

Simplest Material for students.

Comprehension passages (6 marks)

**I. Read the following passage and answer the questions given below:**

Penicillin is one of the most useful drugs invented by man. With its help, we can heal wounds caused by bacteria which cannot be otherwise healed. In the beginning, very few people knew of this wonderful discovery or its uses. First the scientists and then the ministers of governments were interested in it. **Since penicillin could save the wounded soldiers, it was helpful in war.** So, they decided to encourage the process of manufacture. Vast factories were set up for preparing it. Lives of hundreds and thousands of soldiers were saved with its help. Most people benefitted from it. **Penicillin when introduced into the streams of the human blood, acts as an aid to those parts which are always fighting the deadly germs.** It does not have power over every kind of bacteria, but certain kinds are destroyed by penicillin in the great majority of cases.

**1. Choose the correct statement.**

- (a) Penicillin could save the wounded soldiers. (b) Penicillin could not save the soldiers.  
(c) Penicillin was harmful for the soldiers. (d) Penicillin was discarded by the scientists.

**2. Who were interested in the discovery of Penicillin in the beginning?**

- (a) Governments (b) Scientists and Ministers of Governments (c) Teachers. (d) Doctors

**3. How was penicillin useful in wars?**

Ans. Since penicillin could save the wounded soldiers, it was helpful in war.

**4. How does penicillin act on human blood?**

Ans. Penicillin when introduced into the streams of the human blood, acts as an aid to those parts which are always fighting the deadly germs.

**5. Fill in the blank with a suitable word from the passage.**

The water level decreases in the \_\_\_\_\_ in winters.

**6. Match the following words in column A with their meaning from column B:**

A	B
aid	method
process	help
decrease	

Ans 5. Streams

Ans. 6. aid-help, process-method.

**II. Read the following passage and answer the questions given below:**

In the eighteenth century, one of the first modern economists, Adam Smith thought that the whole annual produce of the land and labour of every country provides revenue to three different orders of people; those who live by rent, those who live by wages and those who live by profit. Each successive stage of the industrial revolution, however, made the social structure more complicated. Many intermediate groups grew up during the nineteenth century, between the upper middle class and the working class. **There are small scale industrialists as well as the large ones, small shopkeepers and tradesmen,** officials and salaried employees, skilled and unskilled workers and professionals, such as doctors and teachers. Farmers and peasants continue in all countries as **independent** groups. In spite of this development, one of the most famous writers on social class in the nineteenth century, **Karl Marx** thought that there was tendency for society to split into huge class camps, the capitalists and the workers. Influential as Marx's theory of social class was, it was over-simplified. The social make-up of modern societies is much more complex than he suggested.

**1. According to the passage, doctors and teachers belong to the :**

- (a) upper class (b) upper middle class (c) working class (d) middle class.

**2. What effect did each stage of the industrial revolution make on social structure?**

- (a) made it easier to learn (b) made it complicated (c) made it simple (d) made it flexible

**3. Who developed the two-class theory?**

Ans. Karl Marx developed the two-class theory.

#### 4. Who are regarded as intermediate group?

**Ans.** These are small scale industrialists as well as the large ones, small shopkeepers and tradesmen.

#### 5. Fill in the blank with a suitable word from the passage.

India became \_\_\_\_\_ on 15th August 1947.

#### 6. Match the following words in column A with their meaning in column B:

A	B
split	yearly
annual	independent
	broken

**Answers 5.** independent.

**6.** split-broken, annual-yearly.

### III. Read the following passage and answer the questions given below:

John Dalton was an English Chemist whose atomic theory is the basis of Chemistry. Dalton could not distinguish **red from green**. In 1784, he was the first to describe colour blindness which came to be known as Daltonism. **The word is still used in French, Spanish and Russian.** After his death, the scientists from London and Cambridge examined DNA from fragments of Dalton's eyes preserved at his request by the Manchester Literary and Philosophical Society, and have shown that he **lacked** the gene for making green pigment in the retina. Dalton who lived from 1766 to 1844 gave instructions for his eyes to be examined after his death. **He had believed that the vitreous humour, the clear substance in the inner chamber of the eyes must in his case, be tinted blue so that it absorbed red light.** At the autopsy, no such blue tint was found. But from Dalton's perception of how he perceived light, scientist have concluded that he must have lacked the pigment in the retina that is sensitive to red light.

#### 1. Which colours could not be distinguished by Dalton?

(a) red from blue      (b) red from yellow      (c) **red from green**      (d) blue from green.

#### 2. What instructions did Dalton give regarding his eyes?

(a) To be preserved at home.      (b) **To be examined after death.**

(c) To be checked immediately.      (d) To be kept in museum.

#### 3. Which languages still use the word 'Daltonism'?

**Ans.** The word is still used in French, Spanish and Russian.

#### 4. What did Dalton believe about his own blindness?

**Ans.** He had believed that the vitreous humour, the clear substance in the inner chamber of the eyes must in his case, be tinted blue so that it absorbed red light.

#### 5. Fill in the blank with a suitable word from the passage.

Scientist concluded that he \_\_\_\_\_ a pigment in his retina.

#### 6. Match the words in the column A with their meaning in the column B:

A	B
described	shown
examined	explained
	checked

**Answers. 5.** Lacked

**6.** described-explained, examined-checked.

### IV. Read the following passage and answer the questions given below:

Less obviously, but just as significant, are the social reasons behind the modern urge to travel. Foreign journeys were, at one time, expensive and difficult for most of the people to organize, in fact, an indulgence for the wealthy. Today, **cheap airfares and package holidays have made** foreign travel fashionable for many, especially for those who spend their lives working in **crowded** cities and in industry. Travel to foreign countries is now within the reach of the families who only thirty years ago would have hardly dreamt of such a thing. Indeed, for some, it has become a matter of personal pride to boast of. The more the time spent abroad, and the more glamorous and far-flung the destination, the better. **Indians are now looking beyond the beaches of Goa to Miami beaches or to the mountains of Alps or the Niagara Falls or even the safaris of Africa for a new and vastly different experience.** Travel companies have been quick to advertise the cultural and educational advantages of such holidays, selling wildlife exploration trips of the

Amazon or the ancient temples of the east just as earnestly as they once did the 'Magic of Rome' or the 'Splendour of Ancient Athens'.

**1. What was once considered an indulgence for the wealthy?**

(a) horse riding in the forests      (b) foreign travel      (c) playing on the ice      (d) enjoying with family

**2. What has made foreign travel fashionable now?**

(a) beauty of locations      (b) people's mood      (c) cheap airfares and package holidays      (d) internet

**3. What makes people dream of holiday abroad now?**

**Ans.** cheap airfares and package holidays have made people dream of holiday abroad now.

**4. Where do the Indians look forward to go for holidaying nowadays?**

**Ans.** Indians are now looking beyond the beaches of Goa to Miami beaches or to the mountains of Alps or the Niagara Falls or even the safaris of Africa for a new and vastly different experience.

**5. Fill in the blank with a suitable word from the passage.**

Mumbai is one of the most \_\_\_\_\_ cities in India.

**6. Match the words in the column A with their meaning in the column B:**

A	B
expensive	sincerely
earnestly	freely
	costly

**Answers 5.** crowded.

**6.** expensive-costly, earnestly-sincerely

**V. Read the following passage and answer the questions given below:**

There are in our country, as in other countries of the world, thousands of differently abled persons, such as those who are blind or deaf and dumb. In some cases, these persons may have been born blind or deaf, while in others, they may have gone blind or deaf **as a result of some illness or accident.** You sometimes, hear people say of such handicapped persons: "It is the work of fate" or "It is the will of God." Some even say, "They suffer the fruits of their own actions in the past." Even the parents of differently abled children often express such feelings and opinions, and they scarcely ever think of how they can help these unfortunate ones. This certainly is not the way to look at the problems of the differently abled. Whatever may be the cause of their suffering, we have got to **treat the differently abled with sympathy and understanding. In many instances, physically challenged children suffer from neglect and are left to themselves in their homes. This makes their life extremely sad and lonely.** Our first duty is to make these children happier and less lonely by engaging them in different activities suitable for them. Secondly, we have got to educate these children and help them to live meaningful lives. We should secure benefits of education for them in schools intended for them. We ought to make them self reliant by creating suitable employment opportunities for them. They will then have a sense of achievement. We will also feel satisfied that we have done our duty towards them.

**1. How should we treat the differently abled children?**

(a) indifferently      (b) with sympathy and understanding      (c) ignore their loneliness      (d) neglect them

**2. According to the author, what is our first duty towards differently abled children?**

(a) to make them homeless      (b) to make them healthy

(c) to make them happier and less lonely      (d) to make them run fast

**3. How do some children become differently abled?**

**Ans.** Some children become differently abled as a result of some illness or accident.

**4. What makes the life of handicapped children sad and lonely?**

**Ans.** In many instances, physically challenged children suffer from neglect and are left to themselves in their homes. This makes their life extremely sad and lonely.

**5. Fill in the blank with a suitable word from the passage.**

We must \_\_\_\_\_ these children with love and sympathy.

**6. Match the words under column "A" with their meaning under "B".**

A	B
sympathy	sad
lonely	nearly
	feeling pity and tenderness

Answers. 5. Treat                      6. Sympathy- feeling pity and tenderness      lonely –sad

**VI. Read the following passage and answer the questions given below:**

In a reversal of the norm elsewhere, in India, policymakers and economists have become optimists while bosses do the worrying. The country's Central Bank has predicted that India's economy is likely to grow at a double digit rate during the next 20-30 years. India has the capability **with its vast labour and lauded entrepreneurial spirit**. But the private sector, which is supposed to do the heavy lifting that turns India from the tenth largest economy to the third largest by 2030, has become fed up. Business people often crib about India's problems but their irritation this time has a nervous edge. In the first quarter of 2011, the GDP grew at an annual rate of 7.8 percent; in 2015-17 it managed 6-7 percent. The economy may be slowing naturally as the low interest rates and public spending that got India through the global crisis have been belatedly withdrawn. At the same time, **the surge in inflation caused by exorbitant food prices** has spread more widely, casting doubt over whether India can grow at 8-10 percent in the medium term without overheating.

**1. What rate of growth does the central Bank predicts for the Indian economy for next 20 -30 years?**

(a) eight percent      (b) seven percent      (c) double digit      (d) five percent

**2. Who is supposed to do the heavy lifting to turn India into the third largest economy?**

(a) government agencies      (b) private Sector      (c) public sector      (d) property owners

**3. What is India's capability to grow based on?**

**Ans.** India's capability to grow is based on with its vast labour and lauded entrepreneurial spirit.

**4. What is casting doubts over India's growth rate?**

**Ans.** The surge in inflation caused by exorbitant food prices is casting doubts over India's growth rate

**5. Fill in the blank with a suitable word from the passage.**

He suffered from a \_\_\_\_\_ breakdown.

**6. Match the words under column 'A' with their meaning under 'B'.**

**A**  
crisis  
optimist

**B**  
large  
difficult phase  
one who looks forward to a positive outcome

Answers. 5. Nervous                      6. Crisis – difficult phase      optimist – one...outcome

**VII. Read the following passage and answer the questions given below:**

Brain drain, also referred to as **human capital flight**, is the action of having highly skilled and educated people leaving their country to work abroad. It has actually become one of the serious concerns for the developing nations. While many people believe that immigration is a personal choice that must be understood and respected, others look at this phenomenon from a different perspective. What makes those people leave their country, their own people, should be seriously considered and a distinction between pull and push factors must be made. **The push factors include low wages and lack of satisfactory working and living conditions. Social unrest, political conflicts and wars may also be the determining causes.** The pull factors, however, include intellectual freedom and substantial funds for research. Brain drain has negative impact on the economic prospects and competitiveness of **sender countries**. It reduces the number of dynamic and creative people who can **contribute** to the development of their country. Likewise, with more entrepreneurs taking their investments abroad, developing countries are missing opportunity of wealth creation.

**1. The term 'brain drain' is also referred to as:**

(a) capital flight      (b) human capital flight      (c) pull factors      (d) push factors

**2. Brain drain has terrible consequences on the economic development of :**

(a) sending countries      (b) receiving countries      (c) developed countries      (d) undeveloped countries.

**3. What do you mean by the term 'Brain drain'?**

**Ans.** 'Brain drain' is the action of having highly skilled and educated people leaving their country to work abroad.

**4. Enumerate the push factors that lead to Brain drain.**

**Ans.** The push factors include low wages and lack of satisfactory working and living conditions. Social unrest, political conflicts and wars may also be the determining causes.

**5. Fill in the blank with a suitable word from the passage.**

Every citizen must \_\_\_\_\_ for the development of the nation wholeheartedly.

**6. Match the words under column 'A' with their meaning under 'B'.**

A	B
conflicts	decrease
reduce	disputes
	increase

**Ans.** 5. Contribute

6. Conflicts – disputes reduce - decrease

**VIII. Read the following passage and answer the questions given below:**

One night, a man came to our house and told me, "There is a family with eight children. They have not eaten for days." I took some food and went out. When I finally came to the family, I saw the faces of those little children **disfigured** by hunger. There was no sorrow or sadness in their faces, just the deep **pain of hunger**. I gave the rice to the mother. She divided it in two and went out, carrying half the rice with her. When she came back, I asked her, "Where did you go?" She gave me this simple answer, " **To my neighbour—they are also hungry.**" I was not surprised because poor people are generous but I was surprised that she knew they were hungry. As a rule, when we are suffering, we are so focused on ourselves; we have no time for others. We become selfish and self-centered. Having experienced the pangs of sufferings, we should, rather extend a helping hand to the poor and the needy.

**1. The faces of the children reflected:**

(a) sorrow (b) joy (c) **hunger** (d) greediness

**2. The action of the mother shows:**

(a) selfishness (b) hatred (c) **gratitude** (d) love

**3. Where did the mother go after dividing the rice and why?**

**Ans.** The mother went after dividing the rice to her neighbor because they were also hungry.

**4. Why was the gentleman surprised?**

**Ans.** The gentleman was surprised at the generous action of the mother.

**5. Fill in the blank with a suitable word from the passage.**

The faces of the little children were \_\_\_\_\_.

**6. Match the words under column 'A' with their opposite meaning under 'B'.**

A	B
simple	complicated
generous	hatred
	selfish

**Answers.** 5. Disfigured

6. Simple-complicated generous - selfish

**IX. Read the following passage and answer the questions given below:**

Health and hygiene go hand in hand. **Health refers to a state of sound mind and physically fit body, free from any form of sickness, disorder or ailment.** Hygiene refers to the good practices that prevent disease and lead to good health through cleanliness, proper sewage disposal, **balanced and nutritious food**, regular exercise, proper sleep, pure and fresh air and supply of safe drinking water. The proverb, 'Health is Wealth' is truly said of all things in the world. Health is the most valuable thing that one can possess. Money is, undoubtedly, a prized possession, but can it provide pleasure to a ruined health? As body and mind are closely related, the mind can never be sound and cheerful without sound health. **An unhealthy man may have intelligence, merit and wealth but he cannot put them to use and reap their benefits.** We must, therefore, adopt proper hygienic measures to preserve and maintain good health. Too much work or exercise, eating or drinking are injurious to health. A regulated life coupled with clear and pure mind makes life worth living.

**1. Hygiene refers to practices that leads to good health through:**

(a) **balanced diet** (b) impure air (c) abundant wealth (d) regular play

**2. Life will become worthless through:**

(a) gambling and drinking (b) regulated life (c) pure mind (d) healthy body

**3. What does the term 'health' refer to?**

**Ans.** Health refers to a state of sound mind and physically fit body, free from any form of sickness, disorder or ailment.

**4. Can a wealthy but unhealthy man enjoy life?**

**Ans.** An unhealthy man may have wealth but he cannot put them to use and reap their benefits.

**5. Fill in the blank with a suitable word from the passage.**

The selection in Army service is made purely on \_\_\_\_\_.

**6. Match the words under column 'A' with their opposite meaning under 'B'.**

A	B
Fresh	use
preserve	stale
	destroy

**Answers.** 5. Merit 6. Fresh – stale preserve - destroy

**X. Read the following passage and answer the questions given below:**

Named after the former Prime Minister, Inder Kumar Gujral's mother, **Pushpa Gujral Science City located on Jalandhar-Kapurthala Road, just west of Jalandhar**, is extremely thrilling. Almost every branch of Science is exhibited, right from physical, applied, natural and social sciences to health sciences, human evolution and civilization, engineering, technology, agriculture, the environment, ecosystems and Jurassic Park. In the Dome theatre, large format films are projected on 23 meter-tilted dome. Semi-circular giant dome screen produces huge images that soar and swoop above, beside and behind you, to give you a spectacular, immersible experience. The Light-Speed 3D Digital Theatre presents three dimensional computer graphics, videos and the most advanced animations. Amazing Living Machine Gallery presents the intricate structures and functions of the human body using large human models. The Flight Simulator provides the visitors a sense of adventure. The Laser Theatre presents laser shows that carry the visitors to a wonderland to experience a mind boggling mix of sound and laser beams. **The Dinosaur Park displays the evolution of dinosaurs and the probable reasons for their extinction.** There is also a kids' park containing tunnels, rides, bouncers etc. and an artificial lake that allows the visitors to indulge in boating. With all the wonderful attractions, a visit to the Science City would be highly informative and enjoyable.

**1. Which facility provides a sense of adventure?**

(a) kid's park (b) dome theatre (c) **Flight Simulator** (d) Laser Theatre

**2. Large human models are found in:**

(a) **Amazing Living Machine Gallery** (b) Dinosaur Park  
(c) Digital Theatre (d) Laser Theatre

**3. Where is the Pushpa Gujral Science city located?**

**Ans.** The Pushpa Gujral Science City is located on Jalandhar-Kapurthala Road, just west of Jalandhar,

**4. What is displayed in the Dinosaur Park?**

**Ans.** The Dinosaur Park displays the evolution of dinosaurs and the probable reasons for their extinction.

**5. Fill in the blank with a suitable word from the passage.**

The works of famous painters are \_\_\_\_\_ in the Tagore Art Gallery.

**6. Match the words under column 'A' with their meaning under 'B'.**

A	B
spectacular	huge
giant	amazing
	dirt

**Answers.** 5. Found 6. Spectacular – Amazing giant – huge

## PRECIS WRITING (5 marks)

### 1. Write a Precis of the following paragraph in your own words :

**People in this modern materialistic world are prone to suffer from stress, emotional imbalance, anxiety, frustration and anger.** It leads to many physical ailments, disturbed relationships and road rage. Many broken homes, accidents and suicides are due to this mental turmoil. **The only panacea for this is ‘meditation’.** A simple description of meditation is to sit silently with closed eyes and focus on breathing. It may or may not be accompanied by music. **It helps one to connect with deep inner self and raises the level of consciousness.** The first effort may not be perfect but with regular practice, one masters the technique. Then the results start unfolding! **It leads to peace of mind, better concentration, clarity of thought and complete relaxation.** The situations do not change but it changes our reactions and attitude to these. One learns to be calm and grounded in all circumstances and surrender to divine control. **Gratitude takes the place of complaints and love replaces resentments.** It is then that circumstances begin to change. Life is a beautiful gift of God but one becomes thankful for it only after practicing meditation. **The result is a calm and serene individual.**

**TOTAL WORDS : 194**

**PRECIS WORDS: 65**

**TITLE : ADVANTAGES OF MEDITATION**

People in this modern materialistic world suffer from stress, emotional imbalance, anxiety, frustration and anger. The only panacea for this is ‘meditation’ It helps one to connect with deep inner self and raises the level of consciousness. It leads to peace of mind, better concentration, clarity of thought and complete relaxation. Gratitude takes the place of complaints and love replaces resentments. The result is a calm and serene individual.

### 2. Write a Precis of the following paragraph in your own words :

Chandigarh is a city of attractions for tourists. One of the favourite places of all the tourists is **the Sculpture Garden near Sukhna Lake** which is spread over an area of 40 acres. After the name of its creator, **is named Nek Chand’s Rock Garden. Nek Chand started creating it secretly in his spare time in 1957.** He spent first seven years mostly in collecting the waste material on his bicycle and recycling it in a hut made in the jungle. The garden was developed secretly by him, but it was accidentally discovered by the authorities in 1975. **It was opened for public view in 1976. Every day, it is visited by hundreds of tourists,** who are mesmerized by the beautiful sculptures of soldiers, dancing women, animals, birds and cascading water-falls. A characteristic feature of the Rock Garden is that all the sculptures are made of stone, recycled ceramics, industrial waste, broken household items like crockery, bangles, tubes, cycle-parts, tiles and toilet fixtures etc. Another interesting feature is that one has to pass through many doorways, archways and concrete lanes leading to courtyards and chambers. **Nek Chand planned the layout of the garden based on the fantasy of a lost kingdom. Nowhere in the world do we see such a beauty created out of waste.**

**TOTAL WORDS : 216**

**PRECIS WORDS: 72**

**TITLE : ROCK GARDEN**

**SOLUTION :** The Sculpture Garden near Sukhna Lake, is named Nek Chand’s Rock Garden. Nek Chand started creating it secretly in his spare time in 1957. It was opened for public view in 1976. Every day, it is visited by hundreds of tourists Nek Chand planned the layout of the garden based on the fantasy of a lost kingdom. Nowhere in the world do we see such a beauty created out of waste.

### 3. Write a Precis of the following paragraph in your own words :

**bunjab is a land of five rivers. Its culture is one of the oldest and the richest in India as well as the entire world.** It is apparent in its vibrant dances, folk songs, poetry, paintings, architecture, traditions, values, cuisine, folk games etc. The symbolic **‘Phulkari’ embroidery** is an all time favourite of not only the Punjabis but is also demanded by people from outside the Punjab as well. Among many folk dances of Punjab, **‘Giddha’ and ‘Bhangra’ are the most famous.** The fast beats and the peppy music make everyone dance to the tunes. Punjabis are fun loving, emotional and very religious people. **They celebrate their**

**festivals and traditions with a lot of spirit.** A Punjabi wedding, with all its traditions, ceremonies, dresses, jewellery, food and fun reflects the culture of Punjab. The popular festivals are Lohri, Maghi, Diwali, Dushehra, Baisakhi and Teej. Food is a major part of these celebrations. **Punjabis love eating.** The cuisines consists of many mouth-watering dishes but the characteristic food of Punjab is 'Makki di Roti', 'Sarson da Saag' and buttermilk. **Punjabis have a presence all over the world and have taken their culture everywhere with them.**

**TOTAL WORDS : 192                      PRECIS WORDS: 65**

**TITLE : CULTURE OF PUNJAB**

**SOLUTION :** Punjab is a land of five rivers. Its culture is one of the oldest and the richest in India as well as the entire world. 'Phulkari' embroidery, 'Giddha' and 'Bhangra' are the most famous. They celebrate their festivals and traditions with a lot of spirit. Punjabis love eating. Punjabis have a presence all over the world and have taken their culture everywhere with them.

### **Exercises for Practice**

#### **1. Write a Precis of the following paragraph in your own words :**

Women, who constitute half of the human population, are encountered with many challenges. **Female foeticide is, perhaps, one of the worst forms of violence against the women,** where a woman is denied her most basic and fundamental rights i.e. 'The Right to Life'. Though there is no particular definition of foeticide provided by the code of criminal procedure but the following definition will clear your concept; **'Female foeticide' is the killing of a healthy female foetus in order to get rid of a female child** by means of medical termination of Pregnancy (MTP) or Abortion. **Female foeticide is considered a criminal offence in India.** Abortion is lawful only when the doctor believes that the continuance of the pregnancy may pose a direct threat to the life or the health of the mother or the unborn child. No doubt, if this practice continues, it will disturb the social balance. **For a healthy society, the male or female gender ratio must remain at a balanced level.** The alarming rate of female foeticide is a cause of great concern, as **the number of girls born is decreasing drastically** in several sections of our society, thus, exposing females to more exploitation and violence. This state of affairs, if not corrected, **will have a disastrous impact on the future generations of our society.**

**TOTAL WORDS : 218                      PRECIS WORDS: 73**

**TITLE : Female Foeticide**

Female foeticide is, perhaps, one of the worst forms of violence against the women. 'Female foeticide' is the killing of a healthy female foetus in order to get rid of a female child. It is considered a criminal offence in India. For a healthy society, the male or female gender ratio must remain at a balanced level. The number of girls born is decreasing drastically will have a disastrous impact on the future generations of our society.

#### **2. Write a Precis of the following paragraph in your own words :**

**'Safe drinking water' is one of the basic needs** and without its availability in adequate quantity and quality, there could be serious impact on human and animal health. The Department of Drinking Water and Sanitation released the Standard Operating Procedures (SOP) for drinking water supply and sanitation services during natural hazards. **Drought** could lead to scarcity of water due to depletion of water table and/or drying up of water sources. **Natural hazards** such as floods, tsunami, avalanche, landslide or hailstorm could result in wash off/damage of water supply assets, thus resulting in **disruption of supply of safe drinking water. Therefore, in any type of crisis, proper management of drinking water supply to the affected people on an "immediate basis" is an essential requirement.** Maintaining environmental sanitation and individual hygiene are also equally important to reduce or eliminate chances of disease of prevalence/outbreak of epidemics. **The SOP manual** has been prepared, in order to assist everyone in the Rural Water and Sanitation Department, State Water & Sanitation Mission, District Water and Sanitation Mission, NGO's and the community, whether at the National, State, District or at other levels. It also indicates actions to be taken at various levels. The document **explains, for each category of staff, what they are responsible for, and what steps they should take before, during and after a natural disaster.**

**TOTAL WORDS : 222                      PRECIS WORDS: 74**

**TITLE : Safe drinking water'**

‘Safe drinking water’ is one of the basic needs. Drought AND Natural hazards could result in disruption of supply of safe drinking water. Therefore, in any type of crisis, proper management of drinking water supply to the affected people on an “immediate basis” is an essential requirement. The SOP manual explains, for each category of staff, what they are responsible for, and what steps they should take before, during and after a natural disaster.

**3. Write a Precis of the following paragraph in your own words :**

Education is a fundamental right of all the children, even if they are differently abled. Every child with special needs has the same right to get education in the mainstream as any other. **Persons with Disability Act 1995, provides for access to free education in an appropriate environment for children with disabilities till they attain the age of 18 years.** Guidelines for inclusive education include identification of their learning needs, their strengths and weaknesses so as to plan their learning process. **Modifications in the infrastructure to facilitate their movement** like provision for railings, ramps, barrier free access to laboratories, library and classroom is required. **Special devices for their education** including talking text-books, reading machines and computers with speech software **as per the specific need should be developed. The teachers must be specially trained** who, not only can facilitate the learning process but can also develop confidence in the child. They must develop a positive attitude in the students towards the special child and also encourage peer-learning. It will help in making the child more comfortable, thereby creating an understanding and cooperative spirit among all the students.

**TOTAL WORDS : 186**

**PRECIS WORDS: 62**

**TITLE : EDUCATION FOR CHILDREN WITH SPECIAL NEEDS**

Persons with Disability Act 1995, provides for access to free education in an appropriate environment for children with disabilities till they attain the age of 18 years. Modifications in the infrastructure to facilitate their movement AND Special devices for their education as per the specific need should be developed. The teachers must be specially trained. It will help in making the child more comfortable.

**4. Write a Precis of the following paragraph in your own words :**

Near the Takhat Shri Keshgarh Sahib in Anandpur Sahib, is a **museum of Sikhism**, designed by Moshe Safdie. It **was inaugurated in November 2011**. Since its opening, it has become the biggest tourist attraction, not only for the local residents but for the foreigners also. **It beautifully unravels the Sikh heritage** of more than five hundred years in 27 glorious galleries. The use of technology, in the form of audio-visual aids, light and sound shows, and audio guides makes it all the more awe-inspiring. The echo of Solemn Mantra creates a divine ambience. As one steps into the first gallery, standing on a walkway with a 360 degree view of the surrounding murals, one is taken through a nostalgic journey of **an old village of Punjab from early dawn to dusk. Punjabi festivals and rituals are shown by play of light on the murals accompanied by Punjabi folk songs.** Inner galleries, housed in the petals take us from the culture of Punjab to a glimpse of the teachings of all the Sikh gurus and the creation of ‘The Khalsa Panth’ by the Tenth Guru, Gobind Singh. **There is a live account of the history of the Sikh religion from the first guru to the tenth guru. The beautiful audiovideo descriptions, simply take one’s breath away.**

**TOTAL WORDS : 215**

**PRECIS WORDS: 72**

**TITLE : The Museum of Sikhism**

The Museum of Sikhism was inaugurated in November 2011. It beautifully unravels the Sikh heritage. An old village of Punjab from early dawn to dusk, Punjabi festivals and rituals are shown by play of light on the murals accompanied by Punjabi folk songs. There is a live account of the history of the Sikh religion from the first guru to the tenth guru. The beautiful audiovideo descriptions, simply take one’s breath away.

**5. Write a Precis of the following paragraph in your own words :**

**Time Management is the process of organizing and planning** the division of time between specific activities. **Good time management enables you to work smarter** than harder, so that you get more output with less input and in shorter duration. **Inability to manage one’s time well, leads to decrease in productivity and also causes stress.** On the other hand, if one manages one’s time properly, one can achieve important career and life goals with a greater quality of work. This leads to higher productivity and

greater professional reputation. A 24-hour day becomes more productive for good time managers, while for others it may turn out to be missed deadlines only. To get the maximum out of a 24 hour day, **one must learn how to prioritise between the urgent and the important. One must also avoid distractions**, e.g. looking for help even before deciding on the task or assigning duties, checking e-mails and Facebook is neither urgent nor important. One can categorise every work under ‘Do it now’, ‘Do it later’ or ‘Don’t do it at all’ priority. **Every individual has a particular best time of the day when a person feels full of energy and life, so one should schedule one’s most important and challenging work for that period. Avoid multitasking**, rather go for similar tasks consecutively to achieve perfection. This will lead to saving time for other tasks. **Stay calm** and keep your work place free of clutter. Take a break and review what has been done **and revise the plan if required**. Keep moving forward step by step.

**TOTAL WORDS : 261**

**PRECIS WORDS: 87**

**TITLE : Time Management**

Time Management is the process of organizing and planning. Good time management enables you to work smarter. Inability to manage one’s time well, leads to decrease in productivity and also causes stress. one must learn how to prioritise between the urgent and the important. One must also avoid distractions. Every individual has a particular best time of the day when a person feels full of energy and life, so one should schedule one’s most important and challenging work for that period. Avoid multitasking. Stay calm and revise the plan if required.

**7. Write a Precis of the following passage and give it a suitable title.**

**Tension and headaches** are the most common type and **are caused by muscle contractions** or an imbalance of natural chemicals in the brain. **The pain causes** a band like **pressure** around the head and may be accompanied by a sense of **tightness in the head, neck and the shoulder muscles**. They often begin in the afternoon or evening and produce a steady pain. **Prevention is the best approach; relaxation techniques**, such as bio-feedback, massage, meditation and visualization, **work for many. Another recommendation is to eliminate all foods and drugs that contain caffeine from the diet**, which can increase tension and anxiety; thus, contributing to headaches. **Headaches may also be due to sinusitis**, an inflammation of the lining of the sinus cavities. This causes a deep, dull ache around the eyes and sometimes in the forehead and ears. A good diagnostic clue is that the pain tends to worsen when you bend over.

**TOTAL WORDS : 152**

**PRECIS WORDS: 51**

**TITLE : Tension and Headaches**

Tension and headaches are caused by muscle contractions. The pain causes pressure and tightness in the head, neck and the shoulder muscles. Prevention is the best approach; relaxation techniques work for many. Another recommendation is to eliminate all foods and drugs that contain caffeine from the diet. Headaches may also be due to sinusitis

**8. Write a Precis of the following passage and give it a suitable title.**

Prime Minister Narendra Modi launched **Swachh Bharat Abhiyaan** on 2 October 2014. This **programme aims to eradicate ‘open defaecation’ by 2019**. The national campaign spans 4,041 statutory cities and towns. It is the current form of a few prior campaigns, including ‘Nirmal Bharat Abhiyan’ and the ‘Total Sanitation Campaign’, which had similar goals. The Indian government aims to achieve an ‘Open-Defaecation Free’ (ODF) India by 2 October 2019, **the 150th anniversary of the birth of Mahatma Gandhi**, by constructing 12 million toilets in rural India at a projected cost of ₹1.96 lakh crore. **Prime Minister Narendra Modi spoke of the need for toilets in his 2014 Independence Day speech**: “Has it ever pained us that our mothers and sisters have to defaecate in the open? Poor women folk of the village wait for the night; until darkness descends, so that they can go out to defaecate. What bodily torture they must be feeling, how many diseases that act might engender them? Can’t we just make arrangements for toilets for the dignity of our mothers and sisters?” **Modi also spoke of the need for toilets in schools** during the 2014 Jammu and Kashmir state elections campaign. **‘Swachh Sarvekshan 2017’ was an extensive sanitation survey across 500 cities in India**. The Ministry of Urban Development, commissioned Quality Council of India to conduct this survey; **to check the progress and impact of Swachh Bharat Abhiyan**

launched in 2014. **It aims to foster a spirit of competition among the cities and offers a comprehensive assessment of their sanitation status.**

**TOTAL WORDS : 255    PRECIS WORDS: 85**

**TITLE : Eradication of Open Defaecation**

Swachh Bharat Abhiyaan programme aims to eradicate ‘open defaecation’ by 2019, the 150th anniversary of the birth of Mahatma Gandhi. . Prime Minister Narendra Modi spoke of the need for toilets in his 2014 Independence Day speech. Modi also spoke of the need for toilets in schools. ‘Swachh Sarvekshan 2017’ was an extensive sanitation survey across 500 cities in India to check the progress and impact of Swachh Bharat Abhiyan. It aims to foster a spirit of competition among the cities and offers a comprehensive assessment of their sanitation status.

**9. Write a Precis of the following passage and give it a suitable title.**

**The modern man is forever busy** meeting deadlines, keeping appointments and living life. He has no time for himself. **In his hurried routine, he prefers to eat junk or fast food which is prepared and consumed instantly.** The term ‘Junk food’ was coined by Micheal F. Jacobson in 1972. **Junk food contains less minerals, vitamins and proteins, so it does no good to the body as it lacks nutritional value. Fast food chains are popular worldwide.** They serve food which is saturated in fats and sugar. These foods are gaining popularity in small towns also. School /college canteens as well as corner shops are stacked with such items–french fries, burgers, pizzas, chips, noodles etc. These are available off the shelf too to pick on the go. Fast food is served at birthday parties and other social functions. **People forget that such foods** are major source of obesity, hormonal imbalance, high blood pressure, diabetes etc. It **contains little fibre**, so it does not provide enough nutrition and leads to chronic constipation resulting in other diseases. **School and college tuck-shops should sell fresh** fruits and juices, sprouts and salads. Milk and butter milk should replace aerated drinks, as these things have **higher nutritional value** than burgers, chips and noodles.

**TOTAL WORDS : 208**

**PRECIS WORDS: 70**

**TITLE : Junk food**

The modern man is forever busy. In his hurried routine, he prefers to eat junk or fast food which is prepared and consumed instantly. Junk food contains less minerals, vitamins and proteins, so it does no good to the body as it lacks nutritional value. Fast food chains are popular worldwide. People forget that such foods contains little fibre. School and college tuck-shops should sell fresh **food with** higher nutritional value

**10. Write a Precis of the following passage and give it a suitable title.**

**Democracy is often described as the government of the people, for the people and by the people.** It is a social order aiming at the greatest good for the greatest number of people. In a democracy, people are provided freedom of thought, speech, expression and action. **General elections are held after every five years to form a new government** .These elections reflect the general opinion of the public and the government is formed with some promises meant for the citizens of the country. **Democracy is based on political equality.** It means all the citizens irrespective of caste, creed, religion, race or gender are considered equal before the law and enjoy equal political rights. In a democratic set up, majority rules, but opinion of minorities is also given due respect. There is **supremacy of law**. Law cannot be compromised under any circumstances. **Citizens have both rights and duties.** India is the largest democratic country in the world. It is considered the finest form of government in which every individual above 18 years of age participates consciously in selecting the government. **The government’s success and failure depend upon wisdom, consciousness and vigilance. Education plays an important role in making the right choices while casting the vote. People come together to fight against social evils** such as illiteracy, poverty and inequality. They must be willing to work **for uplifting all sections of society.** People should perform their duties to the nation. They should have social tolerance and should co-exist amicably.

**TOTAL WORDS : 246**

**PRECIS WORDS: 83**

**TITLE : Democracy**

Democracy is often described as the government of the people, for the people and by the people. General elections are held after every five years to form a new government. Democracy is based on political equality and supremacy of law. Citizens have both rights and duties. The government's success and failure depend upon wisdom, consciousness and vigilance. Education plays an important role in making the right choices while casting the vote. People come together to fight against social evils for uplifting all sections of society.

**11. Write a Precis of the following passage and give it a suitable title.**

**An activity or interest pursued for pleasure or relaxation is a hobby.** It is an activity which is performed during one's own time. **Your hobby is something that you do for fun, not for money. If it earns you money, it's all the more beneficial. Hobbies can be classified as indoor hobbies or outdoor hobbies, and collection hobbies or completion hobbies.** Usually, **hobbies need devotion. It is something that has to be done systematically,** e.g., stamp collection or playing a musical instrument or playing an outdoor/indoor game. **Hobbies require an active pursuit of an interest** that could involve collecting, building or creating something. The latest mantra is 'do what you love'. What is better than doing what pleases you? If your hobby is gardening, why not acquire skills for starting a nursery or growing flowers in pots or preparing seeds for sale. Having good communication skills, with interest in meeting people and visiting new places, can help you earn money as a tourist guide or become an event manager. If you love reading books and have good command over different languages, you can be a good story teller or even become a Radio Jockey. A fitness enthusiast or a yoga enthusiast can become a fitness trainer after acquiring the requisite qualification. Other popular hobbies that could become careers include music and singing, discjockeying, writing editing, acting, modelling or making videos for 'YouTube' etc. A Radio Jockey, a photographer for social events, still photography or videography can also be very productive hobbies. Passion for cooking can help you start cooking classes as well as enjoy variety of dishes. **The idea of a hobby is to derive pleasure first and financial gain later.**

**TOTAL WORDS : 281**

**PRECIS WORDS: 94**

**TITLE : HOBBIES**

An activity or interest pursued for pleasure or relaxation is a hobby. Your hobby is something that you do for fun, not for money. If it earns you money, it's all the more beneficial. Hobbies can be classified as indoor hobbies or outdoor hobbies, and collection hobbies or completion hobbies. Hobbies need devotion. It is something that has to be done systematically Hobbies require an active pursuit of an interest. The idea of a hobby is to derive pleasure first and financial gain later.

**12 . Write a Precis of the following passage and give it a suitable title.**

**For a religion to be effective, enthusiasm is necessary.** At the same time, we must try to avoid the danger of multiplying of creeds. We avoid that by being a non-sectarian sect, having all the advantages of a sect and the broadness of a universal religion. **God, though everywhere, can be known to us in and through human character.** No character was ever so perfect as Rama Krishna's and that should be the center round which we ought to rally; at the same time allowing everybody to regard him in his own light, either as God, saviour, teacher, model, a great man just as he pleases. **We preach neither social equality but that every being has same rights,** and insist upon freedom of thought and action in every way. We reject none, neither theist, nor pantheist, monist, polytheist, agnostic, nor atheist; the only condition of being a disciple is modelling a character, at once the broadest and the most intense. **Nor do we insist upon particular codes of morality as to conduct, character, eating and drinking, except so as far as it injures others.**

**TOTAL WORDS : 184**

**PRECIS WORDS: 62**

**TITLE : RELIGION**

For a religion to be effective, enthusiasm is necessary. God, though everywhere, can be known to us in and through human character. We preach neither social equality but that every being has same rights . Nor do we insist upon particular codes of morality as to conduct, character, eating and drinking, except so as far as it injures others.

## LETTER WRITING (6 marks)

**1. Write an application to the Principal of your school requesting him to grant you full fee concession and some monetary help out of the Students' Aid Fund.**

Examination Hall  
.....city

May 20, 20...

The Principal  
Government Senior Secondary School  
Moga

**Subject :** Full fee concession.

Sir

My name is Simran. I am in +1A class. My roll no is 16.

My father is a peon. He can not pay my fee.

Kindly grant me full fee concession and some monetary help out of the Students' Aid Fund.

Thanking you

Yours faithfully

Simran  
XI-A

**2. You are Sarita. Your address is 156, Kaarvan Apartments, Sector 11, Panipat. Write an application to the Principal of your school requesting him remission of fine.**

156, Kaarvan Apartments  
Sector 11  
Panipat.

May 20, 20...

The Principal  
Government Senior Secondary School  
Panipat

**Subject :** Remission of fine.

Sir

My name is Sarita. I am in +1A class. My roll no is 16.

My father is a peon. He can not pay my late fee fine. Kindly grant me remission of fine.

Thanking you

Yours faithfully

**13. Imagine you are Aman. Write a letter to the editor of a newspaper, highlighting the causes of indiscipline among the students.**

63, New Town  
Moga

September 29, 20.....

The Editor  
The Hindu  
Chandigarh

**Subject :** indiscipline among the students.

Sir

I want to share my ideas about **indiscipline among the students.**

It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly publish my ideas in your news paper.

Thanking you.

Yours faithfully

Aman

**14. Suppose you are Ranvijay . You live at # 83, Adarsh Nagar, Khanna. Write a letter to the Editor of a newspaper for change of name.**

83, Adarsh Nagar  
Khanna

February 19, 20...

The Editor  
The Hindu  
Chandigarh

**Subject :** Change of name.

Sir

Kindly publish the following in your newspaper.

"I change my name from Ranvijay to 'Ranvijay Singh' S/o Amar Singh"

Thanking you.

Yours faithfully

Ranvijay

**15. Write a letter to the S.H.O. of your town reporting the loss of your bicycle.**

63, New Town  
Moga

<p>Sarita</p> <p><b>3. Write an application to the Principal of your school requesting him to condone the shortage of lectures in your case.</b></p> <p>Examination Hall .....city</p> <p>March 20, 20.....</p> <p>The Principal D.A.V. Senior Secondary School Jalandhar</p> <p>Subject: To condone the shortage of lectures.</p> <p>Sir My name is Simran. I am in +1A class. My roll no is 16. My mother was ill. I did not come to school for a week. I am short of lectures now. Kindly <b>condone the shortage of lectures.</b></p> <p>Thanking you</p> <p>Yours faithfully Simran</p>	<p>July 11, 20...</p> <p>The S.H.O. Moga</p> <p>Subject : <b>loss of bicycle.</b></p> <p>Sir My name is Simran. I want to report loss of my bicycle in the main market. Color – black Make - Avon Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Simran</p> <p><b>16. You are Rimpny. You live at House No. 65, Model Gram, Ludhiana. Write a letter to the S.H.O. of your town reporting the loss of your motorcycle.</b> 65, Model Gram Ludhiana</p>
<p><b>4. Write an application to the Principal for incorporation of change of name in the school records.</b></p> <p>Examination Hall .....city</p> <p>August 20, 20...</p> <p>The Principal Government Senior Secondary School Bhim Nagar, Moga</p> <p>Subject : Change of name in school records.</p> <p>Sir My name is Simran. I am in +1A class. My roll no is 16. Kindly change my name from Simran to Simran Gill in school records. Thanking you.</p> <p>Your faithfully Simran</p> <p><b>5. Suppose you are Navneet and you are a student of Govt. Senior Secondary School, Amritsar. Write an application to the Principal</b></p>	<p>July 11, 20...</p> <p>The S.H.O. Ludhiana</p> <p>Subject : <b>loss of motorcycle.</b></p> <p>Sir My name is Rimpny. I want to report loss of my motorcycle in the main market. Color – black Make – Hero Honda Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Rimpny</p> <p><b>17. Imagine you are Mohan. You live at 83, Doon Valley, Dehradun. Write a letter to the Commissioner of your Municipal Corporation complaining about the insanitary conditions in your locality.</b> 83, Doon Valley Dehradoon.</p> <p>July 11, 20...</p> <p>The Municipal Commissioner</p>

<p><b>of your school requesting him to make some effective changes in the school library.</b> Examination Hall .....city</p> <p>August 20, 20...</p> <p>The Principal Government Senior Secondary School Amritsar</p> <p>Subject : Changes in the school library.</p> <p>Sir My name is Navneet. I am in +1A class. My roll no is 16. <b>I request you to make some effective changes in the school library.</b></p> <p>Thanking you</p> <p>Yours faithfully Navneet</p> <p><b>6. Suppose you are Varsha. You live at 110-Officers Colony, Moga Road, Firozpur Cantt. You have passed your Secondary Board Exams from Govt. Girls Senior School , Firozpur City. Write an application to the Principal of your school to issue you a testimonial of your ability and character.</b> 110, Officers Colony Moga Road Firozpur Cantt</p> <p>August 20, 20...</p> <p>The Principal Govt. Girls Senior Secondary School Firozpur City</p> <p>Subject: Issuing of testimonial.</p> <p>Sir My name is Varsha. I am in +1A class. My roll no is 16. My family is shifting to Moga. Kindly <b>issue me a testimonial of my ability and character.</b></p> <p>Thanking you Yours faithfully. Varsha</p> <p><b>7. Suppose you are Mandeep Randhawa. You</b></p>	<p>Dehradun</p> <p>Subject : <b>insanitary conditions</b></p> <p>Sir I want to share my ideas about<b>the insanitary conditions in our locality.</b> It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Mohan</p> <p><b>18. Imagine you are Parth Shinh. You live at # 11 Model Town, Moga. Write a letter to the Commissioner of your Municipal Corporation complaining about the insanitary conditions in your locality.</b> 11, Model Town Moga</p> <p>October 20, 20...</p> <p>The Commissioner Municipal Corporation Moga</p> <p>Subject: <b>insanitary conditions in our locality.</b> Sir I want to share my ideas about <b>insanitary conditions in our locality.</b> It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly look into the matter and do the needful.</p> <p>Yours faithfully Parth Shinh</p> <p><b>19. Write a letter to the Post Master General complaining about the delay in the delivery of mail sent to you by the postman and asking him to investigate the metter.</b> 63, New Town Moga</p> <p>July 11, 20...</p> <p><b>The Post Master General</b> Moga</p> <p>Subject : <b>delay in the delivery of mail</b></p> <p>Sir</p>
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**live at 1802, Main Bazaar, Abohar. Write a letter to your Principal requesting him to issue your testimonials/ character certificate.**

1802, Main Bazaar  
Abohar

March 20, 20.....

The Principal  
Govt Sr. Sec School  
Abohar

Subject: Issuing of testimonial

Sir

My name is MandeepRandhawa. I am in +1A class.  
My roll no is 16.

My family is shifting to Moga. Kindly **issue me a testimonial/ character certificate.**

Thanking you

Yours faithfully  
Robin Singh

**8. Suppose you are Shiva. You live at # 1010, Model Town, Bathinda. Write a letter to the Editor of a newspaper highlighting the evils of begging on the streets in your city.**

1010, Model Town  
Bathinda

October 2, 20...

The Editor  
The Hindu  
Chandigarh

Subject : The evil of begging.

Sir

I want to share my ideas about . It is a big problem.  
It is growing everyday. This problem needs urgent solution.

Kindly publish my ideas in your news paper.

Thanking you.

Yours faithfully

Shiva

**9. Imagine you are Harman. You live at # 1802, Grand Avenue, Mohali. Write a letter to the editor of a newspaper expressing your views on the growing use of unfair means in the examinations these days.**

I want to share my ideas about **delay in the delivery of mail sent to me by the postman** It is a big problem. It is growing everyday. This problem needs urgent solution.

Kindly look into the matter and do the needful.  
Thanking you.

Yours faithfully  
Himalaya

**20. Write a letter to the Deputy Commissioner of your district complaining against the use of loudspeakers in your town.**

63, New Town  
Moga

July 11, 20...

The Deputy Commissioner  
Moga

Subject : **use of loudspeakers**

Sir

I want to share my ideas about **the use of loudspeakers in our town.** It is a big problem. It is growing everyday. This problem needs urgent solution.

Kindly look into the matter and do the needful.  
Thanking you.

Yours faithfully  
Himalaya

**21. Suppose you are Babita. Write a letter to the Deputy Commissioner of your district, about the flood situation in your area.**

63, New Town  
Moga

July 11, 20...

The Deputy Commissioner  
Moga

Subject : **the flood situation**

Sir

I want to share my ideas about **the flood situation in our area.** It is a big problem. It is growing everyday. This problem needs urgent solution.

Kindly look into the matter and do the needful.  
Thanking you.

<p>1802, Grand Avenue Mohali</p> <p>September 29, 20.....</p> <p>The Editor The Hindu Chandigarh</p> <p>Subject : Use of unfair means in the examination</p> <p>Sir I want to share my ideas about <b>use of unfair means in the examinations these days.</b> It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly publish my ideas in your news paper. Thanking you</p> <p>Yours faithfully Harman <b>10. You are Meena. You live at 209, Sector-69, Mohali. Write a letter to the editor of a newspaper, complaining against the bad conditions of buses in Punjab.</b> 209, Sector -69 Mohali</p> <p>September 29, 20.....</p> <p>The Editor The Hindu Chandigarh Subject : <b>The bad conditions of buses in Punjab.</b></p> <p>Sir I want to share my ideas about <b>the bad conditions of buses in Punjab.</b> It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly publish my ideas in your news paper. Thanking you.</p> <p>Yours faithfully <b>Meena</b> <b>11. You are Suman. You live at 119, Sector-70, Mohali. Write a letter to the editor of a newspaper, expressing your views on reckless driving.</b> 119, Sector-70 Mohali</p>	<p>Yours faithfully Himalaya <b>22. You are Himalaya. You live at 118, Motia Apartments, Khanna. Write a letter to the S.D.O. (Electricity) against frequent breakdown of electricity in your locality.</b> 118, Motia Apartments Khanna.</p> <p>July 11, 20...</p> <p>The S.D.O. (Electricity) <b>Khanna</b> Subject : <b>frequent breakdown of electricity</b></p> <p>Sir I want to share my ideas about <b>frequent breakdown of electricity in your locality.</b> It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Himalaya <b>23. Write a letter to the Deputy Commissioner of your district requesting for a park for children in your city.</b> 63, New Town Moga</p> <p>July 11, 20...</p> <p>The Deputy Commissioner Moga</p> <p>Subject : <b>a park for children</b></p> <p>Sir I want to share my ideas about <b>a park for children in your city.</b> There is no park for children nearby. This problem needs urgent solution. Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Himalaya <b>24. Imagine you are Himalaya. Write a letter to the Deputy Commissioner of your district, making out a case for the opening of a dispensary in your area.</b> 63, New Town Moga</p>
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<p>September 29, 20.....</p> <p>The Editor The Hindu Chandigarh</p> <p>Subject : <b>reckless driving</b></p> <p>Sir I want to share my <b>views on reckless driving</b>. It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly publish my ideas in your news paper. Thanking you.</p> <p>Yours faithfully Suman</p> <p><b>12. You are Arnab. You live at House No. 92, Model Town, Moga. Write a letter to the editor of a newspaper, highlighting the evil of eve-teasing and chain snatching.</b> 92, Model Town Moga</p>	<p>July 11, 20...</p> <p>The Deputy Commissioner Moga</p> <p>Subject : <b>opening a dispensary</b></p> <p>Sir I want to share my ideas about <b>opening of a dispensary. There is no dispensary nearby</b>. It is a big problem. This problem needs urgent solution. Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Himalaya</p> <p><b>25. Imagine you are Manjit. You live at 101, New Town, Mohali. Write a letter to the Mayor of your town, stressing the need for a public library in your town.</b> 101, New Town Mohali</p>
<p>September 29, 20.....</p> <p>The Editor The Hindu Chandigarh</p> <p>Subject : <b>eve-teasing and chain snatching.</b></p> <p>Sir I want to share my ideas about <b>eve-teasing and chain snatching</b>. It is a big problem. It is growing everyday. This problem needs urgent solution. Kindly publish my ideas in your news paper. Thanking you</p> <p>Yours faithfully Arnab</p>	<p>July 11, 20...</p> <p>The Mayor Mohali</p> <p>Subject : <b>need for a public library</b></p> <p>Sir I want to share my ideas about <b>the need for a public library in our town</b>. It is a big problem. There is no library in the town. This problem needs urgent solution. Kindly look into the matter and do the needful. Thanking you.</p> <p>Yours faithfully Himalaya</p>

## E-MAIL WRITING (3 marks)

**1. Write an e-mail to your friend informing him why you want him to excuse you for not attending his birthday party.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: Excuse from birthday party

Dear Navdeep

It is your birthday party on Sunday. My mother is not well. So I cannot come to the party.

Happy birthday to you.

Regards

Mandeep

**2. Write an e-mail to your friend expressing your condolences on his father's death.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: condolences

Dear Navdeep

I am very sorry for your father. Your father was a very good person. May his soul RIP.

Regards

Mandeep

**3. Write an e-mail to your friend about the inauguration of the company.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: inauguration of the company.

Dear Navdeep

Please come for the inauguration of my company.

The Party is on Sunday at 10am.

Regards

Mandeep

**4. Write an e-mail to your new employer thanking him for the interview.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: thank you for the interview.

Dear Navdeep

Thank you for the interview. I will be happy to work for you.

Regards

Mandeep

**5. Write an e-mail to your friend inviting him to attend your parents' marriage anniversary.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: invitation for party

Dear Navdeep

It is my parents' anniversary on this Sunday. Please come for party at 8:00 pm.

Regards

**11. Write an e-mail to a friend inviting him for the opening ceremony of your new office.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: opening ceremony of my new office.

Dear Navdeep

Please come for opening ceremony of my new office.

The Party is on Sunday at 10am.

Regards

Mandeep

**12. Write an e-mail to your colleague informing about the change in schedule of meeting with client.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: change in schedule of meeting

Dear Navdeep

There is change in schedule of meeting with Mr. Raman. It is on Friday at 10 am.

Regards

Mandeep

**13. Write an e-mail to the Principal, requesting her to procure books for the school library.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: books for the school library

Dear Madam

The new syllabus books for +2 are not there in the library. Kindly procure some new books for the library.

Regards

Mandeep

**14. Write an e-mail to your younger sister, asking her to come home from the hostel on the weekend.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: come home on the weekend.

Dear Navdeep

It is your birthday on Sunday. So come home on the weekend for party.

Regards

Mandeep

**15. Write an e-mail to your colleague, about the recent changes in the Sales policy of your company.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: changes in the Sales policy

Dear Navdeep

There are changes in the sales policy of the company.

It will be implemented from June 1, 2019.

Regards

Mandeep

**6. Write an email to a colleague about details of his of salary report.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: salary report

Dear Navdeep

Details of your salary report are ready. Please come to collect.

Regards

Mandeep

**7. Write an e-mail to a friend, who had requested you for donations for flood relief camp being organized for victims.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: donations for flood relief camp

Dear Navdeep

I am sending 5000/- in your account for camp.

Regards

Mandeep

**8. Write an e-mail to your school Principal, for issuing a school leaving certificate.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: school leaving certificate.

Dear Sir

My name is Mandeep. I am in +2. My family is shifting to Chandigarh. Please issue me school leaving certificate.

Thank you.

Regards

**9. Write an e-mail to your class teacher in the school, asking her for an extension of leave.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: extension of leave.

Dear Sir

My name is Mandeep. My mother is not well. So I can not come to school. Kindly grant me extension of leave for a week.

Regards

Mandeep

**10. Write an e-mail to the supplier, asking for replacement of smart phone.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: replacement of smart phone.

Dear Navdeep

My order was for Oppo F9. But I got Vivo S1. Please replace the phone.

Regards

**16. Write an e-mail to your father, requesting him to transfer some money in your account so that you can clear the dues before final exams.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: transfer some money

Dear Papa

I need 2000/- so that I can clear the dues before final exams.

Regards

Mandeep

**17. Write an e-mail to a friend, requesting her to help you in preparing an important presentation for a big client.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: request for help

Dear Navdeep

I request you to help me in preparing presentation for Mr. Raman

Regards

Mandeep

**18. Write an e-mail, asking for replacement of a faulty Headphone set delivered to you.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: replacement of Headphone set

Dear sir

The headphone set you sent is faulty. Please replace it.

**19. Write an e-mail to your purchase department head about the immediate steps to be taken to check the shortage of supplies of spare parts at your location.**

To: navdeep@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject:

Dear Navdeep

Spare parts at my location are always short. Some **immediate steps must be taken to check the shortage of supplies of spare parts at my location.**

Regards

Mandeep

**20. Suppose you are Tegh. Write an e-mail to Gurbir, your friend, asking him to join you for dinner at your home on the weekend.**

To: gurbir@gmail.com

Date: May 15, 2019 10:00 a.m.

Subject: Join for dinner

Dear Gurbir

It is my birthday on Sunday. So **join me for dinner at me home on the weekend.**

Regards