where there is a will*, there is a way.
3. *Wherever they go*, they create a problem.

**(b) Adverb Clause showing Time (introduced by *when, as long as, as soon as, just as, until, till, whenever, while, since, before* etc.) :**

1. Make hay *while the sun shines*.
2. They will not trouble you *as long as you pay your taxes on time*.
3. I met her *when she was with the Star T.V.*

**(c) Adverb Clause showing Condition (introduced by *if, unless, provided* etc.) :**

1. *If she wins the match*, she will get a lot of money.
2. *If wishes were horses*, beggars would ride.
3. I will not allow you to come inside *unless you apologize*.

(d) **Adverb Clause showing Reason or Cause or Purpose (introduced by *that, because, since, as, so that* etc.) :**

1. He is working hard *so that he may become a doctor.*
2. She was happy because *she had won a lottery.*
3. We are afraid *that the police may trouble us.*

(e) **Adverb Clause of Concession or Contrast (introduced by *though, although, even if, whatever, however* etc.) :**

1. She cannot become a first-rate player *however hard she tries.*
2. We must start *even if it rains heavily.*
3. *Although he has a lot of money,* he borrows the newspaper from his neighbour every day.

(f) **Adverb Clause showing Manner or Extent (introduced by *as if, though, so far as, than* etc) :**

1. She behaves *as if she were the queen.*
2. You can't run faster *than I can.*
3. She works *as hard as her father does.*

### Exercise 3

Pick out the Principal Clause and the Adverb Clause from each of the following sentences and state the function of each Adverb Clause.

#### Set-A

1. Look before you leap.
2. No sooner did the train stop than the boys jumped out.
3. Strike the iron while it is hot.
4. The plane had landed before I reached the airport.
5. As long as you work hard, we will not throw you out.

#### Set-B

1. The boat sailed where the wind took it.
2. Send the scooter where it came from.
3. I'll go with you wherever you go.
4. He gets into trouble wherever he goes.
5. Buy this book wherever you find it.

#### Set-C

1. Since you are late, I cannot let you in.
2. You will pass the examination because you are working hard.
3. I respect her because she is kind to me.

4. I am glad that you have acted honestly.
5. He is afraid that he may be punished.

### Set-D

1. I'll help her provided she works hard.
2. If Mohan comes late, the teacher will punish him.
3. He won't get the book unless he comes to me.
4. If it rains, we shall stay indoors.
5. If the bus is late, we will take a taxi.

### Set-E

1. Mohan is as active as he is hard-working.
2. As you sow, so shall you reap.
3. Dress as you like.
4. I know French better than you do.
5. He behaves as if he was mad.

### Set-F

1. No matter how hard up she is, she cannot be mean.
2. We shall go ahead with this business even if we suffer a great loss.
3. Although he tried hard, he did not succeed.
4. You cannot pass however hard you may try.
5. Papa did not agree though I requested him time and again.

## 3.5 Compound Sentence

A compound sentence is made up of at least two clauses. All its clauses are of equal rank and are called Co-ordinate Clauses. The following sentences are compound sentences.

1. *Mohan likes Maths but his sister hates it.*
2. *He had a bath and (he) watched T.V.*

In Sentence 1, two Co-ordinate Clauses

*Mohan likes Maths*

and

*His sister hates it*

are joined by the co-ordinating conjunction *but*.

In Sentence 2, two Co-ordinate Clauses

He had a bath

and

(he) watched T.V.

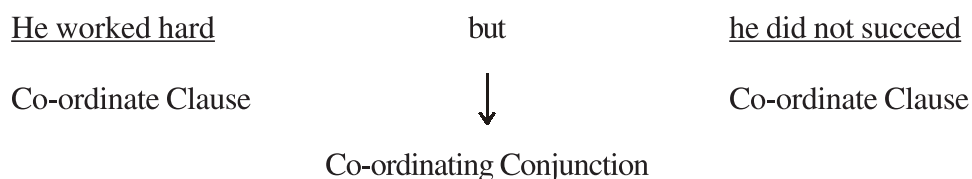
are joined by the co-ordinating conjunction *and*.

### 3.5.1 Difference between the Complex Sentence and the Compound Sentence

Both the complex sentence and the compound sentence are made up of at least two clauses. Then, what is the difference between them? The clauses of a compound sentence are of equal importance whereas this is not so in the case of a complex sentence. In a complex sentence, one clause is more important than the other (s).

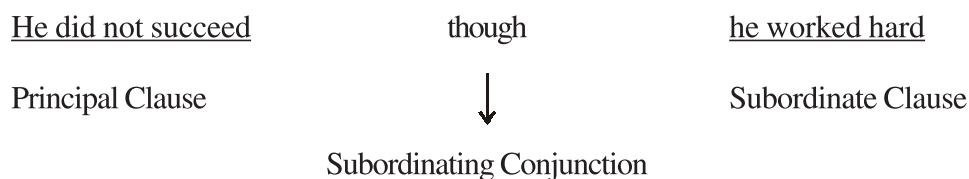
Study the following carefully :

#### Compound Sentence



Here the two clauses are of equal importance

#### Complex Sentence



Here the Principal Clause is more important than the Subordinate Clause.

### Exercise 4

Combine the following sets of simple sentences using the conjunctions given in the brackets.

1. Ram is very rich. He is a miser. [use *although*]
2. It rains. We shall stay indoors. [use *if*]
3. He broke three windows. He did not get punishment. [use *but*]
4. Mohan came late. Ram came late. [use *and*]
5. He is the boy. He broke the window. [use *who*]
6. The box is too heavy. No one can lift it. [use *too ..to*]
7. The sum is very difficult. We cannot solve it. [use *so ..... that*]
8. This is the house. Ramesh built it. [use *that*]
9. He left the job. Tell me the reason. [use *why*]
10. A grammarian is a person. He makes simple things difficult. [use *who*]
11. The beggar sits there. The two roads meet there. [use *where*]
12. She is good. She is beautiful. [use *as ..... as*]

### Exercise 5

Without changing the meaning, transform the following sentences as per instruction given in the brackets in each case.

1. I shall not help you if you do not work hard. [Use *unless*]
2. No sooner did it stop raining than we went out for a walk. [Use *as soon as*]
3. Mohan behaves like the director. [Use *as if ..... was*]
4. You say something. I agree to it. [Use *what*]
5. He found the door open and stepped inside. [Use *finding*]
6. The magistrate saw the situation getting worse and ordered the police to open fire. [Use *seeing*]
7. I like those boys who are obedient. [Use *such ..... as*]
8. Boys are generally taller than girls. [Use *not as tall as*]
9. He wrote this essay at the age of ten. [Use *when*]
10. Walk fast lest you should miss the train. [Use *if you do not*]



## Chapter-4

# VOICE

### 4.0 Study the following sentences :

1. The hunter killed the tiger.
2. The tiger was killed by the hunter.

Both the sentences express the same meaning. But in sentence 1 the form of the verb shows that the person denoted by the Subject did something. In sentence 2, the form of the verb shows that something was done to the person/object denoted by the Subject.

- \* A Verb is said to be in the **Active Voice** when its form shows that the person or thing denoted by the Subject does something. In other words, it is the doer of the action.
- \*\* A Verb is said to be in the **Passive Voice** when its form shows that something is done to the person or thing denoted by the Subject.

#### Note :

1. The Passive Voice is so called because the person or thing denoted by the subject is not active but passive, that is, it suffers or receives some action.
2. It may be pointed out that there are several sentences in the Active Voice (or Passive Voice) that cannot be changed into the Passive Voice (or Active Voice). While some sentences are used in standard English in the Active Voice only, there are others that are used in the passive voice only. Here is, for example, a sentence like : I have broken my leg. The same sentence in the Passive Voice i.e. My leg has been broken by me sounds funny and is not used in standard English.
3. Generally, a sentence in which the speaker does not want to reveal the agent (*doer of the action*) or it is not necessary to do so or where the agent or where it is understood are said in the Passive Voice *e.g.*

The road is being repaired.

The murderer has been arrested.

26th of January was declared a public holiday.

## 4.1 Revision of the Rules to form the Passive Voice

Tenses	Active	Passive
1. <b>Present Indefinite</b>	I form of the verb +s/es do/does (not) + I form of the verb	is/am/are (not) + III form
2. <b>Past Indefinite</b>	II form of the verb did (not) + I form	was/were (not) + III form
3. <b>Present Continuous</b>	is/am/are (not) + I form + ing	is/am/are (not) + being + III form
4. <b>Past Continuous</b>	was/were (not) + I form + ing	was/were (not) + being + III form
5. <b>Present Perfect</b>	has/have (not) + III form	has/have (not) been + III form
6. <b>Past Perfect</b>	had (not) + III form	had (not) been + III form
7. <b>Future Perfect</b>	will/shall (not) have + III form	will/shall (not) have been + III form
8. <b>Modal verb</b>	will, shall, would, should, can, could, may, might, must, ought to + I form	will, shall, would, should, can, could, may, might, must, ought to be + III form
9. <b>Infinitive</b>	to + I form	to be + III form

### **Important Note :**

While applying the above rules, the student must not forget to note whether the object in the Active Voice is a singular one or a plural one. When this object becomes the subject in the Passive Voice, the verb has to be adjusted accordingly.

**Example :** 1. Rahul is solving a puzzle.

2. Rahul is solving puzzles.

The first sentence has a singular object (a *puzzle*) while the second sentence has a plural object (*puzzles*). Therefore, while changing them into the Passive Voice, the verb will have to be adjusted accordingly as follows :

1. A puzzle *is* being solved by Rahul.
2. Puzzles *are* being solved by Rahul.



## EXERCISES FOR PRACTICE

Change the voice in the following sentences :

### Exercise 1

1. She will water the plants.
2. We expect happy news.
3. Does Raghu speak the truth ?
4. They did not listen to me.
5. He helped his father in his old age.
6. The children were collecting stamps.
7. Columbus discovered America.
8. You cannot always expect such wonders.
9. Somebody had stolen my camera.
10. The boss has accepted my proposal.
11. I know his ways.
12. Do not insult your elders.
13. The teacher will punish the naughty boys.
14. Your behaviour displeased me.
15. Am I favouring you ?

### Exercise 2

1. A race is run by them.
2. Who had been fined ?
3. A noise was made by you.
4. By whom are you taught English ?
5. It has to be learnt by heart.
6. Nothing will be done by them.
7. What is wanted by you ?
8. They were being taught by us.
9. The beggar was being insulted by them.
10. He will not have been abused by us.
11. I should not be disturbed.
12. My camera has been stolen by her.
13. This picture has been painted by me.
14. The thieves were caught by the police.
15. The child was knocked down by a car.

### Exercise 3

Read the passage in the Active Voice carefully and change it into the passive (where necessary) in the space provided :

Shahjahan loved his wife Mumtaz Mahal. He raised the Taj Mahal to keep her memory alive. He spent over three crores of rupees on it. The Taj is a model of perfection. A garden surrounds the beautiful building. Fountains splash water there.

### Exercise 4

Match the following sentences in the Active Voice with their Passive forms. Write in squares their matching numbers :

1 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Do we take milk ?</div>	2 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Leave the room.</div>	3 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">We shall forgive him.</div>
4 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">I know him.</div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 5px auto;"></div>	5 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Get up early in the morning.</div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 5px auto;"></div>	6 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Let us set to work.</div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 5px auto;"></div>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">He is known to me.</div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 5px auto;"></div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">You are ordered to leave the room.</div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 5px auto;"></div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Is milk taken by us ?</div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 5px auto;"></div>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">He will be forgiven.</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">It is proposed that we should set to work.</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">You are advised to get up early in the morning.</div>

### Exercise 5

Fill in the blanks with the suitable form of the verbs in brackets using Active or Passive Voice as appropriate :

Once a valve \_\_\_\_\_ (damage) beyond repair, as happens with recurrent attacks of rheumatic fever, the only way to save the patient \_\_\_\_\_ (be) to replace it. Almost all replacements \_\_\_\_\_ (do) today with the help of mechanical devices. Among the earliest \_\_\_\_\_ (be) the ball-and-cage valve which \_\_\_\_\_ (invent) in 1961 by Albert Sterr, a surgeon of Portland, USA. It \_\_\_\_\_ (have) a plastic ball in a stainless steel socket. But the device

\_\_\_\_\_ (have) several disadvantages. Today, it \_\_\_\_\_ (replace) by a latest product that is absolutely safe.

## 4.2 Use of the Passive in newspaper headlines and notices at public places, offices, hotels, banks etc.

**Example :**

American held for  
smuggling heroin

Hijacker held

PM hospitalised

General Secretary of  
Churches appointed

### Exercise 6

Given below are some newspaper reports. Provide suitable headlines for each one of them using the passive form :

- New Delhi :** Heroin weighing about 70 kg valued at ₹120 lakh was recovered from a drug peddler on Sunday.  
\_\_\_\_\_
- Bangalore :** Eight persons died and sixty were injured when the Bangalore-bound Udyan Express from Mumbai VT derailed on Saturday night.  
\_\_\_\_\_
- Avantipur :** Police reported that two persons were stabbed to death in two separate incidents yesterday.  
\_\_\_\_\_
- Karnal :** A fire broke out in resettlement colony in which at least fifty houses were destroyed.  
\_\_\_\_\_

### Exercise 7

Complete the news report from the given headlines :

- Suspect Arrested**  
Mumbai police report that a suspect \_\_\_\_\_ in the bomb blast case.
- 3 killed 20 injured**  
\_\_\_\_\_ and \_\_\_\_\_ when a bus fell into a gorge.
- 5 killed in J & K**  
Five persons of a family \_\_\_\_\_ by the militants on Friday night.

## 4. Young Army Officer Killed in J &amp; K

A young army officer \_\_\_\_\_ in Srinagar in J & K while thwarting an infiltration bid in Rajouri district.

## Use of the Passive For Describing a Process

### Exercise 8

Complete the instructions given below for making Rasgullas by filling in the blanks with the correct form of verbs given in the box. You can use the same verb more than once.

crush	add	prepare	put	heat	take	allow	be
-------	-----	---------	-----	------	------	-------	----

Rasgullas are easy to make. To make them, first of all, soft paneer, is prepared from milk. It is mashed that is beaten and \_\_\_\_\_. Then some refined flour is added to the beaten stuff. After that balls, one inch in diameter, \_\_\_\_\_ from this mixture. Now some syrup \_\_\_\_\_ by boiling sugar with water. After the syrup \_\_\_\_\_ the balls \_\_\_\_\_ in the thick sweet liquid which \_\_\_\_\_ for about 25 minutes. Now the pan containing the syrup and the balls \_\_\_\_\_ off the gas-stove. The syrup and the balls \_\_\_\_\_ to cool. The cooler the rasgullas, the more welcome they \_\_\_\_\_ to the tongue.

### Exercise 9

#### How to Magnetise a Screw Driver Using A Coil

- (i) Place the screwdriver inside a coil carrying direct current.
- (ii) It becomes magnetized.
- (iii) Remove it from the coil.
- (iv) Place the screwdriver in iron filings.
- (v) It attracts the filings.

A screw driver is placed inside a coil carrying direct current. The screwdriver \_\_\_\_\_ magnetized. It \_\_\_\_\_ carefully and \_\_\_\_\_ in iron filings. The filings \_\_\_\_\_ to it.

## Use of Passive Construction for Descriptions :

### Exercise 10

Describe a mobile or a cell phone, making a proper use of the verbs given in the brackets below :  
A mobile or cell phone is used by young and old alike. It is the latest means of communication. It can

be kept in the pocket easily. It \_\_\_\_\_ (be) available in various sizes and shapes. Everyday new models \_\_\_\_\_ (introduce) by the mobile companies. In order to lure the customers, heavy discounts \_\_\_\_\_ (offer) to them. Mobile phone should \_\_\_\_\_ (use) with due care.

### Exercise 11

Describe a Car, making a proper use of the verbs given in the brackets below :

A car is the easiest and the most convenient mode of transport. Cars \_\_\_\_\_ (like) by all especially the youth of the day. The young generation is crazy about cars. Cars are also \_\_\_\_\_ (make) available in different colours, sizes and shapes. Cars having power windows and stereos etc \_\_\_\_\_ (be) available in the market. Children below 18 \_\_\_\_\_ (not allow) to drive a car. Driving without licence \_\_\_\_\_ (ban) by law. Rash driving leads to accidents. Many lives \_\_\_\_\_ (lose) in accidents every year. This \_\_\_\_\_ (avoid).

### Miscellaneous Exercises

Rewrite the following sentences after changing the Voice :

### Exercise 12

1. I have seen this.
2. Nobody has touched it.
3. One must do one's duty.
4. It is time to have tea.
5. He may avoid you.
6. Have you called out the roll ?
7. The police have arrested him.
8. May I sit here ?
9. Let her sing.
10. They say that honesty is the best policy.

### Exercise 13

1. What cannot be cured must be endured.
2. It was hoped that he would pass.
3. Let the match be played by them.
4. It is said that virtue is its own reward.
5. You may be avoided by him.
6. His name will have to be struck off.

7. You are requested to listen to him.
8. I am astonished at his way of talking.
9. It should be done.
10. It is time to call in the doctor.

### **Exercise 14**

*(Subject missing type)*

1. A meeting is being held here.
2. The bond was signed.
3. Duty must be done.
4. They were refused admission to this school.
5. Many persons were thrown out of jobs.
6. They were forced to listen.
7. What cannot be cured must be endured.
8. The child has been named Udit.
9. Promises will always be kept.
10. I was made captain of the school cricket team.

### **Exercise 15**

*(Infinitives)*

1. He is a man to trust.
2. I shall have to strike off his name. *(His name will have to be struck off.)*
3. Women like men to flatter them.
4. I want to buy this car.
5. He wants to become a pilot.
6. Shall I have to punish him ?
7. You have to do it.
8. It is time to say goodbye.
9. I have a lot to do yet.
10. He is a person to rely on.

### **Exercise 16**

*(Wh-type Interrogatives)*

1. Why did you abuse me ?
2. Who told a lie ?

3. When did you see the star ?
4. How has the teacher marked her absent ?
5. When did you pluck these flowers ?

### **Exercise 17**

*(Imperative Sentences)*

1. Help everybody.
2. Help me, please.
3. Never waste your time.
4. Pray to God daily.
5. Post this letter.
6. Learn it by heart.
7. Do not make a noise.
8. Show the guests in.
9. Kindly grant me leave.
10. Sit down, please.

### **Exercise 18**

*(Quasi-Passive Verbs)*

1. Is this book being sold well ?
2. Quinine tastes bitter.
3. Is this medicine sweet when tasted ?
4. Sea water is saltish when tasted.
5. Does honey taste sweet ?

### **Exercise 19**

*(Modals)*

1. He may join the strike.
2. You can do it.
3. I cannot digest it.
4. Why should I do it ?
5. You should teach him a lesson.
6. You should respect your elders.
7. You ought to help the poor.
8. We should not laugh at others.
9. We must respect our elders.
10. You need not send this letter.

### Exercise 20

*Rewrite the following into a running passage using the passive forms of sentences (as shown in the first sentence below) :*

1. Trace out the mask on a chart paper.
2. Cut it out along the outline.
3. Cut slits for eyes.
4. Paint with colours of your own choice.
5. Decorate it with sequins.
6. String an elastic to both its ends.

The mask is traced out on a chart paper. It \_\_\_\_\_ along the outline. Slits \_\_\_\_\_ for eyes. Then it \_\_\_\_\_ with colours of one's own choice. It \_\_\_\_\_ with sequins. An elastic \_\_\_\_\_ to both its ends.

### Exercise 21

Change the Voice in the following sentences :

1. He did not allow her to sit.
2. Parents should not over-protect their children.
3. You have to do it.
4. Why did you laugh at the poor man ?
5. He is playing the game.
6. What did you see there ?
7. I love my parents.
8. He has been arrested.
9. She was dismissed from service.
10. How can you solve this sum ?





## Chapter-5

# REPORTED SPEECH

### 5.0 Read the following sentences :

1. Rajeev said, “Anil is a foolish boy.”
2. Rajeev said that Anil was a foolish boy.

These two sentences demonstrate the two ways in which we may report the words of a speaker.

In the first sentence, we give the *exact words* said by the speaker. This is called **DIRECT SPEECH** or **DIRECT NARRATION**. This sentence can be divided into two :

Rajeev <u>said</u> ,	<u>“Anil is a foolish boy.”</u>
(Reporting Verb)	(Reported Speech)

In the second sentence, we do not give the exact words of the speaker but give only the substance of what he said. This is called **INDIRECT SPEECH** or **INDIRECT NARRATION**. From sentence 1, we learn that in **DIRECT SPEECH**

- (a) The exact words of the speaker are put within inverted commas (“ ”).
- (b) The first word of the Reported Speech begins with a capital letter.
- (c) A comma is placed after the Reporting Verb to separate it from the Reported Speech.

From Sentence 2, we learn that in **INDIRECT SPEECH**

- (a) The reported words are not placed within inverted commas.
- (b) No comma is placed after the Reporting Verb.
- (c) The Reported Speech is introduced by the conjunction *that*.
- (d) The Verb is is changed into was.

### 5.1 RULES FOR CHANGING DIRECT SPEECH INTO INDIRECT SPEECH

It may be noted that we make changes in the verb form when the Reporting Verb is in the past tense. But if the Reporting Verb is in the present or future tense (He says/ He will say) no change is made in the verb form of the Reported Speech. Also, if the Reported Speech is a universal truth or a factual statement, the verb is not changed.

#### Examples :

*Direct* : Reeta says, “Kartik is ill”

*Indirect* : Reeta says that Kartik is ill.

*Direct* : The teacher said, “Water boils at 100° celsius.”

*Indirect* : The teacher said that water boils at 100° celsius.

### Other changes include

- (a) changes in the *personal pronouns*
- (b) changes in words expressing *nearness and time*
- (c) changes in reporting verb from *said to* into *told* (if *said* is followed by an object).

## 5.2 Rules Regarding Changes in Verb Forms

DIRECT SPEECH		INDIRECT SPEECH
1. Simple Present <i>e.g.</i> He goes.	becomes →	Simple Past He went.
2. Present Continuous <i>e.g.</i> He is going.	→ →	Past Continuous He was going.
3. Present Perfect <i>e.g.</i> He has gone	→ →	Past Perfect He had gone.
4. Present Perfect Continuous <i>e.g.</i> He has been going.	→ →	Past Perfect Continuous He had been going.
5. Simple Past <i>e.g.</i> He went. He did.	→ → →	Past Perfect He had gone. He had done.
6. Past Continuous <i>e.g.</i> He was going	→ →	Past Perfect Continuous He had been going.
7. Past Perfect <i>e.g.</i> He had gone	→ →	Past Perfect He had gone. (No change)
8. Past Perfect Continuous <i>e.g.</i> He had been going.	→ →	Past Perfect Continuous He had been going. (No change)
9. Simple Future (shall/will)	→ →	Simple Future in the Past (would)
10. Future Continuous (shall be/will be)	→ →	Future Continuous in the Past (would be)
11. Future Perfect (shall have, will have)	→ →	Future Perfect (would have)
12. Future Perfect Continuous (will/shall have been)	→ →	Future Perfect Continuous (would have been)

DIRECT SPEECH		INDIRECT SPEECH
13. can	→	could
14. may	→	might
15. might, should, ought to	→	do not normally change

### 5.3 Rules Regarding Changes in Personal Pronouns

Pronouns in Direct Speech	Rules for changing them into Indirect Speech
1. First Person pronouns : I, we, my, our, myself etc	Change according to the person of the Subject of the Reporting Verb
2. Second Person pronouns : you, your, yours	Change according to the Object of the Reporting Verb
3. Third person pronouns : he, she, it, they, his, their, them etc.	Generally, there is no change

If the reporting verb is not followed by an object, the object is *generally* taken to be the third person singular pronoun.

#### Example :

*Direct* : She said, "You are a fool."

*Indirect* : She said to her that she was a fool.

### 5.4 Changes in words expressing nearness of time and place :

this	becomes	that
now	→	then
these	→	those
here	→	there
ago	→	before
today	→	that day
tonight	→	that night
tomorrow	→	the next day
yesterday	→	the previous day/the day before
last night	→	the previous night/the night before
next week	→	the following week

**Examples :**

1. *Direct* : Radha said, "I *am* going home *now*."  
*Indirect* : Radha said that *she was* going home *then*.
2. *Direct* : Meena said, "*This* happened *yesterday*"  
*Indirect* : Meena said that *that* had happened *the previous day*.
3. *Direct* : He said, "Anita finished the work long *ago*."  
*Indirect* : He said that Anita had finished the work long *before*.

## 5.5 Assertive Sentences

**Examples :**

1. *Direct* : She said, "The train *is* late."  
*Indirect* : She said that the train *was* late.
2. *Direct* : My father said to me, "You *are* a lazy boy."  
*Indirect* : My father told me that I *was* a lazy boy.
3. *Direct* : The peon said, "I *want* leave for two days."  
*Indirect* : The peon said that he *wanted* leave for two days.
4. *Direct* : The Principal said, "The authorities *are trying* their best to improve things."  
*Indirect* : The Principal said that the authorities *were trying* their best to improve things.
5. *Direct* : He said, "The boss *dismissed* the sweeper because he *did not like* his work."  
*Indirect* : He said that the boss *had dismissed* the sweeper because he *had not liked* his work.

### Exercise 1

*Change the following sentences into the Indirect Form of Narration :*

1. Sunita says, "I am doing my homework."
2. He will say, "I do not know you."
3. The teacher says, "I am on leave."
4. Bimla says, "Manju wrote a poem."
5. He said, "Man is mortal."
6. Rekha said, "The first battle of Panipat was fought in 1526."
7. He says, "I will be coming home."
8. Preeti said, "She teaches English well."
9. The old man said, "I am very sorry to tell you that it is true."
10. She said to me, "You managed that very nicely."

## Exercise 2

*Change the following sentences into the Indirect Form of Narration :*

1. The young girl said, "If fashions do not change, many manufacturers will have to sit idle."
2. The judge said, "The accused was a victim of stupid fanaticism."
3. Ram said, "I will write the book."
4. She said, "I may go there."
5. Rekha said, "I am learning this art."
6. Everybody said, "The culprit did not deserve such a severe punishment."
7. Rohit said, "I can catch the train."
8. The Chief Election Commissioner said, "All elections will have been over by the middle of January."
9. He said, "I will never forget you."
10. He said to Rakesh, "We could have done much better."

## 5.6 Interrogative Sentences

While changing an interrogative sentence into the Indirect Speech

1. The Reporting Verb 'said' is changed into 'asked' or 'enquired'.
2. The interrogative form is changed into the assertive form.
3. The conjunction 'if' or 'whether' is used if the interrogative sentence begins with a helping verb *e.g. do, does, did, has, have, will, shall, may, might, is, am, are, can, could* etc.
4. No conjunction is used if the question begins with an interrogative (wh) word *e.g. when, why, where, who, how, what* etc.

**Examples :**

1. *Direct* : The doctor said to me, "What is your problem?"  
*Indirect* : The doctor asked me what my problem was.
2. *Direct* : He said to Rohit, "How old are you?"  
*Indirect* : He asked Rohit how old he was.
3. *Direct* : She said to her cook, "Is the tea ready?"  
*Indirect* : She asked her cook if the tea was ready.
4. *Direct* : Raju said to Deepak, "Are you going to the market?"  
*Indirect* : Raju asked Deepak if he was going to the market.
5. *Direct* : The teacher said to Rishi, "Have you brought your book?"  
*Indirect* : The teacher asked Rishi if he had brought his book.

### Exercise 3

*Change the following sentences into the Indirect Form of Narration :*

1. “Why are you so sad today ?” she said to Rani.
2. He said, “How is your mother ?”
3. I said to him, “Will you return tomorrow ?”
4. He said to me, “Do you like mangoes ?”
5. “Do you like this poem ?” he said to his sister.
6. The stranger said to me, “Can you tell me the way to the school ?”
7. He said to the boy, “What do you want from me ?”
8. The teacher said to Krish, “Where do you live ?”
9. He said to the porter, “When will the next train arrive ?”
10. She said to me, “Do you want any money ?”

### Exercise 4

*Change the following sentences into the Indirect Form of Narration :*

1. He said to me, “Why did you write me such an insulting letter ?”
2. My mother said to me, “Did you break the slate ?”
3. She said to me, “What brings you here ?”
4. The teacher said to the students, “Why did you not do the homework ?”
5. The postmaster said to the postman, “What are you doing ? Have you sorted the mail?”
6. The mother said, “Son, why did the teacher punish you ?”
7. Jai said to me, “Why did you insult my brother ?”
8. He said to us, “Are you coming to the meeting today ?”
9. The master said to the servant, “Why did you not report for duty in time ?”
10. The teacher said to the boy, “Why are you late again ? Don’t you feel ashamed about it ?”

## 5.7 Imperative Sentences

*(Commands / Requests / Orders)*

In reporting an imperative sentence in the Indirect Speech,

- (a) The Reporting Verb ‘said’ is changed into *ordered, requested, advised* etc.
- (b) The Imperative Mood is changed into *Infinitive Mood* by placing ‘to’ before the verb.
- (c) In the case of sentences beginning with, “Let’s \_\_\_” Reporting Verb ‘proposed’ or ‘suggested’ is used, followed by ‘that’ and ‘should’, as shown in the examples :

**Examples :**

1. *Direct* : He said to me, "Please help me."  
*Indirect* : He requested me to help him.
2. *Direct* : The principal said to the peon, "Shut the door."  
*Indirect* : The principal ordered the peon to shut the door.
3. *Direct* : My father said to me, "Work hard."  
*Indirect* : My father advised me to work hard.
4. *Direct* : The Commander said to his soldiers, "Attack the enemy."  
*Indirect* : The Commander commanded his soldiers to attack the enemy.
5. *Direct* : He said, "Let's play together."  
*Indirect* : He proposed that we should play together.

**Exercise 5**

*Change the following sentences into the Indirect Form of Narration :*

1. I said to him, "Don't smoke."
2. The teacher said to the boys, "Do not make a noise."
3. The hare said to the tortoise, "Let us run a race."
4. He said to me, "Go to the railway station."
5. My father said to me, "Do not waste your time."
6. Raju said to me, "Please give me your pen."
7. She said to her sister, "Take exercise regularly."
8. My mother said, "Let's sit in the sun."
9. "Leave this room," said the teacher to the boy.
10. I said to him, "Please be quiet."

**Exercise 6**

*Change the following sentences into the Indirect Form of Narration :*

1. Krishna said, "Let's do our duty and not run after the reward."
2. She said to her friend, "Marry him and be happy in life."
3. Gobind said to his followers, "Throw the enemies out."
4. My father said to me, "Avoid bad company."
5. My father said to my mother, "Bring me a cup of tea."
6. He said to me, "Let's go to Shimla."
7. The officer said to the clerk, "Show me all the records."

8. Sita said to Ram, "Let Lakshman do what he wants."
9. Kabir said to him, "Continue to worship God till there is life."
10. "Stand up on the benches", I said to the children.

## 5.8 Exclamatory and Optative Sentences

- (a) The Reporting Verb is changed into *exclaimed* (with joy, sorrow etc), *prayed*, *blessed* or some similar verb.
- (b) The *Exclamatory* form is changed into the *Assertive* form.
- (c) The sign of exclamation (!) is replaced by a full stop (.)

### Examples :

1. *Direct* : She said, "What a lovely scene !"  
*Indirect* : She exclaimed that it was a lovely scene.
2. *Direct* : "So help me God !" the thief cried, "I will never steal again."  
*Indirect* : The thief called upon God to witness and resolved that he would never steal again.
3. *Direct* : The children said, "Long live our Grand Pa !"  
*Indirect* : The children wished that their Grand Pa should live long.
4. *Direct* : The players said, "Hurrah ! We have won the match."  
*Indirect* : The players exclaimed with joy that they had won the match.
5. *Direct* : She said, "Alas ! I shall never be able to see him again."  
*Indirect* : She exclaimed sorrowfully that she would never be able to see him again.

### Remember :

- |                        |         |               |
|------------------------|---------|---------------|
| (a) Ho ! Hurrah ! etc. | express | joy           |
| What ! Oh ! etc.       | "       | surprise      |
| Bravo ! Hear ! etc.    | "       | approval      |
| Alas ! etc.            | "       | grief or pain |
| Hark ! Hush ! Lo !     |         |               |
| Behold ! etc.          | "       | attention     |
| Pooh ! Pshaw ! etc.    | "       | contempt      |
- (b) We wish Good Morning, Good Evening, Good Night etc. and welcome, farewell, Good bye, etc.

## Exercise 7

Change the following sentences into the Indirect Form of Narration :

1. The teacher said, "How stiff the question paper is !"
2. He said, "Good bye, friends."



3. What a charming scene !” said the girl.
4. “What a lovely rose !” she said.
5. She said, “How sad you look !”
6. He said, “Alas ! He is no more !”
7. “What a clever fellow I am !” said the crow.
8. “Good morning, Raju” said Anil. “How are you ?”
9. The old man said, “Alas ! I am ruined.”
10. We said, “May God bless you child !”

### Exercise 8

*Change the following sentences into the Indirect Form of Narration :*

1. The visitor said to us, “Farewell !”
2. He said, “I wish I were a King !”
3. She said to me, “How charming Dalhousie is !”
4. “What a terrible storm is !” he said.
5. The boy said, “Hurrah ! My brother stands first !”
6. Harry said, “Alas ! I have failed.”
7. He said, “O for a drop of water !”
8. Raghu said, “May God pardon this sinner !”
9. She said, “Alas ! how careless I have been !”
10. He said to them, “Congratulations ! You have done well.”

## 5.9 Conversion of Indirect into Direct

**Examples :**

1. *Indirect* : She said that she was happy.  
*Direct* : She said, “I am happy.”
2. *Indirect* : She said that she had bought a new dress.  
*Direct* : She said, “I have bought a new dress.”
3. *Indirect* : Rohan asked Raghav if he liked milk.  
*Direct* : Rohan said to Raghav, “Do you like milk ?”
4. *Indirect* : He asked me where I lived.  
*Direct* : He said to me, “Where do you live ?”
5. *Indirect* : The teacher ordered the boy to tell the truth.  
*Direct* : The teacher said to the boy, “Tell the truth.”
6. *Indirect* : He prayed that God might bless me.  
*Direct* : He said to me, “May God bless you !”

### Exercise 9

*Change the following sentences into the Direct Form of Narration :*

1. They wished that their Prime Minister might live long.
2. She said that she had her own choice.
3. He told me that he loved me.
4. She said that she was not feeling well that day.
5. He requested me to help his brother.
6. He said that he had seen the Taj the previous year.
7. He says that Raju likes fruit.
8. She asked her mother if she might go out.
9. She asked me why I had written that letter.
10. The old man thanked him and asked if he could do something for him.

### **Miscellaneous Exercises**

### Exercise 10

*Change the Narration :*

1. “Good morning, my sons,” said the mother, “there is a piece of news for you. And it is a happy one. Could you guess what it is ? Just try.”
2. “Come, take your pound of flesh,” said Portia. “A proud, no more, no less, but no drop of blood.”
3. “Welcome,” he said to her, “I am sorry I cannot rise to receive you the way I wish. Please take your seat. Will you tell me what brings you here at this late hour ?”
4. Ravana looked at Sita and said, “It is no use pining for your husband. He can never come to your help. Forget him and marry me.”
5. She said to her husband, “Where has it all come from ? How did you get it ? Who does it belong to ?”

### Exercise 11

*Change the following sentences into the Indirect Form of Narration :*

1. He said to me, “Are you not afraid ?”
2. Father said, “Rani must learn the basics of a computer.”
3. She said to her friend, “Will you help me ?”
4. Radha says, “It is raining heavily.”
5. Rama said, “I had taken tea before you arrived.”

6. He said to the driver, "Be quick."
7. Asha said to Sudha, "Let's solve these sums."
8. I said to him, "Do you need money?"
9. He said to me, "Life is not a bed of roses."
10. The Captain said, "All the players must report on time."

### Exercise 12

*Change the following sentences into the Direct Form of Narration :*

1. The stranger asked him where he lived.
2. The teacher said that the sun is stationary.
3. My father advised me to avoid bad boys.
4. She exclaimed with sorrow that she was ruined.
5. She asked me whether I had been successful in my attempt.
6. The farmer said that he was going to cut the tree.
7. The peon asked the boy to close the shop.
8. The gardener said that he was watering the plants.
9. The boy requested the teacher to forgive him.
10. My friend told me that he was ill that day.

### Practice Exercises

1. Read the following conversation and complete the report that follows :

#### I

*Mani* : Mehak, I am going to fly out to Sri Lanka to visit my sister Mary.

*Mehak* : Mary is very sweet. She will be very happy to receive you.

*Mani* : Yes, I'll stay there for one month.

Mani informed her friend Mehak \_\_\_\_\_ .

Mehak replied \_\_\_\_\_. She added \_\_\_\_\_ .

Mani \_\_\_\_\_ and informed her \_\_\_\_\_

\_\_\_\_\_ .

#### II

*Mr Rao* : I understand you had an argument with your wife ?

*Mr Gopal* : Yes.

*Mr Rao* : How did it end up ?

*Mr Gopal* : Ultimately she came down on her knees and said, “Come out from beneath the bed and fight like a man.”

Mr Rao wanted to know from Mr Gopal if \_\_\_\_\_ .

Mr Gopal admitted that he had had an argument. Then Mr Rao wanted to know \_\_\_\_\_ Mr. Gopal told him that ultimately \_\_\_\_\_ .

### III

*Elephant* : I can't play with you. My driver will scold me as I have to do a lot of work.

*Ant* : Don't be afraid ; hide behind me when he comes.

The elephant told the ant \_\_\_\_\_ .

The ant advised him \_\_\_\_\_ and asked him to when he came.

### IV

*Rohan* : Uncle, what do you do for a living ?

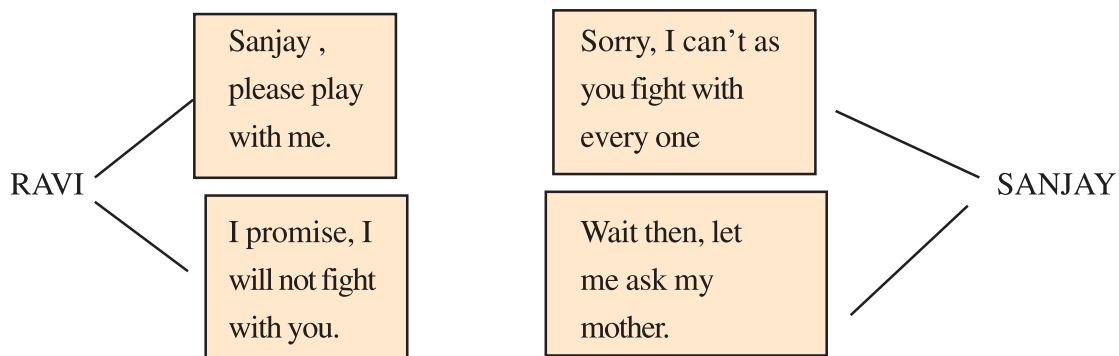
*Uncle* : I am an Ambassador. Do you know what is an ambassador ?

*Rohan* : Yes, Daddy has one.

Rohan asked his uncle \_\_\_\_\_ . His uncle told \_\_\_\_\_ and wanted to know \_\_\_\_\_ .

\_\_\_\_\_ . Rohan replied \_\_\_\_\_ .

### V



Ravi requested Sanjay to \_\_\_\_\_ . Sanjay expressed his reluctance and said that he (Ravi) \_\_\_\_\_

\_\_\_\_\_ Ravi then promised that \_\_\_\_\_ .

And ultimately Sanjay agreed to play and said \_\_\_\_\_ .

## VI

SERVANT	The dinner is ready.	It's too early and I'll have it at 9 p.m.	MASTER
SERVANT	But the other family members want to have it now.	And I shall have only after I finish my work.	MASTER

The servant told his master \_\_\_\_\_ . The master retorted by saying that \_\_\_\_\_ and said \_\_\_\_\_ . The servant informed him \_\_\_\_\_ . And the master said \_\_\_\_\_ .

2. Rewrite the following dialogues into the Indirect Form of Narration:

1. *Renu* : Can a kangaroo jump higher than the Qutab Minar?  
*Radhika* : Yes, of course.  
*Renu* : How?  
*Radhika* : The Qutab Minar cannot jump at all
2. *Mother* : Doctor, my son keeps biting his nails all the time.  
*Doctor* : Don't worry, Madam, I will take out all his teeth



## Chapter-6

# USE OF TENSES

## 6.0 What is Tense?

Tense is a form that a verb takes to show the time of an action or a state expressed by the verb.

There are three main tenses :

- |    |                   |   |                               |
|----|-------------------|---|-------------------------------|
| 1. | The Present Tense | : | I sing a song.                |
| 2. | The Past Tense    | : | I sang a song yesterday.      |
| 3. | The Future Tense  | : | I shall sing a song tomorrow. |

Read the following sentences :

1. I call.
2. I am calling.
3. I have called.
4. I have been calling.

All these refer to the present time, and therefore, are all in the Present Tense. But there is a distinction in the way in which the action is regarded.

In sentence 1, the action is mentioned simply. There is no reference to the completeness or incompleteness of the action. The verb *call* in this sentence is, therefore, said to be in the **Simple Present Tense**.

In Sentence 2, the action is mentioned as incomplete, that is, as still going on. Hence the verb *am calling* is said to be in the **Present Continuous Tense**.

In Sentence 3, the action is mentioned as finished, complete or perfect. Hence the verb *have called* is said to be in the **Present Perfect Tense**.

In sentence 4, the action is mentioned as having been going on continuously but not completed at the present moment. Hence the verb *have been calling* is said to be in the **Present Perfect Continuous Tense**.

So the Present Tense has four forms :

1. Simple Present (also called **Present Indefinite**)
2. Present Continuous
3. Present Perfect
4. Present Perfect Continuous

Just as the Present Tense has four forms, the Past Tense also has the following four forms :

1. I called. (Simple past or Past Indefinite)
2. I was calling. (Past Continuous)
3. I had called. (Past Perfect)
4. I had been calling. (Past Perfect Continuous)

Similarly, the Future Tense has the following four forms :

1. I shall call. (Simple Future or Future Indefinite)
2. I shall be calling. (Future Continuous)
3. I shall have called. (Future Perfect)
4. I shall have been calling. (Future Perfect Continuous)

<i>1. Present</i>	<i>2. Past</i>	<i>3. Future</i>
<i>Indefinite</i>	<i>Indefinite</i>	<i>Indefinite</i>
<i>Continuous</i>	<i>Continuous</i>	<i>Continuous</i>
<i>Perfect</i>	<i>Perfect</i>	<i>Perfect</i>
<i>Perfect</i>	<i>Perfect</i>	<i>Perfect</i>
<i>Continuous</i>	<i>Continuous</i>	<i>Continuous</i>

<b>TENSE</b>	<b>SIMPLE</b>	<b>CONTINUOUS</b>	<b>PERFECT</b>	<b>PERFECT CONTINUOUS</b>
<b><i>Present</i></b>				
Active	call (s/es)	is/am/are calling	has/have called	has/have been calling
Passive	is/am/are called	is/am/are being called	has/have been called	No Passive
<b><i>Past</i></b>				
Active	called	was/were calling	had called	had been calling
Passive	was/were called	was/were being called	had been called	No Passive
<b><i>Future</i></b>				
Active	will/shall call	will/shall be calling	will/shall have called	will/shall have been calling
Passive	will/shall be called	No Passive	will/shall have been called	No Passive

## Practice Exercises

### Exercise 1

Write in brackets what tense form has been used in each sentence.

- |   |                   |
|---|-------------------|
| 1. I have lost my book.                                       | (Present Perfect) |
| 2. The old woman died of cold last night.                     | (            )    |
| 3. She will come here at seven o' clock.                      | (            )    |
| 4. They had been ill for two days.                            | (            )    |
| 5. The play will have begun when you reach there.             | (            )    |
| 6. The boys will have finished their work by 8 o' clock.      | (            )    |
| 7. I am leaving for Kolkata tomorrow.                         | (            )    |
| 8. See, how it rains!   | (            )    |
| 9. We have known each other for the past three years.         | (            )    |
| 10. Mohan did not come when called.                           | (            )    |
| 11. The girls will be sleeping then,                          | (            )    |
| 12. I have been living here since 1975.                       | (            )    |
| 13. They will have been playing for hours when you come here. | (            )    |
| 14. He will come tomorrow.                                    | (            )    |

## 6.1 Use of Tenses :

### 6.1.1. Present Indefinite Tense

- (a) To express what is actually taking place at the present moment; as :
1. I *play*.
  2. The boys *sing* a song.
  3. Here *comes* Ram.
  4. See how he *works*!
- (b) To express a habitual action, a habit or a custom ; as :
1. She *sings* while taking bath.
  2. I *get up* early in the morning.
  3. He *goes* for a walk every day.
  4. Cows *eat* grass.
- (c) To express a general truth, as :
1. The earth *revolves* round the sun.



2. *Man is* mortal.
  3. Sugar *is* sweet.
  4. Man *proposes* ; God *disposes*.
- (d) To express the Past Tense in narrating past events in an exciting or a vivid manner; *as* :
- The plane *takes off*, Suddenly, a young man in black clothes rushes into the cockpit. He carries a revolver in his hand. Two more young men and a young girl appear on the scene with hand grenades in their hands. They shout: “Nobody shall try to get up. Keep where you are!”
- (e) To express a future event, which is already arranged; *as*
1. The ship *sails* for England next week.
  2. Our examination *begins* on Wednesday.
- (f) To quote authors, *as*,
1. Keats *says*, “A thing of beauty is a joy for ever.”
  2. Pope *writes*, “A little knowledge is a dangerous thing.”
- (g) In conditional sentences, clauses of one type; *as* :
1. If I *go* to Delhi, I shall bring a camera for you.
  2. If Yuvraj *plays* in this match, we shall win.
- (h) With Verbs which cannot be used in the continuous form; *as* :
1. She *loves* me. (*It is wrong to say* : She is loving me.)
  2. I *know* you. (not ‘I am knowing you’)
  3. It *seems* proper.
  4. Virtue *means* goodness.

## Exercise 2

Supply the correct form (Present Indefinite Tense) of the verbs in brackets:

1. Who (swim) in the pond everyday?
2. We (burn) fuel to get heat.
3. Here (come) the bride.
4. The sun (rise) in the east.
5. They (come) to school by bus.
6. I (go) for a walk every day.
7. The Governor (arrive) tomorrow morning.
8. Raindrops (fall) from the clouds.
9. You always (speak) the truth.
10. I (be) the people, the mob, the crowd.
11. Father asked me, “How (be) you?”

12. I (not object) to this proposal.
13. He (not like) mangoes.
14. When (leave) the train?
15. The boys (know) the answer.

### 6.1.2. Present Continuous Tense

This tense is used for the following purposes:

- (a) To express an action that is going on at time of speaking; e.g.
  1. She is *knitting* socks.
  2. You are *deceiving* your friend.
  3. I am *writing* a letter.
- (b) As a substitute for the immediate future; e.g.
  1. My brother *is reaching* here, *in* an hour.
  2. She *is leaving* this place tomorrow.
  3. You *are proceeding* to America next month.

### Exercise 3

Fill in the blanks with the Present Continuous form of the verbs given in brackets:

1. What ..... you..... now? (do)
2. They ..... to London next week. (go)
3. Meera ..... to see me tomorrow. (come)
4. We ..... football. (play)
5. I ..... notes. (not take)
6. Why ..... he ..... at me? (laugh)
7. Rajan ..... a book. (write)
8. The boys ..... in the river. (not swim)
9. The workers ..... the walls. (paint)
10. Why ..... he..... his clothes? (change)
11. She ..... the candles. (blow out)
12. The old man ..... with cold. (shiver)

### 6.1.3. Present Perfect Tense

This tense is used for the following purposes:

- (a) To indicate an action which has just been over; e.g.
  1. I have *finished* my work.
  2. She has *drafted* the application.

- (b) To denote a past action, the results of which are still present; *e.g.*
1. He *has opened* a new shop.
  2. She *has passed* the M.A examination.
  3. I *have lived* there for six months.
- (c) In adverbial clauses beginning with ‘*when*’, ‘*if*’, ‘*before*’, ‘*after*’, ‘*as soon as*’ or ‘*till*’ and when the principal verb is in Future Tense; *e.g.*
1. As soon as I *have finished* this job, I shall come to see you.
  2. I shall ring up after I *have talked* to her.

### Exercise 4

Rewrite the following sentences using the Present Perfect Tense of the verbs in brackets :

1. We ..... each other for the past ten years. (know)
2. The appointed day ..... . (come)
3. Do you know what ..... to his leg? (happen)
4. I ..... my work. (finish)
5. I ..... you. (never deceive)
6. The train ..... just ..... . (arrive)
7. I shall go there after he ..... his homework. (finish)
8. Why ..... they ..... there? (go)
9. .... she ..... her meals? (have)
10. I ..... the Taj. (never see)

#### 6.1.4. Present Perfect Continuous Tense

**This tense is used to denote an action that began in the past and is continuing up to the present; e.g.**

1. It has *been raining* since morning.
2. We *have been living* in this house for two years.

(The use of the preposition ‘for’ or ‘since’ in a sentence in the Present Perfect Continuous tense is essential.)

### Exercise 5

Complete the following sentences using the Present Perfect Continuous Tense:

1. We ..... for you for two hours. (wait)
2. It ..... since morning. (rain)
3. Who ..... at the door for ten minutes? (knock)
4. They ..... here since 1997. (live)

- |                    |                                    |              |
|--------------------|------------------------------------|--------------|
| 5. The girls ..... | for two hours.                     | (sing)       |
| 6. He .....        | from fever since Monday?           | (not suffer) |
| 7. You .....       | this book since January.           | (write)      |
| 8. The tap .....   | for two hours.                     | (not run)    |
| 9. Why .....       | you..... since yesterday?          | (fight)      |
| 10. Why .....      | he ..... to school for three days? | (not come)   |

### 6.1.5. Past Indefinite or Simple Past Tense

**This tense is used for the following purposes :**

- (a) to express a single act or event that happened in the past, *e.g.*
1. He *broke* this table.
  2. They *were* in the garden.
  3. She *was* absent yesterday.
- (b) to express a habitual action or custom in the past, *e.g.*
1. She *got up* at 4 a.m. every day.
  2. Our ancestors *were* honest and hard working.
- (c) as a substitute for the Past Continuous Tense, *e.g.*
1. While they *played*, we *took* tea.
  2. While we *talked*, they *slept*.

### Exercise 6

Fill in the blanks with the Past Indefinite form of the verbs given in brackets :

1. Meera ..... (turn) and ..... (move) to the door.
2. We ..... (see) a lion in the jungle.
3. I ..... (meet) him yesterday.
4. While the girls ..... (sing) we ..... (dance).
5. He ..... (go) out for ten minutes.
6. Who ..... (break) the window yesterday?
7. She ..... (send) him a letter last month.
8. They ..... (know) the answer.
9. We ..... (copy) from the blackboard.
10. The dog ..... (bite) the postman.
11. The birds ..... (fly) away.
12. The little girl ..... (cry) bitterly.

## Exercise 7

Rewrite the following sentences using the Past Indefinite Tense of the Verbs :

1. He counts the books.
2. The peon rings the bell.
3. We play cricket.
4. Mohan helps his father.
5. She reads a story.
6. Neetu drinks a glass of milk.
7. Suman shuts the window.
8. He rides a bicycle.
9. A thief steals some money.
10. The policeman holds up his hand.

### 6.1.6. Past Continuous Tense

This tense is used to denote an action that was going on at some time in the past; *e.g.*

1. They were *playing* hockey.
2. She was *singing* a song.

## Exercise 8

Fill in the blanks with the Past Continuous Tense of the Verbs given in brackets:

1. I ..... the truth. (speak)
2. A spider ..... over my body. (crawl)
3. When we arrived, they ..... lunch. (have)
4. When I came, she .....
5. What ..... he ..... when you arrived? (sing)
6. The plane ..... violently. (do)
7. My mother ..... rice. (shake)
8. Why ..... you ..... ? (cook)
9. What ..... you ..... last evening? (run)
10. We ..... a film when they came. (do)
11. We ..... a film when they came. (watch)

### 6.1.7. Past Perfect Tense

This tense is used to denote an action which had been completed before another action began in the past. It is the most often used in a complex sentence; *e.g.*

1. When I reached there, she had *finished* her work.
2. The doctor arrived after the patient *had died*.

- Note :** (i) The Past Perfect cannot be used to denote an isolated action in the past. For that, Past Indefinite should be used.
- (ii) Rarely, however, when the Past Perfect is used by itself in a simple sentence: it implies another action which followed; *e.g.*  
He *had already finished* his paper.

### Exercise 9

Fill in the blanks with suitable form (Past Perfect Tense) of the verbs:

1. He ..... just ..... his breakfast when I arrived. (finish)
2. The Nawab ..... years before his son took over. (die)
3. The train ..... before he reached the station. (leave)
4. The patient ..... before the doctor arrived. (die)
5. The ship ..... before help could reach. (sink)
6. He ..... his work when Meera came. (complete)
7. Why ..... you ..... home till then? (not reach)
8. I ..... it to come this way. (never expect)
9. .... they ..... the tickets before the train arrived? (buy)
10. Mother ..... him not to go there. (tell)
11. Mahmood ..... well throughout the city. (be known)
12. We ..... often ..... such messages. (receive)

#### 6.1.8. Past Perfect Continuous Tense

This tense is used to denote an action that had been going on, at or before some point of time in the past; *e.g.*

1. He *had been living* in this locality for two years before he became my friend.
2. She *had been meeting* her boy-friend regularly before it came to the notice of her parents.

### Exercise 10

Fill in the blanks with the Past Perfect Continuous Tense of the verbs given in brackets :

1. We ..... (wait) for you for ten hours when you came.
2. He said that he ..... (live) here for ten years before they met him.
3. She told me that she ..... (work) for the last four hours before the light went off.
4. Seema ..... (suffer) from fever for a month before her examinations started.
5. She ..... (knit) a sweater for a month before she fell ill.
6. It ..... (rain) for two days.
7. The farmer ..... (milk) the cow for an hour before the bell rang.

8. She ..... (teach) us English since 2001.
9. The police ..... (look for) this thief for the last five years.
10. The boys ..... (learn) their lessons for two hours before the test started.

### **6.1.9. Future Indefinite Tense**

This tense is used to denote a single action in the future; *e.g.*

1. I *shall* go to see my friend.
2. He *will* help me.
3. They *will come* here tomorrow.

### **Exercise 11**

Rewrite the following sentences changing the Verb in each sentence into the Future Indefinite Tense:

1. Malcom closed his eyes.
2. I am going home.
3. The boys have been playing cricket.
4. She has finished her homework.
5. I had written a letter before he arrived.
6. They paint pictures.
7. We are locking the door.
8. Madan is listening to the radio.
9. The teacher teaches us a new lesson.
10. Kalpana has been dancing and singing.
11. Did you go there?
12. Why did you break the window pane?

### **6.1.10. Future Continuous Tense**

This tense denotes an action that will be going on at some time in the future; *e.g.*

1. We *shall be playing* cricket in the evening tomorrow.
2. They *will be discussing* this matter on the morning of the tenth.

### **Exercise 12**

Rewrite the following sentences after changing the Tense into the Future Continuous:

1. I boarded a plane.
2. She was playing on the harmonium.
3. The peon rings the bell.
4. Hari bought this watch from this shop.
5. They are reading newspapers.

6. We have been playing football.
7. Mamta has cooked the dinner.
8. She sang a beautiful song.
9. The children have eaten a chocolate icecream.
10. He had been collecting stamps.

### **6.1.11. Future Perfect Tense**

This tense denotes an action that will have been completed at some point of time in the future, *e.g.*

1. *We shall have reached* there by that time.
2. *I shall have written* this essay when you come.

### **6.1.12. Future Perfect Continuous Tense**

This tense denotes an action that will have been going on, at or before some point of time in the future, *e.g.*

1. *She will have been dancing* for two hours before we reach there.
2. *I shall have been working* for seven days before my employer comes back.

## **Exercise 13**

Fill in the blanks with the Future Perfect Continuous Tense of the verbs :

1. It ..... in Shimla since morning. (snow)
2. What ..... you .....? (write)
3. We ..... (play) for the three hours when you come here.
4. Anand ..... (live) in Jaipur for ten years.
5. She ..... (read) this book for ten days.
6. I ..... (live) in Chennai for two months.
7. .... the tap ..... (run) for an hour before you turn it off?
8. The mechanic ..... (repair) my car for an hour.
9. He ..... (suffer) from fever for six days before you get him admitted to the hospital.
10. Sita ..... (knit) my sweater for a month before she leaves for Mumbai.

### **6.1.13. Some Important Points to be Remembered**

1. A Past Tense in the Main clause of a sentence having two or more clauses must be followed by a Past Tense in the Subordinate Clause; *e.g.*
  - (a) He *passed* the examination because he had worked very hard.
  - (b) She *told* me that she would meet me in the market.
  - (c) *We laughed* as soon as he started singing.
  - (d) He *cried* when she insulted him.
  - (e) He *came* soon after you rang him up.



### Exceptions to this rule

- (a) If the subordinate clause expresses some universal or habitual fact, its verb can remain in the present tense; *e.g.*
1. She *remarked* that honesty *is* the best policy.
  2. The teacher *said* that the earth *is* round.
  3. He admitted that he *is* a liar.
- (b) If the subordinate clause is introduced by ‘*than*’ or ‘*as much as*’, its verb can be of any tense that suits the sense; *e.g.*
1. She *favoured* me more than she *favours* anybody else.
  2. She *admired* me as much as she *admires* her husband.
- (c) If the subordinate clause is an adjective clause, its verb may be in any tense that suits the sense; *e.g.*
1. I *liked* the book which you *have always criticized*.
  2. They *presented* a play which *will be liked* by all.
  3. A present or future tense in the main clause can be followed by any these whatever in the subordinate clause, *e.g.*
    - (a) I *know* she will not come.
    - (b) You *will soon know* if she *comes* here.

### Distinction between Present Perfect and Past Indefinite

#### Study the following sentences:

- |        |   |                   |
|--------|---|-------------------|
| 1. (a) | I <i>saw</i> the Qutab Minar last Sunday. | (Past Indefinite) |
|        | (b) I <i>have seen</i> the Qutab Minar.   | (Present Perfect) |
| 2. (a) | I wrote to him yesterday .                | (Past Indefinite) |
|        | (b) I have written to him.                | (Present Perfect) |
| 3. (a) | The sun set at 6-15 p.m. yesterday.       | (Past Indefinite) |
|        | (b) The sun has set.                      | (Present Perfect) |

A careful study of the above sentences (a) would reveal that the *Past indefinite Tense* is used when a *definite time in the past* is given or implied. In sentences (b) the *Present Perfect* has been used because *no definite point of time* has been mentioned. In these sentences, we are interested only in the completion of the action as we know it now. Also, the work having been completed, its effect remains.

- Generally, the Past Indefinite carries expressions like *last night, yesterday, last Monday, in the evening, last year, at 5 p.m.* etc. with it.
- The Present Perfect generally carries expressions like *so far, by now, up to now, recently, lately, just now* etc. with it.

### Distinction between Present Continuous and Present Indefinite (with regard to the use of time expressions)

- |        |  |                      |
|--------|--|----------------------|
| 1. (a) | I <i>play</i> cricket almost every day.  | (Present Indefinite) |
|        | (b) I <i>am playing</i> cricket now.     | (Present Continuous) |
| 2. (a) | He drinks every evening.                 | (Present Indefinite) |
|        | (b) He is drinking now.                  | (Present Continuous) |
| 3. (a) | It <i>rains</i> in August every year.    | (Present Indefinite) |
|        | (b) It <i>is raining at the moment</i> . | (Present Continuous) |

From the above examples, it is quite clear that the Present Continuous Tense is used to represent an action that is going on at the time of speaking while the Present Indefinite is used to represent any habitual action or a general or universal truth.

- Time expressions like *generally, always, after, frequently, twice a day, once a year, usually, sometimes, every day, every Sunday, every year, in August* etc. are usually used with The Present Indefinite Tense.
- Time expression like *now, at the moment, at present* etc., are generally used with the Present Continuous Tense.

### Exercise 14

Correct the following sentences:

1. She had left yesterday.
2. I had gone to Chennai last week.
3. She is reading the 'Gitanjali' for the last six days.
4. She finished her work when I met her.
5. When I finished my dinner, I shall read a book.
6. The train left the station before I reached there.
7. I lived in Chandigarh since 1978.
8. Edison has invented the gramophone.
9. She had been born in 1980.
10. They are working hard since last month.

### Exercise 15

Fill in the blanks with the suitable forms of the verbs given :

1. She generally ..... at 4 o' clock but today she ..... at six o' clock. (come)
2. Mohan ..... his homework now. He usually ..... it at night. (do)
3. "For how many years ..... you ..... here?" "I ..... here for three years." (work)

4. The fire ..... (spread) to the next house before the firemen ..... (arrive).
5. He ..... (teach) in this school since 2002.
6. After they ..... (leave) we ..... (decide) to hold the meeting.
7. Tagore ..... (write) a number of poems.
8. I ..... (wear) a hat today because it is very hot.
9. What ..... she ..... him? (give)
10. The school bell ..... (ring) at 9.30 a.m. every day.

### Exercise 16

Use the correct form of the verbs given in brackets :

1. As Mohan ..... (run) to jump over the ditch, he ..... (slip) and ..... (twist) his ankle. We ..... (have) to carry him home. The doctor had just ..... (leave) and ..... (say) that he ..... (be) soon all right.
2. When she ..... (reach) the station, she ..... (learn) that the train ..... (leave) ten minutes before. The station master ..... (tell) her that the time table ..... (change) the previous week.



## Chapter-7

# PUNCTUATION

**7.0** While speaking sometimes we raise our tone: this tells the listener that we are asking a question. Sometimes, we drop our tone to indicate that we have completed a sentence. Sometimes we pause and sometimes we shout to indicate various moods, shades of meaning.

In writing, the same functions are taken care of by Marks of Punctuation. In other words, Marks of Punctuation are signals that help the reader the same way that changes in voice and pauses help the listener.

Thus punctuation marks play a very important role in communication. A wrong use of punctuation can even change the sense of a sentence completely.

Look at the following examples :

1. John said, “Asha is an idiot.”
2. “John”, said Asha, “is an idiot.”

The two sentences above are made up of the same words. But, because of the placement of punctuation marks only, the meaning conveyed by the first sentence is completely different from the meaning conveyed by the second sentence.

The important punctuation marks are:

1. Full stop or Period
2. Comma
3. Semi-colon
4. Colon
5. Sign of interrogation
6. Sign of exclamation
7. Inverted commas
8. Dash
9. Hyphen
10. Brackets
11. Apostrophe
12. Capital letters

## 7.1 Full Stop (Period) (.)

A Full stop is used:

1. to mark the end of such a sentence which is not a question or an exclamation.  
Children are fond of ice-cream.  
Let's sit in the sun.  
Please have a seat.
  2. after initials or abbreviations:  
N.D.A : National Defence Academy  
etc. : et cetera  
Sept. : September
- Note: This use of the period is optional in the present-day British English.

## 7.2 Comma (,)

A Comma is used:

1. to separate a question tag or similar word or phrase from the rest of the sentence.  
You are a doctor, aren't you?  
Asha helped you, didn't she?  
You live in Ludhiana, right?  
You will work hard, OK.?
2. after 'Yes', 'No' or 'Well' when these words start a sentence :  
Yes, he has come.  
No, that's not possible.  
Well, you can do it on Sunday.
3. after nominative address:  
Mohan, listen to me.  
Friends, let's do our best.
4. after an absolute construction :  
It being hot, we decided to go out.  
The sun having risen, everybody came out.
5. to save repetition of a verb :  
The husband is an Indian, the wife, an American.  
I went to Chandigarh, she, to Ropar.
6. to separate items in lists of words, phrases or clauses :  
I bought apples, oranges, pears and mangoes.  
If you keep calm, take your time, concentrate and then answer the questions, you are sure to succeed.

7. between an adverbial clause or a long phrase and the main clause:  
In the winters, at this height, life becomes really tough.  
When the sun is shining and birds are singing, the world seems a happier place.
8. to separate a reported speech from a reporting verb :  
Papa said, “We will visit the museum tomorrow.”  
“You must learn a foreign language,” said she.
9. to separate words of the same class used in pairs:  
Everyone, rich or poor, young or old, high or low, wishes to be happy.
10. after a non-finite or verbless clause at the beginning of a sentence :  
To make certain his success, he used all sorts of means, fair and foul.  
Worn out by the long journey, we soon fell asleep.
11. to separate long clauses linked by a conjunction (and, as, but, for, or etc.) :  
We had been looking forward to his visit but unfortunately it did not materialize.
12. to separate an introductory word or phrase from the rest of the sentence:  
moreover, indeed, therefore, in short, by the way, on the contrary, secondly, lastly, as it happens etc.  
Of course, I will help you.  
By the way, have you paid the bill?
13. before an independent clause or an adverbial etc. that interrupts the sentence:  
The attempt, unfortunately, did not succeed.  
The fire, although it had been burning for hours, did not do much damage.
14. to guard against misreading. Sometimes, a comma is necessary to separate words or phrases that might seem to go together, often with two possible readings:  
Just what he wants, now has to be determined.

**Note:-** A Comma is essential between words that do not belong together.

### **Observe the following sentences:**

1. Their shirts were blue and red.
2. Their shirts were blue, and red.  
Sentence 1 means that all the shirts were of mixed colours.  
Sentence 2 means that some shirts were blue, whereas the others were red.
3. We bought grapes, milk, chocolate and butter.
4. We bought grapes, milk chocolate and butter.  
Sentence 3 means that we bought four items.  
Sentence 4 means that we bought three items.

### 7.3 Semi-colon (;)

A Semi-colon is used to indicate a longer pause than is indicated by a comma. It is used

- (a) to separate longer clauses from one another :  
My friend turned up at the right moment ; but we could not attend the meeting.
- (b) to divide clauses which are connected by the conjunctions *so, then, therefore, for, still, otherwise, yet* etc :  
Walk fast; otherwise you will miss the train.  
I called again and again; yet no one answered.
- (c) to separate independent sentences:  
I came ; I saw ; I conquered.  
He is on top ; I am at the bottom.

### 7.4 Sign of Interrogation (?)

This sign is put after a sentence that asks a question.

- Where do you live?
- Does she live in a hostel?

### 7.5 Colon (:)

A colon denotes a pause longer than the one denoted by a semi-colon. it is used :

- (a) before introducing a quotation :  
Keats said : “A thing of beauty is a joy for ever.”  
Shakespeare says : “Sweet are the uses of adversity.”
- (b) before giving some justification or explanation or a statement given earlier:  
A mathematician should know all branches of Mathematics:  
Algebra, Calculus, Arithmetic, Co-ordinate and solid geometry.
- (c) to introduce a list or before an enumeration:  
The following students won the prize:  
Harpreet, Sandeep, Gagan, Vikram.
- (d) to introduce a statement explaining or supporting the previous statement:  
I like him : he is so considerate.  
I refused to go to pictures : I was so tired.
- (e) to suggest that examples follow.  
(See (a) to (d) above)

## 7.6 Sign of Exclamation (!)

- (a) This sign is used after sentences or words which express some emotion or a sudden outburst of feeling of surprise grief, joy, wonder, etc:  
 May God bless you with all the joys of life!  
 Alas! I have lost the bet.
- (b) after nominative of address:  
 “Sir! Sir! he implored, “Do not dismiss me.”

## 7.7 Inverted Commas [“ ”]

Inverted commas or quotation marks are used to mark the exact words of a speaker or a quotation.

She said, “I like helping others.”

Shakespeare says, “Life is a tale told by an idiot, full of sound and fury, signifying nothing.”

### Note:

A quotation within a quotation is marked by single inverted commas.

He said, “We often hear people say ‘love makes life worth living’.”

## 7.8 Dash ( – )

- (1) A dash is used to indicate a break or sudden turn of thought.  
 She prayed to God—God, who is all Merciful.
- (2) to mark a parenthesis or a small sentence, two dashes are used:  
 He is – between you and me – a crooked man.  
 Even at this age – because of the influence of environment – he has started taking interest in music.
- (3) to show words in apposition or to mark off an explanation:  
 We – who have assembled here – promise our full support to you.  
 Ravi– the youngest boy in the class – has topped the list.

## 7.9 Hyphen (-)

A hyphen is used to combine the parts of a compound word.

commander-in-chief, father-in-law, lady-in-waiting



## 7.10 Apostrophe

An apostrophe is used :

- (a) to indicate a missing letter or letters:  
Do not : Don't  
It is : 'Tis  
Shall not : Shan't
- (b) to mark the Possessive Case of Nouns and Indefinite Pronouns:  
Mohan's sisters, Ram's scooter  
One should do one's duty.

## 7.11 Brackets ( )

Brackets are used to enclose information, explanation etc. in the main sentence. Their use is just like that of two dashes with the difference that they show a somewhat lesser connection with the main clause than do the two dashes.

I went out and what might be on the other side (the west side) I do not know.

## 7.12 Capital Letters

A capital letter is used:

- (1) to begin a sentence:  
Work hard.  
Where is your scooter?
- (2) To begin each fresh line of a poem:  
Youth is full of pleasure.  
Age is full of care.
- (3) For proper Nouns:  
India, Mahatma Gandhi, Ludhiana.
- (4) To begin a quotation:  
The proverb says, "Better alone than in a bad company."
- (5) For degrees, titles etc.  
B.A., Sir, Madam, Dr Sharma.
- (6) For personified objects:  
O Death, where is thy victory?
- (7) For all nouns, pronouns and possessive adjectives which stand for God:  
O God, Thou are merciful.
- (8) For interjection 'O' and Pronoun 'I':  
He asked for help and I, at once, agreed to help him.  
O, what can ail thee, knight-at-arms?

## Solved Examples

### Unpunctuated

pardon she muttered i cant help it my head aches ill go away

### Punctuated

“Pardon”, she muttered, “I can’t help it. My head aches, I’ll go away.”

### Unpunctuated

can i see you said i i did not want to say alone again but without it the thing seemed self-evident.

### Punctuated

“Can I see you?” said I. I didn’t want to say ‘alone’ again but without it the thing seemed self-evident.

### Unpunctuated

well john did you take the note I gave you to mr smith inquired a gentleman of his rustic servant yes sir replied john i took the note but i wonder who will read it.

### Punctuated

“Well John, did you take the note I gave you to Mr. Smith?” inquired a gentleman of his rustic servant.

“Yes, sir,” replied John, “I took the note but I wonder who will read it.”

## Practice Exercises

Punctuate the following using proper punctuation marks wherever necessary.

### Exercise 1

1. my sister is an ma b ed
2. ramesh the director of the company has gone to delhi
3. the rich and the poor at the high the low the weak and the strong visit this temple
4. he asked me why i was crying
5. the sun having risen we started our journey.
6. god save me from such friends
7. tibet the roof of the world is an old land
8. she is no doubt the happiest girl under the sun
9. we bought apples oranges peaches and bananas
10. unless you work hard you cant stand first

### Exercise 2

1. kashmir the switzerland of india is very beautiful
2. may i come in sir
3. well we’ll meet at the station tomorrow
4. money is after all not the most important thing

5. she is an american she a dutch
6. mohan in his heart of hearts felt sad
7. harpreet was elected an m ℓ a
8. balwinder to tell you the truth is a crook
9. there are five m a b eds in our school
10. sita is dancer gita a siner

### Exercise 3

1. ram singh the captain of the team is from makhan majra
2. he passed the b a exam last year
3. balinder came first he was therefore given a prize
4. bill clinton the ex-president of the u s a was a very active politician
5. the ramayana is a sacred book of the hindus
6. harpreet is a student of khalsa college amritsar
7. she is a phd student
8. do as I tell you said the magician
9. gitanjali was composed by tagore
10. the teacher said student don't make a noise
11. i like the poems of amrita pritam
12. he lost money reputation and friends

### Exercise 4

1. portia is the heroine of shakespeare's merchant of venice
2. i would rather die she said than beg
3. the brave and the coward the intelligent and the dull the weak and the strong came to ashok for guidance
4. his story was in several ways improbable
5. mahatma gandhi was killed on 30th january 1948 and was cremated at raj ghat delhi
6. example as the proverb says is the best precept
7. friends romans countrymen lend me your ears
8. we want help not sympathy
9. being dissatisfied he resigned his post
10. john smith lived soberly honestly and prudently

### Exercise 5

1. I have opted for punjabi english economics and philosophy
2. some men are born great some achieve greatness and some have greatness thrust upon them

3. william the conqueror is remembered for his courage and fortitude
4. anand and not you is to blame
5. have you read shakespeare as you like it
6. long live the president
7. the headmaster said to the student yes come in
8. ashoka the great declared buddhism as the state religion
9. the examination being over we decided to have a holiday
10. the room was spacious but dark and suffocating

### Exercise 6

1. if you go to agra do visit the taj mahal
2. welcome he said have a seat what can i do for you
3. on tuesday the prime minister of afghanistan reaches india
4. sir said the lamb you surely see that the water flows from you to me how can i then make the water muddy
5. he said asha looks terrible is she ill
6. reading maketh a full man speaking a ready man writing an exact man
7. men may come and men may go but I go on for ever
8. i tell you sir i have read king lear
9. my uncle dr c l sharma lives in shimla
10. how stupid i have been said vandana

### Exercise 7

1. i now fully understand who he was why he came to kolkata and where he went away
2. once during a break in the rains there was a cool soft breeze blowing a bird was singing a sweet song among the green trees
3. he studies in hindu college
4. o death where is thy sting
5. i left this place on sunday the 9th of october and returned on thursday the 15th of november
6. your son is certainly a boy of ability said the headmaster but all depends upon you whether he is to do well at school what an extraordinary statement said the father how can his progress possibly depend upon me you can see replied the headmaster that he does his homework carefully oh yes said the father i can do at least that much
7. one day walking together up a hill i said to friday do you not wish yourself in your own country again yes he said what would you do there said i would you turn wild and eat mens flesh again he looked full of concern and shaking his head said no no

8. a gentleman thinking he was charged too much by a porter for the delivery of a parcel asked him what his name was my name replied the man is the same as my fathers
9. no smoking in this compartment said the ticket inspector to the traveller i am not smomking was the travellers reply but you have got your pipe in your mouth answered the inspector yes was the sharp reply i have got my feet in my boots but i am not walking
10. you coward he said gently as if to himself then with neither hurry nor any particular violence he struck the man in the mouth the man sprang to his feet and cried a blow i would not take a blow from god almighty
11. a blind man carrying a lantern in his hand and a pitcher on his shoulder was walking along one night alone when he met a thoughtless young fellow who asked him to explain the use of a lantern to a blind man
12. i wish i had lots of money said the wife if one could get what one wished for i think i should wish for common sense not for money said the husband naturally everybody wishes for what he has got said the wife
13. who is the man you speak of asked rama leaving his seat buttoning up his coat and moving towards the door
14. the hare said to the tortoise you bulky fellow how slowly you crawl i could run a mile while you ran a dozen yards the tortoise replied o boaster do you really think so let us have a race and we shall who is faster
15. a few years ago a man named smith was tried on a charge of entering a house and committing theft there he had made an opening into which he had thrust the upper part of his body and he had removed the articles he could lay his hands on his pleader said my lord my client did not enter the house only his upper half went in



## Chapter-8

# VOCABULARY

### 8.1 Pairs of words generally confused :

The following pairs of words often create confusion in the minds of the students. So, their meanings should be properly understood.

1. Accept (consent, to receive) :  
She *accepted* my offer.  
Except (excluding) :  
All *except* her mother joined the party.
2. Alter (to change) :  
Do not *alter* your decision now.  
Altar (a place of worship) :  
Take off your shoes before reaching the *altar*.
3. Adapt (to fit) :  
One should *adapt* oneself to new circumstances.  
Adopt (to take up) :  
Rani will not *adopt* this child.  
Adept (expert) :  
He is *adept* at drawing.
4. Access (approach) :  
He has an easy *access* to the minister.  
Ecess (amount by which a thing exceeds) :  
*Excess* of everything is bad.
5. Advise (verb) :  
I *advised* him to go there.  
Advice (noun) :  
My *advice* was accepted by him.
6. Angle (space between two lines meeting at a point) :  
Draw an *angle* equal to the given *angle*.  
Angel (a heavenly being) :  
My good *angel* saved me from sin.
7. Incident (any occurrence) :  
He related an amusing *incident*.

- Accident (an unexpected happening) :  
A serious railway *accident* took place yesterday.
8. Amiable (lovable) :  
Her manners are *amiable*.
- Amicable (peaceful) :  
They want an *amicable* settlement of the dispute.
9. Affect (verb) :  
The unwholesome food *affected* her health adversely.
- Effect (noun) :  
Bad *effect* of liquor was soon felt.
10. Artisan (craftsman) :  
A goldsmith is an *artisan*.
- Artist (expert in some fine art) :  
A painter is an *artist*.
11. Bail (security) :  
She was released on *bail*.
- Bale (large bundle) :  
She stole eight *bales* of cotton.
12. Bare (uncovered) :  
He goes out for a walk with his head *bare*.
- Bear (tolerate) :  
(i) Will he *bear* this heavy loss ?  
(ii) I have seen a *bear*. (a wild animal).
13. Battle (one engagement) :  
The *battles* of Panipat decided the fate of India.
- War (a series of engagements) :  
The *war* of Mahabharat ruined the country.
14. Born (come into world) :  
Jawaharlal Nehru was *born* on 14th November 1889.
- Borne (tolerated) :  
She has patiently *borne* her troubles.
15. Bridal (related to marriage) :  
Her *bridal* dress was beautiful.
- Bridle (reins of the horse) :  
Hold the *bridle* of the horse carefully.

16. Birth (coming to life) :  
His date of *birth* is 15th February 1981.  
Berth (space or seat) :  
Kindly reserve a *berth* for me.
17. Break (to divide into two) :  
Can you *break* this stick ?  
Brake (an appliance to check speed) :  
She applied the *brakes* and stopped the car.
18. Canon (rule) :  
We must observe the basic *canons* of morality.  
Cannon (a big gun) :  
A *cannon* was fired in the evening.
19. Canvas (rough cloth) :  
Military tents are generally made of *canvas*.  
Canvass (to try to get support) :  
A quarrel arose when they were *canvassing* for the votes.
20. Carrier (one that carries) :  
Germs are *carriers* of diseases.  
Career (course of life) :  
Her service *career* is good.
21. Cast (throw off) :  
*Cast off* your old shoes.  
Caste (a class by birth) :  
She is a Kshatriya by *caste*.
22. Childish (appropriate to a child) :  
Nobody likes her *childish* ways.  
Childlike (innocent) :  
Her *childlike* simplicity won us over.
23. Cite (quote in support) :  
She *cited* several examples to prove her point.  
Site (a selected spot) :  
This *site* is good for a shop.  
Sight (view) :  
What a lovely *sight* !
24. Cord (thin rope) :  
Loosen the *cords* of this pocket a bit.  
Chord (a line in a circle) :  
Draw a *chord* in a circle.



25. Course (a fixed syllabus) :  
The teacher finished the *course*.  
Coarse (rough) :  
This is a *coarse* cloth.
26. Custom (usual practice) :  
Giving of dowry is not a good *custom*.  
Habit (tendency) :  
Drinking is a bad *habit*.
27. Check (stoppage, restraint) :  
He *checked* him from going further.  
Cheque (order to pay or draw on a bank) :  
I have given her a *cheque* for thousand rupees.
28. Council (assembly) :  
Ravi was elected to the students' *council*.  
Counsel (advice) :  
Your *counsels* have helped me a lot.
29. Dear (beloved) :  
Ram is my *dear* friend.  
Deer (an animal) :  
I saw a *deer* in the zoo.
30. Dose (amount to be taken at one time) :  
The doctor gave a *dose* of medicine to the patient.  
Doze (light sleep) :  
He was found *dozing* in the class.
31. Discover (find out) :  
Columbus *discovered* America.  
Invent (devise) :  
Graham Bell *invented* telephone.
32. Disease (illness) :  
Jaundice is a common *disease*.  
Decease (death) :  
Her sudden *decease* was shocking.
33. Drown (die through submersion in and inhalation of water) :  
The girl was *drowned* in the sea.  
Sink (disappear below the surface) :  
The ship *sank* and all the passengers were drowned.

34. Due (owing) :  
Her failure is *due* to her carelessness.  
Dew (moisture on grass) :  
The *dew* drops are quite pleasing to the sight.
35. Dying (expiring) :  
She has not written any will before *dying*.  
Dyeing (the act of colouring) :  
She is an expert in *dyeing*.
36. Diary (a book for daily record) :  
Surinder writes his *diary* daily.  
Dairy (a place where milk is kept) :  
Rahul likes *dairy* products.
37. Envelop (to surround) :  
The mist *enveloped* us.  
Envelope (the cover of letter) :  
Please put my letter in the *envelope*.
38. Fair (beautiful, fine, good) :  
He has a *fair* amount of sense.  
Fare (cost of transportation) :  
I am entitled to first class *fare*.
39. Feet (part of body) :  
I have two *feet*.  
Feat (surprising performance) :  
We saw the *feats* of a juggler.

## Practice Exercises

### Exercise 1

(i) Fill in the blanks with suitable words from those given in brackets :

- |                                      |                  |
|--------------------------------------|------------------|
| 1. Bad ..... of drugs was soon felt. | (affect, effect) |
| 2. He was set free on .....          | (bale, bail)     |
| 3. Can you ..... this stick ?        | (break, brake)   |
| 4. .... off your old shoes.          | (caste, cast)    |
| 5. Lata is my ..... friend.          | (dear, deer)     |
| 6. She gave ..... to a baby girl.    | (birth, berth)   |
| 7. He noted it down in his .....     | (diary, dairy)   |

8. He is in the ..... of having sweets after meals. (custom, habit)  
 9. Do not ..... in the class. (doze, dose)

## 8.2 Idioms

1. Above board (without trickery : frank and fair) :  
 I have no patience with a man who is not fair and *above board*.
2. Adam's ale (simple and pure water) :  
*Adam's ale* is the nectar of life.
3. An eye wash (only pretence) :  
 This enquiry is only *an eye wash*, nothing will come out of it.
4. At par (on equal level) :  
 Death treats *at par* the rich and the poor.
5. In the air (found everywhere) :  
 Terrorism is *in the air* all over the world.
6. All in all (all powerful) :  
 The Chief Minister is *all in all* in his state.
7. At a discount (rated low) :  
 Honesty is *at a discount* these days.
8. Apple of one's eye (valuable thing) :  
 My little son is the *apple of my eye*.
9. Apple of discord (something which causes strife) :  
 This house is an *apple of discord* between the brothers.
10. All Greek (beyond one's comprehension) :  
 His lecture was *all Greek* to the villagers.
11. At a stretch (continuously) :  
 He lectured on the subject for hours *at a stretch*.
12. At low ebb (declining) :  
 Public charity is *at low ebb* these days.
13. As easy as ABC (very easy) :  
 Our teacher made us feel that studying Science was *as easy as ABC*.
14. Again and again (repeatedly) :  
 The drowning man asked for help *again and again*.
15. All of a sudden (without warning) :  
*All of a sudden* the packed stair case gave way.

16. At large (free) :  
The escaped convict is still *at large*.
17. At length (in detail) :  
The management discussed the problem *at length*.
18. Behind one's back (in one's absence) :  
Why should you abuse him *behind his back* ?
19. A bed of roses (an altogether agreeable position) :  
Life is not a *bed of roses*.
20. Borrowed plums (a showy display that is not truly one's own) :  
*Borrowed plums* do not win respect.
21. Blue blood (aristocratic; decent) :  
Prince Charles has *blue blood* in his veins.
22. A bosom friend (a very intimate friend) :  
I told him everything because he is my *bosom friend*.
23. To beat about the bush (to avoid a direct statement of what must be said) :  
*Do not beat about the bush* ; come to the point.
24. By virtue of (on account of) :  
He got the job *by virtue of* his father's influence.
25. By leaps and bounds (at a great speed) :  
The country has advanced *by leaps and bounds*.
26. On the cards (probable) :  
It is *on the cards* that India will make a hydrogen bomb.
27. To carry the day (to prove superior) :  
In spite of the initial reverses we will *carry the day*.
28. A cat and dog life (a life of petty quarrels and bickering) :  
The husband and wife are leading *a cat and dog life*.
29. To call a spade a spade (to speak plain and open) :  
Only a man of moral strength can *call a spade a spade*.
30. A clean slate (make a fresh beginning) :  
After the marriage both the partners start with a *clean slate* in their relations.
31. A close shave (narrow escape) :  
The other day I had a *close shave* when my scooter was hit by a speeding car.
32. A cock and bull story (an absurd tale) :  
Your *cock and bull story* proves nothing.

33. To come to light (to become public) :  
During the course of the enquiry, many strange facts *came to light*.
34. To come to pass (to happen) :  
What you told me before has *come to pass*.
35. Crocodile tears (false tears) :  
He shed *crocodile tears* at the death of his step mother.
36. Call it a day (stop doing something for time being) :  
When the search went unrewarded the police decided to *call it a day*.
37. Call the shots (take the decision) :  
In the company, the Chairman usually *calls the shots*.
38. Charity begins at home (to look after one's own self interest) :  
The officer believes in the dictum of *charity begins at home* and offers every vacant post to his relatives.
39. Clear the deck (Make everything ready) :  
With the arrival of the Foreign Minister, *decks were cleared* for further negotiation.
40. Close-fisted person (miser) :  
Do not expect monetary help from your grandfather. He is a *close-fisted person*.

## Practice Exercises

(i) Use the following idioms in sentences of your own :

1. In the air
2. To come to light
3. Call it a day

(ii) Match the idioms in column A with their meanings in column B :

A	B
to come to pass	in detail
on the cards	to happen
at length	probable

### 8.3 One word for many and their use in sentences

1. Something that can be heard **audible**  
She spoke in a barely *audible* whisper.
2. Something written by an unknown person. **anonymous**  
It is an *anonymous* letter as it does not bear the name of the writer.

3. A written declaration made on oath in the presence of a magistrate or a government official. **affidavit**  
The applicant was asked to produce an *affidavit* that he was an Indian citizen.
4. One who does not believe in God. **atheist**  
He does not go to any temple because he is an *atheist*.
5. A government by one person or one party **autocracy**  
Most of the countries of the world have abolished *autocracy* and have switched on to the democratic form of the government.
6. A word opposite in meaning **antonym**  
The *antonym* of 'hard' is 'soft'.
7. Lifestory of a person written by himself **autobiography**  
The *autobiography* of Mahatma Gandhi is called 'My Experiments with Truth'.
8. Medicine to counteract the effect of poison **antidote**  
Do you know the *antidote* for this poison ?
9. Representative of a government with full authority. **ambassador**  
The governor of our state was an *ambassador* in Germany before he joined his post.
10. A word the meaning of which is not clear **ambiguous**  
The minister's statement on the issue was quite *ambiguous*.
11. Place for keeping birds **aviary**  
All types of birds can be seen in this *aviary*.
12. A place for the storage of weapons **arsenal**  
When the *arsenal* in Islamabad caught fire, the Pakistan government had to suffer a great loss.
13. To increase the gravity of a situation **aggravate**  
Scratching a mosquito bite *aggravates* the itching.
14. The crime of setting things on fire **arson**  
*Arson* in this factory caused a loss of property and machinery.
15. A list of things to be discussed at meeting **agenda**  
Here is the *agenda* for the meeting to be held tomorrow.
16. State of growth between boyhood and youth **adolescence**  
*Adolescence* is a very critical period in one's life.
17. A carriage for the sick and the wounded **ambulance**  
The *ambulance* has been called to carry the patient to the hospital as he is in a very critical condition.

18. Objects having life **animate**  
It is our sacred duty to safeguard all *animates*.
19. A state where no government exists **anarchy**  
After the President lost control of the state, there was complete *anarchy* in the country.
20. Liable to be called to account **accountable**  
He is *accountable* to the manager of his company for the losses incurred by him.
21. An assembly of listeners **audience**  
The *audience* heard the speech of the leader very attentively.
22. A game or work done for pleasure **amateur**  
The players of our college team are *amateurs*.
23. One who lives in a foreign country **alien**  
An Englishman is an *alien* in the United States.
24. Government by the officials **bureaucracy**  
*Bureaucracy* is more important in offices than the elected government.
25. Marrying two wives/husband **bigamy**  
*Bigamy* is considered a sin and a crime in our country.
26. A man who is not married **bachelor**  
Although he has attained the age of forty five, he is still a *bachelor* because he has not been able to select a girl of his choice so far.
27. That which can be broken easily **brittle**  
Be careful in handling those articles of glass as they are *brittle*.
28. To speak ill of a person in his absence **backbite**  
You should better say whatever you think about him in his presence; only do not *backbite*.
29. A bunch of flowers **bouquet**  
He presented a *bouquet* to his beloved on her birthday.
30. The science which deals with life **biology**  
He has studied *biology* so thoroughly that he is sure to stand first in this subject.
31. A girl who is about to be married **bride**  
At the time of her marriage, the *bride* was wearing attractive jewellery.
32. A boy who is going to be married **bridegroom**  
The *bridegroom* was so happy at the time of his marriage that he willingly rode the mare even though he dreaded horse-riding.

33. One who believes everybody **credulous**  
He is so *credulous* that he will never doubt anything that you say.
34. A place where you can buy drinks and simple meals **cafe**  
Alcohol is not usually served in Indian cafes.
35. A list of names of books **catalogue**  
I have brought a *catalogue* of books recently published by the NCERT.
36. A period of one hundred years **century**  
Dinosaurs inhabited the earth *centuries* ago.
37. A piece of machinery used for mathematical calculations. **calculator**  
A *calculator* is not allowed to be used for arithmetical calculations during examination.
38. The peak point of a story or a plot **climax**  
When the story reached its *climax*, he stopped narrating it, saying that he would complete it the next day.
39. A place where dead are buried **cemetery**  
The dead body was carried to the *cemetery* for burial.
40. The art of beautiful writing **calligraphy**  
He has been given appointment in the editorial staff of this newspaper because he is adept at *calligraphy*.

## Practice Exercises

(i) **Fill in the blanks with words given below :**

brittle	adolescence	aviary	atheist
---------	-------------	--------	---------

1. The children reach ..... at the age of 13.
2. She does not believe in God. She is an .....
3. The birds from different countries were kept in the .....
4. Bones and nails become ..... in the old age.

(ii) **Give one word for the following and use them in sentences of your own :**

1. The word whose meaning is not clear.
2. To increase the gravity of a situation.
3. One who believes every one.
4. Government by the officials.
5. One who plays the game for pleasures.



## 8.4 Common Errors

### I. Common errors in the use of nouns :

#### Incorrect Sentences

1. Sita is fond of *vegetable*.
2. Ria's hair *are* black.
3. She threw *two breads* before the dog.
4. Two of my *brother-in-laws* are staying with me.
5. These *cattles* are mine.
6. All the *peoples* have gone to town.
7. Herds of *swines* lived in the forest.
8. The child learned the *Alphabets* before he could read.
9. Her house is full of *good furnitures*.
10. She wrote very good *poetries*.
11. This is a *six-years* old horse.
12. Lara has some grey *hair*.
13. She expressed her *thank* to her uncle.
14. Geeta bought two *dozens* mangoes.
15. Sher Singh ran a three *miles* race.
16. Teachers are sitting in the *staff's* room.
17. She goes to her office on *feet*.
18. One of my *friend* is a teacher.
19. Abha is my *cousin sister*.

#### Correct Sentences

- Sita is fond of *vegetables*.
- Ria's hair *is* black.
- She threw *two pieces of bread* before the dog.
- Two of my *brothers-in-law* are staying with me.
- These *cattle* are mine.
- All the *people* have gone to town.
- Herds of *swine* lived in the forest.
- The child learned the *alphabet* before he could read.
- Her house is full of good *furniture*.
- She wrote very good *poetry*.
- This is a *six-year* old horse.
- Lara has some grey *hairs*.
- She expressed her *thanks* to her uncle.
- Geeta bought two *dozen* mangoes.
- Sher Singh ran a three *mile* race.
- Teachers are sitting in the *staff* room.
- She goes to her office on *foot*.
- One of my *friends* is a teacher.
- Abha is my *cousin*.

### II. Common errors in the use of adjectives :

#### Incorrect sentences

1. She did not eat *many* bread.
2. Ram ate *small* honey.
3. *Every* men are mortal.
4. *Much* men are poor.
5. *Little* men are rich.
6. Your uncle should take *no side*.
7. Take the medicine *each* four hours.

#### Correct sentences

- She did not eat *much* bread.
- Ram ate *little* honey.
- All* men are mortal.
- Many* men are poor.
- Few* men are rich.
- Your uncle should take *neither* side.
- Take the medicine *every* four hours.

- |  |   |
|--|---|
| 8. <i>What</i> book do you like the best ? | <i>Which</i> book do you like the best ?  |
| 9. <i>Which</i> nonsense this is !         | <i>What</i> nonsense this is !            |
| 10. Buses pass my house <i>each</i> hour.  | Buses pass my house <i>every</i> hour.    |
| 11. Sita is <i>beautiful</i> than Radha.   | Sita is <i>more beautiful</i> than Radha. |
| 12. Megha is my <i>oldest</i> daughter.    | Megha is my <i>eldest</i> daughter.       |
| 13. Tell me the <i>last</i> news.          | Tell me the <i>latest</i> news.           |
| 14. My dress is costlier than <i>you</i> . | My dress is costlier than <i>yours</i> .  |
| 15. Tom is <i>wise</i> for his age.        | Tom is <i>wiser</i> for his age.          |

### III. Common errors in the use of verbs :

#### Incorrect sentences

1. Vegetables *goes* bad in summer.
2. Either Mohan or Sham *are* to be promoted.
3. Neither Tom nor his sister *have* gone to school.
4. Seventy miles *are* a long distance.
5. I *have finished* my play last night.
6. He *finished* his work when I met him.
7. Law and order *are* to be maintained.
8. *Can* I come in, Madam?
9. What *will* I do next ?
10. She *said* her friend goodbye.
11. A snake *cut* her.
12. She *laid* in her bed.
13. I know *to play* football.
14. The teacher *gave* a speech.

#### Correct Sentences

1. Vegetables *go* bad in summer.
2. Either Mohan or Sham *is* to be promoted.
3. Neither Tom nor his sister *has* gone to school.
4. Seventy miles *is* a long distance.
5. I *finished* my play last night.
6. He *had finished* his work when I met him.
7. Law and order *is* to be maintained.
8. *May* I come in, Madam ?
9. What *shall* I do next ?
10. She *bade* her friend goodbye.
11. A snake *bit* her.
12. She *lay* in her bed.
13. I know *how to play* football.
14. The teacher *made* a speech.

### IV. Common errors in the use of prepositions :

#### Incorrect Sentences

1. Manav does not obey *to his* father.
2. My son does not *listen* what I say.
3. Meena was angry *upon* her daughter.
4. He fell *from* his horse and injured his back.

#### Correct Sentences

1. Manav does not obey *his* father.
2. My son does not *listen to* what I say.
3. Meena was angry *with* her daughter.
4. He fell *off* his horse and injured his back.

- |   |   |
|---|---|
| 5. Come and see me <i>at</i> Sunday.                      | Come and see me <i>on</i> Sunday.                     |
| 6. I have known him <i>since</i> years.                   | I have known him <i>for</i> years.                    |
| 7. I'd prefer to make the journey <i>with</i> car.        | I'd prefer to make the journey <i>by</i> car.         |
| 8. I washed the dirt <i>at</i> my hands.                  | I washed the dirt <i>off</i> my hands.                |
| 9. This shirt is made <i>with</i> cotton.                 | This shirt is made <i>of</i> cotton.                  |
| 10. We cooked food <i>with</i> an open fire.              | We cooked food <i>over</i> an open fire.              |
| 11. She wore a jacket <i>on</i> her dress.                | She wore a jacket <i>over</i> her dress.              |
| 12. This cloth costs Rs. 50 <i>each foot</i> .            | This cloth costs Rs. 50 <i>per foot</i> .             |
| 13. They tied him <i>with</i> a tree.                     | They tied him <i>to</i> a tree.                       |
| 14. He wore a blue shirt <i>in</i> his coat.              | He wore a blue shirt <i>under</i> his coat.           |
| 15. He wanted me to write the preface <i>of</i> his book. | He wanted me to write the preface <i>to</i> his book. |
| 16. He called me <i>on</i> dinner time.                   | He called me <i>at</i> dinner time.                   |
| 17. I forgot to wish you <i>at</i> your birthday.         | I forgot to wish you <i>on</i> your birthday.         |

## V. Common errors in the use of articles :

### Incorrect sentences

- The dog* is a faithful animal.
- Rich* should help the poor.
- A sun* rises in the east.
- He is *a M.A.*
- You kept me *in dark*.
- He wanted to become *teacher*.
- I have never been to *Agra fort*.
- She *wants house* to live in.
- Do not lose *the heart*.
- He wants *little* sugar for tea.
- He is *honourable* man.
- Bananas are sold by *dozen*.
- The singing* is my hobby.
- We were *first* to reach the school.
- His house caught *the fire*.
- Next morning I had *a idea*.
- Tom *was* first to protest.
- They made him feel *little* better.

### Correct Sentences

- Dog* is a faithful animal.
- The rich* should help the poor.
- The sun* rises in the east.
- He is *an M.A.*
- You kept me *in the dark*.
- He wanted to become *a teacher*.
- I have never been to *the Agra fort*.
- She *wants a house* to live in.
- Do not lose *heart*.
- He wants *a little* sugar for tea.
- He is *an honourable* man.
- Bananas are sold by *the dozen*.
- Singing* is my hobby.
- We were *the first* to reach the school.
- His house caught *fire*.
- Next morning I had *an idea*.
- Tom *was the first* to protest.
- They made him feel *a little* better.

19. He will be back in *few* days.                      He will be back in *a few days*.
20. *Few* students are present in the stadium.                      *A few* students are present in the stadium.
21. I have *the* headache.                                      I have *a* headache.

## Practice Exercises

**(i) Correct the following sentences :**

1. There are plenty of fish here.
2. The flowers is beautiful.
3. Bible is holy book.
4. The sun rises in east.
5. She is a M.A.
6. He kept me in dark.
7. She can't help laugh.
8. I enjoy to play hockey.
9. It is no use to cry over spilt milk.
10. He tried cross the river.

**(ii) Correct the following sentences :**

1. It is too cold today.
2. She is no nice.
3. You are too busy.
4. We are the childrens of India.
5. Work hard lest you may not fail.
6. I saw you long before.
7. I have only finished two stories.
8. Please attend your lesson.
9. She found me lie on the ground.
10. I don't blame to you.

**(iii) Correct the following sentences :**

1. I know who are you.
2. Why did you let him to go ?
3. I requested him help me.
4. Gita is a holy book.
5. He will be back in few days.

6. Everybody was in holiday mood.
7. I got chance to show my skill.
8. One must do his duty.
9. Mother gave me many advices.
10. The sun rises in east.

## 8.5 Common Proverbs

1. *A fool and his money are soon parted :*  
Someone who is foolish can easily lose their money as it would be easy to dope them out of it.
2. *A good beginning makes a good ending :*  
A well begun task ends in a good state.
3. *A house is not a home :*  
A home is known by real love and affection and not by walls alone.
4. *A journey of a thousand miles begins with a single step :*  
Every huge project has a humble beginning.
5. *A little knowledge is a dangerous thing :*  
Lesser knowledge leads to damage.
6. *A new broom sweeps clean :*  
A fresh leader or administration gets rid of the old and brings in new ideas and personnel.
7. *A penny saved is a penny earned :*  
Saving is as important as earning.
8. *A picture paints a thousand words :*  
A picture speaks the mind of the painter.
9. *A problem shared is a problem halved :*  
Seeking help can solve the problems faster.
10. *A prophet is not recognized in his own land :*  
A person may be very talented but cannot get due importance among his own people.
11. *A rolling stone gathers no moss :*  
A person who never settles anywhere will never do well.
12. *A stitch in time saves nine :*  
An action or thing done at the right time saves much trouble.

13. *A volunteer is worth twenty pressed men :*  
A man who does the job willingly is certainly better than many of those persons upon whom the work is thrust upon.
14. *Actions speak louder than words :*  
One is judged by what he does and not by what he says.
15. *All that glitters is not gold :*  
Appearances generally deceive people.
16. *All work and no play makes Jack a dull boy :*  
A man cannot achieve the best by overwork. Recreation is also necessary.
17. *An apple a day keeps the doctor away :*  
A person who takes fruit as an apple per day keep healthy and does not need to take medicine.
18. *As you sow so shall you reap :*  
As your actions will be, the same kind of reward will be received by you.
19. *Barking dogs seldom bite :*  
Those who boast and talk too much of themselves, are of low and weak might.
20. *Beggars can't be choosers :*  
People with no other options must be content with what is offered.
21. *Better safe than sorry :*  
It is better to take precautions than to be regretful later.
22. *Birds of a feather flock together :*  
Persons of same caliber and position like to mix more with each other.
23. *Blood is thicker than water :*  
Humans can depend more on persons of the same parentage even after a generation. They have a natural binding.
24. *Boys will be boys :*  
Young boys and some times grown-up men occassionally behave in a childish way.
25. *Charity begins at home :*  
A person's first duty is to care and help for his or her own family.

26. *Cleanliness is next to godliness :*  
Being clean is a sign of spiritual purity or goodness.
27. *Don't bite the hand that feeds you :*  
Do not think ill of the person who helps you.
28. *Don't count your chickens before they are hatched :*  
Do not daydream.
29. *Don't put all your eggs in one basket :*  
Do not invest all your money at a single place or you can be ruined.
30. *Don't try to walk before you can crawl :*  
Do things according to your caliber.
31. *Early to bed and early to rise makes a man healthy, wealthy and wise :*  
One should sleep early and get up early to remain healthy.
32. *Empty vessels make the most noise :*  
One who doesn't have any good quality in him, shows off more.
33. *Every dark cloud has a silver lining :*  
Even the greatest sorrow has some happiness hidden behind it.
34. *Everybody wants to go to heaven but nobody wants to die :*  
Everyone wants luxuries in life but no one wants to work for them.
35. *Fools rush in where angels fear to tread :*  
The inexperienced do something that the more informed people would avoid.
36. *Fortune favours the brave :*  
God helps those who dare.
37. *God helps those who help themselves :*  
If you make an effort to achieve something, you will be successful.
38. *Handsome is as handsome does :*  
Beauty lies in action, not in 'physical' appearance.
39. *Haste makes waste :*  
If you do a job in hurry, it can be spoiled.
40. *History repeats itself :*  
Man does what his ancestors did.



## Chapter-9

# READING SKILLS

## 9.1 Comprehension of unseen passages (prose/poetry)

The word, comprehension means the ability to understand. The aim of this section is to assess the students' level of understanding and their ability of expression.

How to comprehend a given passage :

1. How well you comprehend depends on how well you read.  
Read the passage/poem carefully twice or thrice until the meaning of the passage is totally clear to you.
2. Read silently.
3. Do not move your head or index finger along the text.
4. Try to guess the meanings of difficult words from the context in which they are used.
5. Read the questions and try to find out the sentences in the passage which contain answers to these questions.
6. Answers should be brief and to the point.
7. Revise your answers and correct the mistakes in grammar and spellings.

### SAMPLE 1 :

**Read the passage given below and answer the questions that follow :**

One evening, a boy of three was out for a walk with his father. There was also an elderly man with the father. Chatting they walked on and went beyond the village. Green crop delighted the eyes. The elders were walking along the edge of a field. Not hearing the footsteps of the boy, the father looked back. The boy was sitting on the ground and seemed to be planting something. The father became curious. "What are you doing ?" said he. "Look, Father, I shall grow guns all over the field", was the innocent reply of the boy. His eyes shone with the strong faith that guns would grow in the field. Both the elders were struck with wonder at a little boy's words. The boy was Bhagat Singh who later fought like a hero for India's freedom and sacrificed his life.

### Questions :

- Q1. Where were the elders walking ?
- Q2. What was the boy doing ?



Q3. What faith did the boy have ?

Q4. Complete the following sentences :

- (a) Father looked back because .....
- (b) Bhagat Singh sacrificed his life for .....

Q5. Match the words in column A with their synonyms in column B :

A	B
edge	surprise
curious	boundary
innocent	inquiring
wonder	blameless

### Answers :

- The elders were walking along the edge of the field.
- The boy was sitting on the ground and planting something.
- The boy had the faith that guns would grow in the field.
- (a) Father looked back because *he did not hear the footsteps of his son.*  
(b) Bhagat Singh sacrificed his life for *the freedom of India.*

5. Words	Synonyms
edge	boundary
curious	inquiring
innocent	blameless
wonder	surprise

### SAMPLE 2 :

Read the poem given below and answer the questions that follow :

#### A Nation's Strength

Not gold, but only men can make  
A people great and strong-  
Men who, for truth and honour's sake,  
Stand fast and suffer long.

Brave men who work while others sleep,  
Who dare while others fly,  
They build a nation's pillars deep,  
And lift them to the sky.

(R.W. Emerson)

### Questions :

Q1. What makes a nation great and strong ?

- Q2. What do the brave men do while others sleep ?  
 Q3. How can they lift a nation to the sky ?  
 Q4. (a) Give the other word that rhymes with 'fly'.  
 (b) Explain "They build a nation's pillars deep".  
 Q5. Match the words in column A with their synonyms in column B :

A	B
truth	endure
suffer	challenge
dare	raise
lift	reality

**Answers :**

- Men make a nation great and strong.
- Brave men work while others sleep.
- They can lift a nation to the sky by working and daring.
- (a) 'Sky' rhymes with 'fly'.  
 (b) Brave people make their nation strong and powerful.

5.	<b>Words</b>	<b>Synonyms</b>
	truth	reality
	suffer	endure
	dare	challenge
	lift	raise

**SAMPLE 3 :**

**Read the passage given below and answer the questions that follow :**

Dr C.V. Raman was the genius who won the Nobel Prize for Physics, with simple equipment barely worth Rs. 300. He was the first Asian scientist to win the Nobel Prize. He was a man of boundless curiosity and a lively sense of humour. His spirit of inquiry and devotion to science laid the foundation for scientific research in India. And he won honour as a scientist and affection as a teacher and a man. Raman was studious. He kept in touch with the latest developments in science in the world around him. He had personal contact with many scientists. He used to read new books and research papers from different centres. "The equipment which brought me the Nobel Prize did not cost more than three hundred rupees. A table drawer can hold all my research equipments," he used to say with pride. It was his conviction that if the research worker is not inspired from within, any amount of money cannot bring success in research.

**Questions :**

- What kind of a man was Dr C.V. Raman ?
- What is he famous for ?
- What was his conviction ?

Q4. Complete the following sentences :

- (a) The equipment that won him the Nobel Prize .....
- (b) A research worker is successful only if he is .....

Q5. Match the words in column A with their antonyms in column B :

A	B
curiosity	doubt
affection	apathy
conviction	failure
success	dislike

Answers :

- Dr C.V. Raman was a man of boundless curiosity and a lively sense of humour.
- He is famous for being the first Asian scientist to win the Nobel Prize.
- It was his conviction that if the research worker is not inspired from within, any amount of money cannot bring success in research.
- (a) The equipment that won him the Nobel Prize *did not cost more than three hundred rupees.*  
(b) A research worker is successful only if he is *inspired from within.*

5. Words	Antonyms
curiosity	apathy
affection	dislike
conviction	doubt
success	failure

**SAMPLE 4 :**

**Read the poem given below and answer the questions that follow :**

### **My Books**

I love my books  
 They are the homes  
 of queens and fairies  
 Knights and gnomes.  
 Each time I read I make a call,  
 On some quaint person large or small,  
 Who welcomes me with hearty hand  
 And leads me through his wonderland.  
 Each book is like  
 A city street  
 Along whose winding  
 Way I meet  
 New friends and old who laugh and sing  
 And take me off adventuring

Questions :

- Q1. Why does the poet love his books ?
- Q2. How does the quaint person welcome the poet ?
- Q3. Where do the new and the old friends take the poet ?
- Q4. Select the right answer :
- (a) The poet is led through a ..... each time he reads a book.
1. home
  2. wonderland
- (b) In the books the poet meets new and old friends in the .....
1. city streets
  2. wonderland
- Q5. Match the words in column A with their antonyms in column B :

A	B
quaint	straight
winding	foe
hearty	modern
friend	feeble

Answers :

1. The poet loves his books because they are homes for fairies, queens, knights and gnomes.
2. The quaint person welcomes the poet with a hearty hand.
3. The new and old friends take the poet off adventuring.
4. (a) The poet is led through a *wonderland* each time he reads a book.
- (b) In the books the poet meets new and old friends in the *city streets*.

5. Words	Antonyms
quaint	modern
winding	straight
hearty	feeble
friend	foe

## Practice Exercises

1. Read the passage given below and answer the questions that follow :

Early rising leads to health and happiness. The man who rises late can have little rest in the course of the day. Anyone who lies in the bed late is compelled to work till late hours in the evening. He has to go without the evening exercise which is so necessary for his health. In spite of all his efforts, his work will not produce as good results as that of an early riser. The reason

for this is that he cannot take advantage of the refreshing hour of the morning. Some people say that the quiet hours of midnight is the best time for working. Several great thinkers say that they can write best only when they burn the midnight oil. Yet it is true to say that few men have a clear brain at midnight when the body needs rest and sleep. Those who work at that time soon ruin their health. Bad health must in the long run, have a bad effect on the quality of their work.

### Questions :

- Q1. What leads to health and happiness ?
- Q2. What is a late riser compelled to do ?
- Q3. Why can't we have a clear brain at midnight ?
- Q4. Complete the following sentences :
- (a) The man who rises late cannot take advantage of .....
- (b) Some thinkers can write best when .....
- Q5. Match the words in column A with their synonyms in column B :

A	B
compelled	benefit
necessary	destroy
advantage	forced
ruin	essential

2. Read the poem given below and answer the questions that follow :

### Stone Walls Do Not A Prison Make

Stone walls do not a prison make  
 Nor iron bars a cage;  
 Mind's innocent and quiet take  
 That for a hermitage;  
 If I have freedom in my love,  
 And in my soul am free'  
 Angels alone that soar above  
 Enjoy such liberty.

(R. Lovelace)

### Questions :

- Q1. What does not make a prison ?
- Q2. According to the poet what does not make a cage ?
- Q3. Which quality of the mind makes it hermitage ?
- Q4. Complete the summary of the poem after filling in the blanks :

A prison is not made of ..... walls, neither is a cage of ..... bars. It is only an ..... and ..... mind that makes a ..... . Such liberty is enjoyed only by .....

Q5. Match the words in column A with their meanings in column B :

A	B
prison	spirit
soar	freedom
soul	jail
liberty	rise

3. Read the passage given below and answer the questions that follow :

Each one of us should have a hobby. Sometimes boys and girls are encouraged in schools to take up hobbies. They work at certain things in schools such as collecting stamps or carpentry, but their so called hobby is a thing for the schools only. They do not pay any attention to it in their homes. Sometimes this is because of poverty, sometimes because of lack of interest. But a hobby is not really a hobby unless we are so interested in it that we want to carry it on whenever we have a spare time. The dictionary tells us that a hobby is a favourite subject or occupation that is not one's main business. That is, it is something in which we are more interested than in anything else.

**Questions :**

- Q1. What is the dictionary meaning of hobby ?
- Q2. When does the hobby become a thing for schools only ?
- Q3. Name the hobbies mentioned in the passage.
- Q4. Complete the following sentences :
  - (a) We should carry on our hoby whenever we have .....
  - (b) Sometimes the students cannot pay attention to their hobbies due to .....

Q5. Match the words in column A with their antonyms in column B :

A	B
interested	discourage
lack	disinterested
spare	have
encourage	occupied

4. Read the poem given below and answer the questions that follow :

**A Child's Evening Prayer**

Ere on my bed my limbs I say,  
 God grant me grace my prayers to say ;  
 O God! preserve my mother dear  
 In strength and health for many a year ;  
 And, O! preserve my father too,

And may I pay him reverence due ;  
 And may I my best thoughts employ  
 To be my parents' hope and joy ;  
 And O ! preserve my brothers both  
 From evil doings and from sloth,  
 And may we always love each other  
 Our friends, our father and our mother:  
 And still, O Lord, to me impart  
 An innocent and grateful heart,  
 That after my great sleep I may  
 Awake to thy eternal day! Amen!

(Samuel Taylor Coleridge)

**Questions :**

- Q1. When does the child pray ?
- Q2. What does the child pray to God for his mother ?
- Q3. What does he ask for himself ?
- Q4. Tick the right answer :
- (a) The child pays ..... to his father.
1. reverence
  2. strength
- (b) The child wants to be the hope and joy of .....
1. God
  2. his parents
- Q5. (a) Give the rhyme scheme of the last four lines.
- (b) Give the other words that rhyme with 'employ'.

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

Ashoka, the most trusted son of Bindusara and the grandson of Chandragupta Maurya, was a brave soldier. He was the most famous of the Mauryan kings and was one of the greatest rulers of India. Ashoka extended the Maurya Empire to the whole of India, reaching out even into Central Asia. Ashoka succeeded in conquering Kalinga after a bloody war in which 100,000 men were killed, 150,000 injured and thousands were captured and retained as slaves. The sight of the slaughter involved in his conquest deeply affected his mind. This was a turning point in his life. He renounced war and sought peace in Buddha's teachings of love and non-violence. So he gave up hunting and became a strict vegetarian.

**Questions :**

- Q1. What was the name of Ashoka's grandfather ?
- Q2. What happened in the war of Kalinga ?
- Q3. Write the changes in Ashoka's life after the war.

Q4. Complete the following sentences :

- (a) Ashoka was one of the .....
- (b) For Ashoka, the war of Kalinga was a .....
- (c) The extent of Ashoka's empire was spread over to .....

Q5. Match the words in column A with their synonyms in column B :

A	B
famous	give up
involved	well-known
conquest	take-over
renounce	drawn-in

6. Read the poem given below and answer the questions that follow :

### The Rainbow

Boats sail on the rivers,  
 And ships sail on the seas;  
 But clouds that sail across the sky  
 Are prettier than these.  
 There are bridges on the rivers,  
 As pretty as you please,  
 But the bow that bridges heaven,  
 And overtops the trees,  
 And builds a road from earth to sky,  
 Is prettier far than these.

(Christina Rossetti)

#### Questions :

- Q1. Where do boats and ships sail ?
- Q2. What is prettier than boats and ships ?
- Q3. Where does the rainbow build a road ?
- Q4. Select the right answer :
  - (a) According to the poet, the ..... is the prettiest.
    - 1. bridge
    - 2. rainbow
  - (b) The rainbow bridges .....
    - 1. river
    - 2. heaven
- Q5. (a) The word 'bow' in the 7th line refers to .....
- (b) 'These' in the last line refers to .....



7. Read the passage given below and answer the questions that follow :

“Brothers and sisters, the long night is at last drawing to a close. Miseries and sorrows are disappearing. Ours is a sacred country. She is gradually waking up, thanks to the fresh breeze all around. Are you prepared for all sacrifices for the sake of our motherland ? If you are, then you can rid the land of poverty and ignorance. You should develop a strong physique. You should shape your mind through study and meditation. Only then will victory be yours. I loved my motherland dearly before I went to America and England. After my return, every particle of the dust of this land seems sacred to me.” Do you know who carried this message to the whole continent of Asia ? It was Swami Vivekananda.

**Questions :**

- Q1. How can we rid the land of poverty and ignorance ?  
 Q2. How can you shape your mind ?  
 Q3. Where did Swami Vivekananda carry the message ?  
 Q4. Complete the following sentences :  
 (a) We should make sacrifices for the sake of .....  
 (b) India is gradually .....  
 Q5. (a) Who speaks the above written lines ?  
 (b) Name two places visited by Swami Vivekananda.

8. Read the poem given below and answer the questions that follow :

**The Noble Nature**

It is not growing like a tree  
 In bulk, doth make man better be;  
 Or standing long an oak, three hundred year,  
 To fall a log at last, dry, bald and sere :  
 A lily of a day  
 Is fairer day in May,  
 Although it fall and die that night  
 It was the plant and flower of light.  
 In small proportions we just beauties see :  
 And in short measures life may perfect be.

(Ben Jonson)

**Questions :**

- Q1. What does not make a man a better being ?  
 Q2. Which thing in nature can live up to three hundred years ?  
 Q3. How long does a lily live ?  
 Q4. (a) What message is conveyed through this poem ?  
 (b) The life of an oak tree is .....

Q5. Match the words in column A with their synonyms in column B :

A	B
bulk	faultless
bald	largeness
proportion	hairless
perfect	amount

## 9.2 Note-making

Note-making depends upon the reading skill of the students. It is a test of understanding.

While making notes :

1. Read the given passage carefully.
2. Write down the title if there is one.
3. Write the main points.
4. Use numbers to write the main and the sub-points of the passage.
5. Do not write full sentences. Even abbreviations can be used.

Some commonly used abbreviations are :

∴ therefore	<i>c/o</i>	care of	<i>i.e.</i>	that is
∵ because	<i>s/o</i>	son of	<i>e.g.</i>	for example
<i>esp.</i> especially	<i>no.</i>	number	<i>w.e.f.</i>	with effect from

### SAMPLE 1 :

Make notes on the following passage :

### SOIL EROSION

Soil erosion, caused by wind and rain, can change land by wearing down mountains, creating valleys, making rivers appear and disappear. It is a slow and gradual process that takes thousands, even millions of years. But erosion may be speeded up greatly by human activities such as farming and mining. Soil develops very slowly over a long period of time but can be lost too quickly. The clearing of land for farming, residential and commercial use can quickly destroy soil. It speeds up the process of erosion by leaving soil exposed and also prevents development of new soil by removing the plants and animals that help build humus. Today's farmers try to farm in a way that reduces the amount of erosion and soil loss. They may plant cover crops or use a no-till method of farming. Soil is an important resource that we all must protect. Without soil there is no life.

### NOTES :

### SOIL EROSION

#### Causes :

- (a) Natural : wind and rain
- (b) Human : clearing land for — farming — residential use — commercial use

**How** : soil exposed by removing plants and animals

**Prevention :**

- (a) planting cover crops
- (b) using no-till method of farming

**SAMPLE 2 :**

Make notes on the following passage :

**AIR POLLUTION**

The World Health Organization estimates that 4.6 million people die each year from causes directly attributable to air pollution. Many of these mortalities are attributable to indoor air pollution. Worldwide more deaths per year are linked to air pollution than to automobile accidents. Research published in 2005 suggests that 3,10,000 Europeans die from air pollution annually. Direct causes of air pollution related deaths include aggravated asthma, bronchitis, emphysema, lung and heart diseases and respiratory allergies. The worst short term civilian pollution crisis in India was the 1984 Bhopal Disaster. Leaked industrial vapours from the Union Carbide factory, belonging to Union Carbide, Inc., U.S.A., killed more than 2,000 people outright and injured anywhere from 1,50,000 to 600,000 others, some 6,000 of whom would later die from their injuries. The United Kingdom suffered its worst air pollution event when the December 4th Great Smog of 1952 formed over London. In six days more than 4,000 died and 8,000 more died within the following months. An accidental leak of anthrax spores from a biological warfare laboratory in the former USSR in 1979 near Sverdlovsk is believed to have been the cause of hundreds of civilian deaths.

**NOTES :****AIR POLLUTION**

4.6 million people die every year

**How :** aggravated asthma, bronchitis, emphysema, lung and heart diseases etc.....

**Major air pollution mishaps.....**

- (a) Bhopal gas disaster (1984)–killed 2000-some 6000 died later
- (b) Great smog over London (1954)-killed 4000-some 8000 died later
- (c) Leakage of anthrax spores USSR (1979)-many civilian deaths

**SAMPLE 3 :**

Make notes for the following passage :

**EXTINCTION OF SPECIES**

There are a variety of causes that can contribute directly or indirectly to the extinction of a species or group of species. Most simply, any species that is unable to survive or reproduce in its environment, and unable to move to a new environment where it can do so, dies out and becomes extinct. Extinction of a species may come suddenly when an otherwise healthy species is wiped out completely, as when toxic pollution renders its entire habitat unlivable; or may occur gradually over thousands or millions of years, such as when a species gradually loses out

competition for food to newer, better adapted competitors. Conservation biology uses the Extinction Vortex model to classify extinction by cause. The question of whether more historical extinctions have been caused by evolution or by catastrophe is a subject of debate. Currently, environmental groups and some governments are concerned with the extinction of species due to human intervention and are attempting to combat further extinctions. Humans can cause extinction of a species through over harvesting, pollution, habitat destruction, introduction of new predators and food competitors and other influences. According to the World Conservation Union, 784 extinctions have been recorded since the year 1500, the arbitrary date selected to define “modern” extinctions, with many more likely to have gone unnoticed. Most of these modern extinctions can be attributed directly or indirectly to human effects. Endangered species are species that are in danger of becoming extinct; several organizations attempt to preserve recognized endangered species through a variety of conservation programmes.

### NOTES :

#### EXTINCTION OF SPECIES

**Causes** : 1. species unable to reproduce in its environment  
2. species unable to change its environment

**Human causes** : 1. harvesting  
2. pollution  
3. habitat destruction  
4. introduction of new predators and food competitors

**Solution** : several organizations attempt to preserve endangered species.

### SAMPLE 4 :

Make notes for the following passage :

A sophisticated and technologically advanced urban culture is evident in the Indus Valley Civilization. The quality of municipal town planning suggests knowledge of urban planning and efficient municipal governments which placed a high priority on hygiene. The streets of major cities such as Mohenjo-daro or Harappa were laid out in perfect grid patterns. The houses were protected from noise and thieves. As seen in Harappa, Mohenjo-daro and the recently discovered Rakhigarhi, this urban plan included the world’s first urban sanitation systems. Within the city, individual homes or groups of homes obtained water from wells. From a room that has been set aside for bathing, waste water was directed to covered drains, which lined the major streets. Houses opened only to inner courtyards and smaller lanes. The ancient Indus system of sewerage and drainage that were developed and used in cities throughout the Indus Empire were far more advanced than any found in contemporary urban sites in the Middle East and even more efficient than those in some areas of Pakistan and India today. The advanced architecture of the Harappans is shown by their impressive dockyards, granaries, warehouses, brick platforms and protective walls. The massive citadels of Indus cities that protected the Harappans from floods and attackers were larger than most Mesopotamian ziggurats.

**NOTES :****1. Main characteristics of urban culture in Indus Valley Civilization**

- (a) high priority on hygiene
- (b) streets laid out in grid patterns
- (c) urban sanitation system
- (d) waste water directed to cover drains

**2. Advanced architecture shown by**

- (a) dockyards
- (b) granaries
- (c) warehouses
- (d) brick platforms
- (e) protective walls

**SAMPLE 5 :**

Make notes for the following passage :

**EATING DISORDERS**

Anorexia (also known as anorexia nervosa) is the name for simply starving yourself because you are convinced you are overweight. If you are at least 15 percent under your normal body weight and you are losing weight through not eating, you may be suffering from this disorder.

Bulimia (also known as bulimia nervosa) is characterized by excessive eating, and then ridding yourself of the food by vomiting, abusing laxatives or diuretics, taking enemas, or exercising obsessively. This behaviour of ridding yourself of the calories from consumed food is often called purging.

Eating disorders are serious problems and need to be diagnosed and treated like any medical disease. If they continue to go untreated, these behaviours can result in future severe medical complications that can be life-threatening. If you believe you may be suffering from an eating disorder or know someone who is, please get help. Once properly diagnosed by a mental health professional, such disorders are readily treatable and often cured within a few months time. A person with an eating disorder should not be blamed for having it ! The disorders are caused by a complex interaction of social, biological and psychological factors which bring about the harmful behaviours. The important thing is to stop as soon as you recognize these behaviours in yourself, or to get help to begin the road to recovery.

**NOTES :****EATING DISORDERS**

- Types :**
1. Anorexia - starving yourself - losing weight through not eating
  2. Bulimia - excessive eating-then ridding yourself of food (purging)

**Causes :** interaction of social, biological and psychological factors

**Solution :** get diagnosed by a mental health professional

## Practice Exercises

Read the passage given below and make notes :

### DEMOCRACY

The word comes from Latin translations of Aristotle's *demos*, meaning "territory" or "people" as a group and *kraiten*, which means "rule". But whatever its linguistic roots, democracy as we understand it today is a product of the Enlightenment, based on what Kant termed *autonomy*, again from the Greek, a law (*nomos*) that you impose on yourself. In short, "government of the people, by the people, for the people". This is practically synonymous with sovereignty in the popular imagination, but sovereignty, as the German philosopher Carl Schmitt argued, is the power to suspend the law and to place oneself above the law, or, as Jacques Derrida wrote : "The abuse of power is constitutive of the idea of sovereignty". It is a tribute to the power of the democratic ideal that when governments deny democracy, they feel obliged to claim that it is for some greater good. Suspending elections, for instance, is presented as a bid "to protect democracy". Today, many see democracy as a form of modern civilization. Beyond the mere freedom to vote, it incorporates accountability of government, civic freedoms, the rule of law and so on. Some see democracy as a form of identity and a byword for market freedom, which is not just to be shared, but protected and spread as a counterweight to tyranny.

### THE BUDDHA

Siddhartha Gautama was born into the house of a wealthy king or feudal baron of the Sakya clan in what is now Nepal. Siddhartha's father sheltered him from the harsh realities of the world by surrounding him with only pleasant things. Siddhartha did not know of human suffering, sickness, advanced age or death until he chanced upon a man suffering from old age. He soon learned of human disease and of death. These things stayed in his mind and he began to think of them as being inescapable. He gave up on his normal life of distractions and went on a personal search for the life where age and death would not matter. Siddhartha Gautama searched the greatest Hindu masters for wisdom in his search for enlightenment. He learned from them all he could but did not find the answer he was searching for. His next step was to join a group of ascetics, to open his mind by sacrificing his body, but that did not work either. He suffered more than his ascetic brothers and almost died as the result of it. This caused him to try another route to his goal of enlightenment, by way of strict thought and concentration. He sat down under a peepul tree (later known as the Bo tree) and with intense concentration and will-power he was able to reach total enlightenment and become the Buddha. The teachings of the Buddha reached thousands in his native India. Siddhartha Gautama was born as a ruler and became the Buddha which made him a priest, he also lived impoverished and begged for

food. As an acquaintance of all three castes and able to be comfortable among them all, he was able to give his message to a wide variety of people.

### GOOD MANNERS

Good Manners occupy a unique place in our life. They are to be acquired and cultivated. The sooner it is done the better. Childhood is the best period for learning and imbibing good manners. It is obvious that it is in the formative years that good conduct, behaviour and manners are to be developed and cultivated. As Milton said, “The childhood shows the man as morning shows the day.” Thus manners must be emphasized from childhood. Good manners are the sure keys to success. They are not only social behaviour but also an ideal form of personal conduct and character. They are little courtesies that make the machine of life run smoothly. They are valuable possessions. They help in making friends, winning over people and in gaining appreciation and admiration. Propriety is the basis of all ethics. Manners make men and morals. In business and service they are indispensable. They help us avoid bitter and untoward situations. We should never fail to say sorry if we disturb people. Even in our personal and private lives they are important assets. It is good manners to thank people for a service, guidance or a gift received. To be late for appointments and keep people waiting is indiscipline. To respect elders, to greet them or to give them precedence is always good behaviour. Good manners reflect how properly cultured, civilized and educated we are. They reflect refinement and social enlightenment. They make a lasting and favourable impression on people. Without his manners man is nothing better than an animal or barbarian.



## Chapter-10

# WRITING SKILLS

## 10.1 Writing Notices

Notices are meant to provide integrated and useful information about events that have happened or about to happen and specific programmes, to public, students or a group of persons. The educational institutions, offices, residential colonies and other establishments have special and prominent places for fixing the notice boards from where everyone can read them.

Notice provides the information about.....

1. things lost or found.
2. events happened or about to happen.
3. arranging or postponing of meetings, functions, tours, exhibitions, camps or fairs.
4. change of name or address.
5. announcing a new development or rule.

While drafting a notice, the following points should be kept in mind :

1. The entire content of the notice should be placed within a 'box'.
2. It should be brief and short, of about 50 words.
3. The purpose of the notice should be very clear.
4. The future tense should be predominant over the other tense forms.
5. The language of the notice should be completely impersonal.

NAME OF THE ORGANISATION ISSUING THE NOTICE

NOTICE

DATE

HEADING OR SUBJECT OF THE NOTICE

CONTENTS OF THE NOTICE

SIGNATURE

NAME

DESIGNATION (of the issuing authority)

6. Name of the organization issuing the notice should be in capital letters.
7. Date should be mentioned.
8. Capital letters can be used in the contents of the notice to highlight important things.



9. The person responsible for issuing the notice should write his name in capital letters below his signatures and his designation below his name.

**SAMPLE 1 :** You are Rajiv Sharma, Head Boy of D.A.V. Public School, Ludhiana. Draft a notice for the House-Captains to attend a meeting with the Vice-Principal for the allocation of duties for maintaining discipline in the school.

**D.A.V. PUBLIC SCHOOL, LUDHIANA**

**NOTICE**

10th August 20....

**IMPORTANT MEETING**

House-Captains must attend a meeting with the Vice-Principal on 13<sup>th</sup> August 20... during recess in his office in order to decide steps for maintaining discipline in the school.

*Rajiv*

**RAJIV SHARMA**

(Head Boy)

**SAMPLE 2 :** You are Manav Shukla the Secretary, Help All Club of the Navodaya Vidyalaya, Kashmiri Gate, Delhi. Prepare a notice for the school students to help the victims of Kashmir earthquake with money, medicine, food and clothes.

**NAVODAYA VIDYALA, KASHMIR GATE, DELHI**

**NOTICE**

22nd June 20...

**HELP !      HELP !      HELP !**

The Help All Club of the school proposes to organize a relief camp for the victims of earthquake in Kashmir.

Thousands of buildings have been destroyed and many people ruined. An epidemic may break out.

Kindly come forward and donate money, medicines and clothes liberally.

*Manav*

**MANAV SHUKLA**

Secretary

(Help All Club)

**SAMPLE 3 :** Being a Secretary of Sai Baba Society, Somesh Vihar, Delhi, prepare a notice for the residents of the colony giving hints for prevention against Dengue fever. Your name is Sheetal Jain.

**SAI BABA SOCIETY, SOMESH VIHAR, DELHI**

**NOTICE**

3rd October 20...

**PROTECT YOURSELF FROM DENGUE**

1. Spray insecticides in and around the house and use insect repellents and mosquito nets.
2. Remove water from coolers.
3. Wear clothes that cover arms and legs.
4. In case of high fever, contact your doctor immediately.

*PREVENTION IS BETTER THAN CURE*

*Sheetal*

**SHEETAL JAIN**

Secretary (Sai Baba Society)

**SAMPLE 4 :** Rakesh Sharma is a student of class X in Gandhi Public School, Agra. He has lost his pen during the lunch break. Draft a notice for the School Notice Board.

**GANDHI PUBLIC SCHOOL, AGRA**

**NOTICE**

15th February 20...

**LOST !      LOST !      LOST !**

A Parker Pen has been lost during the lunch break in the school corridors. The pen has a blue refill and a steel grey body. Anyone who finds it should deposit it to School Head Boy. The finder will be suitably rewarded.

*Rakesh*

**RAKESH SHARMA**

X B

**SAMPLE 5 :** You are Mohan Kumar, Sports Secretary, Parvati Jain School, Jalandhar. Some old sports goods have to be put on sale to collect money for donation to the poor cancer patients. Draft a notice inviting the students to help by buying these goods.

**PARVATI JAIN SCHOOL, JALANDHAR**

**NOTICE**

4th January 20...

**EXTEND A HELPING HAND**

All the students are invited to buy old Badminton and Tennis Racquets, Cricket Bats, Balls and Leg Gaurds. All the equipments are in good condition. The sale is organized in the Sports Room. The money collected will be donated to the Poor Cancer Patients. Come forward and participate wholeheartedly.

*Mohan*

**MOHAN KUMAR**

Sports Secretary

**SAMPLE 6 :** R.K.M. Public School, Ajmer is organizing a summer camp in school for a month. The activities include theatre workshop and pottery making. Draft a notice for the interested students to get registered by paying a fee of Rs. 1000 to the school clerk. You are J.J. Singh, in-charge of the Art and Craft department of the school.

**R.K.M. PUBLIC SCHOOL, AJMER**

**NOTICE**

11th May 20....

**LOTS OF LEISURE AND PLEASURE**

The school proposes to organize a summer camp starting from 1<sup>st</sup> June. Talented students are invited to attend the Theatre Workshop and also learn the art of pottery making. Those interested must deposit the fee of Rs. 1000 to the school clerk.

*J.J. Singh*

**J.J. SINGH**

(Incharge, Art and Craft Department)

**SAMPLE 7 :** You are Nimisha, Editor, School Magazine, Radha Vatika School, Khanna. Draft a notice inviting entries for the magazine from students. The last date is 10<sup>th</sup> of October.

**RADHA VATIKA SCHOOL, KHANNA**

**NOTICE**

3rd October 20...

**GREAT OPPORTUNITY TO BE A WRITER**

Entries are invited for the school magazine 'UJALA' from all the talented students. The three best entries will be awarded prizes in addition to printing their photographs in the magazine. HURRY UP! Submit the entries by the 10th of October.

*Nimisha*

**NIMISHA**

Editor

**SAMPLE 8 :** A notice is to be prepared for putting up on the students' notice board informing them about school inspection to be held on 16th April 20... It is from Seema Mittal, Principal, Government School, Sirhind.

**GOVERNMENT SCHOOL, SIRHIND**

**NOTICE**

12<sup>th</sup> April 20....

**ATTENTION!**

The District Education Officer will be coming to inspect the school on 16<sup>th</sup> of April. All the students are expected to present an exemplary show of cleanliness of dress and surroundings and above all, DISCIPLINE.

*Seema Mittal*

**SEEMA MITTAL**

Principal

**SAMPLE 9 :** You are Arjun Khanna, the President of Narottam Nagar Welfare Society, Ludhiana. You wish to hold a meeting to protest against the condition of roads in your colony. Draft a notice inviting the residents of the colony to join your protest.

**NAROTTAM NAGAR WELFARE SOCIETY**

**LUDHIANA**

**NOTICE**

14th February 20....

**POOR CONDITION OF ROADS**

All the residents of the colony are requested to attend the meeting on Sunday, 16th February at the Society Hall to discuss the condition of the roads of the colony and draft a memorandum to be presented to the Mayor to register the protest.

*Arjun Khanna*

**ARJUN KHANNA**

President NNWS

**SAMPLE 10 :** You are Raghav, Secretary, Dramatics Club of Victor Model School, Jalandhar. Draft a notice informing the students about the Inter State Dramatics Competition to be held at Deshbhagat Hall on 27th March.

**VICTOR MODEL SCHOOL, JALANDHAR**  
**NOTICE**

10th March 20....

**EARN NAME AND FAME**

An Inter State Dramatics Competition is being held at Deshbhagat Hall on 27th of March. The talented students who are interested are invited for selection on 15th March at the School Auditorium.

*Raghav*

**RAGHAV**

Secretary

(Dramatics Club)

## Practice Exercises

1. You are Munish, the head boy of Karnal Public School, Karnal. Write a notice for the school notice board inviting the students to participate in the Annual Sports Day.
2. You are Yogita, Head girl of the Shivalik Public School, Chandigarh. You have been asked to write a notice regarding a bicycle found in the school.
3. You are Sonal, Cultural Secretary of the City Public School, Lucknow. Write a notice inviting students to give their names for Fancy Dress Competition.
4. You are the President of Lila Residents Association, Tilak Nagar Delhi. You want to hold a meeting against frequent power failure in the colony. Write a notice to invite the residents of the colony to attend the meeting.
5. You are Nirvan, President, History Society of Megha Public School. You plan to organize an educational tour to Goa during the summer vacation. Prepare a notice for the school notice board mentioning the schedule and expenses of the tour.

## 10.2 Writing Messages

A message is a precise and an informal piece of writing used to convey the information to the person for whom it was intended. These days one can easily communicate through a telephone and the SMS services so the need of a written message is greatly reduced, still its importance cannot be ruled out. The information conveyed in the conversation between two people is written in appropriate style and format converting it into a message for a third person.

**IMPORTANT POINTS TO REMEMBER :**

1. Place the message within a box.
2. Do not write the address of the sender or the receiver.
3. Do not exceed the word limit of 50 words.

4. Mention the time and date of the message.
5. Begin with a brief salutation.
6. Write in the reported speech.
7. Write only the essential points.
8. Do not add anything of your own.
9. You can use abbreviations and symbols.
10. Do write your name at the end of the message.

MESSAGE	
Date	Time
Salutation	
Contents	
Word limit =	
Name	

**SAMPLE 1 :** Read the telephonic conversation between Mr Ajit Sharma and Anju.

- Ajit Sharma* : Hello! Is this 2410786 ?
- Anju* : Yes, may I know who is calling ?
- Ajit Sharma* : I am Ajit Sharma and I want to talk to Mr Chadda.
- Anju* : Papa is not at home. You can give me the message.
- Ajit Sharma* : Tell him that the society meeting has been postponed and as soon as the new date is fixed, I'll let him know.
- Anju* : All right, I'll convey the message.

As Anju has to go out, she writes the message for her father.

MESSAGE	
11th June 20....	6.30 pm
Papa	
Mr Ajit Sharma rang up to tell you that the society meeting has been postponed and he will let you know the new date as soon as it is fixed.	
Anju	

**SAMPLE 2 :** Read the telephonic conversation given below :

- Romesh* : Hello Ria, where is Mama ?
- Ria* : She has gone to the kitty party.
- Romesh* : Please tell her that I will bring two of my friends for dinner tonight.
- Ria* : Fine. Is there anything else she should know ?
- Romesh* : Yes, tell her to prepare fish-curry.

*Ria* : Is that all ?  
*Romesh* : Yes, Bye.

Ria has to go to her friend's house. So she writes the message for her mother.

<b>MESSAGE</b>	
15th February 20...	2.00 pm
Mama	
Romesh will bring two of his friends for dinner tonight. He has asked you to prepare fish-curry.	
Ria	

**SAMPLE 3 :** Read the following telephonic conversation :

*Neha* : Hello! Is it 4607875 ?  
*Seema* : Yes.  
*Neha* : I am Neha. May I speak to Kriti, please ?  
*Seema* : She has gone to market and won't be back till 9 o' clock.  
*Neha* : Please tell her that she is invited to my birthday party on 15th April at 6 pm at my house.  
*Seema* : I'll convey your message.  
*Neha* : Thank you.

Seema writes the message for Kriti as follows :

<b>MESSAGE</b>	
13th April 20...	4.30 pm
Kriti	
Neha rang up to invite you for her birthday party on 15th April at 6 pm at her house.	
Seema	

**SAMPLE 4 :** Given below is a telephonic conversation between Nandan and Nikita.

*Nandan* : May I talk to Arun ?  
*Nikita* : I'm sorry, he is not at home.  
*Nandan* : Why didn't he come to school today ?  
*Nikita* : He has gone to visit a relative.  
*Nandan* : Will you please convey my message to him ?  
*Nikita* : What is it ?

- Nandan* : Tell him to bring my English notebook as I need it for correction tomorrow.
- Nikita* : Anything else ?
- Nandan* : Yes, tell him that our Science test has been postponed. Our teacher will announce the new date tomorrow.
- Nikita* : I will tell him.
- Nandan* : Thank you.

Nikita has to go to the market so she writes the message for Nandan.

<b>MESSAGE</b>	
14th May 20...	5.30 pm
Arun	
Nandan rang up to say that you must take his English note-book to school tomorrow as he needs it for correction. Your Science test has been postponed and the new date will be announced tomorrow.	
Nikita	

**SAMPLE 5 :** Read the telephonic conversation given below :

- Anoushka* : Hello, is it 229509 ?
- Ritu* : Yes, may I know who is calling ?
- Anoushka* : I am Anoushka, can I talk to Ishaan ?
- Ritu* : He has gone to the library.
- Anoushka* : Please tell him that his interview for 'Tata Indicom' has been fixed for tomorrow 9 am sharp. He should reach the office in time and also bring his certificates along with him. Don't forget. It is urgent.
- Ritu* : I'll convey the message.
- Anoushka* : Thank you.

Ritu has to go to visit her sister so she writes the message for Ishaan.

<b>MESSAGE</b>	
23rd October 20...	7.30 pm
Ishaan	
Anoushka rang up to tell that your interview for Tata Indicom has been fixed for tomorrow morning 9 am sharp. Reach the office in time along with your certificates.	
Ritu	



**SAMPLE 6 :** Read the following telephonic conversation between Gulzar and Sonam.

- Gulzar* : Is it 828713 ?
- Sonam* : Yes, who is calling ?
- Gulzar* : I am Gulzar from JCT Phagwara. I would like to speak to Dhruv.
- Sonam* : He is not at home. I am his sister and you can give me the message.
- Gulzar* : Please tell him that he has been selected for the post of junior engineer and he must join duty tomorrow 10 am.
- Sonam* : Anything else ?
- Gulzar* : Yes, tell him to bring along the photocopies of his certificates.
- Sonam* : Sure, I'll convey your message.
- Gulzar* : Thank you. Bye.

Sonam writes the message for Dhruv as she has to go out for dinner.

<b>MESSAGE</b>	
5th March 20...	5.30 pm
Dhruv	
Mr Gulzar from JCT Phagwara rang up to say that you have been selected as junior engineer and must join duty tomorrow morning at 10 am. Also take along the photocopies of your certificates.	
Sonam	

**SAMPLE 7 :** Read the following telephonic conversation :

- Ravi* : Hello ! Is it 2895634 ?
- Tina* : Yes, may I know who is on the line ?
- Ravi* : This is Ravi. May I talk to Suraj ?
- Tina* : He is not at home.
- Ravi* : Do me a favour. Tell him to pick me up while going to office tomorrow as my car has been sent for servicing.
- Tina* : Anything else ?
- Ravi* : Tell him to bring the file I gave him.
- Tina* : I'll convey your message.
- Ravi* : Thank you. Bye.

Tina writes the message for Suraj as she has to go to her kitty party.

**MESSAGE**

14th May 20...

11.30 am

Suraj

Ravi rang up to say that you must pick him up while going to office tomorrow as his car has been sent for servicing. Also take along the file he gave you.

Tina

**Practice Exercises**

1. Read the telephonic conversation given below :

- Vikas* : Hello, is that Rajat ?  
*Ravi* : It's Ravi speaking. Rajat is not at home at the moment. What is the matter ?  
*Vikas* : We had planned to see 'Krish' running at Arora Palace today evening. Please tell him to wait for me at the main gate.  
*Ravi* : Don't worry, I shall leave a message for him.  
*Vikas* : Thank you Ravi. Bye.

Ravi has to go to market and he will not be able to meet Rajat. Write a message on his behalf.

2. Read the following telephonic conversation :

- Ajay* : Hello, is it 2376589 ?  
*Anu* : Yes, may I know who is speaking ?  
*Ajay* : This is Ajay. I want to speak to Mr Goyal.  
*Anu* : Papa is not at home. Would you like me to convey him any message ?  
*Ajay* : Tell him that the meeting scheduled for 9th March has been postponed to 11th March.  
*Anu* : I'll tell him.  
*Ajay* : Thank you.

Anu has to go to school. Write a message on her behalf.

3. Read the telephonic conversation given below :

- Mrs Sharma* : Hello, is it 2984567 ?  
*Ria* : Yes, whom would you like to speak to ?  
*Mrs Sharma* : I want to talk to Sunita. I am Megha Sharma.  
*Ria* : Hello auntie, Mummy has gone to market.  
*Mrs Sharma* : Tell her that Nina's father-in-law is not well and we are going to see him at Kapoor Hospital where he is admitted. Tell your mother to be ready by 6 pm a I'll pick her on the way.

*Ria* : I'll give her your message, auntie.

*Mrs Sharma* : Thank you, dear. Bye.

Ria has to go to her friend's house. Write the message for her another on her behalf.

4. Read the telephonic conversation given below :

*Kishore* : Hello! Could I speak to Raghu ?

*Rani* : Raghu has gone out. This is his *sister Rani speaking*.

*Kishore* : Will you please tell him to reach the Extension Library by 10 am tomorrow for the renewal of our membership ?

*Rani* : Of course, I will tell him. Anything else ?

*Kishore* : Yes, tell him to carry his membership card.

*Rani* : Sure. Bye.

Rani has to go to club for a meeting. Write down the message as she would write for Raghu.

5. Read the following telephonic conversation :

*Rajesh* : Hello, could I speak to Hemant, please ?

*Harish* : Sorry, Hemant has not yet arrived.

*Rajesh* : Could you please convey to him that Mr Verma has arrived at the company head office and he would like to meet Hemant tomorrow evening.

*Harish* : Sure, I'll tell him.

*Rajesh* : Tell him to reach the office by 9 am.

*Harish* : I'll convey the message.

*Rajesh* : Thank you. Bye.

Harish has to go to Delhi so he leaves the message for Hemant. Write the message on his behalf.

### **10.3 Advertisements**

Advertisements are the messages carried in 'media' (newspapers, radio and television) to persuade people to buy the product or service offered by the advertiser. Advertisements play an important role in the promotion of business. They should be drafted in such a manner that they tempt the reader to go through them even if the reader has no desire to buy the product.

#### **DRAFTING AN ADVERTISEMENT :**

1. An advertisement should be simple and to the point.
2. It should be worded artistically.
3. Name of the product and the advertiser should be given in capital letters.
4. These days no one has the time or patience to go through the lengthy write-ups. The advertisement should, therefore, be brief.

**SAMPLE 1 :** Advertise 'ORIENT PEN'.

**ARE YOU ASHAMED OF YOUR HANDWRITING ?**

IMPROVE IT NOW.....

**WITH ORIENT PEN**

*Designer*

*Trendy*

*Firm grip*

**BUY ONE TODAY**

**SAMPLE 2 :** Draft an advertisement for TIP-TOP beauty parlour.

**BEAUTY IS SKIN DEEP**

WALK IN FOR

ALL TYPES OF BEAUTY TREATMENTS

AT YOUR VERY OWN

**TIP-TOP BEAUTY PARLOUR**

OPP. BUS STAND, PHAGWARA

**SAMPLE 3 :** Advertise 'GALAXY HERBAL TOOTHPASTE'.

**FOR SPARKLING WHITE TEETH**

USE.....GALAXY TOOTHPASTE.....

*The goodness of herbs fights*

Tooth decay

Bad odour

Gum diseases



**BUY ONE GET ONE FREE**

**SAMPLE 4 :** Draft an advertisement for ‘UNIVERSE ACADEMY’.

**BUILD A CAREER OF YOUR CHOICE**  
**UNIVERSE ACADEMY**

● INNUMERABLE COURSES ● AFFORDABLE COURSE FEES  
 ● QUALIFIED STAFF ● MODERN FACILITIES

**ADMISSION OPEN**

**CONTACT :- PRAVEEN MALHOTRA, PH: 2431857**

**SAMPLE 5 :** Advertise the showroom ‘KIDS WORLD’.

**A SPECIAL PLACE FOR LITTLE ONES**  
**KIDS WORLD**

■ TRENDY OUTFITS  
 ■ TOYS  
 ■ BOYS

AND MUCH MORE

*Visit today*

**GOLE MARKET BANGA , PH: 2145782**

**SAMPLE 6 :** Advertise ‘Azad Travel Agency’.

**PACKAGE AVAILABLE**  
**AZAD TRAVEL AGENCY**

*Attractive Packages For.....*

● *Mauritius*, ● *Singapore*, ● *Malaysia*

3 nights/4 days **Rs. 9999** for single person

CONTACT:

**ASHOK GUPTA PH: 2658193**

**SAMPLE 7 :** Advertise 'Futura Coconut Hair Oil'.

**STOP !**

**DANDRUFF DRYNESS HAIR FALL**

**USE**

**FUTURA COCONUT HAIR OIL**

**Free Trial Offer**

**SAMPLE 8 :** Draft an advertisement for 'New Era Book Fair' to be organized in your school.

**BOOKS FOR ALL AGE GROUPS**

**NEW ERA BOOK FAIR**


Date.....22<sup>nd</sup> July - 29<sup>th</sup> July

Time.....10 am - 6 pm

Venue.....Oberoi Towers

Organizers :

**D.A.V. PUBLIC SCHOOL, JALANDHAR**



**SAMPLE 9 :** Draft an advertisement for 'Chamak Detergent Powder'.

**CHALLENGE**

**ALL STAINS GO...IN A SINGLE WASH**

**DON'T BELIEVE WHAT WE SAY ????**

**TAKE THE FREE TRIAL OFFER!**

**USE**

**CHAMAK DETERGENT POWDER**

**A QUALITY PRODUCT**

**SAMPLE 10 :** Draft an advertisement for ‘Mode Boutique’.

**TRENDY! FASHIONABLE! STYLISH!**

**BE A NEW AGE WOMAN**

**MODE BOUTIQUE**

**ALL TYPES OF DESIGNER WEAR**

**PAY A VISIT TODAY**

**MONICA TOWERS, MILAP CHOWK**

### Practice Exercises

1. Draft an advertisement for ‘Fresh Feel Mouthwash’.
2. You have organized a handloom exhibition in your colony. Draft an advertisement for the same.
3. Advertise the product ‘Rose Touch Skin cream’.
4. Draft an advertisement for ‘High Life Furniture House’.
5. You have made mosquito repellent oil. Give it a name and draft an advertisement for the same.

## 10.4 Writing Paragraphs

A paragraph is a short piece of composition elaborating a single thought or an idea by a series of well-formed sentences.

Guidelines for Paragraph Writing :

1. A paragraph, where outlines are given, should be developed on the basis of the given outlines.
2. The length of the paragraph being limited, no comments or analysis should be added. The composition should be meaningful and to the point.
3. The sentences should be written in a sequence, each thought naturally arising from out of the previous one.
4. All the sentences should be related to each other.
5. Unnecessary repetition of words should be avoided.
6. All sentences should be of different types and lengths.
7. Be careful about the punctuation marks, vocabulary and the rules of grammar.

## SAMPLE PARAGRAPHS

### An Indian Festival

India ..... known for festivals ..... Diwali ..... Hindu festival ..... Lord Rama's return from exile ..... people clean their houses and shops ..... light their houses ..... send greetings ..... presents ..... worship Goddess Laxmi ..... children explode crackers ..... some people gamble .....

India is known for festivals. One of these festivals is Diwali. It is the most auspicious Hindu festival. It is celebrated with great excitement. It is celebrated in the memory of Lord Rama's return from exile. On this day, people clean their houses and shops. They put on their best dresses and decorate their houses with rows of earthen lamps or electric bulbs. They send greetings, sweets and presents to their relatives and friends. Goddess Lakshmi is worshipped for prosperity. Children explode crackers and let off fireworks. Some people indulge in gambling. The evil of gambling on such a sacred day must be put to an end.

### Good Manners

Good manners oil the machine of life ..... earn us respect ..... 'please' and 'thank you' settle bitter quarrels ..... should be observed ..... respect elders ..... be polite to the younger ..... talk less and listen more ..... take turn in queue ..... civility of behaviour is a moral obligation ..... bad manners create bitterness.

Good manners oil the machine of life and keep the people in good relationship. They make life worth living and earn us respect and dignity. Even small courteous words like 'please' and 'thank you' can settle bitter quarrels and soften bad tempers. Good manners should be observed in every walk of life. We should respect our elders and be polite to the younger. We should maintain discipline in the school by talking less and listening more. At public places we must learn to take our turn and wait patiently in queue. Civility of behaviour is a social as well as a moral obligation. On the other hand, bad manners create nothing but bitterness. An ill-mannered person is a misfit in a cheerful company.

### Leisure

Life is not worth living if we remain busy in work ..... lot of energy wasted ..... restored by leisure ..... enjoy sights of nature ..... develop new taste and creative hobbies ..... busy men miss all this ..... over-work causes ailments ..... make right use of leisure.

'All work and no play makes Jack a dull boy' is an old saying. Life is not worth living if we remain busy in work. Over work is injurious to health. It eats up the store of energy in the body. This energy is restored only if we have sufficient leisure to relax our body and mind. During leisure hours one can enjoy the various sights of nature. One can just stand and stare or gaze at the lovely stars or the flowing waters. One can develop new tastes and creative hobbies like painting and photography. An over busy man misses the beauty of all these things. Over-work can also give rise to several ailments of the heart and the brain. No doubt, it is work that makes life meaningful but all work needs good health. Leisure is very essential for the modern man. We must make the right use of leisure.



## My Motherland

India is my motherland ..... also the motherland of many saints and sages ..... warriors ..... oldest civilization ..... biggest democracy ..... torch bearer of world peace process ..... different religions and cultural backgrounds ..... unity in diversity ..... progress in science ..... nuclear power state ..... heritage ..... natural resources ..... hard-working people ..... proud of my motherland.

India is my motherland. She is also the motherland of many saints and sages like Rishi Valmiki; Guru Nanak, Gautam and Mahavira. She has given birth to warriors like Porus, Rana Pratap, Shivaji and Rani Jhansi. India is the oldest civilization in the world. It is not only the biggest democracy but also the torch bearer of the peace process of the world. Being a secular country, people belonging to different religions and having different cultural backgrounds live here. There is unity in diversity. In the field of science, it has made tremendous progress. India is now a nuclear power state. It is rich in heritage and natural resources and is inhabited by hard-working people. I am proud of my motherland.

## Fashion Among Students

Students ..... very particular about fashions ..... ape actors and actresses ..... competition among them ..... health clubs ..... beauty parlours ..... boutiques ..... students are conscious regarding their physical looks ..... put on expensive clothes ..... nothing wrong in this ..... but they should not devote all their time and energy to fashions.

The students in India are very particular about the fashions. They ape the actors and actresses. Some of them go to see the films just to copy the latest fashions. There is a competition among them to look smart and attractive. The mushrooming of health clubs, beauty parlours and trendy boutiques prove how conscious the young men and women of today have become in respect of their physical looks. They put on expensive clothes of latest cut, colour and design. There is nothing wrong in the desire to look smart, beautiful and healthy. But to devote all one's time and energy to fashions only is not a desirable thing. The moral, mental and spiritual development also needs an equal consideration.

## Discipline

Discipline is backbone of character ..... comes from the word 'disciple' ..... plays important role in family ..... in school ..... in playground ..... in office ..... soldiers follow whatever is commanded ..... even objects of nature follow discipline.

Discipline is the backbone of character. It is the foundation of any civilization. It comes from the word 'disciple' which means a learner. Discipline means learning and following

certain rules that are essential for a peaceful and prosperous life. It plays an important role in every walk of life. In the family we learn discipline through our obedience to parents and elders. In the school discipline is equally important. We need discipline in the playground too. The players must follow the rules of the games and show sportsmanship. In every office, discipline is a basic necessity. The best display of this quality can be observed in the armed forces. The soldiers remain in strict discipline and do whatever is commanded without question. Even the objects of nature move and grow up in a disciplined manner. The movement of the heavenly bodies takes place in a disciplined way. Life without discipline would be like a ship without a captain or a plane without a pilot. Discipline is, thus, essential in life.

### **Small Family Is A Happy Family**

The cost of living is high in today's world ..... all countries facing population problem ..... India has limited resources ..... stress should be laid on family planning ..... spread of education ..... less children ..... good citizens ..... proper diet ..... thus have children by choice and not by chance.

A small family is indeed a blessing in today's world. The cost of living is really high. It becomes impossible to make both ends meet if one has a large family to support. All the countries of the world are facing the problem of rising population. But the problem is very acute and threatening in India because we have limited resources. Stress should be laid on family planning and the spread of education. Small family is an economic necessity also. The concept of small family will help to eradicate the problems like poverty and unemployment. A person having less children can make them better citizens by providing them proper diet and good education. The government as well as the public should make a determined effort towards family planning. Children should be born by choice and not by chance. Thus, the concept of small family should be adopted as a way fo life.

### **Fast Food-A Health Hazard**

Fast food ..... quick and inexpensive ..... can buy just about anywhere ..... much popular ..... inexpensive because made with cheaper ingredients ..... unhealthy ..... can lead to health problems like heart diseases and obesity ..... boycott the habit of eating fast foods.

Fast food is any food that is quick, convenient and usually inexpensive. You can buy fast food just anywhere and everywhere these days. Vending machines and drive-thru restaurants are probably the most common places to find fast food. Fast foods are so popular because one can eat to one's fill and enjoy the spicy taste. But every fast food is usually made with cheaper ingredients such as high-fat meat and foods that contain lots of unhealthy fats and cholesterol, instead of nutritious foods such as lean meats, fresh fruits and vegetables. If we eat too much fast food over a long period of time, it can lead to health problems like high blood pressure, heart disease and obesity. Thus a health conscious person should boycott the habit of eating fast foods.

### Scene At A Railway Station

I spend some time at the railway station ..... like watching trains ..... before the arrival of a train ..... growing excitement and activity ..... some in great hurry ..... some unhappy at the departure of loved ones ..... coolies run ..... vendor boys move in and out of the train ..... jostling and elbowing ..... after the train has left ..... platform gives a deserted look.

I often spend some time at the main railway station in my town. I like watching the trains come and go. I enjoy the scene before and after the train arrives. A few minutes before the arrival of train, one can see growing excitement and activity on all sides. Some are in a great hurry to board the train, some are excited about the arrival of their near and dear ones and some are unhappy at the departure of their loved ones. Coolies run about with luggage. The vendor boys move in and out of the train with eatables. This results in a lot of jostling and elbowing. Some passengers keep loitering up and down the platform. After the train has left, the staff retires to their rooms and the platform gives a deserted look.

### A Scene At A Polling Booth

The election day ..... full of excitement ..... my school ..... polling centre ..... feverish activity ..... rush of voters ..... cars, minibuses used to bring candidates from homes ..... free drinks offered to voters ..... polling officer enquired the names of voters ..... verified identity cards ..... after casting vote, ink mark put on voter's left fore finger ..... booth closed at 5.

The Election Day this year was full of excitement . My school was one of the polling centres. There was feverish activity on the booth. The rush of voters was increasing gradually. There were cars, minibuses and rickshaws used by different candidates to bring voters from their homes. This was, of course, wrong but nobody seemed to mind. There were also stalls where free soft drinks were offered to the voters and sympathizers. The polling officer enquired from the voters their names and other particulars recorded in the electoral roll. He also verified every voter's identity card before issuing the ballot paper. Before casting the vote, an indelible ink mark was put on every voter's left forefinger. Polling was brisk especially in the afternoon and the booths were closed exactly at 5 p.m. Luckily there was no unhappy incident. I returned home tired but satisfied.

### Inauguration of the Computer Wing of our School

New computer wing ..... inaugurated by Principal Polytechnic College ..... generous grants from N.G.O. .... organized a talk on role of computers ..... computers have revolutionized life ..... knowledge of the world thrown at man's feet ..... urged students to take the maximum advantage of computer wing ..... tea served ..... gave demonstration to handle the computer ..... students happy and proud.

The new computer wing of our school was inaugurated by Mr Manav Sharma, Principal, Government Polytechnic College of our town. The construction of the wing was possible due to the generous grants from an N.G.O. The school organized a talk on the role of computers in modern education. All agreed with Mr Sharma. When he said that the computers have revolutionized the day to day life of human beings and that the advancement of information technology has thrown the knowledge of the world at man's doorstep, he impressed upon the students to take the maximum advantage of their computer wing. All he said was interesting and informative. After the talk, tea and refreshments were served. He also gave a demonstration on handling the wonder machine carefully. All students went home feeling happy and proud.

### **A Visit To A Book Fair**

Last Sunday ..... with friends ..... visited a book fair .....a spectacle to watch ..... many publishing houses displayed their books ..... I bought some ..... had tea and snacks ..... even small children enthusiastic ..... bought a book for my younger brother ..... returned happy and contented.

Reading is to the mind what exercise is to the body.

Last Sunday, some of my friends and I had a chance to visit the Universal Book Fair. It was organized at Government College, Ludhiana. It was a spectacle to watch. Many publishing houses were participating. They had displayed a variety of books, which contained the wealth of knowledge and experience. I bought some books by V.S.Naipaul, a Noble Laureate. In the afternoon, we felt somewhat tired. We relieved our fatigue by having tea and snacks at a stall nearby. I was pleased to see that most of the visitors were young boys and girls. Even small children were enthusiastically reading books. One of my friends settled for Harry Potter. I bought a book of short stories for my younger brother. We returned home happy and contented.

### **An Aeroplane Crash**

I was eyewitness ..... aeroplane crash ..... at Jalandhar ..... going to market ..... heard big noise in sky ..... flames ..... people running towards the bank ..... debris of plane scattered all over ..... many dead ..... many crying in pain ..... police party ..... team of doctors ..... volunteers ..... I was shocked ..... restless for days.

I was an eye witness to the aeroplane crash that occurred at Jalandhar four years ago. I was going to the market when all of a sudden I heard a big noise in the sky. I saw huge flames of fire coming down. Within moments, a large number of people were running towards the building occupied by a bank. I also rushed in the same direction. The debris of an aeroplane was scattered all over. Many people were lying dead and many were crying in pain. In no time, the police party and a team of doctors arrived. Many volunteers from an N.G.O. also reached the spot. The injured were attended upon and the dead bodies removed. I was very much shocked to see the most horrible sight. For days together, I remained restless and could not sleep at nights.

### A Visit To A Wildlife Sanctuary

Sanctuary ..... where animals live in their natural habitat ..... I went to visit uncle ..... tea planter in Assam ..... went to a sanctuary named Kaziranga ..... natural habitat of single-horn rhino ..... we mounted an elephant ..... passed through tall grass ..... saw rhino walking ..... single horn ..... huge body ..... also bucks and birds of various kinds ..... animals roaming freely ..... sanctuaries counter excessive poaching ..... surprising experience.

A sanctuary is a place where animals live in their natural habitat. My uncle, who is a tea plantation owner in Assam, took me to a sanctuary named Kaziranga. It is the natural habitat of single-horn rhino. It is the only one of its own kind in the world. We mounted an elephant and passed through the tall grass. It was exciting to see the rhino walking. Its single horn, thick skin and huge body attracted me. We saw bucks and birds of various kinds. The animals were roaming about freely and fearlessly. The guides told us that it was declared a sanctuary to counter excessive poaching. We had our snacks sitting on the elephant's back. It was a surprising experience for me.

### Our School Annual Inspection

Conducted by District Education Officer ..... reached with team before morning assembly ..... escorted by principal ..... we sang National Anthem ..... show of P.T. with drum ..... our academic records checked ..... impressed by our Science and Computer laboratories ..... visited sports room ..... art and craft room ..... Vice-Principal read the annual report ..... highly satisfied.

The annual inspection of our school was conducted by our worthy District Education Officer. He reached the school along with his team, before the morning assembly. He was escorted to the assembly ground by our principal. All the students sang the National Anthem in a chorus. We presented a P.T. show with the drum. Then the academic records of students were checked. The inspector was highly impressed by the Science and Computer laboratories of the school. He visited the sports room as well as the art and craft room. The Vice-Principal read out the annual report of the school which highlighted the achievements of the students in all fields. The whole team was highly satisfied and they said that the school was progressing well.

### A Visit To Rajghat

Rajghat ..... body of Mahatma Gandhi cremated ..... in Delhi ..... place of pilgrimage ..... I went with my school friends ..... stony path leads to inner gates ..... a mound covered with black stone slab ..... “Hey Ram” carved on the slab ..... visited by all foreign dignitaries who come to India ..... place of utmost sanctity.

Rajghat is the place where the body of Mahatma Gandhi, Father of the Nation, was

cremated. It is situated in Delhi and has become a place of pilgrimage. I went to see it along with my school friends. We went along a stony path that led us to the inner gates. Then we reached the Samadhi of the great saint. It is a mound covered with black stone slab. “Hey Ram” the last words uttered by the Mahatma, are carved on the slab. We saw a variety of flowers all around and an air of peace appeared to be prevailing all over the place. We paid our heart-felt homage to the great soul. It is visited by all the foreign dignitaries who come to India. It is place of utmost sanctity.

## Practice Exercises

Develop paragraphs on the basis of the given outlines:

1. Science Fair In our School : Inaugurated by the District Education Officer .....  
120 items on display ..... most of them working models ..... showed  
newness ..... everyone fascinated ..... students explained with  
confidence ..... teachers had worked hard ..... appreciated.
2. A Rainy Day: India ..... land of varying seasons ..... summer very hot  
..... rain brings relief ..... dark clouds gather in the sky .....  
cool breeze ..... downpour ..... children dance in rain .....  
streets flooded with water ..... rain stopped ..... cool weather .....  
rainbow in the sky ..... people enjoy.
3. Drug Addiction : Addiction to drugs is invitation of death ..... youth most  
affected ..... waste their money and precious energy ..... sometime  
steal ..... become violent ..... become criminals ..... lose sense  
of good and bad ..... immediate steps needed.
4. Pollution: Living in polluted world ..... air, water, food etc .....  
everything polluted ..... scientists listed the dangers of environmental pollution  
..... all governments worried ..... man himself responsible .....  
use of fertilizers ..... nuclear testing ..... contaminating water .....  
several deadly diseases ..... an immediate control must.
5. An Ideal Citizen: An asset to the nation ..... law abiding citizen is real patriot  
..... good civic sense ..... loyal to family, society and country  
..... makes proper use of his vote ..... pays tax ..... believes in  
world peace ..... he works for the welfare and upliftment of his country  
..... fights social evils ..... must for the prosperity of a country.

## 10.5 Writing Letters

Letter writing is a substitute to conversation. The object of letter is to convey a message. Regarding the style of the letter, it should be respectful to elders, affectionate to relations and friends; it should be simple and courteous to all.

Some Letter Writing Tips :

1. Keep it short and to the point.
2. Keep your focus on the information requirement of the addressee.
3. Use simple and appropriate language.
4. Be courteous and tactful. Use appropriate expressions.
5. Be sure to date your letter.
6. Revise the letter to check spelling and grammar mistakes.

**Kinds of Letters :**

1. Personal Letters : These are the letters written between relatives and intimate friends. They are informal and are more like a friendly chat.
2. Business Letters : These are formal letters in which certain friendly expressions are used. The businessmen are busy people and they do not have time to read long letters. Thus these letters should be clear and to the point.
3. Official Letters : These are also formal letters written to officials and similar public bodies.

### Parts of a Letter

1. Sender's Name and Address : It is written on the top of the page. It includes the writer's name and address.
2. Date : Do not forget to date the letter. While writing the date, day is written in figures, month in words and year in full figures. Write 27th November 2016 instead of 27- 11-16.
3. Receiver's Address : It is not written in personal letters. In business letters, the name of the firm or the company is mentioned. The official letters are not addressed by name but by the designation of a person:
  - The Editor
  - The Tribune
  - Chandigarh
4. Subject : It is not required in personal letters ; but it is a must in official letters. It should be as brief as possible.
5. Salutation or greeting : It is a formal way of beginning a letter. The greeting depends upon the relation in which you stand to the one whom you are addressing to .

6. Body of the Letter : It comprises of the introduction, message and courteous conclusion.
7. Subscription : It is the polite leave-taking phrase. It should be ‘Yours truly’ and ‘Yours faithfully’ in formal letters. In case of friends, where we use a personal name in the salutation, it should be ‘Your sincerely’ In case of personal letters it is ‘Yours affectionately’.
8. Signature : Fomal letters require your full signature. Below the signature , Your name and position is written. Do not use full signature in personal letters. Use the name by which you are known among your relatives and friends.

Given below are the correct salutations along with their subscriptions used in different relations :

Relation	Salutation	Subscription
Friends	Dear Mohan or My dear Mohan	Yours sincerely
Blood relations	My dear      Father Mother or Brother Dear           Sister Uncle Aunt Cousin	Yours affectionately
Strangers	Dear           Sir Madam	Your truly
Principals Teachers Headmasers Officers	Sir	Yours obediently
A firm, Company or bookseller etc.... (in business letters)	Sir  Dear Sir Sirs	Yours faithfully  Yours faithfully



### 10.5.1 Personal Letters

**SAMPLE 1 :** You are Rohit Verma, living at 27- Gandhi Nagar, Panipat. Write a letter to your younger brother, who is a bookworm, persuading him to take part in games.

27-Gandhi Nagar

Panipat

23rd May 20..

Dear Mohit

It is more than a month since I had a letter from you. I was feeling rather worried when I met your friend Rajan yesterday. He told me that you were wholly occupied with your books and that you don't take care of your health.

I was glad to learn that you were taking your studies seriously, but very sorry to note that you were doing so at the cost of your health. Have you heard the saying 'A sound mind in a sound body'? Those who do brain work need a regular physical exercise. I advise you to take up some game-tennis or badminton. You will soon feel the benefit the exercise gives you. You will return to your studies with a fresh mind and a clear head.

So don't avoid games. They give you good health and teach you discipline. I hope you'll take my advice seriously.

With best wishes

Your affectionately

Rohit

**SAMPLE 2 :** You are Rajiv living at Queens Hostel, International School, New Delhi. Write a letter to your father requesting him to permit you to join an educational tour to South India, conducted by your school.

Queens Hostel

International School

New Delhi

10th December 20....

Dear Father

You will be glad to know that our school is going to close for the Christmas holidays on 24th of this month. Our school has arranged for an educational tour to South. Our Geography teacher shall accompany the touring party along with three other teachers. The touring party will visit Rameshwaram, Bangalore and Madurai. I shall have to pay 3000/- in all. Such trips bring a change in our environment by adding fun and frolic to our routine life. We learn to be independent. Above all, they add to our knowledge and provide first-hand information.

I , therefore, request you to permit me to join the trip and send me 3500/- at your earliest.

With warm regards to dear mother and love to Neha

Yours affectionately

Rajiv

**SAMPLE 3 :** Write a letter to your cousin Pulkit inviting him to spend his winter break with you. You are Rohan and you live at 24 Mall Road, Shimla.

24 Mall Road

Shimla

16th December 20..

Dear Pulkit

I received your letter yesterday. You wrote that your school will remain closed for fifteen days for the winter break. Will it not be a fine thing if you spend these days at Shimla with me? Our school is closed for a long winter vacation.

We will have a nice time together visiting Mashobra, Jakhu Temple and Wild Flower Hall. We will spend our evenings strolling on The Mall. You will love the hilltops covered with snow. The view at Kufri is breathtaking. You can do a good deal of shopping at Lakkar Bazaar. Each of our days will pass merrily.

Please write to me by the return of post if you are joining me. I promise this visit of yours will be a memorable one.

With regards to dear uncle and aunt

Yours affectionately

Rohan

**SAMPLE 4 :** You are Monu and you live at 51 Central Town, Nangal. Write a letter to your father who is away on a long tour, giving him home news.

51 Central Town

Nangal

September 16, 20..

Dear Father

We got your letter yesterday. We are all fine and hope that you are in perfect health and cheerful spirits. I have some news to tell you.

Sonu has got his result. He has passed the Matriculation examination with 72% marks. His teachers want him to take up Science subjects. We are waiting for you to come and decide. Mother is not keeping a very good health as our maid- servant has gone to attend her brother's marriage and she has to do all the domestic work. I and Vibha help her.

Ranvir uncle visited us yesterday. He is back from Canada. He brought many gifts for us. You must write a letter to him.

Rest when you are at home.

Yours affectionately

Monu

**SAMPLE 5 :** Write a letter to your sister, Muskan, giving her the details of a free medical camp that your grandmother arranged recently. You are Anoushka and live at 1441-Nai Abadi, Khanna.

1441 Nai Abadi

Khanna

November 20,20..

Dear Muskan

Let me share with you an unforgettable experience that I had yesterday. Grandmother organized a Free Medical Camp for poor patients in the local Vivek Model School in memory of our late grandfather. It was a grand success.

Eleven top doctors of the city had kindly agreed to lend their service free of charge for the whole day. Diagnostic tests were performed on the spot and patients were given the reports within no time. The medicines prescribed by these competent doctors were distributed free of cost. By evening, more than 700 patients were examined and given different treatments.

Our grandfather valued health above everything else. This was what prompted grandmother to do something for the suffering humanity.

May God help her organize more such camps!

Your affectionately

Anoushka

**SAMPLE 6 :** You are Tanbir, living at G-312 Adarsh colony, Moga. Write a letter of condolence to your friend Amrit on the death of his mother.

G-312 Adarsh Colony

Moga

5th January 20..

Dear Amrit

I was greatly shocked to know about the sad demise of your dear mother. At first I did not believe it. When I met her last time, she was quite hale and hearty. Who knew that her end was so near? It was destined so.

She was a pious lady and an image of simplicity and love. She always treated me as her own son. I can never forget her. I sympathize with you at this irreparable loss. All have to submit before God's will. May God give you strength to bear this heavy loss. Convey my heart felt condolences to your father and other members of the family.  
In grief

Yours sincerely  
Tanbir

**SAMPLE 7:** Write a letter to your uncle thanking him for the birthday gift he has sent you. You are Bhushan living at 37 Civil Lines, Ludhiana.

37 Civil Lines  
Ludhiana  
5th August 20..

Dear Uncle

I missed you very much on my birthday. Papa told me that you could not accept my invitation as you had to proceed on an official tour the same day. However, your gift parcel reached well in time.

I enthusiastically opened it and was overjoyed to see the set of compact discs. One of them was an MP 3 and the other carried the software I needed for my computer. My friends also liked the gift very much. In fact they all wanted to borrow these by turns. I thank you very much for this precious birthday gift.

We spent the day feasting and merry making. In the evening we saw the movie 'Krish' at Deepak. It was a gala day. I enjoyed the blessings of my parents and the good wishes of my friends.

Thank you once again for the nice birthday gift.

Yours affectionately  
Bushman

**SAMPLE 8:** Write a letter to your younger sister Rani, describing your visit to some historical building. You are Seema living at Pratibha Hostel, Bal Bharti, Delhi.

Pratibha Hostel  
Bal Bharti  
Delhi  
10th October 20..

Dear Rani

I received your letter yesterday. Actually it had arrived earlier but I could not get it as I was out of town. Our History teacher had arranged for an educational tour to Agra and I, along with my classmates, enjoyed a three day trip to the place.

We reached Agra before noon. In spite of being tired, we could not wait till the next day and went to see The Taj in the evening. The bewitching sight narrated the history of it. It truly exhibits the emotion of love as one falls in love with The Taj itself at first sight. It is, no doubt, one of the seven wonders of the world. Then we went to see the Agra Fort. Here Shahjahan was captivated by his own son. The old emperor could have a full view of Taj Mahal from here.

We learn from these tours what no books can teach. What I saw there will always remain fresh in my memory.

With regards to Mama and Papa

Yours affectionately

Seema

**SAMPLE 9 :** Write a letter to your mother telling her about your stay with your uncle and aunt. You live at Mansarovar Hostel, Vanketeshwara College, Karnal.

Mansarovar Hostel

Vanketeshwaram College

Karnal

August 28, 20..

My dear Mother

Dear uncle and aunt had invited me to spend a few days with them during the summer vacation. I availed myself of the opportunity and reached Delhi by bus on the 13th of July. Uncle was already there at the bus stand waiting for me. Little Navin had also come with him.

He took me home in a taxi. Aunt was highly pleased to see me. Abha embraced me as she was overjoyed to have me at her place. She, along with dear aunt, had prepared of fabulous lunch in my honour.

We paid visits to all historical places like Lal Qila, Qutub Minar and Birla Temple. I was choked with emotion on my visit to Rajghat. Another day they took me to Palika Bazaar. It was a feast for the eyes. I did some shopping there and we all had snacks.

Mama, during my stay, they all took great care of me. I enjoyed every day to the full. As my holidays were drawing to a close, I returned to the hostel with a heavy heart.

With regards

Yours affectionately

Rajni

### **10.5.2 Business Letters**

**SAMPLE 1 :** Write a letter to a book-seller complaining against the wrong supply of books..  
You are Jatinder Singh living at Model Town, Nakoder.

21 Model Town

Nakoder

November 28, 20..

M/s India Book Depot

Mai Heera Gate

Jalandhar

Sub: Wrong supply of books

Dear Sir

I am constrained to complain against the wrong compliance of my order dated 14th October 20..I had placed an order for Micro Economics for +2, Text books of Mathematics and English for +2 (Commerce group). To my utter surprise, the packet sent by you contained one book of History and the other guide of Punjabi-both for +1 class. I think it is the result of the negligence of your packing clerk.

You are requested to supply us the books as per our order through courier.

An early compliance will be highly appreciated.

Thanking you

Yours truly

Jatinder

**SAMPLE 2 :** Write a letter to the manager of a bank requesting for a loan for higher study.  
You are Nikhil Chawla living at 34 Krishna Nagar, Banga.

34 Krishna Nagar

Banga

November 28, 20..

The Manager

Punjab National Bank

Banga

Sub: Request for a study loan

Dear Sir

Kindly refer your commercial advertisement in The Tribune dated 5th of February 20..

I submit that I am a student of MBBS first year at Govt. College, Faridkot. In my P.M.T. held last year, I secured 2nd position in the merit list.

I further submit that my father is a petty clerk in Punjab State Electricity Board. The entire family banks upon him alone. My expenditure on the other side is very large. So I request your good self to sanction me a loan of 3 Lacs. I assure you to return the amount as per conditions given in the advertisement.

I am sure you will kindly advise the concerned officials to process my application so that the loan is advanced to me at the earliest.

Thanking you

Yours faithfully

Nikhil Chawla

**SAMPLE 3 :** Write a letter ordering some sports goods to the firm, M/s Avtar Singh and Sons at Jalandhar. You are Prabhjot Kaur, studying at Government High School, Nawan Shahar.

Govt. High School

Nawan Shahar

November 28, 20..

M/s Avtar Singh and sons

Sports goods suppliers

Nakodar Road

Jalandhar

Sub: Order for Sports Goods

Dear Sir

Kindly send the following Sports Goods at your earlist.

Hockey sticks	Blue star	One dozen
---------------	-----------	-----------

Cricket Bats	English Willow	One dozen
--------------	----------------	-----------

Cricket Balls	Fenta	Two dozen
---------------	-------	-----------

Hockey Balls	Olympic	Two dozen
--------------	---------	-----------

Goods should be checked and properly packed. The damaged goods shall be returned to you at your cost. The consignment should reach us within three weeks. An A/C payee cheque for 5000/- is enclosed as advance money.

Awaiting your reply

Yours faithfully

Prabhjot kaur

**SAMPLE 4 :** You are Prakash of 53- Vikaspuri, New Delhi. Recently you purchased an Inkjet Printer which is not working properly. Write a letter of complaint to M/S British Electronics Corporation, Meera Bagh, New Delhi asking for replacement immediately.

53 Vikaspuri

New Delhi

November 28, 20..

M/S British Electronics Corporation

Meera Bagh

New Delhi

Sub: Replacement of Printer

Dear Sirs

I purchased a Canon Printer latest model from your showroom on November 20,20.. vide cash memo number 819 and paid 5000/- It carries one year guarantee against any manufacturing defect, but regrettably, it has not been functioning properly since the day of its installation. It appears that the printer had not been thoroughly tested before it was delivered to me.

Most often, it loses colours and the printing is faint. Even the black ink leaves marks on the page. This irregularity in the smooth functioning of the newly installed printer has caused me great anxiety.

It shall be kind on your part if you replace this piece with a good one immediately.

Thanking you in anticipation

Yours faithfully

Prakash

**SAMPLE 5 :** You placed an order with M/s Readymade Woollens, Ludhiana, for the supply of Ladies Cardigans, but they have delayed the execution of the order. Write a letter to them cancelling the order. You are Nirmal Jain, Proprietor, Nirmal and Sons, Sangrur.

Nirmal and Sons

Sangrur

5th October 20..

M/s Readymade Woolens

Ludhiana

Sub: Cancelling the order

Sir

We placed an order with you on 5th September for 200 pieces of ladies cardigans to



be delivered by 20th September. But till now we have received neither the goods nor any letter from you. The time of delivery has long expired and we are compelled to cancel the order and if the goods arrive, they will now be refused.

Yours faithfully

Nirmal Jain

Proprietor

**SAMPLE 6 :** Imagine you are Rahul. You live at Muktsar. You live in Gandhi Nagar. Your house number is 765. You want to buy some books. Write a letter to the Manager, Lyall Book Depot, Ludhiana, ordering books of your choice.

765 Gandhi Nagar

Muktsar

November 21, 20..

The Manager

Lyall Book Depot

Ludhiana

Dear Sir

Kindly dispatch the following books per VPP at your earliest convenience.

- |                                       |          |
|---------------------------------------|----------|
| 1. History of India (Romila Thapper)  | 2 copies |
| 2. My Girlhood (Taslima Nasrin)       | 2 copies |
| 3. Word Power (Neil Wenborn)          | 2 copies |
| 4. Collins Cobuild English Dictionary | 3 copies |

Thanking you

Yours faithfully

Rahul

**SAMPLE 7 :** Write a letter to M/s Mahajan Book Shop, New Bazaar, Amritsar, telling them that the books you had ordered had arrived, but some books were with torn pages and a few of them of old editions. Ask for replacement of the books. You are Neelam Sharma, C-5 Lawrence Road, Amritsar.

C-5 Lawrence Road

Amritsar

November 28,20..

M/s Mahajan Book Shop New Bazaar

Amritsar

Sub: Replacement of books

Sirs

I was highly displeased to receive the parcel containing the books which I had ordered. Some books do not contain complete pages. Their pages are either missing or are torn. A few of them are the old editions.

Such a negligence on your part will bring an insult to your reputation and good will. Please replace them at the earliest with latest editions having current dates. I am sending them back through my peon .

Yours faithfully

Neelam Sharma

### **10.5.3 Official Letters**

**SAMPLE 1 :** During summer vacation children stick to the television most of the time. Write a letter to the Director Doordarshan suggesting new programmes you would like to have for children. You are Sohan Lal, 43-Arjun Nagar, Gobindgarh.

43 Arjun Nagar

Gobindgarh

September 28, 20..

The Director

Doordarshan

New Delhi

Sub: Request for showing certain programmes for children.

Sir

These are the leisurely days of summer vacation. Almost all the school-going children stick to the television most of the time. Most of the programmes are meant for adults. They are of no use to them. They merely amuse.

It would be profitable for them if the programmes on cartoons, general knowledge and new discoveries and inventions are shown more often. It would enhance their knowledge and utilize their time. There should be more quiz contests to develop a sense of competition in the children. Please telecast the films that are meant for children. There are many such films made by Amol Palekar.

I hope you will pay heed to my genuine request and do the needful.

Thanking you in anticipation

Yours faithfully

Sohan Lal

**SAMPLE 2 :** You are Pramod Kumar living at G-576, Niwas Puri, Delhi. There is no shed at the bus stand in your colony causing hardships to people in bad weather. Write a letter to the Chairman, Delhi Transport Corporation, requesting him to make necessary arrangements.

G-576 Niwas Puri

Delhi

November 21, 20..

The Chairman

Delhi Transport Corporation New Delhi

Sub: Request for constructing a shed

Sir

I draw your kind attention to the need of constructing a shed at the bus stand in our colony. Ours is a big colony, about 200 persons of this colony travel by bus every day. There is no shed at the bus stand here. It causes a great inconvenience for the people in bad weather. They have to face the furies of sun strokes or showers. Their clothes get soiled and eyes blurred with dust.

Kindly look into the matter and make necessary arrangements for getting a shed constructed at your earliest.

Thanking you in anticipation

Yours faithfully

Pramod Kumar

**SAMPLE 3 :** Write a letter to the Superintendent of Police (Traffic), Chandigarh, requesting him to install traffic lights at the crossing near your school. You are Rajan Sethi, a student of class XIIth, D.A.V. School, Chandigarh.

D.A.V School

Chandigarh

September 28, 20..

The Superintendent of Police (Traffic)

Chandigarh

Sub: Installation of traffic lights at the crossing

Sir

I request your kind attention to the need of installing traffic lights at the crossing near our school. Last year a student of our school lost her life at this place. In order to reach the school in time, the students make haste while crossing the road. On the other hand, the endless stream of the speeding vehicles does not seem to halt. The students face the same problem while going back to their homes.

I therefore, request you to kindly arrange to install traffic lights at the crossing before another young kid loses his precious life in an accident.

Hoping for an immediate action

Yours faithfully

Rajan Sethi

Class XII

**SAMPLE 4 :** Imagine you are Komal Verma. You live in 53- Central Town, Jalandhar. The postman of your street is rude and irregular. Write a letter to the postmaster complaining against the conduct of the postman.

53 Central Town

Jalandhar

October 26, 20..

The Postmaster

Jalandhar City

Sir

I regret to bring to your kind notice that the postman of our street, Sh Bajrangi Lal is both rude and irregular. He comes late and often delivers the letters to the wrong person. He throws the letter from above the main gate and does not bother where it falls or gives them to children in the street. I and my neighbours have warned him many times but does not listen to anyone. I, therefore, request you to look into the matter.

He delivered my interview call letter to someone else. The nice fellow found me out and gave the letter to me. I request you to reprimand the postman and instruct him to do his duty properly.

Thanking you

Yours faithfully

Komal verma

**SAMPLE 5 :** Imagine you are Raman. You live in Gali Ram Nath, Malerkotla. Write a complaint to the Health Officer of your town about the insanitary condition of your street.

Gali Ram Nath

Malerkotla

March 16, 20..

The Health Officer

Malerkotla

Sub: Insnitary condition of our street

Sir

I beg to bring to your kind notice the insanitary condition of Gali Ram Nath. It seems that we are living in hell. During the rainy season, the open manholes present a ghastly scene. Dirty water stagnates in the pits and heaps of filth and dirt are seen everywhere. There is no outlet for dirty water. It has become the breeding place for mosquitoes spreading malaria and dengue.

There is a milk dairy in the street. They tie their cattle in the street but do not remove dung for many days. The street is always filled with bad smell. The sweeper also does not clean the street for days together. If this state of affairs continues, many of us may soon fall ill.

I request you to look into the matter and oblige.

Yours faithfully

Raman

**SAMPLE 6 :** You are Raghu staying at 12 Balmik Colony, Gurdaspur. Write a letter to the Editor of a newspaper to create awareness among the masses about pollution hazards.

12 Balmik Colony

Gurdaspur

March 13, 20..

The Editor

The Tribune

Chandigarh

Sub: Environmental Pollution

Sir

Kindly publish the following few lines about the need for environmental awareness. It is one of the biggest problems the modern man faces today. The air we breathe in, the water we drink, and the food we eat are all polluted. Smoke and other chemical wastes of the factories have poisoned the air and water. The result is the breakout of several deadly diseases like cancer.

It is a collective responsibility of all Indians to save our environment. Unauthorized felling of the trees should be checked. New methods should be developed to minimize effect of the smoke let out by autos and chimneys.

In the end I want to say that, "When all the trees are cut down and all the rivers poisoned, only then man will know that money cannot be eaten."

Yours faithfully

Raghu

**SAMPLE 7 :** You are Manpreet Kaur living at Adarsh Vihar, Dwarka. Write a letter to the Editor of newspaper suggesting how the problem of begging can be stopped.

Adarsh Vihar

Dwarka

April 27, 20..

The Editor

The Indian Express

Delhi

Sub: The problem of begging

Sir

Kindly allow me to air through your columns one grave problem faced by our country today. This is the problem of begging. It has become a profession for some people because it is the easiest way to earn a living. There are many gangs that kidnap small kids and force them to become beggars. Some criminals also beg to hide their crimes. Begging should be abolished by law. Able bodied beggars should be forced to work. People should not give any alms to beggars. The government should help the handicapped and helpless persons. Thus the combined effort of the government and the people can end this evil.

Yours faithfully

Manpreet kaur

**SAMPLE 8 :** You are Divya, monitor of class XII A of S.D. Sr. Sec. School, Mansa. Write an application to the Principal asking her to arrange for special coaching classes in English.

The Principal

S.D.Sr. Sec. School..

Mansa

May 5, 20....

Madam

I am a student of class XII A. I want to bring to your kind notice that our courses in English have not been fully covered. Our English teacher remained busy in the seminars organized by the N.C.E.R.T. After that she was on leave for one month.

We need practice in grammar. The Supplementary English Reader is simply untouched. During the school hours we will have to read and make notes on it. We need extra classes to finish the syllabus of grammar.

I request you to arrange for extra coaching classes as soon as possible.

Thanking you

Yours obediently

Divya

**SAMPLE 9 :** You are Tilak, the head boy of class X of Parvati Jain School, Jalandhar. Write an application to your Principal, requesting her to arrange for an educational trip.

The Principal

Parvati Jain School

Jalandhar

October 11, 20...

Madam

I beg to state that we, the students of class X, want to go on an educational tour to Delhi. We want to see 'Rashtrapati Bhavan', 'Pragati Maidan', Akshardham Temple and Parliament House. We also want to visit Rajghat. No one among us has ever been to Appu House. To travel by the metro train is another attraction. We will also visit the historical places. This trip will provide first-hand information about what we read in books only.

Our class teacher, Mr R.Mehta has agreed to keep our company. About 35 students are ready to go on the trip. It is likely to cost us 500/- per head.

I hope that you will arrange for this trip and oblige.

Yours obediently

Tilak

(Head Boy)

**SAMPLE 10 :** Write an application for employment in J.J. Enterprises, Lajpat Nagar, New Delhi, as a computer operator. You are Himesh Kaushik living at 564 Sector 7, Rohini, Delhi.

564 Sector-7

Rohini

Delhi

March 17, 20....

The Manager

J.J. Enterprises

Lajpat Nagar

New Delhi

Sir

‘ਸਮਾਜਿਕ ਨਿਆਂ, ਅਧਿਕਾਰਤਾ ਅਤੇ ਘੱਟ ਗਿਣਤੀ ਵਿਭਾਗ’, ਪੰਜਾਬ

Having read in The Tribune yesterday, I understand there is a vacancy in your office in the computer section at a salary of 6000/- per month. I beg to submit my application for the post. I have done my B.C.A degree from Khalsa College, Jalandhar with 79% marks.

I have no experience as I completed my degree course last year, but I promise to work hard. I will be happy to do any general work besides being a computer operator.

Hoping for a favourable reply

Yours faithfully

Himesh Kaushik

## Practice Exercises

1. You are Monica, You live at 504/3 Model Town, Moga. Write a letter to your friend Rina about your experience of a new school that you just joined.
2. You are Jeevan. You live with your parents at Prem Nagar, Ambala. Write a letter to your younger brother Manav scolding him for having neglected his studies.
3. You are Jasbir and you live at New Janta Nagar, Sahnewal. Write a letter to your friend Jyoti congratulating her on her grand success in the matriculation examination.
4. Write a letter to the Manager, Rajindra Book Depot, Patiala, to send you some books. Give the list of the books required. You are Jatin and live at B-86 Lal Bazaar, Rajpura.
5. You are Lalita living at Friends Colony, Sonapat. Write a letter to Shiba Herbal Cosmetic, Dariaganj, Delhi, complaining about the body lotion they sent you.

