

Revised according to the updated edition

Key to

An Easy Approach to

GRAMMAR

and

COMPOSITION

7



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1. KINDS OF SENTENCE

Ex. 1 Here are 20 sentences. State the class to which they belong :

- | | |
|------------------------|-------------------|
| 1. Statement/Assertive | 11. Exclamatory |
| 2. Optative | 12. Optative |
| 3. Imperative | 13. Assertive |
| 4. Interrogative | 14. Interrogative |
| 5. Assertive | 15. Exclamatory. |
| 6. Imperative | 16. Interrogative |
| 7. Exclamatory | 17. Optative |
| 8. Statement/Assertive | 18. Assertive |
| 9. Imperative | 19. Interrogative |
| 10. Assertive | 20. Assertive |
-

2. NOUNS

Ex 1. Write countable or uncountable noun in the blanks:

- | | | |
|----------------|-----------------|----------------|
| a. Countable | b. Uncountable | c. Uncountable |
| d. Countable | e. Uncountable | f. Countable |
| g. Uncountable | h. Uncountable. | |

Ex 2. Name the gender:

- | | | | |
|--------------|--------------|-----------|--------------|
| a. Neuter | b. Masculine | c. Common | d. Common |
| e. Common | f. Common | g. Common | h. Feminine |
| i. Masculine | j. Neuter | k. Neuter | l. Common |
| m. Common | n. Masculine | o. Common | p. Masculine |

Ex 3. Write the feminine gender of the nouns given below:

- | | | | |
|------------|------------|----------|-------------|
| a. Maid | b. Cow | c. Filly | d. Bee |
| e. Duchess | f. Vixen | g. Goose | h. Lady |
| i. Heiress | j. Heroine | k. Lass | l. Lady |
| m. Nun | n. Niece | o. Ewe | p. Madam |
| q. Aunt | r. Woman | s. Witch | t. Waitress |
-

3. PRONOUNS

Ex1 Rewrite the following sentences changing all the pronouns to plural form:

1. *These* houses are *ours*.
2. *They* eat what *they* like.
3. *We* have nothing to do with *them*.
4. *We ourselves* can do *these* jobs.
5. *They* must do the work carefully.
6. *We* are sure it was not he.
7. *These* bags are *theirs*.
8. *They* have presented *us* a nice gift.

Ex 2 Underline the relative pronouns in each sentences:

1. This is the book *which* you gave me.
 2. The students *who* had come late were fined.
-

3. This is the boy **whom** I know.
4. That is the bag I bought yesterday.
5. Here is the child **that** was lost in the fair.

4. USE OF DETERMINERS - A, AN, THE

Ex1 Fill in the blanks with determiners 'a', 'an' or 'the' :

1. We should not insult **the** weak.
2. Mohan is not **an** honest boy.
3. **A** goat is more valuable than **an** ass.
4. We invited **an** MLA to preside over **the** function, but he did not come.
5. I have never spoken to **a** European.
6. Let us thank **the** Lord for his love.
7. Do you read **the** *Quran*?
8. He requested me to wait for **an** hour.
9. **The** Japanese were defeated in **the** war.
10. One day, Buddha sat under **a** Bodh tree.
11. **The** evil spirits tried to assail him.
12. Which is **the** smallest continent?
13. **The** Andamans are **a** group of islands.
14. He was given **an** umbrella.
15. Do you know who won **the** first prize?

Ex 2 Rewrite the following, inserting determiners 'a' 'an' or 'the' wherever necessary :

1. **Ans.** Tilak was one of the greatest leaders of the freedom movement.
2. **Ans.** Once a fox, a donkey and a lion went for hunting. They decided to divide the spoil equally.
3. **Ans.** Soon they caught a deer and the donkey was asked to divide it.
4. **Ans.** By this time, the sun was about to set and all of a sudden, the sky became dark as if it had been covered with the thick cloud.
5. **Ans.** Since Mars is tilted at about the same angle as the earth is, it has seasons as we have.
6. **Ans.** The Ganga is a sacred river of India.
7. **Ans.** She reminds me of the snow covered peaks and deep valleys of the Himalayas.
8. **Ans.** Five monkeys were teasing the crocodile. The crocodile was very angry and so it caught one of the monkeys and ate it.
9. **Ans.** Pity the nation that wears the cloth it does not weave.
10. **Ans.** The British and the French joined together and declared war on Germany.

4.1 MORE ABOUT DETERMINERS

Ex. Fill in the blanks with suitable word from the box given below:

1. Have you got **any** money? If you don't have, you can get **some** from the bank.
2. **The few** pens in the shop were old and broken.

3. The country expects **every** man to do his duty.
4. **Many** Indians are unable to read or to write.
5. Don't eat **much** sugar.
6. I have to write **a few** lines to my friend.
7. **Each** house in the colony has a gate.
8. There are **some** apples left in the basket.
9. Did you drink **some** tea ?
10. There is electricity in **every** village.
11. There are **many** people who are very poor.
12. **Many** years ago, there was a king who had **little** knowledge.
13. I could not find **any** intelligent boy in the class.
14. There is **little** hope of him getting a first class.
15. **The few** books I had were the ones borrowed from friends.
16. There is **little** use of flogging a dead horse.
17. **Each** boy in the class was given a prize.
18. There isn't **any** use of doing it now.
19. Wait **a little** and your chance will come.
20. I haven't **any** spare pen.

5. ADJECTIVES

Ex.1 List A contains ten adjectives and List B has ten nouns. Match them together in the most appropriate manner.

List A	List B
1. Cruel	Deed
2. Dauntless	Courage
3. Systematic	Work
4. Melodious	Song
5. Thorny	Path
6. Fiery	Speech
7. White	Lie
8. Delicious	Meal
9. Desperate	Need
10. Legible	Hand

Ex.2 Form adjectives from the following nouns.

noun	adjective	noun	adjective
pity	pitiable	child	childish/childlike
heaven	heavenly	prince	princely
wealth	wealthy	wood	wooden
love	lovable	picture	picturesque
need	needy	slave	slavish
cost	costly	sense	sensible
pain	painful	quarrel	quarrelsome
doubt	doubtful	artist	artistic
peace	peaceful	fool	foolish
progress	progressive	play	playful

5.1 USING ADJECTIVES IN COMPARISONS

Ex.1 Fill in the blanks with the correct degrees of comparison of the given adjectives:

- Helen, the Greek queen was the **most beautiful** woman in those days. (beautiful)
- Rajiv is **wiser** than Shyam. (wise)
- Solomon was the **wisest** king who ever lived. (wise)
- No one could run as **fast** as Vimala. (fast)
- Today he sang **better** than he did yesterday. (good)
- That is the **most interesting** book I have ever read. (interesting)
- Japan is **richer** than many other nations (rich)
- The camel is the **most useful** animal in a desert. (useful)
- Light travels **faster** than sound. (fast)
- Nobody is as **dutiful** as Jaya. (dutiful)
- Smitha is **more helpful** now than she used to be. (helpful)
- Jupiter is the **largest** planet in the solar system. (large)
- This is the **most interesting** story I have read. (interesting)
- Gold is the **most precious** of all the metals. (precious)
- Mohan is not so **polite** as his brother. (polite)
- A wise enemy is **better** than a foolish friend. (good)
- Of the two sisters, Rita is the **prettier**. (pretty)
- The **best** suggestion came from my sister. (good)
- This is the **highest** price I can offer. (high)
- Of all the Romans Brutus was the **noblest**. (noble)

Ex. 2 Change the Degree of comparison without changing the meaning :

- No one else works as hard as Shishir in the class.
- You can run faster than her.
- Venus is the brightest planet.
- No other girl in the class is as polite as she.
- Gold is more precious than any other metal.
- His bite is not as bad as his bark.
- Rose is the loveliest flower.
- My watch is not as expensive as yours.
- No other river is as holy as the Ganga.
- Pallavi is more hard working than any other girl.
- We are not as sad when not left alone.
- Mango is the most popular fruit.
- No other plan is as good as this.
- This is the shortest of all routes.

6. VERBS

Ex 1 Point out the direct object and the indirect object in the given sentences:

	Direct object	Indirect object
1. He sold me his car.	his car	me
2. The boy told him lies.	lies	him
3. Helen sent a present to Kiran.	present	Kiran
4. He asked me a question.	a question	me
5. Kindly lend me your pencil.	your pencil	me
6. His father has promised him a wrist watch.	a wrist watch	him
7. The guest brought a gift for the baby.	a gift	baby
8. Mr Xavier teaches them Geography.	Geography	them
9. The old man left a house for his daughter.	a house	daughter
10. I shall make you a cake.	a cake	you

Ex. 2 Fill in the blanks with suitable objects :

1. John gave **a pen** to Jacob.
2. Please, give **me that** purse.
3. We paid the servant **the full salary**.
4. The farmer refused to return the money lender **the loan amount**.
5. Sheela lent her camera **to her friend**.
6. My grandfather left **me** his watch.
7. The old man told us **the real story**.
8. The leader has promised a reward to **my brother**.
9. Sophia made herself a **great model**.
10. Forgive us **for our mistake**.
11. Jay has done **me** a favour.
12. Her father bought **her** a new dress.
13. You have committed **a mistake** in going there.
14. Some people observe **fast** on Tuesday.
15. He caught **me** just near the boundary.
16. Mother is knitting **a pullover** for me.
17. People exchange **greetings** on Christmas.
18. You remind **me** of the condition.
19. The hunter shot **the deer**.
20. Before his death he wrote his **autobiography**.

8. USING TENSES CORRECTLY

Ex. 1 Fill in the blanks with simple present or present continuous form of the given verbs :

1. The earth **revolves** round the Sun. (*revolve*)
2. Salim **is writing** a novel. (*write*)
3. College **reopens** next week. (*reopen*)

- | | |
|---|----------|
| 4. Vasanth is working in the U.S.A. | (work) |
| 5. Asha prefers tea to coffee. | (prefer) |
| 6. When do you get up everyday ? | (get up) |
| 7. Many children go to school on foot. | (go) |
| 8. The manager is writing some letters. | (write) |
| 9. The students are answering a test paper. | (answer) |
| 10. Mary is having her breakfast at the moment. | (have) |
| 11. The child is crying because its mother is busy in the kitchen. | (cry) |
| 12. Some boys are plucking mangoes. | (pluck) |

Ex.2 Fill in the blanks with proper tense form of the given verbs :

1. When the teacher **came** (come) to the class, the pupils **were playing** (play).
2. Arun **has been living** (live) in Delhi for seven years.
3. The workers **have decided** (decided) to go on strike.
4. In the Middle Ages people **believed** (believe) that the earth was flat.
5. When we reached their house they **were having** (have) their lunch.
6. While trying to escape, the thief **met** (meet) with an accident.
7. While we **were** (be) in Bombay, we **played** (play) football every day.
8. When Leela **was discussing** (discuss) the matter with us, her friend **called** (call) her on the phone.
9. Jaya **has swum** (swim) across the Ganga river.
10. Leo **went** (go) to live in France.
11. Raphael **was** (be) a great painter.
12. When I **reached** (reach) the exhibition hall, my friends **had returned** (return) from there.

Ex. 3 Complete the sentences by supplying the correct tense of the given verbs:

1. Tomorrow **will be** (be) a holiday.
2. His great wealth **has made** (make) him arrogant.
3. When the car **reached** (reach) the station, the train had already **left** (leave) the platform.
4. He never **reads** (read) any newspaper.
5. Suresh **is rolling** (roll) in wealth; but his brother **is begging** (beg) for his food.
6. Mina **will be completing** (complete) her M.Sc. by next August.
7. Fleming **discovered** (discover) Penicillin.
8. Vimla **has been living** (live) in Madras since 1975.
9. Have you **finished** (finish) your homework?
10. He **will be coming** (come) here next week.
11. They **had staged** (stage) a play last month.
12. While Ramesh **was driving** (drive) his car, he **saw** (see) his friend Ballu lying on the road.
13. **We celebrate** (celebrate) many festivals every year.
14. The man that **does not work** (not work) should not eat.
15. The car **broke** (break) down on way to Nagpur.

Ex.4 Change the following sentences into "going to" form of future:

1. **Ans.** Anita is going to leave for Delhi tomorrow.
2. **Ans.** Are you going to help them ?
3. **Ans.** I am not going to do it.
4. **Ans.** I know you are not going to play any mischief.
5. **Ans.** They are going to reward him for his hard work.
6. **Ans.** Madan and Meena are going to get married soon.
7. **Ans.** The thief is going to be punished.
8. **Ans.** No government is going to tax the poor
9. **Ans.** The guard is going to blow the whistle.
10. **Ans.** The train is going to leave the platform within five minutes.
11. **Ans.** I am going to return in an hour.
12. **Ans.** Mr. Smith is going to be our chief guest.
13. **Ans.** He is going to deliver an eloquent speech.

9. ADVERBS

Ex. 1 Underline the adverbs in the following sentences and name the verb with which each is used.

- | | |
|-----------------------------------|---------|
| 2. I see things differently. | see |
| 3. The patient is feeling better. | feeling |
| 4. He is growing old. | growing |
| 5. We must eat our food slowly. | eat |
| 6. The servant is paid monthly. | paid |

Ex. 2 Underline the adverbs and say of what kind each is.

- | | |
|--------------------------------------|------------------|
| 2. They were talking loudly. | Adverb of manner |
| 3. He loved her truly. | Adverb of manner |
| 4. Let us go out. | Adverb of place |
| 5. We sat inside. | Adverb of place |
| 6. Come and sit down. | Adverb of place |
| 7. Today I got up early. | Adverb of time |
| 8. I hurt my leg yesterday. | Adverb of time |
| 9. The boy runs very quickly. | Adverb of manner |
| 10. They were treated most cruelly. | Adverb of manner |
| 11. They can stay where they are. | Adverb of place |
| 12. I will do it when I think of it. | Adverb of time |
| 13. Wherever you live I will live. | Adverb of place |
| 14. He walks slowly. | Adverb of manner |
| 15. She shows a sisterly affection. | Adverb of manner |
| 16. She sings well. | Adverb of manner |
| 17. He was too careless. | Adverb of degree |

18. I have heard this before.
19. He often makes mistakes.

Adverb of time
Adverb of frequency

9.1 MORE ABOUT ADVERBS

Ex. 1 Rewrite the sentences placing the adverbs in their proper places :

1. She usually goes to college on foot.
2. When they reached the playground, the match had already begun.
3. I have just completed the essay.
4. I have not met him since a month.
5. Have you ever been to United States of America ?
6. I am planning to meet her in the garden this evening.
7. The child is too young to understand this.
8. David is always playing in the class.
9. He drinks tea everyday.
10. The new teacher is kind enough to help me in Science.
11. Meena played the piano well at the meeting yesterday.
12. It was bitterly cold.
13. She was beautifully dressed.
14. Eight of us were eventually chosen.
15. Fortunately my friend was present on that day.

Ex. 1 Write down the other comparative forms for the adverb given below :

	Positive	Comparative	Superlative
1.	skilfully	more skilfully	most skilfully
2.	swiftly	more swiftly	most swiftly
3.	far	farther	farthest
4.	late	later	latest
5.	loud	louder	loudest
6.	patiently	more patiently	most patiently
7.	often	more often	most often
8.	wisely	more wisely	most wisely
9.	happily	more happily	most happily
10.	briefly	more briefly	most briefly
11.	soon	sooner	soonest
12.	quickly	more quickly	most quickly
13.	little	less	least
14.	near	nearer	nearest
15.	fast	faster	fastest
16.	fat	fatter	fattest
17.	certainly	more certainly	most certainly
18.	much	more	most
19.	near	nearer	nearest
20.	early	earlier	earliest

10. USING RIGHT PREPOSITIONS

Ex. 1 Fill in the blanks with suitable prepositions from the ones given here :
(by, under, in, at, on, with, since, beside, besides, among, between, during)

1. The U.N.O. was founded **in** 1945.
2. Leela sat **beside** Maria.
3. Helen Keller was taught **by** Miss Sullivan.
4. The Tamil Nadu Express runs **between** Chennai and Delhi.
5. Many people lost their lives **during** the Gulf War.
6. The Indian Princes used to fight **among** themselves.
7. The Pope lives **in** the Vatican Palace.
8. Suresh was working **with** his uncle.
9. India won her freedom **on** August 15, 1947.
10. Our school reopens **in** July.
11. Manju has been living **in** Canada **since** 1979.
12. Many doctors do not like to serve **in** villages.
13. The police had beaten the thief **with** a club.
14. Sylvester works **in** a bank.
15. We hoped to reach the place **at** 8 a.m. but we could not.

Ex. 2 Fill in the blanks with suitable prepositions :

1. The poor don't have access **to** luxurious articles.
2. John was blessed **with** five children.
3. He was convinced **of** her innocence.
4. In olden days people thought that there was no cure **for** leprosy.
5. Cigarette smoking is not conducive **to** health.
6. We should not be cruel **to** animals.
7. Judas was guilty **of** treachery.
8. "Believe **in** God," said Jesus.
9. Businessmen compete **with** one another.
10. Solomon was celebrated **for** his wisdom.
11. Renu is going to be married **to** Rajan.
12. The President made an appeal **to** the people to work hard.
13. We should try not to depend **upon** others.
14. Somu is afraid **of** dogs.
15. The causes **for** World War II were many.

Ex. 3 Fill in the blanks with suitable prepositions :

Yesterday, a gloomy girl came **to** my native village **at** Krishna Nagar **to** meet me. I looked **at** her tearclouded eyes. She had a letter **for** her. It was written **by** one **of** my old friends. It was **in** Marathi. After reading the letter, I felt sympathy for the girl. She was **from** a very poor family. She narrated her sad story and requested me **to** get a job **for** her. I felt upset. I thought **about** her fate. What can I do **for** her ? I have volumes **of** my own sad stories **to** tell her. But can those stories wipe **away** her tears ?

11. USING RIGHT CONJUNCTIONS

Ex. 1 Insert the correct co-ordinating conjunctions in the following sentences :

1. He is very poor **but** he is very honest.
2. Don't go near the fire **otherwise** you will get burnt.
3. There was no train at night, **therefore** we had to sleep on the platform.
4. She had paid the money, **still** she was sent to prison.
5. Mother called the baby **and** gave it some food.
6. **Neither** Rita has come **nor** has her brother.
7. **Neither** did he rob her **nor** killed her.
8. You must work hard **or** you will fail.
9. **Either** they will come here **or** we shall have to go.
10. He was calm **though** his sons were agitated.

Ex. 2 Insert the correct subordinating conjunction in the following sentences :

1. She could not come **because** she was ill.
2. We stopped at Nagpur **where** we refuelled the car.
3. **When** he entered the hall, everyone stood up.
4. She was sleeping **when** the theft took place.
5. We know **that** she is innocent.
6. **Though** she is a foreigner, she loves this country.
7. No one will support you **if** you hurt everyone.
8. Keep the money ready **so that** you may pay quickly.
9. **When** she was riding a horse, she fell down.
10. You cannot leave the place **until** you pay.

Ex. 3 Join the pairs of sentences given below by using appropriate conjunctions :

1. He could reach in time because he left early.
2. You must go away otherwise I will inform the police.
3. We cannot have tea as there is no milk.
4. His parents died in an accident when he was seven.
5. Father will not send me abroad unless I get good marks.
6. She went to the U.S.A and joined a law firm.
7. Father bought a colt for me which is two years old.
8. She went to the library and visited me.
9. Pay the fine otherwise you will be sent to prison.

12. ACTIVE AND PASSIVE VOICE

Ex. 1 Convert the following sentences into Passive Voice :

1. He is loved by all
2. A poem is being written by Manohar.
3. Fruits have been yielded by the tree.
4. The essay had not been completed by Mona.
5. America was discovered by Columbus.

6. A house is going to be built by us.
7. Milk is drunk every morning by Mohan.
8. The bank was looted by robbers.
9. Non-violence had been preached by Budha.
10. India was being ruled by the British.
11. You are requested not to insult the poor.
12. You are advised to kindly keep silence.
13. Let him be asked to come in./ He may be asked to come in.
14. Why has he been cheated by you ?
15. By whom was the door broken ?
16. A pencil was bought for Leena by Meera.

Ex. 2 Change the following into Active Voice:

1. I got a warm welcome.
2. They are going to publish some new books.
3. Who broke the glass ?
4. The carpenter was making the table.
5. Mr. Jayan taught us Physics.
6. Don't trouble your hearts.
7. The Jews crucified Jesus
8. Someone has picked my pocket.
9. The Panchayat is repairing the roads.
10. The Parliament passed some new laws.
11. Someone had cheated Arun.
12. I know him well.
13. Why did the management cheat the workers ?
14. Please, abide by the rules.

Ex. 3 Change the voice :

1. The teacher is about to punish the children.
2. Music is liked by me.
3. A basket is being brought for Anita by Mary.
4. The girls were plucking the flowers.
5. The child lost the doll.
6. The chief guest will be welcomed by the Principal.?
7. The hunter could not kill the bird.
8. A car ran over the cat.
9. Some mangoes have been plucked by a traveller.
10. The shoes will be polished by the servant.
11. A statue of the minister was erected by the people in the public square.
12. Someone was going to call the doctor.
13. The inspector had arrested the thief

Ex. 4 Fill in the blanks with the correct tense and voice of the given verbs :

1. It **was announced** (*announce*) by the headmaster that all the students should **come** (*come*) in their uniforms.

2. We **expected** (*expect*) that the teacher would **complete** (*complete*) all the lessons; but the last lesson could not **be completed** (*complete*).
3. My friend **writes** (*write*) me a letter every month.
4. In olden days people **believed** (*believe*) that the earth **was** (*be*) flat.
5. The new tank was **filled** (*fill*) by the gardener and he **took** (*take*) five hours to do (*do*) it.
6. As **I left** (*leave*) my house, I **was met** (*meet*) by a beggar who **requested** (*request*) me to **give** (*give*) him alms.
7. A farmer **saw** (*see*) a bull grazing in his fields. So he **went** (*go*) to chase the animal away. But the latter **became** (*become*) ferocious and the farmer **had** (*have*) to run for dear life.
8. A special bus **will be arranged** (*arrange*) to go to Kanyakumari.
9. A tree **was being felled** (*fell*) by a wood cutter, but suddenly he **was prevented** (*prevent*) by some officers, who **demanded** (*demand*) a large sum as a bribe.
10. A special meeting of parents and teachers **was held** (*hold*) in our school and it **was attended** (*attend*) by many parents. All the participants **were addressed** (*address*) by a learned professor.

13. DIRECT AND INDIRECT SPEECH

Ex. 1 Change each sentence to Indirect form of narration :

1. Sohan said that he was an honest man.
2. The teacher said that it had rained heavily.
3. He says that they are notorious thieves.
4. Women will say that men are cruel.
5. The gardener said that the flowers had bloomed.
6. The fox shall say that the crow has a sweet voice.
7. The dog thought that another dog had been hiding in water.
8. The hare said that another lion had wanted to eat him up.
9. The wife said that her husband was a sympathetic person.

Ex.2 Change each sentence into Indirect form of narration

1. He said that he worked very hard.
2. The king told his minister that he was a very wise man.
3. He told me that I was hard working.
4. They said that they would stay there for two days.
5. She told you that your friend had failed.
6. Children told her that they would read that lesson the next day.

Ex. 3 Change each sentence into an indirect form of speech

1. Gopal said that his sister went to school daily.
2. The peon said politely that he had told the truth.

3. They told us that we could drink cold water.
4. Mohan told me that he had not slept at night
5. He told me that his elder brother had died.

Ex. 4 Change each sentence into Direct form of speech :

1. Mr. Mohan said to us, "Mangoes of Malabar are big".
2. The doctor said to us, "The patient died yesterday".
3. Children said to the mother, "We will eat pudding".
4. The principal said, "The students shall go to the classes in queue".
5. The beggar said to the king, "I don't want anything but food".

Ex.5 Change each sentence into indirect form of speech

1. He asked her where she was going.
2. He asked his friend what had made him laugh.
3. She asked me who that man was.
4. The father asked his son, why he looked so sad
5. She asked me what the matter was.

Ex. 6 Change each sentence into direct form of speech

1. The policeman said, "How did it happen?"
2. She said to Lucy, "How long have you been waiting for me?"
3. The teacher said to me, "Why were you absent yesterday?"
4. He eagerly said, "Who is coming tomorrow?"
5. The shopkeeper said to the customer, "How much sugar do you want?"

Ex. 7 Change each sentence into indirect form of speech :

1. I asked him if he had done his home work.
2. I asked the teacher if there had been errors in my essay.
3. They asked me if I liked swimming.
4. Mummy asked her son if he had enjoyed sound sleep.
5. The stranger asked me if he might know the way to Meerut.

Ex 8 Change each sentence into direct form of speech:

1. The mother said to me, "Have all your friends come to the party?"
2. I said to mummy, "Is daddy coming next week?"
3. We said, "Will we be ever rich?"
4. I said to my teacher, "May I ask a question ?"
5. She said to me, "Did you enjoy the film ?"

Ex. 9 Change each sentence into indirect form of speech

1. The general ordered his men to stand still.
2. The teacher ordered the students not to copy others.
3. The master ordered his servant to do what he bade him.
4. The servant requested his master to allow him to go home.
5. The father ordered his son to be off his eyes.

Ex 10 Change each sentence into direct form of speech :

1. I said to my friends, "Let us go to some hill station during the vacation.
2. The dacoit shouted to the villagers, "Stay where you are."
3. She said to me, "Put it back on the shelf.
4. The mother said to her, "Put the baby to sleep.
5. The master said to the servant, "Don't repeat it again."

Ex 11 Change each sentence into indirect form of speech :

1. She exclaimed that I was very cruel.
2. She exclaimed with joy that it was a very beautiful frock.
3. They wished that God might bless him with a son.
4. The carpenter exclaimed with sorrow to his dear that he had cut his finger.
5. The boys exclaimed with joy that they had won.
6. Jack greeted his boss and asked him how he was.
7. The young damsel exclaimed that it was a very lovely day.
8. The son exclaimed to his father with sorrow that he looked quite worried.

14. QUESTION TAG

Ex 1 Add suitable Question tags to the following statements :

- | | |
|-----------------------------------|----------------|
| 1. Prema went to Canada, | didn't she? |
| 2. I am very tired, | aren't I ? |
| 3. One can't abuse others, | can one ? |
| 4. You will attend the meeting, | won't you ? |
| 5. Anju is not lazy, | is she ? |
| 6. Few boys respect their elders, | do they ? |
| 7. He hasn't come, | has he ? |
| 8. Let us love one another, | shouldn't we ? |
| 9. Vipin likes coffee, | doesn't he ? |
| 10. They did not help us, | did they ? |

15. THE SAME WORD AS DIFFERENT PARTS OF SPEECH

Ex 1 Use each of these words as different parts of speech as indicated

- | | | |
|----------------|--|-------------|
| 1. Iron | 1. He deals in iron and steel. | (Noun) |
| | 2. The iron sheet gets rusted. | (Adjective) |
| | 3. She is ironing her clothes. | (Verb) |
| 2. Back | 1. He has got pain in his back | (Noun) |
| | 2. I have always backed my well wishers | (Verb) |
| | 3. She has not come back from the tour. | (Adverb) |
| 3. Call | 1. I personally attend my telephone call. | (Noun) |
| | 2. She called the servant a liar. | (Verb) |
| | 3. I received a call letter for interview. | (Adjective) |

4. **Fast** 1. We should keep fast at least once a week. (Noun)
 2. I fasted every Tuesday during the last year. (Verb)
 3. I always help my fast friends. (Adjective)
5. **Fine** 1. I have never imposed fine on any student. (Noun)
 2. She was fined for missing her classes. (Verb)
 3. It is always desirable to feel fine. (Adverb)
6. **Fair** 1. People in large numbers attend the Kumba fair. (Noun)
 2. I always play fair. (Adverb)
7. **Last** 1. We will fight this case to the last. (Noun)
 2. The exhibition lasted for two days. (Verb)
 3. Last year we had gone to Nainital. (Determiner)
8. **After** 1. The players shook hands after the game. (Preposition)
 2. The small child is running after his father. (Adverb)
 3. The after effects of some medicines are quite serious. (Adjective)

16. WORDS-BUILDING

Verb	Noun	Adjective
1. Advise	Advice	Advisable
2. Revise	Revision	Revisional
3. Provide	Provision	Provisional
4. Include	Inclusion	Inclusive
5. Exclude	Exclusion	Exclusive
6. Conclude	Conclusion	Conclusive
7. Divide	Division	Divisible
8. Multiple	Multiplication	Mutifiable
9. Submit	Submission	Submissive
10. Live	Life	Lively
11. Glorify	Glory	Glorious
12. Hasten	Haste	Hasty
13. Civilise	Civilization (civility)	Civil (Civilized)
14. Empower	Power	Powerful
15. Pacify	Pacification	Pacified
16. Vacate	Vacation	Vacant
17. Simplify	Simplification	Simple
18. Weigh	Weight	Weighty
19. Act	Action/Act	Active
20. Attract	Attraction	Attractive

17. SOUNDS

Ex 1 Insert a suitable sound in each blank :

1. The *thundering* of clouds woke me up.
2. *Chink* the coin. It looks to be base.
3. The engine *whistled* and the train steamed off.
4. The leaves *rustle* in the cool breeze.
5. Suddenly we heard the *booming* of guns.
6. The door *banged* aloud after me.
7. The *wailing* of the siren alerted all of us.
8. The crane *flapped* its wings and flew away.
9. The sharp *zooming* of the aeroplane startled me.
10. New shoes generally *creak*.
11. The tonga driver *cracked* his whip on the hood.
12. Wren the captive walked, the chains *clinked*.

18. CRIES

Ex 1 Supply a suitable cry for each blank:

1. Cocks *crow* early in the morning daily.
2. A crow was *cawing* on a mango tree.
3. When the wolf appeared, the sheep *bleated* in fear.
4. The dog *barked* aloud at the beggar.
5. When a cat is hungry, it *mews*.
6. When a cat is happy, it *purrs*.
7. I heard a snake *hissing* in the bush.
8. When the archer shot the arrow, the tiger *growled*.
9. The *cooing* of a pigeon is very soothing.
10. When they are excited, horses *neigh*.
11. Seeing the hounds after it, the fox gave out a loud *yelling*.
12. Elephants *trumpet* when they have a river-bath.

19. WORDS OF MOTION

Ex 1 Fill up each blank with a suitable word of motion:

1. The ships of Columbus *sailed* in the sea.
2. The rivers of South India *flow* faster than those of North India.
3. The horseman spurred the horse and it *galloped* at top speed.
4. The frogs were *hopping* near the pond.
5. Petrol vehicles *ply* very fast on roads.
6. The tiger is *prowl*ing in search of prey.
7. The top is *spinning* round and round.
8. A man who has a morning *walk* keeps healthy.

9. Birds are *flying* in the air.
 10. I saw a snake *creeping* into its hole behind the bush.

20. ANTONYMS

Ex 1 Write the antonym of each word

1. Active	Passive	2. Accept	Reject
3. Agree	Disagree	4. Arrive	Depart
5. Ascend	Descend	6. Attract	Repel
7. Blunt	Sharp	8. Bold	Coward
9. Brave	Coward	10. Bright	Dull
11. Broad	Narrow	12. Cheerful	Gloomy
13. Deep	Shallow	14. Difficult	Easy
15. Decrease	Increase	16. Exterior	Interior
17. False	True	18. Fresh	Stale
19. Full	Empty	20. Gain	Lose
21. Great	Small	22. Happiness	Sadness
23. Hard	Soft	24. High	Low
25. Junior	Senior	26. Make	Mar
27. Oral	Written	28. Peace	War
29. Permanent	Temporary	30. Pleasant	Unpleasant
31. Present	Absent	32. Profit	Loss
33. Pure	Impure	34. Remember	Forget
35. Smooth	Rough	36. Sweet	Sour
37. Ancient	Modern	38. Big	Small
39. Cool	Hot	40. Count	Uncount
41. Add	Subtract	42. Foolish	Wise
43. Failure	Success	44. Hatred	Love
45. Antonym	Synonym	46. Popular	Unpopular
47. Arrival	Departure	48. Careful	Careless
49. Early	Late	50. Hate	Love
51. Humble	Proud	52. Lenient	Strict
53. More	Less	54. General	Particular
55. Common	Uncommon	56. Please	Displease
57. Punish	Reward	58. Reject	Accept
59. Quiet	Turbulent	60. Sharp	Blunt

21. HOMOPHONES

Ex 1 Show the difference between the meaning of the words in each pair by using them in sentences

1. (a) Bail He was released on bail.
 (b) Bale Bales of cotton are lying on the platform.

2. (a) Check We must check our luggage before boarding a train.
 (b) Cheque A bearer cheque can be encashed by the bearer.
3. (a) Fair Nauchandi fair is a great attraction for the people
 (b) Fare There is lot of increase in bus fare due to hike in the price of diesel
4. (a) Hair Most of the actors have stylish hair.
 (b) Hare The hare runs very fast.
5. (a) In The children play in the park.
 (b) Inn An inn is used for taking shelter by the tourists.
6. (a) Later He reached the school later.
 (b) Latter The latter part of this story is quite interesting.
7. (a) Plan A teacher must prepare a lesson plan for teaching.
 (b) Plane A travel by plane is quite comfortable.
8. (a) Principal The Principal must possess administrative skill.
 (b) Principle We must observe certain principles in life.
9. (a) Quiet A calm and quiet atmosphere is rarely available in a city.
 (b) Quite It is quite easy to blame others.
10. (a) Sail The mariners have to face many dangers while sailing in the sea.
 (b) Sale Items for sale are displayed by most of the shopkeepers.
11. (a) Vain It is in vain to quarrel with others over petty matters.
 (b) Vein Veins play an important part in human body.

22. CONTRACTIONS

Ex 1 Write the words for these contractions :

- | | | | |
|--------------|------------|--------------|-------------------|
| 1. I'll | I will | 2. you've | you have |
| 3. he's | he has | 4. there'll | there will |
| 5. won't | would not | 6. she'd | she would |
| 7. Let's | let us | 8. That'd | that would |
| 9. we've | we have | 10. who's | who is |
| 11. can't | cannot | 12. don't | do not |
| 13. isn't | is not | 14. weren't | were not |
| 15. there've | there have | 16. there'll | there will |
| 17. what's | what is | 18. that's | that is /that has |

23. ABBREVIATIONS

Ex 1 Write the words for these abbreviations :

- | | |
|---------|------------------------------------|
| 1. PTO | Please, turn over. |
| 2. AM | Ante Meridiem. |
| 3. PM | Post Meridiem. |
| 4. YMCA | Young Men's Christian Association. |

5. CBI	Central Bureau of Investigations.
6. UK	United Kingdom.
7. USA	United States of America.
8. GMT	Greenwich Mean Time.
9. IST	International Standard Time.
10. CID	Criminal Investigation Department
11. PWD	Public Works Department
12. NCERT	National Council of Education Research and Training.

24. IDIOMS AND PHRASES

Ex 1 Given below are some idioms with their meanings. Use them in your own sentences :

- Distinguish between** – *Find the difference*
Distinguish between human and humane.
- To make the most of** – *Use to the greatest advantage*
I'm trying to make the most of my summer vacations.
- To waddle about** – *to walk about slowly swaying from side to side, like a duck.*
The infants waddle about in the house.
- Tearing hurry** – *great hurry*
Some people are always in a tearing hurry.
- Be on good terms with** – *be friendly with*
One must be on good terms with one's colleagues.
- To reduce to writing** – *to write down*
It is always useful to reduce our daily activity to writing in our daily diary.
- To insist on** – *to ask something with determination*
Some people always insist on the quality of an item while making purchase.
- To the brim** – *completely*
The glass is full of milk to the brim.
- To small purpose** – *without much practical benefit*
We must not waste our energy to small purpose.
- In a bad way** – *in a poor state or condition*
It is inhuman to treat animals in a bad way.
- To jump to a conclusion** – *come to a sudden conclusion without thinking*
Be cool and not jump to a conclusion.
- Resign oneself to** – *to accept calmly*
We must not resign ourselves to our fate.
- Uterior motive** – *hidden purpose.*
I don't help others but with an ulterior motive.
- To hold in check** – *to control.*
The police held the crowd in check.

15. **To make the money fly** – *to spend the money quickly*
There are many people who make the money fly.
16. **Queer fish** – *Strange person*
There are many queer fish in every locality.
17. **Rock bottom** – *At the lowest level*
It is against humanity to treat the poor at rock bottom.
18. **To a man** – *every one without exception*
The whole nation rose to a man to fight the enemy.
19. **Skin someone alive** – *Beat up heavily, humiliate bitterly*
The crowd was ready to skin the accused alive.
20. **Tall story** – *Exaggerated story*
We must not believe a tall story.
21. **Wheels within wheels** – *Complication after complication*
In the complexity of our life, we have to face wheels within wheels.
22. **At sixes and sevens** – *in disorder*
We must not keep our belongings at sixes and sevens.
23. **Yeoman service** – *Great service*
Serving the cause of lepers is a yeoman service.
24. **Tooth and nail** – *With all power*
We must oppose injustice tooth and nail.
25. **A bosom friend** – *very fast friend*
A bosom friend never leaves us in the lurch.
26. **A drawn match** – *that in which neither team wins*
A drawn match has got very little excitement.
27. **A sworn enemy** – *a bitter enemy*
We should keep a sworn enemy at an arms length.
28. **A maiden speech** – *speech made for the first time*
A maiden speech must be delivered carefully.
29. **Through thick and thin** – *under all circumstances*
True friends stand by us through thick and thin.
30. **Off and on** – *occasionally*
I meet my friends only off and on.
31. **An open secret** – *a secret known to all*
It is an open secret that most of the politicians are corrupt.
32. **A short cut** – *a quick approach*
There is no short cut to success in life.
33. **At a stone's throw** – *just near*
My house is at a stone's throw from our office.
34. **A tall talk** – *a big boast*
A tall talk is always disliked by most of the people.
35. **In high spirits** – *cheerful, joyful*
It is always desirable for us to remain in high spirits.

25. COMPREHENSION

Ex 1 Read the following poems carefully and answer the questions given below them :

- A. (i) On the basis of your reading of the poem fill in the blanks in the passage given below. Each blank will take just one word.

Once there was a *bitter* quarrel between the mountain and the squirrel. The mountain called the squirrel a *prig*. The squirrel replied calmly that she admitted that the *mountain* was very big but he too was not as small as *that*. She further said that *talents* differ. All sorts of *things* and weather make up a *year*. She concluded by saying that it has been *wisely* put that if she could not carry *forests* on her back he too could not crack a nut.

- (ii) Give two points of difference between the mountain and the squirrel. The mountain is big and can carry forests on its back while the squirrel is small and can crack a nut.

- (iii) What impression do you form of the squirrel from the passage ?
The squirrel is not in any way less important than a mountain.

- (iv) What is the moral of the poem ?

The quality of every living being is different and one should not undermine the other.

- B. (i) Fill in the blanks to complete the sentences given below :

(a) Freedom is right to do *anything that pleases you* ?

(b) One thing we must never forget is *everybody has a right to live*.

(c) The rich men *should not cheat the poor* and the robbers *should not rob the innocent*.

(d) The cat too has the right to *live like you*.

(e) It is certainly wrong to embrace some and *despise others*.

- (ii) Mention two improper ways of conducting oneself.

To disobey every order and rule.

Disrespecting the teachers in the school.

- (iii) Another word for “Despise” can be *hate* and for “Deprive” *rob*

- (iv) Give a suitable heading to the passage.

Right to freedom

- C. (i) What does the farmer want for himself ?

The farmer wants a wife for himself.

- (ii) What does the farmer’s wife want ?

The farmer's wife wants a child.

- (iii) What does the baby want ?
The baby wants a nurse.
- (iv) What does the baby's nurse want ?
The baby's nurse wants a dog.
- (v) What does the nurse's dog want ?
The nurse's dog wants a cat.
- (vi) What does the cat want ?
The cat wants some cheese.
- (vii) The poem shows a farmer living in a den. This is unusual. Find out who is supposed to be living in a :-
- | | | | |
|--------|--------------|--------|------|
| den | lion | burrow | hare |
| stable | horse | sty | pig |
| lair | wild animals | kennel | dog |

Ex 2 Read the following passages carefully and answer the questions given below them :

- A.(i) Find words from the passage which mean :
- | | |
|------------------------|-----------------|
| (1) Wasting away | atrophy |
| (2) A small part | fraction |
| (3) A driving force | impetus |
| (4) Very strong desire | craze |
- (ii) What does Gandhi object to and why ?
Gandhiji objects to the craze for machinery because by this thousands of people will be thrown out of work.
- (iii) Why does Gandhi want power driven machinery to be nationalised ?
Gandhiji wants the power driven machinery to be nationalised because it will provide equal opportunities for jobs to all.
- (iv) Why is Gandhi not against machinery as such ?
Gandhiji is not against machinery because machines are used for doing work in most of the fields.
- (v) What does Gandhiji say he is fighting against ?
Gandhiji says that he is fighting against those people who prefer the use of machines for their own greed and selfish interest.
- B. (i) Where did rishis have their ashramas and why ?
The rishis had their ashramas amid forests so that pupils could get a chance to live in the company of nature.
- (ii) How are trees useful to birds and animals ?
The trees give shelter to birds and animals.
- (iii) What is the importance of trees for man ?
The trees give shelter to human beings. They give us wood for fuel, building houses, making furniture. They also refresh our eyes and mind.

- (iv) Find from the passage, one word for :
- (a) A large number of **numerous**
 (b) Kindness, Generosity **bounty**
 (c) Take away from **deprive**

(v) Why do we value trees ?

We value trees for their usefulness and beauty.

(vi) What effect do the trees have on human mind ?

The trees refresh the human mind.

(vii) How has man's relationship with nature changed now ?

As we don't have close relationship with nature, we are deprived of its beauty and bounty.

C. (i) What golden principle is referred to in the passage ?

The golden principle referred to in the passage is simple living and high thinking.

(ii) What is the measure for greatness and success in the present world ?

The measure for greatness and success in the present world is the wealth that one possesses.

(iii) What motto of life is practised in the modern society ?

The motto of life practised in modern society is to earn money and spend money luxuriously.

(iv) What are considered as hollow words by people these days ?

High ideals of patriotism, selfless devotion to society, sacrifice and service are considered hollow words by people these days .

(v) Who lead peaceful and satisfied lives ?

People who practise "simple living and high thinking" lead peaceful and satisfied life.

(vi) Which word in the passage means 'stressed' ?

Emphasised

(vii) Luxuriously is an adverb formed from the word 'luxury'.

Write the adverb forms of :-

Leisure **Leisurely**

Courage **Courageously**

26. WRITING PARAGRAPHS

Alone at home

Last Sunday, my parents, brothers and sister were out of station to attend a marriage party of one of our relatives. I did not accompany them as the next day that is on Monday, I had to appear in my half yearly examination. I was alone at home and I utilised this opportunity to study a lot for my examination. My mother had already prepared lunch for me early in the morning. At about 1 p.m., I took lunch and then took rest for one hour. Then I revised my notes. I felt very happy because I was able to prepare thoroughly for my examination.

A troublesome neighbour

My next door neighbour is Mr. S.K. Tripathi who works in a government department. He has two sons and three daughters. He is very quarrelsome and mostly engaged in heated arguments with the neighbours on one pretext or the others. His sons and daughters throw rubbish at the front as well as on the back whenever they find such an opportunity. Mr. Tripathi's family never mixes with the people and never attends the community functions. The family is non-cooperative in the locality and never contributes in the community activities.

My pen friend

My pen friend is Vivek who lives in U.S.A. He was introduced to me by one of my friends Vipul who was my next door neighbour but presently has left for U.S.A along with other members of the family. I often talk to Vivek over the telephone and I find that his hobbies and tastes are similar to mine. He likes, music, painting, photography. His father is a doctor and his mother is a professor. I often talk to them also. Vivek has promised to visit India and meet me at my residence. I am very proud of him.

If there were no examinations.

A student's academic as well as professional performance can be judged only through examination. These days we cannot even think of studies without examination as it has become a part and parcel of our carrier. It is almost impossible to judge the competence and ability of a person unless and until we assess him by conducting some sort of written examination. Would we be totally tension free if there were no examinations? Comprehensive evaluation through grading is one of the alternatives of examination.

Life without electricity.

Life without electricity is almost unthinkable these days. Electricity provides us all sorts of comforts and luxuries which were non-existent in ancient days. Electric fans, A.C, computer, fridge, T.V, cooler, X-ray machines and so many other equipment become non-operational without electricity. In winter season, we require heaters and in summer we require cool temperature to regulate the temperature. It would have become almost impossible to perform major operations in the hospitals without electricity.

My favourite TV programme

My favourite T.V programme is 'Kaun Banega Karorpati' telecast on Star Plus from 09-15 p.m to 10-15 p.m on every Sunday for juniors. This programme is highly educative, informative and entertaining for the people of all age groups. For watching this programme, children, adults as well as aged persons throng the TV set in large numbers. Those who participate in the programme win a huge amount of money depending upon their competence to answer the questions. I like this programme the most.

27. STORY DEVELOPING

Ex. 1 Develop meaningful stories from the given outlines.

1. Try Try Again

Robert Bruce was a king of Scotland. The English king attacked him and defeated his army. King Bruce tried many times to defeat the enemy but failed every time. When he became totally dejected, he ran away to a forest and sat in a cave. When he was sitting in the cave, he saw that a spider was trying to reach its web but it failed even after making so many attempts. But it did not lose heart and tried again. This time she succeeded in her effort and reached the web. The king was so much impressed and encouraged with the efforts of the spider that he returned to his kingdom and collected the army again and attacked England. This time he defeated the enemy and got back his kingdom

2. The Vain Stag

Once a stag was very thirsty. So he went to a pool of water to quench his thirst. When he started drinking water, he saw his own image in water and he felt very happy to see the beauty of his horns. But he was very much ashamed of his thin legs. In the mean time a hunter came there and chased him. The stag ran very fast but the horns were caught in a thicket and he was unable to move. The hounds reached there and caught him. Before his death he realised his folly of admiring his horns and cursing his legs.

3. The Unwise Villagers

Once there was a group of villagers. They went near a pond in the evening. There they saw the reflection of moon in the water of the pond. They thought that the moon had fallen from the sky. One of the villagers went back and brought a net and tried to catch the moon in the net . When a traveller was passing by the pond, he saw them doing so. He asked them what they were doing . They told him that they were trying to catch the moon with the help of a net. He understood their foolishness and called them back and showed them the moon in the sky. They understood their mistake and went home.

28. WRITING GOOD ESSAYS

Ex. 1 Write an essay on a Visit to an Exhibition.

The international trade fair is held at Pragati Madian every year. It is organised by Trade Fair Authority of India, New Delhi. Besides machines there are many varieties of crafts and food on display. One can find almost everything at the trade fair like electronic equipment, textiles to consumer goods etc.

Last Sunday, we made a plan to visit this exhibition. We reached there at about 11 a.m. First we visited the pavilions of different States. The pavilions

of Delhi, Punjab and Rajasthan attracted all of us. Then we visited 'Good Living' pavilion. Inside the pavilion, there were latest models of refrigerators, ovens, food processor units and many household items. The stalls of handicraft contained toys, leather goods, items unique for their embroidery, paintings, plaster of paris statues, handloom clothes etc.

Then we took lunch and took rest for an hour in the lawns. After this we watched a nice and attractive cultural programme in the Shakuntalam Theatre. At the end, we were utterly exhausted and returned home. The memory of this visit will be everlasting in my mind.

Ex.2 Write an essay on A Cricket Match.

Cricket is a very popular game in the whole world. It is the national game of England. Every year the Board of Control for Cricket organises matches at international level. These matches promote friendly relations and cooperation.

Last Monday, a cricket match was played in Delhi between M.C.C. and Indian team at Feroz Shah Kotla Stadium, New Delhi. I also made a plan to watch this match. On the fixed day, the match started at 10 a.m. The M.C.C team won the toss and started batting steadily. They went on piling a big score. The Indian spinners and bowlers tried hard to dislodge them. The batsmen hit fours and continued scoring fast.

The Indian team did not fare well in their batting. The score was only 122 for all out. The bowlers of the other team caused havoc. The Indian batsmen could not stand their onslaught and the wickets fell fast. Ultimately they lost the match cheaply.

Ex.3 Write an essay on If I had a lot of Money

Crores of people in India live from hand to mouth. They manage to keep their body and soul together with great difficulty because they are below poverty line. Money begets money but it also corrupts the wealthy and rich people. Most of the rich men earn money by foul means. The business men earn millions through hoarding, black marketing etc. At the same time, they spend this ill gotten money in gambling, drinking etc.

If I get a lot of money either by winning a lottery or by getting some fabulous prize money in Kaun Banega Karorpati, I would spend the money very judiciously. First of all, I would like to purchase a luxurious lodge surrounded by greenery in Bangalore. The climate of Bangalore is very pleasant and charming. The surroundings are very attractive and the people of the city are very well behaved.

Second, I would like to arrange a world tour for the members of my family. By this I would be getting the first hand knowledge of the culture of different countries. With the remaining amount of money, I would like to set up a charitable hospital for the poor and the down-trodden. If I get a lot of money, I shall try to fulfil all my dreams mentioned above.

Ex. 4 Write an essay on Teacher I cannot Forget

Teaching has been regarded as the noblest of professions. A teacher is a true guide and a philosopher. An ideal teacher is one who is fully devoted to mould the personality of his students. In ancient times, the teachers used to teach their students in Ashrams which were located in the natural surroundings.

I have been associated with many good teachers. But the teacher I like most is Mr. Rajeshwar Arora. He is the master of his subject and always encourages his students to ask questions in the class. Besides studies, he prepares the students for participation in different co-curricular activities. He has always helped me in solving my personal problems also. My parents also hold him in high esteem. I can never forget such a teacher who has stood by me through thick and thin.

Ex. 5 Write an essay on Advantages and Disadvantages of Computers.

A computer is an electronic device which processes information based upon the instructions provided and generates the desired output. The five characteristics of computer are speed, accuracy, consistency, storage capacity and flexibility.

The computer stores an ocean of information on magnetic tapes. It analyses the information and give results as and when required. It has enabled us to overcome many calculations, record keeping and processing of scientific data. U.S.A was the first county to make the first automatic computer. Computerisation in factories and offices has made the complicated and technological operations very easy to solve. Their use has become very beneficial in terms of cost, time and energy. These are being used effectively in banks, airlines, defence services, factories, business organisations, railways and government offices. The computers are rendering help in launching radars, missiles, rocket launching and automatic flights. Airlines and railways are now offering instant information on bookings with the help of computers. Even the traffic in capital cities is controlled and regulated with the help of computers.

But this is only one side of the coin. The computers sometimes become the victims of its own virus. The over dependence on computers would make men mentally weak. Being a product of human mind, it can never usurp the place and position of human brain. The computers also put a lot of stress on our eyes. But their advantages far outweigh their disadvantages.

Ex 6 Write essays on the following topics:

1. Equality

Since time memorial, prominence has been given to males as compared to females. It had been a tradition to consider boys far more superior to girls because it was thought that girls were not able to do certain jobs which the boys could do easily. But in modern times, the sociologists and pioneers have been advocating the equality of both the sexes. They have been preaching that

no discrimination should be made on the basis of sex and girls can do all such odd jobs which boys have been doing for a long time.

But we must not ignore the factual position. The boys have always been recognised for their masculine strength while girls' qualities are delicacy and tolerance. In most of the fields both boys and girls show their excellence but there are certain areas like military, police, airforce, navy, space etc. where only the boys are able to discharge their duties well. So the statement boys will be boys is true in all respects.

2. Dowry System

Dowry is a curse for all of us. Giving of money, articles, household equipment by the parents of the girl to the boy at the time of a marriage is called dowry. It is a social evil and is prevalent in almost all the countries. It was in vogue in ancient times also. With the passage of time, many of the traditional customs have ended, while dowry system has stayed. The boy's parents openly demand money and other items such as car, scooter, fridge, T.V etc. Marriage without dowry is unthinkable these days. Hence the custom for poor parents has become almost a curse. Everyday we find the news of dowry death in the newspapers. Brides bringing less than expected dowry are ill treated by their in-laws and other relatives. Many of them cannot bear it and thus commit suicide. Those who resist are burnt alive by their in laws or by the husband.

Many social reformers like Mahatma Gandhi and Swami Dayanand raised their voice against dowry. A Dowry Prohibition Act was passed in 1961. Several women's organisations have also come up to check this evil. State Governments have made taking or giving dowry a punishable offence. But the mentality of the new generation is to be changed completely for eradicating this evil.

3. An Educational Tour

All work and no play makes Jack a dull boy, is a well-known saying. An educational tour is quite refreshing and entertaining after the monotony of the routine work. An educational tour provides us first hand knowledge of the places. Last Friday our class teacher arranged a tour of educational interest. All the necessary preparations had been made in advance. A bus had been hired for visiting different places that is, Qutab Minar, the Red Fort, the science Museum, the National Museum of Natural History. First of all we visited the Red Fort where a guide gave us a lot of information about the historical background of the Fort. We took a round of Dewane-A-am and Dewane-Khaas. Then we visited Science Museum near Pragati Maidan. We were wonder struck to watch the different models on science and technology. We then visited National Museum of Natural History which provided us a lot of first hand knowledge about birds, animals and other living beings. It was explained to us by the guides that ecological balance was very necessary for all of us. Then we reached the Qutab Minar. Before visiting this tall building, we took lunch in a restaurant. Then we

took some rest in the lawns. Ultimately, we visited this building and the guides explained to us the history of the building. It was 6 p.m and we were utterly tired. So we came back to the school.

4. A Meeting with a Ghost

Last night my parents were out of station to attend a marriage of one of our relatives. I was left all alone at home, I bolted all the doors and windows from inside and went to sleep. After an hour, I heard a knock at the door. When I tried to see through the window, a dark figure seemed to move suddenly. I again started taking rest on my bed. But within half an hour, the same figure came inside and stood before me. I started to perspire all over. When I asked him who he was, the figure tried to terrify me with a lot of noise. As it was complete darkness due to total breakdown of electricity, I could not see the figure properly. In the mean time, my parents came and knocked at the door. I narrated the whole incident to them but they did not believe my version. The figure of ghost still haunts my mind. I pray to God to save me from such mysterious things.

5. Autobiography of an Old Hat

I am a beautiful old hat. Some years back, I was displayed at a very decorative shop for sale. Then one day an aristocratic person came to the shop for the purchase of a costly hat. There were many hats lying in the shop but the rich fellow at once picked me up as he liked my design very much. The man brought me to his house and everybody appreciated me. After two years the rich man threw me away and his servant started wearing me. My golden period was over and now I have become old. As my appearance is not good at present I am no longer liked by anybody. But I do not suffer from much agony as all old things are detested by the people.

6. A Holiday in the Hills

A trip to a hill station is always entertaining and pleasure giving. After doing routine work for a long time, one always longs for amusement and pleasure. There are a large number of hill stations in India such as Mussoori, Shimla, Nainital, Dulhousie, Ooty, Kullu, Manali etc. All of these have their own importance and charm but Nainital is unique among all the hill stations. It is situated on a mounted hill and there is Naini Lake which is surrounded by houses, hotels and other places of entertainment. I along with the members of my family visited this beautiful hill station during winter break. It was really a pleasure trip. We got reservation in a comfortable hotel and hired a taxi for sight seeing . We also visited Kausani where we enjoyed the beauty of sun set. At Nainital, we enjoyed a travel through air rope ways. In the evening we enjoyed boating in the Naini Lake. This trip was really thrilling and entertaining for all of us.

29. WRITING GOOD LETTERS

Ex. Write a letter to a friend describing your recent trip to a hill-station.

D-40 North Avenue

Kolkata.

May 23, 2006

My dear Rakesh,

I hope you are feeling hale and hearty. Before my departure to Nainital I had informed you that the members of our family will be leaving for this beautiful hill station for a week. We got our tickets reserved up to Kathgodam by train. Then we took a taxi for Nainital. We reached Nainital at about 7 p.m. We got rooms reserved in a hotel near the Naini Lake on the Mall Road. In the evening we enjoyed the beauty of the lake overshadowed by hills and illuminated with lights. Next day we boarded a tourist bus which covered most of the spots as well as temples, lakes etc., around the city. Travelling in an air rope way was a very thrilling experience for us. We enjoyed lunch and dinner at the grand restaurants at the Mall Road. The beauty of the lake charmed us when we had boating in the Nani Lake. This trip will be a memorable trip for me in the years to come

Naresh.

Ex. You are owner of a cloth shop. Write a letter to a cloth mill in Mumbai ordering some special varieties of cloth.

Reymond Retail Shop

20, Kamala Nagar

Delhi.

Sales Manager,

Reymond Cloth Mill,

Andheri West, Mumbai.

Subject : order for the purchase of cloth

Sir,

With reference to the terms and conditions received by us through your earlier letter No.23, dated May 10, 2001, we hereby place an order for the purchases of the following varieties of cloth. We do expect that the discount stated by you will be given to us. The items mentioned below must be delivered to the above mentioned address latest by May 31, 2001.

S.No	Name of the item	Requirement of bundles	Length
1.	Woollen cloth (<i>for suitings</i>)	45	1000 meters
2.	Tericot (for shirts)	50	1500 meters.

Yours sincerely

Pradeep

1. Write an application to your Principal requesting him to grant you the permission to play a friendly cricket match with some other class of your school.

The Principal

Address.

Sir,

I beg to submit that the cricket team of class XI A wants to play a friendly match with the team of XII A on July 2, 2001 at 10 am in the school premises. The students of our class will also be watching the cricket match on that day. You are also requested to spare a few minutes out of your precious time to enjoy the game and exhort the students. Kindly grant us permission also to play this match as per schedule given above.

Yours obediently,

Rohit

Captain Cricket Team

Class XI A.

2. Write a letter to a friend asking him to come and live with you for a week during the winter break.

25 North Avenue

Chennai.

Date.

My dear Antony,

I hope you are feeling hale and hearty. You had informed me in your earlier letter that your annual examinations are over and your board examination result is about to be declared. I wish you all the best and do hope that you will get success in the examinations. Do write to me about your performance in the competitive examinations of B.E Engineering.

I have made a plan to spend my winter break with you here in Chennai. We will also arrange a holiday trip to Bangalore. The climate of this city is very pleasant. We will be enjoying ourselves a lot. I will also take you on the sight seeing tour in Chennai. I do hope you will surely come to me during that period.

Yours truly,

Mohit.

3. Write a letter to your father requesting him to send some extra money to enable you to join coaching classes.

D- 40 Park street

Kolkatta, W.Bengal

Date.

My dear Father,

I hope you are feeling hale and hearty. You will be highly delighted to know that I have topped the school getting 93% marks in the XII class board examination. I have already applied for appearing in competitive examinations

for Engineering. As the examinations will be held in the month of July, I have got one and a half months at my disposal to prepare for the examination. So it has become very necessary to join coaching classes at a reputed centre. For this I need at least five thousand rupees which I will have to pay in advance. How is Mummi and Mintu.

With best regards,
Yours affectionately,
Rakesh.

4. Write a letter to your younger sister congratulating her on her fine performance in sports on the Sports Day.

C- 40 Shivaji Road
Mumbai
Date.

My dear Sister,

I hope you are in fine spirits. Mummy had informed me only two days earlier that you had performed very well in the sports competitions of your school on the sports day. You got first position in table tennis and badminton in singles (senior) and were declared the champion in athletics. It is really highly creditable and I heartily congratulate you on your brilliant performance in sports. I do hope you will be getting prizes and trophies also on behalf of your school. How is Mummy and Monu.

With best wishes,
Yours loving brother
Mohan

5. Write an application to your Principal requesting him to give you the permission to visit a book-fair going on in the town. Write on behalf of your teacher.

The Principal,

Date.

Sir,

I beg to submit that our class intends to visit The International Book fair arranged on behalf of National Book Trust, New Delhi. Our class teacher has allowed us to visit the fair and he along with another teacher has agreed to accompany us. The visit will give us a lot of information about the new publications. We intend to purchase some of the books for our school library also as the Librarian has advised me to purchase these books.

You are, therefore, requested to give us permission to visit the fair on June 25,

— —
Yours obediently,
Kamal Kichore
Monitor class XI B.

6. You are the Librarian of your school. Children's's Book Trust, New Delhi, has published a set of children's story books. Write a letter and order four sets.

Librarian

Address

To

The Sales Officer

Children's Book Trust

New Delhi

Subject : Order for the Purchase of Books.

As per terms and conditions received from you regarding the purchase of children's story books, I hereby place an order for the purchase of the following books. The delivery must be made latest by June 10. We do hope to get a discount of 20 % on all the books as stated in your terms and conditions.

S. No	Name of the books	No. of copies.
1	Alibaba and Forty Thieves	4 sets
2	Gullivers Travels	4 sets
3	The Story of the Mahabharata	4 sets
4	The story of Ramayana	4 sets

Yours Sincerely,

R.K Bansal

Librarian.


30. WRITING POSTCARDS

Ex.1 You went with a school trip to Shimla. On reaching Shimla you write to your parents informing them of your safe arrival at the end of a very enjoyable bus drive with your trip mates. Write a postcard.


Samrat Hotel
Park Street Shimla
May 24, ___ __


My dear father,

I hope you are feeling hale and hearty. I reached Shimla at 7 p.m today and I am in fine spirits. The travel upto Shimla remained quite comfortable and we enjoyed the trip along with my class mates. We have planned to hire a local taxi for sight seeing.

<p>We intend to visit the tourist spots around Shimla. We hope to be back to Delhi on May 30, 2006.</p> <p>Yours affectionately Kamal Kishore</p>	<div style="text-align: right;">  </div> <p style="text-align: center;">POST CARD</p> <p>_____</p> <p>MR. ROHIT VERMA</p> <p>_____</p> <p>70 NORTH AVENUE</p> <p>_____</p> <p>CNENNAI (T.N)</p> <p>_____</p> <p>PIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>						

Ex. 2

<p>House No 40 Street No II Village Bhawana New Delhi. May 24, 2001 My Dear Mother, I hope you are feeling fine. You will be glad to know that my uncle took me to the village. I felt very much excited and thrilled to see the natural beauty of the surroundings. The greenery of the trees and plants was a feast to the eyes.</p>	<div style="text-align: right;">  </div> <p style="text-align: center;">POST CARD</p> <p>_____</p> <p>MRS. ARCHANA SAXENA</p> <p>_____</p> <p>10 ANDHERI WEST</p> <p>_____</p> <p>MUMBAI</p> <p>_____</p> <p>PIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>						

<p>The natural beauty of the flowers and plants is fascinating here.</p> <p>The atmosphere is completely pollution free. I intend to remain here for a few days more. I hope to return home by May 31, 2001</p> <p>Yours affectionately. Raju</p>	<div style="text-align: right;">  </div> <p style="text-align: center;">POST CARD</p> <p>_____</p> <p>MRS. ARCHANA SAXENA</p> <p>_____</p> <p>10 ANDHERI WEST</p> <p>_____</p> <p>MUMBAI</p> <p>_____</p> <p>PIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>						

Ex. 3 Mintu won the first prize in the essay competition organised by the Shankar's Weekly. To share his joy he wrote a postcard to Geeta, his cousin.

40 Church Gate
Mumbai
May 25, 2001


My dear Geeta,

I hope you are in fine spirits. You will be extremely delighted to know that I have won the first prize in the essay competition organised by Shankar's weekly on May 10, 2001. In all there were 400 contestants. I will be getting cash prize of Rs 10000 /- ,

a merit certificate as well as a memento at a glittering ceremony of prize distribution function on July 1, 2001 at Shivaji Auditorium, Mumbai.

Yours affectionately
Mintu.

POST CARD

 Stamp

GEETA SHARMA
D/O DR. R.P. SHARMA
123 NEW COLONY
GURGAON (HARYANA)

PIN

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31. MESSAGES

Ex. 1 Krishna left the following message on her mother's table before going to play

MESSAGE

One Mrs. Nagpal who works with you rang you up. She left a message for you. She told me that tomorrow you start a bit early. First she will be going with you to the Indian Airlines office for reservation of tickets for Patna. After buying tickets, she will be going with you to the office. So you must reach at 9 a.m. sharp.

Ex. 2 Before leaving for a movie with his friends, Mohan left the following message on his brother's study table.

MESSAGE

One Mr. Vivek, your class fellow rang you up. He has passed on the information to you that he has placed an order with Grand Bakery Model Town for pastries for tomorrow's party. He has also paid Rs. 800/- as advance. Tomorrow on your way to college you must stop over at Grand Bakery and take the delivery of the pastries after giving Rs.700/- more. So you must reach college at 10 a.m as the party starts at 11 a.m

Ex. 3 Mr. Saxena wrote the following message for Mr. Sharma

MESSAGE

Miss Geeta, your daughter rang you up. She has told you to reach home as soon as you can, as the mother has fallen off the staircase and has hurt herself badly. The doctor is there but she is still in great pain. You will decide whether she be admitted to the hospital.

Ex. 4 Sheila wrote the following message for her husband

MESSAGE

One Mr. A.C. Chopra from the Lucknow branch of Bank of India rang you up. He has passed on the message for you that the Director, Mr. Singh wants to see you in his office on Monday at 10'o clock. So you must bring the complete file of his case.

32. WRITING NOTICES

Ex. 1

LOST	LOST	LOST	<i>(Title)</i>
May 20, 200 <input type="checkbox"/>			<i>(Date)</i>
I lost a black coloured leather purse containing some money, approximately Rs. 500/- and some important receipts of fees of our class. If anybody finds it, please return it to the undersigned . A nice refreshment assured.			<i>(Body of Notice)</i>
ANAND MOHAN VII C.			<i>(Signature)</i>

Ex. 2

FOR SALE			<i>(Title)</i>
May 21, 200 <input type="checkbox"/>			<i>(Date)</i>
Books for VI standard (English Medium) are for Sale at 50% of the printed price. These are bound properly and are in almost new condition. Anybody who is interested to purchase may contact the undersigned.			<i>(Body of Notice)</i>
GEETA KHANNA VII D			<i>(Signature)</i>

Ex. 3

INTER SECTION ESSAY COMPETITION			<i>(Title)</i>
May 21, 200 <input type="checkbox"/>			<i>(Date)</i>
All the students of class VII (all the sections) are informed that an inter section essay competition will be arranged in the school premises on July 2, 200 <input type="checkbox"/> at 9 a.m. The topic of the essay is Use of Computers in Different Spheres. Those who are interested may give their names to the undersigned, latest by June 20, 200 <input type="checkbox"/> .			<i>(Body of Notice)</i>
Deepak VII B			<i>(Signature)</i>

Ex. 4

NOTICE FOR LIBRARY BOOKS

(Title)

May 21, 200

(Date)

All the students of class VII are hereby informed that some students haven't returned the library books to the Librarian till now. They must note that a fine of Rs 2/- per day on each book is being imposed on them, from the due date of return.

*(Body
of
Notice)*

Rita.

(Signature)

33. DIARY WRITING

Ex. 1

DAY ➤ MONDAY

DATE ➤ MAY 21, XX

HAPPENING/S ➤ I am the captain of my school cricket team. I have always remained a fine batsman and considered a hero by all the players. The team always depended upon me for winning the match. Today, my team needed only 20 runs when I reached the crease. I was so confident of winning that I started playing recklessly. When the bowler bowled the first ball, I was out. I felt very much ashamed because it was I who brought disgrace to the team.

RAJU

Ex. 2

DAY ➤ SATURDAY

DATE ➤ APRIL 14

HAPPENING/S ➤ A picnic was arranged by our class teacher on Saturday, 14 April. The destination chosen was Budha Garden, New Delhi. All preparations had been made by me in advance as the class teacher had made me the incharge of the picnic. When I woke up early in the morning, I suffered with terrible headache and high fever. I could not attend the picnic and only God knows what will happen at the picnic as it was I who had made all sorts of arrangements.

MADHU.

Ex. 3

DAY ➤ WEDNESDAY

DATE ➤ MAY 23, 2001

HAPPENING/S➤ I had been practising athelatics for four or five hours everyday and this continued for the whole year inspite of bad weather. I was quite confident of winning and getting the first position. Everybody thought that I will outshine all others. But this could not happen when I took part in the competition. I had to satisfy myself with the second position. Then I picked up a story book and read the story of King Bruce of Scotland who had been defeated by the enemy many times, King Bruce had watched in the forest that a spider was unable to reach its web many times. But it did not lose heart and tried again and finally it succeeded. King Bruce learnt a lesson and tried again and succeeded this time. So I also will not be discouraged and will try again to get the 1st position next time.

NEETHU

Ex. 4

MONDAY

DAY ➤ MAY 21,XX

DATE ➤ I was extremely excited and thrilled this morning when the Principal of our school informed me through telephone that I had been selected to participate in the International Children Camp going to be held for two weeks in Geneva in Switzerland next month. My parents and relatives felt highly honoured to hear this exciting news. Everybody congratulated me for my glorious achievements.

MEERA