

For my students....

A small effort to make you comfortable with learning the language.

1. GENDER BIAS

1) The author of the chapter is Sudha Murthy. 2) She was doing masters course in computer science at the Indian Institute of Science in Bangalore. 3) Sumant Moolgaonkar was the chairman of the Telco company.	4) He addressed her post card to Mr. JRD Tata, the owner of the Tata Industries. 5) There were six people on the interview panel. 6) She met Mr. JRD Tata in Moolgaonkar's office for the first time.
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Q1. What advertisement did the author see on the notice board?

Ans. It was a job requirement notice from the automobile company Telco.

Q2. Why did she write a post card to Telco?

Ans. She was unhappy with discrimination against women shown in the job advertisement from Telco.

Q3. Why did her hostelmates want her to go for the interview?

Ans. They wanted her to go to Pune on company's expense and buy sarees for them.

2. The PORTRAIT OF A LADY

1) The writer of the story is Khushwant Singh. 2) His grandmother always accompanied him to the village school. 3) The grandmother fed the village dogs with stale chapattis.	4) The writer was sent to an English school in the city. 5) In the city the grandmother fed sparrows. 6) The writer studied abroad five years.
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Q1. What did they have for breakfast?

Ans. They had stale chapattis, butter and sugar in breakfast.

Q2. Why did grandmother always go to school with the author?

Ans. A temple was attached with the school. Grandmother spent the school hours in temple.

Q3. When was the common link of friendship between the author and his grandmother broken?

Ans. The author got a separate room when he joined university. This broke the link of their friendship.

Character Sketch-GRANDMOTHER

The grandmother was fat and old with a stoop. She was too old but looked attractive. She was a religious lady. She was seen praying most of the times. She had a very kind heart. She liked to feed animals and birds. She always wore white clothes. Her soul was also as white as her white clothes. She shared a great bond with the author. But this bond weakened because of her disliking for modern education system. But the author always felt the same attachment for her.

3. OF STUDIES

1) Francis Bacon wrote the essay 'Of Studies'. 2) Study of books serves three purposes. 3) Studying books in loneliness gives us joy.	4) Spending too much time in studies makes one lazy and ease-loving. 5) Writing poetry makes man creative.
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Q1. What do studies serve for?

Ans. Studies serve for delight, for ornament and for ability.

Q2. What are the chief uses of studies?

Ans. Studies give us joy. They make our conversation beautiful and improve our abilities.

Q3. Why should we read?

Ans. We should read to gain knowledge and wisdom.

4. LIBERTY AND DISCIPLINE.

1) William Slim is the author of the chapter. 2) Discipline is training of mind and character. 3) Discipline is considered a restraint on liberty. 4) The discipline imposed forcibly is dictatorship.	5) The Colonel rebuked the writer for not returning the salute properly. 6) A nation can overcome an economic or military crisis with the help of discipline only.
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Q1. How does the author define liberty?

Ans. Liberty is to do things the way we like without any restraint.

Q2. What is discipline?

Ans. Discipline is a restraint on liberty. It makes people to follow rules and orders. Punishment is there if these are not followed.

Q3. Why should one keep to the left?

Ans. Rules of the road are for our safety. It is a duty also for others safety.

Q4. What did Colonel tell the author about discipline?

Ans. He told the author that discipline begins with the officers.

5. A PRESIDENT SPEAKS

1) Dr. A.P.J. Abdul Kalam wrote it.	4) We expect Indian railways to provide us clean bathrooms.
2) Dr. Kalam had three visions for India.	5) We become very responsible and law-abiding when we are in another country.
3) These visions are freedom, development and strength.	

Q1. When according to Kalam, did India get its first vision of freedom?

Ans. According to Kalam India got its first vision of freedom in its first independence war in 1857.

Q2. What is Kalam's second vision for India?

Ans. Kalam wants India to be in the list of developed nation.

Q3. Why does Kalam want India to be a strong military and economic power?

Ans. Being strong will bring respect from all over the world. That is why Kalam wants so.

VISION OF KALAM

Kalam has three visions for India: freedom, development and strength. He believed that in 1857 India fought first time for freedom. According to him, India is one of the top five countries in development. India should develop its self-confidence. He wants India to become a strong nation. India must have strong military and economic power. It will bring respect to India.

6. The Earth is not Ours

1. This chapter is an extract from Kofi Annan's speech.	4. The basic worry of poor people is to get meals for their children.
2. The United Nations was founded in the name of common peace.	5. The opportunities in the present world are not equally distributed.
3. We live in the constant fear of wars.	

Q1. What is the meaning of globalization?

Ans. The whole world has come at one platform for every kind of activity. This trend is called globalization.

Q2. What are the dangers of globalization?

Ans. It causes increase in crime, drugs, smuggling, terrorism etc.

Q3. What are the benefits of globalization?

Ans. It leads to growth all over the world. It opens new opportunities to solve many global issues.

Q4. What fundamental freedoms does the author talk about?

Ans. These are – freedom from poverty, freedom from fear and freedom for future generations to survive on this planet.

Q5. What is the old African wisdom that author refers to?

Ans. This wisdom suggests that the earth is not ours. We hold it for our future generations.

7. Let's Not Forget the Martyrs

1. 'Vandana Sehgal' is the writer of this chapter.	4. Captain Vikram Batra was named 'Sher Shah' for his courage.
2. Major Som Nath Sharma is the first recipient of the Param Vir Chakra.	5. Captain Vikram Batra was born on Sep 9, 1974 in Ghuggar village near Palampur in HP.
3. Pakistani forces attacked a village in the Khem Karan Sector of Punjab on Sep 10, 1965.	6. 'Jai Mata Di' were the last words of Captain Vikram Batra.

Q1. Name the five recipients of the Param Vir Chakra mentioned in the chapter.

Ans. These are- 1. Major Som Nath Sharma 2. Lieutenant Colonel Dhan Singh Thapa. 3. Havildar Abdul Hamid.
4. Flying Officer Nirmal Jit Singh Sekhon. 5. Captain Vikram Batra.

Q2. Havildar Abdul Hamid is known as killer of tanks. Why?

Ans. Because he alone destroyed three tanks of the enemy forces during Indo-Pak war 1965.

Q3. In which war did Captain Vikram Batra display exemplary bravery?

Ans. During 1999 Kargil war at Kashmir between India and Pakistan.

Q4. Why was Flying Officer Nirmal Jit Singh Sekhon awarded the Param Vir Chakra?

Ans. During a Pakistani raid he alone defended Srinagar air base.

8. Water: A True Elixir

1. Dr. D.V. Jindal wrote this chapter. 2. 97% of water available on the earth is salty ocean water. 3. In ancient India people believed forests were the mothers of rivers.	4. Punjab is known as the 'food bowl of India'. 5. Water is the true elixir of life. 6. About 5000 years ago Indus Valley Civilization flourished. 7. In case of water, Sangrur and Moga are the worst affected districts of Punjab.
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Q1. Why did civilizations generally grow on the banks of big rivers?

Ans. Rivers can fulfill the needs of water of civilizations. That is why generally civilizations grow on the banks of big rivers.

Q2. What type of water supply and sewerage system prevailed during the Indus Valley Civilization period?

Ans. A very well organized urban water supply and sewerage system prevailed during the Indus Valley Civilization.

Q3. What technology can be used to save water?

Ans. The technology related to soil and agronomic management can be used to save water.

Necessity of Conserving Water

Conserving water is the necessity of the time. We are using water out of limits. We are also wasting a lot of water every moment. Water pollution with industrial waste is another reason of decrease in usable water. Cutting trees is also disturbing the water cycle. Water level at certain places has gone down to alarming levels.

Water is the base of all sort of life on earth. So it has become very necessary to conserve water if we want a healthy life for coming generations. The technology related to soil and agronomic management can be used to save water. Thus it must be done to conserve water.

9. The First Atom Bomb

1. Marcel Junod wrote this chapter. 2. The first atom bomb was dropped on Hiroshima on Aug 6, 1945. 3. Hiroshima is situated on the delta of river Ota in Japan.	4. The word 'Hiroshima' means the broad island. 5. After half an hour of the explosion, it started raining lightly. 6. When there was nothing left to burn after explosion, the fire went out.
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Q1. Who were the first Americans to see the photographs of Hiroshima after atomic bomb attack? Ans.

These were- General Fitch, Colonel Marcus, Colonel Webster and Colonel Sams.

Q2. Why did rain begin after half an hour of the explosion?

Ans. Heated air rose to a great height that caused rain.

Q3. What was the opinion of General MacArthur about war?

Ans. He opined that war cannot solve any problem of the globe and next world war can bring the world to nothingness.

Immediate Effect of the Atomic Bombardment on Hiroshima

The immediate effect of the atomic bomb was unnatural and extremely tragic. There was a tremor like an earth quake. The heat became unbearable. It was suffocating. Thousands of people die immediately. Many suffered severe pain out of burns. Buildings flattened as these were of cardboards. Animals and vegetation also met the same fate. No one was left alive around the three miles of the center of explosion.

10. No Time for Fear

1. Philip Yancey wrote this chapter. 2. It is a story of bravery of a young Canadian, Malcolm. 3. Barb ran towards the lodge to call for help. 4. Malcolm tried to use his haversack as a bandage.	5. According to doctor, Malcolm's face was like putting a jigsaw puzzle together. 6. Barb proposed Malcolm for Marriage. 7. Barb and Malcolm got married on July 21, 1973.
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Q1. Who were Malcolm and Barb?

Ans. Malcolm and Barb were two lovers from Canada.

Q2. Who attacked Barb?

Ans. A she-bear attacked Barb.

Q3. Why did Malcolm ignore Barb's letters?

Ans. Malcolm thought Barb's concern is only for sympathy and not for love.

Q4. Why did Barb marry Malcolm?

Ans. Barb believed that scars can't change a person.

Malcolm's encounter with the grizzly

Once a grizzly, a she bear, attacked Malcolm and his friend Barb. Malcolm fell far away with bear's one attack of her paw. Then the bear attacked on Barb. When Malcolm saw this, he didn't find time to think or fear. Out of his love for Barb, he stabbed the bear with his knife from back. The bear became furious in pain. It attacked Malcolm severely. His face was bleeding from everywhere. A part of his hair and skull were also gone. When he stopped fighting back to the grizzly, it thought him dead and left from there.

1. Lines Written in Early Spring

The poem 'Lines Written in Early Spring' is written by William Wordsworth. The poem emphasizes on man's lost happiness and bond with nature. Man has become greedy for materialistic things. He is running away from nature and its beauty. So if man wants to regain his happiness he must be a part of nature's holy plan.

To her fair works did Nature link The human soul that through me ran; And much it grieved my heart to think What man has made of man Q1. Give the name of the poem and the poet. Ans. the name of the poem is 'Lines Written in Early Spring'. Name of the poet is 'William Wordsworth'.	Q2. Why is the poet grieved? Ans. The poet is grieved to think what man has made of man. Q3. What are the fair works of nature are referred to in the stanza? Ans. 'Fair works' refers to beauty of the nature. Q4. List two pairs of rhyming words in the stanza. Ans. the rhyming words are- link-think; ran-man.
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2. Mother's Day

'Mother's Day' is written by Shiv K.Kumar. The poem contrasts Indian and western way of giving respect to mother. The mothers in India do not deserve only one day of the year to be dedicated to them. It will be disrespect to our mothers. Our value system demands that we should pay our respect to mother every day. This is the only way to respond to a mother's blessings.

3. Television

<p>Fear not, because we promise you That, in about a week or two Of having nothing else to do, They'll now begin to feel the need Of having something to read.</p> <p>Q1. Name the poem and the poet. Ans. the name of the poem is 'Television'. The name of the poet is 'Roald Dahl'.</p>	<p>Q2. What is the 'fear' the poet is talking about? Ans. The fear is about how the children would behave if television is taken from them.</p> <p>Q3. Why do you think the children will start reading the book? Ans. The children will start reading the book for joy in absence of television.</p> <p>Q4. What does the word 'need' convey in these lines? Ans. It is about the need of books to read in absence of television.</p>
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4. UPAGUPTA

'Upagupta' is written by 'Rabindranath Tagore'. The poem throws light on the strengths of character. Upagupta is the name of a Buddhist monk. Self control and kindness for humanity are the strengths of his character. Outer beauty does not attract him. But he believes in serving humanity in its gross situation. Thus the poem is a true picture of a strong character.

<p>The ascetic sat by her side, took her head On his knees, And moistened her lips with water, and Smeared her body with sandal balm. "Who are you, merciful one?" asked the woman. "The time at last has come to visit you, and I am here." Replied the young ascetic.</p> <p>Q1. Give the name of the poem and the poet. Ans. The name of the poem is 'Upagupta' and the poet is 'Rabindranath Tagore'.</p>	<p>Q2. List the things the ascetic did to lessen the woman's suffering. Ans. He put her head on his knees, moistened her lips with water and smeared her body with sandal balm.</p> <p>Q3. Why do you think the ascetic helped her? Ans. Because she was sick and nobody was helping her.</p> <p>Q4. Write the figure of speech used in the first line of the stanza. Ans. Alliteration.</p>
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5. Confessions of a Born Spectator

This poem is written by Ogden Nash. In the poem the poet presents his personal opinion about athletes. He celebrates passion and achievements of athletes. But he himself never wants to take part in any of the games. He does not want to get hurt during the game. So he is happy to play his role as spectator only.

6. The Little Black Boy

This poem is written by William Blake. The poem is based on the theme of universal love. A small black boy in the poem believes that God loves every living being equally. His all blessings are for everyone in this universe without any discrimination. He hopes for freedom from any discrimination in the tents of God.

7. A Thing of Beauty is Joy Forever

<p>Some shape of beauty moves away the pall From our dark spirits. Such the sun, the moon, Trees old and young, sprouting a shady boon For simple sheep; and such are daffodils.</p> <p>Q1. Name the poem and the poet. Ans. The name of the poem is 'A Thing of Beauty is Joy Forever'. The name of the poet is John Keats.</p>	<p>Q2. What moves away the pall from our dark spirits? Ans. A thing of beauty moves away the pall from our dark spirits.</p> <p>Q3. Name the heavenly bodies mentioned in this stanza. Ans. The sun and the moon are heavenly bodies.</p> <p>Q4. List two rhyming words in the stanza. Ans. Moon-boon.</p>
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1. AN ASTROLOGER'S DAY

1)R.K. Narayan wrote the story 'An Astrologer's Day. 2)The astrologer sat under a tree on a busy road every day. 3)The nuts vendor gave fancy names to nuts every day to attract customers.	4)The astrologer left his village because he stabbed a man. 5)That man's name was Guru Nayak. 6)GuruNayak could not recognize the astrologer.
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Q1. What was the astrologer's professional equipment?

Ans. A dozen cowrie shells, a chart on a piece of cloth, a notebook etc. were astrologer's equipment.

Q2. How did he gave his face the look of an astrologer?

Ans. A saffron coloured turban and a mark of ash and vermilion on his forehead gave him the look of an astrologer.

Q3. How could he guess his clients' problems?

Ans. He listened to his clients for first ten minutes. Then using common human psychology he guessed his clients' problem.

Character Sketch of Astrologer

The astrologer was from a farmer's family. One day he drank and started fighting. He stabbed a man in fury. After this incident, he ran to town. In town, he started a new life as an astrologer. He had no knowledge of astrology. But with guess work he managed to run his business well. He dressed properly as an astrologer. He impressed his clients with pleasantries.

One day the same man, whom the astrologer had stabbed in his village, visited him. He stretched his hand in front of the astrologer to get a clue of his attacker. He did not recognize the astrologer. So the astrologer handled him tactfully and saved himself. At night, he told his wife that he was relieved from the burden of a murder.

2. The Tiger in the Tunnel

1)Ruskin Bond is the writer of the story. 2)Baldeo was a watchman at a small railway station. 3)He always carried an axe with him.	4)Next to the railway station was a deep cutting and a tunnel. 5)Tembu was Baldeo's son. 6)He was 12 years old.
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Q1. Why had Baldeo to work as a Khalasi?

Ans. Baldeo had a small piece of land. It could not fulfill his family's needs. So he worked as a Khalasi.

Q2. What was Baldeo's axe like?

Ans. The axe looked very fragile. But it was very sharp.

Q3. Describe the fight between Baldeo and the tiger.

Ans. Baldeo was on his signal duty when a tiger attacked on him. Baldeo had no way out to save himself. But he hit the tiger badly with his axe. The tiger killed him in fight. But it could not run. So the train passed over the tiger and the tiger also died.

3. Sparrows

1)K.A. Abbas wrote 'Sparrows'. 2)Rahim Khan loved Radha and wanted to marry her. 3)Radha was village banya's daughter.	4)Rahim Khan had been married for 30 years. 5)Bundu was his elder son and Nuru; the younger. 6)He was filled with anger when he learnt that his wife had gone away
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Q1. Who did Rahim Khan responsible for the frustration of his dreams?

Ans. He held society and his parents responsible for this. But he gave vent to his frustration on his wife and children.

Q2. What does Rahim Khan's behavior towards Sparrows shows about his nature?

Ans. It showed that he was a very kind person. His failures had made him cruel.

Character Sketch- Rahim Khan

Rahim Khan was a cheerful, ambitious and loving person in his youth. He wished to join circus and marry a Hindu girl. But his father rejected his both the wishes. He was married to a girl of his own cast.

This changed his behavior absolutely. Anger and rudeness took place of cheerfulness. He used to beat his wife and two sons frequently. Gradually, all the members of his family left him. After his wife had gone away, he was left alone in his hut.

Then came a family of sparrows in his life. They had built their nest in Rahim Khan's hut. These sparrows made him human again. He gave his life to save the sparrows. So in the end, we see the old kind and loving Rahim Khan again.

4. The Model Millionaire

1. Oscar Wilde wrote the above story.	6. He acted as beggar model for Trevor's painting.
2. Hughie Erskine and Laura Merton were lovers.	7. He helped Hughie to realize his dream to marry Laura.
3. Laura's father was a retired colonel.	8. He gifted a cheque for ten thousand pounds to Hughie.
4. Alan Trevor was an artist.	
5. Baron Hausberg was a European millionaire.	

Q1. What qualities made Hughie Erskine popular with men and women?

Ans. Hughie was a handsome and good natured fellow. He had a kind heart. All this made him popular.

Q2. What was the Colonel's condition for Laura's marriage to Hughie?

Ans. The Colonel wanted Hughie to own ten thousand pounds to marry Laura.

Q3. Why did Hughie think that Trevor's model was an amazing one?

Ans. From his looks and clothes, the model looked like a miserable beggar. That is why Hughie found him an amazing one.

5. The Punch Parmeshwar

1. Munshi Premchand wrote this story.	4. Algu avoided to become head punch because he did not want to spoil his relationship with Jumman.
2. Jumman Sheikh's aunt decided not to live with the family because they ill-treated her.	5. Algu sold his ox to Samjhu Sahu.
3. The aunt proposed Algu Choudhri's name as head punch.	6. Samjhu Sahu chose Jumman as his head punch.

Q1. What was the problem of Jumman's old aunt?

Ans. She had no one of her own to look after her property.

Q2. How did Jumman's aunt present her case?

Ans. She told the panchayat that Jumman did not keep his promise of looking after her in return of her property. She wanted justice from the panchayat.

dispute between Algu and Samjhu?

Ans. Samjhu took a month's time to pay for the ox when he bought it from Algu. But he overloaded the ox with work so much that it died in a month's time. So now he denied paying for it.

Q3. What was the matter of

Justify the Title of the story

Title of a story is just if it reflects the main idea of it. The title of the story, 'The Panch Parmeshwar', presents the idea that a panch is a representative of God. It is believed that a panch is always above any relationship because God resides in the heart of a panch and God speaks from the lips of a Panch. So one must always honor a panch's words.

This is what we see in the story. The relationship of two friends Jumman Sheikh and Algu Chowdhri goes through ups and downs. Both of them act as panch against each other. But both understand the responsibility of a panch and stand for justice. Their personal relations does not come before their decisions. This is how a panch should bear the responsibility towards justice. And finally with God's grace, all the misunderstanding in their hearts fades away and their friendship becomes stronger than ever.

6. The Peasant's Bread

1. Leo Tolstoy wrote the story. 2. An imp stole the peasant's bread. 3. The peasant did not get angry when he found his bread stolen.	4. The imp advised the peasant to sow corn in low-lying damp place in the first year. 5. In the second year, he advised him to sow corn on the hill. 6. The devil gave the imp position of high honor as his reward.
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Q1. What did the imp teach the peasant to do with the excess grain?

Ans. The imp taught him to make vodka from it.

Q2. What happened when the guests drank the first glass of vodka?

Ans. They behaved like foxes and started telling nice lies about each other.

Q3. What happened when the guests drank the second glass of vodka?

Ans. They behaved like wolves and started hitting each other on the nose.

Q4. What happened when the guests drank the third glass of vodka?

Ans. They behaved like pigs and started making strange noises.

Message of the story

The story gives message about basic human nature. It shows clearly that if a man has more than his needs, it spoils his life. The peasant in the story is a happy man when he had only to meet his needs. Soon, he falls a prey in the hands of the imp. The imp suggests him the ways to increase his harvest and thus starts his downfall. The animal in human becomes evident as we see the peasant becoming prospered. The peasant loses his morality and the imp is rewarded with a high position of honor by the devil.

NOTICE WRITING

LILA RESIDENTS ASSOCIATION, TILAK NAGAR DELHI NOTICE
March 3, 2019
MEETING AGAINST FREQUENT POWER FAILURE
This is to inform all the residents that there is a meeting in the Main Hall on March 20, 2019. The meeting is against frequent power failure in the colony.
XYZ (President)
D.A.V.PUBLIC SCHOOL, LUDHIANA NOTICE
MARCH 3, 2019
IMPORTANT MEETING
This is to inform the House-Captains that there is a meeting with the Vice-Principal, today in his office, during recess, for the allocation of duties for maintaining discipline in the school.
Rajiv Sharma (Head Boy)
SAI BABA SOCIETY, SOMESH VIHAR, DELHI NOTICE
March 3, 2019
PREVENTION AGAINST DENGUE FEVER
1. Remove water from coolers. 2. Wear clothes that cover arm and legs

3. In case of fever, contact doctor.	
Sheetal Jain (Secretary)	<p style="text-align: center;">GANDHI PUBLIC SCHOOL, AGRA NOTICE</p> <p>MARCH 3, 2019</p> <p style="text-align: center;">LOST! LOST! LOST!</p> <p>This is to inform all the students that a Cello Pen has been lost in the school ground. The pen has a blue refill. It has a blue cap. Anyone who finds it should give it to the English teacher.</p> <p>Rakesh Sharma (X B)</p>
	<p style="text-align: center;">RADHIKA VATIKA SCHOOL, KHANNA NOTICE</p> <p>March 3, 2019</p> <p style="text-align: center;">ENTRIES FOR SCHOOL MAGAZINE</p> <p>This is to inform all the students that entries for the school magazine are invited from students. Kindly submit the entries to the English teacher in two days.</p> <p>Nimisha (Editor)</p>
	<p style="text-align: center;">NAROTTAM NAGAR WELFARE SOCIETY, LUDHIANA NOTICE</p> <p>March 3, 2019</p> <p style="text-align: center;">PROTEST AGAINST CONDITION OF ROADS</p> <p>This is to inform all the residents that there is a meeting next Sunday in the Main Hall. The meeting is to protest against the condition of roads in the colony.</p> <p>Arjun Khanna (President)</p>
	<p style="text-align: center;">SHIVALIK PUBLIC SCHOOL, CHANDIGARH NOTICE</p> <p>March 3, 2019</p> <p style="text-align: center;">FOUND! FOUND! FOUND!</p> <p>This is to inform all the students that a bicycle has been found in the school ground. The owner can contact the English teacher.</p> <p>Yogita (Head Girl)</p>
	<p style="text-align: center;">KARNAL PUBLIC SCHOOL, KARNAL NOTICE</p> <p>March 3, 2019</p> <p style="text-align: center;">ANNUAL SPORTS DAY</p> <p>This is to inform all the students that there is an Annual Sports Day in the school on March 20, 2019. Interested students can give their names to the English teacher in two days.</p> <p>Munish (Head Boy)</p>

CITY PUBLIC SCHOOL, CHANDIGARH
NOTICE

March 3, 2019

FANCY DRESS COMPETITION

This is to inform all the students that there is a Fancy Dress Competition in the school on March 20, 2019. Interested students can give their names to the English teacher in two days.

Sonal
(Cultural Secretary)

VICTOR MODEL SCHOOL, JALANDHAR
NOTICE

March 3, 2019

INTER STATE DRAMATICS COMPETITION

This is to inform all the students that there is a Inter State Dramatics Competition at Deshbhagat Hall on 27th March. Interested students can give their names to the English teacher in two days.

Raghav
(Secretary, Dramatics Club)

LETTER WRITING

1. Subject: insanitary conditions.

403A, Model Town
Ludhiana

July 11, 2019

The Municipal Commissioner
Ludhiana

Subject: Insanitary conditions

Sir

I would like to draw your attention towards the insanitary conditions of our area. It has become a big problem for the residents.

The sweeper does not come regularly. Garbage piles up all around. It stinks awful. The rainy season is ahead. It worries us about the risk of diseases. The garbage with clogged water attracts many insects and infections. Kindly look into the matter and do the needful.

Thanking you in anticipation

Yours faithfully
Amit Bajaj

2. Subject: Delay in delivery of mail.

403A, Model Town
Ludhiana

July 11, 2019

The Post Master
Ludhiana

Subject: Delay in delivery of mail

Sir

I would like to draw your attention towards the irregular delivery of my letters. It has become a big problem me. The postman, Ram Lal does not come regularly.

Sometimes he delays important letters. It causes me huge loss. Some times he delivers letters to wrong persons or to the children playing in the street. He does not care for our instructions. Some steps must be taken to control this evil. Kindly look into the matter and do the needful.

Thanking you in anticipation.

Yours faithfully
Amit Bajaj

3. Subject: Loss of bicycle

403A, Arjun Vihar Muktsar

July 11, 2019

The S.H.O. Division 1 Muktsar

Subject: Loss of bicycle

Sir

I am writing this letter to notify about the loss of my bicycle from the main bazar. In the morning around 10 am, I went to buy some goods at Parkash Kiryana Store. I came out after 15 minutes. I did not find my bicycle.

I am sure that I have locked my bicycle. The people around helped me to find the bicycle. But we did not find it anywhere. The bicycle is of Avon make and black color. I shall be thankful if you register my complaint.

Yours faithfully Amit Bajaj.

4. Subject: Loss of motorcycle

I am writing this letter to notify about the loss of my motorcycle from the main bazar. In the morning around 10 am, I went to buy some goods at Parkash Kiryana Store. I came out after 15 minutes. I did not find my motorcycle.

I am sure that I have locked my motorcycle. The people around helped me to find the motorcycle. But we did not find it anywhere. The motorcycle is of Hero Honda make and black color. I shall be thankful if you register my complaint.

5. Subject: Need of Library

403A, Model Town
Chandigarh

July 11, 2019

The Mayor
Chandigarh

Subject: Need of library

I would like to draw your attention towards the need of setting up a library in the city. The trend of reading books is diminishing fast. Today youth is more interested in spending time with computers, television or mobile phones. Games on mobiles attract them more than books.

Book reading gives us knowledge. It also develops many other good habits. It makes readers to sit silently and read peacefully. If an initiative to set up a library in the city is taken, we might get our youth back to these most needed habits.

I would appreciate if my suggestion is taken into consideration.

Thanking you in anticipation

Yours faithfully Amit Bajaj.

6. Subject: Frequent electricity breakdown in the area

403A, Model Town
Moga

July 11, 2019

The S.D.O. PSPCL
Moga

Subject: Frequent electricity breakdown in the area

Sir

I would like to draw your attention toward the frequent electricity breakdown in the Model Town. Power cuts are always there in summers. But this time its becoming a big problem for the residents. These are unannounced and for longer duration than usual.

Most of the house-hold chores depend upon electricity. Students have to prepare for examination. People have to take rest for some time at noon. We are so dependent on electricity for all these tasks. Kindly, look into the matter for the well-being of the citizens and do the needful.

Thanking you in anticipation.

Yours faithfully Amit Bajaj

7. Subject: Non-payment of interest

403A, Arjun Vihar Muktsar

July 11, 2019

The Branch Manager
SBI, Main Branch
Muktsar

Subject: Non-payment of interest

Sir

I am writing this letter to notify about non-payment of interest in my account. My name is Amit Bajaj. My A/C no. is 53649237346. I have deposited 1,50,000 rupees in my account. Yesterday I checked the statement of my account online. I was shocked to find that interest is not being paid for three months. Kindly, look into the matter and do the needful.

Thanking you in anticipation.

Yours faithfully Amit Bajaj

8. Subject: Full fee concession

Examination Hall

.....City

May 20, 2019

The Principal

Government Senior Secondary School

Moga

Subject: Full fee concession

Sir

I am a student of Class XII A of your school. My name is Simran. I request you to kindly give me full fee concession. My father is a peon in a Factory. He cannot pay my fees with his low income.

I always pass with first division. I want to study further. I want to become a teacher. Kindly help me to achieve my aim. I may please be given full fee concession and some help from students' aid fund for other expenses for my study. I shall be very grateful to you for this act of kindness.

Thanking you in anticipation.

Yours faithfully

Simran

9. Subject: Remission of fine

I am a student of Class XII A of your school. My name is Simran. I request you to kindly remit my fine. It was our English test in the first period today. I have prepared well for the test. I was on the way to school in time. Suddenly, I felt the front tyre has got flat. I had to drag the bicycle for 3kms. So I got late for school and could not take the test. The teacher fined me 50 rupees for missing the test.

My father is a peon in a Factory. He pays my school fee with great difficulty. He can not pay this extra money. I always pass with first division. Kindly remit my fine this time. I will never let it happen again. I shall be very grateful to you for this act of kindness.

Thanking you in anticipation.

10. Subject: Shortage of lectures

I am a student of Class XII A of your school. My name is Simran. I request you to kindly complete my lectures. I always pass with first division. I never miss the school.

Sir, my mother fell sick in the month of November. My father is an army man. He could not get leave. I am the only son of my parents. So I had to miss the school to take care of my mother. Now I fell short of lectures. Kindly, condone the shortage of my lectures. I shall be grateful to you.

11. Subject: Issuing of testimonial.

I was a student of Class XII A of your school in the last session. My name is Simran. I request you to kindly issue me a testimonial as my character certificate. I have taken admission in college. I have to submit it there. Kindly, issue me testimonial showing my academic and other records. I shall be grateful to you.

12. Subject: Changes in the school library

I am a student of Class XII A of your school. My name is Simran. I would like to give some suggestions regarding school library. It is not well organized. A lot of time is wasted in search of books.

The books should be kept alphabetically and subject wise. Some magazines and journals are also required. It would prove helpful to students. A neat and clean library will be a perfect reading place. A group of 6 students is ready to help the librarian for this task. Kindly allow us for this change.

13. Subject: Change of name in school records.

I am a student of Class XII A of your school. My name is Ram Singh. I request you to kindly change my name in school records. I have changed my name from Ram Singh to Ram Singh Rathod. All the legal formalities has been done.

I request you to change my name in the school records. Examination forms will be filled in the next month. Kindly allow me to fill the forms with changed name. I shall be grateful to you.

Yours faithfully
Ram Singh

With best wishes

Urvashi

Lecturer-in-English