

# ENGLISH WORKBOOK

**Name** : \_\_\_\_\_

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*SENIOR INTERMEDIATE  
ENGLISH WORKBOOK*

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# 1. Comprehension Passages (Text Book - Exercise)

The word 'Comprehension' means the ability to read and understand. When the passage is given to you, first of all go through it slowly. Then read the questions. Again read the passage but this time increase your speed. Then attempt the questions. Generally the passages are about scientific inventions, discoveries, morals, great personalities, birds, animals, places or current affairs. Comp. Passages usually have six types of questions.

- i) Direct questions
- ii) Indirect questions
- iii) Calculative questions
- iv) Polarity type questions [Yes/No or True/False]
- v) Questions based on vocabulary (meanings, synonyms or antonyms)
- vi) Questions based on grammar (parts of speech, noun forms, adjective forms, etc.)

## 1. Read the following passage and answer the questions given after them.

**Rani Rudrama Devi(1245-1289)** of the Kakatiya Dynasty remains as one of the most important women rulers of South India. Rani Rudrama Devi ruled the Kakatiya Kingdom for more than three decades. An able fighter and a dynamic ruler, she defended the kingdom from the Cholas and the Yadavas and re-established the kakatiya authority in the Godavari valley. She put forth her best efforts to bring large tracts of the Kakatiya kingdom, primarily the Telangana region, into cultivation. She ordered the digging of tanks to store rain water for irrigation all over her kingdom. She invited experts in agriculture from neighbouring states to help the farmers in cultivation. The completion of the Warangal fort adds to the long list of Rudrama's accomplishments. Marco Polo, the Venitian traveller, speaks highly of her administrative qualities, benign rule and greatness.

*(Based on information from the Internet)*

- i) Name the dynasty to which Rani Rudrama belonged.
- ii) Mention the dynasties from whose attack Rudrama defended her kingdom.
- iii) Was agriculture a major activity in Kakatiya kingdom before Rudrama? Justify.
- iv) What is mentioned in the passage as one of her major accomplishments?
- v) What did Marco Polo say about Rani Rudrama?
- vi) Agriculture in Telangana has its roots in Rudrama's rule. **True or False.**

## 2. Read the following passage and answer the questions given after them.

**Warangal** was the capital of **kakatiyas** (12th - 14th Centuries). The old name of this city is **orugallu**. 'Oru' means 'one' and 'kallu' means 'stone'. The entire city was carved in a single rock., hence the name 'Orukallu'. The city was also called Ekasila(one stone) Nagaram. The Kakatiyas left many monuments, including an impressive fortress, four massive gateways, the Swayambhu Temple dedicated to Shiva, and the Ramappa Temple. The cultural and administrative distinction of the kakatiyas was mentioned by the famous traveller Marco Polo. Well-known among the Kakatiyas are Ganapathi Deva, Pratapa Rudra and Rani Rudrama Devi.

- i) What is the old name of Warangal?
- ii) What was the other name of Warangal in past?
- iii) Name some monuments built by the Kakatiyas.
- iv) Name some well known kakatiya rulers.
- v) What did Marco -Polo say about the kakatiyas?
- vi) Write the word used in the passage that means "impressive constructions that have historical significance".

**3. Read the following passage and answer the questions given after them.**

**Sammakka Sarakka Jatara**, a popular religious congregation, takes place for three days biennially at Medaram, a village in Warangal district. This is believed to be the second largest congregation in India, next only to the Khumba Mela. Around a crore people converge at this tiny village of the Tadvai mandal to seek the blessings of the tribal goddesses, Sammakka and Sarakka. The tribal festival commemorates the fight of a mother and her daughter with the reigning rules against an unjust law. There are many legends about the miraculous powers of Sammakka. One story goes that some tribal leaders of the 13th century went hunting and found a new born girl emitting enormous light and playing among tigers. They brought her home, adopted her and named her Sammakka, and made her the chieftain. Later she got married to Pagidigidda Raju. She had three children: Sarakka, Nagulamma and Jampanna. In a fight with the Kakatiya army, Sammakka, Sarakka and Jampanna died near a vagu(stream). And this stream is now called Jampanna Vagu. Tribals believe that the goddesses Sammakka and Sarakka visit this place to bless the visitors during the Jatara!

*(Source: Internet)*

- i) Where is the popular Sammakka, Sarakka Jatara held?
- ii) How frequently does this Jatara take place?
- iii) What does the Jatara commemorate?
- iv) Who did Sammakka and her daughter fight with?
- v) Why is the stream called Jampanna Vagu?
- vi) Name the husband and the children of Sammakka.

**4. Read the following passages and answer the questions given after them.**

**Bathukamma**, Telangana's famous floral festival, is celebrated for nine days from Bhadrapada Amavasya to Ashwayuja Ashtami (also Durgashtami), usually falling in September - October. Bathukamma - a symbol of Telangana's cultural spirit - is a beautiful flower stack, arranged with different unique seasonal flowers, most of them, with medicinal values, in seven concentric layers in the shape of a temple gopuram. Bathukamma, a Telugu term, means, 'Mother Goddess, come alive'. Goddess Maha Gouri, the Life Giver, is worshipped as Bathukamma. Bathukamma is the festival of feminine felicitation. Women dress up in traditional silk clothes with befitting jewellery. The festival serves as an excellent opportunity for women to express their multi - dimensional artistic skill - arranging flowers, dressing up, preparing various prasadam, singing, dancing and playing. It is very useful to know about the historical, religious, social and unifying significance of Bathukamma - the pride of Telangana.

- i) When do the celebrations of Bathukamma begin and end?
- ii) What does the term Bathukamma mean?
- iii) Do the flowers used to stack Bathukamma have any other significance?
- iv) Why is Bathukamma considered a festival of feminine felicitation?
- v) Name the goddess worshipped during the Bathukamma festival?
- vi) What does Bathukamma symbolize for Telangana people?

**5. Read the following passage and answer the questions given after them.**

The Telangana government has announced four icons for the new state. They are: 1. the State Bird - **Palapitta** (Indian Roller or Blue Jay; Scientific name - *Coracias benghalensis*), 2. the State Animal - **Jinka** (Scientific name - *Cervidae*), 3. the State Tree - **Jammi Chettu** (*Prosopis spicigera/cineraria*) and 4. the State Flower- **Tangedu** (Tanner's cassia; Scientific name - *Senna auriculata*). These icons reflect the culture and tradition of the Telangana state and three of them- Tangedu flowers, Blue Jay and Jammi Chettu are associated with the popular festivals of Bathukamma and Dasara. While Tangedu flowers are used in the stacking of Bathukamma, spotting the Blue Jay on Dasara is considered a good omen. People worship the Jammi Chettu during Dasara. Palapitta and Jinka have a prominent place in the Ramayana while Jammi Chettu plays an important role in the Mahabharata. Thus, the new state symbols give importance to our epics too.

(Source: [www.telangana.gov.in](http://www.telangana.gov.in))

- i) Name the State Animal of the new state, Telangana.
- ii) What do the new icons reflect?
- iii) Which of the icons of the new state are associated with two important festivals of Telangana people?
- iv) Name the icons of Telangana that find reference in the Mahabharata.
- v) How is the Tangedu flower important for Telangana people?
- vi) Why do people consider it important to spot the Palapitta on Dasara day?

**6. Read the following passage and answer the questions given after them.**

India got a new state in the 2014. According to the constitution of India, Telangana is the 29th State of our country. After many agitations and struggles, suffering and sacrifices collectively by all sections of people of the Telangana region for six decades, the dream for a separate state became a reality. The Chief of the Telangana Rashtra Samithi, Mr. K Chandrashekar Rao (popularly known as KCR), played a very prominent role in the formation of the new state. The Andhra Pradesh State Re-organization Act received the Presidential assent on the 1st of March, 2014. And the appointed day for the formation of the new state was 2nd of June 2014. The new state Telangana, is spread over, 1,14,840 square kilometers. Telangana is the 12th largest state in the country and also holds the 12th rank in terms of population (35.19 million as per the 2011 census).

(Source: [www.tpsjobs.net](http://www.tpsjobs.net))

- i) How many states were there in India before the formation of Telangana?
- ii) Name the Act that made Telangana a new state.
- iii) Who played a very important role in the movement for a separate Telangana state?
- iv) When did the Act get the Presidential assent?
- v) Mention the area of the new state.
- vi) The population of Telangana State now is about 35.19 million. Say **true** or **false**.

**7. Read the following passage and answer the questions given after them.**

Tanks have been the life line of Telangana owing to the state's geographical positioning. The topography and rainfall pattern in Telangana have made tank irrigation an ideal source of irrigation. Construction of tanks began in the Pre Satavahana era itself. However, it was only centuries later, during the reign of Kakatiya emperors like Ganapati Deva in the thirteenth century, that tanks were dug on a large scale. The Kakatiyas exhibited utmost technical expertise and commitment in constructing tanks like Ramappa, Pakala, Laknavarm, Ghanapuram, Bayyaram etc. These tanks looked like seas and brought a sea - change in the lives of people of those areas. The vision and legacy of the Kakatiya was carried forward by the Qutubshahis and the Asafjahis who built hundreds of tanks in the Telangana region. The present KCR government upholds the vision of the kakatiyas by launching a major programme - befittingly named **Mission Kakatiya** - to restore and revive irrigation tanks all over Telangana. The programme envisages generation of employment, poverty reduction and agricultural growth.

- i) What makes tanks an ideal source of irrigation in Telangana?
- ii) When did the construction of tanks begin in the Telangana region?
- iii) Name an emperor of the Kakatiya dynasty who showed remarkable commitment in the construction of tanks.
- iv) Name three or four tanks built by the Kakatiyas.
- v) How did the Qutubshahis carry forward the legacy and vision of the Kakatiyas?
- vi) Name the present KCR government's mega programme regarding tanks.

**8. Read the following passage and answer the questions given after them.**

**Savitribai Phule(1831 1897)** was a social reformer and poet. Coming from a family of farmers, she was married at the tender age of nine to Jyotirao Phule, a boy of twelve years, belonging to a gardener's family. Both of them were bold and had progressive ideas. Savitribai was both an educational and social reformer, especially advocating the upliftment of women. The couple founded the first women's school at Bhidewada in Pune in 1848. They waged a relentless fight for the rights and dignity of widowed women. They established a care centre called 'Balhatya Pratibandhak Griha.' Savitribai ran this home and considered children born here her own. She, along with her adopted son, Yashwanth, who was a doctor, opened a clinic for the plague victims of Pune in 1897. While serving the sick, she herself contracted plague and died of it. Jyothirao Phule(1827 - 1890) fought mainly against the evils of the caste system while Savitribai strove to empower women through education.

- i) At what age did Savitribai get married?
- ii) Name any two institutions founded by Phules?
- iii) How did Savitribai treat the children born at Balhatya Pratibandhak Griha?
- iv) Victims of which disease were served by Savitribai and her son in 1897?
- v) It was common for girls in India to go to school during the nineteenth century. Say **true** or **false**.
- vi) How did Savitribai try to empower women?

**9. Read the following passage and answer the questions given after them.**

Acharya Chanda Kanthaiah Shreshti symbolizes vision and charity. Amazingly incredible is the way he sought and spiritual vision. Padmashri Nerella Venumadhav, the famous mimicry artist said. "Kanthaiah garu donated (gave as *chanda*) his life to society." An ardent admirer of education, Acharya Kanthaiah founded the A.V.V. School in Warangal in 1944, the first Telugu Medium school in the then Nizam State. Since then the institution has been steadily flourishing in quality, quantity and diversity. Noticing the pathetic condition of the then Government Maternity hospital (Now called Chanda Kanthaiah Memorial (CKM) in Warangal, he donated funds to construct two wards for patients, and quarters for nurses and doctors. These philanthropic activities represent just a drop in the reservoir of Kanthaiah's innumerable social service activities.

- i) Chanda Kanthaiah was just a skilled business man. Say **true** or **false**.
- ii) What did Padmasri Narella Venumadhav say about Chanda Kanthaiah?
- iii) What was the significance of AVV school when it was founded?
- iv) What did kanthaiah do for the Govt. Maternity Hospital in Warangal?
- v) How is the Govt. Maternity Hospital in Warangal called now?
- vi) Pick out the word from the passage which means 'charitable'.

**10. Read the following passage and answer the questions given after them.**

" Castes in India : Their Mechanism, Genesis and Development" was a paper read by Dr. Bhimrao Ramji Ambedkar at a seminar conducted by the famous anthropologist, Dr. Alexander Goldenwiser, in New York on 9th May 1916 (100 years ago). It was later published in the Indian Antiquary in May 1917. In the same year, Ambedkar was awarded a Ph.D. degree by Colombia University for his work on this topic. In 1979, the Education Department of the Government of Maharashtra published this article in the collection of Ambedkar's writings and speeches. Later it was translated into many languages. This presentation is an important book for research and the study of the India's caste system in many universities and academic programmes.

- i) Write the title of the paper Ambedkar presented in a seminar on anthropology.
- ii) When and where was the seminar held ?
- iii) When was Ambedkar awarded a Ph. D degree and by which university ?
- iv) When was this paper published in India as a part of Ambedkar's writings and speeches?
- v) Is Ambedkar's paper on castes available in other languages ? Write a sentence from the passage to support your answer.
- vi) How has the book become important for many universities ?

**11. Read the following passage and answer the questions given after them.**

The **Koyas**, a scheduled tribal community, are a part of the great Gond race. The Koya population is mostly spread out in the southern region of India, particularly in the State of Andhra Pradesh, Telangana, Chattisgarh, Madhya Pradesh, Karnataka and Orissa. Known also as Dorla Koitur, the Koyas merge on the southern border of Bastar, Chattisgarh, with the Bison horn Marias. Some groups of Koyas, notably those in the lower Godavari regions, also possess similar head - dresses. In those areas, koyas still speak a Gondi dialect, but the majority of Koyas have lost their own language and now speak Telugu of their neighbours. In the districts of Khammam and Warangal, Koyas make up the majority for the tribal population. There they have suffered a fate similar to that of the Gonds of Adilabad District, in the sense that they have lost much of their prime land, which they used to cultivate with ploughs and bullocks. They are now largely reduced to the role of tenants and agricultural labourers. The process of detribalization has progressed further among koyas than among any other Gond tribe.

(From: *Tribes of India* - The struggle for survival by Christoph von Fuere Haimendorf)

- i) Mention the other name of Koyas.
- ii) All the koyas speak a Gondi dialect. Say **true** or **false**.
- iii) Name the districts where koyas form the majority of the tribal population of that area.
- iv) What is the fate suffered by the Gonds of Adilabad as well as Koyas?
- v) How did Gonds and Koyas cultivate their land, when they owned it?
- vi) Who - among all the Gond tribes - progressed further in the process of detribalization?

**12. Read the following passages and answer the questions given after them.**

Accomplished filmmaker **Shyam Banegal** was born in 1934 in Secunderabad. He made his first film at the age of twelve using a camera that his father had gifted him. He has a Master's degree in Economics from the Nizam College, Osmania University. As a student of the university, he was actively involved in extra - curricular activities and formed the Hyderabad Film Society.

Benegal's first job was as a copywriter in an advertising agency. His hard work and diligence earned him the position of Creative and Accounts Group head. He gradually moved to film making as a full time career. Benegal's fictional work depicts contemporary social issues. His first feature film, *Ankur* (1974), made him instantly famous. The film that depicts exploitation of the poor in Andhra Pradesh, won a National Award. He then went on to make *Nishant* (1975) about the oppressive rule of zamindars. He made *Manthan* (1976) using money donated by farmers. Lakhs of farmers contributed Rs. 2 each towards financing the film.

Some of his other popular movies include *Zubeida* (2011), *Juno* (1979) and *Kalyug* (1981). He launched some of the greatest actors of Hindi cinema through his films, like Shabana Azmi, Smriti Patil and Naseeruddin Shah. Benegal also made several television serials like *Yatra*, *Katha sagar* and *Bharat Ek Khoj* - the last, a 53- part series based on Nehru's book ***Discovery of India*** in the 1980. Apart from this, he also made documentaries on Jawaharlal Nehru and Satyajit Ray.

Shyam Benegal is today an internationally acclaimed award - winning filmmaker. He is regarded as the founder of the parallel cinema movement in India. He received the Padma Shri in 1976, the Nehru Award in 1989, and the Padma Bhushan in 1991. He was honoured with Indian cinema's highest honour, the Dadasaheb Phalke Award, for lifetime achievement, in the year 2005.

(Source: History, Culture, People Telangana)



- i) Who is Shyam Benegal?
- ii) When did Shyam Benegal start his film career?
- iii) Name the films that made Shyam Benegal instantly famous?
- iv) Name the actors Shyam Benegal introduced in the films?
- v) What is the name given to the television serial on Nehru's book *Discovery of India*?
- vi) What is the Indian cinema's highest honour he received ?

**13. Read the following passage and answer the questions given after them.**

**Stephen Hawking** was born in Oxford on 8 Jan 1942. He joined the University College, Oxford where he studied Physics, as the subject of his first choice, mathematics, was unavailable. He pursued his Ph.D., despite being diagnosed with amyotrophic lateral sclerosis (ALS), a rapidly progressive disease that cripples all nerves and muscles. In 1985, he became ill with pneumonia and since then he has required 24 hours nursing care. Through his incredible determination and with the help of his family and associates, he has continued to pursue research on black holes, and his books like 'A brief History of Time'. 'Black Holes' and 'Baby Universes' bear testimony to the fact that he is a unique person with an extraordinary mind.

- i) What did Stephen Hawking study in Oxford?
- ii) What did Hawking actually want to study?
- iii) Name the disease Hawking was diagnosed with when he was just a student.
- iv) What happened as a consequence of his illness in 1985?
- v) Who all helped Hawking in continuing his research and writing books despite his progressively crippling disease?
- vi) Name two of Hawking's books and the area of his research.

**14. Read the following passage and answer the questions that follow.**

**Shishayatan** - a school started in 1994 at Arasavanankadu, a village near Kumbakonam of Tamilnadu, with just 15 children by Mr. Raghavan, a chartered accountant, and his wife Aruna, an M.Phil in English - sets a model for both teachers and learners. The teachers here believe that learning is a form of play. They prove that learning can be made interesting and enjoyable. Most of the teaching materials are provided by the teachers, who customize their teaching aids to suit their students' needs and abilities. Health and nutrition of the children get priority. This ensures the children have the physical energy required for learning. Nutritional and medical supplements are provided to the needy. Free exercise and play are encouraged. Children learn spontaneously when their interest and curiosity are awakened. Teaching is confined to brief - periods according to the natural attention span of each child, which is normally 15 - 30 minutes daily during the first two years. It is never extended beyond the child's span of interest. (Based on C. Subramaniam's Barefoot Teachers; Brave New Methods' published in The Hindu of 19.06.1996.)

- i) Name the founders of Shishayatan.
- ii) What do the teachers at Shishayatan prove about learning?
- iii) Who produce the teaching material used at the school?
- iv) What does the school do to ensure that the children have the physical energy required for learning?
- v) How can one make children learn spontaneously?
- vi) Why is teaching in the school confined to 15 - 30 minutes daily?

**15. Read the following passage and answer the questions that follow.**

A decent education is a passport to a good, comfortable and secure life. It should provide hope and open a venue for a secure future for intelligent, hardworking and productive men and women of our society. It should enable youngsters to become contributing members of the society through knowledge, skills and character development, provide access to first - rate training for people of all ages and backgrounds and make it possible for them to compete in a global economy. An educated civilization is essential for the smooth functioning of a democracy and to the preservation of every citizen, as proved by the democracies in the western world. In the words of the ancient Greek philosopher Diogenes, "The foundation of every state is the education of its youth."

(From the pages of *The Hindu*)

- i) What helps one lead a good, comfortable life?
- ii) What is education expected to give to intelligent and hardworking person?
- iii) How can youngsters become contributing members of the society?
- iv) What do we need for the smooth functioning of a democracy?
- v) How does the Greek philosopher highlight the importance of education?
- vi) The passage says that education is for the sole purpose of leading a good comfortable life. Say **true** or **false**.

**16. Read the following passage and answer the questions that follow.**

When you study the lives of *all* great achievers - those who have had the greatest influence on others, those who have made significant contributions, those who have simply made things happen- you will find a pattern. Through their persistent efforts and inner struggle, they have greatly expanded their four native human intelligences or capacities. The highest manifestation of these four intelligences are: for the mental, *vision*; for the physical, *discipline*; for the emotional, *passion* and for the spiritual, *conscience*.

Vision is seeing with the mind's eye what is possible in people, in projects, in causes and in enterprises. Vision results when our mind joins need with possibility. Discipline is paying the price to bring that vision into reality. Discipline arises when vision joins with commitment. Passion is the fire, the desire, the strength of conviction and the drive that sustains the discipline to achieve the vision. Conscience is the inward moral sense of what is right and what is wrong. It is the guiding force to vision, discipline and passion.

(From 'The 8th Habit' by Stephen Covey)

- 1. What are four native human intelligences or capacities?
- 2. How is vision defined?
- 3. What is discipline?
- 4. How is passion defined?
- 5. What is conscience?
- 6. According to the writer *all* great people have expanded their four native human capacities. Say **true** or **false**.

**17. Read the following passage and answer the questions that follow.**

Nations are an important part of modern society. If we go back into history, we see that the world used to be divided into empires and kingdoms. In the modern period, however, nations or nation states have replaced empires as the basic unit of human political organization. Nations just don't happen by historical accident; rather they are built by men and women with vision and resolve. Nation - building is therefore the product of conscious statecraft, not happenstance.

Nation - building is always a work - in - progress; a dynamic process in constant need of nurturing and re - invention. Nation - building never stops and true nation builders rest because all nations are constantly facing up to new challenges. Nation - building has many important aspects. Firstly, it is about **building a political entity** which corresponds to a given territory, based on some generally accepted rules, norms, and principles, and a common citizenship. Secondly, it is also about **building institutions** which symbolize the political entity - institutions such as a bureaucracy, an economy, the judiciary, universities, a civil service, and civil society organizations. Above all else, however, nation - building is about **building a common sense of purpose, a sense of shared destiny**, a collective imagination of belonging. The greatness of a nation has to be earned and is not determined just by the size of its population or the abundance of its natural resources.

*(from a speech by Ibrahim A Gambari former Special Adviser to the United Nations Secretary - General)*

1. How was the world divided in earlier days?
2. Which kind of people build nations?
3. In what way is nation - building a dynamic process?
4. Why do true nation - builders never rest ?
5. Name the three important aspects of nation building.
6. A nation does not become great merely because it has a large population. Say **true** or **false**.

**18. Read the following passage and answer the questions that follow.**

The teaching profession is said to be the noblest of all professions. Teachers are honoured all over the world. International Teacher's Day is celebrated on October 05th and Teacher's Day is celebrated all over India on the 5th of September, which is the birthday of an outstanding teacher, philosopher and the second President of India, Dr Sarvepalli Radhakrishnan. When Dr Radhakrishnan was the president of India, some of his students approached him and requested him to allow them to celebrate his birthday. Dr. Radhakrishnan said, "Instead of celebrating my birthday, I will be happy if September 5th is observed as Teacher's day." It is an example of Dr. Radhakrishnan's love for the teaching profession. From then onwards, his birthday is observed as Teacher's Day in India. It is a remarkable day when teachers are honoured and felicitated for their commitment and dedication.

- i) When is International Teacher's Day Celebrated?
- ii) What did the students request Dr. Radhakrishnan?
- iii) Did Dr. Radhakrishnan accept the proposal for the celebration of his birthday?
- iv) What makes Teacher's Day remarkable?
- v) Pick out the word in the passage which means 'extraordinary'.
- vi) Why did Dr. Radhakrishnan want his birthday to be celebrated as Teacher's Day?

**19. Read the following passage and answer the questions that follow.**

W.B. Yeats says that 'education is not the filling of pail, but the lighting of a fire.' The real goal of education is to illuminate and refine the mind and not the mere collection of data. Unfortunately, the schools that enforce loads of information are identified as the most remarkable ones in the contemporary context. Parents and teachers have to realize that the excessive stress and untold agony caused in such schools will mar the mental growth of children. Value - based education is the need of the hour.

- i) What does W.B. Yeats say about education?
- ii) What is the real goal of education?
- iii) Which schools are identified as the most remarkable schools nowadays?
- iv) What is the result of excessive stress on children?
- v) Which word in the passage means sorrow?
- vi) What is the need of the hour in the present context?

**20. Read the following passage and answer any four questions given after them.**

It was the industrial revolution that gave birth to environmental pollution as we know it today. Pollution issues escalated as population growth far exceeded the ability of neighbourhoods to handle their waste problem. Reformers began to demand sewer systems, and clean water. Waste - water from the houses collected in the gutters running alongside the curbs and emitted a truly fearsome smell. The emergence of great factories and consumption of immense quantities of coal gave rise to unprecedented air pollution and the large volume of industrial chemical discharges added to the growing load of untreated human waste.

- i) When did environmental pollution begin?
- ii) What did reformers demand?
- iii) What happens when waste - water collects in gutters?
- iv) What is the cause for air - pollution?
- v) Population growth is linked to an increase in pollution. Say **true** or **false**.
- vi) Find the word in the passage which means 'drainage channels'.

**21. Read the following passage and answer any four questions given after them.**

Nuclear weapons continued to be tested in the Cold War, especially in the earlier stages of their development. The toll on the worst - affected populations and the growth since then in understanding about the critical threat to human health posed by radioactivity has also been a prohibitive complication associated with nuclear power. Though extreme care is practised in that industry, the potential for disaster suggested by incidents such as those at Three Mile Island and Chernobyl pose a lingering spectre of public mistrust. World wide publicity has been intense on those disasters. Widespread support for test ban treaties has ended almost all nuclear testing in the atmosphere.

- i) What was tested in the cold war?
- ii) What kind of threat to human health is associated with nuclear power?
- iii) Name the two disasters mentioned in this passage.

iv) Why has nuclear testing in the atmosphere almost stopped?

v) Does the passage convey the idea that there is a widespread opposition and fear about the use of nuclear weapons?

vi) Find the word from the passage which is the **synonym** of 'calamity'. Notes:

1. The **Cold War** was a state of political and military tension after World war II between powers in the Westron Block(the United States, its NATO allies and others) and powers in the Eastern Block (the Soviet Union and its allies in the Western Pact).
2. **Three Mile Island Nuclear Generating Station(TMI)** is a nuclear power plant located on Three Mile Island in the Susquehanna River, near Harrisburg, Pennsylvania. U.S.A.In 1979 one of the reactors in the power plant partially melted. There was no casualties.
3. The **Chernobyl** nuclear plant was situated in Ukraine. In 1986 there was a catastrophic nuclear disaster which killed some and affected thousands. People were evacuated. The population, which used to be 14,000, is now less than a thousand as the place is contaminated with radioactivity and is not safe for human habitation.
4. The **Comprehensive Nuclear - Test - Ban Treaty(CTBT)** is a multilateral treaty by which states agree to ban all nuclear explosions in all environments, for military to civilian purposes. It was adopted by the UN General Assembly on 10th September 1996 but has not entered into force as eight specific states have not ratified the treaty yet.

**22. Read the following passage and answer any four questions given after them.**

It was Rakesh who brought him his morning tea, not in one of the china cups from which the rest of the family drank, but in the old man's favorite brass tumbler, and sat at the edge of his bed, comfortable and relaxed with he string of his pajamas dangling out from under his fine lawn night-shirt, and discussed or, rather, read out the morning news to his father. It made no difference to him that his father made no response apart from spitting. It was Rakesh, too, who, on returning from the clinic in the evening, persuaded the old man to come out of his room, as bare and desolate as a cell, and take the evening air out in the garden, beautifully arranging the pillows and bolsters on the divan in the conrner of the open verandah. On summer nights he saw to it that the servants carried out the old man's bed into the lawn and himself helped his father down the steps and onto the bed, soothing him and settling him down for a night under the stars.

(from *The Devoted son* by Anita Desai)

i) For whom did Rakesh get tea every morning?

ii) What did Rakesh read out while sitting at the edge of the bed?

iii) What was the father's response to what Rakesh did for him?

iv) What is the old man's room compared to?

v) In which season did the old man sleep outside, in the lawn?

vi) The passage suggests:(Choose the best answer):

- a) Rakesh did not care for his father.
- b) Rakesh took good care of his father.
- c) Rakesh went by train to visit his father.

**23. Read the following passage and answer the questions given after them.**

The population of developed countries is aging fast, and the developing world is only a few decades behind. In the developed countries one person in three will be a pensioner by 2050. At present, Japan has the oldest population in the world with more than 22 per cent of its population aged 65 and over. The figures clearly show that the aging process is accelerating, with the number of old people expected to double at the world level around the year 2050, has compared to 2012. The challenge for the future is to ensure that they can grow old with security and dignity; they can continue to participate in social life.

Incredible innovations in robotics are taking place in Japan in an attempt to make the lives of aged more comfortable. One company is developing a bed that transforms into a wheelchair. The bed splits in half, with one half folding into a chair and removing the need to lift someone out of the bed and into a wheelchair. Another company has developed Robear, a high tech robot which uses 'paws' to help elderly people to get up or lift them out of bed into a wheelchair. These robots are prohibitively expensive at present but the costs are expected to decrease over the years.

- i) Which country has the world's oldest population?
- ii) What is the challenge for the future with respect to the aging population?
- iii) In what field are incredible innovations taking place in Japan?
- iv) What is Robear?
- v) At present what is the biggest drawback of robots like Robear?
- vi) The passage says that the elderly population should enjoy security and dignity,  
Say **true** or **false**.

## **2. Comprehension Passages (Short Stories)**

**1. Read the following passage and answer the questions given after them.**

"I don't wish to talk about it", complained the sweeper boy. 'I haven't even received my regular pay. And this is the twentieth of the month. Who would think a bank would hold up a poor man's salary? As soon as I get my money. I'm off! Not another week I work in this place' and Nathu banged the pan against the dustbin several times, just to emphasize his point and giving himself confidence.

- i) What was the complaint of the sweeper boy?
- ii) Where was the sweeper boy working and for whom?
- iii) '.....a bank would hold up a poor man's salary? Who is the poor man referred to here?
- iv) Why did Nathu bang the pan against the dustbin?
- v) Give the **synonym** of the word 'salary' from the passage.
- vi) The sweeper is..... with the bank. (Fill in the blank choosing from the options)  
a) happy                      b) satisfied                      c) unhappy

**2. Read the following passage and answer the questions given after them.**

A large shady tamarind tree grew at one end of the bazaar, and it was here that Mrs. Srivastava found her friend Mrs. Bhushan sheltering from the heat. Mrs. Bhushan was fanning herself with a large handkerchief. She complained of the summer, which she affirmed, was definitely the hottest in the history of Pipalagar. She then showed Mrs. Srivastava a sample of the cloth she was going to buy, and for five minutes they discussed its shade,

texture and design. Having exhausted this topic, Mrs. Srivastava said, 'Do you know, my dear, that Seth Govind Ram's bank can't even pay its employees? Only this morning I heard a complaint from their sweeper who hasn't received his wages for over a month!'

- i) What was there at the end of the bazaar?
- ii) Where did Mrs. Srivastava find her friend?
- iii) What was Mrs. Bhushan doing there and why?
- iv) What was Mrs. Bhushan going to buy?
- v) They didn't talk much about colour, quality, etc. of that cloth. Say **true** or **false**.
- vi) Name the place where the above meeting took place.

**3. Read the following passage and answer the questions given after them.**

Deep Chand who was cutting the hair of an elderly gentleman was so startled that his hand shook and he nicked his customer's right ear. The customer yelled with pain and distress: pain, because of the cut and distress because of the awful news he had just heard. With one side of his neck still unshaven, he sped across the road to the general merchant's store where there was telephone. He dialed Seth Govind Ram's number. The Seth was not at home. Where was he then? The Seth was holidaying in Kashmir.

- i) What was Deep Chand?
- ii) Why did Deep Chand cut his customer's ear?
- iii) Why did the elderly gentleman go to the general store?
- iv) Where did Seth Govind Ram go? And why?
- v) Write the word from the passage that means 'nick'.
- vi) What kind of news did Deep Chand and his customer hear?

**4. Read the following passage answer the questions given after them.**

It was 7 p.m. The *jawans* had sent prisoners into the cells, locked them and started gossiping in the veranda. They described the atrocities committed by them in various prisons are great deeds. They also talked about prisoners' adventures and the various methods which were adopted to quell them. They said all those things were their precious experiences.

- i) When did the *jawans* lock the cells?
- ii) The *jawans* were talking about the great deeds of prisoners. Say **true** or **false**.
- iii) Did the *jawans* really praise the prisoners?
- iv) What were precious to the *jawans*?
- v) Pick and write the words from the paragraph that are related to jail.
- vi) Which word from the passage means **suppress**?

**5. Read the following *passage* answer the *questions* given after them.**

Mallaiah then realized that trying to prove his innocence would be of no use. He described the pitiful predicament of his father. He beseeched in utter abjection. This made the person believe strongly that Mallaiah stole the bundle of paddy beyond any doubt. With rage he roared. "To whom are you born?" and lifted the stick to beat him. Realizing the gravity of the situation, Mallaiah pressed the bundle strongly in his armpit and took to his heels. The other person chased Mallaiah. Both headed towards their village.

Mallaiah has to reach his father and at the same time he has to retain the bundle. This is because, he decided strongly in his mind to provide a small meal with those grains to his sister and father that night. With such a strong determination, he ran very fast using all his energy.

- i) What did Mallaiah realize then?
- ii) How did Mallaiah try to convince the person?
- iii) The person did not believe that mallaiah stole the bundle of paddy. Say **true** Or **false**.
- iv) What did Mallaiah do when the person lifted the stick to beat him?
- v) What did Mallaiah decide strongly in his mind?
- vi) Did the other person also follow Mallaiah when he took to his heels?

**6. Read the following *passage* answer the *questions* given after them.**

The *police patel* who has been carrying out wicked governance by becoming a part in the cruel machinery of administration, uttered a sentence which reflected human feeling. He said "How is her father's condition now?"

"He is a very old fellow. He has been bedridden for six months as if he is neither living nor dead. There is no hope that he will survive. But to know when exactly he will die, are these fellows *Brahma's* son's? They are loafers but they tell all lame excuses," replied one of the *sethu sindhis*.

- 1. How had the *police patel* being carrying out his wicked governance?
- 2. What made the writer say that even that cruel *police patel* had a human feeling?
- 3. Who is the old man here ?
- 4. How long had the old man been sick ?
- 5. What was the idea of one of the **Sethu Sindhis** on the poor labourers ?
- 6. Find the word from the passage which is the **antonym** of "die".



**7. Read the following passage and answer the questions given after them.**

Sometimes I start weeping at his rebuke. Sometimes I even wonder if he isn't right after all about my wasting father's hard - earned money. Sometimes it leads to a resolve to mend my ways. A fresh time table is drawn up and time is allocated to each subject according to its importance. But drawing up a time table is quite different from working to it. Within a couple of days the enthusiasm wears off and the old habit of playing takes hold of me again.

The refreshing open air, the green fields and the feeling of being alive and independent which the fields always inspire in me is irresistible.

- i) Why does the narrator start weeping at times?
- ii) The speaker sometimes agrees that he is wasting father's hard - earned money. Say **true or false**.
- iii) What does he decide to do at times?
- iv) What is quite different from drawing up a time - table?
- v) List the things that pull the speaker into the play ground.
- vi) Write the **synonym** of 'uncontrollable' from the passage.

**8. Read the following passage and answer the questions given after them.**

Since his last failure my brother has softened considerably. Even when he gets an opportunity of rebuking me he lets go. His leniency has resulted in greater freedom for me and I devote less time to studies now. A new sport has attracted my attention. I have started flying kites. Practically the whole day is spent either in their pursuit or in flying them. But I still fear my brother's outbursts. Kite flying is done stealthily and without his knowledge.

- i) What was the result of the speaker's brother's last failure?
- ii) How did the speaker get greater freedom?
- iii) What is the new game that attracted the speaker's attention.?
- iv) How long was the speaker pursuing or flying kites?
- v) Was the narrator still afraid of his elder brother?
- vi) Write the word from the passage that **means** 'secretly'.

**9. Read the following passage and answer the questions given after them.**

Listen, my boy, not even all the books of the world can teach one more than what experience teaches. Look at our mother. She has never been to a school. Our father did not go beyond the fifth class. But can you and I ever hope to reach their wisdom? They may not know what types of Government America has or how many times Henry the Eighth married or how many stars there are in the firmament, but there are other and more important things that they do know - things one learns from experience alone. If you were to fall ill today you won't know what to do except to send a telegram to father; but would father in your place send a telegram to anyone? No. He would try to diagnose the disease or call a doctor.

- i) Books, according to the elder brother, teach better than experience. Say **true or false**.
- ii) Up to what class did his father study?
- iii) Who are mentioned in the passage as example of wise persons?

- iv) How do people learn really important things, according to the passage?
- v) Suppose the son fell ill. What would his father do?
- vi) Write the word that is used in the passage to mean 'the sky'.

**10. Read the following passage and answer any four questions given after them.**

I had been three and Rekha six when we had gone to live with Nana in Poona. Nana had chemist's shop and lived .....Oh, it was heaven compared to this chawl, We had gone to a good school where we wore beautiful uniforms of white with coloured sashes and black shoes. Now it all seems a dream.

- i) Name the two children who were sent to Poona.
- ii) How old was the narrator then?
- iii) What kind of business did Nana have?
- iv) What did the speaker like most about life in Poona?
- v) How does their life in Poona seem now?
- vi) "Oh, it was heaven compared to this chawl." This suggests: Life in the chawl was very comfortable and happy. Say **true** or **false**.

**11. Read the following passage and answer any four questions given after them.**

'I can't force you, Alka, I know that. But jobs like these are hard to get. It's Patkar's goodwill that has given us this chance. He knows how hard - pressed I am, especially since Shirish fell ill. I wish I could send you to college but....' I could feel the pit yawning in front of me. Just a week more for my results. And then.....

- i) Who was talking to Alka?
- ii) 'He knows how.....' Who does 'he' refer to?
- iii) Who had been kind enough to offer the job?
- iv) When would Alka's exam results be announced?
- v) What happened to Shirisha?
- vi) 'I could feel the pit yawning in front of me.' This suggest that Alka was eager to join the job. Say **true** or **false**

**12. Read the following passage and answer any four questions given after them.**

Stealthily I took the briefcase into a corner and opened it. His lunch box. All cleaned up. The newspaper, neatly folded. His glasses. The aspirins he carried around for his frequent headaches. A book to read on the train..... a whodunit. For the first time a wave of pity broke over me. But the indifferent pity of a stranger for another stranger.

- i) Where did the narrator take the briefcase?
- ii) How was the newspaper in it?
- iii) Why did the owner of the briefcase carry aspirins?

- iv) Name any two items in the briefcase.
- v) What kind of book was it?
- vi) What emotion did the narrator feel on seeing all the things in the briefcase?

**13. Read the following passage and answer the questions given after them.**

The region abounded in wildlife - pigs, buffalo, crocodiles and a variety of birds. Here her parents, Robert and Wendy Mann, immigrants from Zimbabwe, had set up a hunting and photo safari business. The Manns were away, so it was their young partner, Hilton Graham, 23, who was taking care of Peta - Lynn. The two were great friends and Hilton had planned an outing as a treat for Peta - Lynn.

- i) What did the region abound in?
- ii) To which country did Robert and Wendy Mann belong?
- iii) What did her parents set up?
- iv) Who was their young partner?
- v) Name the two great friends mentioned in the passage.
- vi) What did the young partner plan for his friend?

**14. Read the following passage and answer the questions given after them.**

Already Hilton could feel the reptile's unbelievable power, as his own feet were slipping further from the security of the near by bank. He thrust out his right arm and screamed, "Peta! Grab hold!"

Peta - Lynn felt no fear now. She waded back into murky water and called, "Hang on, Hilton!" The water was up to her knees as she slithered in the mud. Then she reached out for his arms and grabbed it with both hands. She planted her feet in the marsh, flexed her knees and pulled with all her might. It was like a tug - of - war, she thought, with Hilton the rope, and unless she anchored him, he would die.

- i) What did Hilton feel?
- ii) Why did Hilton scream?
- iii) How did Peta - Lynn catch hold of his hands?
- iv) What did Peta - Lynn do with all her might?
- v) Name the game mentioned in the passage.
- vi) Why did she think that he would die?

**15. Read the following passage and answer the questions given after them.**

Peta - Lynn pulled furiously on Hilton's arm. "Hilton, Hilton! Come on!" He staggered out, stunned, his face deathly white and expressionless. Blood streamed from his arm and thigh.

They had barely taken two steps when the crocodile broke through the water again with a noisy splash. It snapped wildly at Hilton's right buttock, and succeeded in ripping the flesh through his Khaki pants. But Peta - Lynn gave a sharp tug and the giant reptile lost its hold and fell back. Blood streaked the water as the beast lay waiting, its eyes above the surface, watching.

- i) What did Peta -Lynn pull?
- ii) Describe the face of Hilton.
- iii) From which parts of Hilton's body did blood come out?
- iv) Where did the crocodile hit Hilton again?
- v) How did Peta - Lynn rescue Hilton?
- vi) "Blood streaked the water as the beast lay waiting. " This means.....Choose the right option.
  - a) The beast sucked blood and water.
  - b) Blood splashed water like lined marks as the beast looked waiting .
  - c) The beast feared looking at blood and water.

## 2. Comprehension Passages (Revision Tests and Model Paper)

### 1. Read the following passage and answer any four questions given below:

Men stood in groups at street corners discussing the situation. Pipalnagar seldom had a crisis, seldom or never had floods, earthquakes or drought; and the imminent crash of the Pipalngar Bank set everyone talking speculating and rushing about in a frenzy. Some boasted of their foresightedness, congratulating themselves on having already taken out their money, or on never having put any in.....

- i) What was the situation that men were discussing in groups?
- ii) Write the natural calamities mentioned in the passage?
- iii) It was common for the people of Pipalnagar to face a crisis frequently. Say **true** or **false**
- iv) Write the word from the passage that **means** 'certain to happen'.
- v) What did some people boast of?
- vi) Who congratulated those who had already taken out their money?

### 2. Read the following passage and answer any four questions given below:

A symbol of selfless service, 'Paalam' P Kalyanasundaram is a fine example of simple living and high thinking. He practises Gandhian principles without bothering whether the world takes notice of them or not. Working for the cause of the poor and the needy is his passion. **Paalam**, the institution he founded, has its roots in his commitment to serve the needy. Working for over 45 years, serving children he decided to expand his service. So, it was started after his retirement (he worked as a librarian at Kumarkrupa Arts college, Tuticorin) in 1988. He founded **Paalam** that serves as a link between donors and beneficiaries. Assistance is not just monetary. Children are helped in pursuing education and medical attention is provided to the needy. Blood donation camps are organized. The unemployed, elderly, sick and handicapped are rehabilitated. Kalyanasundaram donated the sale proceeds of his property, retirement benefits, arrears and above all the entire amount of Rs. 30 crores he received along with the award of the 'Man of the Millennium' towards charity. Asked about his personal needs, he says 'I am a bachelor and my personal needs are meagre. I am able to manage doing odd jobs in a hotel or a laundry.'

- i) What is Kalyansundaram an example of?
- ii) Does he want others to praise his activities?

- iii) Name the institution founded by Kalyanasundaram.
- iv) Name some of the activities of 'Paalam'.
- v) What did Kalyanasundaram donate towards charity?
- vi) Why does Kalyanasundaram take up odd jobs at a hotel or a laundry?

**3. Read the following passage and answer any four questions given below:**

The hired labourers who had worked in the fields all the day, were haggling over their wages with the landlord. Disgusted with the miserliness of the landlord, they were imploring for some more grains towards wages. As if he was shaking out his hand to drop the leftover food after his meal, the landlord threw some grains into their laps. Watching this whole scene, Mallaiah felt despaired. When even the people who toiled are not getting enough wages, where is the hope for me to get even a grain here, he thought. With a feeling of despondency, he moved towards the fields in which harvesting was over.

- i) What were the hired labourers doing?
- ii) As if he was shaking out his hand to drop the leftover food after his meal, the landlord threw some grains into their laps. "suggests.....choose the right option.
  - a. The landlord extended his helping hand to the poor.
  - b) The landlord was a very miserly man.
  - c) The landlord was very kind and throws grains into the laps of the labourers.
- iii) How did Mallaiah feel on the scene?
- iv) What was Mallaiah's thought over the attitude of the landlord?
- v) Where did Mallaiah move?
- vi) Write the **synonym** for the word 'pay' from the passage?

**4. Read the following passage and answer any four questions given below:**

Some students were asked to list what they thought were the present 'Seven wonders of the world'. The following received the most votes, in order of ranking: 1. The pyramids of Egypt 2. The Taj Mahal 3. The Grand Canyon 4. The Panama Canal 5. The Empire State Building 6. St. Peter's Basilica and 7. The Great wall of China. While gathering the votes the teacher noted that one student had not finished her paper yet. One being asked why, the girl said that she was unable to make up her mind as there were so many wonders. Then the teacher said. "Tell us what you have, and may be we can help. "The girl then read, '1 To see 2. To hear 3. To touch 4. To taste 5. To feel 6 To laugh and 7. To love'. The room became quiet. The things we overlook as being simple and ordinary are truly wondrous. A gentle reminder that the most precious things in life cannot be built by hand or bought by man.

- i) What was the task given to the students?
- ii) Name the first two of the seven wonders that got most votes.
- iii) Why couldn't a girl of that class make up her mind?
- iv) What are the first three wonders that the girl read out?
- v) How do we often regard truly wondrous things?
- vi) What does the girl's response remind us?

**5. Read the following passage and answer any four questions given after it.**

The examination came round again. The previous year's luck held my hand. My brother failed again. And this time he had worked very hard indeed. Almost daily he used to study till ten o'clock at night and get up at four in the morning. I felt very sorry for him. When the results declared he started crying. I also could not hold back my tears.

- i) The narrator passed the examination. Say **true** or **false**.
- ii) The speaker's brother slept for just ..... hours at night. Fill in the blank.
- iii) Why did the speaker feel sorry for his brother?
- iv) What was the elder brother's reaction to his result?
- v) Write the sentence from the passage that says the narrator also wept for his brother.
- vi) Quote the words that show that the elder brother had failed in the earlier examinations too.

**6. Read the following passage and answer any four questions given after it.**

W.B. Yeats says that education is not the filling of pail, but the lighting of a fire. The real goal of education is to illuminate and refine the mind and not the mere collection of data. Unfortunately, the schools that enforce loads of information are identified as the most remarkable ones in the contemporary context. Parents and teachers have to realize that the excessive stress and untold agony caused in such schools will mar the mental growth of children. Value - based education is the need of the hour.

- i) What does W.B. Yeats say about education?
- ii) What is the real goal of education?
- iii) Which schools are identified as the most remarkable schools nowadays?
- iv) What is the result of excessive stress on children?
- v) Which word in the passage means 'sorrow'?
- vi) What is the need of the hour in the present context ?

**7. Read the following passage and answer any four questions given below:**

'You don't have to, you know. You can always refuse. But think it over first. You know all the facts, anyway.

Yes, I do. A father who brought into this world more children than he can support on a small salary. A daughter to be married, a son stricken with polio, another daughter yet in school, and I, who will soon be passing my SSC. The conclusion is inescapable.

'I've had them dinned into me often enough', I muttered.

- i) Did the speaker know all the facts?
- ii) How many children did 'A father' have?
- iii) What was the son suffering from?
- iv) How many brothers did the speaker have?
- v) Which educational degree would the speaker get soon?
- vi) The father found difficult to support a large family. Say **true** or **false**.

**8. Read the following passage and answer any four questions given after it.**

Nuclear weapons continued to be tested in the Cold War, especially in the earlier stages of their development. The toll on the worst - affected populations and the growth since then in understanding about the critical threat to human health posed by radioactivity has also been a prohibitive complication associated with nuclear power. Though extreme care is practised in that industry, the potential for disaster suggested by incidents such as those at Three Mile Island and Chernobyl pose a lingering spectre of public mistrust. World wide publicity has been intense on those disasters. Widespread support for test ban treaties has ended almost all nuclear testing in the atmosphere.

- i) What was tested in the cold war?
- ii) What kind of threat to human health is associated with nuclear power?
- iii) Name the two disasters mentioned in this passage.
- iv) Why has nuclear testing in the atmosphere almost stopped?
- v) Does the passage convey the idea that there is widespread opposition and fear about the use of nuclear weapons?
- vi) Find the word from the passage which is the synonym of 'calamity'.

**9. Read the following passage and answer any four questions given below:**

Just after eleven o'clock, they pulled up at the emergency entrance of Darwin Hospital. Hilton was rushed to the operating theatre, where he was given 1,500 cc of blood, as well as antibiotic, tetanus and pain - killing injections. Two fractures in his left forearm were set. In his thigh, gaping wounds 25 centimetres long were carefully cleaned and scraped of dead tissue. After a week, when it was clear that infection had not set in, the wounds were stitched. For two weeks he stayed in hospital, and back at school again, Peta -Lynn was a regular visitor.

- i) At what time did they reach the emergency entrance of Darwin Hospital ?
- ii) Who was rushed to the operating theatre?
- iii) What was given to Hilton?
- iv) When were the wounds stitched?
- v) How long did Hilton stay in hospital?
- vi) Write the phrase used in the passage that means 'reached'.

**10. Read the following passage and answer any four questions given below:**

Personal tragedies at times give birth to public welfare programmes. **Shyam Sundar Paliwal** of a tiny village, Pilpalantri in Rajasthan, stands an example. The death of his dear daughter at a tender age evoked grief first but soon it prompted him to launch a **Save the girl and save the environment** programme. With the cooperation of the villagers, he made it a custom to commemorate the birth of a girl child by planting 111 fruit trees in the neighbourhood. The villagers also pool together RS.21,000/- for each new born girl - child and deposit it in a bank in her name to ensure her education. It is also compulsory for the parents to execute an affidavit stating that they will educate the girl and will not force her into marriage till she attains the legally marriageable age. A single man's vision has now resulted in abundant greenery all around with about a quarter million trees being grown and, more importantly, the laughter of girls reverberating through the entire village.

- i) How do public welfare programmes take birth at times?

- ii) Name the person who serves an example of public services in personal sorrow.
- iii) How do the villagers of Pilpalantri celebrate the birth of a girl-child?
- iv) Why do the villagers deposit an amount of Rs. 21,000/- in a bank in the name of every new born girl - child?
- v) What are the two conditions laid down in the affidavit executed when a girl is born?
- vi) Which incident promoted the launch of the 'save the girl and save the environment programme' ?

**11. Read the following passage and answer the questions given after them.**

People were turned back from the counters and told to return the following day. They did not like the sound of that. And so they gathered outside on the steps of the bank shouting 'Give us our money or we'll break in!' and 'Fetch the Seth, we know he's hiding in a safe deposit locker!' Mischief makers who didn't have a paisa in the bank, joined the crowd and aggravated their mood. The manager stood at the door and tried to placate them. He declared that the bank had plenty of money but no immediate means of collecting it. He urged them to go home and come back the next day.

- i) Where did the people gather?
- ii) What did they shout?
- iii) Who aggravated their mood?
- iv) What did the manager try?
- v) What did he declare?
- vi) Write the synonym of 'fetch'?

**12. Read the following passage and answer the questions given after them.**

Would anyone imagine that a prematurely born, polio - affected scarlet fever victim could win three Golds in **running** in the Olympics and be called the fastest woman on earth? Well, Wilma **did** it. Yes, Wilma Glodean Rudolph, born into a middle - class black family in the U.S., rose from her physical disability to Olympic glory. Needing braces even to walk till she was nine, by the age of twelve, Wilma challenged even boys in running. With her steely determination, the supports of her devoted family and the guidance of her coach, Edward Stanley Temple, she grew to be the first American woman to win three golds in the Olympics. She achieved that record at the Summer Olympics 1960, in Rome, Italy. She instantly became an international celebrity. She was inducted into the United States Olympic Hall of Fame in 1983. She established the Wilma Rudolph Foundation to train athletes. Her autobiography, *Wilma*, was published in the year 1977. Leaving an excellent legacy behind, she died on 12 November 1994.

- i) Name Wilma's achievement that made her an international celebrity.
- ii) What two diseases struck Wilma while she was young?
- iii) Who coached Wilma in running?
- iv) For women of America, winning many Golds each in the Olympics was common even before Wilma's time. Say **true** or **false**.
- v) Name the organization Wilma established to train sports persons.
- vi) Wilma's family was a great support to her. Say **true** or **false**.

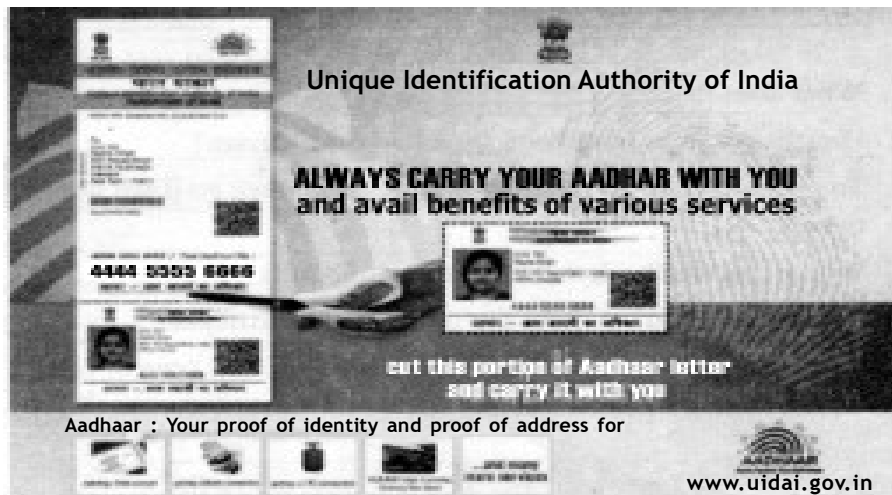


### 3. ADVERTISEMENTS

An advertisement(or "ad" for short) is anything that draws instant attention towards products, information, services, or ideas. Advertising happens in many different ways; they appear in the print media and the audio - video media. Advertisements also appear in newspapers, magazines and sports programmes. There are some advertisements which are issued in public interest, either by the government or by an NGO. Apart from these, we also have advertisements for job vacancies and for admission to educational institutions.

Given in the next few pages are various advertisements, issued mostly by government agencies and authorities or public sector banks and institutions.

1. Study the following **advertisement** and answer the questions that follow.



- i) What is the name of the identity card that all Indians are advised to carry with them?
  - ii) Name the issuing authority of Aadhaar.
  - iii) How many digits are there in an Aadhaar number?
  - iv) What is the website of Aadhaar?
  - v) What part of the Aadhaar letter can we cut and get laminated, the upper or lower?
  - vi) Aadhaar is a proof of \_\_\_\_\_ and \_\_\_\_\_. (fill in the blanks)
2. Study the following **advertisement** and answer the questions that follow.



- i) Name the social evil that is being picturised in the advertisement.
- ii) What are the four forms of abuse listed in the advertisement?
- iii) What are students encouraged to do if they come across someone being ragged?

- iv) Write down any 2 ways that a student can be punished for indulging in ragging.
- v) Students should not 'rag'. Besides, they should also not be a.....to ragging. (fill in the blanks, using words from the advertisement.)
- vi) The advertisement suggests that.....(choose the best option)
  - a) It is impossible to stop the evil of ragging.
  - b) If all co - operate, ragging in educational institutions can be completely stopped.
  - c) Some students should rag others while the rest should watch.

3. Study the following advertisement and answer the questions that follow.

**The luggage you carry during rail journey will decide your safety.**

*Carrying of inflammables/explosives is strictly banned on Railways.*

*Do not risk lives by travelling with the following articles.*



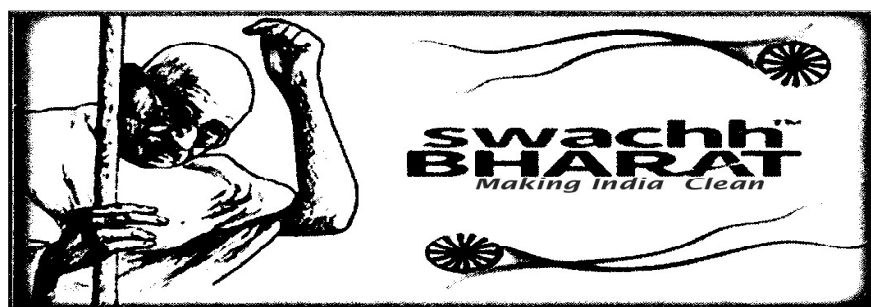
Carrying of inflammables and explosives in Railways Act, 1989 and may lead to 3 years imprisonment or fine or both besides being liable for loss/damage

Incase you notice any suspicious dangerous materials in trains at stations don't ignore please alert

**Security Helpline 182**

**South Central Railway**  
Your safety, our priority

- i) Who has issued the advertisement?
  - ii) Name two liquids that should not be carried in trains.
  - iii) Under what Act is carrying explosives in trains an offence?
  - iv) Upto how many years can a person be imprisoned for carrying inflammables in train?
  - v) What should you do if you notice any suspicious or dangerous material in train?
  - vi) What is the motto of South Central Railway regarding the safety of passengers?
4. Study the following Advertisement and answer the questions that follow.



- Swachh Bharat Abhiyan is a cleanliness campaign run by the government of India and initiated by the Honourable Prime Minister, Narendra Modi.
- Swachh Bharat Abhiyan is also called as the Clean India Mission or Clean India drive or Swachh Bharat Campaign
- It is a national level campaign run by the Indian Government covering 4041 statutory towns to make them clean.
- This campaign involves the construction of latrines, promoting sanitation programmes in the rural areas, cleaning streets, roads and changing the infrastructure of the country to lead the country ahead.

- i) Mention two other names by which Swachh Bharat Abhiyan is called.
- ii) State any two objectives of the campaign.
- iii) Who initiated the programme?
- iv) Who is running the campaign?
- v) How many towns are covered in the programme?
- vi) The campaign suggests that.....(choose the best options)
  - a) latrines should be constructed only in villages.
  - b) roads should be swept once a month
  - c) cleanliness is linked with the progress of the country.

5. Study the following advertisement and answer the questions that follow.

**BETI BACHAO BETI PADHAO**

The NDA Government's ambitious national programme of Beti Bachao Beti Padhao. A Campaign launched on 22 Jan, 2015 by Prime Minister Narendra Modi from Panipat in Haryana, the state with the lowest sex ratio.

**BENEFITS of EDUCATING A GIRL**  
Back to School

THE GIRL AS AN INDIVIDUAL   HER FAMILY   THE COMMUNITY AND SOCIETY   THE NATION

**#Beti Bachao Beti Padhao**  
Beti Bachao Beti Padhao(BBBP)Initiative

**Objectives:**

- i) Prevention of gender biased sex selective elimination
- ii) Ensuring survival & protection of the girl child
- iii) Ensuring education and participation of the girl child

- i) Expand BBBP.
- ii) Who started this programme?
- iii) Why was the campaign launched in Haryana?
- iv) When was the programme inaugurated?
- v) Who inaugurated the programme?
- vi) The first objective suggests that girls are being killed even before they are born and, therefore, female foeticide should be stopped. Say **true** or **false**.

6. Study the following advertisement and answer the questions that follow.

**TURN IT OFF**  
Turn off Taps while brushing your teeth, soaping clothes and scrubbing vessels

**FIX LEAKING TAPS**  
Fixing leaking taps doesn't take much, but it can save a significant amount of water

**TAKE A BUCKET BATH**  
Using a bucket instead of a shower to bathe can reduce your water consumption by 80%

**USE ENERGY EFFICIENT TECHNOLOGY**  
Energy star rated dish washer and washing machines use less water.

**UPGRADE YOUR EQUIPMENT**  
Install faucet aerators, low-flow shower heads and toilets with smaller flush tanks

**RECYCLE WATER**  
Water treatment plants and rainwater harvesting systems can recycle water in a large scale, but to recycle water on your own you can do simple things like using the water in which vegetables have been washed in water plants.

**Six ways to save water at home**

- i) Mention the number of ways in which water can be saved at homes(as per the ad).
- ii) When should we turn off taps?
- iii) What is the benefit of energy efficient dishwashers and washing machines?
- iv) Mention 2 ways in which we can upgrade equipment in the bathroom.
- v) Should people be encouraged to take 'bucket baths' or showers?
- vi) Mention a simple way (given in the ad) in which we can recycle water.


7. Study the following advertisement and answer any five questions that follow.

## Proposals: How to conserve water

If you want to learn how to conserve water and protecting the environment, learning to conserve water is a great way to make a positive impact. A four-minute shower may not sound like much, but in reality can cost up to 40 gallons. But don't worry-there are ways to change water-hogging household habits into leaner, greener activities.

### Water conservation Tips

- Run your dishwasher for only full loads.
- Turn off the tap when you brush your teeth.
- Check your faucets and toilets for leaks.
- Take short showers.
- Water your lawn in the morning.
- Use a cover on your pool.
- Wash your car with a nozzle on the hose.



- How much water is wasted in a four minutes shower?
- What is the advertisement about?
- How many water conservation tips are mentioned in the advertisement?
- The lawn should be watered only in the evening. Say **true** or **false**.
- What is used for washing cars?
- Pick out the antonym for the word, 'negative' from the advertisement.

8. Study the following advertisement and answer any five questions that follow.

### STRENGTHS

- 6 Operational/regional commands
- 1 Training command
- 14 Corps, including 3 strike ones
- New mountain strike corps at Pannagarh
- 382 Infantry battalions
- 63 Rashtriya Rifles battalions
- 63 Armoured Regiments
- 44 Mechanized Infantry Units
- 281 Artillery Regiments
- 56 Air Defence Units

## INDIAN ARMY

**WORLD'S 2ND LARGEST  
WITH 39,000 OFFICERS  
& 11.3 LAKH SOLDIERS**

### CRITICAL GAPS

- No 155mm artillery gun inducted since Bofors scam
- Obsolete air defence guns
- Inadequate right-fitting abilities
- Ageing light choppers, no dedicated attack helicopters
- Ammunition not enough for even 20 days of intense fighting
- Lack of 3rd gen anti-tank missiles



### INFANTRY SOLDIERS LACK

\* Modern assault rifles \* Close - quarter carbines \* Light machine guns  
\* Sniper rifles \* Modular bullet proof jackets \* Light weight ballistic helmets

- What is the advertisement about?
- Where is the New Mountain Strike Corps held?
- How many soldiers are there in the Indian Army?
- What is the position of the Indian Army in the world?
- Mention any two critical gaps given in the advertisement
- Infantry soldiers lack helicopters. Say **true** or **false**.

9. Study the following advertisement and answer any four questions that follow.

It is not mandatory for a citizen to obtain an Aadhaar Card  
Aadhaar is a life long unique identity / Enrolment for Aadhaar is free of cost

I have misplaced my Aadhaar  
I have lost my Aadhaar  
I want to download my e-Aadhaar  
I want to update / correct my Aadhaar

**Easy solutions**

For Enrolment / Update Aadhaar Feeding lost ED or UID, log on to <https://resident.uidia.net.in>

For locating nearest Permanent Enrolment Centre, log on to <https://resident.uidia.net.in>

I want to update / correct

Unique Identification Authority of India

- i) If a person wants to update his Aadhaar which Website should he log on to.
- ii) What is the toll free number of Unique Identification Authority of India?
- iii) The only way to locate the nearest Permanent Enrolment Centre for Aadhaar is to find out at the General Post Office. Answer **true** or **false**.
- iv) What is the cost of getting Aadhaar?
- v) Aadhaar is a lifelong\_\_\_\_\_. (fill in the blanks)
- vi) Can one update/correct one's Aadhaar? Say **yes** or **no**.

10. Study the following advertisement and answer any four questions that follow.


Government of India  
Department of Posts


**Sukanya Samriddhi Account**  
**New Saving Scheme**  
for Girl Child

ACCOUNT OPENING  
INVEST MONEY  
MATURITY

- i) Name the new saving scheme for a girl child.
- ii) Write the word used here that means 'deposit/save as capital'.
- iii) Which department has issued the advertisement?
- iv) The account is to be opened when the girl is\_\_\_\_\_ (fill in).  
a) above 5 years old    b) below    c) exactly 5
- v) How many stages are shown for the growth of a girl's savings scheme?
- vi) The account is available under a new scheme. Say **true** or **false**.

11. Study the following advertisement and answer any four questions that follow.



No. of persons killed on railway tracks*	<u>2014</u> 417	
	<u>2015</u> 327	

\*Tamil Nadu  
Railway Police - Madurai

---

Madurai-sub-division comprises 13 districts

**FOR SAFETY SAKE**

- Avoid eatables from strangers as they could be laced with sedatives
- Woman must avoid wearing lot of jewels during overnight travel
- Passengers should not share their e-mail IDs, Phone numbers and Residential addresses with strangers

- Who has issued the advertisement?
- How many persons were killed on railway tracks in 2014 and 2015?
- How many districts are there in Madurai sub-division?
- What should women avoid for safety during overnight travel?
- Why should eatables be avoided from strangers?
- What should not be shared with passengers?

12. Study the following advertisement and answer any four questions that follow.

**The luggage you carry during rail journey will decide your safety.**

*Carrying of inflammables/explosives is strictly banned on Railways.*

*Do not risk lives by travelling with the following articles.*



Carrying of inflammables and explosives in Railways Act, 1989 and may lead to 3 years imprisonment or fine or both besides being liable for loss/damage

In case you notice any suspicious dangerous materials in trains at stations don't ignore please alert

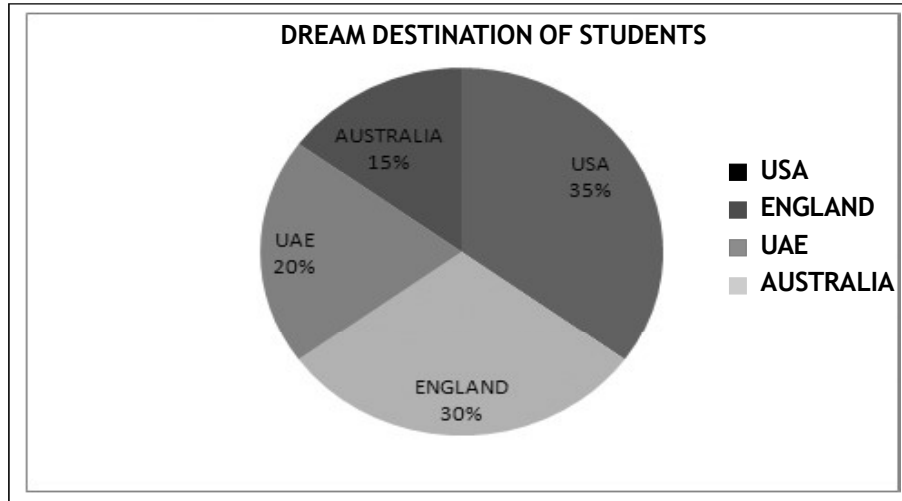
**Security Helpline 182**

 **South Central Railway**  
Your safety, our priority

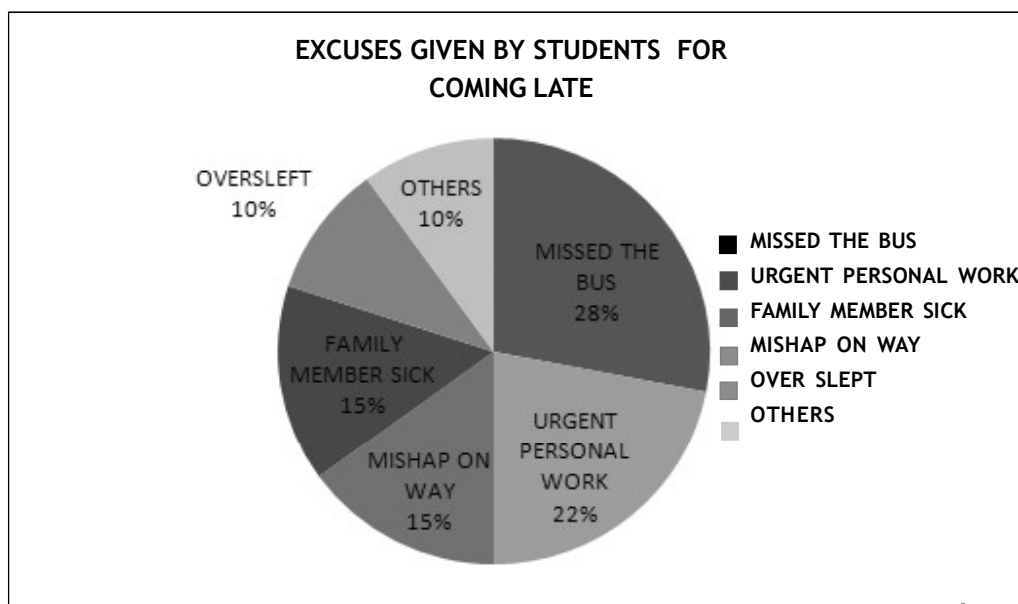
- What is the advertisement about?
- What does the railways ban?
- What is the punishment for carrying inflammables in trains?
- What is the security helpline number?
- Write the motto of the South Central Railways.
- What will decide your safety?

#### 4. NON VERBAL DATA (Pie - Charts)

- I. Students of Government Junior College, Nizamabad were asked which country they would like most to visit. Given below are the findings of the survey in the form of a **pie - chart**. Study it and answer the questions that follow.

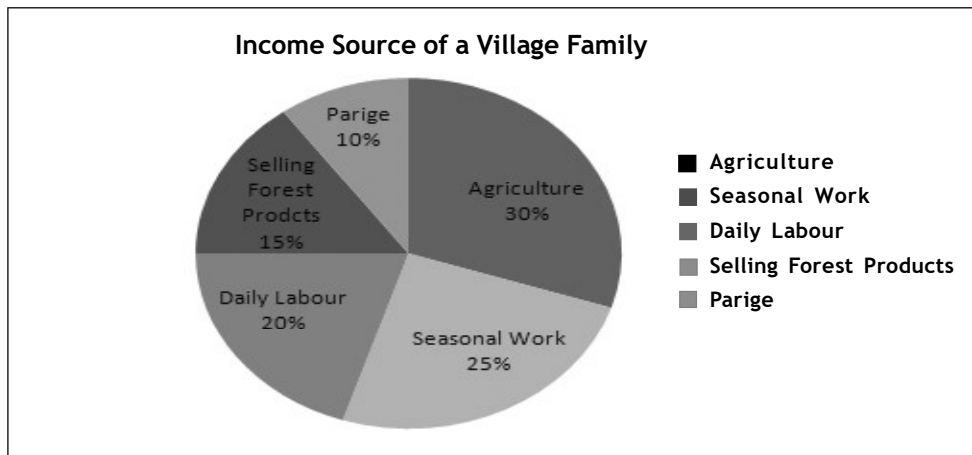


1. What does the pie chart show?
  2. Which countries were chosen as 'Dream Destinations'?
  3. Which is the most preferred country?
  4. Which is the least preferred country?
  5. What is the difference in percentage between those who preferred USA and those who preferred Australia?
  6. Some students wanted to visit China. Say **true** or **false**.
- II. Many students of Government Junior College, Karimnagar late to college one day. The Principal asked the reason and all the excuses cited were compiled in the form of a **pie - chart**. Study the pie chart and answer the questions that follow.



1. What does the pie chart show?
2. What was the most common reason cited by the students for coming late to class?
3. The percentage of students who said that a family member was sick was\_\_\_\_\_.
4. Students who offered miscellaneous reasons, not specifically shown, comprised\_\_\_\_\_%
5. The number of students who said that they had met with a mishap on the way was the same as those who said that \_\_\_\_\_.(complete the sentence)
6. The number of students who missed the bus was more than those who had urgent personal work. Say **true** or **false**.

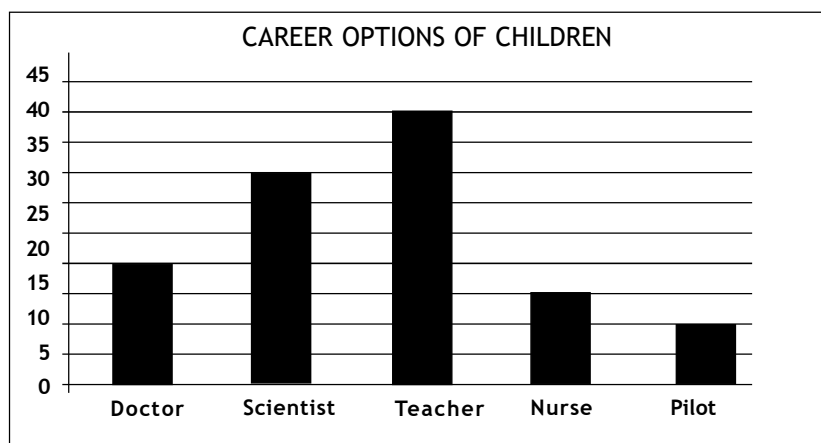
III. The following **pie chart** depicts the income source of a typical village family. Study it and answer the questions that follow.



1. What does the pie chart show?
2. Which is the highest income source?
3. How many income sources are given in the chart?
4. What is the share of daily labour in the family's income?
5. Which two income sources put together come to half of the income source?
6. Parige occupies the last place among all the income sources. Say **true** or **false**..

#### Bar graphs

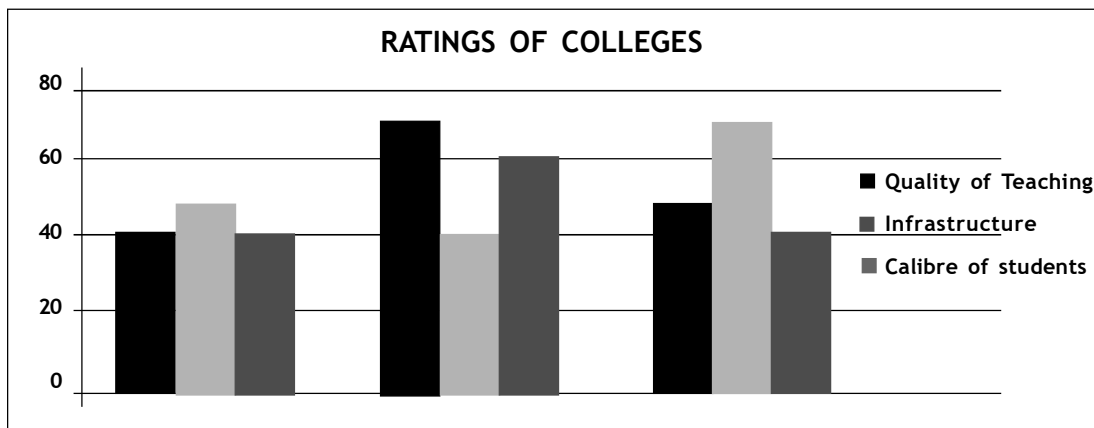
- I. Students of a large section of Class IV in a school were asked what they wanted to be when they grew up. Their answers were compiled in the form of a **bar graph**. Study the **bar graph** given below and answer the questions that follow.





1. What does the bar graph depict?
2. How many children wanted to become doctors?
3. The most preferred career was that of a\_\_\_\_\_.
4. 10 students wanted to become\_\_\_\_\_.
5. How many students wanted to become nurses?
6. Students opted for eight professions. Say **true** or **false**.

II. Three Junior Colleges in Telangana were rated by experts based on certain criteria. Their findings are expressed in the **bar graph** given below. Study it and answer the questions that follow



1. What does the bar graph depict?
2. What were the 3 criteria on which the ratings were done?
3. Which was the best college in terms of Teaching, College A or College B or College C?
4. Which college had the best infrastructure?
5. Out of all colleges listed which college had almost the same ratings on all three criteria?
6. Four colleges were compared. Say **true** or **false**.

### Tables

I. Study the **Table** given below and answer the questions that follow.

Train No. : 12697, Trivandrum Exp. Runs on Sunday From Starting Station

Station Name	Code	Arrival/Departure
Chennai Central	MAS	15:15
Katpadi Jn.	KPD	17:03
Jolarpettai	JTJ	18:18
Erode. Jr.	ED	20:45
Palghat	PGT	23:30
Trichur	TCR	00:37
Ernakulam Town	ERN	02:05
Kottayam	KTYM	03:20
Quilon Jn.	QLN	05:05
Kazhakuttam	KZK	05:55
Thiruvananthapuram Central	TVC	06:35

1. Write the name and number of the train.
2. On which days does the train run?
3. What is the destination of train?
4. What is the railway code of Kottayam?
5. How long is the journey from Ernakulam to Quilon?
6. The code of Palghat is PLT. Say **true** or **false**.

II. The **table** given below lists the **Prime Ministers** of India. Study it and answer the questions that follow.

S.No	Name	Term
1	Jawaharlal Nehru	1947 - 1964
2.	Lal Bahadur Shastri	1964 - 1966
3.	Indira Gandhi	1966 - 1977
4.	Morarji Desai	1977 - 1979
5.	Charan Singh	1979 - 1980
	Indira Gandhi	1882 - 1984
6.	Rajiv Gandhi	1984 - 1989
7.	V.P. Singh	1989 - 1990
8.	Chandra Shekar	1990 - 1991
9.	P.V.Narasimha Rao	1991 - 1996
10.	Atal Bihari Vajpayee	1996 - 1996
11.	H.D. Deve Gowda	1996 - 1997
12.	I.K. Gujral	1997 - 1998
	Atal Bihari Vajpayee	1998 - 2004
13.	Manmohan Singh	2004 - 2014
14.	Narendra Modi	2014 -

**Note:** Gulzarilal Nanda was the interim Prime Minister of India twice, for a few days each time, following the death of Jawaharlal Nehru in 1964 and that of Lal Bahadur Shastri in 1966.

1. Name the only woman Prime Minister of India till now?
2. Who was the Prime Minister of India in 1967?
3. Name the fourth Prime Minister of India.
4. Who was the first person to become the Prime Minister from South India?
5. Which Prime Minister served for the longest term?
6. Manmohan Singh was the predecessor of Narendra Modi. Say **true** or **false**.

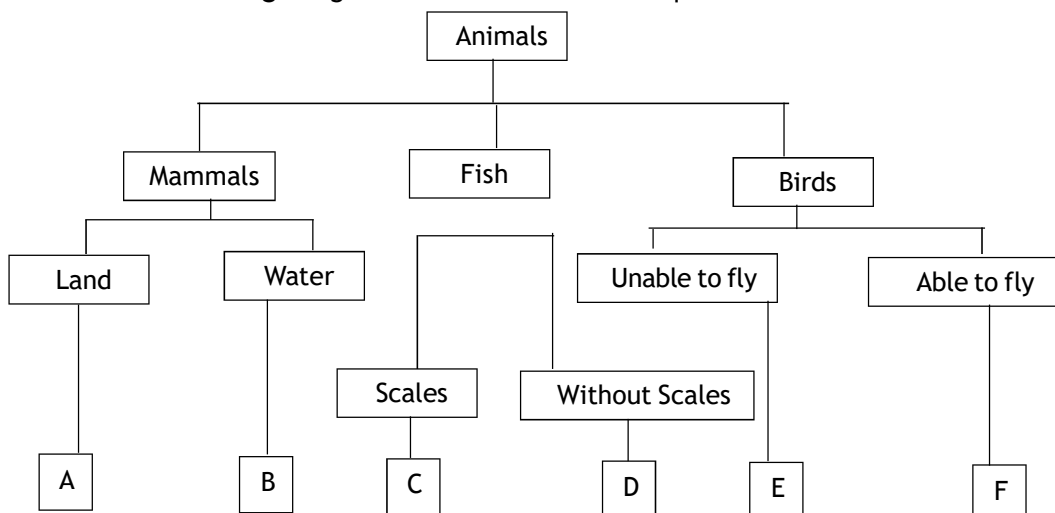
III. Tables help us to compare products even though we may not be familiar with all the terms used. Given below are a few specifications of two mobile phones. Study the **table** and answer the questions.

COMPARISION OF MOBILE PHONES		
Specification	Model ZIMZAM678	Model BINGBANG990
Weight(g)	148	190
Battery(mah)	2915	1715
Removable battery	No	No
Colours	Black, silver	Black, silver, red, blue, grey
Screen size(inches)	4.7	5.5
Touch screen	yes	yes
RAM	1GB	2GB
Expandable storage	No	No
Operating system	Android	Android
WiFi	Yes	Yes
3G	Yes	Yes
4G/LTE	No	No
No. of SIMs	1	2

1. Name the 2 models of phones being compared.
2. Which mobile phone is heavier ?
3. Which mobile phone is available in fewer colours ?
4. Name the operating system in both the phones.
5. Which phone can support 4G ?
6. Zimzam 678 can hold 2 SIMs. Say **true** or **false**.

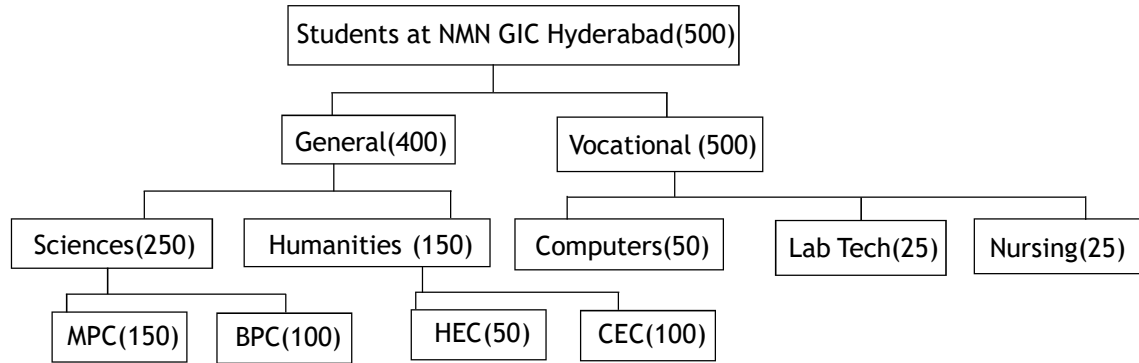
#### Tree diagrams

I. Look at the **tree diagram** given below and answer the questions that follow.



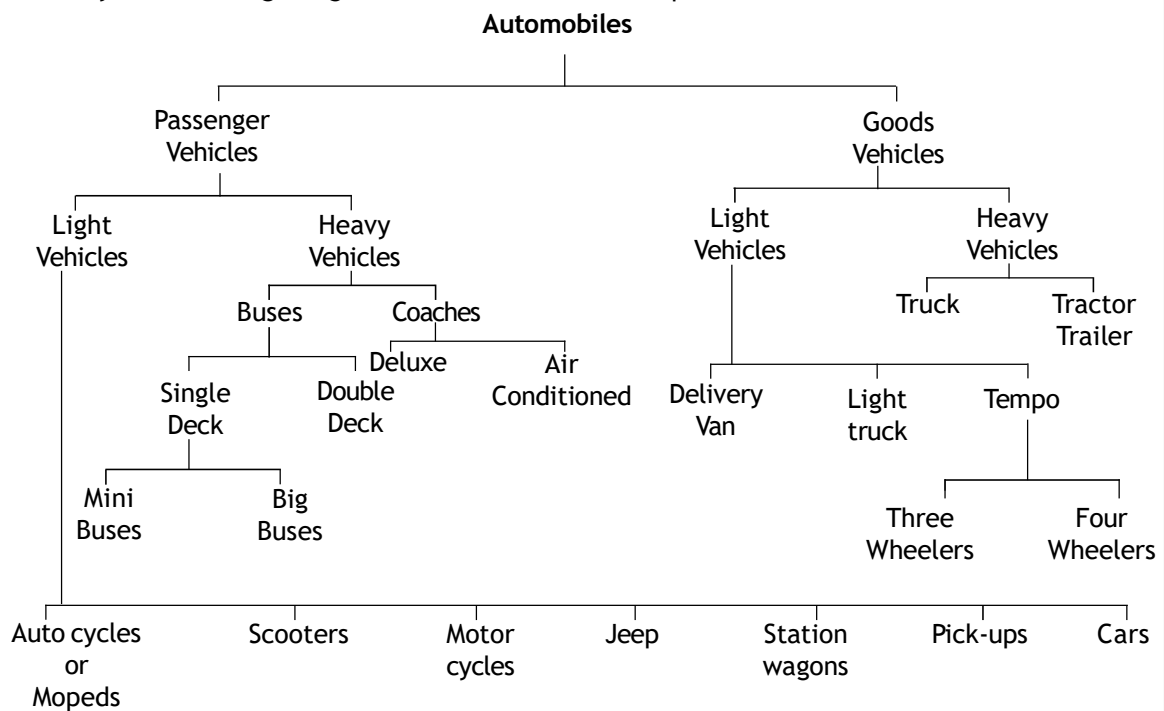
1. What is the tree diagram about ?
2. What are the 3 categories of animals ?
3. What are the 2 broad categories of mammals ?
4. What are the 2 broad categories of fish ?
5. What are the 2 broad categories of birds ?
6. Birds have scales. Say **true** or **false**.

II. Study the **tree diagram** and answer the questions that follow.



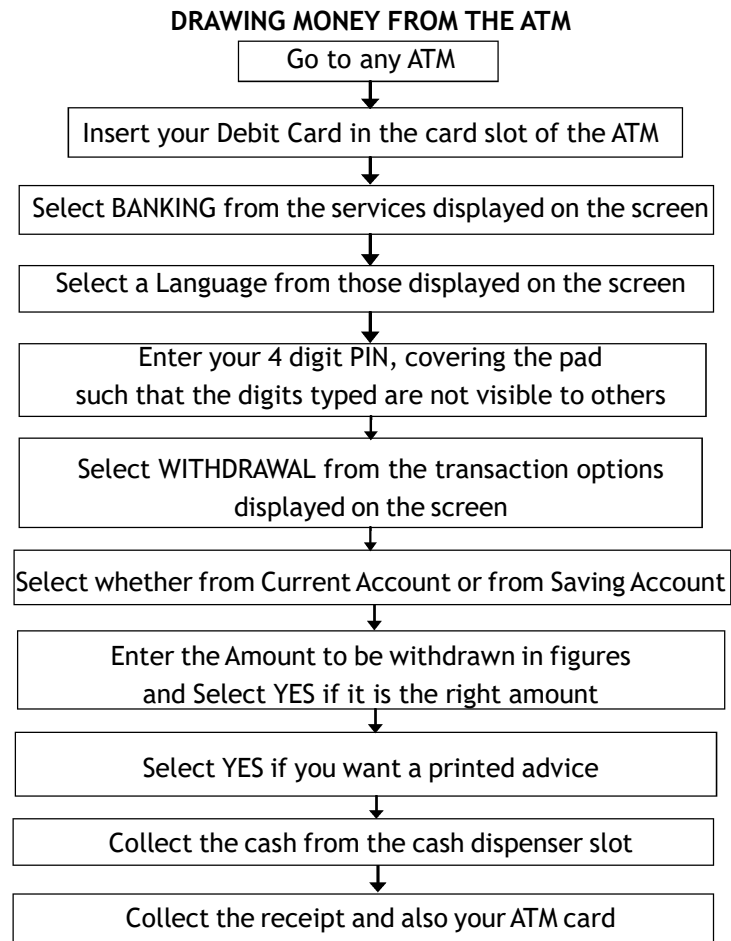
1. What does the tree diagram represent ?
2. How many students study at the college ?
3. How many students have taken Vocational courses ?
4. What are the 2 groups in Humanities at the college ?
5. Name the Vocational courses being offered.
6. 7 Vocational courses are being offered. Say **true** or **false**.

III. Study the **tree diagram** given below and answer the questions that follow.



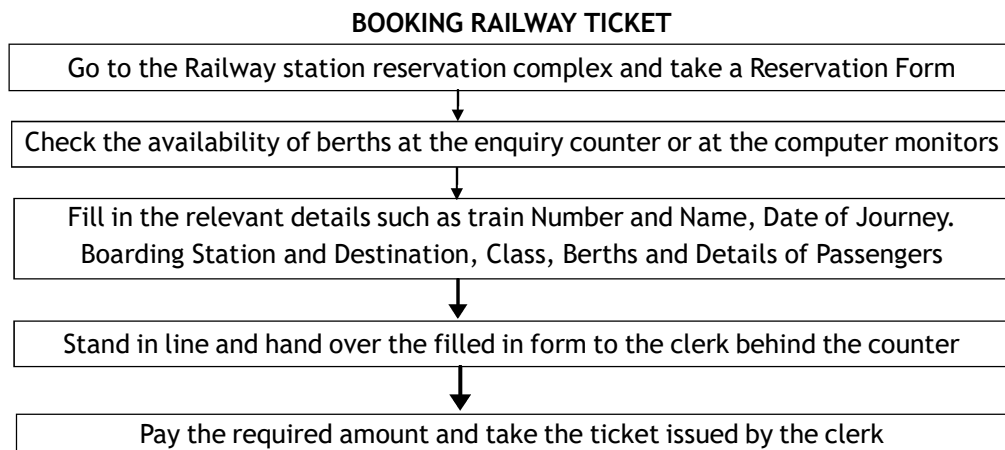
1. What does the diagram show?
2. What are the 2 main classes of automobiles?
3. Give 2 examples of light goods vehicles.
4. Give 2 examples of heavy passenger vehicles.
5. What are the 2 types of coaches?
6. Tractors and trailer are heavy vehicles. Say **true** or **false**.

II. Given below is a **flow chart** showing how to draw money from an ATM(Automated Teller Machine) with a Debit card. Study it and answer the questions that follow:



1. What does the flow chart show?
2. How many steps have been shown?
3. What should you do as soon as you enter the ATM?
4. Is the amount to be withdrawn entered in figures or words?
5. What are the 3 things you should collect before leaving the ATM?
6. PIN consists of 5 digits. Say **true** or **false**.

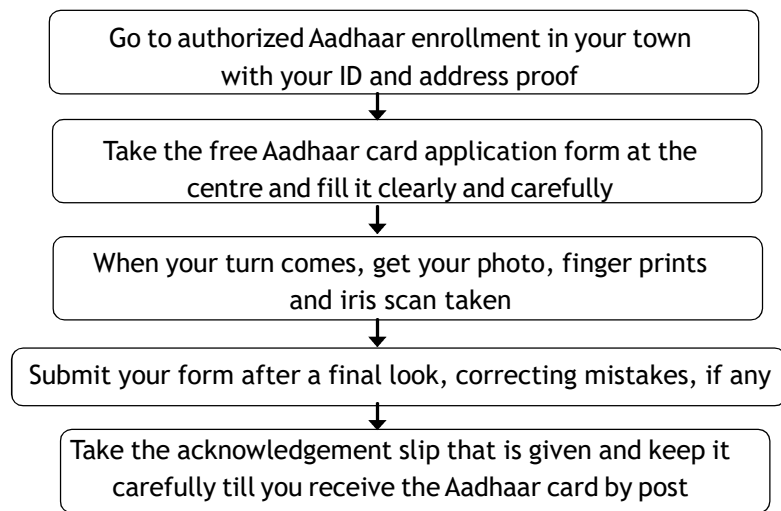
III. Study the **flow chart** given below and answer the questions follow.



## Flow Charts

I. Study the **flow chart** given below and answer the questions that follow.

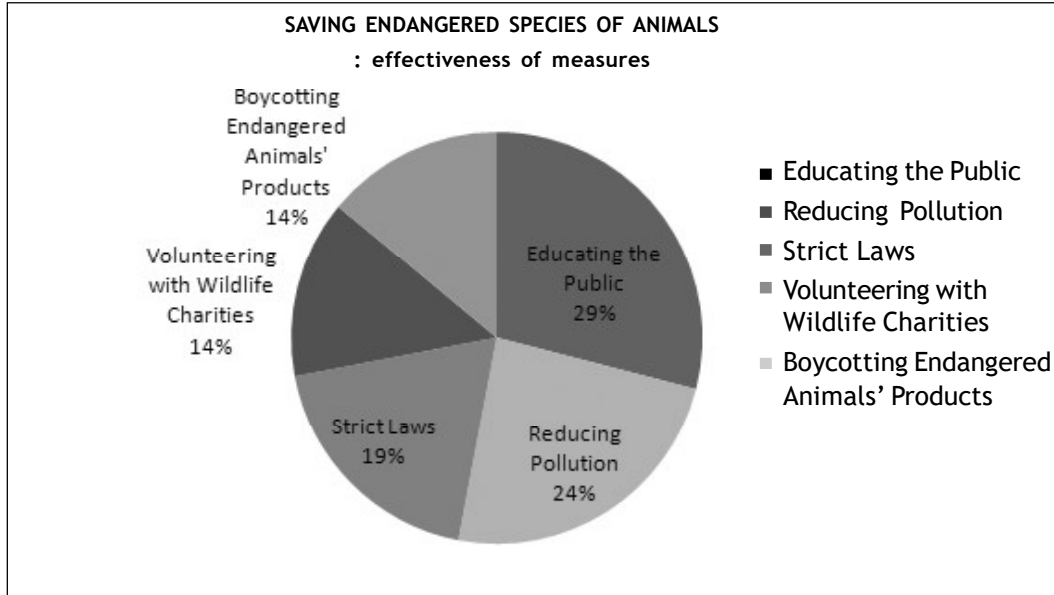
### APPLYING FOR AN AADHAAR CARD



1. What does the flow chart depict ?
2. How many steps have been shown ?
3. What should we take with us to the Aadhaar enrollment centre ?
4. What are the two kinds of biometric data collected by the personnel at the enrollment centre ?
5. What should we keep carefully till we receive the Aadhaar card ?
6. The application form costs Rs.10/-. Say **true** or **false**.

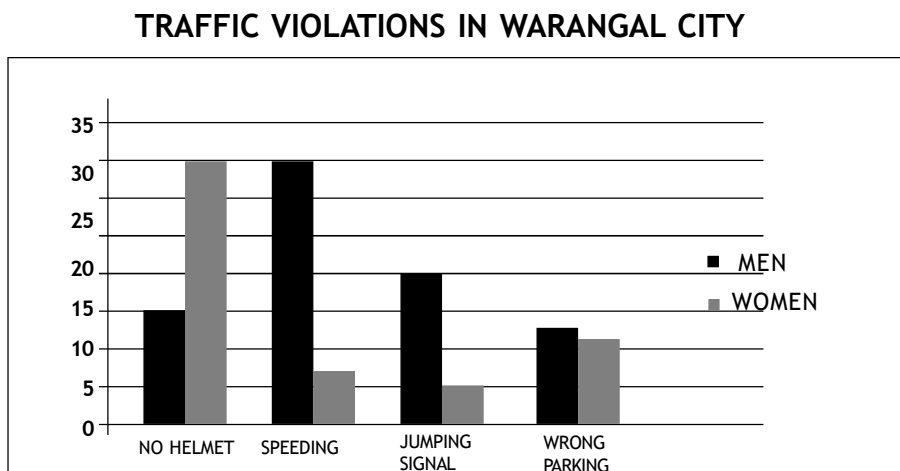
1. Read the **non - verbal data** given in the **pie - chart** below and answer any **four questions** given after it.

Students of Government Junior College, Shamshabad were taken to the zoo one day. There they came to know that many animals had been classified under the 'endangered' species. The teachers explained how everyone can take steps to save animals from extinction and how some measures are more effective than others. The opinions of the teachers were expressed in a pie chart.



- What does the pie chart depict ?
- How many ways of saving endangered species of animals have been shown ?
- What is the best way to save endangered species of animals ?
- Which 2 strategies are of equal efficacy, as shown in the chart ?
- What should people boycott if they want to save animals from extinction ?
- Reducing pollution is a better way to save endangered species than volunteering with wildlife charities. Say **true** or **false**.

2. Read the **bar - chart** given below and answer any **four questions** given after it



- i) What does the bar graph depict ?
- ii) Name the traffic violations that were committed.
- iii) Name the most common traffic violation committed by women.
- iv) How many men jumped the signal ?
- v) How many men were booked for speeding ?
- vi) The number of women not wearing a helmet was double that of men. Say **true** or **false**.

3. Read the **table** below and answer any **four questions** given after it.

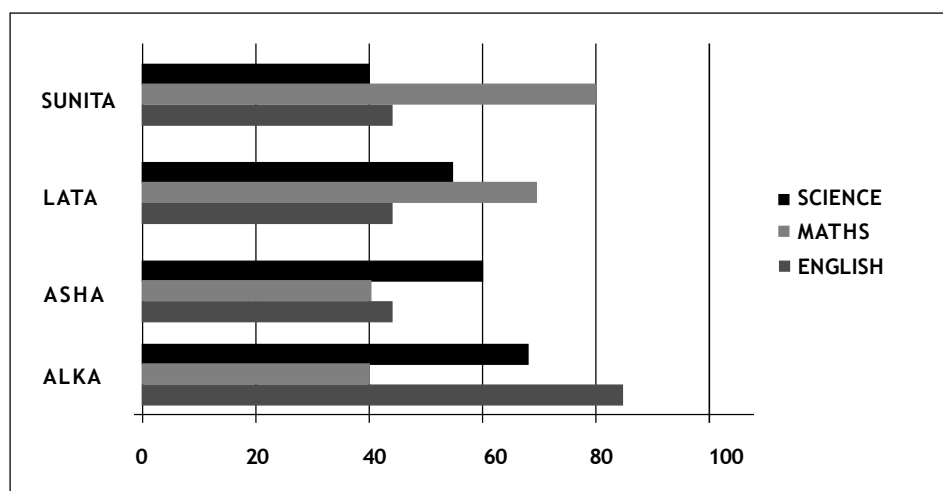
The **table** given below gives the nutrition details about popular Indian sweets.

Recipe name	Calories (Kcal)	Fat (g)	Carbohydrate (g)	Protein (g)	Sugar (g)
Gulabjamun	178	5.8	30.5	2.8	29.2
Barfi	125	5.3	17.1	3.0	15.5
Jelebi	150	2	32	1.2	20.1
Rasgulla	152	6.4	5.5	17.8	5
Milk cake Mithai	175	9	75	20	5
Laddu	246	14.9	25.9	3.6	16.7
Mysore pak	195	9.8	26	2	21
Kaju Katli	118	7.0	13.3	2.2	9.3

**Nutrition Details of Indian Sweets(100g)**

- i) What does this table show ?
- ii) How many sweets have been taken into account ?
- iii) What sweet contains the maximum fat ?
- iv) Which sweet contains the maximum sugar, Laddu or Gulab Jamun ?
- v) What sweet has the least protein ?
- vi) Kaju Katli has the least number of calories. Say **true** or **false**.

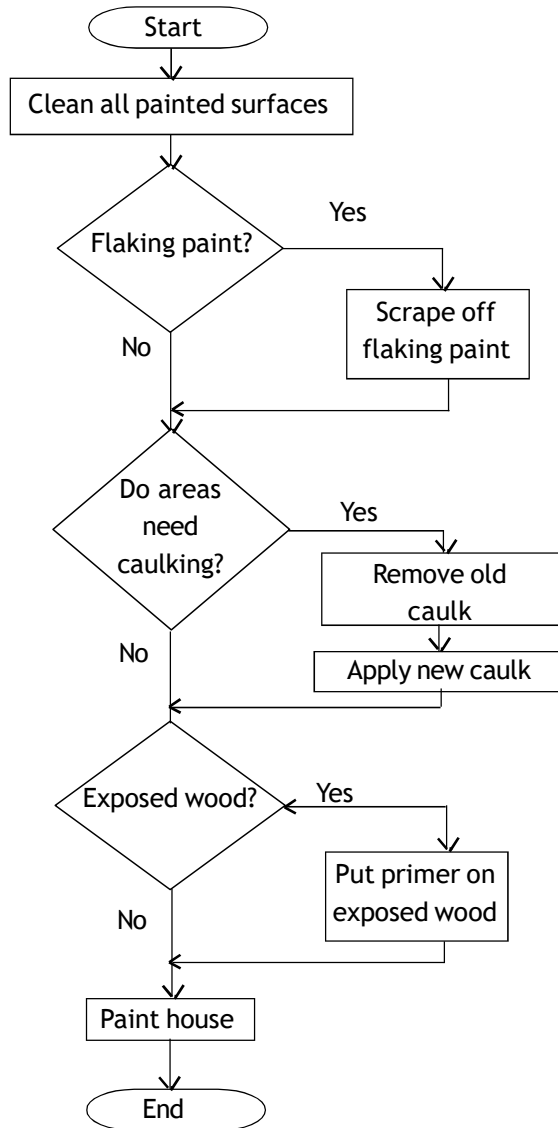
4. Given below is a **bar graph** depicting the performance of 4 girls in a unit test. Study it and answer the questions that follow:





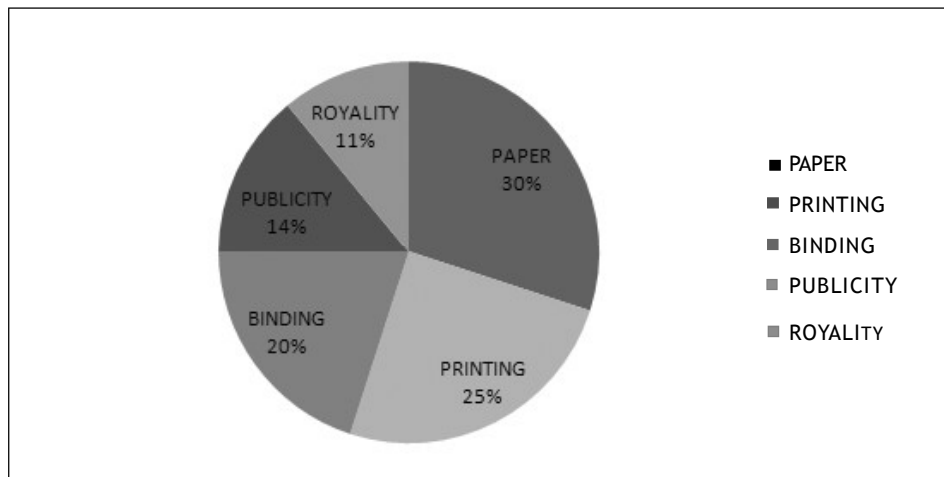
- i) What is the bar graph about ?
- ii) Name the subjects taken into account.
- iii) Name the girls whose performance in the test is being studied.
- iv) Who got the highest marks in English ?
- v) Who got the highest marks in Science ?
- vi) Lata got the lowest marks in Science. Say **true** or **false**.

5. Read the **flow chart** below and answer any **four questions** given after it.



- i) What does the **flow chart** show ?
- ii) What is the primary thing we have to do for painting a house ?
- iii) If there is flaking paint on the walls, what do we need to do ?
- iv) What do we do after removing old caulk ?
- v) We put primer on exposed wood only. Say **true** or **false**.
- vi) Find the antonym of the word '**remove**' in the flow chart.

6. Read the **pie chart** below and answer any **four questions** given after it.      4 x 1 =4



- i) What does the pie chart show?
- ii) How many factors contribute to the cost of publishing?
- iii) What is the expenditure incurred on Royalty?
- iv) The minimum expenditure is incurred on\_\_\_\_\_.
- v) What two factors together contribute to more than 50% of the cost of publishing?
- vi) More money was spent on binding than on printing. Say **true** or **false**.

## 5. PUNCTUATION

### Play with Punctuation:

*A panda(a bear - like mammal, native to China) walks into a cafe. He orders a sandwich, tea, etc. eats and drinks all, then draws a gun and fires two shots in the air.*

*'Why?' asks the confused waiter, as the panda makes towards the exit. The panda produces a badly punctuated manual. 'Look it up,' he says.*

*It is written 'panda: Large black and white bear like mammal. Eats, shoots and leaves.' The comma is the culprit!*

Let's understand and relish the following sets of sentences.

1. Woman, without her man, is nothing.

(Woman is nothing unless there is a man.)

Woman! Without her, man is nothing.

(Man is nothing unless there is a woman.)

2. Let's eat grandpa.

(Grandpa is going to be eaten!)

Let's eat, grandpa.

(Inviting grandpa to eat)

3. Akbar said Ashoka was a great warrior.

(Ashoka was a great warrior.)

Akbar, said Ashoka, was a great warrior.

(Akbar was a great warrior.)

4. This section consists of seven - year - old children.

(seven years old children)

This section consists of seven year - old children.

(one year old children)

5. These are my employees.

(These people are my employees.)

These are my employee's.

(These things belong to my employee.)

These are my employees'.

(These things belong to my employees.)

Going by the above sets of sentences, can't we say that the beauty and clarity of a language lie in punctuation too?

**Punctuation marks**, like traffic signals, are visual indicators used in written/printed texts to make texts practical and meaningful.

**Types of punctuation:** These are three types of punctuation. They are:

## Punctuation

### End Punctuation

- Full stop
- Question mark
- Exclamation mark

### Internal Punctuation

- Semi colon
- Colon
- Comma
- Quotation marks
- Ellipses

### Word Punctuation

- Apostrophe
- Hyphen
- Capitals

Now, let's look at their specific functions in detail.

### A. End punctuation

#### 1. Full stop( . ) (also called 'period' in American English)

It indicates the longest pause and always placed at the end of the sentence. It is used

- i) at the end of declarative and imperative sentences.

Naveen is a university student.

Come here.

- ii) after most abbreviations and initials.

M.A. (Master of Arts), B.Sc. (Bachelor of Science)

a.m. (ante meridian)

- iii) to separate hour from minute and date from the month and year.

The class begins at 7.45 a.m. daily.

Vanitha was born on 5.12.2012.

**Note:** Full stops are omitted (NOT used)

- i) in acronyms when they are pronounced as a complete word.

NATO, UNESCO, VAT

- ii) when the capital letter in the abbreviation doesn't stand for complete word.

TV (Television), TB (Tuberculosis)

- iii) in newspaper headlines.

Art is more than unbroken lines

Heat wave condition persists till May

#### 2. Question mark( ? )

It is used

- i) at the end of an interrogative sentence.

Do you like sweets?

- ii) after question tags or similar words.

He likes music, doesn't he? This is your car, right?

- iii) after elliptical questions.

Doing well? In trouble?

#### 3. Exclamation mark( ! )

It is used

- i) after an emotional expression of joy/sorrow/surprise/shock/anger.etc.

How fabulous the movie is!

What a nasty experience it was!

- ii) after an interjection or one - word exclamation.

Pity! She has lost her father.

Hurrah! We won the match.

- iii) after an imperative sentence when it is charged with feeling(a strong command).

Shut up! Go and bring your notebook.

Get lost! I need no explanation.

### Exercise:

1. Use appropriate end punctuation marks(full stop/question mark/exclamation mark) with the following sentences.

1. Will you show me the book
2. How intelligent you are
3. You like English, don't you
4. Stop the bus for me
5. It is raining now
6. What an idea

2. Read the following paragraph and use appropriate end punctuation marks(full stop/question mark/exclamation mark) wherever necessary.

Once upon a time there lived a duck and a kangaroo they were friends One day the duck asked the Kangaroo, "Dear friend, "How do you jump" The kangaroo replied, "Ah it is very easy Do you love it" The duck said, "Oh is it love to jump like you then The Kangaroo said,"Sit on my back I will take you round the world"

### B. Internal punctuation

#### 1. Semi colon( ; )

It makes a great pause in a sentence. The pause is greater than that created by a **comma**; weaker than a **full stop**.

It is used

- i) to separate main clauses in sentences not joined by a conjunction.  
Mandela was honest, sincere and brave; and all loved him  
Behave yourself well; there all the honour lies.
- ii) to separate parts of a sentence which has many **commas**.  
Our team for the cultural competition consits of Rahul of class VII, from Medak; Geetanjali of calss VIII, from Nalagonda;Amrutha of class VI,from Warangal and Nalini of class X, from Karimnagar.
- iii) between main clauses joined by connectives like **besides, however, moreover, there fore**  
It is a big mistake; however, you are excused this time.  
I don't need that bike; besides it is too costly

#### 2. Colon( : )

A **Colon** is not often used. It indicates a fairly close interdependence between the units that it separates. The sentence before the **colon** should be complete in itself, not a sentence fragment.

It is used

- i) to introduce a list of items.  
Send me the following items: art paper, pencil, ink bottle, clips.  
Dictionaries have everything: meanings, word history, origin, antonyms, usage, etc.
- ii) to anticipate a specific explanation of a general statement.  
Cancer is dangerous: it kills lakhs of people every year.  
This bike is very expensive: it gives hardly thirty kilometres a litre.

#### 3. Comma( , )

A **comma** is the most frequently used **mark of punctuation** which provides a slight pause in a sentence.

- i) to separate more than two words of the same class.  
James, Anthony, Raheem and Sunder are studying in the same school.  
Raghava is rich, clever, brave and honest.
- ii) after an adverbial clause or a phrase.  
After we had attended the party, we left for Delhi.  
Born in Nepal, he was brought up and educated here.

iii) in non - defining relative clauses.

Mumbai, the business capital of India, is facing a severe water crisis.

My grandfather, who celebrated his 84th birthday yesterday, is a philanthropist.

iv) in letters, for salutation and complimentary close.

Dear Srinath, Yours sincerely,

v) to introduce direct speech and before question tag.

Jane said, "You are a good friend."

Srihith is clever, isn't he?

vi) after sentence adverbs.

Fortunately, he was saved.

Suddenly, Leela left the meeting.

vii) after introductory words and some expressions.

*Luckily, finally, accordingly, also, consequently, meanwhile, nevertheless, obviously, perhaps, however, therefore, of course, actually, besides, otherwise, for example, namely, infact, etc..*

I am to finish my project. Perhaps, the last one. Luckily, I got a good job.

viii) to separate data/month from a year.

15 August, 1947, January 26, 1950

ix) in writing postal address.

24-7128/A

Srinagar,

Hyderabad,

Telangana.

x) to separate interjections and other words like *yes, no, oh, well, ah*.

Wow, what a surprise!

Yes, he did it.

Well, I explain it now.

xi) after a noun or pronoun in the vocative case.

Raju, come here.

Sir, shall I come in?

xii) to separate a name from a degree/department.

He is Ashok, I.A.S.

Meet Mr Bansal, the manager.

#### 4. Quotation marks (Inverted commas) ('.....') / (".....")

**Quotation marks** are **commas** that are put upside down above line of writing. They are single('.....') and double ("....."). In British usage **single quotations** are used but in American usage they are usually **double**. In handwriting **double inverted commas** are used in both countries.

**Quotation marks** are used

i) In Indirect Speech:

He said, "I am busy." "Who are you?" she asked.

ii) to enclose a word or expression that is being defined.

Tagore's 'Geethanjali' is my favourite book.

Have you read the article, 'New Mining Policy'?

iii) to enclose a word or expression that is being defined.

The word 'Panacea' means 'remedy for all diseases or troubles'.

A 'back seat driver' is a passenger in a car who gives unwanted advice.

iv) to mark quotations.

Abraham Lincoln said, "Writing is the great invention of the world."

#### 5. Ellipses (...)

**Ellipses** is the practice of leaving a word or words in a sentence when they are not necessary for understanding. These are traditionally (**three dots**) used

- i) after a break in speech.  
His declaration was, 'The house caught fire...'
- ii) as an alternative to 'etc.'  
I bought fruits, nuts, rice, bread, water...
- iii) When a word or a phrase of quotation is omitted.  
Stone walls do not make a prison...  
( 'nor iron bars a cage' )
- iv) to make a longer pause in a dialogue.  
Come here..., try to understand me.

### Exercise

#### 3. Use appropriate internal punctuation marks(semi colon/colon/comma/quotation marks/ellipses) in the following sentences.

1. The monsoon failed this year too and the country is in the grip of a famine.
2. I wasn't just annoyed I was absolutely furious.
3. Sumit said Where are you going?
4. She worked hard she failed.
5. 15 August 1947 It was the day on which we won independence.
6. The wounded man said I wasn't.

#### 4. Read the following paragraph and use appropriate internal punctuation marks(semi colon/colon/comma/quotation marks/ellipses) wherever necessary.

A teacher showed three toys to a student and asked Do you find out the differences. After keen observation the student said the first toy has holes in the ears the second one has holes in the ear and the mouth the third toy has only one hole that is in one ear. The teacher amazed what do they represent.

### C. Word punctuation

#### 1. Apostrophe( ' )

An **Apostrophe** has two main functions. They are-

- i) to indicate possession.  
Nitya's dress(singular)      Ammu's books (singular)  
Clouds' movement(plural)      Neighbours children(plural)
- ii) to indicate contraction.  
I'm (I am)    don't(do not)    won't(Will not)    aren't(are not)

**Note:**Look at the magic of an **apostrophe** here.

It's good. (It is good).  
Its head is still.(The head of it is still.)  
It's got six legs.(It has got six legs.)

#### 2. Hyphen( - )

The present - day tendency is to avoid using the **hyphen** wherever possible. However, the following cases require **hyphens**.

A **hyphen** is used

- i) in compound words.  
Father - in - law, coal - mining, co - education, ex - president, up - to - date, pro - American, pre - school, semi - skilled worker, non - scientific.
- ii) in writing compound numbers from 21 to 99.  
Twenty - one, seventy - four, thirty - six.
- iii) in compound words formed from fractions.  
one - third, three - fifths, two - thirds.
- iv) between two numbers to indicate range/inclusion.  
See the rules 1 - 6 (one to six).  
This book is the history of India, 1857 - 1947) (from 1857 to 1947).
- v)after a single letter joined to a noun or a participle.  
Y - junction, U - turn, T - shaped

### 3. Capital Letters

A capital letter is used

- i) at the beginning of a sentence and also in the beginning of the sentence in quotations.  
She is preparing for a test now.  
She said, "Light travels faster than sound."
- ii) at the beginning of every line of a poem.  
The woods are lovely, dark and deep,  
But I have promises to keep,
- iii) with personal names/proper nouns and personal pronoun 'I'.  
Osmania University, Red Fort, Netaji, Bhagat Singh, Kalam, Mount Everest;  
I am going to bed now.
- iv) with proper adjectives derived from proper nouns.  
Indian festivals, Chinese toys, Japanese dolls.
- v) With the first letter of a day/month/festival/special occasion/religion/class(group)/  
holy book/literary works.  
Monday, June, Ramzan, Republic Day, Christian, the Tatas, the Ramayana, the Bible,  
Gitanjali, Malgudi Days.
- vi) with high - ranking officials, heads of state, heads of religion.  
the Prime Minister, the Chief Justice, the Pope, the Queen of England.
- vii) with the first letter of God/Lord/Almighty and the pronouns that refer to them.  
Do you believe in God?  
Pray to the Lord since He alone saves you.
- viii) with historical events.  
the First World War, the French Revolution, the Battle of Plassey.
- ix) with political parties, institutions, abbreviations of such names.  
The Communist Party, the College of Economics, UNO, UNESCO, WHO, etc.

#### Exercise:

5. Use appropriate word punctuation marks(apostrophe/hyphen/capitals) in the following sentences.

- 1. this is my cousins car.
- 2. gandhiji led the nonviolent movement.
- 3. there are forty six boys in the class.
- 4. these are my father in laws clothes.
- 5. we have semi skilled workers.
- 6. i have an x mas tree.

6. Read the following paragraph and use appropriate word punctuation marks(apostrophe/hyphen/capitals) wherever necessary.

there was an old owl. everyday he used to see some incidents happening around him. yesterday he saw a boy helping his mother in law today he saw him shouting at her the boys father in law was kind and gentle. the boy shouted at his father in law too. the owls curiosity grew more and more to know about the boy.

#### Exercise

7. Punctuate the following letter.

24-7/A  
bank street  
hyderabad  
27 october 2015  
to  
the editor  
box no 128  
the hindu  
hyderabad



dear sir

with reference to your advertisement in todays newspaper offering for an incharge of ads section i would like to apply for it before that let me be known of the details of the interview like date time and venue.

yours faithfully

manisharma

**8. Punctuate the following dialogue.**

lasya : hai kavya how are you  
kavya : fine what about you not seen for a week  
lasya : ive been to my grandmas village for vacation  
kavya : oh how did you feel there  
lasya : fabulous what a pleasant life it was greenery cool breeze every where  
kavya : you are right but we are living in towns nothing but concrete jungles  
lasya : but why dont we concentrate on planting  
kavya : good idea why dont we start first  
lasya : ok lets meet here tomorrow again  
kavya : ok bye see you

**9. There should be ten punctuation marks in the following paragraph. Try to insert at least eight of them.**

two weeks ago i was amused when a friend who couldnt bear to sleep alone, woke me up close to midnight at the hotel into which we had checked in. can we hire a double room im totally spooked, she said

**10. Read the following passage using capital letters and punctuation marks wherever necessary.**

Gandhiji said that the greatest lessons in life are learnt from children not from learned men a child will fearlessly try before giving up as adults fearing failure we give up before try.

**11. Read the following passage/sentences using eight of the punctuation marks wherever necessary.**

whatever little i learnt about being a parent i learnt by observing my children and letting them teach me but one day my son said dad I found a pen in the class and I brought it home

**12. Punctuate the following sentences.**

1. you know that i once wrote a book called the discovery of india
2. i was engaged in that quest long before i wrote that book
3. it was not mere curiosity that led me to that quest
4. you know that i once wrote discovery of india
13. having got the larger frame i looked more closely at my own country and wrote the discovery of india in it i concentrated on my countrys past and the story of its development
14. if you go to the other countries i shall not name them as i do not wish to cause offence you will find that people there think that their country is the chosen country the torch bearer of civilization the most advanced country the most revolutionary country the country with the biggest buildings the country with something unique some mission or other
15. i) i am your teacher and i think it right and proper that i should let you know something of my plans for this class  
ii) at this moment the door was flung open and pamela dare rushed in somewhat breathlessly to take her seat
16. i) they were interested in spite of themselves even the husky blase senham was learning forward on his desk watching me  
ii) thank you potter now is there any young lady present whom you consider unworthy of your courtesies
17. chemical and biological warfare like nuclear warfare could one day destroy mankind the weapons used destroy not merely the enemy but vast civilian population as well
18. i) so what have i got to complain about nothing of course i m not complaining  
ii) all right you can stop now if you want to i mean stay around for swim or something its all right with us

## 6. VOCABULARY

We can master our vocabulary by learning **one - word substitutes**. A one word substitute, as its name indicates, is a word that replaces a group of words. The knowledge of one word substitutes not only saves time while writing but also helps you in scoring good marks in competitive examinations.

Given below is a list words to enrich you vocabulary.

1. **agenda** : a list of things to be discussed at a meeting
2. **agnostic** : a person who claims neither faith nor disbelief in the existence of God
3. **altruism** : unselfish interest in the welfare of others
4. **amateur** : one who engages in an activity as a pastime rather than as a profession
5. **ambidextrous** : able to use both hands equally well
6. **ambiguous** : having more than one meaning and so, is unclear
7. **amphibious** : living on land as well as in water
8. **anarchist** : one who rebels against authority or established order
9. **anarchy** : the absence of government or control in a society
10. **annihilation** : complete destruction of something
11. **anonymous** : (a person) not identified by name, of unknown name
12. **anthology** : a collection of poems or stories
13. **antidote** : a substance that can act against the effect of poison
14. **antiseptic** : a medicine that prevents infection
15. **archaeology** : study of life and culture of ancient people through the excavation of sites
16. **atheist** : a person who does not believe in the existence of god
17. **audience** : a number of people listening to a lecture or a concert
18. **autobiography** : the life history of a person written by himself/herself
19. **autonomous** : (a person or an institute) that can take decisions independently
20. **benefactor** : one who gives money or help to another person or cause
21. **bibliophile** : a person who loves reading and keeping books
22. **biography** : a story of someone's life written by another person
23. **bouquet** : a bunch of flowers tied together to be given as a present or to welcome someone
24. **calligraphy** : the art of good handwriting
25. **cannibal** : a person who eats human flesh
26. **contonment** : a permanent station for soldiers, garrison
27. **cardiologist** : a doctor who treats heart diseases
28. **celibacy** : the state of remaining unmarried
29. **chronicle** : a record of historical events
30. **colleagues** : people who work in the same organization
31. **contemporary** : living or occurring at the same time
32. **cosmopolitan** : an outlook that is influenced by people from all over the world
33. **dermatologist** : a doctor who treats skin diseases
34. **drought** : prolonged period of abnormally low rainfall
35. **edible** : fit to be eaten as food by humans
36. **egoist(egotist)** : a selfish person who talks and thinks of himself/herself
37. **encyclopedia** : a book of information covering all subjects
38. **endemic** : (disease)regularly found in a particular area or among particular people
39. **ephemeral** : that which has a short life
40. **epidemic** : that spread of an infectious disease in a very short time in a place
41. **epitaph** : a short text written on a tombstone
42. **epitome** : the perfect example of something
43. **etiquette** : the rules of accepted polite behaviour in a society

44. etymology	: the study of the origin and history of words
45. extempore	: spoken or done without any preparation
46. faction	: a group united for a cause
47. fanatic	: a person with extreme and irrational beliefs in politics or religion
48. feminist	: a person who fights for the rights of women
49. garage	: a place for keeping cars
50. glossary	: a list of terms in a text with their explanation
51. glutton	: one who eats excessively
52. gregarious	: (of people) who love the company of others
53. gymnasium	: a room that has equipment for physical exercises
54. herbarium	: a collection of dried plants
55. iconoclast	: one who attacks established and cherished beliefs
56. illiterate	: a person who cannot read and write
57. imminent	: about to happen in the immediate future
58. incorrigible	: (of people or their behaviour) that cannot be corrected or changed
59. indefatigable	: able to work for a long time without becoming tired
60. indelible	: (a mark) that cannot be erased easily
61. inevitable	: that which will happen and cannot be avoided
62. infallible	: incapable of making mistakes
63. inflammable	: a substance that catches fire quickly
64. insolvent	: unable to pay debts
65. introspection	: the examination of one's own thoughts and feelings
66. invincible	: too strong to be defeated
67. invisible	: that which cannot be seen
68. irrevocable	: something that cannot be changed
69. kennel	: a house of shelter for a dog
70. lethal	: designed to cause death
71. loquacious	: talking a lot or too much
72. maxim	: a short statement expressing the rule of conduct
73. memento	: something kept in the memory of an event
74. mercenary	: concerned with making money
75. misanthrope	: a person who hates mankind
76. mortuary	: a place where dead bodies are kept for some time
77. museum	: a place where objects of art are displayed
78. notorious	: well known for some bad quality
79. novice	: one who is inexperienced or new to a job
80. nuance	: a slight difference in meaning that is difficult to detect
81. obsolete	: something which is out of date
82. omnipotent	: having unlimited power
83. omniscient	: having complete or unlimited knowledge
84. opaque	: that which cannot be seen through
85. optimist	: one who looks at the bright side of things
86. ornithology	: the scientific study of birds
87. orthopedist	: one who treats the fracture of bones
88. pediatrician	: a doctor who treats the diseases of children
89. palindrome	: a word or phrase that reads the same backwards or forwards example: madam
90. panacea	: a medicine which cures all diseases, a solution for all problems
91. patent	: sole right to produce or sell an invention
92. peccadillo	: a minor offence or mistake
93. pedestrian	: a person walking on a street

94. <b>penchant</b>	: strong taste or liking for something
95. <b>perennial</b>	: lasting for a long or apparently infinite time, continually recurring
96. <b>peregrination</b>	: a long slow journey, especially on foot
97. <b>pessimist</b>	: one who looks at the dark side of things
98. <b>philanthropist</b>	: a person who helps the needy
99. <b>physician</b>	: one who attends to sick people and prescribes medicines
100. <b>plumber</b>	: a person who fits and repairs water pipes
101. <b>polyglot</b>	: one who is well versed in many languages
102. <b>professional</b>	: a person with proven practical knowledge in a field
103. <b>quarantine</b>	: confinement to one place to prevent the spread of infection
104. <b>seismograph</b>	: an instrument for detecting earthquakes
105. <b>somnambulism</b>	: the habit or activity of walking in sleep
106. <b>spendthrift</b>	: a person who wastes money
107. <b>stalwart</b>	: a loyal supporter of an organization
108. <b>stoic</b>	: one who is indifferent to pleasure or pain
109. <b>surgeon</b>	: one who treats diseases by performing operations
110. <b>teetotaler</b>	: one who never takes alcoholic drinks
111. <b>theist</b>	: a person who believes in the existence of God
112. <b>unanimous</b>	: a decision that is accepted by all
113. <b>universal</b>	: affecting, or done, by all people and things in the world
114. <b>verbose</b>	: using more words than required
115. <b>veteran</b>	: someone who has a lot of experience in a field

### Exercises

Let us look at a few groups of **one - word substitutes** and their **meanings/definitions**.  
practice of these exercises will help you to master the language and score well in your examinations.

#### 1. Match the following words with their meaning/definitions:

- |                    |        |   |
|--------------------|--------|---|
| i) acrophobia      | (    ) | a) fear of closed or confined spaces                |
| ii) atychiphobia   | (    ) | b) fear of writing                                  |
| iii) agoraphobia   | (    ) | c) fear of blood                                    |
| iv) claustrophobia | (    ) | d) fear of heights                                  |
| v) graphophobia    | (    ) | e) fear of failure                                  |
| vi) hematophobia   | (    ) | f) fear of crowds and of being alone in open spaces |
|                    |        | g) fear of cats                                     |
|                    |        | h) fear of snakes                                   |

#### 2. Match the following words with their meaning/definitions:

- |                  |        |  |
|------------------|--------|--|
| i) antiseptic    | (    ) | a) confine to one place to avoid spread of infection |
| ii) immune       | (    ) | b) a medicine that causes vomiting                   |
| iii) anaesthetic | (    ) | c) a condition caused by lack of blood               |
| iv) anaemia      | (    ) | d) to disinfect with smoke                           |
| v) quarantine    | (    ) | e) a substance that kills germs like bacteria        |
| vi) fumigate     | (    ) | f) a medicine that makes one unable to feel pain     |
|                  |        | g) resistant to a particular disease or toxin        |
|                  |        | h) a disease caused by a virus                       |

#### 3. Match the following words with their meaning/definitions:

- |                  |        |  |
|------------------|--------|--|
| i) peregrination | (    ) | a) a short journey for pleasure                    |
| ii) sojourn      | (    ) | b) a journey to a holy place for religious reasons |
| iii) pilgrimage  | (    ) | c) travelling from one place to another            |

- |                 |        |   |
|-----------------|--------|---|
| iii) pilgrimage | (    ) | c) travelling from one place to another           |
| iv) voyage      | (    ) | d) temporary stay in a place away from home       |
| v) cruise       | (    ) | e) a long journey by sea or in space              |
| vi) expedition  | (    ) | f) a sea trip taken for pleasure or as a vacation |
|                 |        | g) a long,slow journey,especially on foot         |
|                 |        | h) a purposeful journey by a group of people      |

**4. Match the following words with their meaning/definitions:**

- |                  |        |   |
|------------------|--------|---|
| i) museum        | (    ) | a) people listening to a lecture or a musical programme           |
| ii) sanctuary    | (    ) | b) a room that has equipment for physical exercises               |
| iii) observatory | (    ) | c) a room in hospital where dead bodies are kept before cremation |
| iv) audience     | (    ) | d) a building where monks live                                    |
| v) gymnasium     | (    ) | e) a building where objects of various interests are kept         |
| vi) monastery    | (    ) | f) an area where birds and animals are protected                  |
|                  |        | g) a building which has facilities and equipment to observe stars |
|                  |        | h) a place where indoor games are played                          |

**5. Match the following words with their meaning/definitions:**

- |                        |        |   |
|------------------------|--------|---|
| i) ambitious           | (    ) | a) a person who gets pleasure in the pain of others     |
| ii) happy - go - lucky | (    ) | b) not polite to others                                 |
| iii) sadist            | (    ) | c) truthful and honest in expressing one's opinions     |
| iv) ebullient          | (    ) | d) cheerfully unconcerned about the future              |
| v) frank               | (    ) | e) bubbling with energy and enthusiasm                  |
| vi) discourteous       | (    ) | f) showing a strong desire and determination to succeed |
|                        |        | g) a person who hates mankind                           |
|                        |        | h) a person who helps others                            |

**6. Match the following words with their meaning/definitions:**

- |                 |        |   |
|-----------------|--------|---|
| i) sentence (n) | (    ) | a) declare that someone is not guilty of a crime                        |
| ii) charge(n)   | (    ) | b) declare that someone is guilty of a crime                            |
| iii) acquit     | (    ) | c) the judgment by a judge or court of law after the trial              |
| iv) convict (v) | (    ) | d) an individual or company sued or accused in a court of law           |
| v) parole       | (    ) | e) an accusation made formally against a prisoner brought to trial      |
| vi) verdict     | (    ) | f) the punishment given to a person found guilty by a court             |
|                 |        | g) a person who has committed a crime                                   |
|                 |        | h) the release of a prisoner, temporarily, on promise of good behaviour |

**7. Match the following words with their meaning/definitions:**

- |              |        |  |
|--------------|--------|--|
| i) bouquet   | (    ) | a) a decoration made of flowers to be worn round the neck  |
| ii) banner   | (    ) | b) a bunch of flowers tied together to be given as a gift  |
| iii) bunting | (    ) | c) a circular arrangement of flowers and leaves to be placed on a grave                                    |
| iv) wreath   | (    ) | d) a chain of flowers or coloured papers hung in a curve for decoration                                    |
| v) garland   | (    ) | e) rows of brightly coloured small flags and cloths hung across roads as decorations for a special purpose |

- vi) festoon ( ) f) a piece of cloth with an emblem or slogan written on it  
 g) a place where flowers are sold  
 h) a place where herbs are grown

**8. Match the following words with their meaning/definitions:**

- i) architect ( ) a) a person who fits and repairs water pipes  
 ii) chef ( ) b) one who sells flowers  
 iii) plumber ( ) c) one who flies an aeroplane  
 iv) sculptor ( ) d) one who plans the construction of a building  
 v) florist ( ) e) a professional cook, typically the head cook in a restaurant  
 vi) pilot ( ) f) an artist who carves in stone  
 g) one who lives in caves  
 h) one who makes men's clothes

**9. Match the following words with their meaning/definitions:**

- i) etymology ( ) a) the study of rocks  
 ii) anthropology ( ) b) the study of handwriting and of written and printed symbols  
 iii) ornithology ( ) c) the study of micro organisms such as bacteria or virus  
 iv) microbiology ( ) d) the study of the human mind and behaviour  
 v) graphology ( ) e) the comparative study of human societies and cultures and their development  
 vi) psychology ( ) f) the study of the origin, history and meanings of words  
 g) the scientific study of birds  
 h) the study and treatment of tumours

**10. Match the following words with their meaning/definitions:**

- i) feast ( ) a) a person who eats excessively  
 ii) brunch ( ) b) a light meal in the evening  
 iii) banquet ( ) c) a late morning meal eaten instead of breakfast and lunch  
 iv) breakfast ( ) d) a meal eaten in the middle of the day  
 v) supper ( ) e) a formal meal for a large number of people  
 vi) fast ( ) f) a large meal on a day of celebration  
 g) to eat no food for a period of time  
 h) the first meal of the day

**11. Match the following words in Column A with their definitions/ meanings in Column B.**

- | <b>A</b>            | <b>B</b>  |
|---------------------|---|
| i) colleague        | a) a person who actively promotes human welfare, especially by making financial donations     |
| ii) contemporary    | b) a person who believes that God does not exist  |
| iii) philanthropist | c) a building in which objects of artistic, cultural, historical interest are shown to public |
| iv) atheist         | d) a place where medicines are compounded   |
| v) philatelist      | e) a person that you work with in a profession or a business                                  |
| vi) laboratory      | f) a transparent tank in which fish and other water creatures and plants are kept             |
| vii) aquarium       | g) the type of place that an animal normally lives in   |
| viii) museum        | h) a person who lives or lived at the same time as some body else                             |
| ix) dispensary      | i) a room or building used for conducting scientific research                                 |
| x) habitat          | j) a person who collects or studies stamps  |

**12. Match the following words in Column 'A' with their definitions in column 'B'**

- |                 |           |   |
|-----------------|-----------|---|
| i) contemporary | (       ) | a) a place where medicines are compounded   |
| ii) laboratory  | (       ) | b) a transparent tank in which fish and other water creatures and plants are kept             |
| iii) aquarium   | (       ) | c) a building in which objects of artistic, cultural, historical interest are shown to public |
| iv) museum      | (       ) | d) a room or building used for conducting scientific research                                 |
| v) dispensary   | (       ) | e) the type of place that an animal normally lives in   |
| vi) Habitat     | (       ) | f) a person who lives at the same time as some body else                                      |

**13. Match the words in column A with their definitions/meanings in column B**

- | A                 | B  |
|-------------------|--|
| i) autobiography  | a) a skilled work man who repairs machinery                                    |
| ii) overseer      | b) a sudden wish to do something   |
| iii) mechanic     | c) an expert in the techniques of a particular work                            |
| iv) technician    | d) some special work   |
| v) genius         | e) one who has an exceptional capacity of the mind                             |
| vi) perspective   | f) one whose duty is to take charge of a work and see that it is properly done |
| vii) mission      | g) apparent relation between different aspects of a problem                    |
| viii) impulse     | h) the story of one's own life   |
| ix) university    | i) one who leads or one who is in the forefront                                |
| x) torch - bearer | j) an institution which offers UG and PG courses and where research is done    |

**14. Match the words in column A with their definitions/meanings in column B**

- | A             | B                |
|---------------|------------------|
| i) folly      | a) stress        |
| ii) amazing   | b) foolishness   |
| iii) emphasis | c) desire        |
| iv) intimate  | d) determination |
| v) quest      | e) surprising    |

**15. Match the words in column A with their definitions/meanings in column B**

- | A            | B               |
|--------------|-----------------|
| i) common    | a) indifference |
| ii) misery   | b) ruler        |
| iii) subject | c) succeed      |
| iv) precede  | d) happiness    |
| v) curiosity | e) rare         |

**16. Fill in the blanks with correct homonyms given in the brackets in the following sentences.**

1. We have to go out..... the .....is good or bad. (weather, whether)
2. You have .....problems in understading, if you .....the meanings of the words. (know, no)
3. Gandhi did not take rest even for a ..... when he involved in the freedom ..... (movement, moment)
4. I have .....the opportunity to see the painting clearly as I was siting in the ..... row. (lost, last)
5. As..... house is very small..... is no place for accommodation.(there, their)

**17. Match the following words in column 'A' with their difiniation in column 'B'**

- |                 |     |  |
|-----------------|-----|--|
| i) colleague    | ( ) | a) skilled workman who repairs machinery                                       |
| ii) overseer    | ( ) | b) an expert in the techniques of a particular work                            |
| iii) mechanic   | ( ) | c) one who has an exceptional capacity of the mind                             |
| iv) technician  | ( ) | d) one whose duty is to take charge of a work and see that it is properly done |
| v) genius       | ( ) | e) apparent relation between different aspects of a problem                    |
| vi) perspective | ( ) | f) one who works in the same office or organization                            |

**18. Match the following words in column A with their definitions/meanings in column B**

- | A              | B  |
|----------------|--|
| i) assembly    | a) polite behaviour  |
| ii) register   | b) the name that is shared by the poeple in a family                           |
| iii) childhood | c) a person who makes pots   |
| iv) courtesy   | d) relating to the work that is done in a person's home                        |
| v) surname     | e) period of time when a person is a child                                     |
| vi) potter     | f) all the nots of a human voice   |
| vii) domestic  | g) a group of people who have gathered together                                |
| viii) moment   | h) an unfriendly state or attitude   |
| ix) department | i) a very short period of time   |
| x) hostility   | j) the way a person behaves, stands and moves especially in a formal situation |

**19. Match the following words in column A with their meanings in column B**

- | A              | B  |
|----------------|--|
| i) soporific   | a) without life  |
| ii) germicide  | b) (water) fit for drinking                                    |
| iii) antidote  | c) to go from bad to worse                                     |
| iv) autopsy    | d) the relation between living being and the environment       |
| v) cosmology   | e) a drug or other substance that induces sleep                |
| vi) cannibal   | f) science of the origin of the universe                       |
| vii) ecology   | g) medical examination of a dead body                          |
| viii) potable  | h) a medicine that counter acts the effect of another medicine |
| ix) inanimate  | i) somebody who eats human flesh                               |
| x) deteriorate | j) a medicine that kills germs                                 |

**20. Match any four of the follwing words column A with their definitions in column B**

- |                   |     |                               |
|-------------------|-----|-------------------------------|
| i) acrophobia     | ( ) | a) fear of snakes             |
| ii) atychiphobia  | ( ) | b) fear of writing            |
| iii) glossophobia | ( ) | c) fear of blood              |
| iv) ophiophobia   | ( ) | d) fear of heights            |
| v) graphophobia   | ( ) | e) fear of failure            |
| vi) hematophobia  | ( ) | f) fear of speaking in public |



**21. Match the following words in column A with their definitions in column B**

A	B
i) maestro	a) a singer, typically one who performs with a pop group
ii) vocalist	b) simple narrative poem of folk origin, composed in short stanzas and adapted for singing
iii) debut	c) a group of instruments playing classical music
iv) orchestra	d) a distinguished musician
v) pantomime	e) a person's final public performance or professional activity before retirement
vi) ballad	f) the combination of simultaneously sounded musical notes to produce a pleasing effect
vii) auditorium	g) performance in public for the first time
viii) swan song	h) dramatic entertainment in which performers express meaning through gesture accompanied by music
ix) symphony	i) a large building or hall used for public gathering, typically speeches or stage performances
x) harmony	j) an elaborate musical composition

**22. Match any four of the following words in Column A with their meanings/definitions in column B**

A		B
i) anaemia	(       )	a) the release of a prisoner temporarily
ii) polyglot	(       )	b) the state of remaining unmarried
iii) parole	(       )	c) the absence of government or control in a society
iv) celibacy	(       )	d) a condition caused by lack of blood
v) anarchy	(       )	e) lack of care or interest
vi) apathy	(       )	f) one who is well versed in many languages

### Text Book - GLOSSARY

Prevalence	:	presence, existence.
Malaise	:	disorder, a problem or condition that harms or weakens society.
Spectrum	:	a wide range of similar qualities.
Explore	:	examine completely and carefully to find out something.
Apathetic	:	showing no interest.
Straitjacketed	:	restricted; stopped from growing.
Potential	:	quality that exists and can be developed.
Inherently	:	existing as a permanent and inseparable quality.
Prejudice	:	an unreasonable dislike or preference.
Refrain	:	stop oneself from doing something.
blossom	:	bloom, become more healthy and confident.
Vulnerable	:	weak and easily hurt, physically and emotionally.
Celebrate	:	praise; appreciate.
Assume	:	have a particular quality or appearance.
Good	:	well.
Loafe	:	loiter idly/move about without any particular work.
Lean	:	bend; incline from a vertical position.
Spear	:	the long pointed stem of some plants, a blade of grass.
Creeds	:	sets of principles or religious beliefs.
Schools	:	groups of writers, artists, etc., with the same style of work and opinion.
Abeyance	:	state of temporary disuse or suspension.
Harbor	:	keep a thought or feeling in one's mind.
Hazard	:	risk, danger.
Exhausted	:	completely finished.
Bankrupt	:	unable to pay debts.
Collapse	:	fail in business; decrease in value.
Distress	:	a feeling of great worry.
Rapidity	:	quickness; speed.
Alms	:	money, clothes and food that are given to poor people.
Barrow	:	a small open handcart with two wheels.
Imminent	:	likely to happen very soon.
Crash	:	a sudden and serious fall in value.
Dilemma	:	a problematic situation in which a difficult choice has to be made.
Quest	:	search.
Curiosity	:	eagerness.
Reconciliation	:	restoration of friendly relations of a quarrel.
Folly	:	a sudden inclination to act without thinking about the consequences.
impulse	:	
Irrepressible	:	that can't be controlled.
Urge	:	a strong desire.
Deliberate	:	intentional or purposeful.
Conflict	:	fight ; struggle.
Subject	:	member of a state except the ruler.
Torch-bearer	:	one who is in the forefront.

Admirable	:	Praiseworthy.
Amazing	:	Surprising.
Beam	:	a long, sturdy piece of timber used for support in a building.
Rambling	:	very long and confused.
Mote	:	a speck.
Sloppy	:	careless and unsystematic.
Perserverance	:	determination.
Faint-hearted	:	timid.
Kernel	:	edible central part of a seed, nut or fruit within the shell.
Fumble	:	do or handle something clumsily.
Absorb	:	take in.
Gulp	:	swallow; take in quickly.
Amazingly	:	surprisingly; incredibly.
Pariage	:	the leftover stack of paddy; glean.
Gossiping	:	talking aimlessly about unimportant things.
Atrocities	:	cruel and violent acts.
Wail	:	a long loud high cry.
Consternation	:	alarm, anxiety.
Commiseration	:	sympathy, pity.
Disdain	:	disrespect, disregard.
Wary	:	cautious.
Miserliness	:	meanness.
Imploring	:	begging, pleading.
despondency	:	extreme sadness; discouragement.
dejected	:	very sad, depressed.
deluder	:	deceiver.
Presumptuous	:	arrogant.
Predicament	:	difficult situation.
Beseeched	:	Begged.
Abjection	:	extreme humbleness
Took to his heels	:	ran away.
Police patel	:	a local official, usually a native of the same village.
Sethu sindhi	:	worker employed by the village administration, to guard the crops and curb agriculture related irregularities liek pilferage.
Surmised	:	guessed.
Snare	:	trap.
Thrashing floor	:	a specially prepared floor in the field where paddy is separated by hitting the stalks to the floor.
Nonchalantly	:	Indifferently, in a detached way.
Incoherent	:	lacking clarity.
Fright	:	sudden fear.
Dilapidated	:	ruined or decayed.
Forlorn	:	sad and lonely.
Smouldering	:	burning slowly without a flame.
Apprehension	:	worry or fear that something unpleasant may happen; anxiety.

Speculative	:	based on guessing rather than knowledge.
Wade in	:	walk in slowly (into a difficult situation)
Register	:	all the notes of a human voice.
Blase	:	unconcerned; not interested; indifferent.
Embark	:	start; begin.
Barge	:	move or push in a fast, awkward, and rude way.
Insolently	:	in an insulting, rude manner.
Quail	:	shrink with fear.
Deportment	:	the way a person behaves, stands and moves (especially in a formal situation)
Off the cuff	:	without previous thought or preparation.
Recess	:	a break, a pause, a time of play.
Stevedores	:	persons loading and unloading ships.
Longshoremen	:	men employed to load and unload.
Ape	:	imitate; mimic; do as someone else.
Hostility	:	Opposition; enmity; hatred.
A breathing space	:	a short period for rest in the middle of a task.
Impulsively	:	acting suddenly without thinking of the results.
lay it on thick	:	emphasize
Precepts	:	rules about how to behave or think; principles.
Vulgar	:	not having or showing good taste.
Grapple	:	take a firm hold of.
Hoops	:	large rings.
Hatched	:	formed; made; created.
Unfledged	:	not tested; not proved; inexperienced.
Censure	:	criticism; opinion; view.
Gaudy	:	brightly coloured in a way that lacks taste.
Husbandry	:	careful use of money.
Edifice	:	an impressive building (used figuratively)
Studious	:	spending a lot of time studying.
Impertinence	:	rudeness; lack of respect or politeness.
Ordeal	:	a difficult experience.
Naib Tehsildars	:	government officials.
Rebuke	:	expression of sharp disapproval.
Resolve	:	a strong decision; determination.
Crest-fallen	:	sad and disappointed.
Fluke	:	a lucky or unlikely chance happening.
Rigmarole	:	a long and complicated process that seems unnecessary
Verbatim	:	word for word; exactly as spoken or written.
Repent	:	feel sorry for doing something wrong.
Urchins	:	children who are poor and dirty, often homeless.
Firmament	:	the sky.
Humility	:	the quality of having a low view of one's importance, modesty.

Endangered	:	put somebody or something at risk harm, danger.
Contamination	:	state of impurity or uncleanness.
Confront	:	challenge somebody face to face.
Derelict	:	deserted, neglected, abandoned.
Effluent	:	liquid waste, especially chemicals produced by factories or sewage.
Profoundly	:	greatly, deeply.
D.D.T	:	the abbreviated form of dichloro diphenyl trichloro ethane; It is a colourless chemical used, especially in the past, for killing insects that harm crops.
Sterile	:	not able to produce children.
Toxic	:	containing poison, poisonous.
Break down	:	decompose.
Shallow	:	not deep.
Leukaemia	:	blood cancer.
Campaign	:	movement, drive.
habitable	:	fit to live on.
Flashed	:	appeared/were seen for a short time.
Whispered	:	spoke very quietly; murmured.
Precious	:	loved, valued very much.
Trials	:	difficult experiences.
Testings	:	difficult situations, problems.
Unnoticing	:	pretending not to notice.
Serrated	:	having a jagged edge like a saw.
Impudence	:	insolence, lack of modesty.
Zombie	:	soulless corpse.
Antagonize	:	cause someone to become hostile.
Complacent	:	pleased and satisfied with oneself.
Cordiality	:	sincere affection and kindness.
rhetorical	:	asked in order to make a statement than to elicit information.
Relented	:	became less harsh.
Pandemonium	:	uproar; wild and noisy confusion.
Hysteria	:	uncontrolled emotion or excitement.
Benign	:	Kind.
Stolid	:	showing little or no emotion.
Whodunit	:	(informal) a murder mystery ('who has done it')
Chawl	:	a 4 or 5 storeyed building with 10 to 20 tenements.
Sandbox	:	a shallow box or hollow in the ground partly filled with sand for children to play in.
Calisthenics	:	gymnastic exercises to achieve bodily fitness and grace of movement.
Endearing	:	lovable, attractive.
Shovel	:	a tool with a broad flat blade used for moving snow or other material.
Peep	:	the sound of the music.
Figgers	:	figures it adds up; it makes sense.
Mimicking	:	imitating.

Porch	:	a small area at the entrance of a building/house, etc.
Stale	:	not fresh; with an unpleasant smell.
Drone	:	a continuous low noise.
Furnace	:	a space with walls and roof for heating metals etc., to high temperatures.
Hiss	:	a sound like a long 's'.
Blasts	:	sudden loud noises/sudden strong movements of air.
Whoosh	:	a sudden movement and sound of air or water rushing past.
Immigrants	:	Persons who come to settle down permanently in another country.
Barbecue	:	grill, metal cooking frame.
Swamp	:	marsh, (an area of) very wet, soft, land.
Clambered	:	climbed with great difficulty.
Riveted	:	so shocked or frightened that one cannot move.
Slithered	:	moved smoothly with a twisting motion.
Streaked	:	marked with a colour that is different from what surrounds it.
Grunted	:	made a low sound in the throat to show pain.
Draped	:	wrapped.
Tormentor	:	one who inflicts severe mental or physical suffering on someone.

\* \* \* \* \*

### III. Answer the following exercises as directed

A) Learn about these specialist doctors and then take the quick test given at the end.

1. **Anaesthesiologist** - administers anaesthesia and monitors the patient during surgery
2. **Cardiologist** - treats heart disease
3. **Dermatologist** - treats skin diseases, including some skin cancers
4. **Endocrinologist** - treats diseases of the endocrine system, such as diabetes
5. **Gastroenterologist** - treats stomach disorders
6. **Hematologist /Oncologist** - treats diseases of the blood and blood-forming tissues
7. **Nephrologist** - treats kidney diseases
8. **Neurologist** - treats diseases and disorders of the nervous system
9. **Gynaecologist** - treats diseases of the female reproductive system
10. **Ophthalmologist** - treats eye defects, injuries, and diseases
11. **Orthopaedic Surgeon** - restores the function of the musculoskeletal system
12. **Otolaryngologist** - treats diseases of the ear, nose, and throat
13. **Pathologist** - studies the change in body tissues and organs
14. **Pediatrician** - treats infants, toddlers, children and teenagers
15. **Plastic Surgeon** - reconstructs or improves the shape and appearance of damaged body structures, especially the face
16. **Psychiatrist** - treats patients with mental and emotional disorders
17. **Pulmonologist** - diagnoses and treats lung disorders
18. **Radiologist** - diagnoses and treats disorders with the use of diagnostic imaging, including X-Rays, sound waves, radioactive substance and magnetic fields
19. **Rheumatologist** - treats rheumatic diseases, or conditions characterized by inflammation, soreness and stiffness of muscles, and pain in joints
20. **Urologist** - diagnoses and treats the male and female urinary tract and the male reproductive system

#### A Quick test : Whom would you consult ?

- i) You want to get treatment for pimples on your face.
- ii) Your father is suffering from palpitations of the heart
- iii) Your grandmother is suffering from severe pain in the knee joints.
- iv) Your friend seems to be suffering from depression.
- v) Your sister has fractured her hand
- vi) Your grandfather is suffering from depression
- vii) You have been told there is some problem with your thyroid gland.
- viii) Your 2 year old niece has been crying all night.
- ix) Your uncle has been suffering from abdominal pain for a month.
- x) A small particle of glass has got lodged in your neighbour's eye.

**Ans.** i) Dermatologist      ii) Cardiologist      iii) Rheumatologist      iv) Psychiatrist  
v) Orthopaedic surgeon   vi) Pulmonologist      vii) Endocrinologist      viii) Pediatrician  
ix) Urologist              x) Ophthalmologist

## 7. IDIOMS AND PHRASES

What is an idiom?

(TEXTBOOK PAGE NO. 351)

An **idiom** is an artistic expression whose meaning is unpredictable from the usual meaning of its component words. It is a dialect which is peculiar to a group of people and adds glamour to the language.

Now, let's look at some **idiomatic expressions** and their **usage**.

1. **once in a blue moon:** happen very rarely  
He attends the classes once in a blue moon.
2. **an arm and a leg:** very expensive  
It costs me an arm and a leg to study in the USA.
3. **a piece of the cake:** very easy  
Batting is a piece of the cake for Virat these days.
4. **a drop in the ocean:** a very small part of something much bigger  
The saplings we plant are just a drop in the ocean.
5. **bite one's tongue:** want to say something but stopping oneself  
The teacher was about to scold him. At the last moment he bite his tongue.
6. **go the extra mile:** doing much more than required  
My father always goes the extra mile to help the needy.
7. **get ducks in a row:** to get one's affairs in order or organised  
I can't hope to go into a company and sell something until I get my ducks in a row.
8. **let the cat out of the bag:** reveal a secret accidentally  
Joel let the cat out of the bag about my surprise birthday party.
9. **working against the clock:** not having enough time to do something  
I am really working against the clock now. I must hurry.
10. **flogging a dead horse:** attempting to continue with something that is over. we are flogging a dead horse. Our present business is making no money. So, let's do something else.
11. **on cloud nine:** very happy  
Rahul is on cloud nine since he got a good job.
12. **bolt from the blue:** something happened unexpectedly  
The recent polls were a bolt from the blue to many parties.
13. **storm in a tea cup:** Making a lot of unnecessary fuss/getting excited about something unimportant. There was a storm in the tea cup over who was to be the Chief Guest on the College Annual Day.
14. **make hay while the sun shines:** to take advantage of a good situation which may not last long. Our boss is in a good mood. Let's make hay while the sun shines. Let's ask for a rise.
15. **beat black and blue:** covered with bruise marks caused by being hit  
The chain snatcher was beaten black and blue by the people.
16. **fight an uphill battle:** struggle against very unfavourable circumstances  
One has to fight an uphill battle to crack the IIT Exam.
17. **donkey's years:** doing something for a long time  
I have been teaching grammar for donkey's years.
18. **at the eleventh hour:** something done in the last possible moment  
If you want to do your best, don't do things at the eleventh hour.
19. **bee in one's bonnet:** the idea which constantly occupies one's thoughts  
Our English teacher has a bee in the bonnet about grammar.
20. **cook some one's goose:** spoil one's chances of success  
This year's severe drought cooked Ramaiah's goose.
21. **feather in one's cap:** the achievement of which one can be proud of  
Bahubali's recent success is a feather in Rajamouli's cap.



22. **rags to riches:** start off being very poor and become very rich and successful  
Education alone takes us from rags to riches.
23. **in the blink of an eye:** happen fast and instantaneously  
The announcement of Intermediate results reached every corner in the blink of an eye.
24. **in/by leaps and bounds:** make a rapid or spectacular progress  
My father's business flourished in (by) leaps and bounds.
25. **risk life and limb:** in danger of death or serious injury  
Don't risk your life and limb in reality shows.
26. **save one's neck/skin:** escape from death, punishment, etc. especially by leaving others in an extremely difficult situation  
To save his skin, he would lie and get you into trouble.
27. **birds of a feather flock together:** similar in many ways, so spend time together  
Arun and Varun are sports enthusiasts and are often found together. So, our friends usually speak of them as 'birds of a feather flock together.'
28. **Keep at arm's length:** not to allow somebody to be friendly with you  
I always keep cheats at arm's length.
29. **bite off more than you can chew:** try to manage something that is too difficult  
The new actor bit off more than he could chew in his debut movie.
30. **take the bull by the horns:** act decisively in order to deal with a difficult problem.  
My father can solve any problem easily. He always takes the bull by his horns.
31. **leave no stone unturned:** try everything possible to achieve something  
Kalam left no stone unturned to motivate the youth.
32. **no spring chicken:** one is quite old or well past his youth  
I am no spring chicken, you know. How can I dance?
33. **beyond wildest dreams:** better than you imagined for  
Last year's rainfall was beyond our wildest dreams.
34. **keep your nose to the grindstone:** concentrate on working or studying hard(informal)  
My sister who is in the Intermediate class has to keep her nose to the grindstone.  
No time for games or music.
35. **paddle your own conoe:** do something without the help of others  
Sonu prepared well for his exams. He always paddles his own canoe.
36. **have a bone to pick:** annoyed with somebody and talk to them about it  
Laxmi has a bone to pick with Revathi as she was not invited for her birthday party.
37. **give a tongue- lashing:** scold someone severely  
Vani gave Hari a tongue - lashing when he called her a lazy girl.
38. **dressed up to the nines:** wearing smart or glamorous clothes.  
Actors often dress up to the nines in public functions.
39. **make one's ears burn:** embarrassed by hearing something about you  
The routine speech of the leader made my ears burn.
40. **turn a deaf ear:** refuse to listen to somebody  
Our boss turned a deaf ear to our request for changing the venue of the meeting.
41. **back to the salt mines:** returning to work with some reluctance  
After enjoying the holiday on Sunday, We all go back to the salt mines on Monday.
42. **nuts and bolts:** detailed facts and the practical aspects. (informal)  
Unless I get to know the nuts and bolts of the business, I can't venture.
43. **step into someone's shoes:** take over a job/ a position held by someone before you  
When the manager retires, I'll step into his shoes.
44. **catch - 22:** a frustrating situation which will lead to further frustration  
In big cities, if you don't have a place to live in, you can't get a job and with no job, you can't get a place to live in! Thus it's a catch 22 situation.

45. **at the drop of a hat:** do it immediately without hesitation  
When I got the call letter for a walk - in - interview, I attended it at the drop of the hat.
46. **wild goose chase:** a search for some that is impossible for you to find or that does not exist, that makes you waste a lot of time.  
Without a proper address or phone number, it would be a wild goose chase to locate someone in Hyderabad.
47. **taste of your own medicine:** have the same bad treatment that you have given to others.  
The evil - minded will taste of their own medicine sooner or later.
48. **blow one's horn:** to praise one self; to boast  
People never respect you when you blow your horn.
49. **burn the midnight oil:** to work very late into the night  
I have to present this report by tomorrow. So, I must burn the midnight oil tonight.
50. **thrilled to bits:** extremely pleased about something  
My father was thrilled to bits when I planted a sapling on my birthday.

#### Exercises:

A. Here are some sets of **idioms** in Column A Match them with their **meanings** in Column B

##### Set - I

- | A                         | B  |
|---------------------------|--|
| i) cool one's heels       | a) force someone to behave in a disciplined manner |
| ii) bring someone to heel | b) refuse to do something                          |
| iii) Achilles heel        | c) thought to be dangerous                         |
| iv) hairy at the heel     | d) keeps waiting                                   |
| v) dig in your heels      | e) a weak (vulnerable) spot                        |

##### Set - II

- | A                   | B  |
|---------------------|--|
| i) brave face       | a) manage to avoid humiliation           |
| ii) straight face   | b) when a plan suddenly fails            |
| iii) save face      | c) pretend to be cheerful                |
| iv) blow up in face | d) show no emotions                      |
| v) poker face       | e) look serious though you want to laugh |

##### Set - III

- | A                     | B  |
|-----------------------|--|
| i) armed to the teeth | a) very angry, frustrated                        |
| ii) grind your teeth  | b) very difficult to do                          |
| iii) grit your teeth  | c) show concern in an excessive way when worried |
| iv) gnashing of teeth | d) carrying a lot of weapons                     |
| v) like pulling teeth | e) decide to continue in spite of difficulties   |

B. Fill in the blanks in the following sentences with suitable **idiomatic expressions** given below.

- |                       |                        |
|-----------------------|------------------------|
| spinning one's wheels | take the rap           |
| in a nutsheel         | mind one's p's and q's |
| a sea change          | by a whisker           |
| get the nod           | a living hell          |
| a thick skin          | a paper tiger          |

- Finally, our team lost.....and I was disappointed.
- Mahesh is not getting anywhere. He's just.....
- A politician needs.....
- There is .....in the behaviour of the culprit after his release from the prison.

5. The corrupt officers should.....for their faults.
6. Indian batsmen are nothing but.....when they play in South Africa.
7. We should.....when we talk to elders and officials.
8. Let me explain the proceedings.....
9. Rahul..... after a lengthy discussion among the members.
10. School is..... for some kids.

C) Look at the some **idioms** and their meanings. Use them in your own sentences.

- |  |   |
|--|---|
| 1. a hot potato                        | : speak of a current disputed issue                                   |
| 2. beat around the bush                | : avoid the main topic  |
| 3. judge a book by its cover           | : judge something primarily on appearance                             |
| 4. caught between two stools           | : find it difficult to choose between two alternatives                |
| 5. devil's advocate                    | : to present a counter argument                                       |
| 6. put all your eggs in one basket     | : put all the resources in one possibility                            |
| 7. every cloud has a silver lining     | : be optimistic in difficult times                                    |
| 8. hit the nail on the head            | : do or say something exactly right                                   |
| 9. last straw                          | : the final one in a series of problems                               |
| 10. steal someone's thunder            | : to take the credit for something, someone else did                  |
| 11. acid test                          | : proves the effectiveness of something                               |
| 12. chase your tails                   | : spending a lot of time and energy, but achieving little             |
| 13. explore all avenues                | : trying out every possibility to get a result                        |
| 14. work like a charm                  | : work very well  |
| 15. waiting in the wings               | : waiting for an opportunity to take action                           |
| 16. a blessing in disguise             | : something good that isn't recognized at first                       |
| 17. a chip on your shoulder            | : being upset for something that happened in the past                 |
| 18. a slap on the wrist                | : a very mild punishment  |
| 19. all Greek to me                    | : meaningless and incomprehensible                                    |
| 20. apple of my eye                    | : someone who is cherished above all others                           |
| 21. cross your fingers                 | : to hope something happens the way you want it to                    |
| 22. beat a dead horse                  | : to force an issue that has already ended                            |
| 23. back to square one                 | : having to start all over again                                      |
| 24. dark horse                         | : one who is previously unknown and is now prominent                  |
| 25. elvis has left the building        | : the show has come to an end   |
| 26. hit the sack                       | : go to bed   |
| 27. hit the books                      | : to study, especially for a test                                     |
| 28. give him the slip                  | : to escape   |
| 29. haste makes waste                  | : hastily doing things results in a poor ending                       |
| 30. head over heels                    | : very excited and joyful especially when in love.                    |
| 31. get itchy feet                     | : to become bored with the place or situation that you are in         |
| 32. make a mountain out of a mole hill | : to make a small problem seem big                                    |
| 33. keep your powder dry               | : to be ready for a possible emergency                                |
| 34. from top to bottom                 | : very thoroughly   |
| 35. rap someone on the knuckles        | : criticize someone for doing something that you consider to be wrong |
| 36. tie the knot                       | : to get married  |
| 37. a knight in shining armour         | : a man who rescues you from danger                                   |
| 38. keep the pot boiling               | : to make sure that a process doesn't stop                            |
| 39. you reap what you sow              | : to happen as a result of things which you did in the past.          |

40. the best of both worlds	: all the benefits and advantages of two different things
41. dead to the world	: sleeping very deeply
42. an old wives' tale	: a common belief based on traditional ideas (but incorrect)
43. whistle in the wind	: to say something pointless
44. red tape	: official rules that seem complicated and cause delay
45. lose your shirt	: to lose all your money on a bad investment
46. a red letter day	: a day when something very important happens
47. chase rainbows	: to waste your time trying to get something that you can't
48. part and parcel	: involved in something and inseparable from it
49. grease someone's palm	: to give money to an official for an unfair advantage(bribe)
50. like oil and water	: two people who are different from each other
51. a night owl	: someone who regularly prefers to work late at night
52. nickel and dime	: not very important or only functioning on a small scale
53. a square meal	: a large, filling, nutritious meal
54. by fair means or foul	: by any possible method(even unfair too)
55. the lion's share	: the largest part of something
56. a labour of love	: a task that you do for pleasure without expecting payment
57. horses for courses	: to mean that different people are suitable for different things
58. teach your grandmother to suck eggs	: to advise someone who actually knows more about it than you
59. get a raw deal	: to be treated badly
60. out of the blue	: unexpectedly

(Refer to page No.221 for answers)

## IDIOMS AND PHRASES - TEXTBOOK - EXERCISES

### SET - I

- i. **Cool one's heels** : I have been cooling my heels in the doctor's waiting room for at least an hour.
- ii. **Bring some one to heel** : He was brought to heel by his demanding wife.
- iii. **Achilles heel** : Mathematics is my Achilles heel.
- iv. **Hairy at the heel** : Don't leave this child unattended. He is hairy at the heel.
- v. **Dig in your heel** : The student dug her heels in and refused to obey the instructions.

### SET - II

- i. **Brave face** : She seems to be all right but I think she is just putting on a **brave face**.
- ii. **Straight face** : John looked ridiculous in leather trousers and I was desperately trying to keep a **straight face**.
- iii. **Save face** : He tried to **save face** by working overtime.
- iv. **Blow up in face** : The terrorists' plan to create unrest in our country has really **blown up** in their face.
- v. **Poker face** : Whenever Mary attended her children's performances, she managed to keep a **poker face**.

### SET - III

- i. **Armed to the teeth** : The bank robber was **armed to the teeth** when he was caught.
- ii. **Gnashing of teeth** : After a little **gnashing of teeth** and a few threats, the boss calmed down and became almost reasonable.
- iii. **Like pulling teeth** : Getting her to tell me about her childhood was **like pulling teeth**.
- iv. **Grind your teeth** : Don't just sit there, **grinding your teeth** - If you're mad at me, let's talk about it.
- v. **Grit your teeth** : If you hate this subject so much, you better to **grit your teeth** and get a passing grade so that you don't have to take it again next year.

## MODULE WISE IDIOMS

### MODULE - I

- i. India and Pakistan should adopt **give and take** policy to reduce tension on the border.
- ii. Lecturers should **dance to the tunes** of the management in corporate colleges.
- iii. She knew she had lost the argument but she wouldn't **give in**.
- iv. He always goes for a walk on Sunday, **come rain or shine**.
- v. As it was **raining cats and dogs** outside, we stayed indoors.
- vi. The one day match between India and Sri Lanka was **rained out**.
- vii. Driving a car is just a **child's play** for me.
- viii. It is a **real labour of love** to build golden Telangana for all of us.
- ix. When the WTC towers were collapsed by the terrorists, America **learned its lesson**.
- x. Many teachers **teach to the test**, especially in government schools.
- xi. My brother **spilled the beans** to everyone about my surprise birthday party.
- xii. The inspector **looked into the case** before taking action.
- xiii. We should **stamp out** corruption from our society.
- xiv. My friend **gave up** smoking last week.

## MODULE - II

- i. The holy Bible says, "A person who could not see the beam in his own eye, saw the mote in another's eye."
- ii. Nehru cleverly made an attempt to get behind the reader's mind through his essay.
- iii. My friend has joined IAS coaching. He hitched his wagon to a star.
- iv. Mother India wants those who are strong of character and fleet of foot.

## MODULE - III

- i. I have to work for ten hours just to earn a living.
- ii. My friend barged his way in insolently into the classroom.
- iii. Young children ape everything they see around them.
- iv. He really laid it on thick when his pet died.
- v. I'll do my best to get good marks in the Board Exams.
- vi. They embarked on their journey from Benarus.
- vii. The car door was flung open by her.
- viii. Abdul Kalam set the standard as the President of India.

## MODULE - IV

- i. He grabbed her but she managed to breakaway.
- ii. As she was talking, he suddenly broke in, saying "That's a lie."
- iii. He broke off a piece of chocolate.
- iv. The wardrobe is broke open as the key is lost.
- v. The First World War broke out in 1914.
- vi. Their marriage broke up as a result of long separation.
- vii. We have decided to break with tradition and not spend Christmas with our family.

## MODULE - V

- i. My friend was in the dark regarding his brother's financial crisis.
- ii. When my sister came to my house from the USA, it brightened up the day.
- iii. I kept quiet that day because of the cold light of the day.
- iv. The thief snatched a gold chain in broad day light.
- v. When there was a quarrel, I scared the daylights out of the enemy.
- vi. The discussion between the two PM's shed some light on Kashmir's issue.
- vii. When there was an arrogant reply, the teacher faced him like thunder.
- viii. The latest news reveals that a storm is brewing between the C.M and his ministers.
- ix. They all worked together on the project. But while submitting it, the team leader stole the thunder.
- x. He is a fat kid but he can run like greased lightning.

\* \* \* \* \*

## 8. VERB PATTERNS

Words are put together in a certain order to make a Sentence. The order of words in a two element sentence is the same in all languages viz. subject + verb. But in a three-element or four element sentence the order of words varies from language to language. For example the usual order of words in Telugu, Hindi and Urdu is :

Subject + Object + Verb (S + O + V)

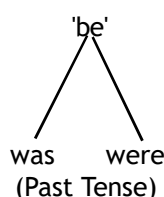
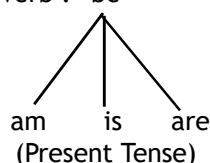
But in English it is

Subject + Verb + Object (S + V + O)

**Doer of the Action** → **Subject**  
**Receiver of the Action** → **Object**  
**Action** → **Verb**

Words are set in a particular order as in a knitting pattern. This order is called sentence pattern or verb pattern.

Linking verb : 'be'



Based on 'Subject,' verbs are of two types : (i) Finite verbs (ii) Non-finite verbs

Based on 'Object' verbs are divided into two types: (i) Transitive Verbs (ii) Intransitive Verbs.

**Transitive Verb:** A transitive verb is one that is used with an object.

- eg. 1. He writes novels.  
           s           TV           o  
       2. She sings many songs.  
           s           TV           o

**Intransitive Verb :** An intransitive verb is one that is used without an object.

- eg. 1. They walk slowly  
           s           ITV  
       2. she runs fast  
           s           ITV

(The verbs which indicate 'movement/motion' are usually I.T.Vs. eg. walk, run, bowl, travel, etc.)

### Complements and Types

A complement is that which completes the predicate of the sentence. It can appear in anyone of the following forms.

i. **Subject Complement** : It refers to the subject of an intransitive verb. eg. He is a doctor

ii. **Object Complement** : It refers to the direct object of a transitive verb.

eg. She is called Noori.

iii. **Verb Complement** : A Verb Complement is the arrangement of one verb as the object of another verb. This happens in four ways.

- a) **With infinitives** : eg. I asked her to leave.
- b) **with gerunds** : eg. He considered leaving the job.
- c) **with noun clauses** : eg. She wondered why he left the job.
- d) **with Prepositions** : eg. The bird is in the nest.

### Direct and Indirect objects

Some transitive verbs like "teach, tell, give, narrate ,ask" take two objects.

The first object in the sentence usually refers to a person is called Indirect Object.

The second object normally refers to things is called the Direct Object.

eg. Valmiki narrated Rama a story.  
       S           V           I.D.O       D.O.

## EXERCISE

### I. Subject + Linking Verb 'be' + Subject Complement (noun/noun phrase)

- |    |             |      |                |
|----|-------------|------|----------------|
| 1) | I           | am   | a student.     |
| 2) | He          | is   | a doctor.      |
| 3) | She         | was  | a nurse.       |
| 4) | My brothers | are  | engineers.     |
| 5) | My parents  | were | employees.     |
| 6) | Kiran       | is   | a businessman. |
| 7) | Mrs. Rao    | was  | a lawyer.      |

### II. Subject + Linking Verb 'be' + Subject Complement (Adjective)

- |    |              |      |              |
|----|--------------|------|--------------|
| 1) | I            | am   | hardworking. |
| 2) | He           | is   | lazy.        |
| 3) | She          | was  | kind.        |
| 4) | They         | are  | brilliant.   |
| 5) | The officers | were | rude.        |
| 6) | My father    | is   | intelligent. |
| 7) | The dish     | was  | hot.         |
| 8) | The food     | is   | delicious.   |

### III. Subject + Verb + Object + Object Complement

- |     |              |          |             |                  |
|-----|--------------|----------|-------------|------------------|
| 1)  | They         | kept     | The windows | closed.          |
| 2)  | The parents  | named    | the child   | Gita.            |
| 3)  | I            | got      | my mobile   | repaired.        |
| 4)  | He           | received | his car     | served.          |
| 5)  | We           | elected  | her         | the chairperson. |
| 6)  | The students | made     | him         | their leader.    |
| 7)  | The readers  | found    | grandma     | dead.            |
| 8)  | She          | dyes     | her hair    | red.             |
| 9)  | We           | proved   | him         | wrong.           |
| 10) | They         | found    | me          | guilty.          |

### IV. Subject + Linking verb 'be' + Complement of the Verb

- |    |                |      |                      |
|----|----------------|------|----------------------|
| 1) | The photograph | was  | on the table.        |
| 2) | The bird       | is   | in the nest.         |
| 3) | The guests     | were | in the hall.         |
| 4) | I              | am   | at the market.       |
| 5) | They           | are  | in front of the ATM. |
| 6) | My house       | is   | opposite the bank.   |
| 7) | The cat        | was  | under the bed.       |

### V. There + Linking verb 'be' + Real Subject + Complement of the verb

- |    |       |      |           |                    |
|----|-------|------|-----------|--------------------|
| 1) | There | are  | dogs      | in the street.     |
| 2) | There | is   | a lizard  | on the wall.       |
| 3) | There | was  | a snake   | in the garden.     |
| 4) | There | were | two cats  | under the bed.     |
| 5) | There | is   | a fire    | in the forest.     |
| 6) | There | was  | confusion | among the members. |
| 7) | There | are  | ants      | in the sugar.      |

### VI. Subject have/has/had Noun

- |    |       |      |               |
|----|-------|------|---------------|
| 1) | They  | have | a flat.       |
| 2) | She   | has  | a car.        |
| 3) | We    | had  | a house.      |
| 4) | Varun | has  | many friends. |
| 5) | They  | have | a meeting.    |



VII.	Subject	Transitive verb	Object
------	---------	-----------------	--------

1)	They	sell	fruits.
2)	She	loves	music.
3)	We	draw	pictures.
4)	Mr. Rao	teaches	English.
5)	Father	brings	vegetables.
6)	Mother	cooks	tasty food.
7)	Shakespeare	wrote	many plays.

VIII.	Subject	Intransitive verb	Any other expression ( 'Adverbs' are preferable)
-------	---------	-------------------	---

1)	Some people	travel	frequently.
2)	Squirrels	run	fast.
3)	They	worked	hard.
4)	She	sings	melodiously.
5)	The children	laughed	loudly.
6)	The old man	walks	slowly.
7)	He	teaches	nicely.

IX.	Subject	Transitive Verb	I.D.O	D.O
-----	---------	-----------------	-------	-----

1)	I	sent	him	a message.
2)	They	told	us	a story.
3)	Naresh	gave	her	a gift.
4)	The teacher	asked	them	some questions.
5)	Father	presented	me	a bike.
6)	Mother	gifted	her	a ring.
7)	My friend	bought	me	a dictionary.
8)	Mrs. Rao	teaches	us	Physics.
9)	The postman	brought	him	a letter.
10)	She	offered	me	orange juice.

X.	Subject	T. V	D.O	Preposition (to/for)	I.D.O
----	---------	------	-----	-------------------------	-------

1)	I	sent	a message	to	him.
2)	They	told	a story	to	us.
3)	Naresh	bought	a dictionary	for	his sister.
4)	Mr. Rao	teaches	English	to	them.
5)	I	brought	fruits	for	my mother.

\*\*\*\*\*

## **9. FORM FILLING (COMPLETING A FORM)**

### **BANK FORMS**

Money is kept in a savings account in a bank for the purpose of safety as well as for the interest that is accrued. While opening an account in a bank, certain documents such as proof of identity and address need to be submitted, along with photos, introducer's signature and, preferably, a copy of the **PAN** card (Permanent Account Number issued by the Income Tax Department). A stipulated minimum balance must be maintained in the account. A higher balance is mandatory if cheque book facility is availed of. Money can be withdrawn from the account and also deposited, whenever required. The transactions are recorded in a passbook issued to the customer. Some banks, however, give print - outs only.

Large scale reforms have been undertaken in the banking sector over the last few years. The customer today enjoys facilities which were unheard of in the past. With the introduction of 'CORE' Banking, a customer can draw money, not just from the branch where he has an account, but from any other branch of the bank too. Similarly, he can even deposit cheques in any branch of the bank and not just the 'home' branch. **ATMs** and Internet Banking too have changed the face of banking. Today, because of centralized computerized banking, all account numbers, new as well as existing ones, are of 10 digits or more. The format of some of the 'pay-in slips and other bank forms has changed, reflecting the new changes that have been introduced in banking.

**WITHDRAWING MONEY :** Money can be withdrawn using

- I.      a) a withdrawal form or                      (b) a cheque
  - a)      **Withdrawal form** - The depositor has to go personally to the bank. The withdrawal form must always be accompanied by the passbook.
  - b)      **Cheque** - There are several ways of using cheque leaf to withdraw money :
    - i) **'self' cheque** : The account holder goes personally to the bank and draws money. He must sign on the reverse side of the cheque too.
    - ii) **'self or bearer' cheque** : The account holder writes 'self' on the cheque but does not strike out the word 'bearer'. He can give the cheque to any other person after signing on the reverse. The person who takes the cheque to the bank can draw money after affixing his own signature at the back.
    - iii) **'bearer' cheque** : The name of a third party is written on the cheque and the person can go to the bank and collect the money after signing on the reverse side.
    - iv) **account payee cheque** : Here money is not drawn in person from the bank but is credited to another person's **account** which may be in the same branch, different branch, different bank altogether and even in a different city. Once the cheque is crossed it can be deposited only in the account of the person or company whose name is written. There is, thus,

almost no scope for misuse even if it gets misplaced. The account holder should ensure that sufficient funds are available before issuing a cheque to someone, as issuing a cheque which 'bounces' subsequently is a serious offence.

According to the latest rules, under no circumstances is a over - writing or striking out admissible in a cheque. Therefore, care must be taken to ensure that even the slightest mistake is not made as, otherwise, the cheque becomes invalid. It should also be remembered that no matter to whom the cheque is being issued (self / bearer / A/c payee), the account holder must invariably sign at the bottom right corner of the cheque.

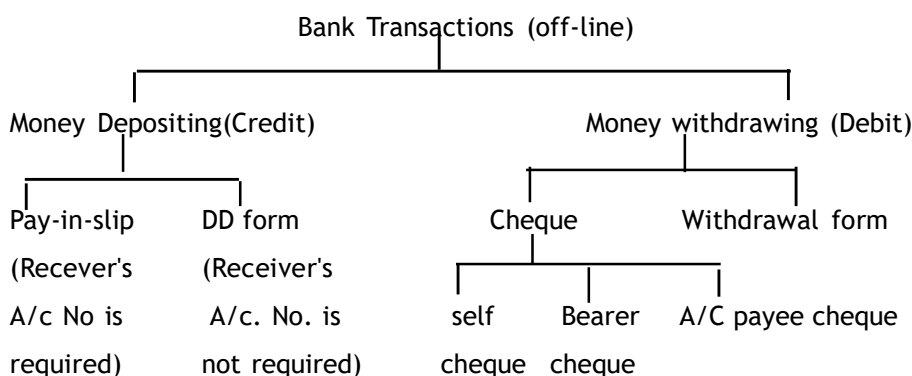
## II. DEPOSITING MONEY

Money can be deposited in cash or by cheque into an account using a 'pay in' slip. The precise denomination of the notes or, alternatively, the details pertaining to the cheque being deposited should be written clearly. The counterfoil, stamped by the bank, should be preserved carefully till the entry appears in the passbook.

## III. DRAFT / BANKER'S CHEQUE

An individual may need to send money to an organization or institution (eg. to wards admission fees). However, normally a cheque issued by him would not be accepted as the organization has no way of confirming whether the cheque will be honoured or not. In such cases the practice is to send a draft issued by a bank. The individual fills a draft application form and remits the required money in a bank. In addition, he pays commission or 'exchange' to the bank for the service rendered. The 'exchange' depends on the amount of money and varies marginally from bank to bank. The bank, then, issues a draft which is sent by the individual to the organization. The organization deposits and encashes the draft in the same manner as a cheque. A local draft is called a banker's cheque. Drafts can be issued to individuals also, but the practice is becoming obsolete as one can directly credit money to another person's account, even if it is in another city.

In the following pages various forms have been given for the persual of students. The given forms are those we use in different transactions in our day to day life.



## 9. Form Filling

### 1. Depositing Money in a Bank

When we deposit money in the Saving Bank Account, we fill in the **Savings Bank Account Pay - in - Slip** and enter the details. The slip has two parts. The longer one is retained with the bank while the smaller one, called counter foil, is returned to us after the required particular are entered. First observe how the form was filled in and then attempt the exercise that follows.

**STATE BANK OF HYDERABAD**  
SIDDIPET Branch Date: **3.05.2016**  
Code: **20190** A/c with branch: **Siddipet**

SB No. **1358890032**  
A/c No. **1358890032**  
For the credit of **D.Gopal Rao**  
Rupees (in words) **One thousand**  
only.  
Details of Cheque  
Rs.  
Cashier **Passing/Official**  
Cash/Transfer

Date: **3.05.2016**  
A/c with branch: **Siddipet** Account Pay-in Slip

SB No.	CA No.	RD No.	ACCD No.	OD No.	CC No.
1	3	5	8	8	9
0	0	3	2		

Stamp  
For the credit of the Account of (Name) **D.Gopal Rao**  
Amount (in words) Rupees **One thousand**  
only  
Cheque drawn on Bank  
Branch  
Cheque No.  
Total **1000.00**  
Rs. **1000/-**

Cashier **Passing Official** Cashier Scroll No. **Passing Official**  
Note: Please use separate slip for depositing Cash, Cheques, Drafts etc.  
Transfer instruments will be credited only on Realisation.

Cash/Transfer Phone No. Mob. No. Deposited by (Signature)

#### Exercise

1. You are Mr. L Venkateshwarlu. Your account number is 2633748950594. Deposit an amount of Rs. 8800/- into your SBH Bank account(today).

**STATE BANK OF HYDERABAD**  
SIDDIPET Branch Date: \_\_\_\_\_  
Code: \_\_\_\_\_ A/c with branch: \_\_\_\_\_

SB No. \_\_\_\_\_  
A/c No. \_\_\_\_\_  
For the credit of \_\_\_\_\_  
Rupees (in words) \_\_\_\_\_  
only.  
Details of Cheque  
Rs.  
Cashier \_\_\_\_\_  
Cash/Transfer

Date: \_\_\_\_\_  
A/c with branch: \_\_\_\_\_ Account Pay-in Slip

SB No.	CA No.	RD No.	ACCD No.	OD No.	CC No.

Stamp  
For the credit of the Account of (Name) \_\_\_\_\_  
Amount (in words) Rupees \_\_\_\_\_  
only  
Cheque drawn on Bank  
Branch  
Cheque No.  
Total \_\_\_\_\_  
Rs. \_\_\_\_\_

Cashier \_\_\_\_\_  
Cash/Transfer Phone No. Mob. No. Deposited by (Signature)

### 2. Withdrawing Money From a Bank

Observe how the **Withdrawal** form was filled before you attempt the exercise.

**NOT NEGOTIABLE** **TOKEN NO.**

**STATE BANK OF INDIA** **SAVINGS BANK** Date: **21.02.2016**  
**WITHDRAWAL FORM**

**Kothagudem** / Branch ACCOUNT NO./ **1245658781201**

Name of the Account Holder **S. Krishna Mohan**

Rupees **Five thousand only**

**Savings Bank Account** **Rs. 5000/-**

Cash/Transfer **PAID CASH** **S. Krishna Mohan**  
Paid Stamp **Passing Officer** **Account Holder's Signature**

Note: This Savings Bank withdrawal Order form is not a cheque. Unless this form is accompanied with Pass Book Payment will be refused.

### Exercise

- You are Mr. Gopi Krishna. You have a Saving Bank Account in the SBI Hanamakonda Main Branch. Your account number is 0152739836276. Withdraw an amount of Rs. 9800/- by filling in the Saving Bank Withdrawal form.

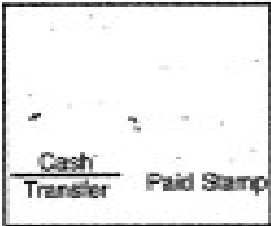
**NOT NEGOTIABLE** **TOKEN NO.**

**STATE BANK OF INDIA** **SAVINGS BANK WITHDRAWAL FORM** Date \_\_\_\_\_

\_\_\_\_\_ / Branch ACCOUNT NO./ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Name of the Account Holder \_\_\_\_\_

Rupees \_\_\_\_\_

 Cash Transfer Paid Stamp	Savings Bank Account	Rs.
	PAY CASH Serial No. _____ Passing Officer _____	Account Holder's Signature _____

Note: This Savings Bank withdrawal Order form is not a cheque. Unless this form is accompanied with Pass Book Payment will be refused.

### 3. Application for a Demand Draft/ Banker's Cheque

**Demand Draft** is drawn in favour of a person or a firm. The particulars are to be filled in with utmost care. We should also mention in which branch the DD is to be realized. The commission charged by the bank for the service is called exchange.

Now carefully go through the sample DD form and do the exercise which follows.



#### For Demand Draft:

Branch → Sender's branch  
 on .....branch /payable branch → Receiver's branch  
 In favour of → Receiver's address  
 Exchange → Bank charges.

### Exercises

- You are Mr. Srinivas, staying at Vidyanagar, Adilabad. You want to purchase some books from 'Vandana book store', Karimnagar. Apply for a Demand Draft of Rs. 4000/- (today) in favour of the book store payable at the SBH Karimnagar Branch. The exchange to be paid is Rs. 40/-

- You are Mr. Yadagiri. You want to get a Banker's Cheque for Rs. 2000/- on New Delhi Main Branch of The State Bank of India in favour of Goyal Saab Publishers and Distributors Limited. The exchange is Rs. 35/-. You are taking the cheque at Karolbagh, New Delhi.

STATE BANK OF INDIA		Date <u>2</u>	
1 / Branch		/ Branch	
Draft Application Form			
For		Draft for Rupees <u>3</u>	
on			
Exchange @			
Rs. <u>4</u>			
Cashier Scroll No.			
Cashier			
Cash Officer			
CPF-6 Comp.No.2200112			

STATE BANK OF INDIA		Date <u>2</u>	
Draft Application Form		/ Branch	
Draft for Rupees <u>3</u>			
Received Stamp Cash Transfer	in Favour of  5	Amount	Rs. <u>6</u>
		Exchange	Rs. <u>7</u>
		Total Rs.	Rs. <u>8</u>
Payable at Br. _____ Code _____		Signature <u>9</u>	
Cashier Scroll No.	Cash Officer	Name <u>10</u>	
Cashier	Passing Official	Local Add. _____	
CPF-6 Comp.No.2200112		Received Draft Applicant	
Cash/Transfer			

#### 4. Depositing Cash in a Post Office Account

We can also avail ourselves of the banking services at various branches of Post Offices. We can save our money at any branch of a post office. Given below's the **Post Office Saving Bank** form. Study the form carefully and attempt the exercise that follows.

SB/RD/MIS	POST OFFICE SAVINGS BANK
..... Post Office	..... Post Office
Account No:.....	Account No:..... Date:.....
Date: .....	.....Paid into the Credit of
.....Paid into the credit	Rupees..... Rs. <input type="text"/>
of ..... Rupees	.....
<b>Seven hundred</b> only <input type="text"/> Rs. 700/-	by cash/cheque No: ..... Date: .....
by cash/cheque No: .....	(Particulars of the cheque)
by: .....	Balance after transaction.....
Date: .....	SB.Assistant.....
(object to realisation)	by.....
<input type="text"/>	<input type="text"/>
SB Assistant.....	Date stamp
Date stamp	

#### Exercise

5. You are Ms. Neelaveni. Your Account Number is 1980 in Vanaparthi Post Office, Mahaboobnagar district. Deposit an amount of Rs. 600/- into your account by filling in the Post Office Saving Bank form.

SB/RD/MIS	POST OFFICE SAVINGS BANK
..... Post Office	..... Post Office
Account No:.....	Account No:..... Date:.....
Date: .....	.....Paid into the Credit of
.....Paid into the credit	Rupees..... Rs. <input type="text"/>
of ..... Rupees	.....
..... only <input type="text"/> Rs.	by cash/cheque No: ..... Date: .....
by cash/cheque No: .....	(Particulars of the cheque)
by: .....	Balance after transaction.....
Date: .....	SB.Assistant.....
(object to realisation)	by.....
<input type="text"/>	<input type="text"/>
SB Assistant.....	Date stamp
Date stamp	

#### 5. Withdrawing Cash from a Post Office Account

Withdrawing money from a Post Office is a simple transaction. Just fill in the **Post Office Saving Bank Withdrawal form** and submit it to the official concerned. The passbook must accompany the form. Now look at the Withdrawal form and do the exercise that follows.

<p><b>PASSBOOK MUST ACCOMPANY THIS FORM IF ACCOUNT STAND AT BO.</b>  <b>APPLICATION SIDE</b>          (To be filled by depositor)</p> <p>Name of Post Office..... <b>Jammikunta</b> Date <b>18, Nov 2016</b>          Type of account-SB/RD/MIS/NSS/etc... <b>Savings Bank</b>          Account No..... <b>8468</b></p> <p><b>NATURE OF WITHDRAWAL</b>(please Tick)          Interest <b>Interest</b>          RD Half withdrawal          Any other(Please Specify)</p> <p>Please any to self/messenger(who name and signature are given below) them sum of          Rs. <b>900/-</b>(In figures) Rs. <b>nine hundred only</b> (In words)          Balance after withdrawal Rs.....(in figures)          Signature or thumb impression of depositor <b>Harsha vardhan</b>          Name of Messenger..... <b>not applicable</b>          Signature of Messenger.....          Signature or thumb impression of depositor          (Required only if payment is required through messenger)          Initial of PA Initial of APM</p>	<p><b>PAYMENT ORDER.</b>          (for office use only)</p> <p>Date: .....</p> <p>Pay Rs..... (infigures).....          .....(in words)</p> <p>Signature of the Postmaster</p> <p>Date Stamp</p> <p>.....</p> <p><b>Acquittance</b>          (To be filled by depositor/messenger)</p> <p>Received Rs..... <b>900/-, nine hundred only</b>          (both words and figures)</p> <p><b>Harsha vardhan</b>          Signature or thumb impression of depositor</p> <p>Date..... <b>18, Nov 2016</b>...</p>
---	---

### Exercise

6. You are Mrs. S. Swetha. Your Post Office Saving Bank Account Number is 657748 at Post Office of Godavarikhani, Karimnagar district. Withdraw an amount of Rs. 800/- (today) by filling in the withdrawal form.

<p><b>PASSBOOK MUST ACCOMPANY THIS FORM IF ACCOUNT STAND AT BO.</b>  <b>APPLICATION SIDE</b>          (To be filled by depositor)</p> <p>Name of Post Office..... Date.....          Type of account-SB/RD/MIS/NSS/etc.....          Account No.....</p> <p><b>NATURE OF WITHDRAWAL</b>(please Tick)          Interest          RD Half withdrawal          Any other(Please Specify)</p> <p>Please any to self/messenger(who name and signature are given below) them sum of          Rs. ....(In figures) Rs.....(In words)          Balance after withdrawal Rs.....(in figures)          Signature or thumb impression of depositor          Name of Messenger.....          Signature of Messenger.....          Signature or thumb impression of depositor          (Required only if payment is required through messenger)          Initial of PA Initial of APM</p>	<p><b>PAYMENT ORDER.</b>          (for office use only)</p> <p>Date: .....</p> <p>Pay Rs..... (infigures).....          .....(in words)</p> <p>Signature of the Postmaster</p> <p>Date Stamp</p> <p>.....</p> <p><b>Acquittance</b>          (To be filled by depositor/messenger)</p> <p>Received Rs.....          (both words and figures)</p> <p>Signature or thumb impression of depositor</p> <p>Date.....</p>
--	---



## 6. Sending Letters Through Register Post

When we send letters through registered post we want confirmation whether the receiver got our letter or not. In that case we fill in acknowledgement and this is called **Registered Post Acknowledgement Due**. The addressee should sign before he gets the letter. This will ensure that the letter/parcel reaches safely. The form given below is the acknowledgement of the said registered post.

<b>DEPARTMENT OF POSTS - INDIA</b>		
<b>ACKNOWLEDGEMENT</b>		
Received Registered Letter/parcel/ .....		
No	Dated	of
Insured of Rupees.....		
Addressed to The <u>Manager, Shantha Bio-tech, Hyderabad, Telengana</u>		
<div style="border: 1px solid black; width: 50px; height: 50px; border-radius: 50%; margin: 0 auto;"></div>	On.....	
Date Stamp of office of Delivery	Signature and name	

Here is a Post Card.

		<div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto;"></div>
<div style="border: 1px solid black; width: 250px; height: 30px; margin: 0 auto;"></div> <p>Name - stamp of Office of Posting</p>	<p>To</p> <p>A. Anjaneyulu,</p> <p>H.No:6-2-70, Bibinagar</p> <p>Nalagonda district</p> <p>PIN <div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div><div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div><div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div><div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div><div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div><div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div><div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div></p>	

## 7. Railway Reservation

If we plan to undertake a long railway journey it is advisable to reserve a berth in advance in a particular train and class so that we can travel comfortably. Look at the filled-in form below and then fill in the blank form given after.

RAILWAY

CM257

**RESERVATION/CANCELLATION REQUISITION FORM**

If you are a Medical Practitioner

Please tick( ) in Box

Dr. 

(you could be of help in a emergency)

Train No & Name 12625 kerala Exp.Date of journey 14.11.2016Class III A.CNo of Berth/seat 2Station from WARANGALTo AGR

Boarding at \_\_\_\_\_

Reservation upto \_\_\_\_\_

S.No	Name in Block letter(not more than15 chars)	SexM/F	Age	Concession/Travel Authority No.	Choice
1.	Mr. K.R.JACOB	M	25		Lower/ Upper berth
2.	Miss K.LILLY	F	15		
3					Veg/Non- veg. Mea for Rajadani Shatabdi Express Only
4					
5					
6					

CHILDREN BELOW 5 YEARS(FOR WHOM TICKET IS NOT TO BE ISSUED)

S.No	Name in Block Letters	Sex	Age

**ONWARD/RETURN JOURNEY DETAILS**

Train No. &amp; Name \_\_\_\_\_ To: \_\_\_\_\_

Class \_\_\_\_\_ Station From: \_\_\_\_\_

Name of applicant K.R.JACOBFull Address 124/1 Station Rd., WARANGAL

\_\_\_\_\_

\_\_\_\_\_

Signature of the Applicant/Representative

Telephone No. if any 8468791245Date: 25-10-16 Time 10.30 am**FOR OFFICE USE ONLY**

S.No. of Requisition \_\_\_\_\_ PNR No \_\_\_\_\_

Bearth/Seat No \_\_\_\_\_ Amount collected \_\_\_\_\_

Signature of Reservation Clerk

- Note:
1. Maximum permissible passengers is 6 per requisition.
  2. One person can give one requisition from at a time.
  3. Please check your ticket and balance amount before leaving the window.
  4. Forms not properly filled or in illegible forms shall not be entertained.
  5. Choice is subject to availability.

**Exercise**

7. Fill in the blank reservation form given below based on the following details. Krishna Kumar, 42 years, plans to go from Mahabubabad to Chennai next Sunday by Train no12760 Charminar Express, 2nd Sleeper Class.

<b>RAILWAY RESERVATION/CANCELLATION REQUISITION FORM</b>					
If you were a Medical Practitioner Please tick ( ) in Box      Dr. <input type="checkbox"/> (You could be of help in an emergency)					
If you want Sr. Citizen concession, please write Yes/No in Box <input type="checkbox"/> (if yes, please carry a proof of age during the journey to avoid inconvenience of penal under extant Railway Rules)					
Do you want to be upgraded without any extra charge? Write Yes/No in the Box (If this option is not exercised, full fare paying passengers may be upgraded automatically)					
Train No & Name: (1)		Date of Journey: (2)			
Class: (3)		No. of Berth/Seat: (4)			
Station From: (5)		Station To: (6)			
Boarding At:		Reservation Upto:			
S.No	Name in Block Letters (not more than 15 chars) (7)	Sex (M/F) (8)	Age (9)	Concession/ Travel Authority No.	Choice if any
					Lower/Upper Berth
					Veg/Non-Veg. Meal for Rajadani/Shatabdi Express only

CHILDREN BELOW 5 YEARS (FOR WHOM TICKET IS NOT TO BE ISSUED)

S.No	Name in Block Letters	Sex	Age

<b><u>ONWARD/RETURN JOURNEY DETAILS</u></b>	
Train No & Name: _____ Date: _____	
Class: _____ Station From: _____ To: _____	
Name of Applicant (10) _____	
Full Address (11) _____	
(12) Signature of the Applicant	
<b><u>FOR OFFICE USE ONLY</u></b>	
S.No. of Requisition _____ PNR No. _____	
Berth/Seat No. _____ Amount Collected _____	
Signature of Reservation Clerk	

**8. Application for Bus Pass.**

Read the following form and fill in it.

**APPLICATION FOR BUS PASS**  
**TELANGANA STATE ROAD TRANSPORT CORPORATION (TSRTC)**

Application Form for Student Concessional Bus Pass

Name of the applicant: .....S/o/D/o.....  
.....Age.....Residential address  
.....Journey particulars from.....  
.....to.....for the month of .....

I do hereby apply for a Student Concessional Bus Pass subject to the rules and regulations of TSRTC by paying the requisite charges.

I certify that the particulars are true and correct.

Signature of applicant.

**CERTIFICATION OF THE HEAD OF THE COLLEGE**

I hereby certify that Kumar/Kumari.....is  
a bonafide student of.....this institution studying  
in ..... His/Her date of birth is.....  
.....as per this office records. He/She may be issued Students  
Concessional Bus Pass.

Admission No:.....

Signature of the Head of the Institution  
with Office Seal

Station.....Date.....

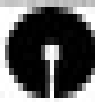
This Student Concessional Bus Pass is valid only on working days.

## COMPLETING A FORM (Old Text Book Exercise)

### 1) OPENING AN ACCOUNT

### BANK FORMS

H.O. 1018



## STATE BANK OF HYDERABAD

Account Opening form for Individuals

Branch 1 ACCOUNT NO.

3 2

DATE: 2

Please open a Current / Savings / Term Deposit / Recurring Dep. Ac. in my / our name in the books of the bank for credit of which I / we have deposited with you Rs. 4 I/We agree to comply with and bound by the bank's rules in force from time to time for the conduct of such accounts.

I. The account will be operated by me / (in case of joint Acct. - jointly) or my / our self, or by the order of depositors, or any of us for interest at credit of the account will be payable to the nominee / nominees.

II. TYPE OF ACCOUNT: Savings Bank, with / without cheque book facility, Current account / Recurring Deposit Term Deposit.

III. Purpose of opening of account 5

IV. NOMINATION required (from enclosed)/Not required. 6  
Name of nominee to be disclosed / not to be disclosed.

V. ATM/Internet Banking through required with SBCHA Ac. No. \_\_\_\_\_

VI. Full name in Block Letters:

(i) 7  
 SEX: 8 Date of Birth 9  
 Occupation 10  
 AND (in case of joint Acct. only)  
 (i) \_\_\_\_\_  
 SEX: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Occupation \_\_\_\_\_ AND  
 (in case of joint Acct. only)

VII. PAN / CEN No. (in case of minors) (i) \_\_\_\_\_ (ii) \_\_\_\_\_  
 (or form No. 6001 of its rules) Photograph(s) of Acct. holder

Specimen Signatures of Acct. holder(s)

I. 11  
 II. 12  
 and  
 I. \_\_\_\_\_  
 II. \_\_\_\_\_

First applicant

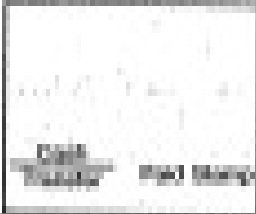
Second applicant

Signature & Name of the OFFICER/Officer SBCHA  
verifying the above signature and photographs

## 2. WITHDRAWING MONEY


### a) By Withdrawal form

Study closely the filled in form and attempt the exercise.  
(Remember to write 'only' after writing the amount in words.)

NOT NEGOTIABLE		TOKEN NO.	
STATE BANK OF INDIA		SAVINGS BANK WITHDRAWAL FORM	
Date		7.08.2011	
Naturally		/ BRANCH ACCOUNT NO./	
001		0190 0134113 818	
Name of the Account Holder			
Smt. M. Sureshmalatha			
Requires			
One thousand only			
		Savings Bank Account	
		Rs. 1000/-	
Cash Teller		Payee's Name	
Post Stamp		Branch No.	
		Posting Office	
		Account Holder's Signature	

Note: This Savings Bank Withdrawal Form has to be a green. When this form is accompanied with Pass Book Request will be allowed.

**Exercise :** You are Mr. R. Subha Rao. You have a savings account in the Vidyannagar branch of SBI. Your Account No. is 4321056721312. Withdraw an amount of Rs.850/- by filling the Savings Bank withdrawal form.

NOT NEGOTIABLE		TOKEN NO.	
STATE BANK OF INDIA		SAVINGS BANK WITHDRAWAL FORM	
Date			
Naturally		/ BRANCH ACCOUNT NO./	
Name of the Account Holder			
Requires			
		Savings Bank Account	
		Rs.	
Cash Teller		Payee's Name	
Post Stamp		Branch No.	
		Posting Office	
		Account Holder's Signature	

Note: This Savings Bank Withdrawal Form has to be a green. When this form is accompanied with Pass Book Request will be allowed.

**Ref:** Withdrawn by Congress

- 1) self
- 2) house
- 3) account payable

Study the filled in cheque and attempt the exercise that follows : (Due to constraints of space, small account numbers have been given).

[illegible]

**Exercise :** You are Miss Meena Prakash. i) Issue a crossed cheque in the name of Miss Seelidya Iyer for Rupees three thousand five hundred and fifty. Fill in the relevant details and sign the cheque. ii) use the same format and issue a bearer cheque to Lalitha Reddy for Rupees five thousand only. iii) use the same format and draw personally a sum of Rupees four thousand.

[illegible]

## 3) DEPOSITING MONEY

When you deposit money in the Savings Bank Account you have to take a **SAVINGS BANK ACCOUNT PAY-IN SLIP** and enter the details. The slip has two parts. The smaller one is called the counterfoil which is returned to you as a record after the transaction is completed. The longer slip is retained by the bank. If the deposit is made through a cheque/DD the details are to be entered on the reverse of the pay-in slip.

<b>Andhra Bank</b>		<b>SAVINGS BANK ACCOUNT PAY-IN SLIP</b>	
<b>Branch</b> _____ / <b>Branch</b> _____ <b>SAVINGS BANK ACCOUNT PAY-IN SLIP</b> <b>Account No.</b> _____ <b>Date</b> _____ <b>Name</b> <u>B.V.R. Lakshmi</u> <b>Amount</b> <u>One Thousand and Fifty</u> <b>Rs.</b> <span style="border: 1px solid black; padding: 2px 10px;">1500/-</span>		<b>Branch</b> _____ / <b>Branch</b> _____ <b>SAVINGS BANK ACCOUNT PAY-IN SLIP</b> <b>Account No.</b> _____ <b>Date</b> <u>15.6.11</u> <b>Name</b> <u>B.V.R. Lakshmi</u> <b>Amount</b> <u>One Thousand and Fifty</u> <b>Rs.</b> <span style="border: 1px solid black; padding: 2px 10px;">1500/-</span>	
<b>Cashier</b> _____ <b>Count</b> _____ <b>Officer</b> _____ <b>Manager</b> _____ (Manager Stamp)		<b>Cashier / Clerk</b> _____ / <b>Clerk</b> _____ <b>Officer / Manager</b> _____ <b>Manager Stamp</b> _____ (Manager Stamp)	

**Exercise:** Credit (today) an amount of Rs 9500/- in the Savings Account of Mr. Mohammed Nazim whose Savings Bank account No. is 35789 in Andhra Bank, Nagole.

<b>Andhra Bank</b>		<b>SAVINGS BANK ACCOUNT PAY-IN SLIP</b>	
<b>Branch</b> _____ / <b>Branch</b> _____ <b>SAVINGS BANK ACCOUNT PAY-IN SLIP</b> <b>Account No.</b> _____ <b>Date</b> _____ <b>Name</b> _____ <b>Amount</b> _____ <b>Rs.</b> <span style="border: 1px solid black; padding: 2px 10px;"></span>		<b>Branch</b> _____ / <b>Branch</b> _____ <b>SAVINGS BANK ACCOUNT PAY-IN SLIP</b> <b>Account No.</b> _____ <b>Date</b> _____ <b>Name</b> _____ <b>Amount</b> _____ <b>Rs.</b> <span style="border: 1px solid black; padding: 2px 10px;"></span>	
<b>Cashier</b> _____ <b>Count</b> _____ <b>Officer</b> _____ <b>Manager</b> _____ (Manager Stamp)		<b>Cashier / Clerk</b> _____ / <b>Clerk</b> _____ <b>Officer / Manager</b> _____ <b>Manager Stamp</b> _____ (Manager Stamp)	



#### 4. APPLICATION FOR A DEMAND DRAFT

The draft is drawn in favour of the party or person to whom the payment is to be made. It is necessary to mention the place where the DD is payable. The total payment for the draft includes the amount for which the DD is taken and the commission (also called exchange). Study closely the filled in 'Draft application form' and attempt the exercise which follows.

[illegible]

**Exercise :** You are S.K. Venkanna, resident of Kothakota. Apply (today) for a DD for Rs.2,000 to be paid towards courier charges to The Blue Dart Courier Services, Begumpet, Hyderabad - payable at Begumpet Branch, Hyderabad. The exchange to be paid as commission for Rs.2,000 is Rs.30/-.

**STATE BANK OF INDIA**

\_\_\_\_\_ / Branch

Date \_\_\_\_\_

**DRAFT APPLICATION FORM**

For \_\_\_\_\_

Cash for Payment \_\_\_\_\_

or \_\_\_\_\_

Exchange @ \_\_\_\_\_

To \_\_\_\_\_

Amount in Rupees \_\_\_\_\_

For \_\_\_\_\_

\_\_\_\_\_ / Branch

**STATE BANK OF INDIA**

\_\_\_\_\_ / Branch

Date \_\_\_\_\_

**DRAFT APPLICATION FORM**

For \_\_\_\_\_

Cash for Payment \_\_\_\_\_

or \_\_\_\_\_

Exchange @ \_\_\_\_\_

To \_\_\_\_\_





Amount in Rupees \_\_\_\_\_

For \_\_\_\_\_





\_\_\_\_\_ / Branch

## 2) DEPOSITING CASH IN A POA ACCOUNT

Money can be saved in a Post Office also under different schemes. One of them is 'Post Office Savings Bank' in which money can be deposited and withdrawn as we do in a bank. Study the filled in 'Post Office Savings Bank' form below and attempt the exercise that follows.

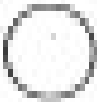
 <p style="text-align: center;"><b>POST OFFICE SAVINGS BANK</b></p> <p>Account No. <u>1780</u> Date <u>18.08.2011</u></p> <p>paid into the credit of <u>V. Prasad</u></p> <p>Rs. <u>350.</u> by <u>Cash / Cheque</u></p> <p>by Cash / Cheque No. <u>by cash</u></p> <p>Date <u>18.08.2011</u> By <u></u></p> <p>Subject to verification</p> <div style="text-align: center;">               SB Assistant         </div>	 <p style="text-align: center;"><b>POST OFFICE SAVINGS BANK</b> <span style="float: right;">100 / 50 / 20</span></p> <p>Account No. <u>1780</u> Date <u>18.08.2011</u></p> <p>paid into the credit of <u>V. Prasad</u></p> <p>Rs. <u>350.</u> by <u>Cash / Cheque</u></p> <p>by Cash / Cheque No. <u>by cash</u> Date <u>18.08.2011</u> By <u></u></p> <p>(Particulars of the Cheque)</p> <p>Balance after transaction <u></u></p> <div style="text-align: center;">               SB Assistant         </div> <div style="text-align: right;"> <u>V. Prasad</u>              Signature of Depositor or the Messenger         </div>
---	--


**Exercise** You are Mr. Ramesh. Your employer Mr. Venugopal has asked you to deposit Rs.625 in his post office savings account in Suburbanised Post Office. Fill in the form and deposit the money. The Account No. of Mr. Venugopal is 6543.

 <p style="text-align: center;"><b>POST OFFICE SAVINGS BANK</b></p> <p>Account No. _____ Date _____</p> <p>paid into the credit of _____</p> <p>Rs. _____ by _____</p> <p>by Cash / Cheque No. _____</p> <p>Date _____ By _____</p> <p>Subject to verification</p> <div style="text-align: center;">               SB Assistant         </div>	 <p style="text-align: center;"><b>POST OFFICE SAVINGS BANK</b> <span style="float: right;">100 / 50 / 20</span></p> <p>Account No. _____ Date _____</p> <p>paid into the credit of _____</p> <p>Rs. _____ by _____</p> <p>by Cash / Cheque No. _____</p> <p>Date _____ By _____</p> <p>(Particulars of the Cheque)</p> <p>Balance after transaction _____</p> <div style="text-align: center;">               SB Assistant         </div> <div style="text-align: right;">             _____              Signature of Depositor or the Messenger         </div>
--	---

#### 6) REGISTERED POST

When you send a letter or parcel by Registered Post and want to confirm that the person has received it, you write a superscription on the letter/parcel : "Registered letter / Parcel - Acknowledgement due". You have to fill in an acknowledgement card and secure it with the Registered Parcel/Letter. Look at the columns filled in the Acknowledgement card and then fill in the blank card as per the instructions.

R.P. 54		<b>DEPARTMENT OF POSTS-INDIA</b>	
		<b>ACKNOWLEDGEMENT</b>	
Received Registered Letter / Parcel / .....			
No.	Dated	of	
Insured of Rupees.....			
Addressed to <b>The Manager, Sun Enterprises, 108</b>			
<b>V/M Street, Rayapettah, Chennai, Tamilnadu</b>			
		On .....	
		Date Stamp of office of delivery	
		Signature and Name	

	<b>On Postal Service</b>							
	<b>TO</b>							
	<b>N. PRAKASH NAIDU</b>							
	<b>H.NO.12-13-517</b>							
	<b>NEW STREET, ANANTAPUR.</b>							
Name-Stamp of Office of posting		PIN <table border="1" style="display: inline-table; vertical-align: middle;"> <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>						

**Exercise:** You are Mrs.Rajeshwari residing at H.No.9-1-450, Vani Nagar, Rajahmundry. You are sending a registered parcel to your brother at the following address : Mr.Pavna Kumar, H.No.10-2-123, Venkat Nagar, Tirupathi. Using the model format, fill in the form.

## 7) MONEY ORDER

A money order form is used to send money through the post office to our friends and relatives. See how the money order is filled by Mr. Kumar who is sending Rs.500 to his son studying in Veng. There is space for communication in a money order where a short message can be written in the paper. (Receiver of the money) **Kamlesh** Using the model format fill in the form based on the details given: Mr.Sai of 1-5-63, Tumkur, Hyderabad - 500 001 is sending an M.O to the Publisher, **Jaino Books**, Kanchibagh, New Delhi Rs.400/- for payment towards the book *Five Peter Someone* by Chetan Bhagat.

DEPARTMENT OF POSTS, INDIA MONEY ORDER	
<b>PAY PAPERS. <i>RMN</i></b> <b>Rs. .... Five Hundred only</b> <b>TO. <u>RAM KUMAR</u></b> <u>Mr. Ram Hotel, Daba Gardens, VIZAG</u> <div style="text-align: right; margin-top: 10px;">PIN <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span></div>	
<b>M.O.No. ....</b> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> <b>Combined Olong Stamp Assistant</b>	<b>Sender's Signature</b> <b>Date</b> ..... <b>Purpose</b> ..... <b>Rs.</b> ..... <div style="text-align: right;"><b>Postmaster</b></div>
<div style="text-align: center; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto;"></div> <b>Olong Stamp</b>	<b>Received Papers</b> ..... <b>Signature of Payee</b> ..... <b>Signature of Witness / Identifier</b> ..... <b>Signature of paying official</b> .....
<b>M.O. ACKNOWLEDGEMENT</b>	
<b>M.O.No. .... Date. 23.11.2010</b> <b>(Sender's Name &amp; Address) <u>Mr. KUMAR</u></b> <u>Mr. Saket Endron, Kapra</u> <u>Hyderabad, A.P.</u> <div style="text-align: right; margin-top: 10px;">PIN <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span></div>	
<div style="text-align: center; margin-bottom: 10px;"> </div> <b>Date Stamp</b>	<b>Received Papers</b> ..... <b>Signature of Payee</b> ..... <b>(Space for Communication)</b>
<b>Dear Ram Kumar,</b> I am sending you money for payment of tuition fee and the monthly rent. I hope you are studying well. All of us are doing well here. Take care of your health and devote time to studies. Mother sends you her love. <div style="text-align: right;">Name</div>	

8

**RAILWAY RESERVATION FORM :** The Railway reservation form is filled with relevant details to reserve seats or berths to perform journey by train. The details of stations must be properly entered. The train number and name must also be written in the given column. Study the filled-in reservation form and attempt the exercise that follows:

South Central Railway

**RESERVATION/CANCELLATION REQUISITION FORM**

If you are Medical Practitioner Please Tick (✓) in Box Dr.

You could be of help in an emergency

If you want Sr. Citizen concession, please write Yes/no in box (if Yes, Sr. Citizen)

Please carry a proof of age during the journey to avoid inconvenience of penal charging under relevant Railway Rules)

Train No. Name 17406, Krishna Exp. Date of Journey 26.10.2011 Class 3 AC

No. of Berths/Berths 4 Station From NIZAMABAD To TIRUPATHI

Boarding at NIZAMABAD Reservation upto TIRUPATHI

Sl. No.	Name in Block Letters (not more than 15 letters)	Gender M/F	Age	Concession/Travel Authority No.	Choice if any
1.	Mr.A.B.MURTHY	M	45		LDBD Berths Men - Veg Meal for Paphians, Shraddha Express only
2.	Mrs.A.SUNDHIA	F	40		
3.	Mr.BHATT	M	22		
4.	Mrs.HARTHA	F	15		

**CHILDREN BELOW 5 YEARS (FOR WHOM TICKET IS NOT TO BE ISSUED)**

Sl. No.	Name in Block Letters	Gender	Age

**Origin / Return Journey Details**

Train No. & Name \_\_\_\_\_ Date of Journey \_\_\_\_\_

Class \_\_\_\_\_ No. of Berths/Berths \_\_\_\_\_ Station From \_\_\_\_\_ To \_\_\_\_\_

Name of Applicant : A.B.Murthy

Full Address : H.No.22/8, Station Road,  
Nizamabad.

A.B.Murthy  
Signature of the Applicant/Representative

Telephone No. 9243210009 Date 26.10.2011 Time 5.25 am

**For Office Use Only**

R.No.Regulation : \_\_\_\_\_ Paid No. : \_\_\_\_\_ Berth/Seat No. : \_\_\_\_\_

Amount Collected : \_\_\_\_\_ Signature of Reservation Clerk : \_\_\_\_\_

**EXERCISE :** Reserve two berths for the following persons travelling by Charminar express (train Number 12708) from Hyderabad to Chennai on 08.05.2011 by 2nd class. 1. Dr.Amish Kumar (Age : 35 yrs) 2. Smt. Bhavitha (Age : 30 yrs) The name and address of the applicant are : Mr.Amish Kumar, H.No.6/35, Sakinagar Colony, Hyderabad.

9. Read the information given below. Then fill form by writing your answers against the numbers given in blanks. (It is not necessary to draw the form.)  $10 \times \frac{1}{2} = 5$

You are Mr. Ramesh. Your employer Mr. Venu Gopal has asked you to deposit Rs. 625/- through a Cheque No. 6496 dated 01.03.2013 in his Post Office Savings account in Secunderabad Post Office. The account No. of Mr. Venu Gopal is 6543.

Fill in the form and deposit the money.

POST OFFICE SAVINGS BANK		100 / S.B. - 100	
Account No. _____	Date _____	Account No. 02	Date 03
_____ paid into the credit of _____	_____ Rupees	_____ paid into the credit of _____	04
_____ Rs. _____		_____ Rupees	05
by Cash / Cheque No. _____	Date _____ By _____	No. 07	Date 08
(subject to realisation)			By 09
(Date Stamp)		(Particulars of the cheque)	
SB Assistant _____		Balance after transaction _____	
		(Date Stamp)	SB Assistant _____
			10
			Signature of Depositor or his Messenger

## 10. RESUME/BIO-DATA/CV

Curriculum Vitae, otherwise called CV is a written account of an individual's personal, academic and professional details along with his qualification and skills. The CV is sent to prospective employers when one is looking for a job. The CV is also called a Resume or Academic Vitae. The format of the CV has undergone a marked change. The contemporary CV has a reversed chronology. It contains only necessary information to obtain an interview. Simplicity and sincerity are the hallmarks of a good CV. It is written in such a way that the content is relevant to the job applied for, as it reflects the suitability of a candidate for a particular job. It presents all the details in a systematic manner, highlighting an applicant's strengths and achievements. A CV must always be typewritten or prepared on a word processor. It must be rechecked to see that no grammatical mistakes have occurred. A CV, neatly presented with relevant details, can create a good initial impression of a candidate.

The 'Resume' is shorter compared to the CV. It is simple and brief.

First, let us try to understand the difference between the Curriculum Vitae /k r I k j u l m 'vi:taI/ and Resume / rezju:meI/. The difference is mainly in terms of length and what you include in it. The minimum length of a CV is two pages and it includes details regarding your educational qualifications, work experience, publications, honours, awards etc. A CV is usually used when applying for jobs in schools, colleges, universities and scientific organizations. A resume, on the other hand, is usually one page and includes a summary of your personal, academic and professional details. A resume is usually used when applying for jobs in business organizations. When you apply for a job, you should send your resume or CV depending on what is asked in the advertisement. If the advertisement simply states 'send details', you can send a CV as it includes more details.

When your prospective employer goes through your CV/Resume, he/she tries to form an opinion about you. A good impression is formed if your CV/Resume is impressive and includes only pertinent details. In order to make your CV/Resume focused, you need to prepare a CV/Resume every time you apply for a job keeping the requirements for that position in view. It is obvious that we cannot use the same CV/Resume for applying for a lecturer's position in a college and a medical representative's position in a pharmaceutical company as the demands and expectations of both the jobs are different. In short, do not use the same CV/Resume for all the jobs. Customise your CV/Resume to suit the job requirements, get it typed and printed on good quality paper every time you apply. Never send a Xerox copy of your CV/Resume.

## FORMAT OF CURRICULUM VITAE

### CURRICULUM VITAE

Objective :  
Details :  
Name :  
Father's Name :  
Date of Birth and Age :  
Full Address :  
Gender :  
Marital Status :  
Hobbies / Interests :  
Nationality / Religion :  
  
Academic Qualifications :  
Technical Skills :  
  
Strengths :  
  
Experience :  
  
Salary Expected :  
Languages known :  
Reference :

Place :

Date :

Singnature

## FORMAT OF RESUME

### RESUME

Name & Address

Objective

Work Experience

Education

Profile

Strengths

Additional Informations

References



## Understanding Job Advertisements

You have heard the expression first impressions are lasting ones. Well, your resume is the first meeting between you and a prospective employer, more so in recent times. So, how do you want it to be remembered? Wrinkled and unorganised? or neat and structured? Long and boring? or precise and interesting?

A resume or Curriculum Vitae is summary of the background, skills and qualifications, which is sent to employers for review. Consider it to be your personal marketing brochure with the goal of gaining the attention of employers and giving them the information they need to bring you to the next step in the hiring process, an interview.

There are four different words used in the job advertisements in India. Through they mean the same in a broad sense, the focus is different.

### **Resume**

The word is of French origin and means 'a summary or abstract.' It is the most widely used format. It is usually one page and includes a summary of one's personal, academic and professional details.

### **Curriculum Vitae**

The word is of Latin origin and means 'Course of Life'. CV refers to a brief written account of one's education, qualifications and previous job experience. The length of a CV may run into two pages or more since it includes additional details. A CV is more comprehensive than a **Resume**. It is generally used when applying for an academic position while a **Resume** is generally used when applying for a position in the industry. If an advertisement simply states 'send details', you can send a CV as it includes more details.

### **Bio - data**

The term is generally used only in India. It is not very common in a multinational context. It means 'biographical information'(not the body data or vital statistics').It is used by small companies and government agencies.

### **Profile**

The word is of Italian origin and means 'a portrait'. It is 'a brief biography as given in an article in a periodical.' This is also used by some companies.

One should read an advertisement carefully to understand what exactly the requirement is. One should respond to the advertisement accordingly. If you are asked to send your **Resume**, for example, you should send your **Resume**.

I. Now, let's look at a **job advertisement** appeared in a newspaper. Notice the requirements of the

We are  
looking for  
**Senior PROGRAMMERS**

To handle & develop superb desktop softwares.  
such as P.O.S, Inventory, and other customize  
program

- i. Bachelor's Degree in Computer Science/IT of  
equivalent
- ii. AWESOME SKILLS & personality is very required
- iii. Atleast 2 years of working experience in the  
related field
- iv. Male/Female max age:28years
- v. Responsible & health is a must
- vi. Love both independent & teamworking.
- vii. Willing to learn something new every year.

Please mail your **resume** to  
**deepak@mastersoftcol.co.in**

**MASTER SOFTWARE SOLUTIONS**

Here is the **resume** of B. Sateesh.

**BINGI SATEESH**

D - 301, Raj krishna Towers, Santhi Nagar

Miryalaguda - 508 213  
Mobile: +91 - 9420023043  
E- mail:b.sateesh@gmail.com

#### OBJECTIVE

A position as Senior Programmer in Masters Software Solutions.

#### WORK EXPERIENCE

Software Developer  
Persistent System, Hyderabad.

#### EUDCATION

**2008 - 2010**

B.Tech. in Computer Science and Engineering  
National Institute of Technology Warangal. 86% aggregate

**2008**

SSC: Board of Secondary School Education  
Government High School, Kothagudem, Telangana. 93% aggregate

#### TECHNICAL SKILLS

Language	: C, C++, Java, VHDL
Operating systems	: Ubuntu, Windows XP, 7,8, 8.1, 19
Software	: MAT LAB, P SPICE, Cadence Virtuoso
Web Designing	: HTML, Java script,MySQL
Graphic Designing	: Photoshop, Illustrator, Indesign, CoralDraw, Flash, Dreamweaver

#### PROFILE

Highly energetic, growth oriented individual seeking to establish a career in the IT industry. Ability to take up challenges, work under pressure; dedication towards work.

#### STRENGTHS

Good communicator	Flexibility and Adaptability	Positive Attitude
Attention to Detail	Strong Analytical abilities	Team Work Skills

#### ADDITIONAL INFORMATION

Languages known	: English, Telugu and Hindi
Interests	: Photography, Painting, Football
Age	: 24 years
Father's Name	: Bingi Ramulu
References	: Available on request

Let's understand the terms used in this **resume**.

#### Sections of the resume

##### 1. Your details

Make sure you indicate your fullname and your address for communication with the Pin Code. If you are still in college, give your permanent address. Your personal e -mail and phone number are a must.

##### 2. Objective

The job objective sentence should be brief and no more than two lines long some examples of jobs are-

**Marketing Manager - Entry level position in sales - Banking Investor - LIC Marketing Trainer - Management Trainee - Customer Service Manager - Position as Academic Incharge.**

#### Note

Don't use cliches like 'a challenging opportunity 'or' an opportunity for growth' since they are in wide usage and may not be taken seriously by recruitment agencies.

##### 3. Educational Qualifications

Educational qualifications are always written in a reverse chronological order. That is, the last degree/qualification is written first, followed by other qualifications. List academic year,

name of the degree, name of the college and location and the percentage you secured in the courses. If you have work experience, you can put the education section in the last section of your resume. If you are a recent graduate, you can put your education section at the top, below job objective(if there is no summary of qualifications).

#### **4. Technical qualifications**

If you have any technical skills like knowledge of computer languages, software or hardware, you can mention them under this section.

Example: C,Java, MySQL, LT spice, P spice  
C++, net, java sript, Cadence Virtuoso, MATLAB

#### **5. Summary of qualifications(Profile and Strengths)**

You can mention the years of experience, the skills you have acquired and your leadership qualities. Such statements can be bulleted, For Example,

- **5 years experience in IT Management**
- **Proper sales success in IT Products**
- **Degrees in Information Technology**
- **2 years experience in sales and marketing**
- **Cultivated client relationships**

#### **6. Additional Information**

You can provide information regarding other things like languages known, hobbies and interests towards the end of your resume. Father's name and Mother's name need not be mentioned these days unless you are specifically asked.

#### **7. References**

You can mention the names of one or two people in a responsible position(mention their position), who know you and can warrant for your abilities. For this, you need to obtain permission of the persons concerned. If the advertisement doesn't ask references, you can say that the references will be made available on request.

#### **8. Cover letter**

A Resume/CV should be enclosed with a cover letter in the Indian context, we call it 'covering letter'. A cover letter is the first chance to have a conversation with a prospective employer. So, it is as important as your Resume. It serves as a fuller expression of your personality, confidence and energy levels. So, be true, for giving false information may lead to problems.

##### **Cover letter**

BINGI SATEESH  
D - 301, Raj Krishna Towers  
Shanthi Nagar  
Miryalaguda - 508213  
Mobile:+91- 9420023043  
e-mail: b.sateesh@gmail.com

14 May 2017  
The HR Manager  
Persistent Systems  
Madhapur  
Hyderabad

Dear Sir

APPLICATION FOR SOFTWARE DEVELOPER

With reference to your advertisement in the newspaper THE HERALD dated 11 May 2016, I would like to apply for the position of a Software Developer, Persistent Systems, as I feel I have the essential and desirable skills required for the position.

As my resume shows, I have always been a meritorious student securing more than 70% marks in all the examinations. Moreover, I have done many technical courses which would be asset for any Project Manager in the IT sector.

I would be very happy to discuss how I can be of use to your company if you call me for an interview on any day convenient to you.

With best regards

Yours faithfully

Sign  
(BINGI SATEESH)

II. Let's look at a **job advertisement** that appeared in newspaper.

ARE YOU  
**CREATIVE**  
WITH WORDS ?

**HAVE YOU WORKED  
ON ANY BRANDS**

A leading advertising agency with national operators requires **Copywriters: Hindi, English and Bilingual and Creative Managers; Hindi and English**, for its head of-  
fice in Hyderabad.

Masters from reputed universities, having excellent communication and presenta-  
tion skills, with a good command over Hindi and English language may apply for these  
positions. interested candidates must have experience of working on brands and/or  
in leading advertising agencies.  
please e - mail your CV at  
**jobs@svad-ventures.co.in**, with position applied for in the subject of your e - mail.  
last date to apply is **21 June 2016**

Given below is a **CV** which has been prepared by A.Dheeraj in response to the above  
advertisement.

#### **CURRICULUM VITAE**

**Objective** : Position as a Creative Manage  
**Details** :  
**Name** : A. DHEERAJ  
**Father's Name** : A. TEJESHWAR  
**Date of Birth and Age** : 01.10.1990, Age 25 years  
**Full Address** : 126/A, Kalyan Apartments  
Street no.8, Srinagar colony  
Warangal - 506002  
Cell: +91- 9405507170  
e-mail id: dheeraj.m@gmail.com

#### **Academic Qualifications**

Qualifications	Institution	Year of study	Percentage
M.Tech.	JNTU Hyderabad	2011 - 2013	80%
B.Tech.			
ECE Branch	S V Engineering	2007 - 2011	86%
Intermediate	College, Nizamabad		
	Govt.Jr.College,	2005 - 2007	90%
	Nizamabad		
SSC	Govt,High Schol	2004 - 2005	94%
	Nizamabad		

**Experience** : Working as a Creative Director in a Design Ad Agency, Hyderabad  
Since June 2013  
**Languages known** : English, Hindi and Telugu

**Place** : Nizamabad  
**Date** : 16 May 2016

**Signature**

III. Let's look at a **job advertisement** that appeared in a newspaper.

## JOB OPPORTUNITY

A prestigious Public Private partnership company is looking for competent, Self-motivated and dynamic candidates to fill the following position based in Hyderabad.

### ◆ SALES REPRESENTATIVE ◆

#### Required qualification & experience:

- Degree in Business Administration/ Finance/Economics. Candidates having additional qualification in HR/IT shall be preferred.
- He/She must be responsible to give support in the areas of administration, communication, payroll, and HRD side.
- He/She must be fluent in English, Telugu and Hindi

To apply for the above position, please send us your BIO - DATA to  
<http://telecomsector.ts.gov.in>. Apply within 15 days from publication of this Ad.



Gongati Deepak is applying for it. Here is his bio data

#### BIO - DATA

**Name** : GONGATI DEEPAK  
**Father's Name** : GONGATI RAGHUNADH  
**Date of Birth and Age** : 17.11.1988, Age 27 years  
**Full Address** : 100/C, Sri Ramakrishna  
Complex, Vidyanagar Colony  
Adilabad - 504 001  
+919848546525  
[//gonagatideep88@gmail.com//](mailto://gonagatideep88@gmail.com)

#### Academic Qualifications

Qualification	Institution	Year of Study	Percentage
M.B.A	Indian Business School Hyderabad	2009 - 2011	78%
B.Com	Government Degree College Adilabad	2006 - 2009	80%
Intermediate	Government Junior College	2004 - 2006	91%
M.E.C. Group	College (Boys) Adilabad		
S.S.C	ZPSS Thamsi	2004	92%

**Experience** : 5 Years as Co-ordinator, Sales and Marketing Dept., Solar  
Industries limited

**Languages Known** : English, Hindi, Urdu, Telugu and French

**Place:** Adilabad

**Date:** 14 May 2016

**Signature**

## Exercises

Prepare a Curriculum Vitae/Resume/Bio-data in response to the following advertisements.

1.



The advertisement for a Graphic Designer is presented in a light gray rectangular box. It features a decorative swirl graphic on the top left and a vertical column of small icons on the right side. The text is centered and reads: 'we are hiring' in a small font, followed by 'GRAPHIC DESIGNER' in a large, bold, black font. Below this, it states: 'We are looking for innovative and result oriented individuals for the position of graphic designers/illustrator with creative skills and 2 -3 years work experience.' This is followed by 'Fresh candidates may also apply'. A section titled 'Qualification:' lists requirements: 'Graduation or diploma in relevant domain. Must be proficient in PHOTOSHOP, ILLUSTRATOR, COREL DRAW, QUARK XPRESS, INDESIGN'. At the bottom, it says: 'Interested students should send their RESUME by e-mail: recruitedesigners@gmail.com post:125/A, I Floor, RP Road, Secunderabad - 500082'.

we are hiring  
**GRAPHIC DESIGNER**

We are looking for innovative and result oriented individuals for the position of graphic designers/illustrator with creative skills and 2 -3 years work experience.

Fresh candidates may also apply

**Qualification:**  
Graduation or diploma in relevant domain.  
Must be proficient in PHOTOSHOP, ILLUSTRATOR,  
COREL DRAW, QUARK XPRESS, INDESIGN

Interested students should send their RESUME by  
e-mail: recruitedesigners@gmail.com  
post:125/A, I Floor, RP Road, Secunderabad - 500082

2.



The advertisement for Sales Superheroes is in a white rectangular box. It starts with the text 'ARE YOU THE ONE' in a large, bold font, followed by a large question mark. Below this, it says: 'We are looking for SALES SUPERHEROES Who can sell literally anything'. Then, it lists 'Preferred superhero power:' followed by a bulleted list: '- Good communication skills' and '- English, Telugu and Hindi'. At the bottom, a black horizontal bar contains the text: 'If you are the one, send your BIODATA to hr@bookmakers.com'.

**ARE YOU THE ONE ?**

We are looking for  
**SALES SUPERHEROES**  
Who can sell literally anything

Preferred superhero power:

- Good communication skills
- English, Telugu and Hindi

If you are the one, send your BIODATA to  
hr@bookmakers.com

3.



The advertisement for Software Engineer Trainees is in a white rectangular box. It begins with the word 'WANTED' in a large, bold, black font. Below this, it reads: 'The leading core banking software company based at Warangal on the look out of'. This is followed by 'SOFTWARE ENGINEER TRAINEES' in a large, bold, black font. Then, it states: 'Freshers with Diploma/P.G Diploma/Degree in computer Applications Strong computer basics and SQL knowledge'. At the bottom, it says: 'Forward your resume immediately to hr@sesameindia.com'.

**WANTED**

The leading core banking software company based at  
Warangal on the look out of

**SOFTWARE ENGINEER TRAINEES**

Freshers with Diploma/P.G Diploma/Degree in computer  
Applications Strong computer basics and SQL knowledge

Forward your resume immediately to  
hr@sesameindia.com

4.

## TEACHERS REQUIRED

A reputed welfare organisation working for community advancement and uplift in educational field requires Teachers for its English Medium Schools in Adilabad, Medak, Mahaboobnagar and Nalgonda

### Science Teachers(Female/Male)

**Age:** 24-30 Years  
**Qualification:** M.Sc(Biology/Physics/Chemistry/  
**Experience:** Mathematics)with 1 year teaching experience in English Medium School  
 OR  
 B.Sc and B.Ed with 3 years teaching experience in English Medium School

### English Teachers(Female)

**Age:** 24-30 Years  
**Qualification:** M.A (English) with 1 year teaching  
**Experience:** experience in English Medium School

Candidates may send their BIO-DATA with attested copies of Academic credentials, experience certificates to  
 Director Education P.O.Box no.1202, Adilabad.

5.

## JOB OPPORTUNITIES

A prestigious public private partnership company is looking for competent self-motivated and dynamic candidates to fill the following positions based in Warangal

JOB	NOs
• Personal Assistant/ Officer Assistant	02 positions
• Driver	02 positions
• Office Boy	02 positions

To apply for the above mentioned jobs upload your CV to the below website link  
[jobsopportunities.com](http://jobsopportunities.com) upload -cv

Apply within 15 days from publication date of this advertisement

6.

## Pharmacy Staff Required

Foreign based company requires the following staff.

\* **Medical Representative**

\* **Pharmacist**

(for retail Pharmacy)

\* **Salesman**

(Experienced for retail pharmacy)

To apply, send us your BIODATA to  
[healthcare@hotmail.com](mailto:healthcare@hotmail.com)

Prepare a CV in response to the following advertisement

7.

## STAFF WANTED

A Hyderabad based Service provider Company intends to induct fresh with expertise in one or more of the following IT Domains:

System Analysis and Design Methodologies & Tools

System Life Cycle, Business Process Documentations & Reengineering

JOOMLA, WORD PROCESS, ASP, NET, PHP, JAVA, XML, FLEX

Web Applications, Visual Studio, Data Warehouse, Linux

Oracle Database, Forms, Reports, BI; contact Management

Maximum Age or January 01,2016 26 years

Applications with an up to date CV and a recent photograph must be sent to  
 P.O Box No- 127, Vidyanagar, Hyderabad no later than July 16, 2016

## **RESUME**

1. Ans.

### **K. RAJESH**

D - 301, Raj krishna Towers, Santhi Nagar  
Miryalaguda - 508 213  
Mobile: +91 - 9420023043  
E- mail: k.rajesh@gmail.com

### **OBJECTIVE**

A position as Senior Graphic Designer in a Reputed Firm.

### **WORK EXPERIENCE**

Graphic Designer in Web World Solutions Hyderabad. for Two years

### **EUDCATION**

**2010- 2014**

B.Tech. in Computer Science and Engineering  
JNTUH Hyderabad. 86% aggregate

**2008 - 2010**

Intermediate : Board of Intermediate Education  
Government Junior College, Kothagudem, 90 % aggregate

**2007-2008**

SSC: Board of Secondary School Education  
Government High School, Khammam, Telangana. 93% aggregate

### **TECHNICAL SKILLS**

Language	: C, C++, Java, VHDL
Operating systems	: Ubuntu, Windows XP, 7,8, 8.1, 19
Software	: MAT LAB, P SPICE, Cadence Virtuoso
Web Designing	: HTML, Java script,MySQL
Graphic Designing	: Photoshop, Illustrator, Indesign, Coral Draw, Flash, Dreamweaver

### **PROFILE**

Highly energetic, growth oriented individual seeking to establish a career in the Graphic Designing. Ability to take up challenges, work under pressure; dedication towards work.

### **STRENGTHS**

Good communicator	Flexibility and Adaptability	Positive Attitude
Attention to Detail	Strong Analytical Abilities	Team Work Skills

### **ADDITIONAL INFORMATION**

Languages known	: English, Telugu and Hindi
Interests	: Photography, Painting, Football
Age	: 25 years
Father's Name	: K. Gopal
References	: Available on request



**COVER LETTER:**

K. RAJESH  
D - 301, Raj Krishna Towers  
Shanthi Nagar  
Miryalaguda - 508213  
Mobile: +91- 9420023043  
e-mail: k.rajesh@gmail.com

01 June 2018

The HR Manager  
Web World Solutions  
Panjagutta  
Hyderabad

Dear Sir

**APPLICATION FOR GRAPHIC DESIGNER**

With reference to your advertisement in the newspaper THE HINDU dated 27 May 2016, I would like to apply for the position of a Graphic Designer, Web World Solutions, as I feel I have the essential and desirable skills required for the position.

As my resume/CV shows, I have always been a meritorious student securing more than 70% marks in all the examinations. Moreover, I have done many technical courses which would be an asset for any Graphic Designer in the Designing sector.

I would be very happy to discuss how I can be of use to your company if you call me for an interview on any day convenient to you.  
with best regards

Yours faithfully

Sign  
(K. RAJESH)

## **CURRICULUM VITAE**

### **1. Ans.**

**Objective** : Position as Senior Graphic Designer  
**Details** :  
**Name** : K. RAJESH  
**Father's Name** : K. GOPAL  
**Date of Birth and Age** : 01.10.1990, Age 27 years  
**Full Address** : D - 301, Raj krishna Towers, Santhi Nagar  
Miryalaguda - 508 213  
Mobile: +91 - 9420023043  
E- mail: k.rajesh@gmail.com  
  
**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
B.Tech. CSE Branch	JNTUH, Hyderabad	2010 - 2014	84%
Intermediate	Govt.Jr.College, Khammam	2008 - 2010	90%
SSC	Govt,High Schol Kothagudem	2007-2008	93%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT;INTER NET  
PHOTOSHOP, COREL DRAW, HTML FLASH AND PAGE MAKER

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as Graphic Designer in a Design Ad Agency, Hyderabad  
Since 2015

**Salary Expected** : Rs. 30,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : V. Pavan Kumar  
Senior Software Engineer,  
CGI Hyderabad.

**Declaration :** I hereby declare that the above given information is true to the  
best of my knowledge and belief.

**Place :** Miryalaguda

**Date :** 28 May 2016

**Signature**

## **BIO - DATA**

### **2. Ans.**

Name : K. RAMESH  
Father's Name : K. Srinivasa Rao  
Date of Birth and Age : 01.10.1990, Age 27 years  
Full Address : Flat No. 404; Yashaswi Apartments; Godavari Khani  
Mobile: +91 - 9657550976  
E- mail: k.ramesh@yahoo.com

Gender : Male  
Marital Status : Unmarried  
Hobbies / Interest : Watching Television, Reading Books, Playing Cricket  
Nationality / Religion : Indian / Hindu

#### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
B.Tech. (CSE Branch)	JNTUC, Hyderabad	2010 - 2014	84%
Intermediate	Govt.Jr.College, Khammam	2008 - 2010	90%
SSC	Govt.High Schol Kothagudem	2007-2008	93%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT;INTER NET  
PHOTOSHOP, COREL DRAW, HTML FLASH AND PAGE MAKER

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as Graphic Designer in a Design Ad Agency, Hyderabad  
Since 2015

**Salary Expected** : Rs. 20,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : V. Praveen Kumar Reddy  
HR; INFOTECH ; Hi-Tech City  
Hyderabad. Cell: 9966321152.

**Place** : Godavari Khani

**Date** : 03 May 2017

**Signature**

## **CURRICULUM VITAE**

### **2. Ans.**

**Objective** : Position as Sales Manager  
**Details** :  
**Name** : B. SRINIVASA RAO  
**Father's Name** : B. VENKATRAMAIAH  
**Date of Birth and Age** : 01.10.1988, Age 29 years  
**Full Address** : C - 302, Raj Towers, Vidya Nagar  
Sathupally - 507 303  
Mobile: +91 - 9420023043  
E- mail: bs.sree@gmail.com

**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
MBA	Indian Business School, Hyderabad	2009 - 2011	75%
B.Com	Government Degree College, Warangal	2006 - 2009	83%
Intermediate	Govt. Junior College, Warangal	2004 - 2006	90%
M.E.C. Group SSC	Govt. High School Warangal	2003-2004	89%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT; INTER NET  
PHOTOSHOP, COREL DRAW, HTML FLASH AND PAGE MAKER

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : 5 Years as Sales Manager, Sales and Marketing Dept.,  
**Metro Industries Limited.**

**Salary Expected** : Rs. 50,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : M. Prasad Babu  
Registrar & Dean; IBS.  
Hyderabad. Cell: 8887776660.

**Declaration :** I hereby declare that the above given information is true to the best of my knowledge and belief.

**Place :** Warangal  
**Date :** 28 May 2017

**Signature**

**Cover letter**

B. SRINIVASA RAO  
C - 302, Raj Towers, Vidya Nagar  
Sathupally - 507 303  
Mobile: +91 - 9420023043  
E- mail: bs.sree@gmail.com

28 May 2017

The HR manager  
Web World Solutions  
Panjagutta  
Hyderabad

Dear Sir

**APPLICATION FOR SALES MANAGER**

With reference to your advertisement in the newspaper THE HINDU dated 27 May 2016, I would like to apply for the position of a Sales Manager, Book Makers Ltd, Hyderabad as I feel I have the essential and desirable skills required for the position.

As my resume/CV shows, I have always been a meritorious student securing more than 70% marks in all the examinations. Moreover, I have done many technical courses which would be asset for any Sales Manager in the Sales sector.

I would be very happy to discuss how I can be of use to your company if you call me for an interview on any day convenient to you.

With best regards

Yours faithfully

Sign  
(B. SRINIVASA RAO)

## **CURRICULUM VITAE**

### **3. Ans.**

**Objective** : Position as Senior Software Engineer  
**Details** :  
**Name** : K. RAJESH  
**Father's Name** : K. GOPAL  
**Date of Birth and Age** : 01.10.1990, Age 27 years  
**Full Address** : D - 301, Raj Krishna Towers, Santhi Nagar  
Miryalaguda - 508 213  
Mobile: +91 - 9420023043  
E- mail: k.rajesh@gmail.com  
  
**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
B.Sc (Computer Science)	Govt. Degree College, Adilabad.	2011 - 2014	88%
Intermediate	Govt. Junior College, Adilabad.	2009 - 2011	82%
SSC	Z.P.H. School Adilabad.Telangana	2008-2009	75%

**Technical Skills** : C, Java  
PHOTOSHOP, COREL DRAW, HTML FLASH AND PAGE MAKER

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as Graphic Designer in a Design Ad Agency, Hyderabad  
Since 2015

**Salary Expected** : Rs. 50,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : V. Pavan Kumar  
Senior Software Engineer,  
CGI Hyderabad.

**Declaration :** I hereby declare that the above given information is true to the  
best of my knowledge and belief.

**Place :** Miryalaguda

**Date :** 28 May 2016

**Signature**

## **CURRICULUM VITAE**

### **4. Ans.**

**Objective** : Position as English Teacher  
**Details** :  
**Name** : K. RAVIKUMAR  
**Father's Name** : K. GOPICHAND  
**Date of Birth and Age** : 01.10.1990, Age 27 years  
**Full Address** : D - 401, Aditya Towers, Pragathi Nagar  
Kareemnagar - 506 215  
Mobile: +91 - 9620022045  
E- mail: k.ravi.eng@gmail.com

**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
M.A. English Literature	English & Foreign, Languages University Hyderabad	2009 - 2011	76%
B.A. English	Government Degree College, Adilabad	2006 - 2009	75%
Intermediate H.E.C Group	Govt. Junior College, Adilabad	2004 - 2006	78%
SSC	Z.P. High School Adilabad	2003-2004	83%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT; INTER NET

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as English Teacher in a well reputed school, Hyderabad Since 2015

**Salary Expected** : Rs. 25,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : Mrs. Varalakshmi  
Head of the Department; CBIT, Hyderabad.

**Declaration :** I hereby declare that the above given information is true to the best of my knowledge and belief.

**Place :** Kareemnagar

**Date :** 20 June 2016

**Signature**

## **CURRICULUM VITAE**

### **5. Ans.**

**Objective** : Position as Personal Assistant  
**Details** :  
**Name** : MOHAMMAD AZHARUDDIN  
**Father's Name** : Md.MUNEERUDDIN  
**Date of Birth and Age** : 01.10.1990, Age 25 years  
**Full Address** : D.NO.10-250/35. Dwaraka Nagar, Khammam  
Mobile: +91 - 9820023043  
E- mail: azhar.md@gmail.com  
  
**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
B.Com	Government Degree College, Warangal	2007 - 2010	83%
Intermediate M.E.C. Group SSC	Govt.Junior College, Warangal Govt,High School, Madhira	2005 - 2007 2004 - 2005	91% 90%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT;INTER NET

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as Personal Assistant for General Manager in a well reputed company, Hyderabad  
Since 2015

**Salary Expected** : Rs. 30,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : Mr. Veda Prakash  
Principal  
Govt.Junior College, Warangal

**Declaration :** I hereby declare that the above given information is true to the best of my knowledge and belief.

**Place :** Khammam

**Date :** 18 October 2017

**Signature**



## **CURRICULUM VITAE**

### **6. Ans.**

**Objective** : Position as Medical Representative  
**Details** :  
**Name** : V. ASHOK KUMAR  
**Father's Name** : KISHORE KUMAR  
**Date of Birth and Age** : 01.10.1990, Age 27 years  
**Full Address** : D - 301, Ajantha Apartments, Station Road  
Nalgonda - 508003  
Mobile: +91 - 9420023043  
E- mail: ashok.35@gmail.com  
  
**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of study</b>	<b>Percentage</b>
B.Pharmacy.	JNTUH, Hyderabad	2010 - 2014	84%
Intermediate	Govt.Jr.College, Sathupally	2008 - 2010	90%
SSC	Govt,High Schol Kothagudem	2008	93%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT;INTER NET

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as Medical representative in a well reputed Pharmacy Company, Hyderabad  
Since 2015

**Salary Expected** : Rs. 30,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : V. Prakasham  
Reader, EFLU  
Hyderabad.

**Declaration :** I hereby declare that the above given information is true to the best of my knowledge and belief.

**Place :** Nalgonda

**Date :** 20 September 2017

**Signature**

## **CURRICULUM VITAE**

### **7. Ans.**

**Objective** : Position as Software Engineer  
**Details** :  
**Name** : K. RAMESHWAR  
**Father's Name** : K. GOPAL  
**Date of Birth and Age** : 01.10.1987, Age 30 years  
**Full Address** : D - 301, Rama krishna Towers, Sanath Nagar  
Hyderabad - 500002  
Mobile: +91 - 9420023043  
E- mail: k.rajesh@gmail.com  
  
**Gender** : Male  
**Marital Status** : Unmarried  
**Hobbies / Interest** : Watching Television, Reading Books, Playing Cricket  
**Nationality / Religion** : Indian / Hindu

### **Academic Qualifications**

Qualifications	Institution	Year of study	Percentage
M.Tech. (IT Branch)	JNTU University, Hyderabad	2009 - 2011	79%
B.Tech	CBIT, Hyderabad	2005 - 2009	81%
Intermediate (M.P.C)	Govt.Junior College, Masabtank, Hyderabad	2003 - 2005	85%
SSC	Government boys High School, MasabTank Hyderabad	2002-2003	95%

**Technical Skills** : MS. WORD; MS-EXCEL; MS-POWERPOINT;INTER NET  
PHOTOSHOP, COREL DRAW, HTML FLASH AND PAGE MAKER

**Strengths** :  
➤ excellent communication skills  
➤ zeal to learn and interact  
➤ commitment

**Experience** : Working as Software Engineer in Wipro Technologies Ltd,  
Hyderabad  
Since 2015

**Salary Expected** : Rs. 50,000/- per month

**Languages known** : English, Hindi and Telugu

**Reference** : V. Pavan Kumar  
Senior Software Engineer,  
CGI Hyderabad.

**Declaration :** I hereby declare that the above given information is true to the  
best of my knowledge and belief.

**Place :** Hyderabad

**Date :** 28 May 2016

**Signature**

## 11. DESCRIBING A PROCESS

A process is a series of actions carried out in order to achieve a particular result. The term 'process' can be used for describing a natural process or a man-made process. Man-made processes are sometimes called procedures. In other words, processes also include procedures. For example, changes that occur in the body are a result of the process of ageing which is a natural process. Similarly, an example of a man-made process which is hastened by drugs prescribed by a doctor is the healing process.

We come across descriptions of processes many times in our day-to-day lives. For example, in the science books we read about the process of manufacturing/making different things. We also read about the natural process of the preparation of food in plants. Similarly, at home we hear our mothers sharing recipes with their friends/neighbours. They tell each other the process of making different dishes. Likewise, the physical trainer gives instructions about how to play a game effectively. Often we share experiences with others and describe what steps we took when we were confronted with a problem.

As can be seen from the above examples, a process can be a sequence of events described with the intention of teaching someone something or just for the sake of sharing experiences with someone.

Describing a process means writing how something is made or how something happens **eg:** how glass is made or getting a driving license. There is a step-by-step explanation. To keep continuity in the narration of the process, it is necessary to make use of **sequence markers**.

Make a note of the following sequence markers which are frequently used in describing a process.

first or firstly	still	until
now	unless	as soon as
then	when	afterwards
further	while	similarly
later	since	finally
subsequently	only	before

### Words related to cooking

bake	chill	filter	mix	roast
batter	chop	fry	peel	roll
blend	chunk	grate	pour	rub
boil	churn	grill	press	serve
char	cut	grind	toast	toss

## **DESCRIBING A PROCESS - EXERCISE**

### **1. Preparing potato fry:**

Given below is a description of how a beginner can make *Aloo fry*. Read the recipe and try it out at home! Observe the concise, numbered instructions, the list of ingredients, as also the preparation and cooking time, making it easy for a person to decide whether to attempt the dish or not.

#### **Recipe for potato fry**

Preparation time: 5 min, Cooking Time: 20 min, Serves: 2

#### **Ingredients**

- Potatoes - 2, large, washed, peeled and cubed
- Oil - 2 tbsps
- Turmeric powder - 1/2 tsp
- Chilli powder - 1 tsp
- Salt to state

#### **Method**

1. Heat oil in a heavy bottomed vessel.
2. Add the diced potatoes and cook on medium flame for 4 to 5 minutes, tossing the cubed potatoes frequently.
3. Reduce flame, add turmeric powder and mix. Place lid and cook on low flame for 10 minutes.
4. Remove lid, add salt. Allow the potatoes to reach a nice brown shade. It may take another 5 - 6 minutes.
5. Add chilli powder and mix well. The potato fry is ready.

### **2. Sending a letter by registered Post:**

When a letter is sent registered post, the postman personally hands over the letter to the recipient and takes his signature, instead of simply leaving it in the recipient's letter box. If the sender wants the proof of the letter having been delivered, he can attach an acknowledgement card to the letter. Registered post is, therefore, a safe way of sending important letters and documents. Given below is a paragraph about the process of sending a letter by registered post. Observe the use of the passive voice.

Registered post is a safe way sending important letters and documents. The letter is placed in an envelope and the words "By Registered Post" are inscribed on the top. The address of both the recipient as well as the sender must be written. The cover is then taken to the post office. It should be handed over to the clerk at the stamps that should be affixed on the cover. The minimum charges are Rs. 25. The stamps should be bought and affixed accordingly and, once again, the cover is handed to the registration clerk. A receipt is given by the clerk and this should be kept safely till we come to know that the letter has reached the recipient.

### 3. Applying for a passport

A passport is an official document issued by the government, certifying the identity and citizenship of the person and entitling him to travel to foreign countries and return. The process of getting a passport was quite difficult till a few years ago but it has become considerably easy now. Given below is the process that must be followed by Indian citizens to get a passport.

#### Applying for a passport online

Applying for a passport is difficult offline but it is easy online. The applicant should go to the Passport **Seva Website** first. He/She should fill the **User Registration Form** carefully and click on the link **Apply for a Fresh Passport**. The form contains details of name, place and date of birth, gender, marital status, educational qualifications, identification marks, **Aadhaar Card Number** and so on. An ARN(Acquirer Reference Number) is generated when the form is submitted. Next, the application must book an appointment at the **Passport Seva Kendra** depending on the availability of dates. A fee of Rs.1500 is charged for booking an appointment. On the appointed day the applicant must go to the Passport Office with all original documents, self attested Photostat(Xerox) documents and the passport form with a photo pasted on it. The original documents are checked. A photograph is taken and biometric information taken. The person will be interviewed briefly. An acknowledgement slip is given. Within a day or two, police verification takes place at the address given. In a few days the applicant receives the passport.

### 4. Buying a mobile phone

Whether we are buying something expensive like a motorbike or something small like a handbag, we often face some confusion. Which brand should we buy? Which colour? How should we spend? What features are we looking for? Given below is a paragraph describing the process how Keshav bought a mobile phone. Different people may follow different strategies for buying something and such descriptions, therefore, are necessarily subjective. Notice, also, the use of the past tense.

#### How Keshav bought a mobile phone

Keshav wanted to buy a mobile phone, but was a little confused because of the wide variety of phones available in the market. He, therefore, did a little research first. He asked his friends what phones they were using and what they would suggest. He asked about the features and cost. Next he listed out the features he felt were important for his usage and the amount he planned to spend. For example, he wanted a phone with a long lasting battery, 2GB RAM and a big screen but he did not mind if the phone was a little heavy or could support only one SIM. He then checked on the internet for the latest models and also compared a few models. At this point, he narrowed the choice to two models. Finally he went to a reputed shop and had a look at both the models. After having discussion with the salesman, he bought the model he liked.

#### Exercises

Write a **paragraph** of about 100 words on each of the following topics. (Hints have been given for some of the topics but will NOT be given in the examination.)

1. Describe how Sandhya drew Rs.500 from an ATM.
2. Write down the procedure to apply for an Aadhaar card.
3. Describe how to book a railway ticket. (Refer to the section on **flow charts unit** for information on the above topic.)
4. Describe how one should prepare for the examinations.
5. Give instructions to your brother on how to make a cup of tea/coffee.
6. Describe how one can make a glass of orange juice.
7. Describe how you and your friends made arrangements for the College Day function. (Hints: Date, chief guest, programme, speeches, cultural items, invitations, stage arrangements, catering)
8. Describe how your elder brother got a Driving License. (Hints: Learner's License - Road signs, general rules - application - documents including Id Proof, age, medical certificate, photo - practice- permanent License after 30 days and before 6 months - applied)

### DESCRIBING A PROCESS

1. Describe how Sandhya drew Rs.500 from an ATM.

#### **WITHDRAWING MONEY FROM ATM**

Withdrawing money from an ATM is an easy process. Sandhya first inserted the ATM card and selected the preferred language. Then she entered the 4 digit pin number allotted to the card. Then she selected the "Withdrawal" option by pressing the button. After that she selected the type of account "saving", then entered the amount of Rs:500 using the key board of the machine. When she completed all the instructions the machine dispensed the amount and the card. She collected the amount Rs.500 from the ATM.

2. Write down the procedure to apply for an Aadhaar card.

#### **APPLYING FOR AN AADHAR CARD**

Aadhaar card serves us as a proof of identity and address for every Indian. Applying for an Aadhaar Card is an easy process. First go to an authorized Aadhaar enrollment center with all the necessary documents like photo ID card, ration card, passport and address proof like water - bill, telephone bill etc. After that fill the Aadhaar card application with all the details at the center. They enroll all our details along with our photo, finger prints and Iris scan. They even allow us to make corrections during the enrollment. After that we will get an acknowledgment slip which serves as an ID proof for some time. After successful verification, an SMS or E-mail notification will be sent to your registered mobile number. Then we will get Aadhaar card to our address with in 60 to 90 days.

3. Describe how to book a railway ticket.

#### **BOOKING A RAILWAY TICKET**

Booking a railway ticket is an easy process. To book a railway ticket in advance, first go to the counter at the railway station. Obtain an advance ticket reservation form there. Then fill the form with all the necessary details like date of journey and name, boarding and alighting stations etc., Check once all the information given is correct and complete. Then wait in the queue. When your turn comes, hand over the form along with the fare. Then, the counter in-charge will give you the ticket with all relevant information printed on the ticket. With this the process of booking ticket is over.

4. Describe how one should prepare for the examination.

#### **PREPARING FOR EXAMINATION**

Examinations are crucial for every student. One should prepare for the examinations in a disciplined and planned manner from the very beginning of the academic year. Syllabus should be covered regularly and thoroughly. All the lessons should be revised as frequently as possible. Well organized and neatly prepared notes will be of great use. Guidance of teachers and seniors play an important role. Frequent assessment is required to rectify the mistakes and get perfection. Proper care should be taken about health also. Good diet, good sleep and relaxation are very important. One can go through the previous papers to get acquaintance with the pattern. In this way we can crack any exam easily if we have a systematic approach, plan and action.

5. Give instructions to your brother on how to make a cup of coffee.

#### **MAKING COFFEE**

Making coffee is probably the most frequently performed activity in any household. First, a kettle with the required quantity of water is put on a stove. In a few minutes, the water starts boiling. Then, coffee leaves of suitable quantities is culled to the boiling water. In a short while, the coffee decoction gets ready. After filtering it, hot milk and the desired amount of sugar are added to the decoction. The contents are stirred till the sugar gets dissolved in it. Hot and delicious coffee is ready!

5. Give instructions to your brother on how to make a cup of tea.

#### **MAKING TEA**

Making tea is probably the most frequently performed activity in any household. First, a kettle with the required quantities of water is put on a stove. In a few minutes, the water starts boiling. Then, tea leaves of suitable quantities is culled to the boiling water. In a short while, the tea decoction gets ready. After filtering it, hot milk and the desired amount of sugar are added to the decoction. The contents are stirred till the sugar gets dissolved in it.

Hot and delicious tea is ready!

**6. Describe how one can make orange juice.**

**MAKING ORANGE JUICE FOR TWO PEOPLE**

Making orange juice is an easy process. First get four fresh juicy oranges and wash them thoroughly. Cut each of them into two equal halves. Put each piece on a squeezer and press the piece gently against the squeezer. The juice in the fruit slowly collects in the container of the squeezer. Repeat the process with all the orange halves till the entire juice is collected in the bowl. Take it into a separate jug, add ice cubes and sugar if needed. Stir till ice cubes are melted and sugar is dissolved. Nutritious, cool orange juice is ready.

**7. Describe how you and your friends made arrangements for the College Day function.**

**Arrangements made for our College Day Function**

Our College Day was celebrated on 25<sup>th</sup> February, 2016. Our principal formed various committees and distributed the work. There were ten students and one lecturer in each committee. We distributed all the invitations one week before the function. We decorated the stage very beautifully and we took every care of the stage one day before only. All the prizes were purchased and organized properly well in advance under the supervision of our Physical Director. He appointed some volunteers also. On that day first of all our college principal hoisted the flag in the morning. Later on the main function was organized in the evening. The chief guest was Mr. Ramakrishna Rao IAS, our District Collector. At first our principal made a brief report of our college activities and achievements. Then the chief guest gave a valuable message. That was very interesting and inspiring with many appropriate anecdotes. Afterwards he distributed the prizes among the winners of various competitions. It was followed by the cultural programmes. They were really awesome. It was a great and memorable day for all of us.

**8. Describe how your elder brother got driving license.**

**GETTING A DRIVING LICENCE**

Driving without license is a crime and so one must obtain license before driving. Last week my elder brother got driving license. First, he registered with a good driving school. They required two photographs and he had to fill in two forms. After that he signed up for lessons. The driving school applied to the transport office for his tests. First he took the theory test. He passed it and got the Learning License. After few days only he was called back for a short test. There they examined his parking and reversing skills. Finally there was another test in which he had to drive the car for a short distance. The examiner told him that he had got through all the tests. Finally my brother filled out two more forms. His driving license was sent by post.

**9. Advise your friend about some practical measures that should be taken a couple of days before the onset of the Public Examinations.**

**Practical Measures before Public Examinations**

However fine preparation it may be it is very essential and important for you to take some practical measures before the onset of the public examinations. First collect the hall ticket from the college before at least a couple of days. Then check all the details such as your name, group and second language, etc. Then verify the college code, name of the college, address, timings and schedule very carefully. Get the hall ticket xeroxed and take at least two photo copies. It is very important for you to visit the exam centre and try to find the distance and estimate the time to be taken to reach it. You have to make a prior plan about the means of transport. It is important to keep stationery, bus pass and money ready. This perfect preparation for exam helps you in reaching the exam center in time and makes you tension free on the day of the exam. Revise the topics just before the exams. Don't read any new books. Be cool and composed. Sound sleep, good diet and relaxation are essential. All the best for the Board Exams.

10. Describe how one should prepare for a job interview.

#### **PREPARING FOR A JOB INTERVIEW**

Interview is a crucial stage for any aspirant to crack a job. While preparing for a job interview one should take some hints from seniors. They will give good directions. One should know all about the company- its founders, owners, dealings, job profile, etc. Good background research is very important. Practise with your friend. Expect the questions asked by the interviewers. Carry all the testimonials (originals and photocopies). Dress neatly and groom your hair properly. Good food, good sleep and relaxation are essential. Finally reach the venue at least one hour before. Be cool and composed and give your best. Face the interview with full confidence. Make good impression because first impression is the best impression.

11. Write a short paragraph describing the process of making a flower bouquet.

#### **MAKING A FLOWER BOUQUET**

Making a flower bouquet is an easy process. To make a bouquet we need flowers, colour papers, rubber bands, thread, adhesive tapes, etc. We first take the flowers of our choice in required numbers. Then we cut their stems to the required length. Later we arrange them into a neat bunch. We then tie them tightly with a thread or rubber bands. Later we wrap the stems part with coloured paper in such a way that only flowers part is visible and stems go into the paper. We then use adhesive tapes to join the colour paper ends. Finally beautiful flower bouquet is ready.

12. Write a short paragraph describing the process of making tea for two persons.

#### **MAKING TEA**

Making tea is probably the most frequently performed activity in any household. First, a kettle with the required quantities of water is put on a stove. In a few minutes, the water starts boiling. Then, tea leaves of suitable quantities are culled to the boiling water. In a short while, the tea decoction gets ready. After filtering it, hot milk and the desired amount of sugar are added to the decoction. The contents are stirred till the sugar gets dissolved in it. Hot and delicious tea is ready!

13. Describe the process of opening an account in the bank.

#### **OPENING AN ACCOUNT IN A BANK**

Opening an account in the bank is an easy process. First we go to the bank in which we went to open an account. There we approach the counter meant for opening new accounts. We take the account opening form. Then we fill it carefully, clearly, correctly and completely. We then enclose id proof and address proof copies. We hand over the form to the incharge and pay cash in the counter. We should collect the receipt and wait for accounts opening documents like pass book, cheque book, etc.

#### **Important Points to Remember.....**

1. Use suitable title.
2. Write only in a paragraph. Don't write point wise.
3. Use appropriate Narration ( First Person, Second Person or Third Person).
4. Use appropriate Tense according to the question.
5. Use appropriate Voice (Active or Passive) depending on the question.
6. Most important thing - use Link Words or Connectors.



## **Describing a Process (Old Text Book Exercise - Answers)**

1. Describe the process of making coffee in the form of set of instructions.  
(It may be written in a paragraph also)

**Ans. Making Coffee**

Making coffee is probably the most frequently performed activity in any household. First, a kettle with the required quantity of water is put on a stove. In a few minutes, the water starts boiling. Then, coffee powder of suitable quantity is added to the boiling water. In a short while, the coffee decoction gets ready. After filtering it, hot milk and the desired amount of sugar are added to the decoction. Then, contents are stirred till the sugar gets dissolved in it. Finally, pour it into tea cups, Delicious coffee is ready.

[ Note :- For "Making Tea", use 'Tea powder' instead of "Coffe Powder" ]

2. Describe the process of applying for a job.

**Ans. Applying for a Job**

Applying for a job is an interesting and challenging process. First of all, read the advertisement carefully. Then, note down the important things such as person's name, designation and address to whom we have to apply, last date, date of interview, place, time etc. Later, prepare an attractive "Curriculum Vitae" (C.V) cautiously, [ A good impression is formed if the CV/ Resume is impressive. Customise your CV/Resume to suit the job requirements, get it typed and printed on good quality paper. Never send a xerox copy of CV/Resume]. Then, enclose a covering letter also. Finally, send it to the designated person by registered post. Afterwards, wait for their response.

3. *Describe your daily routine.*

**Ans. My Daily Routine**

I am a student of Biological sciences. My ambition is to become a civil servant (Group I Officer). To fulfill my desire, I follow a plan and yearwise schedule. I am an early riser. I get up with larks everyday. I follow a busy schedule. At the out set, in the early hours. I study Physics and Chemistry for two hours. Later, I brush my teeth and have shower. After that, I have healthy breakfast. Then, I check my college bag for the books required for the day. Later, I wait for my college bus. On boarding the bus I greet all my collegemates. Then, I discuss current affairs with my classmates in the bus to improve General Knowledge. My college timings are 9 am to 5 pm. I listen to the classes attentively. I have my lunch at 1 pm. Later, we have study hours. During the study hours. I clarify my doubts with the lecturers concerned. I come back home at 5:30 pm. Then, I relax for half - an - hour by watching English news on T.V. After that, I play tennis with my dad. Later I have bath again. Then, I have my supper. Later, I study Botany and Zoology for two hours. Every day I concentrate on English Vocabulary and Grammar to brush up my communication skills for atleast 45 minutes. Finally, I retire to bed after a happy day.

4. Your little nephew does not know how to brush his teeth. Write down a set of instructions for him to follow.

### Brushing Teeth

My nephew is a three year old boy. He doesn't know how to brush his teeth. I would like to give him instructions regarding this. First of all , he has to get a soft tooth brush of a branded company. Secondly, he has to clean it with fresh water. Later , he has to apply a small amount of tooth paste on the bristles. Then, he has to run the brush smoothly on his teeth for 2 to 3 minutes. I'll give a demonstration to make him understand more clearly. After that , he has to gargle and clean his mouth with fresh water. Finally , he has to clean the tooth brush also. With this, the process comes to an end.

5. Describe the process of painting a newly constructed house.

### Painting a Newly Constructed house

A newly constructed house without proper paint doesn't attract the onlookers. Painting a house is an easy process. First of all , we have to buy a branded company paint and brush of our choice. The colour selection is very important in this process. Then , we have to rub all the walls for smooth surface. Later , we have to apply the paint uniformly in side and out side the house. After that, we have to let it dry for at least one day. Finally , we have to apply the second coat also for a grand finishing. Then , the process of painting will get over.

6. Think of an experiment you did in the science lab. Write how you performed the experiment in the practical book /journal.

### Photosynthesis

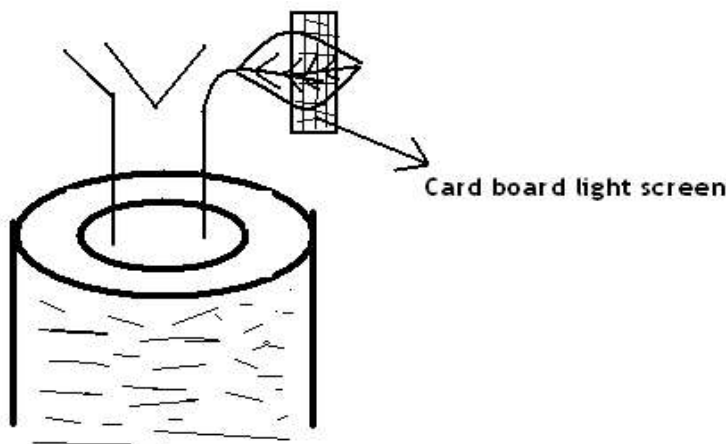
**Aim** : - To prove that light is necessary for photosynthesis.

**Apparatus**:- Potted plant, light screen, iodine solution,

**Procedure**:- At the out set a potted plant is taken and it is kept in dark for 2 or 3 days in order to remove the starch from its leaves. Then a light screen is attached to one of the leaves. Later keep the entire set for a few hours in sunlight. Then detach the leaf after removing the light screen. Later the leaf is tested in iodine solution for starch.

**Observation** : - It is observed that entire leaf turns blue except the part covered by the light screen.

**Result** : - The experiment proves that light is necessary for photosynthesis.



7. Think of festival you like most. A foreigner wants to know how you celebrate it. Explain clearly how you celebrate the festival.

### ‘ Diwali ’ - The Festival of Lights

An American student and a good friend of mine wants to know about a festival I like most, India is a land that is rich in its diversity of languages, cultures and religions. We find people celebrating many festivals. Of all the festivals, I like ‘Diwali’ the most. ‘Diwali’ means a row of lights. It is celebrated in the Telugu month of ‘‘Aswiyuja’’ with great pomp. According to Hindu mythology, on this day Lord Krishna killed the demon ‘Narakasura’ with his wife Satyabhama. ‘Diwali’ is celebrated for three days. The second day is the main day.

On this day , at the outset , people get up early and have head baths. Then , they wear new clothes. Later , they pray to Goddess Lakshmi. After that , they distribute sweets among the members of the family, relatives, friends and well wishers. Then , the main attraction takes place in the evening. People burn various types of crackers to express their joy. They should take proper care while doing this. Let us not turn the festival of lights and music into the festival of sound.

8. Write a paragraph about how you sent a letter by registered post last week.

### Sending a Letter by Registered Post

Last week I sent a letter to my father who is in Chennai by registered post. First , I put the letter to be posted in an envelope, closed and sealed it. Then , I wrote the receiver’s address in bold letters on it. Later , I took the cover to the counter incharge concerned in the post office and got it weighed. Then , I bought the required postal stamps and affixed them on the cover. After that , I handed over the cover to the incharge. He checked that the address and postal stamps are in order. He, then , entered the particulars of the letter in the postal records, numbered the letter and gave me a receipt. The process of sending a registered letter concluded in this way.

9. Write a paragraph about how you booked a ticket at the railway station yesterday

### Booking a Train Ticket

Yesterday I booked train tickets for my parents who are leaving for New Delhi next month by the G.T. Express. First of all , I went to the designated counter at the railway station, and obtained an advance ticket reservation form there. Then , I filled in the form with all the necessary details like date of the journey, number of passengers, the train number and name, boarding and alighting stations, etc. Later , I checked once again if all the information given is correct and complete. Then , I waited in the queue. When my turn came, I handed over the form along with the fare, Finally , the counter incharge gave me the tickets with all relevant information printed on the tickets. The process of booking tickets was over.

10. Narrate in sequence the steps involved for booking movie ticket online

### **Booking a Movie Ticket Online**

Now - a - days we need not go to the theatre and stand in the queue to buy a movie ticket. Sitting in the comfort of home, we can book the ticket provided we have a computer with internet facility, and a printer. Booking a movie ticket online is an easy process. Firstly we log on to the theatre website. Then , we type in the date and show timings. After that we submit the particulars of payment mode like online transfer of cash or credit card or any other prescribed mode. Finally we confirm and give print command. Then, we get the printed copy of the ticket. In this way, the process gets over.

### **Describing a Process (Old Work Book - Exercise - Answers)**

A. Describe how you sent a letter by registered post last week.

#### **SENDING A LETTER BY REGISTERED POST**

First we put the letter to be posted in an envelope, close and seal it. Then we write the recipient's address in bold letters on it. We take the cover to the counter incharge concerned in the post office and get it weighed. The person tells us the required postal stamps to be affixed on the cover. After that, we buy the postal stamps, affix them on the cover and hand over the cover to the incharge concerned. The person checks that the address and postal stamps are in order. He, then, enters the particulars of the letter in the postal records, numbers the letter and gives us a receipt. The process of sending a registered letter concludes in this way.

B. Describe how you booked a ticket at the railway station yesterday.

#### **BOOKING RAILWAY TICKETS IN ADVANCE**

To book railway tickets in advance, first go to the designated counter at the railway station. Obtain an advance ticket reservation form there. Then fill in the form with all the necessary details like date of the journey, number of passengers, the train number and name, boarding and alighting stations etc. Check once again if all the information given is correct and complete. Then wait in the queue. When your turn comes, hand over the form along with the fare. Then, the counter incharge will give you the tickets with all relevant information printed on the tickets. The process of booking tickets is over.

C. Describe the process of getting a punctured tube repaired

#### **GETTING A PUNCTURED CYCLE TUBE REPAIRED**

Repairing a punctured cycle tube involves a series of simple steps. First, the tyre is separated from the wheel's groove. After that, the tube is taken out of the tyre. Then, the tube is inflated. Next the tube is put in a water tub. Then, the point of the tube from where air comes out is noted. Then the tube is taken out, the noted part (i.e. the punctured part) is dried, cleaned and got ready for affixing on it a readily available self adhesive patch. Once the patch is properly placed over the puncture and pressed sufficiently against the tube, the process of fixing it is over. Then, the tube is put in the tyre, the tyre is fixed to the wheel, and the tube is inflated to the required level of pressure.

D. Describe the process of fixing a blown electric fuse

#### **FIXING A BLOWN ELECTRIC FUSE**

Fixing a blown electric fuse is rather an easy job, but needs a little bit of caution. First of all, the main switch is turned off. Wearing gloves and slippers, one must carefully take out the blown fuse out of its carrier. Then, with the help of a screw driver, the blown wire is removed. Later new fuse wire of recommended gauge is fixed to the fuse. Then, the fuse is placed in the carrier properly and firmly. After ensuring that the fuse is in its proper place, the main switch is turned on. Power supply is, thus, restored !

**E. Describe the process of making tea.**

**MAKING TEA**

Making tea is probably the most frequently performed activity in any household. First, a kettle with the required quantity of water is put on a stove. In a few minutes, the water starts boiling. Then, tea leaves of suitable quantity is added to the boiling water. In a short while, the tea decoction gets ready. After filtering it, hot milk and the desired amount of sugar are added to the decoction. The contents are stirred till the sugar gets dissolved in it. Tea is ready !

**F. Describe the process of painting your favourite wooden toy**

**PAINTING YOUR FAVOURITE WOODEN TOY**

Painting your favourite toy could be a very interesting job. At the outset, get the paints of your choice and small painting brushes from a shop. Later, clean the toy thoroughly. Before taking up the actual work, take precautions, such as wearing an apron, to see that paint doesn't spill on your clothes or any other it, press the brush against the inner walls of the bowl to ensure only a small quantity of paint is carried with the brush. Apply a very thin, uniform layer of the paint all over the surface of the toy with the brush. Allow the paint to dry by keeping the toy in a shaded and secure place. If needed, apply a second coat of paint in the same manner.

**G. Describe the process of opening your e-mail in box**

**OPENING YOUR E-MAIL INBOX**

First, switch on the computer. Then get the connection to the internet. After that, log on to your mail service providing site. Then enter your mail id in the box provided for it. Later enter your password in the box below the mail id box. When you sign in by clicking, your mail account gets loaded. And, in a moment, your mail in-box appears on the screen.

**H. Describe the process of preparing the answer for a question given at the end of your lesson**

**PREPARING THE ANSWER FOR A QUESTION GIVEN AT THE END OF YOUR LESSON**

First read the question carefully so that you understand all the key words correctly. Then skim through the lesson to locate the part which provides you with the relevant information. Go through that part slowly, identifying all the needed points. Then note down all those ideas. See if you have to add any other information. Once the required information is ready, present it in neatly organized and well written paragraphs. Read it once again and improve it wherever necessary. Your answer is ready.

**I. Describe the process of making orange juice for two people.**

**Ans.**

**MAKING ORANGE JUICE FOR TWO PEOPLE**

First get four fresh juicy oranges and wash them thoroughly. Cut each of them into two equal halves. Put each piece on a squeezer and press the piece gently against the squeezer. The juice in the fruit slowly collects in the container of the squeezer. Repeat the process with all the orange halves till the entire juice is collected in the bowl. Take it into a separate jug, add ice cubes and sugar if need. Stir till ice cubes are melted and sugar is dissolved. Nutritious, cool orange juice is ready.

**J. Write a paragraph about how you cleaned your room.**

**Ans.**

### **CLEANING OUR ROOM**

First I took out all pieces of furniture and movable articles from my room. Then, with the help of a vacuum cleaner, I cleaned the entire roof, corners of wall of all webs and dust. Then I applied the same procedure inside of cupboards and on the floor. Once this is over I dusted all pieces of furniture and movables one by one and put them in their proper places after the completion of cleaning. Thus the dirty room became neat tidy.

**K. Describe how a sapling should be planted.**

### **PLANTING A SAPLING**

First get the desired sapling of good health and growth from the nearest nursery. Dig a pit of preferably 2 x 2 x 3 feet dimensions. Then place the sapling in the centre of that pit. Next remove the polythene cover that envelops the root system of the sapling. Holding the sapling in an erect position with one hand, fill the pit with loose soil with another hand. Ensure that the filled soil supports the sapling to stand erect. Then sprinkle some water on the soil. Arrange a tree guard around it. Planting is over.

**L. Describe How one should the night before an examination.**

### **STUDYING THE NIGHT BEFORE AN EXAMINATION**

Studying the night before an examination should be a cool activity. No new topic should be taken up for study. Only a quick revision of all the studied and understood topics should be taken up. Brief notes, tips prepared earlier should be referred to once again. With confidence and comfort. One should sleep at least for six hours. That will refresh the mind and ensure clear recollection of earlier study.

**M. Describe the process of ironing trousers/shirt.**

### **IRONING A TROUSER/SHIRT**

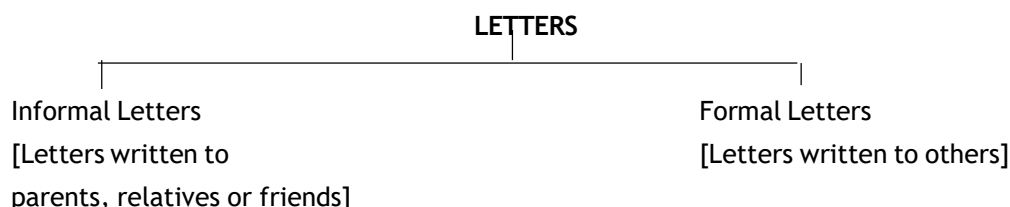
In modern times, people have become very busy. They are accustomed to adjust themselves to the circumstances. Everybody should know how to iron trousers/ shirt. Dress makes a man perfect. So the trousers/shirt should be clean, neat and attractive. First of all we have to sprinkle a little bit of water over the trousers/shirt. We have to be careful about the heat produced by the iron box. The trousers/shirt should be pressed carefully according to the lining. At the thick sides of the trousers/shirt, we have to stop the box for a while. The pockets are to be arranged properly, so that they can be adjusted. While ironing the trousers/shirt we must be very careful about the heat produced. If the iron box is operated with electricity, proper care should be taken about the supply of electricity etc. sometimes we feel elated, when we get the trousers/shirt properly set by ironing.

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## 12. LETTER - WRITING

Letter writing is an art. We write letters on various purposes. A letter is a written means of communication written by one person to another on a purpose. A good letter must have these two characteristics. They are (i) Clarity and (ii) Courtesy.

### TYPES OF LETTERS:



### PARTS OF A LETTER

Any letter has these five important parts

- i. Heading (Sender's address and date)
- ii. Salutation (Sir, Dear father, etc.)
- iii. Body of the letter (BOL) (content - minimum 3 paragraphs)
- iv. Subscription (Yours truly, Yours lovingly, etc.)
- v. Superscription ( Name or Signature )

### FORMAT :

- i. Old Format (Traditional/Indented format)
- ii. Modern Format (a) Semi-blocked (b) Fully - blocked  
(It is better to follow the Modern Format in the examination point of view)

### Rules for Modern Format:

- i. All the headings should be on left.
- ii. Don't write 'From' or 'To'.
- iii. No punctuation marks except in the body.
- iv. Date should be written in full. Eg: 10 September 2017
- v. Subject line in capital letters. It is optional only.
- vi. Minimum 3 paragraphs in the Body of the Letter.

Formal Letter	Informal Letter
S - Sender's address (with name)	S - Sender's address (without name)
D - Date	D - Date
R - Receiver's address	I - Introduction
I - Introduction to the problem	D - Details
D - Details of the problem	R - Request or conclusion
R - Request or conclusion	R - Receiver's address

## Formal letters

Now, let's take a look at the format of a formal letter. There are various types of formats like - **Indented format**(traditional), **blocked format**(Current style), **Semi - blocked format** and **hanging indented format**. But it is better to opt for either **indented** or **blocked** format as it is convenient in many ways. **Formats**

Comparison	
INDENTED FORMAT	BLOCKED FORMAT
<div>From</div> <div>Date</div> <div>To</div> <div>Salutation</div> <div>Subject line</div>	<div>From</div> <div>Date</div> <div>To</div> <div>Salutation</div> <div>Subject line</div>
Body of the letter (in three paragraphs)	Body of the letter (in three paragraphs)
<div>Complimentary close</div> <div>Signature</div>	<div>Complimentary close</div> <div>Signature</div>

### Indented format

In **indented format**, **punctuation marks** are used in the To address, From address, at the end of salutation and at the end of complimentary close.

### Blocked format

In **blocked format**, every thing starts from the left margin and **punctuation marks** (except in the body of the letter) are omitted.

Now, let's look at the components of a letter in detail.

#### 1. Date

The standard international convention is: **08 May 2016**

Other styles are:       **May 8th, 2016**  
                              **8th May, 2016**  
                              **08/05/2016**

#### 2. Address

**Sender's (From) address should include the following.**

Name:

Designation:

Company/Institution:

Town/city

Mobile:

E - Mail:

**Receiver's (To) address should include the following.**

Name:

Designation:

Company/Institution:

Locality:

Town/City:

State and Country:



3. **Salutation**

Salutation sets the tone of a letter. You can write one of the following.

Dear sir

Dear Madam

Dear Dr Sinha

Dear Professor Manohar

Dear Mr. President

Mr - for a male

Mrs - for a married female

Miss - for an unmarried female

M s - for a female whose martial status is unknown

4. **Subject line**

Subject line should be in three or four words to let the reader know the broad purpose of the letter. The reader goes through the body of the letter if he/she wants to know the details.

Example: SHORT TERM COMPUTER COURSE( in caps)

*Summer Coaching Camp(in italics)*

Note: Leave one space between the salutation and the subject line and one space between the subject line and the body of the letter so that the subject line may not go unnoticed.

5. **Body of the letter**

This is the most important part of a letter. It contains the message of the letter. Starts from the left margin and requires separate paragraphs(2 or 3; not too many). Don't use : 'Hoping to receive your reply'. Plain English is the current style and not business jargon. The introductory paragraph should clearly state the purpose, whether it is to lodge a complaint, to make an enquiry or to request something.

The main body should clearly state the points that you want to make. As a general rule it is a good idea to keep to the point as much as possible so that the recipient remains engaged. The concluding paragraph should outline what action it is an informal letter, you can be a little more conversational.

6. **Complimentary close**

It should be courteous as shown below.

**Formal**

Your sincerely (if you mention the name)

Yours truly/Your faithfully(if you mention Dear Sir/Madam)

Yours obediently (for superiors)

**Informal**

Yours lovingly

Yours loving son/daughter.....

Yours affectionately

**Note:** Yours doesn't have an apostrophe.

**Signature block**

The signature of the writer is placed under the closing greeting(usually with a blank line between them). The signature of many people is illegible; so it is important to write your name below your signature in BLOCK LETTERS. In business letters you also mention your position in an organization or firm.

**Note:**

If we sent copies of the letters to anyone, we mention: Copy: M. Rajesh Sinha.

If we enclose something along with the letter, we indicate it at the bottom. Encl:CV/

**Resume**

**Categories of letters**

Now, let's look at some letters. They may be of the following categories. Letters of enquiry, complaint, condolences, request, invitation, congratulations, thanks, here, follow the block format.

1. Here, Yamuna writes a **letter** to get some details regarding Karate coaching.

K. Yamuna  
H.No.2-124/2  
Sultanabad  
Karimnagar  
cell: 9848012345  
e-mail:yamunak@gmail.com

02 May 2018

The Director  
Lee Karate Centre  
Srinagar Colony  
Secunderabad

Dear Sir

**DETAILS OF KARATE COACHING**

I have seen your advertisement in the newspaper just now. I have summer vacation till 12 June 2016, So, I would like to join your summer camp and learn karate for self - protection and self - confidence. Could you please send me the following details regarding the course?

- a. Duration
- b. Timings
- c. Fee
- d. Separate batches for girls

Yours faithfully

Sign

(K.YAMUNA)

2. Now, let's read the **reply** from the Lee Karate Centre.

**LEE KARATE CENTRE**

Jackson  
Director  
Lee Karate Centre  
Secundrabad  
Cell:8742352092  
e-mail:leekarate@gmail.com

06 May 2018

K. Yamuna  
H.No.2-124/2  
Sultanabad  
Karimnagar

Dear Yamuna

Thankn you for your enquiry dated 02 May 2016.

We conduct Karate classes for boys and girls. As you pointed out rightly, karate improves self-confidence. We are pleased to provide all the details you have aksed for. Please find the brochure here with. The details are:

- 1. Course duration:one month

3. Fee: Rs. 2000

4. Separate batches for girls are also conducted.

If you need any further details about the course, you can contact us by mail or phone.

Yours sincerely

Sign  
(M. JACKSON)

3. Write a **letter to the editor** of an **English newspaper** complaining about the skyrocketing of the prices of **essential commodities**.

K Yadaiah  
Plot no. 16, Bank colony  
Mahaboobnagar

24 April 2018

The Editor  
The Deccan Herald  
R. P. Road  
Secunderabad

Sir

I am a resident of Bank colony, Mahaboob Nagar. I would be grateful if you kindly allow me to enter my grievances in the columns of your esteemed daily about the skyrocketing of the prices of everyday necessities.

The Prices of rice, wheat, sugar, edible oil and other foodstuff like different vegetables, meat, fish, etc. have gone up so much that a common man can ill - afford to buy them. It is learnt from newspaper reports that we have had a record production of food grains this year. In these circumstances I fail to understand why such a rise in prices has taken place. The government should take strong measures against the dishonest hoarders and traders who are creating artificial scarcity.

I request you to kindly publish my letter in your newspaper so that the problem will be brought to the notice of the officials concerned. An editorial in this regard will also be very much welcome.

Yours truly

Sign  
(K.YADIAH)

4. Write a **letter of complaint** to the commissioner of your municipality regarding the bad condition of a road that needs immediate repair.

V. Kamal Kishore  
H.No. 209/C, V.T. Road  
Suryapet

28 August 2018

The Municipal Commissioner  
Municipal Office  
Suryapet  
Telangana State

Sir  
BAD CONDITION OF ROAD

I am a resident of V.T. Road, Suryapet. I would like to draw the attention of the authorities concerned to the miserable condition of the road.

The part of V.T. Road - Sai Temple to Area Hospital is in a deplorable condition. It is one of the busiest roads in that area. The part I mentioned is full of potholes and the condition has led to many accidents. Last week a bike skidded there and three members of a family were seriously injured. So far as I remember, no repairing work has been carried out for the last five years. During the rainy season the road gets submerged and it becomes very difficult to notice those potholes. These potholes have become deathtraps for the commuters.

So, I request you to kindly look into the matter and take necessary action so that the road may be put to thorough repair without any further delay.

Thanking you in anticipation

Yours truly  
Sign  
(V. KAMAL KISHORE)

5. Let's go through this **leave letter** in which Harinder asks his manager for leave.

Harinder  
R/7, Seven Hills  
Manasa Nagar  
Manchiryal

17 August 2018

James Bridge  
HR Manager  
Life Solutions  
Nacharam  
Hyderabad

Dear Sir

I am writing to you to inform you that I may not be able to attend office for a week from tomorrow i.e. from 18 May to 24 May, as I am down with flu. I have been advised by the doctor to take absolute rest for recovery. I regret the inconvenience caused to the firm because my illness.

However, I am glad I could meet the deadline set to me for the report of Handless Agency. I have sent it to you for your approval. I am willing to put in extra efforts to clear the pending work, if any, once I am back from my leave.

Thanks and regards,

Yours sincerely

Harinder

1. Read this **letter** in which a mother shows her gratitude to the teachers of her child.

A - 102

Ram Nilyam

Marrigudem

Nizamabad

12 April 2018

The Principal

ABC School

Nalgonda

Telangana State

Madam

I am the mother of your student P. Haritha of class VIII - C. I attended the Annual Day Function last week. I was there in the school right from morning. I am writing this letter to express my appreciation of all the teachers. They were very supportive and helpful. I found that all of them were taking care of the students well and ensuring that everything was well organized.

The teachers made sure that the children had lunch on time. They helped the little ones with their dresses and make -up and made all the preparations for the entertainment programme. At the end of the show they personally saw to it that each child was handed over to his/her parents.

It was amazing to see my child sing and dance so well as she is very quiet at home. I am sure the credit goes to the teachers who worked so hard to encourage all the children to participate in the programmes and make this Annual Day a big success. I am sure that my child will grow up as a good student in this school under the guidance of such teachers.

Thank you for hiring such experienced teachers.

Sincerely yours

P. Laxmi

2. You have got two tickets for the IPL - 9 cricket match being played at Uppal, Hyderabad. Write a **letter** to your friend inviting him to accompany you.

302/A, Hill view

Rock Town

Nagole

Hyderabad

18 May 2018

Dear Raheem

How are you? It has been ages since we communicated with each other. I think it is mainly because of the annual exams and other entrance exams. I think you left no stone unturned to get a good rank in EAMCET. Hope you come out with flying colours.

You know that the IPL - 9 is going on at present. I have got two tickets for the match being played between the Sunrisers and the Royal Challengers. The match is at Uppal Rajeev Gandhi Stadium, Hyderabad on 22nd May at 8p.m. It's going to be a close contest between the two teams. Both teams are studded with international stars like Virat, Gayle, Williamson, De Villiers and many others. It will be a treat to watch. Since both of us are cricket lovers, we will definitely enjoy the game.

So, please come over so that we can watch the live cricket match. Please do not fail to drop a line confirming that you are accompanying me. Convey my regards to your father and mother.

Yours lovingly

Manohar

Sk. Raheem  
s/o Irfan  
203, Mogal Enclave  
Shivaji nagar  
Nizamabad

**3. Write a letter to your father who is anxious to know how you are preparing for annual examinations.**

Government Junior College  
Rangasaipet  
Warangal

18 February 2019

Dear father

I'm fine here. How are you all there? I am preparing well for my Pre-Final exams which are going to start next week.

Through your letter, I know that you are anxious to know more about my preparation for the exams. Our syllabus was completed in December. We need not worry about that. And I am well prepared and confident regarding all subjects, except Physics. The theory part is ok but I am rattled by some of the difficult problems, especially in Mechanics. It is really a hard nut to crack. But, don't worry. We have ample time and also good lecturers who are always ready to come to our rescue. Other than that I have revised the entire syllabus twice. I will definitely get a good percentage in the Pre-Finals and Annuals too. After the Board Exams, we have short term coaching for EAMCET. So, I will continue my preparation for the Public exams as well as for EAMCET. Once all the exams are over I can relax.

I am doing well. You need not feel anxious about my exams. How is mom? Convey my regards to her. I miss both of you a lot. Take care.

Yours affectionately

Avinash M

M. Ramachandar Rao  
1-127, BC Colony  
Gudur - Post.  
Warangal - Dist.  
Telangana State.

**4. Noyal congratulates his friend Jasweer singh on his selection in the Armed Forces.**

102, Green Villa  
Keerthi nagar  
Nagarjuna sagar

10 November 2018

Dear Jasweer

Please accept my heartiest congratulations on your selection in the Armed Forces.

I am happy for your achievement and you truly deserve it as you have worked very hard for the past couple of years. I know that you have always dreamt of becoming a fighter pilot, so you must be thrilled. I was sure you would make it. Right from childhood you always strived to achieve success in whatever you did. It was amazing to see you prepare so hard for the physical and written test. Hats off to your dedication and commitment! Your discipline and courage and the zeal to do something for the country is really commendable.

I am sure your family must be very happy and will continue to be a source of good support for you. As you still have time to join the training you can spend time with your parents and brothers. I am sure you will complete your training with flying colours and get the specialization of your choice. You will make the country and your superiors proud.

Congratulations once again and all the best for your future.

Yours friendly  
Noyal

Jasweer singh  
s/o Harpreeth singh  
1-122/A, Soldiers Colony  
Secunderabad

**5. Read the letter in which Kesav is expressing his condolences to his friend Srinu on his father's demise.**

17/G Vanam Villas  
Brindavan Colony  
Medak

18 September 2018

Dear Srinu

I'm really sorry to hear about your Dad. We both know that he is now with God in a better place and that his suffering has come to an end. I know how helpless and upset you were to see him in so much pain. I could never find words to console you, either then or now. But remember that God never gives us more sorrow than we can bear, and He alone will give you the strength to bear the loss. Your dad will always be with you; his spirit will be part of you no matter where you are.



I know that you wanted, needed, and hoped for more time to spend with your father. Your dad loved you very much and I know you will miss him terribly. God gives example on this earth of how we should live our lives and your father was one of the examples I know.

I would like to let you know that I am there for you at any time you need me - just to Listen, or to talk. I have already told you this, but I wanted to say it again. Please, don't hesitate to call me at home or work.

With my deepest sympathy,

Yours sincerely

Keshav

T. Srinivasa Varma  
S/O Avinash Varma  
H.NO: 1-2-129  
Officers Colony  
Karimnagar  
Telangana State.

**FORMAL LETTERS - TEXT BOOK EXERCISE - PAGE NO. 102**

1. Write a letter to the principal of your college requesting him/her to issue your TC, Bonafide and Conduct Certificates.
2. Write a letter to the editor of a newspaper about the need for proper disposal of garbage.
3. Write a letter to the Dist. Collector requesting him to take necessary steps to close the unused open borewells in your area.
4. Write a letter to the publisher requesting him to send you the required **EAMCET** study material.
5. Write a letter to the Tahasildar of your mandal to restore the village tank (lake) under **Mission Kakatiya**.

...

**1Ans:**

N. Hareesh  
13-6-434/D/35  
Asif Nagar  
Hyderabad

20 August 2018

The Principal  
M.S. Junior College  
Masab Tank  
Hyderabad

**Madam**

I, N.Hareesh was a student of your college during the academic years 2016-18. My optional subjects were Mathematics, Physics and Chemistry. I belonged to S1 section and my Roll No. was 25.

I am very glad to inform you that I have secured 125<sup>th</sup> rank in the EAMCET-2018. It's all possible only because of the efficient coaching provided by your lecturers. You also contributed to my success by giving very inspiring lectures. I'm highly indebted to you all.

At this juncture, I would like to bring to your notice that I need to submit my Transfer, Bonafide and conduct certificates during the EAMCET counselling. So, I request you to kindly issue these certificates at the earliest. I'm submitting the "No-Dues Certificate" also.

With regards  
Yours faithfully  
N. Hareesh

**2 Ans:**

T.Bhavani  
Flat no.303  
Care Residency  
Ahmed Nagar  
Hyderabad-28

10 June 2018  
The Editor  
The Hindu  
Tank Bund Road  
Secunderabad

**Sir**

***IMPROPER DISPOSAL OF GARBAGE***

I am a resident of Ahmed Nagar, Hyderabad. I wish to draw the attention of the authorities concerned to the garbage problem in our area through the columns of your newspaper.

The garbage is not being disposed regularly in our area. The Municipal workers are not turning up regularly. As a result, garbage is getting accumulated everywhere emitting foul smell. It has become a breeding ground for mosquitoes. This type of insanitary conditions lead to dangerous diseases also. Already many people have been suffering from typhoid and viral fever. We are facing many problems.

It is very disgusting to come across this type of situations while the entire nation is observing the "SwachBharath Campaign". We have already given a representation to the local corporator but no action has been taken from the government side so far. So, I request you to publish my letter in your esteemed daily so that the problem may be brought to the notice of authorities concerned. We shall be grateful to you if you publish an article on this issue in the editorial.

With regards

Yours truly

T. Bhavani

**3. Ans:**

K.Praveen Kumar

D.No.15-7-126

Ramalayam Street

Sathupally

20 August 2018

The District Collector

Bhadradi Kothagudem District

Govt.of Telangana

Khammam

**Sir**

**CLOSING THE UNUSED OPEN BOREWELLS**

I am a resident of Sathupally, Khammam district. I regret to say that small children are becoming victims to the unused open borewells in our area.

Recently I have come across a news item reporting that a 3 year old boy fell into an unused open borewell. In spite of great efforts put in by the police and fire department personnel, the boy couldn't survive and breathed his last. Same is the case with many other innocent children. These borewells have become death traps for the tender children.

I request you to take strict action against those farmers who are not closing the unused borewells. Please order them to close the borewells at the earliest so that the precious lives of many children will be saved.

With regards

Yours truly

K.Praveen Kumar

**4. Ans:**

M.Kishore

H.No.1-172

Ganesh Basthi

Kothagudem

25 March 2019

The Manager

M.S.Co.Publishers

Bank Street, Kothi

Hyderabad-02

**Sir**

I am a student of Vignan Junior College, Kothagudem. I am studying in Second Year with optional subjects Maths, Physics and Chemistry. I am going to appear EAMCET-2019.

I have come to know that you brought out a wonderful study material for EAMCET. Some of our friends already purchased your material last week and gave me a positive feedback. So, I am very much interested in your material.

I request you to kindly send your study material to my address by V.P.P. I herewith enclose a draft for Rs. 500/- as advance.

With regards  
Yours sincerely  
M.Kishore

5.

Md. Sohail Imran  
Door No. 36-172  
Station Road  
Madhira  
Khammam - Dist.

02 September 2018

The Tahasildar  
Mandal Revenue Office  
Madhira  
Khammam- Dist.

Sir

**RESTORATION OF VILLAGE TANK**

I am a resident of Madhira, Khammam district. I am thankful to the government of Telangana, for its wonderful work in every aspect for the all round development of the state. "Mission Kakatiya" is such a fantastic programme launched by our State Government. It is a brain child of our honourable Chief Minister. Its main aim is to improve the condition of agriculture in our state and the financial status of our farmers. The programme aims at filling all the tanks with water.

At this juncture, I would like to bring to your kind notice that the tank in our village has dried up and subjected to illegal occupation. There are no facilities to get water into it. The banks are to be mended. The canal carrying water has to be renowned. If you take initiative, the tank will be useful for thousands of farmers.

I request the authorities concerned to restore this tank under Mission Kakatiya at war foot.

With regards

Yours truly

Md. Sohail Imran

**INFORMAL LETTERS - TEXTBOOK - PAGE NO.108**

**1. Write a letter to your friend who is in the U.S.A. about the grace and glory of the Telangana floral festival 'Bathukamma.'**

**Ans:**

H. NO. 10-15- 135/D  
Doctor's Colony  
Kareem Nagar

30 September 2018

**Dear friend Srinivas**

I am doing well and I hope the same with you. I am studying well. I have just received your letter.

In this letter, I would like to write about our Telangana floral festival "Bathukamma." It is celebrated mostly by women of our state. Bathukamma is a beautiful flower stack, arranged with different unique seasonal flowers most of them with medicinal values. For nine days, women especially young girls gather in large numbers with their Bathukammas and form a circle round them and start singing folk songs by clapping their hands and revolving round the

Bathukamma. The festival is celebrated with utmost devotion. People worship the goddess of "MahaGouri" the life giver. All the educational institutions are closed during these nine days. We all celebrate the festival with great pomp.

Convey my regards to your parents and best wishes to your brother and sister. Let me hear about studies. Please try to come during the festival days this year.

Awaiting your reply

Yours lovingly

V. Sridhar Reddy

**K. Srinivas Kumar**

**S/O. Prem Kumar**

**55 Royal Enclave**

**Michigan Street**

**New York. USA.**

**2. Write a letter to your cousin who recently met with an accident. Advise him to be careful while driving and also wish him a quick recovery.**

Flat no.305

Tirumala Apartments

Mamilla Gudem

Khammam

10 November 2018

Dear Shankar,

I am doing well and I hope the same with you. I am studying well. I have just seen your e-mail. I'm very sorry to know that you have met with an accident recently. Now a days youngsters are riding their bikes at top speed. It is always harmful to drive at such a speed without caring for their lives. I don't know the reason of your accident but my advice is to be careful while driving. Please wear the helmet and follow traffic rules. I wish you a speedy recovery, I'll certainly call on you at your home. Take care of your health.

Convey my regards to your parents and best wishes to your brother.

Yours lovingly

K. Rama Krishna

K. Shankar

11-7/1. Revenue Colony

Hanamkonda

Warangal

**3. You are the president of a voluntary organization. You are going to conduct a blood donation camp on behalf of the Red Cross. Write a letter to your uncle requesting him to assist you.**

201, Royal Enclave

Shivaji Nagar

Nizamabad

20 December 2018

Dear uncle

I am doing well and I hope the same with you. I am studying well. I have just received your letter.

I think you know that I'm the president of 'Sahaya' a prestigious voluntary organization. On behalf of Red Cross Society, our organization is going to conduct a blood donation camp at

Nizamabad. I know that you have experience in conducting blood donation camps and medical camps.

So, I request you to extend us your co-operation in conducting this camp. Convey my regards to aunt and best wishes to Chandu.

Yours affectionately

V. Srinivasa Rao

V. Mukunda Rao

Quarter No.13/11

Soldier's Colony

Secunderabad.

**4. You are studying in a residential college. Your parents live in a small village. Severe drought conditions have shattered their hopes of getting a good crop. Write a letter to your father about the importance of water harvesting pits.**

Room No. 109

T.S. Residential Junior College

Hyderabad

15 July 2018

Dear father

I am doing well and I hope the same with you. I am studying well. I have just received your letter.

I'm very sorry to find out that severe drought conditions have shattered your hopes of getting good crops. If you don't get sufficient income it will be difficult for you to meet the expenditure of our family. These drought conditions are manmade. We are felling trees and we are not harvesting rain water. The govt. of Telangana is repeatedly asking the farmers to save water. It has already started the "**Mission Kakatiya**" to fill our tanks in the villages. I suggest you should, along with other peasants of our village, dig water and harvest pits because they will increase the ground water level. I hope that you will think of it.

Convey my regards to mother and best wishes to brother and sister.

Your loving son,

Y. Krishna Reddy

Sri Mohan Rao

B-12, Sri Rama Nilayam

College Road

Mandamarri

Adilabad District

**5. Your college is going to conduct 'Swachh Telangana' campaign. Your friend has been absent for four days. Write a letter to him asking him to participate in it and make it a grand success.**

Govt. Junior College

Jammikunta

Kareem Nagar-District

30 December 2018

Dear Sai Shankar

I am doing well and I hope the same with you. I am studying well. I have just received your message.

I hope you are hale and hearty. You have not been attending classes for the last four days. I don't know the reason for your absence. Yesterday our principal sent a notice that our college is going to conduct "Swachh Telangana" on 15<sup>th</sup> of next month. As natives of this country, it is our duty to make our state and country 'Swachh Bharat' and Swachh Tealangana'. It is a known fact that cleanliness is next to Godliness. If our surroundings are clean, we will be free from all epidemics.

So, I request you to come to college from tomorrow onwards and participate in the campaign. Convey my regards to your parents and best wishes to brother and sister.

Yours friendly  
Md. Ashraf Hussain

Sai Shankar Chiluveru  
14-1-12, Officer's Colony  
Vivekanagar,  
Adilabad.

### **REVISION TEST III - LETTER ON MOBILE THEFT**

K. Srinivasa Charyulu  
D.No. 15-65/B, Temple street  
Sathupally

27 December 2018

The Sub Inspector of Police  
Two Town Police Station  
Sathupally  
Bhadradi Kothagudem- Dist.

**Sir**

I am a student of Vidya Bharathi Junior College, Sathupally studying in Second Year with MPC stream. I am staying at Aditya Men's Hostel which is located at Temple Street D. NO. 15-65/B.

I would like to bring to your kind notice that my mobile was stolen last night in my hostel. I went to the Library Room to read the newspapers at 8 pm yesterday. While reading the newspapers I kept the mobile on the table. I went to the dining hall at 9 pm. I forgot to take my mobile. I realized the mistake at 9.30 pm and ran back to the reading room. But it was not there. I searched here and there but in vain.

It is a Samsung Galaxy J7 mobile with dual sim provision. It is White in colour and It has a black pouch also. I am calling the numbers constantly but it is switched off now.

I regret to inform you that mobile thefts are on an increasing number in our town now. So, I request you to kindly look into the matter, trace it out and restore it to me as early as possible.

Thanking you

Yours truly  
K. Srinivasa Charyulu

.....

## 13. NOTE - MAKING

Every intelligent student knows that it is essential to mark or take down important points while reading a lesson or listening to a lecture. These points, put together in a logical and coherent manner, are NOTES. These notes serve as a ready source of reference and help the student to recall quickly all the salient points of the lesson. Without notes it would be practically impossible to go through the entire text before the examinations.

Note Making is used in some form or the other in every walk of life. Lecturers jot down notes while preparing for a class, while businessmen make notes about proposals and contracts. Notes come in handy during preparation for any kind of presentation or discussion. Even a housewife may make notes about the various chores that need to be done.

Note Making is an exercise which involves four steps :

- 1) understanding the given information
- 2) selecting the salient points
- 3) organising the points in an intelligible manner
- 4) suggesting an appropriate title

While making notes, the student should first read the passage carefully. He need not worry if there are some unfamiliar words, as long as he is able to grasp the main ideas. He should then underline the important sentences or key points. Sometimes there may be a single sentence starting the central theme of the passage. Such a sentence is called the topic sentence. Next the student should organise the sentence properly, using headings and sub-headings, if necessary. Sometimes the passage given may be such that the information can be expressed succinctly in the form of a table or a tree diagram. A combination of methods too can be used. Finally the student should suggest a short title which conveys the theme of the passage.

The student need not write full sentences while making notes. The notes, after all, are meant for quick reference and, thus, can be written in any way that the student finds easy to remember.

### 1. Ordinary Method

Title : \_\_\_\_\_

1. ....
2. ....
3. ....
4. ....
5. ....

(5 to 7 main points)

### 3. Table Method

Title : \_\_\_\_\_

- |         |         |
|---------|---------|
| 1. .... | 1. .... |
| 2. .... | 2. .... |
| 3. .... | 3. .... |
| 4. .... | 4. .... |
| 5. .... | 5. .... |

(Used for similarities and differences)

### 2. Special Method

Title : \_\_\_\_\_

#### **I. Main Point**

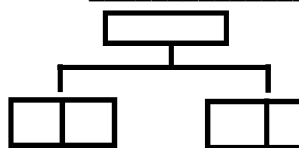
- a. ....(sub points)
- b. ....
- c. ....

#### **II. Main Point**

- a. ....(sub points)
- b. ....
- c. ....

### 4. Tree Diagram Method

Title : \_\_\_\_\_



(Used for classification or types)

[Note: Sometimes combination methods may also be used]



## **TEXT- BOOK EXAMPLES**

1. Almost everyone has a mobile phone these days. Mobile phones have completely changed the way people interact. Today the mobile phone has become part and parcel of people's lives. These devices are convenient to carry around and you can use them on the go as long as there is network coverage where ever you are. One can receive and send emails, browse websites, download games and videos, book flight tickets, money transfer to banks and even chat with friends far away. with a mobile phone, you are connected to the internet throughout. You can also use it to make calls whenever there is an emergency.

But mobile phones have their disadvantages. People are always on their phones receiving calls, checking out their friends on Facebook, chatting on Whats App, checking emails and listening to music. You can't avoid work related emails and phone calls even when you're at home with your family or on vacation . Having all your information on your device is convenient but it's also dangerous because there's a possibility of someone else accessing your phone. Mobile phone theft is quite common. Innumerable accidents are caused by usage of mobile phones when driving. The mobile phone can also disrupt a meeting or class if proper etiquette is not followed. Today, socializing that involves real interaction is very rare. People have been reduced to interacting on social platforms such as Facebook and Twitter. It can easily take you away from the real life activities and you will find it hard interacting with people.

**Ans: Title: MOBILE PHONES: ADVANTAGES AND DISADVANTAGES**

<b>Advantages</b>	<b>Disadvantages</b>
1. multiple uses: chatting, banking 2. easy communication 3. always connected 4. emergency situations - great boon	1. constant interruptions: intrusive games, browsing 2. distraction: accidents 3. affects real life situations
4. over use causes damage to brain	

2. You can do well in your exams if you are disciplined and methodical in the way you approach your studies. Following your class lessons properly to cover your syllabus in a systematic manner. After coming home, revise whatever is taught in the class, as the topics will be still fresh in mind. Try and solve the questions at the end of each topic and also the last five years' papers. If you are stuck, make sure you have it resolved by the next day at the maximum. Do not hesitate to take help from teachers and seniors, as needed.

Jot down important notes and formulas that you come across during your studies. This will help before the exams as you can just grab the subject notebook and revise the portions you want. Revise the points as and when you get time.

Chalk out a time table for board exam preparation and allocate ample time for each subject. Choose the time that you think is best for study. It can be early in the morning or late night. Do not allow distractions to mar your studies. Hone your strengths but do not ignore your weaknesses. Do not study anything new or from a new book right before exams, as you may get confused. Revise what you have studied and glance at important notes and formulae. Make a weekly revision plan. Eat healthy and take ample rest. Make sure you are also spending some time playing and re - energizing yourself.

**Ans : Title: TIPS FOR SUCCESS IN EXAMINATIONS**

Discipline and planning are essential for success in the examinations.

- Cover syllabus in a systematic manner.
- Revise lessons every day.
- Seek guidance of teachers, seniors.
- Make a time table for study before final exams.
- Eat well, take rest, relax, play.

3. Renewable energy resources are being used all over the world. Brilliant minds have devoted their lives to finding resources that do not leak greenhouse gases into the ozone layer and which do not cost large amounts of money. Hydro energy, solar energy, wind energy from bio mass and bio fuels are viable alternatives sources of energy. They are clean source of energy and have lower carbon emissions compared to conventional sources of energy such as fossil fuels. What's more, the energy generated is nearly 80% renewable.

Harnessing the power of moving water to generate electricity, known as hydroelectric power, is the largest source of emission-free, renewable electricity worldwide and has been used over the ages. Solar power is another excellent energy resource. The sun gives us free rays, so why not use them as a power source? Solar power is trapped by special rows of panels which take in the energy of the sun and provide power for homes. In places which are windy, powerful wind turbines have been constructed to provide energy. The turbines are big towers with three prongs which are pushed around and around by the wind. This produces energy. The largest 'wind farm' in the world is in Denmark.

Biogas is a popular source of energy in some countries. In Vietnam, cow and pig manure and waste is washed into a drain, where the gas is allowed to gather through pipes, then leak into a large 'bag', which is situated above the stove. The methane (the gas produced by the cow and pig manure), is then stored and used as fuel. This procedure is environmentally friendly as there is no need to extract it. Biomass fuels used today come in the form of wood products, dried vegetation, crop residues, and aquatic plants. Biomass has become one of the most commonly used renewable sources of energy in the last two decades.

Ans :

#### RENEWABLE SOURCES OF ENERGY

- 1) Renewable sources of energy: clean, low carbon - emission
- 2) Source: Water, sun, wind, bio gas and bio mass -80% renewable
  - a) Hydro energy: from water; largest source of renewable energy
  - b) Solar energy: from sun; solar panels trap energy
  - c) Wind energy: from wind; turbines
  - d) Bio gas: from waste of animals; methane converted to energy
  - e) Bio mass: from dried vegetation, crop residues, etc.

## Exercise - 1

Study the following passages and make notes.

1. There are various factors to consider when planning your career. Planning for the right career starts in high school itself. First, think about your interests and hobbies. If you enjoy science, you may want to apply to the college and pursue a career in engineering or marine biology. Write a list of possible careers that match your interests and your capabilities. If you find you are happiest when you work with others, jot down that you are a team player. In that case, you may want to consider jobs that involve people interaction instead of careers like computer programming or writing, which require more 'alone' time. Speak to an adult you trust about your ideas and be willing to receive feedback. Research the careers that you are considering. Write a profile for each, including job description, salary, educational requirements and job outlook. Realistically look at each profile and picture yourself performing the job duties. However, you have to consider all factors. For example, you may be able to picture yourself wearing scrubs and performing open heart surgery, but if you hate biology and can't imagine investing years in medical school, then it may not be a good idea to pursue medicine.

Narrow your options and look for a career with growth opportunities. While it is important to pick a career that will stimulate your mind, it is also important to be practical about the job market. If you decide that you want to go to college, you will need to pick a career that enables you to make a living after you graduate.

If you have decided that you would like to pursue a career that requires higher education, do your research on applying to the college or program, including qualifications, application deadlines, tuition fees and length of study. If you have decided on a career that does not require higher education, start looking for ways to enter the field and gain experience. Speak to someone who already has your dream job. This person can provide a better picture of the pros and cons of the profession.

2. Adolescence is a time of life when a person's self esteem is known to fluctuate significantly. It is estimated that up to a half of all adolescents will struggle with low self esteem. There are some common indicators that suggest a teenager may have issue with self esteem.

One of the most observable signs of low self esteem is when a teenager walks everywhere with his head pointed downwards and his chin stuck to the top of his chest. Teens with low self esteem often feel like they want to hide and get through public situations unnoticed. Teens feels that they are not worth much may find it very hard to make eye contact with others when communicating. They avoid making a connection because they asume others have the same negative view of them as they do. Then again, the language teens use will often convey what it is they believe. Phrases like "I am useless", "I always get it wrong," are examples of some-one expressing negative beliefs about oneself.

Teenagers who feel bad about themselves will often seek to be negative about others. This is usually a defence mechanism. Often teens will be most critical of others who exhibit similar qualities that they don't like about themselves. Feelings of worthlessness can also manifest in a genuine fear of physical contact from others. When teens feel they are not valuable or worthwhile they can crave attention.

Feelings of inadequacy in teens may also be manifested as excessive bragging about themselves, their achievements, or appearance. They may speak too loudly and be aggressive in their tone. They may also avoid social situations. Teens who have few friends or weak bonds with peers commonly have low self esteem.

3. Computers have made our life much easier. They can complete tasks at lightning speed with precision and accuracy. They are used at home for work and entertainment purpose, at offices, in hospitals, in goverment organizations and in business.

People can find any type of information on the internet. Educational and informative websites are available and one can download books and tutorials. Many institutes are providing distance learning programs. The student does not need to come to the institute. The institute provides the reading material and the student attends a virtual classroom. The trend of online examinations is becoming popular. Different examinations like GRE, GMGT and SAT are conducted online all over the world. With a computer one can manage office at home. Reports can be submitted online. The owner of a company can check the work of the employees from home.

Computers can be used to manage the home budget. People can easily calculate their expenses and income. They can use software that can manage income and expenses and generate reports. Another important use of computers at home is playing games. These games are a source of entertainment and recreation and can improve one's mental capabilities and thinking power. People can watch movies. Listen to songs, and watch videos. They can also watch live matches on the internet. Besides, they can chat with friends and family on the internet using different software like Skype. They can interact with friends over social media websites like Facebook and Twitter. They can also share photos and videos with friends.

The use of computers technology in business provides many facilities. Businessmen are using computers to interact with their customers any where in the world. This cuts costs substantially. Most stock exchange today perform all trading activities electrically. Specilized hospital management software is used to automate the day to day procedures and operations at hospitals. These tasks may be online appointments, patient monitoring, diagnostics, life support systems and discharge records.

4. When an aging parent is to be cared for in the home of a grown up child, there are few who are prepared for the physical, emotional and financial consequences this entails. To be the primary caregiver for another human being is a huge undertaking, and this is especially true when a grown up child is caring for an aging parent. To begin with, there is the emotional impact of the changing relationship between the parent and the grown up child, whose role has changed from being the *cared for* to the *caregiver*. For those who have always looked to their parent for support and guidance, this role reversal can come with a deep sense of loss. A similar feeling of loss can be felt by the parent, who may find it difficult to adjust to being the one who needs support rather than the one who gives it.

In addition to the emotional impact of caring for an aging parent, there is the issue of their general health to consider. Many people who survive past 65 have chronic or life - limiting medical conditions that require a high level of care. Another important thing to consider when making the decision to care for an aging parent is their mobility. If they are unable to rise out of a bed or chair, for example, a certain amount of physical lifting may be involved. There is also the consideration of how self - sufficient they are on the toilet and in the shower.

If the caregiver can no longer work due to the needs of the parent, this could put a strain on the financial status of the family. More often than not, it is a married daughter who becomes the caregiver for an aging parent. Each family member, including the parent, needs to be made aware of the needs of the caregiver and work together so that the *caregive* can also be *cared for*.

There is no doubt that caring for an aging parent will bring challenges, but it can be managed well, it can also bring many rewards - the main one being a sense of fulfillment. If we can ensure that the parents who gave us life have a good journey to the end of their life, no price should be too high to pay.

5. Hobbies are often thought of as activities for people who lead quiet, relaxed lives. However, people with full, busy and stressful lives may need hobbies more than the average person, and benefit greatly from having hobbies in their lives. Hobbies bring many benefits that usually make them more than worth the time they require. Popular hobbies include playing musical instruments, dance, music, sports and gardening.

Hobbies provide a slice of work free and responsibility - free time in your schedule. This can be especially welcome for people who feel overwhelmed by all that they have to do, and need to recharge their batteries by doing something they enjoy. Hobbies provide a refreshing break in a busy week.

For those who aren't overly stressed, and may actually be under stimulated, hobbies provide a nice source of 'eustress', they healthy kind of stress that we all need to remain feeling excited about life. If the rest of your life is somewhat dull or uninspiring, hobbies can provide meaning and fun and can provide just the right amount of challenge.

Many hobbies lend themselves to group activities: golfing, knitting, and creative writing group are good examples. Hobbies that connect you with others can bring the added benefit of social support, which can bring meaning to life in a fun way. The friends you have fun with can become some of your best friends. Because hobbies generally incorporate pleasure into your life, maintaining hobbies can be good for your overall sense of joy in life.

Hobbies bring a sense of fun and freedom to life can help to minimize the impact of chronic stress. Those who feel overwhelmed at a job, for example, can benefit from hobbies because they provide an outlet for stress, and something to look forward to after a hard and a stressful job. A study found that those who engage in physical leisure activities for at least 20 minutes once a week are less susceptible to fatigue. Other research found that enjoyable activities performed during leisure time were associated with lower blood pressure and lower levels of depression.

6. It is not enough to prepare well for examinations. Success in the exam depends also on your state of mind during the exam, proper time management, neat presentation of answers and other small details. It is important to identify your examination centre a day before the exam and to estimate how long it will take you to get there from your house. Your important documents such as admit card and bus pass as well as stationary and money should be kept neatly in a box. Sleep well on the night before the exam and resist the temptation of last minute cramming. You should be well rested and relaxed.

On the morning of the examination have a light breakfast and set out. Reach the examination hall well in time, particularly on the first day. Locate your seat and settle down comfortably, keeping everything in place. Once you get the question paper, read it carefully. Remain calm as any mistake you may make in understanding the questions can have damaging consequences. Spend at least five minutes going through the different sections of the paper. As you read it, you can form a rough plan about which questions to attempt first. It is advisable to start with those questions you are most confident with, instead of wasting time with the difficult ones. Do not panic if you get stuck with a question. Leave it incomplete and move on to the next level of difficulty. Save the toughest questions for the end. All the 'bits' pertaining to a question should be answered in sequence and at one place before you move on to another question. Draw all diagrams neatly and colour them, if possible, to make them more attractive. You should then revise the answer paper at least twice before handing it.

7. General knowledge is the knowledge of every aspect of human life, which may or may not be a part of one's academic curriculum. There can be various areas identified as different domains of general knowledge like arts, discovery, games, politics, culture, films, medicine, history etc. The main branches can be classified as current affairs, fashion, family, physical health and recreations, arts and science.

General knowledge helps us to grow both on a personal and academic level. General awareness increases our confidence. You could start a conversation with anybody on any topic and your knowledge would impress the person you are interacting with. A person with good general knowledge always conquers the discussion that he is a part of and wins over everyone. General knowledge also helps one on the academic front. Almost all competitive exams thrive on general knowledge questions. The candidate is often asked about his opinion on some topic related to current affairs.

General knowledge cannot be attained overnight. Reading newspapers and listening to news channels is an important practice that should be adopted. Another interesting medium to gain knowledge is through G.K quizzes. Such quizzes are an entertaining way to attain knowledge on various subjects.

8. Even the smartest and most qualified job seekers need to prepare for job interviews. You do not get a second chance if you fail to impress the interview panel. It is important, therefore, to put one's best foot forward, as the saying goes. Luckily, there are some techniques that one can learn and follow in order to do better at interviews.

That first non verbal impression be a great beginning - or quick ending to your interview. One must demonstrate confidence. Standing straight and not slouching, making eye contact with the interviewers and connecting with a firm handshake are important physical gestures which are an index of your confidence. It is important, also, to be well groomed and to wear formal clothes befitting the occasion. Casual clothes may be frowned upon.

Good communication is not limited to verbal expression but includes listening skills too. The candidates should keenly observe the interviewers and speak only as much as he ought to. Rambling and digressing from the topic can be a costly mistake. Prior to the interview the candidate should prepare himself by reading about the job requirements and about the company. He will then be in a better position to tailor his answers to the needs of the job. He should use language which is

polite and respectful and not attempt to be too familiar with the interviews. Colloquial language and slang are not acceptable. The interview is a professional one so decorum and distance should be scrupulously maintained. The tone should reflect enthusiasm and energy without overstepping the limits. Under no circumstances should personal comments and jokes based on race, gender, community or religion be made.

part of knowing how to interview is being ready to ask questions that demonstrate an interest in what goes on in the company. Asking questions also gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what you're asked during the interview and asking for additional information.

Reflect the three Cs during interview: Be cool, calm and confident. You know you can do the job; make sure the interviewer believes you can, too.

9. Fruits and vegetables are parts of plants. We use them in different forms, either after cooking or in the raw form, as salads. They are natural sources of vitamins, fibres and many minerals. The sweet and succulent produce of a plant is generally referred to as a fruit. The rest of the edible parts are vegetables. These could be leaves as in the case of spinach, the roots as in the case of radish, or the flowers as in cauliflower. Most fruits are available for human use in raw form, for instance, apple, mango, banana and orange.

However, botanists may disagree with these generalizations. Scientifically speaking, a fruit is the matured ovary of a flowering plant (angiosperm), which means that it contains seeds. According to the botanical definition, tomatoes, pumpkins, cucumbers, and zucchini are fruits as they contain seeds. Traditions and cultures play a great role in deciding the status of vegetables and fruits.

While fruits have an exact botanical definition, vegetables do not. Fruits are those parts of plants, which contain seeds, but for vegetables to have seeds is not an obligation. This is the basic reason behind the classification of tomatoes and cucumbers among fruits. Fruits, usually, have sugar called fructose, which gave them a sweet taste, whereas vegetables are, usually, savory. Fruits could be used in raw form, whereas only some vegetables can be used in raw form. Fruits protect seeds while vegetables could be any part of a plant. Their uses also make them different from each other, but both are important for the existence of life on this planet.

10. Amitabh Bachchan is one of the most well-known celebrities in India and is known worldwide as the most influential Bollywood actor of all time. He was born Amitabh Harivansh Bachchan on the 11<sup>th</sup> of October 1942 in Allahabad to the acclaimed poet, Harivanshrai Bachchan, and his wife Teji Bachchan. Amitabh's mother was a homemaker while his father enjoyed great success as a poet in the Chayavad Movement of literature and was awarded the coveted Padma Bhushan for his contribution to literature of India. Amitabh married fellow actress Jaya Bhaduri, with whom he had appeared in several movies. The couple married on June 3, 1973. At that time, Jaya was highly successful and was, by some counts, more successful than her husband. Shortly after their marriage, the couple started together in a movie, *Abhimaan*, and it was a major hit. The couple are together since 40 years, making their liaison one of the most successful marriages in Bollywood.

Amitabh and Jaya have two children, Shweta and Abhishek. Shweta is married to Raj Kapoor's grandson, Nikhil Nanda. Abhishek Bachchan is married to the highly successful actress, Aishwarya Rai. Shweta and Nikhil have a son, Agastya, and a daughter, Navya Naveli, Abhishek and Aishwarya have a daughter, Aaradhya.

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## ANSWERS

### 1. Title: PLANNING FOR CAREER

#### I. Significance:

- i) There are various factors to consider while planning one's career.
- ii) Planning for the right career starts in high school itself.

#### II. Role of Interests and Hobbies:

- i) If you enjoy science, you may pursue a career in engineering or marine biology.
- ii) If you find you are happiest when you work with others, you may consider jobs that involve people interaction.
- iii) If you hate biology, it may not be a good idea to pursue medicine.

#### III. Proper Research

- i) Research the careers that you are considering.
- ii) Narrow your options and look for a career with growth opportunities.
- iii) Be practical about the job market.
- iv) Do your research on applying to the college or program.
- v) Take advice from someone who already has your dream job.
- vi) Be aware of the pros and cons of the profession.

### 2. Title: ADOLESCENCE - SELF ESTEEM

#### I. Significance:

- i) It's a time of life when a person's self esteem is known to fluctuate significantly.
- ii) Nearly half of adolescents will struggle with low self esteem.

#### II. Common indicators of low self esteem:

- i) Head pointed downwards and his chin stuck to the top of the chest while walking.
- ii) Want to hide and get through public situations unnoticed, avoid social situations.
- iii) Very hard to make eye contact when communicating.
- iv) Use phrases like "I'm useless", "I always get it wrong", etc.
- v) Often seek to be negative about others which is called defence mechanism.
- vi) Excessive bragging about themselves.
- vii) Speak too loudly and are aggressive.

#### III. Reasons for low self esteem:

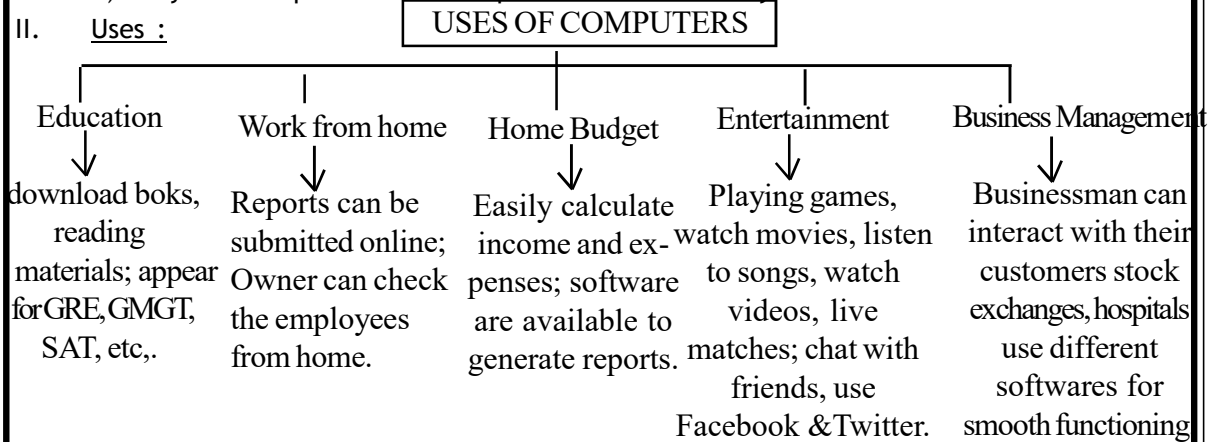
- i) Having few friends.
- ii) Having weak bonds with peers.

3. Title: COMPUTERS - MYRIAD USES

I. Introduction:

- i) Computers have made our life much easier.
- ii) They can complete tasks with precision and accuracy within a short time.

II. Uses :



4. Title: CARING FOR AGEING PARENT - CONSEQUENCES

I. Responsibilities and challenges of grown up children:

- a) Aging parents require care resulting in burden.
- b) Physical, emotional, financial consequences - difficult to face.
- c) Giving care to another human being - a huge undertaking.
- d) Role reversal - cared for to care giver - difficult for both.
- e) Could result in severe finance problems.
- f) Aging parents may need physical support like lifting, taking to showers, etc.

II. Responsibilities of aging parents:

- a) Need to understand the financial status of their children.
- b) Need to realise the burden of the caregiver.
- c) The care giver and the cared for should work together.

III. Crisis Management :

- a) If well managed, this challenge could be met easily.
- b) Giving a good end to the elder's journey is a fulfilling job worth any price.

5. Title: HOBBIES - USES

I. Significance :

- i) People with full, busy and stressful lives may need hobbies more than the average person.
- ii) Hobbies bring many benefits.

II. Popular hobbies :

- i) Playing muscial instruments ii) Dance iii) Music iv) Sports v) gardening

III. Benefits :

- i) Hobbies provide a refreshing break in a busy week.
- ii) Hobbies provide a nice stress of 'eustress', the healthy kind of stress.
- iii) Hobbies provide meaning and fun to life.
- iv) Many hobbies include group activities which can bring meaning to life in a fun way.
- v) The friends you have fun with can become your best friends.
- vi) Hobbies minimize chronic stress.

- vii) Research says that enjoyable activities are associated with lower b.p and lower levels of depression.



6. Title: EXAMINATIONS - PRECAUTIONS :

I. One day before the Examinations :

- a) Identify your exam centre a day before the exam.
- b) Estimate how long it will take you to go there.
- c) Keep important documents neatly in a box.
- d) Sleep well on the night before the exam.
- e) Resist the temptation of last minute cramming.

II. On the Exam day:

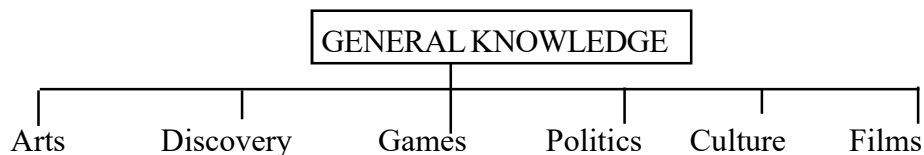
- a) Have a light break fast. Reach the exam hall well in time.
- b) Locate your seat and settle down comfortably.

III. During the Exam :

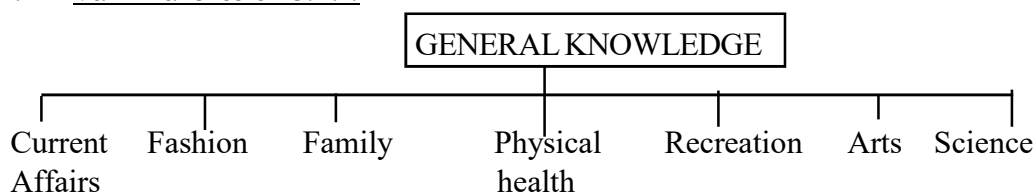
- a) Read the question paper carefully.
- b) Have a rough plan about which question to attempt first.
- c) Start with well known answers.
- d) Save the toughest question for the end.
- e) Answer the bits in sequence.
- f) Draw the required diagrams neatly and colour them.
- g) Revise the answer paper at least twice before handing it.

7. Title: IMPORTANCE OF GENERAL KNOWLEDGE :

Different Domains of G.K :



II. Main Branches of G.K. :



III. Advantages of G.K.:

- i) It helps us grow both on a personal and academic level.
- ii) It increases our confidence.
- iii) We can impress people with our G.K.
- iv) We can easily crack competitive exams and interviews.

IV. How to Attain G.K ?

- i) Reading newspapers.
- ii) Listening to news channels.
- iii) Through G.K. quizzes.

8. Title: INTERVIEW TECHNIQUES

I. Significance :

- i) Interview is the gateway to any job.
- ii) Even the smartest and most qualified job seekers need to prepare for job interviews.
- iii) You don't get a second chance if you fail to impress the interview panel.

II. Before the Interview :

- a) Know about the job requirements.
- b) Know the nuts and bolts of the company.
- c) Be interested in what goes on the company.

III. During the Interview:

- a) Demonstrate confidence.
- b) Stand straight and don't slouch.
- c) Be well groomed.
- d) Wear formal clothes.
- e) Make proper eye contact and connect with a firm handshake.
- f) Be cool and confident; speak only as much as you ought to.

9. Title: FRUITS AND VEGETABLES

I. Significance :

- i) They are parts of plants.
- ii) Natural sources of vitamins, fibres and many minerals.

II. Differences between Fruits and Vegetables

Fruits	Vegetables
i) Sweet and succulent produce of a plant is a fruit.	i)The rest of the edible part is vegetable.
ii) Fruits have exact botanical definition	ii) Vegetables don't have exact botanical definition
iii) Fruits contain seeds.	iii) For vegetables to have seeds is not an obligation
iv) Fruits are usually sweet.	iv) Vegetables are savory.
v) Fruits could be used in raw form.	v) Only some vegetables can be used in raw form.
vi) Fruits protect seeds.	vi) Vegetables could be any part of a plant.

10. Title: AMITABH BACHCHAN - A LEGENDARY ACTOR

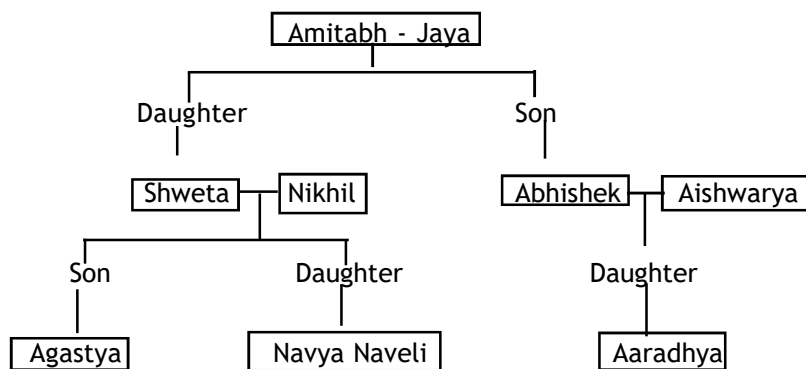
I. Childhood :

- i) Born on 11<sup>th</sup> October 1942 in Allahabad.
- ii) Father, Harivanshrai Bachan, was a great poet.
- iii) Mother, Teji Bachchan, was a homemaker.

II. Marital Life:

- i) Married fellow actress Jaya Badhuri on Jun 23, 1973.
- ii) After marriage they acted in 'Abhiman' which was a major hit.
- iii) The couple are married for more than 40 years.

III. Family Tree:



\* \* \* \* \*

## 14. WORD STRESS

In a word with more than one syllable, some syllables are pronounced with greater force than the others. The syllable which is pronounced with greater force is said to be stressed or accented.

‘Stress’ is marked in a word by putting a small vertical bar before the syllable. English is a stress-timed language. There are some important features in deciding stress placement.

- a) The number of syllable in the word.
- b) The grammatical categories of the word i.e. whether the word is a noun, adjective, verb etc.
- c) The structure of the word i.e. whether it is a simple word or a compound word, whether it has a prefix or suffix or both.

**Study the following points carefully :**

### **Aspects of Word Stress**

**I. Here are some words with two syllables with stress on the first syllable.**

‘always	‘almost	‘battle
‘business	‘certain	‘different
‘foreign	‘frequent	‘fortune
‘journey	‘judgement	‘interest
‘knowledge	‘something	‘paper

**2. Here are some words with two syllables with stress on the second syllable.**

ad’vance	com’bine	com’plete
be’cause	per’haps	al’low
de’ceive	ex’pense	a’round
de’gree	con’tain	a’gainst
for’get	pre’pare	pro’pose

II. The second aspect is that there are a few useful word stress rules based on the word endings. Commonly used list of rules are given below.

### **Rules of word stress**

In English, word stress is not fixed on a particular syllable. It can be the first syllable, second, third and so on. But for some word endings there are certain rules of word stress. (However, there are exceptions to some of these rules). Given below are some of the common rules.

**Rule 1 :**

**Mono syllabic words in isolation have no stress**

**Rule 2:**

Disyllabic words (words with two syllables) with word final ‘r’ have the stress on the first syllable.

**Examples :** ‘father, ‘doctor, ‘teacher, ‘sister, ‘painter.

### Rule 3 :

Most words ending in -self, -ee, eer, ette, and -ique take the stress on the last syllable

<u>-self</u>	<u>-ee</u>	<u>-eer</u>	<u>-ette</u>	<u>-ique</u>
my'self	absen'tee	volun'teer	kitche'nette	an'tique
your'self	refe'ree	ca'reer	ga'zette	cri'tique
him'self	licen'see	auctio'neer	geor'gette	u'nique
her'self	devo'tee	pio'neer	ciga'rette	o'bligue

### Rule 4 :

Words ending in -ion, -ian, -ial, -ic & -ious / eous take stress on the penultimate syllable, i.e., the second syllable from the end.

<u>-ion</u>	<u>-ial</u>	<u>-ic</u>	<u>-ious/eous</u>
va'cation	'social	'logic	'de'licious
prepa'ration	fi'nancial	his'toric	am'bitious
con'fusion	re'medial	fa'natic	'courteous
edu'cation	cere'monial	mag'netic	cou'rageous

#### -ian

'guardian

'Indian

mu'sician

co'median

### Rule 5 : Weak Prefix Rule

The words which begin with the prefixes a-, be-, de-, re-, con-, in-, ex-, take the stress mark after the prefixes,

ex : a'long

be'long

de'cide

re'ceive

con'tact

in'dulge

ex'ceed

### Rule 5 :

Words ending in -ical, -ity, -ize, -logy & -graphy take stress on the ante- penultimate syllable., i.e., the third syllable from the end.

<u>-ial</u>	<u>-ity</u>	<u>-ize</u>	<u>-logy</u>	<u>-graphy</u>
his'torical	possi'bility	'emphasize	anhro'pology	sepc'trography
'optical	legi'bility	'humanize	an'thology	bi'ography
'practical	visi'bility	'symbolize	the'ology	chore'ography
gram'matical	oppor'tunity	'authorize	physi'ology	or'thography

**Note :** As we have seen in the above given examples, stress is affected by a change in the suffix. But there are some suffixes which do not affect stress. Some of them are -age, -ance, -en, -ess, -er.

<u>-age</u>	<u>-ance</u>	<u>-en</u>	<u>-ess</u>	<u>-er</u>
'parent	'clear	'gold	'host	'teach
'parentage	'clearance	'golden	'hostess	'teacher

III. The third aspect of word stress is that there is a shift in the stressed syllable when some suffixes are added to the same word. A few examples are given below.

a'cademy	aca'demic	acade'mician	
'photograph	pho'tographer	photo'graphic	
e'conomy	eco'nomie	econo'metrie	economet'rieian

IV. The fourth aspect of word stress is that there are some disyllabic words in English, say about forty, which can function either as nouns / adjectives (N/A) or verbs (V). If it is a noun or adjectives the stress is on the first syllable. If the same word functions as a verb, the stress is on the second syllable, For example-

'conduct                  con'duct

As Hema con'ducts (verb) herself well, people praise her 'conduct (noun)

Here 'conduct (adjective) certificate speaks volumes about her.

Given below are some words like that.

N/A	V
'absent	ab'sent
'suspect	sus'pect
'permit	per'mit
'present	pre'sent
'object	ob'ject
'record	re'cord
'survey	sur'vey
'progress	pro'gress

## 14. WORD STRESS

### Exercises in word - stree

1. In the following disyllabic words, the stree falls on the first syllable. Read them aloud:

'apple	'action	'atom	'centre	'cotton	'sorry
'business	'paper	'interest	'knowledge	'lawyer	'novel
'nature	'article	'common	'father	'danger	'service
'doctor	'freedom	'damage	'serious	'water	'always

2. In the following disyllabic words, on the other hand, the stree falls on the second syllable. Read them a loud:

be'cause	a'round	pre'pare	be'fore	be'gin	can'teen
de'gree	for'get	for'give	ma'chine	a'dopt	Ju'ly
su'cess	ga'rage	de'scribe	a'laram	ex'tract	ca'reer
ab'sent	en'joy	bal'loon	ho'tel	di'rect	com'plete

### I. Rules of word - stress

Now it may seem that word- stress in English is unpredictable. However, the following rules of word -stress are available.

#### Rule 1: Words with weak prefixes

The following words beginning with weak prefixes such as **a, be, de, re, con, in, ex** have **stress** on the second syllable.

a'long	a'bout	a'bove	be'come
be'low	be'neath	con'tinue	re'sistant
e'xactly	en'deavour	de'parture	de'gree
de'lay	a'board	a'loud	con'tact in'cite ex'tend

#### Rule 2: Compound words Rule

A compound word is a word that is composed of two separate words. In such words **stress** usually falls on the first syllable.

'toothpaste	'football	'postman
'tea-party	'bookshop	'grandmaster

However, there are some compound words which take **stress** on the second part of the word. For instance, the words that end in **'-ever, '-self** and **'-selves** take **stress** on the second part.

how'ever	what'ever	ten'metre
soft'spoken	short-'sighted	her'self
them'selves	old-'fashioned	my'self

#### Rule 3: Words which denote numbers have a specific stress pattern.

a) words that end in **'-teen** get the stress on **'-teen**.

fif'teen	eigh'teen
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b) for the words that denote the multiples of ten, the stress falls on the first syllable.

'fifty	'thirty	'two-thousand
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#### Rule 4: Suffixes

a) Most words that end in **-ee, eer, ette, -que** and **-aire** take **stress** on the last syllable.

-ee	eer	ette	-que	-aire
emplo'yye	engi'neer	ga'zette	u'nique	million'naire
addres'see	profi'teer	ciga'rette	o'blique	
refe'ree	volun'teer	geor'gette	cri'tique	
absen'tee	auctio'neer	kitch'e'nette	an'tique	
devo'tee	pio'neer		pictu'resque	
exami'nee	electio'neer		tech'nique	

b) Words that end in **-ion, -ial, -ic** and **-ious/eous** take stress on the penultimate syllable(i.e., second syllable from the end).

<b>-ion</b>	<b>-ial</b>	<b>-ic</b>	<b>-ious/eous</b>
deco'ration	po'tential	patri'otic	no'torious
appli'cation	offi'cial	sympa'thetic	cere'monious
exami'nation	es'sential	aca'demic	de'licious
prepa'ration	'social	'logic	'courteous
'station	re'medial	fa'natic	'cou'rageous
combi'nation	fi'nancial	his'toric	am'bitious

c) Words that end in **-ical, -ian, -ity, -ize, -logy** and **-graphy** take **stress** on the ante - penultimate syllable i.e., the third syllable from the end.

<b>-ian</b>	<b>-ical</b>	<b>-ity</b>	<b>-ize</b>	<b>-logy</b>	<b>-graphy</b>
mu'scian	his'torical	a'bility	'civilize	bi'ology	ge'ography
li'brarian	'optical	ca'pacity	'symbolize	zo'ology	bi'ography
co'median	'practical	oppor'tunity	'emphasize	physi'ology	chore'ography

#### **Rule - 5: Stress shift**

a) One very important feature of word - stress is the **stress- shift**. That is, the stress shifts when some suffixes are added to a word.

e'conomy	eco'nomi'c	econo'metrics
'photograph	pho'tographer	photo'graphic

**Note:** In the above examples, you have seen that the addition of suffix results in stress shift. But there are some suffixes which do not affect the stress. Some of them are

<b>-age</b>	<b>-ance</b>	<b>-en</b>	<b>-er</b>	<b>-ess</b>	<b>-ship</b>
'carry	at'tend	'bright	be'gin	'actor	'scholar
'carriage	at'tendence	'brighten	be'ginner	'actress	'scholarship

b) There are, again, some (disyllabic) words which can be used as **nouns** or **adjectives** and also verbs. In such cases, the **stress** falls on the first syllable if the words are used as nouns or adjectives. The **stress** shifts to the second syllable if they are used as verbs.

**Examples for Dual Rule:**

<b>Noun/Adjective</b>	<b>Verb</b>
'protest	pro'test
'insult	in'sult
'convert	con'vert
'export	ex'port
'import	im'port
'present	pre'sent
'record	re'cord
'absent	ab'sent
'conduct	con'duct
'survey	sur'vey
'permit	per'mit
'prospect	pros'pect
'suspect	sus'pect
'contract	con'tract

#### **Exercise**

The following exercise are meant to make the concept clear to you. As you know, practice makes one perfect! Of course, you need a dictionary as you do these exercises.

**I. Mark the stress on the following words.**

adjective	apartment	affection	about
botany	bachelor	behind	believe
capital	container	collector	centre
created	continue	character	comfort



certificate	confusion	century	director
dispute	describe	enjoy	eighteen
formation	famous	government	hotel
incident	mistaken	moment	overtake
perfect	question	rehearsal	salute
today	tomorrow	television	understand
ago	victory	cinema	junior
delicious	excellent	happy	people

2. You have read the stress rules on suffixes. Follow the rules and mark stress on the following words.

publicity	possibility	simplicity	necessity
stupidity	tenacity	information	conversation
application	observation	plantation	political
cyclical	mechanical	terrific	scientific
catastrophic	specific	energetic	realistic
refugee	trainee	luxurious	conscious
suspicious	judicious	career	itself
generation	vacation	atrocious	humility
civilization	confusion	fallacious	curiosity
observation	nation	grammatical	morality
license	education	visibility	humanize
selection	ceremony	legibility	authorize

3. The following words have weak prefixes. Put a stress mark on the words and refer to the dictionary.

afar	befriend	belittle	become
across	although	agree	around
again	asleep	alive	arrive
resistant	ahead	according	indebted
abroad	afraid	because	apart

4. The following words with two syllables have noun/adjective and verb forms. Put a stress mark on the syllables based on their grammatical functions.

Noun/adjective	Verb
absent	absent
convict	convict
conflict	conflict
contract	contract
contrast	contrast
defect	defect
export	export
increase	increase
invalid	invalid
object	object
present	present
product	product
project	project
rebel	rebel
record	record

5. Place a stress mark on the following compound words. Look up the dictionary and correct your answers.

deadline	crossword	whenever	footprint
haribush	north-east	lifeboat	schoolteacher

pickpocket	postmortem	rain-coat	airport
breakfast	whoever	postgraduate	aircraft
right handed	anything	earthquake	bad tempered
metal box	left hand	good natured	afternoon
software	classroom	itself	man - made
half - baked	grandmother	bus-ticket	light-house
prime minister	himself	handshake	ourselves
supermarket	bus station	seashore	suitcase

### Primary stress and Secondary stress

In a number of **trisyllabic** and **polysyllabic** English words, we find two syllables accented, not just one. Both are prominent, but the first(of the two) will be less prominent than the second:e.g.,(*after'noon, exami'nation*. In other words the second accented syllable will be more prominent than the first. Thus the second accented syllable receives the **primary accent** and the first receives the **secondary accent**. In the dictionary the **primary accent** is indicated(as usual) by a vertical mark['] above the syllable and the **secondary accent** marked below[,]

Look at the following examples:

|aft-er- 'noon

|em-plo- 'yee

|un-der-'stand

|op-por-'tu-ni-ty

ac- com-mo-'da-tion

|ci-ga-'rette

|re-fu-'gee

e -xa-mi-'na-tion

|po-pu-'la-tion

|ac-ci-'den-tal

### Exercise

6. The following words have both primary and secondary stress in them. Mark the stressed syllables by using appropriate marks. Look up the dictionary and correct your answers.

congratulation	inferiority	accidental	accusation
advantageous	agitation	authoritarian	calculation
combination	conversation	confidential	disagreement
enthusiastic	independent	opportunity	responsibility

### Activity

Choose the **trisyllabic** and **polysyllabic** words from the exercises given above in this unit and mark the **primary** and **secondary** appropriately.

### Stress(¹)

**Stress** is an aspect of spoken English by which we, roughly, mean that extra importance/ prominence/breath force is given to a **syllable** when compared to other **syllable** in that **word**. This importance is shown in print/writing with a small vertical bar placed before and a little above that **syllable**. The **mark** is called the **stress mark**.

Look at the examples and observe the stress mark. Say the words aloud.

II.     |teacher           |final                to|day                indi|vidual           inhu|manity

**1. Now mark the stress on the correct syllable in the following words.**

criminal           attempt           answer           return           important  
curiosity           monsoon           reality           aspiration           society

**2. Mark the stress for any eight of the following words.**

i) criminal           ii) attempt           iii) answer           iv) important           v) aspiration  
vi) society           vii) monsoon           viii) reality           ix) nationality           x) aspiration

**3. Mark the stress on the correct syllable in the following words. (Take the help of a dictionary)**

i) curiosity           ii) impulse           iii) sudden           iv) between           v) amazing  
vi) happy           vii) people           viii) ourselves           ix) action           x) perhaps

**4. Mark the stress on the correct syllable in the following words.**

i) curiosity           ii) happy           iii) impulse           iv) people           v) sudden  
vi) ourselves           vii) between           viii) amazing           ix) ourselves           x) perhaps

**5. Mark the stress for any four of the following words.**

i) murmur           ii) absent           iii) concern           iv) around  
v) nothing           vi) today           vii) courtesy           viii) teacher  
ix) forward           x) continue

**6. Mark the stress for any four of the following words.**

i) murmur           ii) absent           iii) concern           iv) around  
v) nothing           vi) today           vii) courtesy           viii) teacher  
ix) forward           x) continue

**7. Look the following words which end in -ion. The stress is placed on the syllable that comes before -ion**

**Say the following words aloud, laying stress on the correct syllable.**

population           contamination           industrialization           generation           emission  
pollution           vegetation           organization           opinion

**8. Mark the stress on the correct syllable in the following words.**

technology           increase           poison           danger           fertilizer  
sulphur           chlorine           atmosphere           shallow           campaign

**9. Mark the stress on the correct syllable in any four of the following words.**

i) poison           ii) technology           iii) chlorine  
iv) fertilizer           v) population           vi) pollution

**10. Mark the stress on the correct syllables in the following words.**

musician           allow           audience           respect           complain  
imagine           herself           expression           perfectly           woman

**11. Mark the stress for any four of the following words.**

i) society           ii) capital           iii) residence  
iv) believe           v) against           vi) village

**12. Mark the stress for any eight of the following words.**

i) because           ii) centre           iii) billionaire           iv) librarian  
v) perhaps           vi) translation           vii) continue           viii) emission  
ix) curiosity           x) answer

-----.....-----

## 15. DIALOGUE WRITING

Informal Dialogues	Formal Dialogues
Exchanges between parent and children, among friends and relatives, etc.	Exchanges between student and teacher customer and shopkeeper, Interviewer and interviewee, etc.

### Asking questions:

In formal conversation, indirect questions are preferred. Questions beginning with modal auxiliaries like could, would, are used to express politeness, whereas in informal conversation, such terms are avoided.

- Formal : *What's the time, please ? Could you tell me the way to the British library? May I ask you your surname ?*
- Informal : *Which is the way to the British Library ? What is your surname ?*

### Making requests :

- Formal : *Would you mind closing the door? Could you lend me your scooter?*
- Informal : *Will you close the door ?  
Can you tell me where the llyr. class-room is ?*

### Very formal :

With senior persons, teachers ....

*I would be really grateful if you could help me with this lesson.*

*Could you please give us information about your new courses ?*

"Please" is always used in formal requests.

### Greetings :

- Formal : *Good morning, Sir.  
Good morning, Mr. Krishna.*
- Informal : *Hi, how are you ?  
Hello, everybody.*

### Giving thanks

- Formal : *Thank you, Sir.  
Thank you very much.*
- Informal : *Thanks.  
Thanks a lot.  
Thanks for everything.*

### Suggestions and Advice

- Formal : *You might consider this idea.  
You must start early.  
May I request you not to smoke here.*
- Informal : *Do like this ....  
We'd better start early  
Don't smoke here.*

### Requests and Permission :

- Formal : *Could you lend me your camera ?  
May I see you some other day ?*
- Informal : *Can you lend me your camera ?  
I will see you another day.*

### Replies to Thanks

- Formal : *It's a pleasure  
You are most welcome.*
- Informal : *That's alright.  
You're welcome.*

**Apologies / Regrets :**

Formal : I apologise for the inconvenience.  
I am extremely sorry, Sir.

Informal : I'm sorry.  
Excuse me.  
I'm really sorry that I am not able to attend the party.  
Sorry for being late.

**Bidding Farewell :**

Formal : Good Bye, Sir.

Informal : Bye.  
See you.  
See you again.

**1. Dialogue between two friends who met at a shop.**

Aparna : Hi Archana!

Archana : Hi Appi! How are you? Long time, no see.

Aparna : Well, rather busy with exams. And what's the news at your end?

Archana : Nothing much, The same boring routine.

Aparna : Ok, then. I'll get going. Bye.

Archana: See you soon. Bye.\*

**2. Dialogue between a manager and a clerk.**

Clerk : Good Morning, sir.

Manager: Good Morning. I see that you are late to work again.

Clerk : Sir, I am sorry but I had some urgent work at home.

Manager: I'm getting tired of your excuses.

Clerk : Sir, please excuse me. I will be on time from tomorrow.

Manager: This is the last warning. You can go to your desk now.

Clerk : Thank you, sir.

**Exercise - 1**

- i) How do the clerk and the manager begin and end the dialogue? What kind of language is used? How different is the language from written English? Discuss.
- ii) If you compare the two pieces of dialogue given above, what do you notice? Discuss whether there are any similarities and differences and, if so, why?

**Exercise - 2**

**Rewrite the sentence with the contractions of the words that are underlined.**

1. I cannot do the work.
2. How are you?
3. Arjun is not going to come.
4. Sita did not complete the project.
5. They are leaving for Singapore tomorrow.
6. Jayaram does not like chocolates.
7. Ruth will not attend college next week.
8. Sandy said that she would not read that book.
9. Harshini and Vivek do not play cricket.
10. I have seen the programme.

**Exercise - 3**

Read the following pieces of informal spoken American English, paying attention to the undelined part, and try to find out the meaning.

1. "Care for some ice cream" No, "I'm good." / "I'm done".
2. "Can't plan for the picnic today. Weather is too iffy".
3. "He bought the exact same shirt that I have".
4. "Did you hear, Harry's car got totalled in the accident."
5. "Oh, I gave you the wrong package? My bad".
6. "Those chocolates are to die for!".

### 1. Greeting

**Informal:** Hi, Neeta! Great to see you!/Hi, Neeta! What a surprise!/Hi, Neeta! How're you

**Formal:** Good Morning, Ms Neeta! It is indeed a pleasure to see you.

### 2. Leave taking/farewell

**Informal:** Bye, See you soon!/Great seeing you, Bye!/Guess that's all for now. Bye!

**Formal:** I must leave now, Good night, sir!/It was a pleasure to have met you. Good day!

### 3. Asking a question

**Informal:** Hey! Quick question, Where's Timbuktu ?/Hi, Renu! Know where Timbuktu is?

**Formal:** Renuka, can you please tell me where Timbuktu is?/ Renuka, I'm sorry to bother you but could you tell me where Timbuktu is?

### 4. Giving an answer(to the above question)

**Informal:** How the heck would I know?/Don't know, don't care/No idea/ Mali, West Africa.

**Formal:** I'm sorry, Meena, but I don't know the answer./Timbuktu is a city in Mali, West Africa.

### 5. Making a request

**Informal:** Hey, give me your book for a day?/Mohan, lend me your book for a day?(tone is one of rising inflexion)

**Formal:** Mohan, please lend me your book for a day./I would be obliged if you could lend me your book for a day./Mohan, would you be kind enough to lend me your book for a day?

### 6. Making a suggestion

**Informal:** Coming for a walk?/Let's go for a walk.

**Formal:** I think it would be nice if we could go for a walk./ We can consider going for a walk.

### 7. Giving advice

**Informal:** Write neatly, you nitwit!/Improve your writing, Uma.

**Formal:** Uma, I advise you to improve your writing./It would be nice if you could improve your writing. Uma.

### 8. Offering an apology

**Informal:** Sorry it broke./ Awfully sorry I broke the plate.

**Formal:** I apologise for breaking the plate./ I am extremely sorry for having broken the plate.

### 9. Expressing gratitude

**Informal:** Thanks Partha, for the pen.

**Formal:** Thank you so much for the pen./ It was indeed nice of you, Parthasarathy, to have given me the pen.

Given below are some dialogues depicting what people might say in situations they encounter in their day - to - day life. Study them and observe the use of formal and informal language, abbreviations, tone and flow of ideas.

### Introducing yourself

#### 1. Two girls introduce themselves to each other on the first day of college.

Vishala : Hello! I'm Vishala. I joined HEC at this college.

Lakshmi : Hello, Vishala! Nice to meet you. I'm Lakshmi and I joined CEC.

Vishala : I saw the time table and came to the classroom. It's such a large college.

Lakshmi : That's true. By the way, where do you stay?

Vishala : We have recently shifted to Gandhinagar. How about you?

Lakshmi : At SBI Colony, I came by Bus No.48 today.  
 Vishala : Oh, so did I. May be we can go back together.  
 Lakshmi : That would be nice.  
 Vishala : Any idea about the lecturers of this college?  
 Lakshmi : The teaching is good, it seems.  
 Vishala : Oh, a lecturer is coming. We'll talk later.  
 Lakshmi : I'm so happy I have found a nice friend on the very first day of college.  
 Vishala : Same here, Lakshmi.

## 2. Making enquiries about a Computer Course

Azeem : Good Morning. My name is Azeem.  
 Manager : Good Morning, Mr Azeem! How can I help you?  
 Azeem : I heard about the Computer courses at your Institute. I came to find out more details.  
 Manager : Which course are you interested in? We offer C++, Java, HTML.....  
 Azeem : I need to join a very basic course. I don't even know how to log on to a computer  
 Manager : We offer introductory courses of 10 days and 20 days duration.  
 Azeem : What's the difference?  
 Manager : The first requires you to practise at home. The second gives you more practice at the institute itself.  
 Azeem : I'll take the 20 - days course. And the fees?  
 Manager : Rs. 2000. To be paid fully in advance.  
 Azeem : Ok, please give me the application form.  
 Manager : Here it is.

## 3. Principal and a student who is applying for leave

Ranga : Good Morning Madam! May I come in?  
 Principal : Yes, come in, Ranga. What is it?  
 Ranga : Madam, I need permission to be absent from college for two weeks.  
 Principal : Two weeks? That's a long time. What is the reason?  
 Ranga : Madam my sister is getting married on the 3rd August.  
 Principal : 3rd August is a long time off.  
 Ranga : Madam, I have to help in making the arrangements.  
 Principal : But you will miss classes for two weeks.  
 Ranga : I will work extra hard, Madam.  
 Principal : Alright.  
 Ranga : Thank you so much for giving me permission.

## 4. Fixing an appointment with the doctor on the phone

Secretary : Hello, Drishti Eye Clinic.  
 Meghna : Hello! May I speak to Dr. Sudhakar Reddy?  
 Secretary : He is busy right now. Is it for an appointment?  
 Meghna : Yes, I have called to fix an appointment for next week. Any day will do.  
 Secretary : Let me see. Will Friday be ok? We have free slots at 5.30 pm and at 6.15 pm.  
 Meghna : Sure, at 5.30 pm will be ok.  
 Secretary : Your name? And mobile number?  
 Meghna : My name is T.D.Meghna. My mobile number is 9345672134.  
 Secretary : Please report at the desk 15 minutes before the appointment with relevant reports, if any.  
 Meghna : Thank you! I'll be there by 5 pm on Friday.

**5. Stranger seeking directions.**

- Stranger : Excuse me.  
Naresh : Yes, please.  
Stranger : Could you please give me the direction to Telangana Yuvathi Mandali?  
Naresh : Sure. Go straight till you reach YMCA Circle, Narayanaguda. Then.....  
Stranger : Just a minute. Approximately how far is the circle from here?  
Naresh : It's about half a kilometer from here.  
Stranger : From there?  
Naresh : At the circle turn right and go straight for a kilometer till you come to Barkatpura Chaman. Turn left there and proceed straight. It's the 3rd or 4th building on your left.  
Stranger : You've been very helpful. Thanks a lot.  
Naresh : Oh, that's ok. Hope you find the place without a problem.

**6. Father explaining to son about mobile etiquette.**

- Gopal : Thanks, Dad, for the mobile you gifted me. It's great! Just what I wanted.  
Father : Gopi, it's not enough to own a mobile. You must also observe mobile etiquettes.  
Gopal : What's that? I'm not sure I understand. Could you please elaborate, Dad?  
Father : There are certain unwritten rules you should observe when using a mobile.  
Gopal : Oh, like not using it in the classroom when the lecturer is teaching?  
Father : Not just that. When you are in the company of others it is impolite to keep talking on the mobile, or to keep checking mail and sending messages. Similarly, in public places you must keep your mobile on silent or vibration mode.  
Gopal : True, people around would be disturbed, otherwise. Thanks Dad for your suggestions.  
Father: Never mind.

**7. Neighbour giving tips for attending an interview.**

- Vidyasagar : Come in, Anand. Long time since I've seen you. Hope you're studying well.  
Anand : Uncle, I've completed B.Sc., and am looking for a job. In fact, I have an interview next week.  
Vidyasagar : Congrats! All the best.  
Anand : I thought I'd take a few tips from you as you are the head of H.R. in your company.  
Vidyasagar : Sure! What's name of the company that called you for the interview?  
Anand : TFG Motors. It's a new company with the headquarters in Chennai.  
Vidyasagar : Well, the first thing you should do is to find out whatever you can about the company and about your job profile.  
Anand : I'll look it up on the internet, uncle, and also contact them on the mobile.  
Vidyasagar : Don't be nervous during the interview. Speak in a polite manner and give direct, complete answers to questions. If you don't know something, tell them frankly.  
Anand : I'll follow your advice, uncle. Any other tips?  
Vidyasagar : Dress neatly and reach the office at least 20 minutes before the scheduled time.  
Anand : Thanks, uncle, for taking the trouble to tell me all this.  
Vidyasagar : No problem, Anand. All the best and I'm sure you'll do well.  
Anand : I hope so too. I'll go now. Good night!



### 8. Apology for losing friend's book

Rekha : Hi, Kalpana. Such nice weather today!  
Kalpana : Hi, Rekha.  
Rekha : What's the matter? you seem rather dull.  
Kalpana : Rekha, I don't know how to tell you this.... I lost your Physics notes.  
Rekha : Lost the notes? How did it happen? You mean you misplaced the book?  
Kalpana : No, Rekha. I think I left it by mistake in the bus yesterday. I'm so sorry.  
Rekha : I had prepared the notes with so much care, Kalpana.  
Kalpana : I know, Rekha. Please excuse me. I know you must be so angry.  
Rekha : Not angry, but upset. How will I ever write all those notes again?  
Kalpana : I'll help you. I'll complete the work in a week. I promise.  
Rekha : Well, don't feel bad. Mistakes happen.  
Kalpana : Sorry again, Rekha. I'll buy a notebook right now and begin the work.

### 9. Complaint about defective goods

Saleman : Good Morning, Sir. How can I help you?  
Customer : I bought a Voker TV from your shop last week.  
Salesman : Any problem, Sir?  
Customer : The TV was fine for a couple of days. Later the image on the screen started becoming hazy.  
Salesman : Sir, I suggest you get in touch with Customer Service of Voker TV. They will send a technician to fix the problem.  
Customer : No, that's not acceptable to me. I don't want a defective TV.  
Salesman : Sir, I'm sorry but that is the procedure you must follow.  
Customer : That is not fair. I want my TV to be replaced.  
Salesman : Sir, please talk to our Manager. I am sure he can help you.  
Customer : Please call him here at once. I will take out the receipt and other documents in the meantime.

### I. Given below are some sentences. Observe the tone of the speaker, the contracted words and sentences, and also the context. State.

- i) whether the language used in each sentence is informal or formal
- ii) What the sentence expresses i.e. is it a greeting/apology/suggestion. etc.
  1. Bye! See you on Monday.
  2. Can you please tell me the way to the station?
  3. Hi Ramana! Good to see you.
  4. How about going to the canteen? I'm starving.
  5. I am extremely sorry for having spilt water on the sofa.
  6. You need a haircut! You look like a bear.
  7. It was a wonderful evening, good night!
  8. Let us plan to go for the second, good night!
  9. Salt, please.
  10. I do not know the answer to your query.

### II. Look at the following tables giving hints about how to make suggestions and requests in Spoken English and try to frame a few sentences on your own:

Making Suggestions
Let's [verb] Let's watch a movie.
Why don't we[verb] Why don't we watch a movie?
How about[verb+ing] How about watching a movie?
What about[verb+ing] What about watching a movie?

Requesting	Accepting Requests	Refusing Requests
i. Would you mind.... please?	i. Sure, I'd be glad/happy to.....	i. I'd love to, but.....
ii. Can/Could you...?	ii. Of course/Certainly.	ii. It sounds great, but.....
iii. Will/Would you....?	iii. No problem.	iii. I'm sorry, but....
iv. Please....	iv. Sure. Just a moment	iv. Sorry to say that.....

### III. Construct dialogues on the following situations. (Textbook Exercise)

- between friends who are discussing how they are preparing for the exams.
- between a teacher and a student who has come late to class.
- between a salesman and a customer who has been sold a defective shirt.
- between a parent and a teenager who is watching too much TV/chatting too much on mobile/spending too much time on the computer.
- between a neighbour and a teenager who has damaged the neighbour's while playing cricket.

1. Write a **dialogue** between two friends on the measures that should be taken to curb sound pollution.

2. Write a **dialogue** between a passenger and a conductor on issuing a ticket to a child of under five. (For answers refer to page No.232 and233)

#### Dialogue writing:

1. Read the following **dialogue** between a doctor and a patient.

- Patient : Good Morning, doctor.  
 Doctor : Good Morning, please sit down. What is the problem?  
 Patient : Doctor, I have been suffering from a stomach pain since last night.  
 Doctor : Did you eat any roadside food?  
 Patient : Yes, doctor. Last night I had *paani puris*.  
 Doctor : Then it might be a case of food poisoning. Avoid oily food for at least two or three days. Take these tablets for three days. You will be all right.  
 Patient : Thank you, doctor.  
 Doctor : It's all right.

#### 2. Dialogue writing:

Here is a **dialogue** between two friends discussing environmental issues.

- Shloka : Hi! Srihan, when did you come from the US? Do you like it here?  
 Srihan : Hi! Shloka, I came two days ago. I'm slowly getting used to this place.  
 Shloka : Oh! Any particular problems, Srihan?  
 Srihan : The heat is unbearable. I'm also shocked to see all the garbage in this locality.  
 Shloka : Well, I guess it must be cool in the US. But don't you find garbage in the US? Here garbage has become a major problem. With the Swatch Bharath programme initiated by the Prime Minister, Modi, people are becoming conscious of cleanliness.  
 Srihan : Great! That's good to hear. In the US garbage is not a problem. It is cleaned regularly. Moreover hefty fines are imposed for littering.  
 Shloka : Here garbage is cleaned in urban areas daily but piles accumulate again in no time. Now there is greater awareness about issues like garbage disposal and pollution.  
 Srihan : Sure, people have to take the initiative. If all co-operate we can check pollution. We must leave a clean planet for the future generations.  
 Shloka : You are absolutely correct. My father is calling. Let's meet again.  
 Srihan : Good bye Shloka.

### Exercise - 2

1. Write a **dialogue** between two friends on the measures that should be taken to curb sound pollution.
2. Write a **dialogue** between two friends who are going to join an Engineering college in about 8 to 10 meaningful exchanges.
3. Write a **dialogue** between a student and the Principal about establishing an English language lab at the college. (Please refer to page No.232 and 233 for answers)

#### Dialogue Writing- Text Book Exercise

1. Hari : Hi, Giri! How are you?  
Giri : I'm fine, Hari. How about you?  
Hari : I'm good. Have you started your preparation for the Board examination?  
Giri : I've just started Hari. What about you?  
Hari : I haven't started yet. Are you following any timetable?  
Giri : Yes, I've prepared a timetable and I will follow it. I study the optionals in the evenings and focus on languages in the mornings. We can clarify our doubts during the college hours.  
Hari : Wonderful! Are you noting down any important points?  
Giri : Yes. I write running notes for each subject. These important points will help us for a quick revision just before the exams.  
Hari : That's really great of you, my dear. The bell has rung. Shall we go to the class?  
Giri : Yes, let us go.
2. Mohan : May I come in, Madam?  
Teacher : Why are you late, Mohan?  
Mohan : Madam, I missed the first bus and the next bus has come very late.  
Teacher : In that case you should start early. If you come late, you'll miss the class and you'll be at a loss.  
Mohan : I regularly come in time, Madam. Today only I'm late.  
Teacher : A brilliant student like you should not miss even a single class also. That is why I'm instructing you to be in time every day. If you get up early you can avoid all the problems.  
Mohan : O.K. Madam. Now onwards I'll be punctual.  
Teacher : That's good. Now, come in.  
Mohan : Thank you very much, Madam.
3. Salesman : Good morning, Sir. How can I help you?  
Customer : Yesterday I bought this shirt in your shopping mall.  
Salesman : Yes, Sir. I remember. Any problem, Sir?  
Customer : This shirt is torn at two places.  
Salesman : Oh really Sir! Let me see it, sir.  
Customer : Here it is.  
Salesman : I'm really sorry, Sir. Have you brought the receipt, Sir?  
Customer : Yes, I have. Here you are.  
Salesman : No problem, Sir. You can exchange it for a new piece, Sir. Sorry for the inconvenience.  
Customer : It's ok and thank you very much.  
Salesman : You are most welcome, Sir.

4. **Father** : Hi, dear! What are you doing?  
**Son** : Dad, I'm doing my science project.  
**Father** : You have been sitting on computer for a long time.  
**Son** : Yes, dad. My science teacher has given us a complicated task.  
**Father** : Look, my dear. Spending too much time on computer may harm your vision.  
**Son** : But, I can't help it, dad.  
**Father** : Why don't you search for the alternative? You can go to library and refer to number of books to gather the information. Reading is very good exercise for brain. It improves our thinking power and creativity.  
**Son** : I understood, dad. Now on wards I go through the books instead of surfing the net.  
**Father** : That's good. Come, let us have our dinner.
5. **Neighbour** : Look, Ravi, do you know how much nuisance you are creating to the people here?  
**Ravi** : What nuisance are we creating, uncle? We are just playing cricket. It being a holiday, we are enjoying ourselves? Is it a wrong thing?  
**Neighbour** : Playing cricket is not wrong but playing in the streets is a wrong doing.  
**Ravi** : We can't help' it, uncle.  
**Neighbour** : You should play in the grounds, not here?  
**Ravi** : But our colony has no playground.  
**Neighbour** : Then you should go somewhere and play. See, you hit the ball hard and it splashed the window glass of my car.  
**Ravi** : Sorry uncle. I'll pay for it and compensate the damage. I'm really sorry, uncle.  
**Neighbour** : It's ok. You needn't pay but please stop playing in the streets. You are disturbing everyone. Moreover, if the ball hits anyone, that may lead to some severe problems.  
**Ravi** : We have realized our mistake, uncle. We'll stop playing now only and we'll never play in the street.  
**Neighbour** : Thank you very much.  
**Ravi** : It's very kind of you, uncle.

-----

#### Imp. points to remember.....

1. Write minimum 5 exchanges.
2. Use appropriate language and expressions(formal/informal).
3. Your dialogue must have a good beginning and end.
4. Write suitable answer according to the question.
5. Use simple sentences and avoid high flown language.
6. You had better use at least one common idiom in each answer.

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## 16. Model Papers

### REVISION TEST - I

Time: 1 1/2 hrs

Marks: 50

#### SECTION - A

1. Annotate **any one** of the following in about **100 words**: 1 x 4 = 4
  - a) Robbing children of their childhood is a criminal act, and our society must weed this malaise out from the root.
  - b) Gandhiji said that the greatest lessons from life are learnt from children, not from learned men.
2. Annotate **any one** of the following in about **100 words**: 1 x 4 = 4
  - a) My tongue, every atom of my blood, form'd from this soil, this air.
  - b) For every atom belonging to me as good belongs to you.
3. Answer **any one** of the following **questions** in about 100 words: 1 x 4 = 4
  - a) What kind of freedom does Azim Premji advocate for the children of India?
  - b) What does the writer expect from parents and teachers in the essay 'Dancing in the Rain'?
4. Answer **any one** of the following **questions** in about 100 words: 1 x 4 = 4
  - a) Explain briefly what the poet celebrates in the poem 'I Celebrate Myself'.
  - b) Describe the poet's attachment to his soil and air in the poem 'I Celebrate Myself'.
5. Answer **any one** of the following **questions** in about 100 words: 1 x 4 = 4
  - a) Why did Sitaram try to help Nathu?
  - b) How did the customers of the bank react to the news?

#### SECTION - B

6. Read the following **passage** and answer **any five questions** given below: 5 x 1 = 5

Men stood in groups at street corners discussing the situation. Pipalnagar seldom had a crisis, seldom or never had floods, earthquakes or drought; and the imminent crash of the Pipalnagar Bank set everyone talking and speculating and rushing about in a frenzy. Some boasted of their far sightedness, congratulating themselves on having already taken out their money, or on never having put any in.....

  - i) What was the situation that men were discussing in groups?
  - ii) Write the natural calamities mentioned in the passage?
  - iii) It was common for the people of Pipalnagar to face a crisis frequently. Say **true** or **false**.
  - iv) Write the word from the passage that **means** 'certain to happen'?
  - v) What did some people boast of?
  - vi) Who congratulated those who had already taken out their money?
7. Read the following **passage** and answer **any five questions** given below: 5 x 1 = 5

A symbol of selfless service, 'Paalam' P Kalyanasundaram is a fine example of simple living and high thinking. He practises Gandhian principles without bothering whether the world takes notice of them or not. Working for the cause of the poor and the needy is his passion.

**Paalam**, the institution he founded, has its roots in his commitment to serve the needy. Working for over 45 years, serving children, he decided to expand his service. So, it was started after his retirement (he worked as a librarian at Kumarkrupa Arts College, Tuticorin) in 1988. He founded **Paalam** that serves as a link between donors and beneficiaries. Assistance is not just monetary. Children are helped in pursuing education and medical attention is provided to the needy. Blood donation camps are organized. The unemployed, elderly, sick and handicapped are rehabilitated. Kalyanasundaram donated the sale proceeds of his property, retirement benefits, arrears and above all the entire amount of Rs. 30 crores he

received along with the award of the 'Man of the Millennium' towards charity. Asked about his personal needs, he says 'I am a bachelor and my personal needs are meagre. I am able to manage doing odd jobs in a hotel or a laundry'.

- i) What is Kalyansundaram an example of?
- ii) Does he want others to praise his activities?
- iii) Name the institution founded by Kalyanasundaram.
- iv) Name some of the activities of 'Paalam'.
- v) What did Kalyanasundaram donate towards charity?
- vi) Why does Kalyanasundaram take up odd jobs at a hotel or a laundry?


8. Study the following advertisement and answer any five questions that follow.

### Proposals: How to conserve water

If you want to learn how to conserve water and protecting the environment, learning to conserve water is a great way to make a positive impact. A four-minute shower may not sound like much, but in reality can cost up to 40 gallons. But don't worry—there are ways to change water-hogging household habits into leaner, greener activities.

**Water conservation Tips**

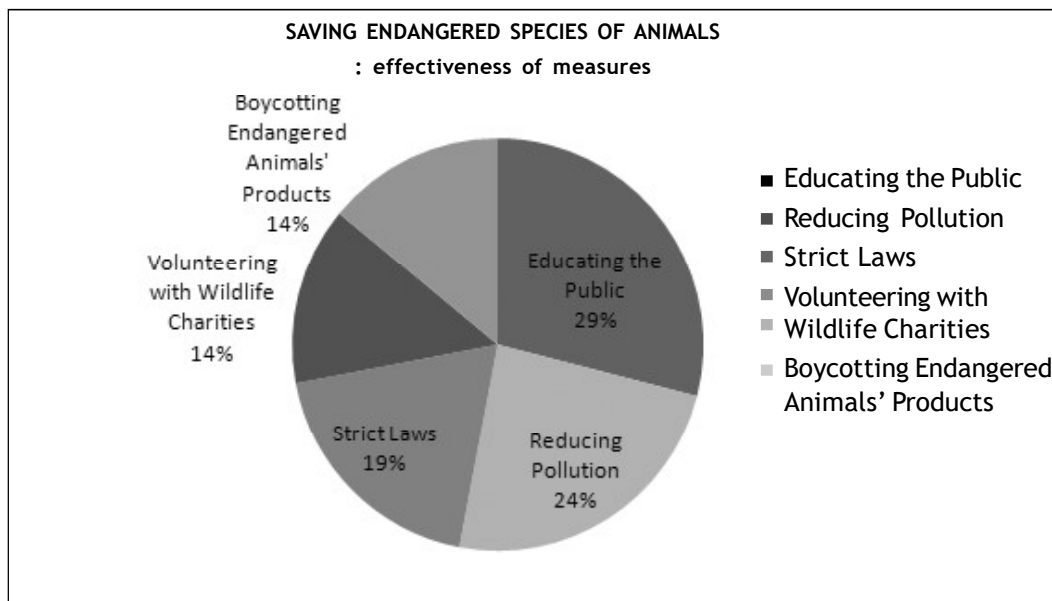
- Run your dishwasher for only full loads.
- Turn off the tap when you brush your teeth.
- Check your faucets and toilets for leaks.
- Take short showers.
- Water your lawn in the morning.
- Use a cover on your pool.
- Wash your car with a nozzle on the hose.



- i) How much water is wasted in a four minutes shower?
- ii) What is the advertisement about?
- iii) How many water conservation tips are mentioned in the advertisement?
- iv) The lawn should be watered only in the evening. Say **true** or **false**.
- v) What is used for washing cars?
- vi) Pick out the antonym for the word, 'negative' from the advertisement.

9. Read the **non-verbal data** given in the **pie-chart** below and answer any **four** questions given after it.

Students of Government Junior College, Shamshabad were taken to the zoo one day. There they came to know that many animals had been classified under the 'endangered' species. The teachers explained how everyone can take steps to save animals from extinction and how some measures are more effective than others. The opinions of the teachers were expressed in a pie chart.



- i) What does the pie chart depict?
- ii) How many ways of saving endangered species of animals have been shown?
- iii) What is the best way to save endangered species of animals?
- iv) Which 2 strategies are of equal efficacy, as shown in the chart?
- v) What should people boycott if they want to save animals from extinction?
- vi) Reducing pollution is a better way to save endangered species than volunteering with wildlife charities. Say **true** or **false**.

### SECTION - C

10. Rewrite the following passage/sentences using **eight** of the **punctuation marks** wherever necessary.

whatever little i learnt about being a parent i learnt by observing my children and letting them teach me but one day my son said dad I found a pen in the class and I brought it home.

11. Mark the **stress** for any **eight** of the following words.

8 x 1/2 = 4

- |             |             |              |                 |               |
|-------------|-------------|--------------|-----------------|---------------|
| i) criminal | ii) attempt | iii) answer  | iv) important   | v) aspiration |
| vi) society | vi) monsoon | vii) reality | ix) nationality | x) admiration |

12. Match the following words in column 'A' with their definitions in Column 'B' 6 x 1/2 = 3

- |                 |     |   |
|-----------------|-----|---|
| i) contemporary | ( ) | a) a place where medicines are compounded   |
| ii) laboratory  | ( ) | b) a transparent tank in which fish and other water creatures and plants are kept.            |
| iii) aquarium   | ( ) | c) a building in which objects of artistic, cultural, historical interest are shown to public |
| iv) museum      | ( ) | d) a room or building used for conducting scientific research                                 |
| v) dispensary   | ( ) | e) the type of place that an animal normally lives in   |
| vi) Habitat     | ( ) | f) a person who lives at the same time as somebody else                                       |

-----  
\_\_\_\_\_

## REVISION TEST - II

Time: 1 1/2 hrs

Marks: 50

### SECTION - A

1. Annotate **any one** of the following in about 100 words: 1 x 4 = 4
  - a) Thought without action is abortion and action without thought is folly.
  - b) Great novels always make one think, because they are pictures of life painted by great minds.
2. Annotate **any one** of the following in about 100 words. 1 x 4 = 4
  - a) If I ask for a flower, it gives me pink flowers!
  - b) I have heard that it can hide a river inside!
3. Answer **any one** of the following **questions** in about 100 words. 1 x 4 = 4
  - a) What is happiness, according to Nehru?
  - b) What is Nehru's message to the youth in the essay 'Opportunities for youth'?
4. Answer **any one** of the following **questions** in about 100 words. 1 x 4 = 4
  - a) The earth knows how to do magic! support this statements with examples from the poem "The Magical Earth"
  - b) What tricks does the earth show, according to Gulzar?
5. Answer **any one** of the following **questions** in about 100 words. 1 x 4 = 4
  - a) Describe Mallaiah's silent wail in the jail. Why did he cry silently?
  - b) How did Mallaiah come to know the news about his father and his sister?

### SECTION - B

6. Read the following passage and answer any four questions given below. 4 x 1 = 4

The hired labourers who had worked in the fields all the day, were haggling over their wages with the landlord. Disgusted with the miserliness of the landlord, they were imploring for some more grains towards wages. As if he was shaking out his hand to drop the leftover food after his meal, the landlord threw some grains into their laps. Watching this whole scene, Mallaiah felt despaired. When even the people who toiled are not getting enough wages, where is the hope for me to get even a grain here, he thought. With a feeling of despondency, he moved towards the fields in which harvesting was over.

- i) What were the hired labourers doing?
- ii) 'As if he was shaking out his hand to drop the leftover food after his meal, the landlord threw some grains into their laps. "suggests.....Choose the right option.
  - a. The landlord extended his helping hand to the poor.
  - b. The landlord was a very miserly man.
  - c. The landlord was very kind and throws grains into the laps of the labourers.
- iii) How did Mallaiah feel on the scene?
- iv) What was Mallaiah's thought over the attitude of the landlord?
- v) Where did Mallaiah move?
- vi) Write the **synonym** for the word 'pay' from the passage?

7. Read the following passage and answer any four questions given below. 4 x 1 = 4

Some students were asked to list what they thought were the present 'Seven Wonders of the World'. The following received the most votes, in order of ranking: 1. The Pyramids of Egypt 2. The Taj Mahal 3. The Grand Canyon 4. The Panama Canal 5. The Empire State Building 6. St. Peter's Basilica and 7. The Great Wall of China. While gathering the votes the teacher noted that one student had not finished her paper yet. On being asked why, the girl said that she was unable to make up her mind as there were so many wonders. Then the teacher said, "Tell us what you have, and maybe we can help." The girl then read, '1. To see 2. To hear 3. To touch 4. To taste 5. To feel 6. To laugh and 7. To love'. The



room became quiet. The things we overlook as being simple and ordinary are truly wondrous. A gentle reminder that the most precious things in life cannot be built by hand or bought by man.

- i) What was the task given to the students?
- ii) Name the first two of the seven wonders that got most votes.
- iii) Why couldn't a girl of that class make up her mind?
- iv) What are the first three wonders that the girl read out?
- v) How do we often regard truly wondrous things?
- vi) What does the girl's response remind us?

8. Study the following advertisement and answer any four questions that follow. 4 x 1 = 4

**STRENGTHS**

- 6 Operational/regional commands
- 1 Training command
- 14 Corps, including 3 strike ones
- New mountain strike corps at Pannagarh
- 382 Infantry battalions
- 63 Rashtriya Rifles battalions
- 63 Armoured Regiments
- 44 Mechanized Infantry Units
- 281 Artillery Regiments
- 56 Air Defence Units

**INDIAN ARMY**

**WORLD'S 2ND LARGEST  
WITH 39,000 OFFICERS  
& 11.3 LAKH SOLDIERS**

**CRITICAL GAPS**

- No 155mm artillery gun inducted since Bofors scam
- Obsolete air defence guns
- Inadequate night-fighting abilities
- Ageing light choppers, no dedicated attack helicopters
- Ammunition not enough for even 20 days of intense fighting
- Lack of 3rd gen anti-tank missiles



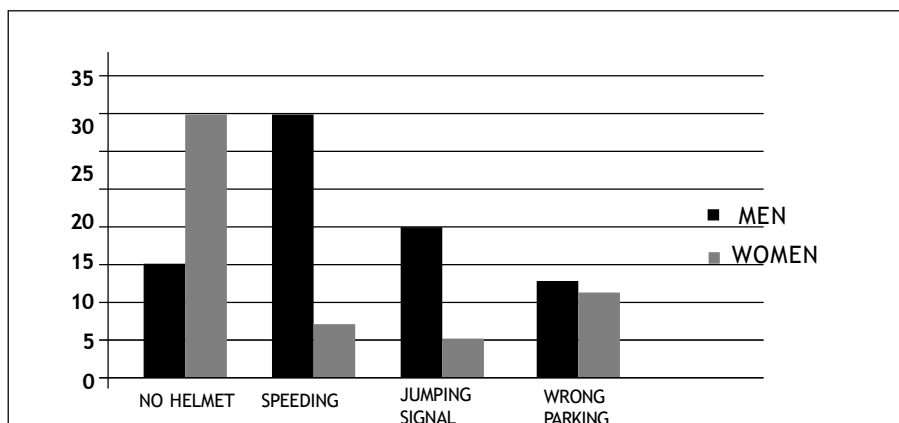
**INFANTRY SOLDIERS LACK**

\* Modern assault rifles \* Close - quarter carbines \* Light machine guns  
\* Sniper rifles \* Modular bullet proof jackets \* Light weight ballistic helmets

- i) What is the advertisement about?
- ii) Where is the New Mountain Strike Corps held?
- iii) How many soldiers are there in the Indian Army?
- iv) What is the position of the Indian Army in the world?
- v) Mention any two critical gaps given in the advertisement
- vi) Infantry soldiers lack helicopters. Say true or false.

9. Read the bar - chart below and answer any four questions given after it 4 x 1 = 4

#### TRAFFIC VIOLATIONS IN WARANGAL CITY



- i) What does the bar graph depict?
- ii) Name the traffic violations that were committed.
- iii) Name the most common traffic violation committed by women.
- iv) How many men jumped the signal?
- v) How many men were booked for speeding?
- vi) The number of women not wearing a helmet was double that of men. Say **true** or **false**.

## SECTION - C

10. a) Write a letter to your friend who is in the U.S. about the grace and glory of the Telangana floral festival 'Bathukamma'. 1 x 4 = 4
- or
- b) Write a letter to the Principal of your college requesting for leave of absence for three days on the eve of Bathukamma festival.
11. Rewrite the following passage/sentence using **four** of the **punctuation marks** wherever necessary. 4 x 1/2 = 2
- you know that i once wrote a book called the discovery of india
12. Mark the **stress** on the correct syllable in the following words. 8 x 1/2 = 4
- i) curiosity    ii) happy    iii) impulse    iv) people    v) sudden  
vi) ourselves    vii) between    viii) amazing    ix) ourselves    x) perhaps
13. Match the following words in Column 'A' with their definitions in Column 'B' 4 x 1 = 4
- |                 |          |  |
|-----------------|----------|--|
| i) colleague    | (      ) | a) a skilled workman who repairs machinery                                     |
| ii) overseer    | (      ) | b) an expert in the techniques of a particular work                            |
| iii) mechanic   | (      ) | c) one who has an exceptional capacity of the mind                             |
| iv) technician  | (      ) | d) one whose duty is to take charge of a work and see that it is properly done |
| v) genius       | (      ) | e) apparent relation between different aspects of a problem                    |
| vi) prespective | (      ) | f) one who works in the same office or organization                            |

### REVISION TEST - III

Time: 1 1/2 hrs

Marks: 50

#### SECTION - A

1. Annotate **any one** of the following in about 100 words. 1 x 4 = 4  
a) Then to my surprise, I must confess, my relief, she opened it as quietly, and with a grace and dignity that would have befitted a queen, she walked to her seat.  
b) 'I am your teacher and I am the one you should criticize if I fail to maintain the standards I demand of you'.
2. Annotate **any one** of the following in about 100 words: 1 x 4 = 4  
a) Neither a borrower nor a lender be,  
b) This above all: to thine yourself be true
3. Answer **any one** of the following questions in about 100 words: 1 x 4 = 4  
a) Describe briefly the scene between the speaker and the listeners in the story 'To Sir, With Love'.

#### SECTION - B

6. Read the following **passage** and answer **any four questions** given after it 4 x 1 = 4  
The examination came round again. The previous year's luck held my hand. My brother failed again. And this time he had worked very hard indeed. Almost daily he used to study till ten o'clock at night and get up at four in the morning. I felt very sorry for him. When the results were declared he started crying. I also could not hold back my tears.
- i) The narrator passed the examination. Say **true** or **false**.
  - ii) The speaker's brother slept for just..... hours at night. Fill in the blank.
  - iii) Why did the speaker feel sorry for his brother?
  - iv) What was the elder brother's reaction to his result?
  - v) Write the sentence from the passage that says the narrator also wept for his brother.
  - vi) Quote the words that show that the elder brother had failed in the earlier examinations too
7. Read the following **passage** and answer **any four questions** given after it. 4 x 1 = 4  
W.B yeats says that's education is not the filling of a pail, but the lighting of a fire'. The real goal of education is to illuminate and refine the mind and not the mere collection of data. Unfortunately, the schools that impose loads of information are identified as the most remarkable ones in the contemporary context. Parents and teachers have to realize that the excessive stress and the untold agony caused in such schools will mar the mental growth of the children. Value - based education is the need of the hour.
- i) What does W.B. Yeats say about education?
  - ii) What is the real goal of education?
  - iii) What schools are identified as the most remarkable schools nowadays?
  - iv) What is the result of excessive stress on children?
  - v) Which word in the passage means 'sorrow'?
  - vi) What is the need of the hour in the present context?

8. Study the following advertisement and answer any four of questions that follow. 4 x 1 = 4

It is not mandatory for a citizen to obtain an Aadhaar Card  
Aadhaar is not a life long unique identity / Enrolment for Aadhaar is free of cost

**Easy solutions**

For Enrolment / Update Aadhaar Feeding lost ED or UID, log on to <https://resident.uidia.net.in>

For locating nearest Permanent Enrolment Centre, log on to <https://resident.uidia.net.in>

I want to update / correct my Aadhaar

Unique Identification Authority of India

- If a person wants to update his Aadhaar which Website should he log on to.
- What is the toll free number of Unique Identification Authority of India?
- The only way to locate the nearest Permanent Enrolment Centre for Aadhaar is to find out at the General Post Office. Answer **true** or **false**.
- What is the cost of getting Aadhaar?
- Aadhaar is a lifelong \_\_\_\_\_. (fill in the blanks)
- Can one update/correct one's Aadhaar? Say **yes** or **no**.

9. Read the table below and answer any four questions given after it. 4 x 1 = 4

The table given below gives the nutrition details about popular Indian sweets.

Recipe name	Calories (Kcal)	Fat (g)	Carbohydrate (g)	Protein (g)	Sugar (g)
Gulabjamun	178	5.8	30.5	2.8	29.2
Barfi	125	5.3	17.1	3.0	15.5
Jelebi	150	2	32	1.2	20.1
Rasgulla	152	6.4	5.5	17.8	5
Milk cake Mithai	175	9	75	20	5
Laddu	246	14.9	25.9	3.6	16.7
Mysore pak	195	9.8	26	2	21
Kaju Katli	118	7.0	13.3	2.2	9.3

**Nutrition Details of Indian Sweets(100g)**

- What does this table show?
- How many sweets have been taken into account?
- What sweet contains the maximum fat?
- Which sweet contains the maximum sugar, Ladoo or Gulab Jamun?
- What sweet has the least protein?
- Kaju Katli has the least number of calories. Say **true** or **false**.

### SECTION - C

10. Write a letter to you uncle describing your feelings about monotonous academic work.

1 x 4 = 4

or

11. Write a letter of complaint on the theft of your mobile in your hostel.

11. Prepare a CV in response to the following advertisement.

1 x 4 = 4

## STAFF WANTED

A Hyderabad based Service provider Company intends to induct fresh with expertise in one or more of the following IT Domains:

System Analysis and Design Methodologies & Tools

System Life Cycle, Business Process Documentations & Reengineering

JOOMLA, WORD PROCESS, ASP, NET, PHP, JAVA, XML, FLEX

Web Applications, Visual Studio, Data Warehouse, Linux

Oracle Database, Forms, Reports, BI; contact Management

Maximum Age or January 01, 2016 26 years

Applications with an up to date CV and a recent photograph must be sent to P.O Box No- 127, Vidyanagar, Hyderabad no later than July 16, 2016

12. Mark stress for any four of the following words.

4 x 1/1 = 2

- i) Murmur      ii) absent      iii) concern      iv) around  
v) nothing      vi) today      vii) courtesy      viii) teacher  
ix) forward      x) continue

13. You are Dr.K.Hussain. Your account number is 0118965367328. Withdraw personally an amount of Rs. 10,000/-

8 x 1/2 = 4

.....

## REVISION TEST - IV

Time: 1 1/2 hrs

Marks:50

### SECTION - A

1. Annotate **any one** of the following in about 100 words. 1 x 4 = 4
  - a) Fertilizers used in farmlands are washed away by rain into rivers, lakes and reservoirs.
  - b) Chemical and biological warfare, like nuclear warfare could one day destroy mankind.
2. Annotate **any one** of the following in about 100 words. 1 x 4 = 4
  - a) especially at the very lowest and sadest times.
  - b) I don't understand why when I needed You the most, You would leave me".
3. Answer **any one** of the following **questions** in about 100 words. 1 x 4 = 4
  - a) How do we accumulate. D.D.T in our bodies?
  - b) What attempts are being made to keep the earth habitable for future generations?
4. Answer **any one** of the following **questions** in about 100 words. 1 x 4 = 4
  - a) Explain where and when the speaker notices two sets of footprints.
  - b) Narrate what the Lord says to His precious child about that one set of footprints.
5. Answer **any one** of the following **questions** in about 100 words. 1 x 4 = 4
  - a) Describe the condition in which Alka lived.
  - b) Comment on the relationship between Alka and her mother.

### SECTION - B

6. Read the following passage and answer any four questions given below: 4 x 1 = 4

'You don't have to, you know. You can always refuse. But think it over first. You know all the facts, anyway.'

Yes, I do, A father who brought into this world more children than he can support on a small salary. A daughter to be married, a son stricken with polio, another daughter yet in school, and I, who will soon be passing my SSC. The conclusion is inescapable.

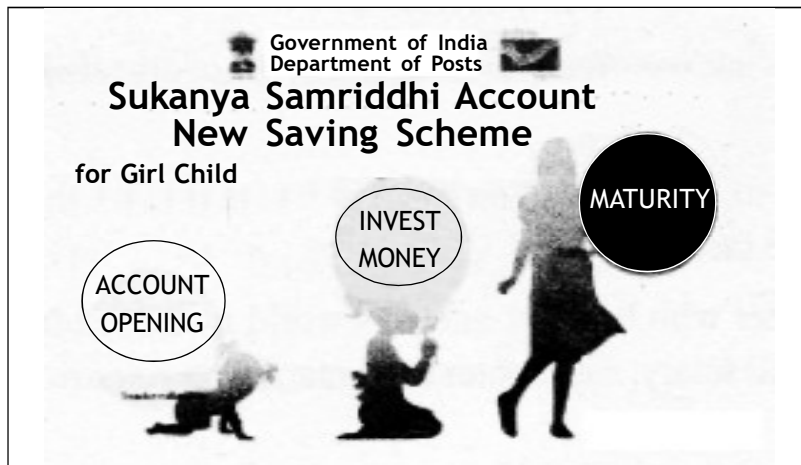
'I've had them dinned into me often enough', I muttered.

  - i) Did the speaker know all the facts?
  - ii) How children did 'A father' have?
  - iii) What was the son suffering from?
  - iv) How many brothers did the speaker have?
  - v) Which educational degree would the speaker get son?
  - vi) The father found difficult to support a large family. Say **true** or **false**.
7. Read the following passage and answer any four questions given after it. 4 x 1 = 4

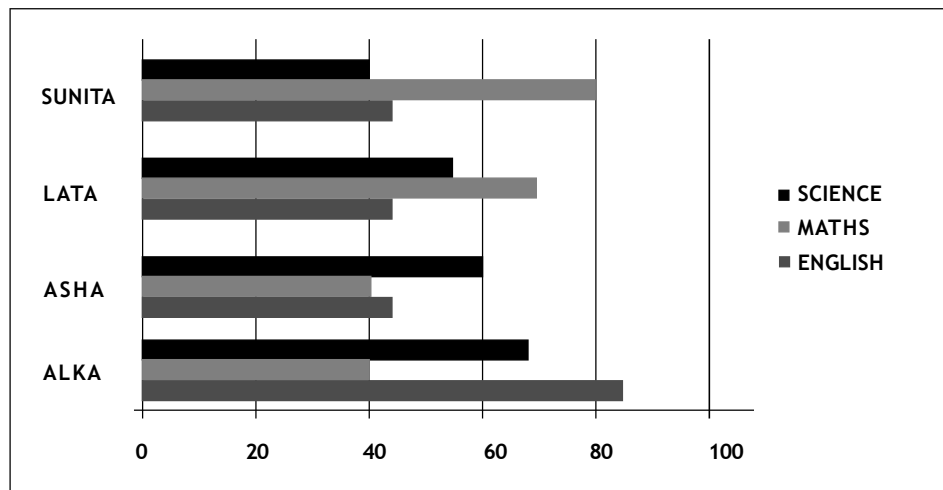
Nuclear weapons continued to be tested in the Cold War, especially in the earlier stages of their development. The toll on the worst-affected populations and the growth since then in understanding about the critical threat to human health posed by radioactivity has also been a prohibitive complication associated with nuclear power. Though extreme care is practised in that industry, the potential for disaster suggested by incidents such as those at Three Mile Island and Chernobyl pose a lingering spectre of public mistrust. Worldwide publicity has been intense on those disasters. Widespread support for the test ban treaties has ended almost all nuclear testing in the atmosphere.

  - i) What was tested in the Cold War?
  - ii) What kind of threat to human health is associated with nuclear power?
  - iii) Name the two disasters mentioned in this passage.
  - iv) Why has nuclear testing in the atmosphere almost stopped?
  - v) Does the passage convey the idea that there is widespread opposition and fear about the use of nuclear weapons?
  - vi) Find the word from the passage which is the **synonym** of 'calamity'.

8. Study the following advertisement and answer any four questions that follow.  $4 \times 1 = 4$



- i) Name the new saving scheme for a girl child.
  - ii) Write the word used here that means 'deposit/save as capital'.
  - iii) Which department has issued the advertisement?
  - iv) The account is to be opened when the girl is \_\_\_\_\_ (fill in).
    - a) above 5 years old    b) below    c) exactly 5
  - v) How many stages are shown for the growth of a girl's savings scheme?
  - vi) The account is available under a new scheme. Say **true** or **false**.
9. Given below is a **bar graph** depicting the performance of 4 girls in a unit test. Study it and answer the questions that follow:  $4 \times 1 = 4$



- i) What is the bar graph about?
- ii) Name the subjects taken into account.
- iii) Name the girls whose performance in the test is being studied.
- iv) Who got the highest marks in English?
- v) Who got the highest marks in Science?
- vi) Lata got the lowest marks in Science. Say **true** or **false**.

### SECTION - C

10. Write a **dialogue** between two friends on the measures that should be taken to curb sound pollution. 1 x 4 = 4

or

Write a **dialogue** between a passenger and a conductor or issuing a ticket to a child of under five.

11. Mark the **stress** on the correct syllable in any **four** of the following words. 4 x 1/2 = 2

- i) poison      ii) technology      iii) chlorine  
iv) fertilizer      v) population      vi) pollution

12. Match any four of the following **words** in Column A with their **definitions** in Column B.

1 x 4 = 4

- |                   |          |                               |
|-------------------|----------|-------------------------------|
| i) acrophobia     | (      ) | a) fear of snakes             |
| ii) atychiphobia  | (      ) | b) fear of writing            |
| iii) glossophobia | (      ) | c) fear of blood              |
| iv) ophiophobia   | (      ) | d) fear of heights            |
| v) graphophobia   | (      ) | e) fear of failure            |
| vi) hematophobia  | (      ) | f) fear of speaking in public |

13. Prepare a **resume** in response to the following advertisement.

1 x 4 = 4



we are hiring

## GRAPHIC DESIGNER



We are looking for innovative and result oriented individuals for the position of graphic designers/illustrator with creative skills and 2 -3 years work experience.

Fresh candidates may also apply

**Qualification:**  
Graduation or diploma in relevant domain.  
Must be proficient in PHOTOSHOP, ILLUSTRATOR, COREL DRAW, QUARK XPRESS, INDESIGN



Interested students should send their RESUME by  
e-mail: [recruitedesigners@gmail.com](mailto:recruitedesigners@gmail.com)  
post: 125/2A, I Floor, RP Road, Secundrabad - 500082





## REVISION TEST - V

Time: 1 1/2 hrs

Marks: 50

### SECTION - A

1. Annotate **any one** of the following in about 100 words: 1 x 4 = 4
  - a) "It means the time has come for poor Grand ma.....and I can't bear it!"
  - b) "Well ! Our long night is over. We must put away tears, take off our mourning.....and face the future. It's our duty".
2. Annotate **any one** of the following in about 100 words: 1 x 4 = 4
  - a) And the front door is always locked?  
And no *rangoli* design on porch
  - b) Open the windows, son,  
And let me go back to sun and air,
3. Answer **any one** of the following questions in about 100 words: 1 x 4 = 4
  - a) What does Edward Albee wish to highlight in the play 'The Sandbox'?
  - b) Describe the role of the Young Man in the play "The Sandbox".
4. Answer **any one** of the following questions in about 100 words: 1 x 4 = 4
  - a) What kind of place.....? What is the place she was brought to?
  - b) Does the speaker want to stay at this place for long? Support your answer.
5. Answer **any one** of the following questions in about 100 words: 1 x 4 = 4
  - a) Why was Peta - Lynn excited when she climbed into the truck?
  - b) Describe the tug - of - war between Peta - Lynn and the crocodile?

### SECTION - B

6. Read the following passage and answer any four questions given below: 1 x 4 = 4

Just after eleven o' clock, they pulled up at the emergency entrance of Darwin Hospital. Hilton was rushed to the operating theatre, where he was given 1,500 cc of blood, as well as antibiotic, tetanus and pain - killing injections. Two fractures in his left forearm were set. In his thigh, gaping wounds 25 centimetres long were carefully cleaned and scraped of dead tissue. After a week, when it was clear that infection had not set in, the wounds were stitched. For two weeks he stayed in hospital, and back at school again, Peta - Lynn was a regular visitor.


- i) At what time did they reach the emergency entrance of Darwin Hospital?
- ii) Who was rushed to the operating theatre?
- iii) What was given to Hilton?
- iv) When were the wounds stitched?
- v) How long did Hilton stay in hospital?
- vi) Write the phrase used in the passage that means 'reached'.



7. Read the following passage and answer any four questions given below: 1 x 4 = 4

Personal tragedies at times give birth to public welfare programmes. **Shyam Sundar Paliwal** of a tiny village, Pilpalantri in Rajasthan, stands as an example. The death of his dear daughter at a tender age evoked grief first but soon it prompted him to launch a **Save the girl and save the environment** programme. With the cooperation of the villagers, he made it a custom to commemorate the birth of a girl child by planting 111 fruit trees in the neighbourhood. The villagers also pool together Rs. 21,000/- for each new born girl child and deposit in a bank in her name to ensure her education. It is also compulsory for the parents to execute an affidavit stating that they will educate the girl and will not force her into marriage till she attains the legally marriageable age. A single man's vision has now resulted in abundant greenery all around with about a quarter million trees being grown and, more importantly, the laughter of girls reverberating through the entire village.

- i) How do public welfare programmes take birth at times?
- ii) Name the person who serves an example of public service in personal sorrow.
- iii) How do the villagers of Pilpalantri celebrate the birth of a girl - child?
- iv) Why do the villagers deposit an amount of Rs.21,000/- in a bank in the name of every new born girl - child?
- v) What are the two conditions laid down in the affidavit executed when a girl is born?
- vi) Which incident prompted the launch of the **Save the girl and save the environment** programme?

8. Study the following advertisement and answer any four questions that follow. 4 x 1 = 4



No. of persons killed on railway tracks*	<u>2014</u>	
	417	
	<u>2015</u>	
	327	

\*Tamil Nadu  
Railway Police - Madurai

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Madurai-sub-division comprises 13 districts

**FOR SAFETY SAKE**

→ Avoid eatables from strangers as they could be laced with sedatives

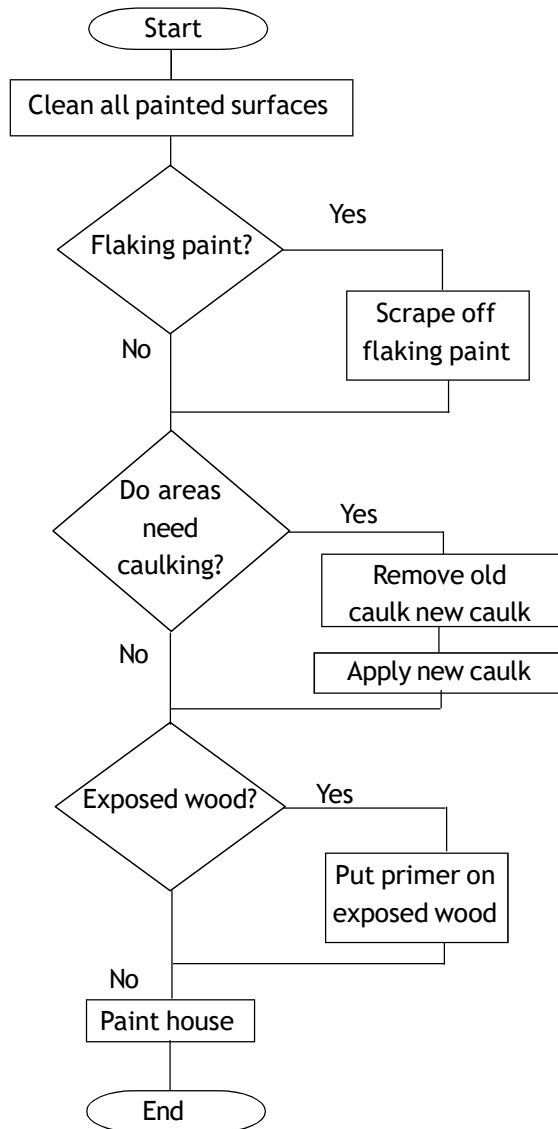
→ Woman must avoid wearing lot of jewels during overnight travel

→ Passengers should not share their e-mail IDs, Phone numbers & Residential addresses with strangers

- i) Who has issued the advertisement?
- ii) How many persons were killed on railway tracks in 2014 and 2015?
- iii) How many districts are there in Madurai sub - division?
- iv) What should women avoid for safety during overnight travel?
- v) Why should eatables be avoided from strangers?
- vi) What should not be shared with passengers?

9. Read the **flow chart** below and answer any **four questions** given after it.

4 x 1 = 4



- i) What does the **flow chart** show?
- ii) What is the primary thing we have to do for painting a house?
- iii) If there is flaking paint on the walls, what do we need to do?
- iv) What do we do after removing old caulk?
- v) We put primer on exposed wood only. Say **true** or **false**.
- vi) Find the antonym of the word 'remove' in the **flow chart**.

### SECTION - C

10. Describe how one can make a glass of orange juice.

1 x 4 = 4

or

Describe the process of opening an account in the bank.

11. Write a letter to your father about your stay in the hostel.

1 x 4 = 4

or

Write a letter to the collector requesting him/her to take necessary steps to close the unused open bore wells which create a big threat to children.

12. Mark the **stress** for **any four** of the following words.

4 x 1/2 = 2

i) society ii) capital ii) residence iv) believe v) against vi) village

13. Write a dialogue between a student a teacher about naming thier school after a philanthropist.

1 x 4 = 4

or

Write a dialogue between a philanthropist and a donee about the need for charity.

**BOARD MODEL QUESTION PAPER**

Part - I

English Paper - II

Time: 3Hrs

Marks: 100

SECTION - A

1. Annotate any **TWO** of the following in about 100 words each. 2 x 4 = 8
  - a) India will be radiant when our children are free to dance in the rain.
  - b) The sea has become a cheap dumping ground for all kinds of waste products.
  - c) "Don't put the lights up yet.... I'm not ready: I'm not quite ready".
2. Annotate any **TWO** of the following in about 100 words each. 2 x 4 = 8
  - a) I, now thirty-seven years old in perfect health begin,  
Hoping to cease not till death.
  - b) Neither a borrower nor a lender be;
  - c) I don't understand why, when I needed You the most, You would leave me."
3. Answer any **TWO** of the following **questions** in about 100 words each. 2 x 4 = 8
  - a) What quality of Gandhi does Nehru appreciate in the essay 'Opportunities for Youth'?
  - b) Why does the teacher emphasize the fact that the students belong to the top class?
  - c) How does Albee expose the hypocrisy of Mommy and Daddy in the play 'The Sandbox'?
4. Answer any **TWO** of the following **questions** in about 100 words each. 2 x 4 = 8
  - a) What tricks does the earth show, according to Gulzar?
  - b) Describe the reaction of the speaker when she sees only one set of footprints.
  - c) Make a list of the sounds she hears in that place and sounds she is used to in the poem 'What Kind of Place? Which do you like?'
5. Answer any **TWO** of the following **questions** in about 100 words each. 2 x 4 = 8
  - a) What does the elder brother say when he believes that success is about to make his younger brother feel proud?
  - b) Describe the condition that forced Mallaiah to collect *parige* late in the evening.
  - c) Describe the tug - of - war between Peta - Lynn and the crocodile.

SECTION - B

6. Read the following **passage** carefully and answer **any four questions** given after it. 4 x 1 = 4

People were turned back from the counters and told to return the following day. They did not like the sound of that, And so they gathered outside on the steps of the bank shouting 'Give us our money or we'll break in !' and 'Fetch the Seth, we know he's hiding in a safe deposit locker!' Mischief makers who didn't have a paisa in the bank, joined the crowd and aggravated their mood. The manager stood at the door and tried to placate them. He declared that the bank had plenty of money but no immediate means of collecting it. He urged them to go home and come back the next day.

  - i) Where did the people gather?
  - ii) What did they shout?
  - iii) Who aggravated their mood?
  - iv) What did the manager try?
  - v) What did he declare?
  - vi) Write the synonym of 'fetch'?
7. Read the following passage carefully and answer any four questions given after it. 4 x 1 = 4

Would anyone imagine that a prematurely born, polio - affected scarlet fever victim could win three Golds in **running** in the Olympics and be called the fastest woman on earth? Well, Wilma **did** it. Yes, Wilma Glodean Rudolph, born into a middle - class black family in the U.S.A., rose from her physical disability to Olympic glory. Needing braces even to walk till she was nine, by the age of twelve, Wilma challenged boys in running. With her steely

determination, the support of her devoted family and the guidance of her coach. Edward Stanelly Temple, she grew to be the first American woman to win three Golds in the Olympics. She achieved that record at the Summer Olympics 1960, in Rome, Italy, she instantly became an international celebrity. She was inducted into the United States Olympic Hall of Fame in 1983. She established the Wilma Rudolph Foundation to train athletes. Her autobiography, **Wilma**, was published in the year 1977, Leaving an excellent legacy behind, she died on 12 November 1994.

- i) Name Wilma's achievement that made her an international celebrity.
- ii) What two diseases struck Wilma while she was young?
- iii) Who coached Wilma in running?
- iv) For women of America, winning many Golds each in the Olympics was common even before Wilma's time. Say **true** or **false**.
- v) Name the organization Wilma established to train sports persons.
- vi) Wilma's family was a great support to her. Say **true** or **false**.

8. Study the **advertisement** given below and answer any **four** question given after it. 4 x 1 = 4

**The luggage you carry during rail journey will decide your safety.**

*Carrying of inflammables/explosives is strictly banned on Railways.*

*Do not risk lives by travelling with the following articles.*

The advertisement shows four categories of banned items, each with a crossed-out circle icon: 1. A lit oil lamp. 2. A pile of fireworks or explosives. 3. A fuel canister. 4. A gas cylinder.

**Carrying of inflammables and explosives in Railways Act, 1989 and may lead to 3 years imprisonment or fine or both besides being liable for loss/damage**

**Incase you notice any suspicious dangerous materials in trains at stations don't ignore please alert**

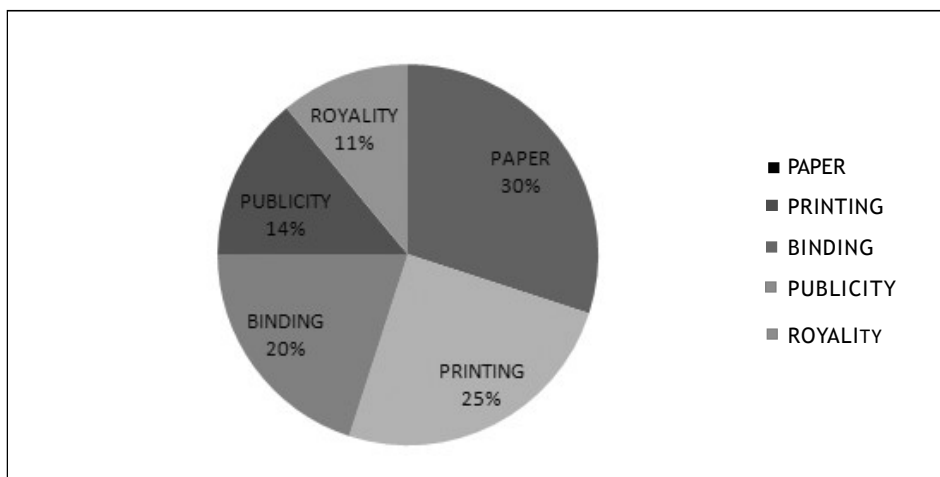
**Security Helpline 182**

**South Central Railway**  
Your safety, our priority

- i) What is the advertisement about?
- ii) What does the railways ban?
- iii) What is the punishment for carrying inflammables in trains?
- iv) What is the security helpline number?
- v) Write the motto of the South Central Railways.
- vi) What will decide your safety?

9. Read the pie chart below and answer any four questions given after it.

4 x 1 = 4



- i) What does the pie chart show?
- ii) How many factors contribute to the cost of publishing?
- iii) What is the expenditure incurred on Royalty?
- iv) The minimum expenditure is incurred on\_\_\_\_\_.
- v) What two factors together contribute to more than 50% of the cost of publishing?
- vi) More money was spent on binding than on printing. Say **true** or **false**.

#### SECTION - C

10. Rewrite the following passage/sentences using **eight** of the **punctuation marks** wherever necessary.

8 x 1/2 = 4

having got the larger frame i looked more closely at my own country and wrote the discovey of india in it i concentrated on my countrys past and the story of its development

11. Match **any four** of the following words in Column **A** with their **meanings/definitions** in Column **B**.

- |              |     |  |
|--------------|-----|--|
| i) anaemia   | ( ) | a) the release of a prisoner temporarily             |
| ii) polyglot | ( ) | b) the state of remaining unmarried                  |
| iii) parole  | ( ) | c) the absence of government or control in a society |
| iv) celibacy | ( ) | d) a condition caused by lack of blood               |
| v) anarchy   | ( ) | e) lack of care of interest                          |
| vi) apathy   | ( ) | f) one who is well versed in many languages          |

12. Use **any four** of the following **idioms/phrases** in sentences of your own.

4 x 1 = 4

- |                       |                    |                |
|-----------------------|--------------------|----------------|
| i) break open         | ii) Achilles' hell | iii) acid test |
| iv) a read letter day | v) a night owl     | vi) look up    |

13. Make **four** menaingful sentences from the **verb pattern** given below.  
an example is given as a model.

4 x 1 = 4

<b>Subject</b>	<b>Transitive verb</b>	<b>Object</b>
I	Wrote	this story.

14. Fill in the **eight** blanks of the given **bank form** based on the information furnished below.

You are Mr. K. Akash. You need to pay your MBA exam fee Rs. 2000/- though a Banker's cheque. Pay the amount in favour of Amrutha college of Management at Ameerpet branch. The exchange is Rs. 35/- . Fill in the form given below.

8 x 1/2 = 4

<p><b>STATE BANK OF INDIA</b></p> <p>1 / Branch</p> <p>Date</p> <p><b>DRAFT APPLICATION FORM</b></p> <p>For</p> <p>Draft for Rupees</p> <p>on</p> <p>Exchange @</p> <p>Rs. 4</p> <p>Cashier Scroll No.</p> <p>Cashier</p> <p>Cash Officer</p> <p>CPF-6 Comp.No.2200112</p>	<p><b>STATE BANK OF INDIA</b></p> <p>Date 2</p> <p><b>DRAFT APPLICATION FORM</b></p> <p>/ Branch</p> <p>Draft for Rupees 3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Received Stamp</th> <th>In Favour of</th> <th>Amount</th> <th>Rs.</th> <th>Ps.</th> </tr> <tr> <td rowspan="3" style="text-align: center; vertical-align: middle;">5</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">5</td> <td>Cash</td> <td>6</td> <td></td> </tr> <tr> <td>Exchange</td> <td>7</td> <td></td> </tr> <tr> <td>Total Rs.</td> <td>8</td> <td></td> </tr> </table> <p>Payable at Br. Code</p> <p>Cashier Scroll No. Cash Officer</p> <p>Cashier Passing Official</p> <p>CPF-6 Comp.No.2200112</p> <p>Cash/Transfer</p> <p>Signature 9</p> <p>Name 10</p> <p>Local Add.</p> <p>Received Draft</p> <p>Applicant</p>	Received Stamp	In Favour of	Amount	Rs.	Ps.	5	5	Cash	6		Exchange	7		Total Rs.	8	
Received Stamp	In Favour of	Amount	Rs.	Ps.													
5	5	Cash	6														
		Exchange	7														
		Total Rs.	8														

15. Prepare a Curriculum vitae in response to the following advertisement. 1 x 4 = 4

**B**  
**S**  
**S**

**Bigshare Services Pvt. Ltd.**

A leading category I Registrar and Transfer Agent:-

**URGENTLY REQUIRE**

**Vice President / Assistant Vice President - Operations**  
Graduate with minimum experience of 15 years in R & T Industry or in similar fields(financial), salary will be as per Industry standards, location Mumbai

**General Managers - Operations & Marketing**  
Graduate with minimum experience of 10 years in R & T Industry or in similar fields(financial), salary will be as per Industry standards, location Mumbai, Chennai, Ahmedabad, Kolkata

**Managers**  
Graduate with minimum experience of 5 years in operations in any financial services industry salary will be as per Industry standards, location Mumbai, Delhi, Chennai, Ahmedabad

**Executives (Client Servicing)**  
Graduate with minimum 1 year experience of location Mumbai

If you want to apply for the above mentioned posts  
Send you CV immediately to  
[jobs@bigshareservices.com](mailto:jobs@bigshareservices.com)

16. Write a short paragraph describing the process of making tea for two persons. 1 x 4 = 4  
or

Write a short paragraph describing the process of making a flower bouquet.

17. Write a letter to your sister based on the hints given below: 1 x 4 = 4  
Importance of English - global language - interviews - group discussions - placements outside India

or

Write a letter to the Editor based on the hints given below:

Plantation of trees - protecting them - rains - no- water problems - adaption of 20 trees by one person- green earth - happy earth- quality life

18. Read the following passage and make **notes**. Add a suitable **title**

1 x 4 = 4

Adolescence is a time of life when a person's self esteem is known to fluctuate significantly. It is estimated that up to a half of all adolescents will struggle with low self esteem. There are some common indicators that suggest teenagers may have issues with self esteem. One of the most observable signs of low self esteem is when a teenager walks everywhere with his head pointed downwards and his chin stuck to the top of his chest. Teens with low self esteem often feel like they want to hide and get through public situations unnoticed. Teens who feel that they are not worth much may find it very hard to make eye contact with others when communicating. They avoid making a connection because they assume others have the same negative view of them as they do. Then again, the language teens use will often convey what they believe. Phrases like "I am useless". "I always get it wrong". are examples of someone expressing negative beliefs about who they are.

Teenagers who feel bad about themselves will often seek to be negative about others. This is usually a defence mechanism. Often teens will be most critical of others who exhibit similar qualities that they don't like about themselves. Feeling of worthlessness can also manifest in a genuine fear of physical contact from others. When teens feel they are not valuable or worthwhile they can crave attention.

Feelings of inadequacy in teens may also be manifested as excessive bragging about themselves, their achievements, or appearance. They may speak too loudly and be aggressive in their tone. They may also avoid social situations. Teens who have few friends or weak bonds with peers commonly have low self esteem.

19. Mark the **stress** for any eight of the following words:

8 x 1/2 = 4

i) because

ii) centre

iii) billionaire

iv) librarian

v) perhaps

vi) translation

vii) continue

viii) emission

ix) curiosity

x) answer

20. Write a **dialogue** between two friends who are going to join an Engineering college in about 8 to 10 meaningful exchanges.

1 x 4 = 4

or

Write a **dialogue** between a student and the principal about establishing an English Language Lab at the college.

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## IPE - March , 2017

Time: 3Hrs

Max. Marks: 100

### SECTION - A

1. Annotate any **TWO** of the following in about 100 words each. 2 x 4 = 8
  - a) Thought without action is abortion. Action without thought is folly.
  - b) India will be radiant when our children are free to dance in the rain.
  - c) "Don't put the lights up yet.... I'm not ready: I'm not quite ready".
2. Annotate any **TWO** of the following in about 100 words each. 2 x 4 = 8
  - a) Otherwise, why is the bamboo tasteless, and the sugarcane sweet?
  - b) My tongue, every atom of my blood, form'd from this soil, this air.
  - c) "When you saw only one set of footprints,  
It was then that I carried you".
3. Answer any **TWO** of the following questions in about 100 words each. 2 x 4 = 8
  - a) What kind of freedom does Azim Premji recommend to the children of India?
  - b) Describe briefly the scene between the speaker and the listeners in the story, "To Sir, with Love".
  - c)
4. Answer any **TWO** of the following questions in about 100 words each. 2 x 4 = 8
  - a) What does the poet, Shakespeare, mean when he says, "Beware of entrance to a quarrel, but being in, Be ar't that the opposed may beware of thee"?
  - b) Does the speaker want to stay at the new place for long? Support your answer with reference to the poem, 'What Kind of Place'?
  - c) "The earth knows how to do magic!" Support this statement with examples from the poem, "The Magical Earth".
5. Answer any **TWO** of the following questions in about 100 words each. 2 x 4 = 8
  - a) How did the customers of the bank react to the 'news'?
  - b) Does the elder brother love to play? If so, does he suppress his desire? Why?
  - c) Why was Alka unwilling to take up the job? Which incident left her with no choice?

### SECTION - B

6. Read the following passage carefully and answer any four questions given after it. 4 x 1 = 4

It was 7 p.m. The *jawans* had sent prisoners into the cells, locked them and started gossiping in the veranda. They described the atrocities committed by them in various prisons as great deeds. They also talked about prisoners' adventures and the various methods which were adopted to quell them. They said all those things were their precious experiences.

  - i) When did the *jawans* lock the cells?
  - ii) The *jawans* were talking about the great deeds of prisoners. Say true or false.
  - iii) Where did the *jawans* start gossiping?
  - iv) What were precious to the *jawans*?
  - v) Pick the word in the passage which refers to the 'rooms occupied by prisoners'.
  - vi) The passage highlights (Choose the correct option)
    - a) The harsh and cruel attitude of the *jawans* towards the prisoners.
    - b) The kindness of the *jawans* towards the prisoners.
    - c) The indifference of the *jawans* towards the prisoners.
7. Read the following passage carefully and answer any four questions given after it. 4 x 1 = 4

**Sammakka Sarakka Jatara**, a popular religious congregation, takes place for three days biennially at Medaram, a village in Warangal district. This is believed to be the second largest congregation in India, next only to the Khumba Mela. Around a crore people converge at this tiny village of the Tadvai mandal to seek the blessings of the tribal goddesses, Sammakka and Sarakka. The tribal festival commemorates the fight of a mother and her daughter with the reigning rules against an unjust law. There are many legends about the

miraculous powers of Sammakka. One story goes that some tribal leaders of the 13th century went hunting and found a new born girl emitting enormous light and playing among tigers. They brought her home, adopted her and named her Sammakka, and made her the chieftain. Later she got married to Pagidigidda Raju. She had three children: Sarakka, Nagulamma and Jampanna. In a fight with the kakatiya army, Sammakka, Sarakka and Jampanna died near a vagu(stream). And this stream is now called Jampanna Vagu. Tribals believe that the goddesses Sammakka and Sarakka visit this place to bless the visitors during the Jatara!

- Where is the popular Sammakka, Sarakka Jatara held?
- How frequently does this Jatara take place?
- What does the Jatara commemorate?
- Sammakka, Sarakka Jatara is the second largest congregation in India. State True or False.
- Why is the stream called Jampanna Vagu?
- Name the husband and the children of Sammakka.

8. Study the following **advertisement** given below and answer any **four questions** given after it: **4 x 1 = 4**



- What is the advertisement about?
- Where is the New Mountain Strike Corps held?
- How many soldiers are there in the Indian Army?
- What is the position of the Indian Army in the world?
- How many Air Defence Units are there in the Indian Army?
- The Indian Army doesn't have dedicated attack helicopters. State True or False.

9. Read the table given below and answer any Four questions given after it: **4 x 1 = 4**

Recipe name	Calories (Kcal)	Fat (g)	Carbohydrate (g)	Protein (g)	Sugar (g)
Gulabjamun	178	5.8	30.5	2.8	29.2
Barfi	125	5.3	17.1	3.0	15.5
Jebebi	150	2	32	1.2	20.1
Rasgulla	152	6.4	5.5	17.8	5
Milk cake Mithai	175	9	75	20	5
Laddu	246	14.9	25.9	3.6	16.7
Mysore pak	195	9.8	26	2	21
Kaju Katli	118	7.0	13.3	2.2	9.3

#### Nutrition Details of Indian Sweets(100g)

- What does this table show ?
- How many sweets have been taken into account ?
- What sweet contains the maximum fat ?
- Which sweet contains the maximum sugar, Laddu or Gulab Jamun ?
- What sweet has the least protein ?
- Kaju Katli has the least number of calories. Say true or false.

### SECTION - C

10. Rewrite the following passage/sentences using eight of the punctuation marks wherever necessary: 8 x ½ = 4

- 1) i am your teacher and i think it right and proper that i should let you know something of my plans for this class.
- 2) at this moment the door was flung open and pamela dare rushed in somewhat breathlessly to take her seat.

11. Match any four of the following words in column 'A' with their meanings/definitions in column 'B'. 4 x 1 = 4

#### Column - A

- i) Philanthropist
- ii) Omnipotent
- iii) Anaemia
- iv) Verdict
- v) Architect
- vi) Ornithology

#### Column 'B'

- a) a condition caused by lack of blood
- b) one who plans the construction of a building
- c) the scientific study of birds.
- d) having unlimited power
- e) the judgement by a judge or court of law after a trial
- f) a person who actively promotes human welfare especially by making financial donations

12. Use any four of the following idioms/phrases in sentences of your own. 4 x 1 = 4


- i) dance to another's tune
- ii) on cloud nine
- iii) raining cats and dogs
- iv) a piece of cake
- v) once in a blue moon
- iv) burn the midnight oil

13. Make four meaningful sentences from the pattern given below: 4 x 1 = 4

An example is given as a model.

S.No.	Subject	Linking verb 'be'	Complement of the verb
1	The bird	is	in the nest

14. Fill in the eight blanks of the given bus pass application based on the information furnished below: 8 x ½ = 4



### APPLICATION FOR BUS PASS

#### TELANGANA STATE ROAD TRANSPORT CORPORATION (TSRTC)

Application Form for Student Concessional Bus Pass

Name of the applicant: .....(1).....S/o/D/o.....(2).....

.....Age.....(3).....Residential address

.....(4).....Journey particulars from.....(5).....

.....to.....(6).....for the month of ....(7).....

I do hereby apply for a Student Concessional Bus Pass subject to the rules and regulations of TSRTC by paying the requisite charges.

I certify that the particulars are true and correct.

Signature<sup>(8)</sup> of applicant.

15. Prepare a Curriculum Vitae in response to the following advertisement: 1 x 4 = 4

### TEACHERS REQUIRED

A reputed welfare organisation working for community advancement and uplift in educational field requires Teachers for its

#### Science Teachers(Female/Male)

Age: 24-30 Years  
 Qualification: M.Sc(Biology/Physics/Chemistry/  
 Experience: Mathematics)with 1 year teaching  
 experience in English Medium School  
 OR  
 B.Sc and B.Ed with 3 years teaching  
 experience in English Medium School

#### English Teachers(Female)

Age: 24-30 Years  
 Qualification: M.A (English) with 1 year teaching

Candidates may send their BIO-DATA with attested copies of Academic credentials, experience certificates to

16. Write a short paragraph describing the process of booking a railway ticket: 1 x 4 = 4

OR

Write a short paragraph describing the process of making a glass of orange juice.

17. Write a letter to your friend who is in the U.S.A. about the Telangana floral festival 'Bathukamma' using the hints given below. 1 x 4 = 4

(Hints: Bathukamma - Telangana's famous festival - Celebrated for nine days - Culminates on Durgastami - beautiful flower stack - unique seasonal flowers - 'Mother Goddess, come alive' - women dress up - artistic skills)

OR

Write a letter of complaint to the commissioner of your municipality regarding the bad condition of a road that needs immediate repair.

(Hint: Name of locality-roads dug up - rains - pots holes - dangerous - accidents - immediate repairs - request)

18. Read the following passage and make notes. Add a suitable title. 1 x 4 = 4

Even the smartest and most qualified job seekers need to prepare for job interviews. You do not get a second chance if you fail to impress the interview panel. It is important, therefore, to put one's best foot forward, as the saying goes. Luckily, there are some techniques that one can learn and follow in order to do better at interviews.

That first non verbal impression be a great beginning - or quick ending to your interview. One must demonstrate confidence. Standing straight and not slouching, making eye contact with the interviewers and connecting with a firm handshake are important physical gestures which are an index of your confidence. It is important, also, to be well groomed and to wear formal clothes befitting the occasion. Casual clothes may be frowned upon.

Good communication is not limited to verbal expression but includes listening skills too. The candidates should keenly observe the interviews and speak only as much as he ought too. Rambling and digressing from the topic can be a costly mistake. Prior to the interview the candidate should prepare himself by reading about the job requirements and about the company. He will then be in a better position to tailor his answers to the needs of the job. He should use language which is polite and respectful and not attempt to be too familiar with the interviewers. Colloquial language and slang are not acceptable. The interview is a professional one so decorum and distance should be scrupulously maintained. The tone should reflect enthusiasm and energy without overstepping the limits. Under no circumstances should personal comments and jokes based on race, gender, community or religion be made.

19. Mark the stress for any eight of the following words. 8 x ½ = 4

i) become      ii) toothpaste      iii) absentee      iv) examination      v) biology  
vi) courageous      vii) success      viii) sorry      ix) myself      x) aloud

20. Write a dialogue between the principal and a student who is applying for leave. 1 x 4 = 4

OR

Write a dialogue between a resident of a locality and a stranger who is asking for directions to the railway station.

\* \* \* \* \*

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION  
HYDERABAD**

**II- YEAR A.S.E. IPE MAY, 2017**

**Marks: 100**

**SECTION - A**

**Time: 3 Hours**

- 1. Annotate any TWO in 10-15 lines each: [2 x 4 = 8]**
  - i. Great novels always make one think, because they are pictures of life painted by great minds.
  - ii. 'I am your teacher, and I'm the one you should criticize if I fail to maintain the standards I demand of you.
  - iii. India will be radiant when our children are free to dance in the rain.
- 2. Annotate any TWO in 10-15 lines each: [2 x 4 = 8]**
  - i. For each scene, I noticed two sets of footprints in the sand.
  - ii. Neither a borrower nor a lender be;
  - iii. If I ask for a flower, it gives me pink flowers!
- 3 Answer any TWO of the following in 10-15 lines each: [2 x 4 = 8]**
  - i. What kind of change does Azim Premji visualize in schools and homes in the lesson 'Dancing in the Rain'?
  - ii. What are the effects of massive industrialization.
  - iii. How does Albee expose the hypocrisy of Mommy and Daddy in the play "The Sand Box"?
- 4. Answer any TWO of the following in 10-15 lines each: [2 x 4 = 8]**
  - i. Describe the poet's attachment to his soil and air in the poem 'I Celebrate Myself'.
  - ii. Does the poet in 'What Kind of Place' want to stay at the new place for long?
  - iii. What tricks does the earth show, according to Gulzar?
- 5. Answer any TWO of the following in 10-15 lines each: [2 x 4 = 8]**
  - i. How did the customers of the bank react to the 'news'?
  - ii. Why was Alka unwilling to take up the job? Which incident left her with no choice.
  - iii. Describe the elder brothers' attitude to his study.

**Section - B**

- 6. Read the following passage carefully and answer any FOUR of the questions that follow: [4 x 1 = 4]**

Already Hilton could feel the reptile's unbelievable power, as his own feet were slipping further from the security of the nearby bank. He thrust out his right arm and screamed, "Peta! Grab hold!"

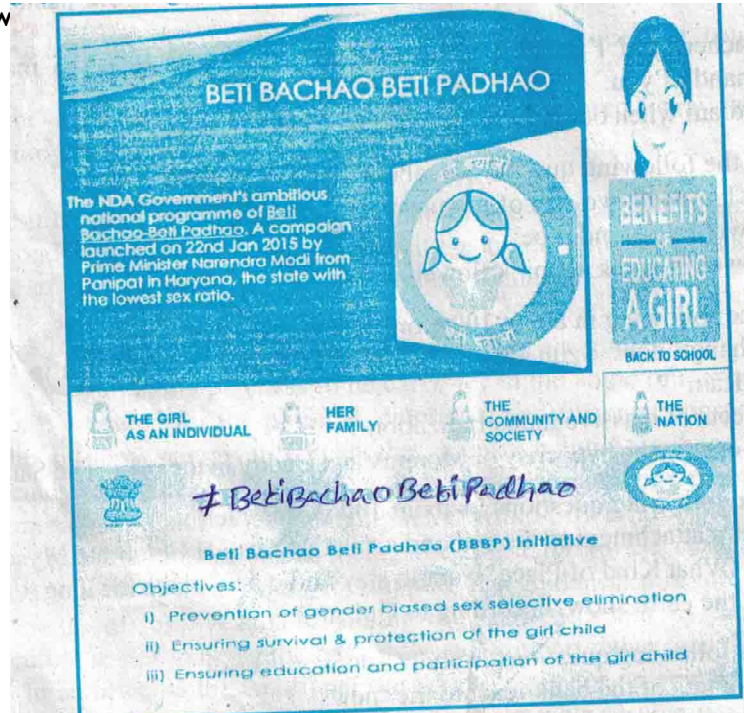
Peta - Lynn felt no fear now. She waded back into murky water and called, "Hang on, Hilton!" The water was up to her knees as she slithered in the mud. Then she reached out for his arms and grabbed it with both hands. She planted her feet in the marsh, flexed her knees and pulled with all her might. It was like a tug - of - war, she thought, with Hilton the rope, and unless she anchored him, he would die.

- i) What did Hilton feel?
- ii) Why did Hilton scream?
- iii) How did Peta - Lynn catch hold of his hands?
- iv) What did Peta - Lynn do with all her might?
- v) Name the game mentioned in the passage.
- vi) Why did she think that he would die?

- 7. Read the following Passage carefully and answer any FOUR of the questions that follow:**
- Warangal** was the capital of **kakatiyas** (12th - 14th Centuries). The old name of this city is **orugallu**. 'Oru' means 'one' and 'kallu' means 'stone'. The entire city was carved in a single rock., hence the name 'Orukallu'. The city was also called Ekasila(one stone) nagaram. The kakatiyas left many monuments, including an impressive fortress, four massive gateways, the Swayambhu temple dedicated to Shiva, and the Ramappa temple. The cultural and administrative distinction of the kakatiyas was mentioned by the famous traveller Marco Polo. Well - known among the kakatiyas are Ganapathi Deva, Pratapa Rudra and Rani Rudrama Devi.
- i) What is the old name of Warangal?
  - ii) What was the other name of Warangal in past?
  - iii) Name some monuments built by the Kakatiyas.
  - iv) Name some well known kakatiya rulers.

- v) What did Marco -Polo say about the kakatiyas?  
vi) Write the word used in the passage that menas "impressive constructions that have historical significance".

8. Study the advertisement given below and answer any FOUR of the questions that follow



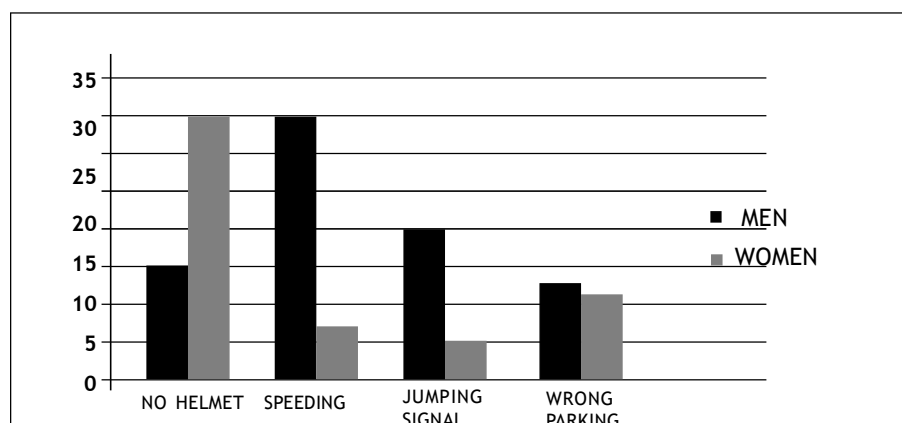
[4 x 1 = 4]

- Expand BBBP.
- Which government started this programme?
- Why was the campaign launched in Haryana?
- When was the programme inaugurated?
- Who inaugurated the programme?
- The first objective suggests that girls are being killed even before they are born and therefore, female foeticide should be stopped. Say true or false.

9. Read the bar-graph below and answer any four questions after it:

[4 x 1 = 4]

### TRAFFIC VIOLATIONS IN WARANGAL CITY



- What does the bar graph depict ?
- Name the traffic violations that were committed.
- Name the most common traffic violation committed by women.
- How many men jumped the signal ?
- How many men were booked for speeding ?
- The number of women not wearing a helmet was double that of men. Say true or false.

### SECTION - C

10. Rewrite the following passage/sentences using eight of the punctuation marks necessary wherever: [8 x ½ = 4]  
 So what have i got to complain about nothing ofcourse im not complaining
11. Match the words in Column(A) with their meanings in Column(B): [8 x ½ = 4]
- | Column(A)                   |         | Column(B)                                     |  |
|-----------------------------|---------|---|--|
| i) glossary                 | (     ) | a) a short text written on a tombstone        |  |
| ii) colleagues              | (     ) | b) designed to cause death                    |  |
| iii) epitaph                | (     ) | c) a list of terms in a text with explanation |  |
| iv) invincible              | (     ) | d) incapable of making mistakes               |  |
| v) lethal                   | (     ) | e) too strong to be defeated                  |  |
| vi) infallible organisation | (     ) | f) people who work in the same                |  |
12. Use any four of the following idioms/phrases in sentences of your own: [4 x 1 = 4]  
 i) by leaps and bounds      ii) bold from the blue      iii) feather in one's cap  
 iv) blow one's horn      v) leave no stone unturned      vi) let the cat out of the bag
13. Use any four meaningful sentences from the verb pattern given below: [4 x 1 = 4]  
 Subject                  Verb                  Indirect object                  Direct object  
 The woman              told                  the child                  a story
14. Fill the eighth balnks of the given blank form based on the information given below: [8 x ½ = 4]  
 Mr. P.Ashwini Anand, aged 30 years booked a berth by Train No. 12625, Kerala Express from Warangal to Bhopal by II Sleeper Class for 15-5-2017.

South Central Railway      **RESERVATION/CANCELLATION**      Com. 744 FHET  
**REQUISITION FORM**      (Rev)

If you are a Medical Practitioner, Please Tick (✓) in Box (You could be of help in an Emergency)  
If you want Sr. Citizen concession, please write YES/NO in box (If Yes, Please carry a proof of age during the journey to avoid inconvenience of penal charging under extant Railway Rules)  
Do you want to be upgraded without any extra charge? Write YES/NO in the box (If this option is not exercised, full fare paying passengers may be upgraded automatically)

Train No. & Name: ①      Date of Journey: ②      Class: ③

No. of Berths/Seats: ④      Station From: ⑤      To: ⑥

Boarding at:      Reservation Upto:     

S. No.	Name in Block Letters (not more than 18 Characters)	Gender M/F	Age	Concession/ Travel Authority No.	Berth Choice Lower/ Upper	Veg./Non-Veg. for Ration/ Shatabdi/Exp. only
1.	⑦	⑧	⑨			
2.						
3.						
4.						
5.						
6.						

**Children below 5 years (For whom ticket is not to be issued)**

S. No.	Name in Block Letters	Gender M/F	Age
1.			
2.			

**Onward/Return Journey Details**

Train No. & Name:      Date of Journey:      Class:     

No. of Berths/Seats:      Station From:      To:     

Name of Applicant:     

Full Address:     

⑩

Signature of the Applicant/  
Representative

Tel./ Mob. No if any:      Date:      Time:

15. Prepare a Curriculum Vitae in response to the following advertisement: [1 x 4 = 4]

**WANTED**

The leading core banking software company based at Warangal on the look out for

**SOFTWARE ENGINEER TRAINEES**

Freshers with Diploma/PG Diploma/  
Degree in Computer Applications  
Strong computer basics and SQL knowledge

Forward your resume immediately to  
**hr@sesameindia.com**

16. Write a short paragraph describing how one can book a railway ticket either at the station or on-line.: [1 x 4 = 4]

OR

Write a paragraph about how one should prepare for the examinations.

17. Write a letter to your cousin who recently met with an accident, using the hints given below:

Cousin - did not wear helmet - hit road divider - injured - pray for quick recovery - advice regarding safe driving.

OR

Write a letter of complaint to the Commissioner of the Municipality complaining about the bad condition of the roads in your locality using the hints given below:

Name of your locality - recent rains - roads damaged - pot holes - urgent repairs - needed.

18. Read the following passage and make notes. Add a suitable title: [1 x 4 = 4]

When an aging parent is to be cared for in the home of a grown up child, there are few who are prepared for the physical, emotional and financial consequences to this entails. To be the primary caregiver for another human being is a huge undertaking, and this is especially true when a grown up child is caring for an aging parent. To begin with, there is the emotional impact of the changing relationship between the parent and the grown up child, whose role has changed from being the cared for to the caregiver. For those who have always looked to their parent for support and guidance, this role reversal can come with a deep sense of loss. A similar feeling of loss can be felt by the parent, who may find it difficult to adjust to being the one who needs support rather than the one who gives it.

In addition to the emotional impact of caring for an aging parent, there is the issue of their general health to consider. Many people who survive past 65 have chronic or life limiting medical conditions that require a high level of care. Another important thing to consider when making the decision to care for an aging parent is their mobility. If they are unable to rise out of a bed or chair, for example, a certain amount of physical lifting may be involved. There is also the consideration of how self-sufficient they are on the toilet and in the shower.

19. Mark the stress for any eight of the following words: [8 x ½ = 4]

i) about    ii) become    iii) thirty    iv) gazette    v) logic  
vi) social    vii) unique    viii) toothpaste    ix) capacity    x) zoology

20. Write a dialogue between a salesman and a customer who has been sold a defective shirt.

[1 x 4 = 4]

OR

Write a dialogue a resident of a locality and a stranger seeking directions of Andhra Bank.

\* \* \* \* \*



**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION  
HYDERABAD**

**II- YEAR I.P.E. MARCH, 2018**

**Marks: 100**

**SECTION - A**

**Time: 3 Hours**

1. **Annotate any TWO in 10-15 lines each:** [2 x 4 = 8]
  - i. 'Potter, Sir'. The 'Sir' was somewhat delayed.
  - ii. "It means the time has come for poor Grandma ..... and I can't bear it!"
  - iii. Robbing children of their childhood is a criminal act and our society must weed this malaise out from the root.
2. **Annotate any TWO in 10-15 lines each:** [2 x 4 = 8]
  - i. I have heard that it can hide a river inside!
  - ii. Open the windows, son,  
And let me go back to sun and air,
  - iii. .... Give thy thoughts no tongue,  
NOr any unproportioned thought his act.
3. **Answer any TWO of the following in 10-15 lines each:** [2 x 4 = 8]
  - i. What does the writer expect from parents and teachers in the essay 'Dancing in the Rain'?
  - ii. How do we accumulate D.D.T. in our bodies?
  - iii. What is happiness, according to Jawaharlal Nehru?
4. **Answer any TWO of the following in 10-15 lines each:** [2 x 4 = 8]
  - i. Explain briefly what the poet celebrates in the poem, 'I Celebrate Myself'.
  - ii. Narrate what the Lord says to His precious child about that one set of footprints.
  - iii. 'The earth knows how to do magic!' Support this statement with examples from the poem.
5. **Answer any TWO of the following in 10-15 lines each:** [2 x 4 = 8]
  - i. While in jail, what did Mallaiah come to know about his father and his sister?
  - ii. How did Sitaram try to help Nathu?
  - iii. Why was Peta-Lynn excited when she climbed into the truck?

**Section - B**

6. **Read the following passage carefully and answer any FOUR of the questions that follow:** [4 x 1 = 4]

Sometimes I start weeping at his rebuke. Sometimes I even wonder if he isn't right after all about my wasting father's hard - earned money. Sometimes it leads to a resolve to mend my ways. A fresh time table is drawn up and time is allocated to each subject according to its importance. But drawing up a time table is quite different from working to it. Within a couple of days the enthusiasm wears off and the old habit of playing takes hold of me again.

The refreshing open air, the green fields and the feeling of being alive and independent which the fields always inspire in me is irresistible.

  - i) Why does the narrator start weeping at times?
  - ii) The speaker sometimes agrees that he is wasting father's hard - earned money. Say **true or false**.
  - iii) What does he decide to do at times?
  - iv) What is quite different from drawing up a time - table?
  - v) List the things that pull the speaker into the play ground.
  - vi) Write the **synonym** of 'uncontrollable' from the passage.
7. **Read the following Passage carefully and answer any FOUR of the questions that follow:**

The Telangana government has announced four icons for the new state. They are: 1. the State Bird - **Palapitta** (Inidan Roller or Blue Jay;(Scientific name - *Coracias benghalensis*), 2. the State Animal - **Jinka** (Scientific name - *Cervidae*), 3. the State Tree - **Jammi Chettu**(*Prosopis spicigera/cineraria*) and 4. the State Flower- **Tangedu**(Tanner's cassia; Scientific name - *Senna auriculata*). These icons reflect the culture and tradition of the Telangana state and three of them- Tangedu flowers, Blue Jay and Jammi Chettu are associated with the popular festivals of Bathukamma and Dasara. While Tangedu flowers are used in the stacking of Bathukamma, spotting the Blue Jay on Dasara is considered a

good omen. People worship the Jammi Chettu during Dasara. Palapitta and Jinka have a prominent place in the Ramayana while Jammi Chettu plays an important role in the Mahabharata. Thus, the new state symbols give importance to our epics too.

(Source: [www.telangana.gov.in](http://www.telangana.gov.in))

- Name the State Animal of the new state, Telangana.
- What do the new icons reflect?
- Which of the icons of the new state are associated with two important festivals of Telangana people?
- Name the icons of Telangana that finds reference in the Mahabharatha.
- How is the Tangedu flower important for Telangana people?
- Why do people consider it important to spot the Palapitta on Dasara day ?

8. Study the advertisement given below and answer any FOUR of the questions that follow.

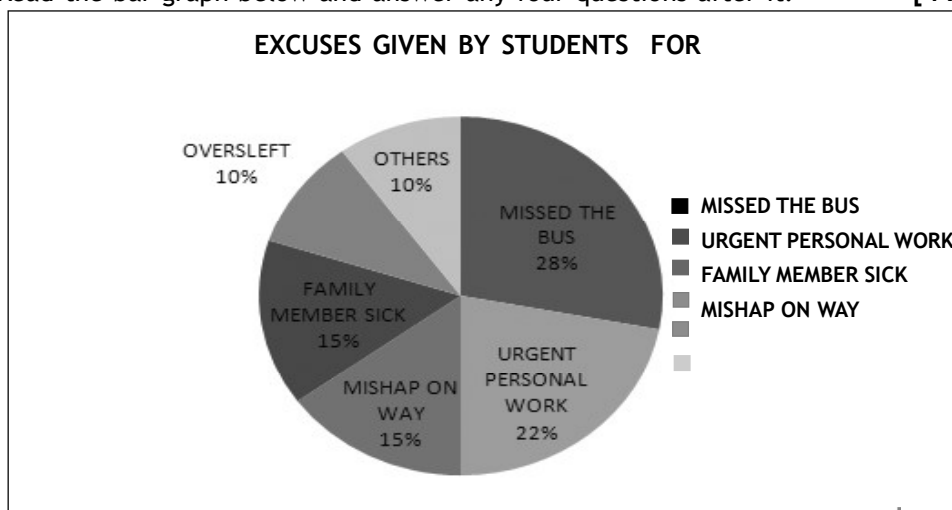


[4 x 1 = 4]

- What is the name of the identity card that all Indians are advised to carry with them?
- Name the issuing authority of Aadhaar.
- How many digits are there in an Aadhaar number?
- What is the website of Aadhaar?
- What part of the Aadhaar letter can we cut and get laminated, the upper or lower?
- Aadhaar is a proof of \_\_\_\_\_ and \_\_\_\_\_. (fill in the blanks)

9. Read the bar-graph below and answer any four questions after it:

[4 x 1 = 4]



- What does the pie chart show?
- What was the most common reason cited by the students for coming late to class?
- The percentage of students who said that a family member was sick was\_\_\_\_\_.
- Students who offered miscellaneous reasons, not specifically shown, comprised\_\_\_\_\_%
- The number of students who said that they had met with a mishap on the way was the same as those who said that \_\_\_\_\_. (complete the sentence)
- The number of students who missed the bus was more than those who had urgent personal work. Say true or false.

### SECTION - C

10. Rewrite the following passage/sentences using eight of the punctuation marks necessary wherever: [8 x ½ = 4]

Whatever little i learnt about being a aprent i learnt by observing my children and letting them teach me but one day my son said dad I found a pen in the class and I brought it home.

11. Match any four of the following words in Column(A) with their meanings/definitions in Column(B): [4 x 1 = 4]

#### Column(A)

- i) edible
- ii) contemporary
- iii) infallible
- iv) ornithology
- v) somnambulism
- vi) teetotaler

#### Column(B)

- a) incapable of making mistakes
- b) the habit or activity of walking in sleep
- c) living or occurring at the same time
- d) fit to be eaten as food by humans
- e) one who never takes alcoholic drinks
- f) the scientific study of birds

12. Use any four of the following idioms/phrases in sentences of your own: [4 x 1 = 4]

- i) a drop in the ocean
- ii) cook some one's goose
- iii) rags to riches
- iv) no spring chicken
- v) child's play
- vi) fleet of foot

13. Use any four meaningful sentences from the pattern given below: [4 x 1 = 4]

An example is given as a model.

S.No.	There	Linkign verb 'be'	Real subject	Complement of the verb
01	There	are	dogs	in the street

14. Fill in the eight blanks of the given bank form based on the information furnished below.

You are Mr. K. Akash. You need to pay your MBA exam fee Rs. 2000/- through a Banker's cheque. Pay the amount in favour of Amrutha college of Management at Ameerpet branch. The exchange is Rs. 35/-. Fill in the form given below. [8 x ½ = 4]

Tear off	<b>STATE BANK OF INDIA</b>	<b>STATE BANK OF INDIA</b>	Date <u>2</u>	
	1 / Branch	<b>DRAFT APPLICATION FORM</b>		
	Date	Draft for Rupees: <u>3</u>		
	<b>DRAFT APPLICATION FORM</b>			
	For			
	Draft for Rupees			
	on			
	Exchange @			
	Rs. <u>4</u>			
	Cashier Scroll No.			
Cashier				
Cash Officer				
CPF-8 Comp.No.2200112				

<b>STATE BANK OF INDIA</b>	<b>STATE BANK OF INDIA</b>	Date <u>2</u>
<b>DRAFT APPLICATION FORM</b>		
Draft for Rupees: <u>3</u>		
Received Stamp	in Favour of	Amount
Cash	5	Exchange
Transfer		Total Rs.
		Rs. (Ps.)
		6
		7
		8
Payable at Br. _____ Code _____		Signature <u>9</u>
Cashier Scroll No.	Cash Officer	Name <u>10</u>
Cashier	Passing Official	Local Add.
CPF-8 Comp.No.2200112		Received Draft
Cash/Transfer		Applicant

15. Prepare a Curriculum Vitae in response to the following advertisement: [1 x 4 = 4]

## JOB OPPORTUNITY

A prestigious Public Private partnership company is looking for competent, Self- motivated and dynamic candidates to fill the following position based in Hyderabad.



### ◆ SALES REPRESENTATIVE ◆

#### Required qualification & experience:

- Degree in Business Administration/ Finance/Economics. Candidate having additional qualification in HR/IT shall be preferred.
- He/She must be responsible to give support in the area of administration, communication, payroll, and HRD side.
- He/She must be fluent in English, Telugu and Hindi

To apply for the above position, please send us your BIO - DATA to <http://telecomsector.ts.gov.in>. Apply within 15 days from publication of this Ad.

16. Write a short paragraph describing the process of how Sandhya drew Rs. 500 from an ATM. [1 x 4 = 4]

OR

Write a short paragraph describing the process of opening an account in the bank.

17. Write a letter to your father who is anxious to know how you are preparing for annual examinations. [1 x 4 = 4]

OR

Write a letter to the editor of a newspaper about the need for proper disposal of garbage. Request him to publish an article in the editorial.

18. Read the following passage and make notes. Add a suitable title: [1 x 4 = 4]

Computers have made our life much easier. They can complete tasks at lightning speed with precision and accuracy. They are used at home for work and entertainment purpose, at offices, in hospitals, in government organizations and in business.

People can find any type of information on the internet. Educational and informative websites are available and one can download books and tutorials. Many institutes are providing distance learning programs. The student does not need to come to the institute. The institute provides the reading material and the student attends a virtual classroom. The trend of online examinations is becoming popular. Different examinations like GRE, GMGT and SAT are conducted online all over the world. With a computer one can manage office at home. Reports can be submitted online. The owner of a company can check the work of the employees from home.

Computers can be used to manage the home budget. People can easily calculate their expenses and income. They can use software that can manage income and expenses and generate reports. Another important use of computers at home is playing games. These games are a source of entertainment and recreation and can improve one's mental capabilities and thinking power. People can watch movies, listen to songs, and watch videos. They can also watch live matches on the internet. Besides, they can chat with friends and family on the internet using different software like Skype. They can interact with friends over social media websites like Facebook and Twitter. They can also share photos and videos with friends.

The use of computer technology in business provides many facilities. Businessmen are using computers to interact with their customers anywhere in the world. This cuts costs substantially. Most stock exchanges today perform all trading activities electronically. Specialized hospital management software is used to automate the day to day procedures and operations at hospitals. These tasks may be online appointments, patient monitoring, diagnostics, life support systems and discharge records.

19. Mark the stress for any eight of the following words: [8 x ½ = 4]

i) below      ii) toothpaste      iii) myself      iv) volunteer      v) examination  
vi) station      vii) paper      viii) today      ix) zoology      x) pioneer

20. Write a dialogue between a two girls introduce themselves to each other on their first day at college. [1 x 4 = 4]

OR

Write a dialogue between a salesman and a customer who has been sold a defective shirt.

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION  
HYDERABAD**

**II- YEAR I.P.E. MAY, 2018**

**Marks: 100**

**SECTION - A**

**Time: 3 Hours**

- 1. Annotate any TWO in 10-15 lines each: [2 x 4 = 8]**
- "Honestly ! What a way to treat an old woman ! Drag her out of the house ..... stick her in a car ..... bring her out here from the city ..... dump her in a Pile of Sand ....."
  - Gandhiji said that the greatest lessons in life are learnt from children, not from learned men.
  - 'Potter, Sir'. The 'Sir' was somewhat delayed.
- 2. Annotate any TWO in 10-15 lines each: [2 x 4 = 8]**
- And these few precepts in thy memory  
See thou characer.
  - There is something indeed in the earth of my garden.  
Is this earth magical?
  - And the front dorr is always locked?  
And no rangoli design on Porch.
- 3 Answer any TWO of the following in 10-15 lines each: [2 x 4 = 8]**
- What is happiness, according to Jawaharlal Nehru?
  - "You will be treated not as children, but as young men and women, by me and by each other." Why does the speaker say this? Who is being addressed?
  - What are the consequences of technology and population growth and in what way will our future life be endangered?
- 4. Answer any TWO of the following in 10-15 lines each: [2 x 4 = 8]**
- Narrate what the Lord says to His precious child about that one set of footprints.
  - Explain the line : 'Be thou familiar, but by no means vulgar.'
  - Explain briefly what the poet celebrates in the poem 'I Celebrate Myself'.
- 5. Answer any TWO of the following in 10-15 lines each: [2 x 4 = 8]**
- Describe Mallaiah's silent wail in the jail. Why did he cry silently?
  - Why was Peta-Lynn excited when she climbed into the truck?
  - Why did Nathu grumble to himself?

**Section - B**

- 6. Read the following passage carefully and answer any FOUR of the questions that follow: [4 x 1 = 4]**
- Stealthily I took the briefcase into a corner and opened it. His lunch box. All cleaned up. The newspaper, neatly folded. His glasses. The aspirins he carried around for his frequent headaches. A book to read on the train..... a whodunit. For the first time a wave of pity broke over me. But the indifferent pity of a stranger for another stranger.
- Where did the narrator take the briefcase?
  - How was the newspaper in it?
  - Why did the owner of the briefcase carry aspirins?
  - Name any two items in the briefcase.
  - What kind of book was it?
  - What emotion did the narrator feel on seeing all the things in the briefcase?
- 7. Read the following Passage carefully and answer any FOUR of the questions that follow:**
- Bathukamma**, Telangana's famous floral festival, is celebrated for nine days from Bhadrapada Amavasya to Ashwayuja Ashtami(aslo Durgashtami), usually falling in September - October. Bathukamma- a symbol of Telangana's cultural spirit - is a beautiful flower stack, arranged with different unique seasonal flowers, most of them, with medicinal values, in seven concentric layers in the shape of a temple gopuram. Bathukamma, a Telugu term, means, 'Mother Goddess, come alive'. Goddess Maha Gouri, the Life Giver, is worshipped as Bathukamma. Bathukamma is the festival of feminine felicitation. Women dress up in traditional silk clothes with befitting jewellery. The festival serves as an excellent opportunity for women to express their multi - dimensional artistic skill - arranging flowers, dressing up, preparing various prasadays, singing, dancing and playing. It is very useful to know about the historical, religious, social and unifying significance of Bathukamma - the pride of Telangana.

- When do the celebrations of Bathukamma begin and end?
- What does the term Bathukamma mean?
- Do the flowers used to stack Bathukamma have any other significance?
- Why is Bathukamma considered a festival of feminine felicitation?
- Name the goddess worshipped during the Bathukamma festival?
- What does Bathukamma symbolize for Telangana people?

8. Study the advertisement given below and answer any FOUR of the questions that follow.

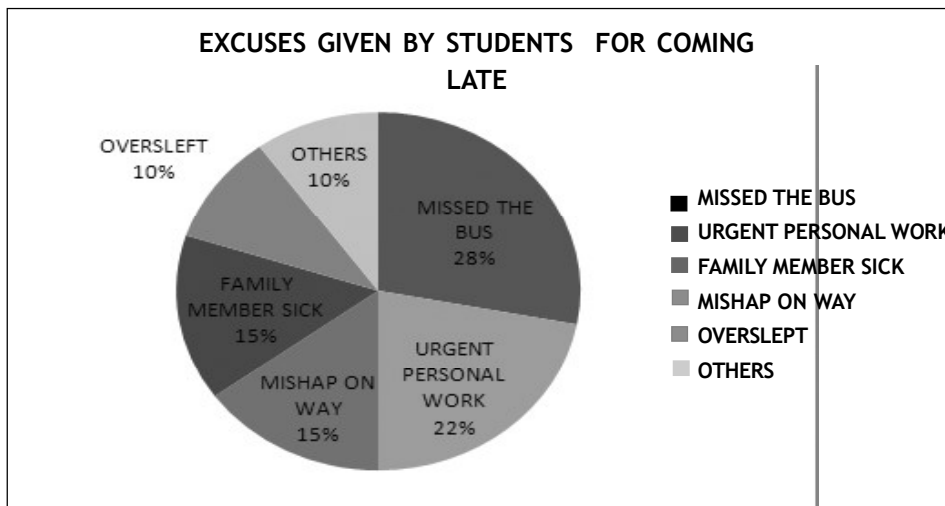
[4 x 1 = 4]



- Name the new saving scheme for a girl child.
- Write the word used here that means 'deposit/save as capital'.
- Which department has issued the advertisement?
- The account is to be opened when the girl is \_\_\_\_\_ (fill in).  
a) above 5 years old    b) below    c) exactly 5
- How many stages are shown for the growth of a girl's savings scheme?
- The account is available under a new scheme. Say **true** or **false**.

9. Read the bar-graph below and answer any four questions after it:

[4 x 1 = 4]



- What does the pie chart show?
- What was the most common reason cited by the students for coming late to class?
- The percentage of students who said that a family member was sick was \_\_\_\_\_.
- Students who offered miscellaneous reasons, not specifically shown, comprised \_\_\_\_\_ %
- The number of students who said that they had met with a mishap on the way was the same as those who said that \_\_\_\_\_. (complete the sentence)
- The number of students who missed the bus was more than those who had urgent personal work. Say **true** or **false**.

### SECTION - C

10. Rewrite the following passage/sentences using eight of the punctuation marks necessary wherever: [8 x ½ = 4]

- i. whatever little i learnt about being a aprent i learnt by observing my children and letting them teach me but one day my son said dad I found a pen in the class and I brought it home.
- ii. chemical and biological warfare like nuclear warfare could one day destroy mankind the weapons used destroy not merely the enemy but vast civilian population as well

11. Match any four of the following words in Column(A) with their meanings/definitions in Column(B): [4 x 1 = 4]

**Column(A)**

- i) edible
- ii) Sanctuary
- iii) Brunch
- iv) Parole
- v) Laboratory
- vi) Industrious

**Column(B)**

- a) a place where medicines are compounded
- b) hardworking
- c) the release of a prisoner, temporarily on promise of good behaviour.
- d) fit to be eaten as food by humans
- e) an area where birds and animals are protected
- f) a late morning meal eaten instead of breakfast and lunch.

12. Use any FOUR of the following idioms/phrases in sentences of your own: [4 x 1 = 4]

- |                       |                                       |
|-----------------------|---------------------------------------|
| i) gave up            | ii) fleet of foot                     |
| iii) set the standard | iv) birds of a feather flock together |
| v) turn a deaf ear    | vi) nuts and bolts                    |

13. Use any four meaningful sentences from the pattern given below: [4 x 1 = 4]  
An example is given as a model.

S.No.	Subject	have/has/had	Noun
01	There	has	a car

14. Fill in the eight blanks of the given bank form based on the information furnished below. You are Mrs. S. Swetha Your Post Office Saving Bank Account Number is 65748 at Post Office of Godavarikhani, Karimnagar district. Withdraw an amount of Rs. 800 (today) by filling in the withdrawal form. 8 x ½ = 4

15. Prepare a Curriculum Vitae in response to the following advertisement: [1 x 4 = 4]

We are  
looking for  
**Senior PROGRAMMERS**

To handle & develop superb desktop softwares.  
such as P.O.S, Inventory, and other customize  
program

- i. Bachelor's Degree in Computer Science/IT of equivalent
- ii. AWESOME SKILLS & personality is very required
- iii. Atleast 2 years of working experience in the related field
- iv. Male/Female max age: 28 years
- v. Responsible & health is a must
- vi. Love both independent & teamworking.
- vii. Willing to learn something new every year.

Please mail your resume to  
**deepak@mastersoftcol.co.in**

**MASTER SOFTWARE SOLUTIONS**

16. Write a paragraph describing how you and your friends made arrangements for the college day function. OR [1 x 4 = 4]

Describe the process how to draw an amount of Rs. 500 from an ATM.

17. Write a letter of complaint to the hostel warden on the theft of your mobile in your hostel. [Hints: Description of the mobile-where was it kept-when did you notice - request to take necessary action to recover]

OR

Write a letter to the editor of a newspaper about the need for proper disposal of garbage. Request him to publish an article in the editorial. [Hints: Garbage on roads, - mosquitoes and insects - diseases- irresponsible citizens - Awareness]

18. Read the following passage and make notes. Add a suitable title: [1 x 4 = 4]

Computers have made our life much easier. They can complete tasks at lightning speed with precision and accuracy. They are used at home for work and entertainment purpose, at offices, in hospitals, in government organizations and in business.

People can find any type of information on the internet. Educational and informative websites are available and one can download books and tutorials. Many institutes are providing distance learning programs. The student does not need to come to the institute. The institute provides the reading material and the student attends a virtual classroom. The trend of online examinations is becoming popular. Different examinations like GRE, GMAT and SAT are conducted online all over the world. With a computer one can manage office at home. Reports can be submitted online. The owner of a company can check the work of the employees from home.

An important use of computers at home is playing games. These games are a source of entertainment and recreation and can improve one's mental capabilities and thinking power. People can watch movies, listen to songs, and watch videos. They can also watch live matches on the internet. Besides, they can chat with friends and family on the internet using different software like Skype. They can interact with friends over social media websites like Facebook and Twitter. They can also share photos and videos with friends. The use of computer technology in business provides many facilities. Businessmen are using computers to interact with their customers anywhere in the world.

19. Mark the stress for any EIGHT of the following words: [8 x ½ = 4]

i) employee      ii) patriotic      iii) prepare      iv) cotton      v) balloon  
vi) unique      vii) historic      viii) musician      ix) however      x) protest

20. Write a dialogue between the friends, seeking Apology for losing friend's book.

OR

[1 x 4 = 4]

Write a dialogue between two friends who are going to join an Engineering College.

\* \* \* \* \*



## 17. Key For Grammar Topics

### I. COMPREHENSION PASSAGES - ANSWERS

1. i) Kakatiya Dynasty      ii) the Chola and the Yadavas  
iii) No. She put forth her best efforts to bring large tracts of Kakatiya kingdom into cultivation.      iv) the completion of the Warangal fort.  
v) Marco Polo spoke highly of her administrative qualities, being rule and greaness.  
vi) true
2. i) 'Orugallu'      ii) 'Ekasilanagaram'      iii) an impressive fortres, four massive gateways, the Swayambhu temple dedicated to Shiva, the Ramappa temple.  
iv) Ganapati Deva, Pratapa Rudra, Rani Rudrama Devi.  
v) Marco Polo mentioned kakatiyas' cultural and administrative distinction.  
vi) 'monuments'
3. i) at Medaram, a village in Warangal district.  
ii) It takes place biennially (once in two years.)  
iii) It commemorates the fight of a mother and her daughter with the regining rules against an unjust law.  
iv) Sammakka and her daughter fought with the regning rulers(kakatiyas)  
v) As the son of Sammakka, Jampanna died near the vagu(stream), it is called 'Jammappanna vagu'.  
vi) Pagidda Raju(Husband), Sarakka, Nagulamma and Jampanna(children)
4. i) Bathukamma celebrations begin on Bhadrapada Amavasya and end on Ashwayuja Ashtami. (Sep-Oct)  
ii) Bathukamma(a Telugu term) means 'Mother Goddess, come alive'.  
iii) Yes, they have medical significance too.  
iv) Bathukamma festival is considered feminine felicitation because women dress up in traditional silk cloths with befitting jewellery.  
v) Goddess Maha Gouri is worshipped as the Life Giver.  
vi) It symbolises the pride of Telangana-the historical, religious social and unifying significance.
5. i) Jinka(deer)(Cervidae) is the State Animal of Telangana.  
ii) They reflect the culture and tradition of the Telangana state.  
iii) Tangedu Flower, Blue Jay(Palapitta) and Jammi Chettu.  
iv) Jammi Chettu.      v) Tangedu flowers are used to stack Bathukammas.  
vi) Spotting Palapitta on Dasara is considered a good omen.
6. i) 28 states were there in India. ii) The Andhra Pradesh State Re-organisation Act.  
iii) Mr. K Chandrashekhar Rao(KCR), the chief of TRS.  
iv) It got the Presidential assent on the 1st of March 2014  
v) 1,14,840 square kilometers      vi) false (that was in 2011)
7. i) The state's geographical positioning makes tanks an ideal source of irrigation.  
ii) It began in the Pre-Stavahana era.      iii) Ganapati Deva  
iv) Ramappa, Pakala, Laknavaram, Ghanapuram, Bayyaram, etc.  
v) The Qutubshahis carried forward the legacy by building hundreds of tanks in the Telangana region.      vi) Mission Kakatiya.
8. i) At the age of nine, Savitribai got Married.  
ii) a) Balhatya Pratibandhak Griha, b) a women's school      c) a clinic for plague victims.  
iii) She treated them as her own children.  
iv) Plague victims      v) false      vi) She tried to empower women through education
9. i) false      ii) Nerella Venumadhav said that Kantaiah garu donated(gave as 'chanda') his life to society.  
iii) AVV School was the first Telugu Medium School in the then Nizam State.

- iv) He donated funds to construct two wards for patients and quarters for nurses and doctors. v) It is now called Chanda Kantaiah Memorial-(KM) hospital. vi) Philanthropic.
10. i) 'Castes in India: Their Mechanisim, Genesis and Develpment'.  
 ii) It was held on 9th May 1916(100 years ago) in New York.  
 iii) Ambedkar was awarded a Ph.D degree by Columbia University in May 1917.  
 iv) In 1979. v) Yes. Later it was translated into many languages.  
 vi)The book is a very important source for research and the study of India's cast system, in many universities.
11. i) Dorla Koitur ii) false iii)Khammam and Warangal  
 iv) They have lost much of thier prime land.  
 v) They cultivated it with ploughs and bullocks. vi) Koyas progressed further.
12. i) Shyam Benegal is an accomplished film maker.  
 ii)He started his film career in 1974, with 'Ankur'. iii) 'Ankur'  
 iv) Shabana Azmi, Smitha Patil, Naseeruddin Sheh, etc.  
 v) Bharat EK Khoj vi) Dadasaheb Phalke Award.
13. i)He studied physic in Oxford. ii) He wanted to study mathematics.  
 iii) amyotrophic lateral sclerosis(ALS).  
 iv) He required 24 hour nursing care. v) His family and associates helped him in continuing his work. vi) 'A Briefft History of Time'; 'Black Holes'; 'Baby Universes'- His research area-Black Holes.
14. i) Mr. Raghavan and his wife Aruna  
 ii) They prove that learning can bemade intersting and enjoyble.  
 iii) The teachers produce the teaching material.  
 iv) They give priority to health and nutrition; nutritional and medical supplements are provided to the needy; free exercise and play are encouraged.  
 v) by awakening their interest and curiosity.  
 vi) according to the natural attention span of each child-which is normally 15-30 minutes.
15. i) A decent education helps one lead a good, comfortable life.  
 ii) It is expected to provide hope and new avenues for a secure furture to intelligent and hard working people.  
 iii) They can become contributing members of the society through knoledge, skills and character development.  
 iv) We need an enducted civilization for the smooth functioning of a democracy.  
 v) By saying"The foundation of every state is the education of its youth." vi)True.
16. i) the mental(vision);the physical(discipline);the emotional(passion); and the spiritual(conscience)  
 ii) Vission seeing with the mind's eye what is possible in people, in projects, in causes and in enterprises. iii) Vision joining with commitment is discipline.  
 iv) Passion is the fire, the desire, the strength of conviction and the drive that sutains the discipline to achieve the vision.  
 v) Conscience is the inward moral sense of what is right and what is wrong.  
 vi) true.
17. i) In earlier days, the world was divided into empires and kingdoms.  
 ii) Nations are built by men and women with vision and resolve.  
 iii) Because it is a work-in-progress; it is in constant need of nurturing and reinven tion; it never stops; it never allows rest; it constantly faces up to new challenges.  
 iv) True nation buildings never rest because all nations are constantly facing up to new challenges.  
 v) a) building a political entity b) building institutions c) building a common sense of purpose, a sense of shared destiny. vi) true

18.
  - i) International Teacher's Day is celebrated on 05 October.
  - ii) The students requested Radhakrishnan to allow them to celebrate his birthday.
  - iii) No.                      iv) It is remarkable as teachers are honoured and felicitated for their commitment and dedication.                      v) outstanding.
  - vi) Because of Radhakrishnan's love for the teaching profession, he wanted his birth day to be celebrated as Teacher's Day.
19.
  - i) Yeats says: Education is not the filling of a pail, but the lighting of a fire.
  - ii) The real goal of education is to illuminate and refine the mind and not the mere collection of data.
  - iii) The schools that enforce loads of information are regarded as the most remarkable schools. iv) Excessive stress mars the mental growth of children.
  - v) agony                      vi) Value-based education is the need of the hour.
20.
  - i) It began with the industrial revolution.
  - ii) Reformers demanded sewer systems and clean waters.
  - iii) It emits truly fearsome smell.
  - iv) Great factories and use of large quantities of coal results in air pollution.
  - v) true                      vi) gutters
21.
  - i) Nuclear weapons were tested. ii) a critical threat to human health posed by radioactivity-a prohibitive complication associated with nuclear power.
  - iii) at Three Mile Island and Chernobyl v) Yes, it conveys                      vi) disaster
22.
  - i) Rakesh got tea for his father, every morning.
  - ii) He read out the morning news.                      iii) Father made no response, apart from spitting,                      v) In summer                      vi) b-Rakesh took good care of his father.
23.
  - i) Japan has the world's oldest population
  - ii) The challenge is to ensure that the aged can grow old with security and dignity; they can continue to participate in social life.
  - iii) In the field of robotics incredible innovations are taking place in Japan.
  - iv) Robear is a high-tech robot. v)The biggest drawback of robots is that they are prohibitively expensive at present.                      vi) true

## 2. COMPREHENSION PASSAGES ANSWERS (SHORT STORIES)

1.
  - i) The sweeper boy complained that he didn't wish to talk about it and added that he hadn't yet received his pay.
  - ii) He was working for bank.                      iii) Nathu
  - iv) to emphasize his point and to give himself confidence.                      v) Pay
  - vi) c -unhappy
2.
  - i) a large shady tamarind tree.
  - ii) Mrs. Srivastava found her friend under this tamarind tree
  - iii) Mrs. Bhushan was fanning herself with a large handkerchief to get relief from heat.                      iv) Mrs. Bhushan was going to buy some cloth.
  - v) false                      vi) Pipalnagar bazaar.
3.
  - i) Deepchand was a barber.
  - ii) He was startled by the news and his hand shook. So he cut his customer's ear.
  - iii) The elderly gentleman went to the general store to ring up Seth Govind Ram.
  - iv) Seth Govind Ram went to Kashmir. He was holidaying there.
  - v) cut                      vi) awful news.
4.
  - i) The jawans locked the cells at 7p.m.
  - ii) true(They talked about prisoner's adventures)
  - iii) No.(They didn't mean to praise prisoners.)
  - iv) The methods they adopted to quell prisoners and their atrocities were precious to them.                      v) jawans, prisoners, cells                      vi) quell.

5.
  - i) Mallaiah realized that trying to prove his innocence would be of no use.
  - ii) He tried to convince the other person by describing the pitiful predicament of his father.
  - iii) true
  - iv) Mallaiah pressed the bundle strongly in his armpit and took to his heels.(started running)
  - v) Mallaiah strongly decided to provide small meal with those grains to his sister and father that night.
  - vi) Yes, (he followed Mallaiah.)
6.
  - i) by becoming a part in the cruel administration.
  - ii) because the cruel police asked, "How is his father's condition now?"
  - iii) Mallaiah's father
  - iv) for six months
  - v) They are loafers - not Brahma's sons - tell all lame excuses.
  - vi) live
7.
  - i) He starts weeping at his elder brother's rebuke(scolding.)
  - ii) true
  - iii) sometimes he decides to mend his ways.
  - iv) 'working to it'( is quite different from drawing up a timetable.)
  - v) The refreshing open air, the green fields and the feeling of being alive and independent.
  - vi) irresistible
8.
  - i) The result was that his elder brother had softened considerably.
  - ii) The speaker got great freedom because of his brother's leniency.
  - iii) flying kites
  - iv) practically the whole day
  - v) yes, still he was afraid of his brother.
  - vi) stealthily
9.
  - i) false
  - ii) up to the fifth class
  - iii) their mother and father
  - iv) from experience alone
  - v) His father would try to diagnose the disease or call a doctor.
  - vi) the firmament
10.
  - i) Rekha and Alka.
  - ii) The narrator was three.
  - iii) Nana had a chemist's (medical) shop.
  - iv) She liked their school the most where they wore beautiful uniforms.
  - v) Now it seemed a dream.
  - vi) false.
11.
  - i) Alka's father was talking to Alka.
  - ii) 'He' refers to Patkar.
  - iii) Patkar
  - iv) in a week from then
  - v) Shirish fell ill.
  - vi) false
12.
  - i) The narrator took the briefcase into a corner of thier home.
  - ii) It was neatly folded.
  - iii) He carried aspirins because he had frequent headaches.
  - iv) his lunch box, the newspaper, his glasses, aspirins and a book.
  - v) 'a whodunit' type book.
  - vi) The narrator felf pity.
13.
  - i) The region abounded in wildlife-pigs, buffalo, crocodiles and a variety of birds.
  - ii)Robert and Wendy Mann belonged to Zimbabwe.
  - iii) Her parents set up a hunting and photo safari business.
  - iv) Hilton was thier young partner.
  - v) Peta-Lynn Mann and Hilton Graham.
  - vi) He planned for his friend an outing as a treat.
14.
  - i) Hilton felt the reptile's unbeliveable power.
  - ii) As his feet were slipping further from the security of the nearby bank, he screamed to Peta for help.
  - iii) Peta-Lynn caught hold of Hilton's arms with her two hands.
  - iv) She pulled Hilton with all her might.
  - v) tug - of - war
  - vi) If she failed to pull Hilton to safety, she thought he would die.
15.
  - i) She pulled Hilton's arm.
  - ii) His face was deathly white and expressionless.
  - iii) from his arm and thigh.
  - iv) It hit at Hilton's right buttock.
  - v) by giving a sharp tug.
  - vi) b-blood splashed water like lined marks as the beast looked waiting.

## 2. COMPREHENSION PASSAGES ANSWERS

### (Revision Tests and Model Papers)

1. i) They were discussing the imminent crash of the Pipalnagar Bank.  
ii) floods, earthquakes, drought.      iii) false      iv) imminent  
v) Some people boasted of thier farsightedness.  
vi) They congratulated themselves.
2. i) Kalyanasundaram is an example of simple living and high thinking.  
ii) No.      iii) Paalam.  
iv) It serves as a link between donors and beneficiaries. Help in education and medical attention is provided. Blood donation camps are organised. Unemployeed, sick, elderly, handicapped etc. are rehabilitated.  
v) He donated the sale proceeds of his property, retirement benefits, arrears and 30 crore rupees prize money of the 'Man of the Millennium.'  
vi) He takes up odd jobs to meet his personal needs.
3. i) The hired labours were haggling over their wages with the landlord.  
ii) b - the landlord was a very miserly person.      iii) Mallaiah felt despaired.  
iv) Mallaiah thought when even people who toiled are not getting enough wages, where is the hope for him to get a even a grain there.  
v) Mallaiah moveed towards the fields in which harvesting was over.      vi) wages.
4. i) The task ws to list what they throught were the present Seven Wonders of the World.      ii) a) The Pyramids of Egypt.      b) The Taj Mahal  
iii) She couldn't make up her mind as there were so many wonders according to her.  
iv) a) to see      b) to hear      c) to touch  
v) We overlook them as being simple and ordinary.  
vi) It reminds us that the most precious things in life connaot be built by hand or bought by man.
5. i) true      ii) 6 (six)      iii) The narrator felt sorry as his elder had failed in the examination again, through he had worked very hard.  
iv) His elder brother started crying.      v) "I also could not hold back my tears."  
vi) "My brother failed again." (means he failed earlier too)
6. i) Yeats says: Education is not the filling of a pail, but the lighting of a fire.  
ii) The real goal of education is to illuminate and refine the mind and not the mere collection of data.  
iii) The schools that enforce loads of information are regarded as the most remarkable schools.      iv) Excessive stress mars the mental growth of children.  
v) agony      vi) Value-based education is the need of the hour.
7. i) Yes, the speaker knew all the facts.      ii) f our children  
iii) The son was suffering from 'polio'.      iv) The speaker had 'one brother'.  
v) The speaker would soon be passing SSC.      vi) true
8. i) Nuclear weapons were tested. ii) a critical threat to human health posed by radioactivity-a prohibitive complication associated with nuclear power.  
iii) at Three Mile Island and Chernobyl      v) Yes, it conveys      vi) disaster
9. i) Just after 11o'clock, (they reached Darwin Hospital.)  
ii) Hilton(was rushed to the operating theatre.)  
iii) 1500cc of blood, as well as antibiotic, tetanus and pain-killing injections were given.      iv) After a week of his joining hospital.

- v) He stayed there for two weeks. vi) pulled up.
10. i) Public welfare programmes take birth in personal tragedies, at times.  
 ii) Shyam Sundar Paliwal iii) They celebrate the birth of a girl child by planting 111(a hundred and eleven) fruit trees in the neighbourhood.  
 iv) They deposit that amount to ensure that girl's education.  
 v) a) They will educate the girl. b) They will not force her into marriage till she attains legally marriageable age.  
 vi) The death of Shyam Sundar Paliwal's dear daughter at a tender age prompted the launch of 'Save the girl and save the environment' programme.
11. i) They gathered outside the steps of the bank.  
 ii) They shouted, "Give us our money or we'll break in!"  
 iii) Mischief makers, who didn't have a paisa in the bank, aggravated their mood.  
 iv) The manager tried to placate (pacify) them.  
 v) He declared that the bank had plenty of money but no immediate means of collecting it. vi) 'bring'
12. i) winning three Golds in 1960 Olympics. ii) Polio; scarlet fever  
 iii) Edward Stanley Temple iv) false v) Wilma Rudolph Foundation  
 vi) true

### **3. ADVERTISEMENTS - ANSWERS**

1. i) AADHAAR ii) Unique Identification Authority of India  
 iii) 12 (twelve) digits iv) www.uidia.gov.in  
 v) the lower part vi) identity, address
2. i) ragging ii) mental/physical/sexual abuse verbal abuse: indecent behaviour: criminal intimidation  
 iii) Students are encouraged to go ahead and to report ragging.  
 iv) can be expelled from the institution can be banned from the mess/hostel  
 v) mute witness vi) b-If all co-operate, ragging in educational institutions can be completely stopped.
3. i) South Central Railway ii) petrol/diesel/kerosene/LPG.  
 iii) Railways Act 1989 iv) 3 years imprisonment  
 v) contact Security Helpline 182 vi) 'Your safety; our priority'
4. i) Clean India Mission/Clean India Drive/Swachh Bharat Campaign.  
 ii) Construction of latrines; promoting sanitation programmes in rural areas; cleaning streets. iii) Honourable Prime Minister Narendra Modi.  
 iv) Government of India v) 4041 towns are covered.  
 vi) c - cleanliness is linked with the progress of the country.
5. i) Beti Bachao Beti Padhao ii) NDA Govt. started this ambitious programme.  
 iii) because Haryana is the state with the lowest sex ratio.  
 iv) The programme was inaugurated on 22nd Jan 2015  
 v) Honourable PM Narendra Modi inaugurated his programme. vi) true
6. i) 6 (six) ii) when brushing teeth/soaping clothes/scrubbing vessels  
 iii) They use less water. iv) With low flow shower heads/small flush tanks in toilets. v) bucket baths.  
 vi) water in which vegetables have been washed can be used in water plants.
7. i) 40 gallons (one gallon=4.54 liters) ii) It is about 'how to conserve water.'  
 iii) 7 (seven) tips iv) false v) a nozzle on the hose vi) positive
8. i) about Indian Army ii) at Panagarh iii) 11.3 lakh soldiers.  
 iv) the world's second largest army  
 v) obsolete air defence guns; inadequate night-fight abilities. vi) false.

9. i) <http://resident.uidai.net.in> ii) 1947 iii) false  
iv) free of cost v) unique identity vi) yes
10. i) Sukanya Samriddhi Account ii) invest iii) department of post  
iv) b-below 2 v) three(3) stages vi) ture
11. i) TamilNadu Railway Pllice-Madurai ii) 417 in 2014 and 327 in 2015  
iii) 13 districts iv) wearing lot fo jewels v) as they could be  
laced with sedatives vi) e-mail ids/phone numbers/residential address.
12. i) It is about safety during railway journey with reference to the luggage we carry  
ii) It bans carrying inflammables and explosives in trains  
iii) 3years imprisonment orfine or both  
iv) 182 v) Your safety;our priority vi) the luggage you carry

## **4. NON -VERBAL DATA**

### **1.PIE - CHARTS - ANSWERS**

1. i) It shows the dream destination of students of GJC, Nizamabad.  
ii) The USA, England, the UAE and Australia iii) The USA  
iv) Australia v) 20% vi) false
2. i) The pie chart shows the particulars of excuse given by students of GJC  
Karimnagar for coming late. ii) missed the bus iii)  
15%  
iv) 10 v) Family member was sick vi) true
3. i) It shows the income source of a typical village family. ii) agriculture  
iii) 5(five) iv) 20% v) agriculture and dialy labour vi) true
4. i) The pie chart depicts different ways of saving endangered animals.  
ii) five(5)ways iii) Educating the public  
iv)Volunteering with wild life charities and boycotting endangered animals products.  
v) Endangered animals' products vi) true
5. i) It shows the cost of publishing a book ii) Five factors  
iii) 11% of the total cost iv) Royalty-11%  
v) Paper and printing vi) false

### **2. BAR- GRAPHS - ANSWERS**

1. i) It depicts carrer options of students of class IV of a school,  
ii) 20(twenty) iii) teacher iv) piolots v) 15(fiften) vi) false
2. i) It depicts rating of three junior colleges in Telangana  
ii) Quality of teaching; infrastructure; calibre of students  
iii) college B iv) college C v) college A vi) false
3. i) The bar chart depicts traffic violations in Warangal city.  
ii) no helmet; speeding; jumping signal; wrong parking.  
iii) no helmet iv)Twenty(20) v) 30(thirty) vi) true
4. i) The bar graph is about performance in unit test in July  
ii) Science, Maths and English iii) Sunitha, Latha, Asha and Alka  
iv) Alka v) Alka vi) false

### **3. Tables - Answers**

1. i) The name of the train is Trivandrum Express and 12697  
ii) The train runs on Sundays only.  
iii) The destination of the train is Thiruvananthapuram Central  
iv) KTYM v) 3 hours vi) false
2. i) Ms. Indira Gandhi ii) Ms.Indira Gandhi iii) Mr. Morarji Desai  
iv) Mr. P.V.Narasimha Rao v) Mr.Jawaharlal Nehru vi) true
3. i) ZIMZAM 678;BINGBANG 990 ii) BINGBAN 990 iii) ZIMZAM 678  
iv) Android v) BINGBANG 990 vi) FALSE
4. i) The table shows the nutritional details of popular Indian sweets.  
ii) Eight(8) sweets iii) Laddu iv) Gulab Jamun  
v) Jetebr vi) true

#### **4. TREE- DIAGRAMS - ANSWERS**

1. i) It is about types of Animals. ii) Mammals, Fish and Birds.  
iii) Mammals living on land and Mammals living in water.  
iv) Fish with scales and fish without scales.  
v) Birds that can fly and birds that cannot fly vi) false.
2. i) it represents the categories of students of NMN GIC, Hyderabad ii) 500  
iii) 100 iv) HEC, CEC v) Computers, Nursing & Lab Tech vi) False
3. i) The diagram shows types of Automobiles.  
ii) Passengers vehicles and goods vehicles. iii) Delivery van; light truck  
iv) Buses;coaches v) Deluxe; Air-conditioned.

#### **5. FLOW - CHARTS - ANSWERS**

1. i) The flow chart depicts how to apply for an an aadhaar card.  
ii) 5 steps iii) our ID and address proof iv) finger prints and iris scan  
v) acknowledgement slip vi) false
2. i) The chart shows how to draw money from an ATM.  
ii) 10 steps iii) insert debit card in the card slot iv)in figures  
v) cash, receipt and the card vi) false
3. i) The flow chart shows how to book a railway ticket ii) five steps  
iii) Reservation counter(complex) iv) at enquiry counter or computer monitors  
v)to the clerk behind the counter vi) false
4. i) The flow chart shows how to paint a house.  
ii) We clean all the surfaces to be painted.  
iii) We should scrape off the flaking paint. iv) we apply new caulk.  
v) true vi) apply

#### **5. PUNCTUATION - ANSWERS**

1. i) Will you show me the book? ii) How intelligent you are!  
iii) You like English, don't you? iv) Stop the bus for me  
v) It is raining now vi) What an idea!
2. Once upon a time there lived a duck and a kangaroo. They were friends. One day the duck asked the Kangaroo, "Dear friend, How do you jump?" The kangaroo replied, "Ah!It is very easy. Do you love it?" The duck said, "Oh!Is it? I ove to jump like them. The kangaroo said, "Sit on my back. I will take you round the world."
3. i) The monsoon failed this year too: and the country is in the grip of a famine.  
ii)I wasn't just annoyed; I was absolutely furious.  
iii) Sumit said, "Where are you going?" iv) She worked hard; she failed  
v)15 August, 1947... It was the day on which we won independence.  
vi) The wounded man said, "I wasn't."
4. A teacher showed three toys t a student and asked , "Do you find out the differences?" After keen observation the student said, "The first toy has holes in the ears; the second one has holes in the ear and the mouth; the third toy has only one hole: that is in one ear." The teacher was amazed and asked,"What do they repreent?"
5. i) This is my cousin's car. ii) Gandhiji led the non-violent movement.  
iii)There are forty-six boys in the class. iv)These are my fahter- in- law's clothes.  
v) We have semi-skilled workers. vi) I have an X-mas tree.
6. There was an old owl. Every day he used to see some incidents happening around him. Yesterday he saw a boy helping his mother-in-law. Today he saw him shouting at her. The boy's father-in-law was kind and gentle. The boy shouted at his father-in-law too.



7. The owl's curiosity grew more and more to know about the boy.  
24-7/A  
Bank Street  
Hyderabad  
27 October 2015
- The Editor  
Box No.128  
The Hindu  
Hyderabad  
Dear Sir  
With reference to your advertisement in today's news paper offering for an  
incharge of ads section, I would like to apply for it. Before that, let me know of the  
details of the interview like date, time and venue.  
Yours faithfully,  
Manisharma.  
(MANISHARMA)
8. **Lasya** : Hai Kavya. How are you?  
**Kavya** : Fine. What about you? Not seen for a week?  
**Lasya** : I've been to my grandma's village for vacation.  
**Kavya** : Oh! How did you feel there?  
**Lasya** : Fabulous! what a pleasant life it was! Greenery, cool breeze every-  
where.  
**Kavya** : You are right. But we are living in towns. Nothing but concrete jungles!  
**Lasya** : But, why shouldn't we concentrate on planting?  
**Kavya** : Good idea! Why shouldn't we start first?  
**Lasya** : Ok. Let's meet here tomorrow again.  
**Kavya** : Ok. Bye! See you.
9. Two weeks ago, I was amused when a friend who couldn't bear to sleep alone, woke  
me up close to midnight, at the hotel into which we had checked in. "Can we  
hire a double room? I'm totally spoked," she said.
10. Gandhiji said that the greatest lessons in life are learnt from children, not from  
learned men. A child will fearlessly try before giving up. As adults, fearing fail-  
ure, we give up even before we try.
11. Whatever little I learnt about being a parent, I learnt by observing my children and  
letting them teach me. But, one day my son said, "Dad, I found a pen in the class  
and I brought it home."
12. i) You know that I once wrote a book called "The Discovery of India".  
ii) I was engaged in that quest long before I wrote that book.  
iii) It was not mere curiosity that led me to that quest.
13. Having got the larger frame, I looked more closely at my own country and wrote "The  
Discovery of India." In it I concentrated on my country's past and the story of its  
develop ment.
14. If you go to the other countries-I shall not name them as I do not wish to cause  
offence- you will find that people there think that their country is the  
chosen country, the torch bearer of civilization, the most advanced coun-  
try, the most revolutionary country, the country with the biggest build-  
ings, the country with something unique, some mission or other.
15. i) I am your teacher, and I think it right and proper that I should let you know some-  
thing of my plans for this class.  
ii) At this moment, the door was flung open and Pamela Dare rushed in, somewhat

breathlessly to take her seat.

16. i) They were interested, in spite of themselves; even the husky, blase Senham was learning forward on his desk watching me.  
ii) "Thank you, Potter. Now, is there any young lady present whom you consider unworthy of your courtesies?"
17. Chemical and biological warfare, like nuclear warfare, could one day destroy mankind; the weapons used destroy not merely the enemy but vast civilian population as well.
18. i) "So, what have I got to complain about? Nothing, of course! I am not complaining."  
ii) "All right, you can stop now, if you want to, I mean, stay around for swim, or some thing, it's all right with us."

## 6. VOCABULARY - ANSWERS

1. i) d ii) e iii) f iv) a v) b vi) c  
2. i) e ii) g iii) f iv) c v) a vi) d  
3. i) g ii) d iii) b iv) e v) f vi) h  
4. i) e ii) f iii) g iv) a v) b vi) d  
5. i) f ii) d iii) a iv) e v) c vi) b  
6. i) f ii) e iii) a iv) b v) h vi) c  
7. i) b ii) f iii) e iv) c v) a vi) d  
8. i) d ii) e iii) a iv) f v) b vi) c  
9. i) f ii) e iii) g iv) c v) b vi) d  
10. i) f ii) c iii) e iv) h v) b vi) g  
11. i) e ii) h iii) a iv) b v) j vi) i vii) f viii) c ix) d x) g  
12. i) f ii) d iii) b iv) c v) a vi) e  
13. i) h ii) f iii) a iv) c v) e vi) g vii) d viii) b ix) j x) i  
14. i) b ii) e iii) a iv) d v) c  
15. i) e ii) d iii) b iv) c v) a  
16. i) whether, weather ii) no, know iii) moment, movement iv) lost, last v) their, there  
17. i) f ii) d iii) a iv) b v) c vi) e  
18. i) g ii) f iii) e iv) a v) b vi) c vii) d viii) i ix) j x) h  
19. i) e ii) a iii) h iv) g v) f vi) i vii) d viii) b ix) a x) c  
20. i) d ii) e iii) f iv) a v) b vi) c  
21. i) d ii) a iii) g iv) c v) b vi) b vii) e viii) o ix) j x) f 22). d, f, a, b, c, e.

## 7. IDIOMS-PHRASES-ANSWERS

### EXERCISE

#### A. Answers

Set - I.      i) d              ii) a              iii) e              iv) c              v) b

Set - II.      i) c              ii) e              iii) a              iv) b              v) d

Set - III.     i) d              ii) e              iii) c              iv) a              v) b

**B. Answers** 1) by a whisker              2) a thick skin              3) spinning wheels  
4) a sea change              5) take the rap              6) a paper tiger  
7) mind our p's and q's      8) in a nutshell      9) gets the nod      10) a living hell

#### C. Answers

1. The quarrel between Telangana and Andhra Pradesh about Krishna water is a hot potato.
2. The opposition leader beat around the bush in the Assembly.
3. He doesn't look intelligent, but you can't judge a book by its cover.
4. Do not try to be both a teacher and a friend to your students. You would be caught between two stools.
5. He offered to play devil's advocate and argued against our case so that we would find out any laws in it.
6. Don't invest all your money in one company. Never put all your eggs in one basket.
7. I'm sorry your son has failed in the exam. But don't despair. Every cloud has a silver lining.
8. Mani hit the nail on the head when he said most people can use a computer without knowing how it works.
9. This is the last straw. I'm calling the police.
10. Someone stole my thunder by leaking my announcements to the press.
11. The acid test for the product will be whether people actually buy it or not.
12. The opposition parties in Telangana are chasing their tails to win at least one in by election.
13. They are exploring all avenues to defeat the ruling party.
14. I tried the medicine you gave me for toothache and it worked like a charm.
15. Our principal retires next year and the vice principal is waiting in the wings.
16. Losing my job is a blessing in disguise- I would have never started this business.
17. Though he is millionaire now, he has a chip on his shoulder of poor upbringing.
18. When my brother cried for another ice cream my mother gave a slap on his wrist.
19. I've tried reading the chemistry text but it's all Greek to me.
20. I'm the apple of my father's eye.
21. When Dhoni is playing the 20<sup>th</sup> over we crossed our fingers whether we will win or not.
22. He is trying to win the election but I think he's been beating a dead horse.
23. We lost our appeal of the lower court decision. So back to square one.
24. It is difficult to predict who will win the cup-there are two or three dark horses.
25. We kept waiting for the singer to come on to the stage and sing some more songs, but it looked like Elvis has left the building.
26. When I hit the sack, I read a few minutes, then turn out the light.
27. To learn English you should not only hit the books but also practice conversing with others every day.
28. Policewere on his tail until he gave them the slip.
29. Read slowly and steadily. Haste makes waste.
30. It is obvious that they're head over heels in love with each other.
31. Hearing the train whistle at night gives me itchy feet.
32. Mary is always making mountains out of mole hills
33. All you have to do is keep powder dry and await orders.
34. I have to clean the house from top to bottom today.
35. The teacher rapped the students on the knuckles.
36. The teenagers tied the knot in the presence of the police officer.

37. She was looking for a knight in shining armour who might save her from her boring life.
38. We must keep the pot boiling to build a golden Telangana.
39. That man was a criminal a few years ago, and now he's in jail. You reap what you sow.
40. I have the best of both worlds because I live in the country but have a beautiful house in the city.
41. He is dead to the world and I can't rouse him.
42. It's an old wife's tale that drinking, alcohol before you go to bed helps you sleep.
43. You might just as well whistle in the wind as to talk to her.
44. Because of red tape, my brother took two weeks to get a visa.
45. I lost my shirt because I did not know anything about investment at that time.
46. August 15<sup>th</sup> is a red letter day to Indians.
47. He wanted to go into real estate business, but his friends told him to quit chasing rainbows.
48. Evaluation is part and parcel of teaching.
49. I greased the town planning officer's palm to get plan for my house.
50. The wife and husband are like oil and water.
51. My roommate is a night owl and usually reads until 5.00. A.M.
52. "she nicked-and-dimed together a small house for her family."
53. Many parents are unable to provide a square meal to their children.
54. Politicians try to win elections by fair means or foul.
55. The eldest son received the lion's share of the estate.
56. He prefers to paint the house himself-it's a real love of labour.
57. There are many good dictionaries in the market; choosing the right one is a matter of horses for courses.
58. Advising Dhoni how to play cricket is like teaching grandmother to suck eggs.
59. The fact is that kids who are taught in classes of over thirty get a raw deal.
60. "I don't know why he started getting mad. It was *out of the blue*."

\* \* \* \* \*

## **I. Filling in the Forms ( Old Text Book Exercise -Answers)**

- (1). 1. Branch : Lepakshi                      2. Exam Date : \_\_\_\_\_                      3. Savings Bank A/c  
4. 6000/-    5. Savings    6. Nomination required  
7. K. Srinivasa Rao    8. Ranga Rao    9. 21.02.1994  
10. Student    11. K.Srinivas Rao  
(2). (a) 1. Branch : Vidyanagar                      2. Date : \_\_\_\_\_                      3. A/c No.4321056721312  
4. Name of the A/c holder: R. Subba Rao                      5. Rupees : Eight hundred fifty  
only 6. Rs. 850/-    7. A/c holder Sign : R. Subba Rao

### **(2). (b) A/c payee cheque Answers**

1. Date : \_\_\_\_\_                      2. Pay : Ms. Sri Vidya Iyer                      3. Rupees : Three thousand  
five hundred fifty only                      4. Rs. 3550/-    5. A/c No. 12503

6. Sign : Meena Prakash

### **ii. Bearer cheque Answers**

1. Date : \_\_\_\_\_                      2. Pay : Ms. Lalitha Reddy                      3. Rupees : Five thousand only  
4. Rs.5000/-    5. A/c No. 12503

6. Sign : Meena Prakash

### **iii. Self cheque Answers**

1. Date : \_\_\_\_\_                      2. Pay : Self/Meena Prakash                      3. Rupees : Four  
thousand only    4. Rs. 4000/-    5. A/c No. 12503

6. Sign : Meena Prakash

- (3). 1. Cash/ Transfer: Cash                      2. Branch : Nagole                      3. Date : \_\_\_\_\_  
4. SB A/c No.: 35789    5. Name : Mohammad Nazeer  
6. Rupees : Nine thousand five hundred only                      7. Rs. 9500/-  
8.  $500 \times 19 = 9500$     9. Total : 9500/-    10. Deposited by : Mohammad  
Nazeer

- (4) 1. Date : \_\_\_\_\_                      2. Branch : Kaikaluru                      3. Daft for rupees : Two  
thousand only    4. In favour of : The Blue Dart Courier Services, Begumpeta                      5. Amount :Rs. 2000/-  
6. Exchange : Rs. 30/-    7. Total : 2030/-    8. Payable at Br.: Begumpeta,  
Hyderabad    9. Sign : S.K. Venkanna  
10. Local Address : S. Venkanna, Kaikaluru

- (5). 1. PO : Secunderabad                      2. A/c No. 6543                      3. Date : \_\_\_\_\_  
4. Paid into the Credit of Venu Gopal                      5. Rupees : 625/-  
6. Rs. Six hundred twenty five only                      7. by cash / cheque : by cash  
8. Signature : Ramesh

(6).

1. Addressed to : Mr. Pavan Kumar, H.No. :10-2-123, Venkat Nagar, Tirupathi  
2. To, Mrs. Rajeswari, H.No. 8-1-450, Vani Nagar, Rajamundry.

(7)

1. Pay Rupees : Rs. 400/-                      2. Rs. Four hundred only                      3. To: The Publisher, Jaico  
Books, Karolbagh, New Delhi.                      4. Sender's Sign : Sai  
5. Date : \_\_\_\_\_                      6. Sender's Name & Address : Mr. Sai , 2-5-62, Tarnaka,  
Hyderabad - 500 017                      7. Space for communication : Please Send Five Point  
Someone by Chetan Bhagat

(8).

1. Train No.; Name : 12759, Chairminar Express                      2. Date of Journey : 8.05.2011  
3. Calss : 2nd    4. No. of Berths : 2    5. Station From- To : Hyd to Chennai  
6. Boarding at : Hyderabad                      7. Up to : Chennai    8. Name in Black letters :

1. Dr. Amith Kumar                      M                      35

(9) Full Address : Mr. Amith Kumar, H.No. 6/36,

2. Smt. Bharathi                      F                      30                      Sainekpuri colony, Hyderabad

10) Signature of the Applicant : Mr. Amith Kumar

9. 1. Secunderabad                      2. A/c No. 6543                      3. Date : \_\_\_\_\_                      4. Mr.Venu Gopal  
5. 625/-    6. Six hundred twenty five rupees only                      7. cheque No. 6496  
8. 1.03.2013    9. Mr. Venu Gopal    10. Mr.Ramesh

## 14. WORD STRESS-ANSWERS

1.     'adjective            a'partment            af'fection   a'bout  
        'botany             'bachelor             be'hind             be'lieve  
        'capital             con'tainer            col'lector           'centre  
        cre'ated            con'tinue            'character           'comfort(N)  
        cer'tificate        con'fusion           'century            di'rector  
        di'spute            de'scribe            en'joy              eigh'teen  
        for'mation          'famous              'government       ho'tel  
        'incident            mi'staken            'moment            over'take  
        'perfect(adj)       'question            re'hearsal          sa'lute  
        to'day                to'morrow           tele'vision          under'stand  
        a'go                   'victory              'cinema             'junior  
        de'licious           'excellent           'happy              'people
2.     pub'licity            possi'bility           sim'plicity           ne'cessity  
        stu'pidity           te'nacity             infor'mation       conver'sation  
        appli'cation        obser'vation        plan'tation          po'litical  
        'cyclical            me'chanical        ter'rific            scien'tific  
        cata'strophic      spe'cific            ener'getic            rea'listic  
        refu'gee            trai'nee             lu'xurious           'conscious  
        sus'picious        ju'dicious           ca'reer              it'self  
        gene'ration        va'cation            at'rocious           hu'mility  
        civili'zation        con'fusion           fal'lacious           cur'iosity  
        obser'vation       'nation              gram'matical       mo'rality  
        'licence            edu'cation           visi'bility           'humanize  
        se'lection           'ceremony           legi'bility           'authorize
3.     a'far                  be'friend            be'little             be'come  
        a'cross              al'though           a'gree               a'round  
        a'gain               a'sleep              a'live                ar'rive  
        re'sistant           a'head              ac'cording          in'debted  
        a'broad             a'fraid              be'cause            a'part

4.     

Non/Adjective	Verb
1) a'bsent	ab'sent
2)'convict	con'vict
3)'conflict	con'flict
4)'contract	con'tract
5)'contrast	con'trast
6)'defect	de'fect
7)'export	ex'port
8)'increase	in'crease
9)'invalid	in'valid
10)'object	ob'ject
11)'present	pre'sent
12)'product	pro'duct
13)'project	pro'ject
14)'rebel	re'bel
15)'record	re'cord

5.     'deadline            'crossword            when'ever            'footprint  
        'hairbrush          north'east            'lifeboat             'schoolteacher  
        'pickpocket          post'mortem          'rain-coat            'airport

'breakfast	who'ever	post'graduate	bad'tempered
'metal-box	'left-hand	good-'nature	after'noon
'software	'classroom	it'self	man'made
half'backed	'grandmother	'bus-ticket	'light-house
prime'minister	him'self	'handshake	our'selves
'supermarket	'busstation	'seashore	'suitcase
'teacher	'final	to'day	indi'vidual
			inhu'manity

#### EXERCISE -II

- 'criminal    at'tempt    'answer                    re'turn  
im'portant    curi'osity    mon'soon  
re'alitv    aspi'ration    so'ciety
- i) 'criminal    ii) at'tempt    iii) 'answer    iv) im'portant  
v) aspi'ration    vi) so'ciety    vii) mon'soon    viii) re'alitv  
ix) natio'nality    x) admi'ration
- i) curi'osity    ii) 'impulse    iii) be'tween    iv) a'mazing  
v)'happy    vi)'people    vii) our'selves    viii) 'action  
ix) per'haps
- i) curi'osity    ii) 'happy    iii) 'impulse    iv) 'people  
v) 'sudden    vi) our'selves    vii) be'tween    viii) a'mazing  
ix) them'selves
- i) 'murmur    ii) 'absent(adj)    ab'sent(verb)    iii) con'cern  
iv) a'round    v) 'nothing    vi) to'day    vii) 'courtesy  
viii) 'teacher    ix) 'forward    x) con'tinue
- i) 'murmur    ii) 'absent(adj)    ab'sent(verb)    iii) con'cern  
iv) a'round    v) 'nothing    vi) to'day    vii) 'courtesy  
viii) 'teacher    ix) 'forward    x) con'tinue
- popu'lacion    contami'nacion    industrializ'acion  
gene'ration    e'mission    pol'lution  
vege'tation    organi'zacion    o'pinion
- tech'nology    'increase(noun)    in'crease(verb)  
'poison    'danger    'fertilizer  
'sulphur    'chlorine    'atmosphere  
'shallow    cam'paign
- i) 'poison    ii) tech'nology    iii) 'chlorine  
iv) 'fertilizer    v) popu'lacion    vi) pol'lution
- mu'sician    al'low    'audience    re'spect  
com'plain    i'magine    her'self    ex'pression  
'perfectly    'woman
- i) so'ciety    ii) 'capital    iii) 'residence    iv) be'lieve  
v) a'gainst    vi) 'village
- i) be'cause    ii) 'centre    iii) billio'naire    iv) li'brarian  
v) 'perhaps    vi) trans'lation  
vii) con'tinue    viii) e'mission    ix) curi'osity    x) 'answer

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## 18. MODEL PAPERS (REVISION TEST 1- ANSWERS)

6. i) They were discussing the imminent crash of the Pipalnagar Bank.  
 ii) floods, earthquakes, drought.      iii) false      iv) imminent  
 v) Some people boasted of thier farsightedness.  
 vi) They congratulated themselves.
7. i) Kalyanasundaram is an example of simple living and high thinking.  
 ii) No.      iii) Paalam.  
 iv) It serves as a link between donors and beneficiaries. Help in education and medical attention is provided. Blood donation camps are organised. Unemployeed, sick, elderly, handicapped etc. are rehabilitated.  
 v) He donated the sale proceeds of his property, retirement benefits, arrears and 30 crore rupees prize money of the 'Man of the Millennium.'  
 vi) He takes up odd jobs to meet his personal needs.
8. i) 40 gallons(one gallon=4.54 liters)      ii) It is about 'how to conserve water.'  
 iii) 7(seven) tips      iv) false      v) a nozzle on the hose      vi) positive
9. i) The pie chart depicts different ways of saving endangered animals.  
 ii) five(5)ways      iii) Educating the public  
 iv)Volunteering with wild life charities and boycotting endangered animals products.  
 v) Endangered animals' products      vi) true
10. Whatever little I learnt about being a parent, I learnt by observinbg my children and lettering them teach me. But, one day my son said, "Dad, I found a pen in the class and I brought it home."
11. i) 'criminal      ii) at'tempt      iii) 'answer      iv) im'portant  
 v) aspi'ration      vi) so'ciety      vii) mon'soon      viii) re'ality  
 ix) natio'nality      x) admi'ration
12. f,      d,      b,      c,      a,      e

## REVISION TEST - 2 ANSWERS

6. i) The hired labours were haggling over their wages with the landlord.  
 ii) b - the landlord was a very miserly person.      iii) Mallaiah felt despaired.  
 iv) Mallaiah thought when even people who toiled are not getting enough wages, where is the hope for him to get a even a grain there.  
 v) Mallaiah moveed towards the fields in which harvesting was over.      vi) wages.
7. i) The task ws to list what they thought were the present Seven Wonders of the World.      ii) a) The Pyramids of Egypt.      b) The Taj Mahal  
 iii) She couldn't make up her mind as there were so many wonders according to her.  
 iv) a) to see      b) to hear      c) to touch  
 v) We overlook them as being simple and ordinary.  
 vi) It reminds us that the most precious things in life connaot be built by hand or bought by man.
8. i) about Indian Army      ii) at Pannagarh      iii)11.3 lakh soliders.  
 iv) the world's second largest army  
 v) obsolete air defence guns; inadequate night-fight abilities.      vi) false.
9. i) The bar chart depicts traffic violations in Warangal city.  
 ii) no helmat;speeding;jumping signal;wrong parking.  
 iii) no helmet      iv)Twenty(20)      v) 30(thirty)      vi) true
10. Please refer to page no. 151 & 222
11. i) You know that I once wrote a book called "The Discovery of India".



12. i) curi'osity      ii) 'happy      iii) 'implues      iv) 'people  
v) 'sudden      vi) our'selves      vii) be'tween      viii) a'mazing  
ix) them'selves
13. f,      d,      a,      b,      c,      e

## REVISION TEST - 3 ANSWERS

6. i) true      ii) 6 (six)  
iii) The narrator felt sorry as his elder had failed in the examination again, through he had worked very hard.  
iv) His elder brother started crying.      v) "I also could not hold back my tears."  
vi) "My brother failed again." (means he failed earlier too)
7. i) Yeats says: Education is not the filling of a pail, but the lighting of a fire.  
ii) The real goal of education is to illuminate and refine the mind and not the mere collection of data.  
iii) The schools that enforce loads of information are regarded as the most remarkable schools.      iv) Excessive stress mars the mental growth of children.  
v) agony      vi) Value-based education is the need of the hour.
8. i) <http://resident.uidai.net.in>      ii) 1947      iii) false  
iv) free of cost      v) unique identity      vi) yes
9. i) The table shows the nutritional details of popular Indian sweets.  
ii) Eight(8) sweets      iii) Laddu      iv) Gulab Jamun  
v) Jelebi      vi) true
10. Please refer to page no. 222  
(or) Please refer to page no.
11. Please refer to page no. 124
12. i) 'murmur      ii) 'absent(adj) ab'sent(verb)      iii) con'cern  
iv) a'round      v) 'nothing      vi) to'day      vii) 'courtesy  
viii) 'teacher      ix) 'forward      x) con'tinue
13. 1) exam date      2) self (or) Dr. K. Hussain      3) ---  
4) Ten thousand rupees only      5) Rs. 10,000      6) 0118965367328  
7) K. Hussain      8) K. Hussain

## REVISION TEST - 4 ANSWERS

6. i) Yes, the speaker knew all the facts.      ii) f our children  
iii) The son was suffering from 'polio'.      iv) The speaker had 'one brother'.  
v) The speaker would soon be passing SSC.      vi) true
7. i) Nuclear weapons were tested.      ii) a critical threat to human health posed by radioactivity-a prohibitive complication associated with nuclear power.  
iii) at Three Mile Island and Chernobyl      v) Yes, it conveys      vi) disaster
8. i) Sukanya Samriddhi Account      ii) invest      iii) department of posts  
iv) b-below 2      v) three(3) stages      vi) ture
9. i) The bar graph is about performance in unit test in July  
ii) Science, Maths and English      iii) Sunitha, Latha, Asha and Alka  
iv) Alka      v) Alka      vi) false
10. Please refer to page no. 223  
(or) Please refer to page no. 223

11. i) 'poison            ii) tech'nology    iii) 'chlorine  
iv) 'fertilizer    v) popu'lation    vi) pol'lution
12. d,            e,            f,            a,            b,            c
13. Please refer to page no. 114 & 116

## REVISION TEST - 5 ANSWERS

6. i) Just after 11o'clock, (they reached Darwin Hospital.)  
ii) Hilton(was rushed to the operating theatre.)  
iii) 1500cc of blood, as well as antibiotic, tetanus and pain-killing injections were given.  
iv) After a week of his joining hospital.  
v) He stayed there for two weeks.            vi) pulled up.
7. i) Public welfare programmes take birth in personal tragedies, at times.  
ii) Shyam Sundar Paliwal            iii) They celebrate the birth of a girl child by planting  
111(a hundred and eleven) fruit            trees in the neighbourhood.  
iv) They deposit that amount to ensure that girl's education.  
v) a) They will educate the girl. b) They will not force her into marriage till she attains  
legally marriageable age.  
vi) The death of Shyam Sundar Paliwal's dear daughter at a tender age prompted the  
launch of 'Save the girl and save the environment' programme.
8. i) TamilNadu Railway Plice-Madurai            ii) 417 in 2014 and 327 in 2015  
iii) 13 districts            iv) wearing lot fo jewels            v) as they could be laced  
with sedatives            vi) e-mail ids/phone numbers/residential address.
9. i) The flow chart shows how to paint a house.  
ii) We clean all the surfaces to be painted.  
iii) We should scrape off the flaking paint.            iv) we apply new caulk.  
v) true            vi) apply
10. Please refer to page no. 129  
(or) Please refer to page no. 130
11. Please refer to page no. 223  
(or) Please refer to page no. 149
12. i) so'ciety            ii) 'capital            iii) 'residence            iv) be'lieve  
v) a'gainst            vi) 'village
13. Please refer to page no. 223  
(or) Please refer to page no. 224

## BOARD MODEL PAPER - ANSWERS

6. i) They gathered outside the steps of the bank.  
ii) They shouted, "Give us our money or we'll break in!"  
iii) Michief markers, who didn't have a paisa in the bank, aggravated their mood.  
iv) The manager tried to placate(pacify) them.  
v) He dclared that the bank had plenty of money but no immediate means of collecting  
it.            vi) 'bring'
7. i) winning three Golds in 1960 Olympics.            ii) Polio;scarlet fever  
iii) Edward Stanley Temple            iv) false            v) Wilma Rudolph Foundation  
vi) true
8. i) It is about safety during railway journey with reference to the luggage we carry  
ii) It bans carrying inflammables and explosives in trains  
iii) 3years imprisonment orfine or both  
iv) 182            v) Your safety;our priority            vi) the luggage you carry

9. i) It shows the cost of publishing a book ii) Five(t)factores  
 iii) 11% of the total cost iv) Royalty-11%  
 v) Paper and printing vi) false
10. Having got the larger frame, I looked more closely at my own country and wrote "The Discovery of India." In it concentrated on my country's past and the story of its development.
11. i-d; ii-f; iii-a; iv-b; v-c; vi-e
12. i. The thieves broke open my neighbour's house last night. ii. Mathematics is my Achilles' heel. iii. The coming elections are acid test for the government. iv. 20th of next month will be a red letter day for me. I have an interview. v. My friend is a night owl. vi. Look up the word in a dictionary.
- 13.
- | Subject    | Transitive Verb | Object               |
|------------|-----------------|----------------------|
| 1) Ravi    | broke           | the glass.           |
| 2) Seetha  | painting        | a beautiful picture. |
| 3) Pavan   | repaired        | the bicycle.         |
| 4) Giri    | invited         | the guests.          |
| 5) Suresh  | made            | some kites.          |
| 6) Srinu   | answered        | all the questions.   |
| 7) Raju    | sang            | a song.              |
| 8) Geetha  | closed          | the door.            |
| 9) Venkat  | rang            | the bell.            |
| 10) Laxman | lit             | the lamp.            |
14. i) Suryapeta Main Branch ii) Exam date iii) Two thousand  
 iv) 2000/- v) Amrutha college of Management  
 vi) 2000/- vii) 35/- viii) 2035  
 ix) K. Akaash x) 10-15/2 Khammam Road Suryapet.
15. Please refer to page no.
16. Please refer to page no. 128  
 (or) Please refer to page no. 130
17. Please refer to page no.  
 (or) Please refer to page no.
18. Please refer to page no. 161
19. i) be'cause ii) 'centre iii) billio'naire iv) li'brarian  
 v) 'perhaps vi) trans'lation  
 vii) con'tinue viii) e'mission ix) curi'osity x) 'answer
20. Please refer to page no. 224  
 (or) Please refer to page no. 224

**REVISION TEST II - TEXT BOOK- PAGE NO.112**

10 (b). Ans;  
K.V. SwathiPriya  
Jubilee Hills Junior College  
Jubilee Hills  
Hyderabad-71.

07 September 2016

The Principal  
Jubilee Hills Junior College  
Jubilee Hills  
Hyderabad-71.

Madam

I am a student of your college studying in Second Year Intermediate with CEC Group.I belong to S5 section and my Roll No. is 15.

I would like to inform you that we are moving to our grandparents' village on the occasion of 'Bathukamma'. It is our state festival and we all celebrate it with great pomp. My sisters are also joining us there and I need to help my parents in the arrangements.

So, I request you to kindly grant me leave of absence for three days i.e. from 8<sup>th</sup> September to 10<sup>th</sup> September. I will report back to college on 11<sup>th</sup> September and I will work harder to make up for the lessons.

With regards  
Yours faithfully  
K.V. SwathiPriya

**REVISION TEST III- TEXT BOOK- PAGE NO.162**

10 (a).  
Room No. 95  
'B' Block  
Young Minds Junior College Hostel  
Warangal

03 October 2016

Dear uncle

I am doing well and I hope the same with you. I am studying well and I have just seen your message. I am slowly getting used to this new college and hostel environment.

In this letter I would like to write about my daily routine. Our day starts at 5am. We have classes till 2 pm with a short break for breakfast. Again we have study hours till 5pm after lunch break from 2pm to 5 pm. Evening after dinner we have night study hours and counselling classes. In this way we have a tedious and hectic schedule. There is no room for sports or any entertainment. But if we want to crack the IIT-JEE we need to work hard like this. I believe that "No pains, no gains." Anyhow, I have to put up with it.

I miss you all sweetly. Convey my regards to aunt and best wishes to Subhash. Please drop in here over lunch whenever you have free time.

Awaiting your reply  
Yours lovingly  
V. HimaBindu

Mr. K. UdayaKiran  
Executive Engineer  
R&B Office  
PanjaGutta  
Hyderabad-33.

**DIALOGUE WRITING - - REVISION TEST IV- TEXT BOOK- PAGE NO.209**

**10 (a) Ans:**

**Shobha :** Hello, Nirja, you seem to be worried today?

**Nirja :** Yes, Shobha. I am worried about the sound pollution which prevails around us.

**S:**Yah, everywhere sound pollution is there. Vehicles, shops, vendors and everybody plays sound horns.

**N :** it has become a nuisance for everyone especially for the old and sick. Even birds are also becoming victims to this sound pollution.

**S :** Something must be done to check the problem. The government should implement strict rules.

**N :**Only government alone can't do anything. People should be aware and should cooperate with the government.

**S :**You are absolutely correct. Then only we can curb the problem. OK, dear I take leave now. We shall meet tomorrow.

**N :**Ok, bye. See you again.

**10 (b) :Ans :**

**Conductor :**Ticket, ticket. Have you taken tickets?

**Passenger :**Yes, we have taken.

**C :** Have you taken for this boy also ?

**P :**He is below five years old only. He doesn't need a ticket.

**C :** But he seems to be more than five. Please take a ticket, sir.

**P :** If any checking officer comes I will answer. You don't worry.

**C :**No, Sir. Please understand my problem. I will lose my job. Please take, sir.

**P :** OK. Don't worry. Please issue a ticket for him. Now onwards I will carry the age proof.

Anyhow, for a small amount we should not trouble you.

**C :** Thank you very much, Sir. Here is the ticket.

**REVISION TEST V- PAGE NO. 250 -TEXT BOOK**

**11 (a). Ans :**

Room no. 45

Swathi Girls' Hostel

Govt. Residential Junior College

Nizamabad

18 January 2017

Dear father

I am doing well and I hope the same with you. I am studying well and I have just seen your message.

I am slowly getting used to this new college and hostel environment.

My hostel is located in a serene atmosphere. All the rooms are spacious. They are kept clean and tidy. Food is also hygienic and tasty. Our warden is very strict but at the same time he is very caring and concerning. The tutors are also kind and understanding. They clarify all our doubts during the study hours. You need not worry about my studies. I will definitely pass in flying colours. I miss you and mom. Convey my regards to her. Please do visit us whenever you have free time.

Awaiting your reply.

Yours lovingly

K. BhanuPriya

Mr. K. Ravi Shankar Rao

Executive Officer

Municipal Office

Sathupally

Khammam- Dist.

**13 (a) Ans:**

**Student :** Good morning, Madam.

**Teacher :** Good morning Latha. How are you ?  
**S :** I am fine, Madam. Thank you for asking. I have one doubt, Madam.  
**T :** Tell me what it is.  
**S :** Madam, our school is a Government High School but it is called ChandaKanthaiah Memorial School. Why is it so, Madam ?  
**T :** Good doubt. He was a philanthropist and visionary. He donated a lot of money to construct our school buildings. He gave utmost importance to girl education. That is the reason our school was named after him.  
**S :** Oh, I see. We are greatly indebted to him. Becoming responsible citizens is the best way of paying tributes to him.  
**T :** Well said. Work hard and get reward.  
**S :** Thank you very much, Madam for clarifying my doubt.  
**T :** It's Ok. Let us go to the class.  
**(b) :**  
**Donee :** Good morning, Sir.  
**Philanthropist :** Good morning to you.  
**D :** Sir, I have come from Gudur village. I passed Intermediate and have secured good rank in EAMCET. I seek your help to pursue my studies.  
**P :** What is your father ?  
**D :** My father is paralytic patient and he is bedridden. My mother is a house maid.  
**P :** I really feel sorry for you, my dear. Please bring your mother tomorrow. Do come with your income certificate and marks memos.  
**D :** I will do it. Thank you very much, Sir.  
**P :** It's my duty. All the best.

#### BOARD MODEL PAPER

##### **a). Between two friends**

**Vani :**Hi, sudha! What about EAMCET result ?  
**Sudha :** Hi, vani! I have got 1200 rank. What about you?  
**Vani:** I have scored 2600 rank.  
**Sudha:**Good. Which branch are you opting for?  
**Vani:** I'll take C.S.E. About you?  
**Sudha:** I too take C.S.E230.  
**Vani:**That is a good decision. Nowadays it is in great demand.  
**Sudha:** Whatever college we study in, we should work hard right from the beginning. At the same time we should improve our communication skills also. Then only we can get campus placements.  
**Vani:**Well said. I totally agree with you. Wish you all the best.  
**Sudha:** To you also. Bye!

##### **b). Between the principal and a student**

**Student:** Good afternoon, Sir.  
**Principal:**Good afternoon Anvesh. Any help?  
**Anvesh:**Yes sir. I've come to request for an English lab in our college, Sir.  
**Principal:**Yes, Anvesh. In these days English language lab is very much necessary. We have been thinking about it.  
**Anvesh:** Thank you sir. The sooner the better, Sir.  
**Principal:**Yes. But we have to take care of accommodation, computers, software, trained personnel, etc.  
**Anvesh:**We are willing to contribute and raise funds in case of need. But we want lab at the earliest, Sir.  
**Principal:** Great. If you are so interested and willing to contribute, I will put in my best efforts to get the lab within one month.  
**Anvesh:**Thank you very much, Sir!  
**Principal:**you're welcome. Make the best use of it. We are here always for you.  
**Anvesh:** It's very kind of you, Sir.

## IPE Model Paper March, 2017 Answers

### SECTION - B

6. (i) At 7 pm (ii) True (iii) In the veranda  
(iv) "The prisoners' adventures and the methods adopted to quell them."  
(v) cells (vi) a
7. (i) At Medaram, a village in Warangal district. (ii) Biennially  
(iii) The fight of a mother and her daughter (iv) True  
(v) Sammakka, Sarakka and Jampanna died near the vagu (stream)  
(vi) Pagidigidda Raju, Sarakka nagulamma and Janpanna.
8. (i) It is about 'Indian Army' (ii) At Pannagarh (iii) 11.3 lakhs (iv) 2<sup>nd</sup> largest (v) 56 units (vi) True
9. (i) Nutrition details of Indian Sweets (ii) Elght (iii) Laddu (iv) 29.2 gms (v) Jelebi (vi) True
- ### SECTION - C
10. (i) I am your teacher and I think it right and proper that I should let you know something of my plans for this class.  
ii) At this moment the door was flung open and Pamela Dare rushed in somewhat breathlessly to take her seat.
11. (i) \_\_f (ii) \_\_d (iii) \_\_a (iv) \_\_e (v) \_\_b (vi) \_\_c.
12. i) My cousin always dances to his wife's tune  
(ii) He is on cloud nine today because he has got a good job  
(iii) It's raining cats and dogs today so, we have cancelled the cricket match.  
(iv) Bathing is a piece of cake for Virat kohli  
(v) Some students go to college once in a blue moon.  
(vi) My exams are very near. I must burn the midnight oil.
13. (i) My house is near my college (ii) They are from nearby village  
(iii) My books were on the table (iv) The cat was under the bed
14. (i) V. Akash (ii) V. Rao (iii) 17 years (iv) 1-12-146, Gandhi Nagar, Hyd.  
(v) Gandhi Nagar (vi) Disukhnagar (vii) March (viii) V. Akash
15. Refer to Page. No. 125
16. Refer to Page. No. 125
17. Refer to Page. No. 126
18. Refer to Page. No. 135
19. be'come, 'toothpaste, absen'tee, exami'nation, bi'ology, cou'sageous, suc'cess, 'sorry, my'self, a'loud.
20. Refer to Page. No. 130 & 136.

\* \* \* \* \*

## Telangana Intermediate Examination

### II YEAR - IPE MAY - 2017 (ANSWERS)

6. i) Hilton felt the reptile's unbelieva ii) True iii) She grabbed Hilton's hands and pulled  
iv) She called "Hang on, Hilton!" v) Hilton would die vi) Tug-of-war
- 7 i) orugallu ii) Ekasila Nagaram iii) Lord shiva iv) Rani Rudrama Devi  
v) The cultural and administrative distinction vi) Monuments
8. i) Beti Bachao Beti Padhao ii) The NDA Government  
iii) The state has lowest sex ratio iv) On 22<sup>nd</sup> January, 2015  
v) Prime Minister Narendra Modi vi) True
9. i) Traffic violations in Warangal City ii) Speeding iii) Not wearing helmet  
iv) 20 v) 30 vi) True
- ### SECTION-C
10. "So, what I got to complain about nothing. Of course, I'm not compla
11. i) c ii-f iii-a iv-e v - b vi-d
12. i) His business in increasing by leaps and bounds  
ii) The news of demonetisation came like a bolt from the blue for the middle class people  
iii) Winning the champion's Trophy is another feather in Dhoni's cap.  
iv) My cousin always blows his horn and so I don't like him  
v) Kalam left no stone unturn to motivate the youth  
vi) My brother let the cat out of the bag by telling my friends about my surprise party.
13. i) Father gave me somemoney ii) Mother presented her a dictionary  
iii) Mr. Rao taught us English iv) The teacher gifted him a nice book.
14. i) 12625, Kerala Express ii) 15-5-2017 iii) II Class iv) One (1) v) Warangal  
vi) Bhopal vii) P.Ashwini Anand viii) M ix) 30 years x) P.Ashwini Anand
15. Refer to the Exercise in the workbook.
16. Refer to the Exercise in the workbook.
17. Refer to the Exercise in the workbook.
18. Refer to the Exercise in the workbook.
19. i) a'bout ii) be'come iii) 'thirty iv) ga'zette v) 'logic  
vi) 'social vii) u'nique viii) 'toothpaste ix) ca'pacity x) zo'ology
20. Refer to the Exercise in the workbook.

## **Telangana Intermediate Examination**

### **II YEAR - IPE MARCH - 2018 (ANSWERS)**

6. i) at his rebuke ii) true  
iii) sometimes it leads to a resolve to mend his way. A fresh time table is drawn up and time is allocated to each subject according to its importance.  
iv) drawing up a time table is quite different from working to it.  
v) The refreshing open air, the green fields and the feeling of being alive and independent which the fields always inspire in me is irresistible.  
vi) Irresistible.
7. i) Jinka (scientific name-Cervidae).  
ii) These icons reflect the culture and tradition of the Telangana State.  
iii) Tangedu flowers, Blue Jay and Jammi Chettu.  
iv) Jammi Chettu.  
v) Tangedu flowers are used in the stacking of Bathukammas.  
vi) Spotting the Blue Jay on Dasara is considered a good omen.
8. i) Adhaar card ii) Unique identification of India, Planning Commission Government of India  
iii) 12 iv) www.uidai.gov.in v) lower part vi) proof of Identify and Address.
9. i) Excuses given by students for coming late.  
ii) Missed the bus iii) 15% iv) 10% v) Family members sick vi) true
10. i) Whatever little I learnt about being a parent, I learnt by observing my children and letting them teach me. But one day my son said, "Dad, I found a pen in the class and I brought it home".
11. i(d), ii(c), iii(a), iv(f), v(b), vi(e).
14. Koti; 05/03/2018 ; Two thousand only ; 2000/- ; The Director, Amrutha college of management, Ameerpet, Hyd. ; Rs. 2000/- ; Rs. 30/- Rs. 2030/- ; Mr. K.Akash ; Koti, Hyderabad.
18. Computers have made our life much easier.  
→Can complete tasks at lightning speed with precision and accuracy.  
→Work and entertainment purpose, at offices, in hospitals, in government organizations and in business.  
→Educational and informative websites, trend of online examinations, office work at home.  
Playing games, source of recreation.  
→Can improve one's mental capability and thinking power.  
→Can chat with friends and family using different software like Skype.
- Perform all trading activities, life support systems and Diagnostics electronically.
19. i) be'low ii) 'toothpaste iii) my'self iv) volun'teer v) exami'nation  
vi) 'station vii) 'paper viii) to'day ix) zo'ology x) pio'neer.

\* \* \* \* \*

## **Telangana Intermediate Examination**

### **II YEAR - IPE MAY - 2018 (ANSWERS)**

6. i) into a corner ii) neatly folded iii) for his frequent headaches  
iv) lunch box, newspaper, glasses, aspirins, etc. v) a wholunict vi) A wave of pity broke over her.
7. i) from Bhadrpad Amavasya to Ashwaguja Ashtami ii) Mother Goddess, come alive  
iii) yes iv) It serves as an excellent opportunity for women to express their artistic skills.
8. i) Sukanya Samridhi Account ii) Invest iii) Dept. of posts, Govt. of India  
iv) No v) 3 stages vi) True
9. i) Excuses given by students for coming late ii) Missed the bus iii) 15% iv) 10%  
v) Their family member was sick vi) True
10. i) Whatever little I learnt about being a parent, I learnt by observing my children and letting them teach me. But one day my son said, "Dad, I found a pen in the class and I brought it home".  
ii) CHemical an dbilogy warefare like nuclear warfare could one day destroy mankind. The weapons used destroy nto merely the enemy bust vast civilian population aswell.
11. d, e, f, c, a, b.
12. i) My friend gave up smoking ii) The thief was a fleet of foot. The police couldn't catch him.  
iii) Abdul kalam set the standard as a president by leading a principled life.  
iv) Anil and Sunil are cricket lvoers. These days they are seen together. Birds of a feather flock together.  
v) We should not turn a deaf ear to our elder's advice.  
vi) Before starting the investigation, the police want to know all the nuts and bolts of the case.
13. i) I have a bungalow ii) They had a meeting iii) He has some problem iv) we have a match
14. Godavarikhani; 15-05-18; S.B' 65748; 800/- ; eight hundred only; S.Swetha; Ravikumar.
19. i) emplo'yeer ii) patri'otic iii) pre'pare iv) 'cotton v) bal'loon  
vi) u'nique vii) his'toric viii) mu'sician ix) how'ever x) pro'test.

\* \* \* \* \*



## BOARD MODEL PAPER - LETTERS

17.(a) Room No. 102  
Kinnera Hostel  
O.U. Campus  
Hyderabad

22 August 2017

Dear Sister,

I am doing well and I hope the same with you. I'm studying well here. I have just received your message.

I am very happy to know that you've got the First Rank in English subject. I'm well aware that you have a great passion for English. Today its importance is known to everyone. It has become a global language. If you have good command over the language, you can do well in the interviews after completing Engineering. You can also excel in group discussions and debates thereby you can get good offers both inside and outside India. Wonderful placements are awaiting the right candidates.

I hope that you'll enrich your communication skills day by day and definitely reach great heights in your life. Convey my regards to our parents. Hope to see you very soon.

Awaiting your reply

Yours lovingly  
K. Uma Maheshwar

K. Neelima  
D/o Ranga Rao  
D.No. 15-G/47  
SCC Quarters  
Yellandu  
Telangana-State.

(b) M.Ravikumar  
Flat No. 125  
Kaveri Apartments  
Subedari  
Hanamakonda

24 February 2018

The Editor  
The Telangana Today  
Road No. 12  
Jubilee Hills  
Hyderabad

Sir

#### PLANTATION OF TREES

I am a resident of Hanamakonda, Warangal. I wish to draw the attention of the readers to the need of the hour- plantation of trees-through the columns of your esteemed daily.

It is a known fact that man is killing the trees and as a result our Mother Earth is dying. Man doesn't realise that his life itself is in danger. If we don't plant the trees, there will be no rains and we will face acute water problem. Already many districts are facing severe drought conditions. At this juncture, I want to say only one thing - every citizen should adopt 20 trees. Our State Government conducted "Haritha Haram" programme last year to create awareness among the people.

I hope that every citizen should respond positively in this Reforestation Mission. Then only our earth will become Green Earth and Happy Earth. Man can lead a quality life with peace of mind. Everyone should go green.

I request you to kindly publish my letter in your newspaper so that the readers will become aware of this problem.

With regards

Yours Sincerely  
M.Ravikumar

\*\*\*\*\*  
THE END  
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