

Key to
AN EASY APPROACH TO
Grammar
and
Composition
UPDATED EDITION

7

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I. KINDS OF SENTENCE

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

2. NOUNS

- | | | | |
|-----------|--------------------|----------------|---------------|
| A. | 1. Collective noun | 5. Common noun | |
| | 2. Common noun | 6. Common noun | |
| | 3. Collective noun | 7. Proper noun | |
| | 4. Proper noun | 8. Common noun | |
| B. | 1. Countable | 5. Uncountable | |
| | 2. Uncountable | 6. Countable | |
| | 3. Uncountable | 7. Uncountable | |
| | 4. Countable | 8. Uncountable | |
| C. | 1. Neuter | 6. Masculine | 11. Common |
| | 2. Masculine | 7. Neuter | 12. Masculine |
| | 3. Common | 8. Neuter | 13. Common |
| | 4. Common | 9. Common | 14. Masculine |
| | 5. Common | 10. Common | 15. Common |
| D. | 1. Maiden | 5. Duck | 9. Vixen |
| | 2. Hostess | 6. Filly | 10. Goose |
| | 3. Nun | 7. Bee | 11. Heiress |
| | 4. Ewe | 8. Duchess | 12. Witch |

3. PRONOUNS

- A.**
1. These houses are ours.
 2. They eat what they like.

3. We have nothing to do with them.
4. You yourselves can do these jobs.
5. They must do the work carefully.
6. We are sure it was not they.
7. These bags are theirs.
8. They have presented us a nice gift.

- B.**
1. This is the book which you gave me.
 2. The students who had come late were fined.
 3. This is the boy whom I know.
 4. That is the bag I bought yesterday.
 5. Here is the child that was lost in the fair.

4. USE OF DETERMINERS - A, AN, THE

- A.**
1. We should not insult **the** weak.
 2. Mohan is not **an** honest boy.
 3. **A** goat is more valuable than **an** ass.
 4. We invited **an** MLA to preside over **the** function, but he did not come.
 5. I have never spoken to **a** European.
 6. Let us thank **the** Lord for his love.
 7. Do you read **the** Quran?
 8. He requested me to wait for **an** hour.
 9. **The** Japanese were defeated in **the** war.
 10. **The** evil spirits tried to assail him.
 11. Which is **the** smallest continent?
 12. **The** Andamans are **a** group of islands.
 13. He was given **an** umbrella.
 14. Do you know who won **the** first prize?
 15. One day, Buddha sat under **a** Bodhi tree.
- B.**
1. Tilak was one of **the** greatest leaders of **the** freedom movement.
 2. Once **a** fox, **a** donkey and **a** lion went for hunting. They decided to divide the spoils equally.
 3. Soon they caught **a** deer and **the** donkey was asked to divide it.
 4. By this time, **the** sun was about to set, and all of a sudden, **the** sky became dark as if it had been covered with thick cloud.

5. Since Mars is tilted at about the same angle as **the** earth is, it has seasons as we have.
6. **The** Ganga is **a** sacred river of India.
7. She reminds me of **the** snow covered peaks and **the** deep valleys of **the** Himalayas.
8. Five monkeys were teasing **the** crocodile. **The** crocodile was very angry and so it caught one of **the** monkeys and ate it.
9. Pity **the** nation that wears **the** cloth it does not weave.
10. **The** British and **the** French joined together and declared war on Germany.

4.1 MORE ABOUT DETERMINERS

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

5. ADJECTIVES

- A.**
- | | |
|---------------|---------|
| 2. dauntless | courage |
| 3. systematic | work |
| 4. melodious | song |
| 5. thorny | path |
| 6. fiery | speech |
| 7. white | lie |
| 8. delicious | meal |
| 9. desperate | need |
| 10. legible | hand |
- B.**
- | | |
|-------------|--------------------|
| pitiable | childish/childlike |
| heavenly | princely |
| wealthy | wooden |
| lovable | picturesque |
| needy | slavish |
| costly | sensible |
| painful | quarrelsome |
| doubtful | artistic |
| peaceful | foolish |
| progressive | playful |

5.1 ADJECTIVES – DEGREES

- A.**
1. Solomon was the **wisest** king who ever lived.
 2. Of all the Romans Brutus was the **noblest**.
 3. Rajiv is **wiser** than Shyam.
 4. No one could run as **fast** as Vimala.
 5. Today he sang **better** than he did yesterday.
 6. That is the **most interesting** book I have ever read.
 7. Japan is **richer** than many other nations.
 8. The camel is the **most useful** animal in a desert.
 9. Light travels **faster** than sound.
 10. Nobody is as **dutiful** as Jaya.
 11. Smitha is **more helpful** now than she used to be.
 12. Jupiter is the **largest** planet in the solar system.

13. This is the **most interesting** story I have read.
14. Gold is the **most precious** of all the metals.
15. Mohan is not so **polite** as his brother.
16. A wise enemy is **better** than a foolish friend.
17. Of the two sisters, Rita is the **prettier**.
18. The **best** suggestion came from my sister.
19. This is the **highest** price I can offer.
20. Helen, the Greek queen was the **most beautiful** woman in those days.

- B.**
1. No one in the class works as hard as Shishir.
 2. You can run faster than her.
 3. Venus is the brightest planet.
 4. No other girl in the class is as polite as she.
 5. Gold is more precious than any other metal.
 6. His bite is not as bad as his bark.
 7. Rose is the loveliest flower.
 8. My watch is not as expensive as yours.
 9. No other river is as holy as the Ganga.
 10. Pallavi is more hard working than any other girls.
 11. We are very sad when left alone.
 12. Mango is the most popular fruit.
 13. No other plan is as good as this.
 14. This is the shortest of all routes.

6. VERBS

A. Direct object	Indirect object
1. car	me
2. lies	him
3. present	Kiran
4. question	me
5. pencil	me
6. gift	baby
7. Geography	them

B.	intransitive	transitive	object
	verb	verb	
2. The library <u>closes</u> at 5 P.M.	✓	—	
3. Mr. Ross <u>drives</u> his car very carefully.	—	✓	car
4. The cat <u>jumped</u> over the wall.	✓	—	
5. Will you <u>come</u> to the shop?	—	✓	shop
6. The children <u>went</u> to bed.	—	✓	bed
7. Sally <u>found</u> a good hiding place.	—	✓	place
8. They <u>are learning</u> to speak English.	—	✓	English
9. Anna <u>was reading</u> an interesting book.	—	✓	book
10. The cat <u>is sleeping</u> under the tree.	✓	—	

8. USE OF TENSES

- A.**
1. The earth **revolves** round the Sun.
 2. Salim **is writing** a novel.
 3. College **reopens** next week.
 4. Vasanth **is working** in the USA.
 5. Asha **prefers** tea to coffee.
 6. When do you **get up** everyday ?
 7. Many children **go** to school on foot.
 8. The manager **is writing** some letters.
 9. The students **are answering** a test paper.
 10. Mary **is having** her breakfast at the moment.
 11. Some boys **are plucking** mangoes.
 12. The child **is crying** because its mother is busy in the kitchen.
- B.**
1. When the teacher **came** to the class, the pupils **were playing**.
 2. Arun **has been living** in Delhi for seven years.
 3. The workers **have decided** to go on strike.
 4. In the middle ages people **believed** that the earth was flat.
 5. When we reached their house they **were having** their lunch.
 6. While trying to escape, the thief **met** with an accident.
 7. While we **were** in Mumbai, we **played** football everyday.
 8. When Leela **was discussing** the matter with us, her friend **called** her on the phone.

9. Jaya **has swum** across the Ganga river.
10. Leo **went** to live in France.
11. Raphael **was** a great painter.
12. When I **reached** the exhibition hall, my friends **had returned** from there.

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

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

9. ADVERBS

- | | |
|--|----------------------------|
| A. 2. I see things <u>differently</u> . | see |
| 3. The patient is feeling <u>better</u> . | feeling |
| 4. He is growing <u>old</u> . | growing |
| 5. We must eat our food <u>slowly</u> . | eat |
| 6. The servant is paid <u>monthly</u> . | paid |
| B. 2. They were talking <u>loudly</u> . | Adverb of manner |
| 3. He loved her <u>truly</u> . | Adverb of manner |
| 4. Let us go <u>out</u> . | Adverb of place |
| 5. We sat <u>inside</u> . | Adverb of place |
| 6. Come and sit <u>down</u> . | Adverb of place |
| 7. Today I got up <u>early</u> . | Adverb of time |
| 8. I hurt my leg <u>yesterday</u> . | Adverb of time |
| 9. The boy runs very <u>quickly</u> . | Adverb of manner |
| 10. He <u>normally</u> gets good marks in exams. | Adverb of frequency |
| 11. They can stay <u>where</u> they are. | Adverb of place |
| 12. I will do it <u>when</u> I think of it. | Adverb of time |
| 13. <u>Where</u> is my school bag? | Adverb of
interrogative |
| 14. I <u>always</u> remember to do my homework. | Adverb of time |
| 15. She shows a <u>sisterly</u> affection. | Adverb of manner |
| 16. <u>When</u> does the train arrive? | Adverb of
interrogative |
| 17. He was <u>too</u> careless. | Adverb of degree |
| 18. I have heard this <u>before</u> . | Adverb of time |
| 19. He <u>often</u> makes mistakes. | Adverb of frequency |
| 20. Why are you so <u>late</u> ? | Adverb of time |

9.1 MORE ABOUT ADVERBS

- A.**
1. She usually goes to college on foot.
 2. When they reached the playground, the match had already begun.
 3. I have just completed the essay.
 4. I have not met him since Monday.
 5. Have you ever been to USA ?
 6. I am planning to meet her in the garden this evening.

7. The child is too young to understand this.
8. David is always playing in the class.
9. He drinks tea everyday.
10. The new teacher is kind enough to help me in Science.
11. Meena played the piano well at the meeting yesterday.
12. It was bitterly cold.
13. She was beautifully dressed.
14. Eight of us were eventually chosen.
15. Fortunately my friend was present on that day.

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

10. USING RIGHT PREPOSITIONS

- A.**
1. The UNO was founded **in** 1945.
 2. Leela sat **beside** Maria.
 3. Helen Keller was taught **by** Miss Sullivan.
 4. The Tamil Nadu Express runs **between** Chennai and Delhi.
 5. Many people lost their lives **during** the Gulf War.

6. The Indian Princes used to fight **among** themselves.
7. The Pope lives **in** the Vatican Palace.
8. Suresh was working **with** his uncle.
9. India won her freedom **on** August 15, 1947.
10. Our school reopens **in** July.
11. Manju has been living **in** Canada **since** 1979.
12. Many doctors do not like to serve **in** villages.
13. The police had beaten the thief **with** a club.
14. Ministers work **under** the Prime Minister.
15. We hoped to reach the place **at** 8 a.m. but we could not.

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

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

11. USING RIGHT CONJUNCTIONS

- A.**
1. He is very poor **but** he is very honest.
 2. Don't go near the fire **otherwise** you will get burnt.
 3. There was no train at night, **therefore** we had to sleep on the platform.
 4. She had paid the money, **still** she was sent to prison.
 5. Mother called the baby **and** gave it some food.
 6. **Neither** Rita has come **nor** has her brother.
 7. **Neither** did he rob her **nor** killed her.
 8. You must work hard **or** you will fail.
 9. **Either** they will come here **or** we shall have to go.
 10. He was calm **though** his sons were agitated.
- B.**
1. She could not come **because** she was ill.
 2. We stopped at Nagpur **where** we refuelled the car.
 3. **When** he entered the hall, everyone stood up.
 4. She was sleeping **when** the theft took place.
 5. We know **that** she is innocent.
 6. **Though** she is a foreigner, she loves this country.
 7. No one will support you **if** you hurt everyone.
 8. Keep the money ready **so that** you may pay quickly.
 9. **When** she was riding a horse, she fell down.
 10. You cannot leave the place **until** you pay.
- C.**
1. He could reach in time because he left early.
 2. You must go away otherwise I will inform the police.
 3. We cannot have tea as there is no milk.
 4. His parents died in an accident when he was seven.
 5. Father will not send me abroad unless I get good marks.
 6. She went to the USA and joined a law firm.
 7. Father bought a colt for me which is two years old.
 8. When she visited me We went to the library.
 9. Pay the fine otherwise you will be sent to prison.

12. ACTIVE AND PASSIVE VOICE

- A.**
1. America was discovered by Columbus.
 2. A poem is being written by Manohar.
 3. Fruits have been yielded by the tree.
 4. The essay had not been completed by Mona.
 5. He is loved by all.
 6. A house is going to be built by us.
 7. Milk is drunk every morning by Mohan.
 8. The bank was looted by robbers.
 9. Non-violence had been preached by Budha.
 10. India was being ruled by the British.
 11. You are requested not to insult the poor.
 12. You are advised to kindly keep silence.
 13. He may be asked to come in.
 14. Why has he been cheated by you ?
 15. By whom was the door broken ?
 16. A pencil was bought for Leena by Meera.
- B.**
1. I got a warm welcome.
 2. They are going to publish some new books.
 3. Who broke the glass ?
 4. The carpenter was making the table.
 5. Mr. Jayan taught us Physics.
 6. Don't trouble your hearts.
 7. The Jews crucified Jesus
 8. Someone has picked my pocket.
 9. The Panchayat is repairing the roads.
 10. The Parliament has passed some new laws.
 11. Someone had cheated Arun.
 12. I know him well.
 13. Why did the management cheat the workers ?
 14. Please, abide by the rules.

- C.
1. The teacher is about to punish the children.
 2. Music is liked by me.
 3. A basket is being brought for Anita by Mary.
 4. The girls were plucking the flowers.
 5. The child lost the doll.
 6. The chief guest will be welcomed by the Principal.
 7. The hunter could not kill the bird.
 8. A car ran over the cat.
 9. Some mangoes have been plucked by a traveller.
 10. The shoes will be polished by the servant.
 11. A statue of the minister was erected by the people in the public square.
 12. Call the doctor.
 13. The inspector had arrested the thief.
- D.
1. It **was announced** by the headmaster that all the students should **come** in their uniforms.
 2. We **expected** that the teacher would **complete** all the lessons; but the last lesson could not **be completed**.
 3. My friend **writes** me a letter every month.
 4. In olden days people **believed** that the earth **was** flat.
 5. The new tank was **filled** by the gardener and he **took** five hours to **do** it.
 6. As I **left** my house, I was **met** by a beggar who **requested** me to **give** him alms.
 7. A farmer **saw** a bull grazing in his fields. So he **went** to chase the animal away. But the latter **became** ferocious and the farmer **had** to run for dear life.
 8. A special bus **will be arranged** to go to Kanyakumari.
 9. A tree **was being felled** by a woodcutter, but suddenly he **was prevented** by some officers, who **demand**ed a large sum as a bribe.
 10. A special meeting of parents and teachers **was held** in our school and it **was attended** by many parents. All the participants **were addressed** by a learned professor.

13. DIRECT AND INDIRECT SPEECH

- A.**
1. Sohan said that he was an honest man.
 2. The teacher said that it had rained heavily.
 3. He says that they are notorious thieves.
 4. Women will say that men are cruel.
 5. The gardener said that the flowers had bloomed.
 6. The fox shall say that the crow has a sweet voice.
 7. The dog thought that another dog had been hiding in water.
 8. The hare said that another lion had wanted to eat him up.
 9. The wife said that her husband was a sympathetic person.
- B.**
1. He said that he worked very hard.
 2. The king told his minister that he was a very wise man.
 3. He told me that I was hard-working.
 4. They said that they would stay there for two days.
 5. She told you that your friend had failed.
 6. Children told her that they would read that lesson the next day.
- C.**
1. Gopal said that his sister went to school daily.
 2. The peon said politely that he had told the truth.
 3. They told us that we could drink cold water.
 4. Mohan told me that he had not slept at night
 5. He told me that his elder brother had died.
- D.**
1. Mr. Menon said to us, "Mangoes of Malabar are big."
 2. The doctor said to us, "The patient died yesterday."
 3. Children said to the mother, "We will eat pudding."
 4. The Principal said, "The students shall go to the classes in queue."
 5. The beggar said to the king, "I don't want anything but food."
- E.**
1. He asked her where she was going.
 2. He asked his friend what had made him laugh.
 3. She asked me who that man was.
 4. The father asked his son, why he looked so sad.
 5. She asked me what the matter was.

- F.**
1. The policeman said, "How did it happen?"
 2. She said to Lucy, "How long have you been waiting for me?"
 3. The teacher said to me, "Why were you absent yesterday?"
 4. He eagerly said, "Who is coming tomorrow?"
 5. The shopkeeper said to the customer, "How much sugar do you want?"
- G.**
1. I asked him if he had done his homework.
 2. I asked the teacher if there had been errors in my essay.
 3. They asked me if I liked swimming.
 4. Mummy asked her son if he had enjoyed sound sleep.
 5. The stranger asked me if he might know the way to Meerut.
- H.**
1. The mother said to me, "Have all your friends come to the party?"
 2. I said to mummy, "Is daddy coming next week?"
 3. We said, "Will we be ever rich?"
 4. I said to my teacher, "May I ask a question?"
 5. She said to me, "Did you enjoy the film?"
- I.**
1. The general ordered his men to stand still.
 2. The teacher ordered the students not to copy others.
 3. The master ordered his servant to do what he bade him.
 4. The servant requested his master to allow him to go home.
 5. The father ordered his son to be off his eyes.
- J.**
1. I said to my friends, "Let us go to some hill station during the vacation."
 2. The dacoit shouted to the villagers, "Stay where you are."
 3. She said to me, "Put it back on the shelf."
 4. The mother said to her, "Put the baby to sleep."
 5. The master said to the servant, "Don't repeat it again."
- K.**
1. She exclaimed that I was very cruel.
 2. She exclaimed with joy that it was a very beautiful frock.
 3. They wished that God might bless him with a son.
 4. The carpenter exclaimed with sorrow to his dear that he had cut his finger.
 5. The boys exclaimed with joy that they had won.

6. Jack greeted his boss and asked him how he was.
7. The young damsel exclaimed that it was a very lovely day.
8. The son exclaimed to his father with sorrow that he looked quite worried.

14. QUESTION TAG

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

15. THE SAME WORD AS DIFFERENT PARTS OF SPEECH

A. 1. Iron

- | | |
|---------------------------------|-------------|
| (a) He deals in iron and steel. | (noun) |
| (b) The iron sheet gets rusted. | (adjective) |
| (c) She is ironing her clothes. | (verb) |

2. Back

- | | |
|---|----------|
| (a) He has got pain in his back | (noun) |
| (b) I have always backed my well wishers. | (verb) |
| (c) She has not come back from the tour. | (adverb) |

3. Call

- | | |
|---|-------------|
| (a) I personally attend my telephone call. | (noun) |
| (b) She called the servant a liar. | (verb) |
| (c) I received a call letter for interview. | (adjective) |

4. **Fast**

- (a) We should keep fast at least once a week. (noun)
- (b) I fasted every Tuesday during the last year. (verb)
- (c) I always help my fast friends. (adjective)

5. **Fine**

- (a) I have never imposed fine on any student. (noun)
- (b) She was fined for missing her classes. (verb)
- (c) It is always desirable to feel fine. (adverb)

6. **Fair**

- (a) People in large numbers attend the Kumba fair. (noun)
- (b) I always play fair. (adverb)

7. **Last**

- (a) We will fight this case to the last. (noun)
- (b) The exhibition lasted for two days. (verb)
- (c) Last year we had gone to Nainital. (determiner)

8. **After**

- (a) The players shook hands after the game. (preposition)
- (b) The small child is running after his father. (adverb)
- (c) The after effects of some medicines are quite serious. (adjective)

16. WORD-BUILDING

A.	Verb	Noun	Adjective
1.	advise	advice	advisable
2.	revise	revision	revisional
3.	provide	provision	provisional
4.	include	inclusion	inclusive
5.	exclude	exclusion	exclusive
6.	conclude	conclusion	conclusive
7.	divide	division	divisible
8.	multiple	multiplication	mutifiable
9.	submit	submission	submissive
10.	live	life	lively
11.	glorify	glory	glorious
12.	hasten	haste	hasty
13.	civilise	civilization (civility)	civil (civilized)
14.	empower	power	powerful

15. pacify	pacification	pacified
16. vacate	vacation	vacant
17. simplify	simplification	simple
18. weigh	weight	weighty
19. act	action/act	active
20. attract	attraction	attractive

17. SOUNDS

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

18. CRIES

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

19. WORDS OF MOTION

- A.**
1. The ships of Columbus **sailed** in the sea.
 2. The rivers of South India **flow** faster than those of North India.
 3. The horseman spurred the horse and it **galloped** at top speed.
 4. The frogs were **hopping** near the pond.
 5. Petrol vehicles **ply** very fast on roads.
 6. The tiger is **prowling** in search of prey.
 7. The top is **spinning** round and round.
 8. A man who has a morning **walk** keeps healthy.
 9. Birds are **flying** in the air.
 10. I saw a snake **creeping** into its hole behind the bush.

20. ANTONYMS

- A.**
- | | |
|---------------|----------------|
| 1. refuse | 21. empty |
| 2. passive | 22. particular |
| 3. modern | 23. small |
| 4. synonym | 24. sadness |
| 5. departure | 25. low |
| 6. depart | 26. proud |
| 7. descent | 27. senior |
| 8. distract | 28. strict |
| 9. timid | 29. unmake |
| 10. coward | 30. written |
| 11. dull | 31. war |
| 12. narrow | 32. temporary |
| 13. careless | 33. absent |
| 14. cheerless | 34. loss |
| 15. increase | 35. reward |
| 16. shallow | 36. noisy |
| 17. late | 37. forget |
| 18. interior | 38. blunt |
| 19. wise | 39. rough |
| 20. stale | 40. sour |

- B.**
- | | |
|----------------|-----------------|
| 1. Unavailable | 6. unhappy |
| 2. discontinue | 7. untidy |
| 3. immature | 8. unauthorized |
| 4. impolite | 9. irregular |
| 5. invisible | 10. unnecessary |

21. HOMOPHONES

- A.**
- | | |
|------------------|--|
| 1. (a) Check | We must check our luggage before boarding a train. |
| (b) Cheque | A bearer cheque can be encashed by the bearer. |
| 2. (a) Fair | Nauchandi fair is a great attraction for the people. |
| (b) Fare | There is lot of increase in bus fare due to hike in the price of diesel. |
| 3. (a) Hair | Most of the actors have stylish hair. |
| (b) Hare | The hare runs very fast. |
| 4. (a) In | The children play in the park. |
| (b) Inn | An inn is used for taking shelter by the tourists. |
| 5. (a) Later | He reached the school later. |
| (b) Latter | The latter part of this story is quite interesting. |
| 6. (a) Plan | A teacher must prepare a lesson plan before teaching. |
| (b) Plane | A travel by plane is quite comfortable. |
| 7. (a) Principal | The Principal must possess administrative skill. |
| (b) Principle | We must observe certain principles in life. |
| 8. (a) Quiet | A calm and quiet atmosphere is rarely available in a city. |
| (b) Quite | It is quite easy to blame others. |
| 9. (a) Sail | The mariners have to face many dangers while sailing in the sea. |
| (b) Sale | Items for sale are displayed by most of the shopkeepers. |
| 10. (a) Vain | It is in vain to quarrel with others over petty matters. |
| (b) Vein | Veins play an important part in human body. |

22. CONTRACTIONS

- A.**
- | | |
|---------------|-----------------------|
| 1. I will | 2. you have |
| 3. he has | 4. there will |
| 5. would not | 6. she would |
| 7. let us | 8. that would |
| 9. we have | 10. who is |
| 11. cannot | 12. do not |
| 13. is not | 14. were not |
| 15. they have | 16. she will |
| 17. what is | 18. that is /that has |

23. ABBREVIATIONS

- A.**
1. Please, turn over
 2. Ante Meridiem
 3. Post Meridiem
 4. Young Men's Christian Association
 5. Central Bureau of Investigations
 6. United Kingdom
 7. United States of America
 8. Greenwich Mean Time
 9. International Standard Time
 10. Criminal Investigation Department
 11. Public Works Department
 12. National Council of Education Research and Training

24. IDIOMS AND PHRASES

- A.**
1. Distinguish between human and humane.
 2. I'm trying to make the most of my summer vacations.
 3. The infants waddle about in the house.
 4. Some people are always in a tearing hurry.
 5. One must be on good terms with one's colleagues.
 6. It is always useful to reduce our daily activity to writing in our daily diary.
 7. Some people always insist on the quality of an item while making purchase.
 8. The glass is full of milk to the brim.
 9. We must not waste our energy to small purpose.

10. It is inhuman to treat animals in a bad way.
11. Be cool and not jump to a conclusion.
12. We must not resign ourselves to our fate.
13. I don't help others but with an ulterior motive.
14. The police held the crowd in check.
15. There are many people who make the money fly.
16. There are many queer fish in every locality.
17. It is against humanity to treat the poor at rock bottom.
18. The whole nation rose to a man to fight the enemy.
19. The crowd was ready to skin the accused alive.
20. We must not believe a tall story.
21. In the complexity of our life, we have to face wheels within wheels.
22. We must not keep our belongings at sixes and sevens.
23. Serving the cause of lepers is a yeoman service.
24. We must oppose injustice tooth and nail.
25. A bosom friend never leaves us in the lurch.
26. A drawn match has got very little excitement.
27. We should keep a sworn enemy at an arms length.
28. A maiden speech must be delivered carefully.
29. True friends stand by us through thick and thin.
30. I meet my friends only off and on.
31. It is an open secret that most of the politicians are corrupt.
32. There is no short cut to success in life.
33. My house is at a stone's throw from our office.
34. A tall talk is always disliked by most of the people.
35. It is always desirable for us to remain in high spirits.

25. COMPREHENSION

A. Each One Is Unique

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

could not carry **forests** on her back he too could not crack a nut.

2. The mountain is big and can carry forests on its back while the squirrel is small and can crack a nut.
3. The squirrel is not in any way less important than a mountain.
4. The quality of every living being is different and one should not undermine the other.

B. Live And Let Live

1. (a) Freedom is right to do **anything that pleases you**.
(b) One thing we must never forget is **everybody has a right to live**.
(c) The rich men **should not cheat the poor** and the robbers **should not rob the innocent**.
(d) The cat too has the right to **live like you**.
(e) It is certainly wrong to embrace some and **despise others**.
2. To disobey every order and rule
Disrespecting the teachers in the school
3. Another word for “Despise” can be **hate** and for “Deprive” **rob**.

C. Herie Cherie

1. The farmer wants a wife for himself.
2. The farmer’s wife wants a child.
3. The baby wants a nurse.
4. The baby’s nurse wants a dog.
5. The nurse’s dog wants a cat.
6. The cat wants some cheese.
7. den - lion burrow - hare stable - horse
sty - pig lair - wild animals kennel - dog

- D.**
1. (a) atrophy
(b) fraction
(c) impetus
(d) craze
 2. Gandhiji objects to the craze for machinery because by this thousands of people will be thrown out of work.

3. Gandhiji wants the power driven machinery to be nationalised because it will provide equal opportunities for jobs to all.
 4. Gandhiji is not against machinery because machines are used for doing work in most of the fields.
 5. Gandhiji says that he is fighting against those people who prefer the use of machines for their own greed and selfish interest.
- E.**
1. The rishis had their ashramas amid forests so that pupils could get a chance to live in the company of nature.
 2. The trees give shelter to birds and animals.
 3. The trees give shelter to human beings. They give us wood for fuel, building houses, making furniture. They also refresh our eyes and mind.
 4. (a) numerous
(b) bounty
(c) deprive
 5. We value trees for their usefulness and beauty.
 6. The trees refresh the human mind.
 7. As we don't have close relationship with nature, we are deprived of its beauty and bounty.
- F.**
1. The golden principle referred to in the passage is simple living and high thinking.
 2. The measure for greatness and success in the present world is the wealth that one possesses.
 3. The motto of life practised in modern society is to earn money and spend money luxuriously.
 4. High ideals of patriotism, selfless devotion to society, sacrifice and service are considered hollow words by people these days.
 5. People who practise "simple living and high thinking" lead peaceful and satisfied lives.
 6. Emphasised
 7. Leisurely
Courageously

26. WRITING PARAGRAPHS

Alone at Home

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

A Departmental Store

A departmental store is a big and spacious shop, where every item is made available under one roof. You can have anything for the asking; right from an awl-pin to an aeroplane. The customers are saved of the drudgery of moving from shop to shop. Here in the store you have different sections for everything such as grocery, cloth, medicine, electronic goods etc. You need not waste-your time and energy of visiting one shop after another. Shopping becomes very easy, simple and interesting. Such departmental stores are very common in big cities like Delhi, Mumbai and Chennai. This is a new idea, we have adopted from America and Europe. This time when you go out for shopping, please visit a nearby departmental store. You will enjoy your shopping very much. Try one such store.

Class Without a Teacher

Children enjoy a lot the period which is without a teacher. They quarrel and fight freely. They do not obey the monitor or the senior student. They disturb the peace of the whole school. There is good deal of noise in every corner of the class-room. Some boys indulge in beating the desks. Others sing and dance. They do not even allow serious and wise students to study. Their job is nothing but fun. They become careless and non-serious. They do not have the habit of self-study. Of course, there are still some good students who atleast perform their home work. Others try to revise one chapter or the other. But the pandemonium around does not give them respite. They request the evil doers and mischief-mongers to keep silence. But their requests fall on deaf ears. There enters the teacher. There is a grave-yard silence as if nothing had happened.

Life Without Electricity

Electricity has become a very important part of our life; we are much dependent on electricity. If there is no electricity, life seems to stop. We

feel restless without electricity. On a hot summer day, when there is no electricity, we start packing up and down. There seems to be no life without electricity. We sweat a lot. We cannot work. We cannot study and we cannot concentrate on anything if there is no electricity. We call up the electricity office again and again. We want that electricity should be restored immediately. We pass the time under great stress. When the electricity is restored, we heave a sigh of relief.

If There Were No Examinations

If there were no examinations! There would be no tension and rickety nerve that now mar the term - end and the year - end. No memorising of date and formulae and all that one doesn't understand. No perilous conjecture of important and likely questions. No poring over guides and burning the midnight oil. I wonder what the writers and publishers of guides would do, and the teachers who thrive on private tuition and the managers of coaching classes. The mishaps and freaks of chance that plays such an important part in examinations would not occur. An ordinary crammer would not come off with flying colours, nor would a really bright student fail to make the grade. Above all, students would not know the painful suspense of waiting for the results, and the shocks and disappointments they bring in their wake. The spirit of youth would not be cribbed, cabined and confined, and life would be happy throughout the year.

Handsome is That Handsome Does

It is very apt and correct when we say that handsome is he who handsome does. After all, our good deeds are loved and worshipped. Our acts of nobility and charity are admired and praised. One good turn deserves another. If we do a good job, it will certainly be appreciated. It will definitely bring a good name to us. It will encourage and inspire us. Beauty does not lie in limbs. It actually lies in beautiful and noble works. Skin-beauty is short-lived. It may be today. It may cease to exist next day. The works of George Barnard Shaw all remind us, that though the well-known author, ugly in appearance, is immortal in his handsome creations. His books are a source of perennial joy and beauty. Prettiness does not exist in skin deep beauty if it is devoid of noble qualities. Let us gather more and more good deeds around us. They will surely reflect the good, the beautiful and the handsome in us.

27. STORY DEVELOPING

Try Try Again

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

The Vain Stag

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

The Foolish Villagers

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

28. WRITING GOOD ESSAYS

I. A Visit to a Fair or an Exhibition

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

Last Sunday, we made a plan to visit this exhibition. We reached there at about 11 a.m. First we visited the pavilions of different States. The pavilions of Delhi, Punjab and Rajasthan attracted all of us. Then we visited 'Good Living' pavilion. Inside the pavilion, there were latest models of refrigerators, ovens, food processor units and many household items. The stalls of handicraft contained toys, leather goods, items unique for their embroidery, paintings, plaster of paris statues, handloom clothes etc.

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

2. An Enjoyable Day

A day I shall always remember when I celebrated my tenth birthday. All my friends and relatives were invited to the birthday party.

When the time drew near for me to be ready for the party, I put on my birthday dress which was specially sewn for me. Then I went into the hall where everyone was waiting for me. I saw a lot of lovely presents on the table. They had been brought for me by all those who came to the party.

A few minutes later, my parents brought my birthday cake with ten candles on it. It was a large and beautiful cake. I was then asked to cut it. Though I felt rather uneasy, with so many eyes upon me, I somehow managed to cut a piece.

The guests were then served. Music was played throughout the party. There were also jokes and laughter among the guests.

When the party was over, I unpacked all my birthday gifts. I was surprised to see such lovely gifts. I then thanked my parents for holding such a pleasant party to celebrate my birthday.

3. If I had a Lot of Money

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

If I get a lot of money either by winning a lottery or by getting some fabulous prize money in Kaun Banega Carorpati, I would spend the money very

judiciously. First of all, I would like to purchase a luxurious house surrounded by greenery in Bangalore. The climate of Bangalore is very pleasant and charming. The surroundings are very attractive and the people of the city are very well behaved.

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

4. A Teacher I Cannot Forget

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

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

5. Advantages and Disadvantages of Computers

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

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

and railways are now offering instant information on bookings with the help of computers. Even the traffic in capital cities is controlled and regulated with the help of computers.

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

29. WRITING GOOD LETTERS

A. The Librarian

School Name

Address

Date

Subject : Loss of a library book

Respected Madam/Sir

I regret to inform you that I have lost a book from the library which I borrowed two weeks back. The name of the book was 'Oliver Twist'. It was a good book and I enjoyed reading it but now because of me no one else will get to enjoy it like I did. I shall make good loss by paying the fine that is required.

Thanking you

Yours obediently

Ritu Jain, VII A

B. D-40 North Avenue

Kolkata

May 23, ____

My Dear Rakesh

I hope you are feeling hale and hearty. Before my departure to Nainital I had informed you that the members of our family will be leaving for this beautiful hill station for a week. We got our tickets reserved up to Kathgodam by train. Then we took a taxi for Nainital. We reached Nainital at about 7 p.m. We got rooms reserved in a hotel near the

Naini Lake on the Mall Road. In the evening we enjoyed the beauty of the lake overshadowed by hills and illuminated with lights. Next day we boarded a tourist bus which covered most of the spots as well as temples, lakes etc., around the city. Travelling in an air rope way was a very thrilling experience for us. We enjoyed lunch and dinner at the grand restaurants at the Mall Road. The beauty of the lake charmed us when we had boating in the Nani Lake. This trip will be a memorable trip for me in the years to come.

Naresh

C. The Principal
School Name

Sir/Madam

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

Yours obediently

Rohit (Captain Cricket Team)
Class XI A

D. D-40 Park Street
Kolkatta, W.Bengal
Date

My Dear Father,

I hope you are feeling hale and hearty. You will be highly delighted to know that I have topped the school getting 93% marks in the XII class board examination. I have already applied for appearing in competitive examinations for Engineering. As the examinations will be held in the month of July, I have got one and a half months at my disposal to prepare for the examination. So it has become very necessary to join coaching classes at a reputed centre. For

this I need at least five thousand rupees which I will have to pay in advance. How is Mintu. Pay my best regards to my mother. Please sent it by earliest.

With best regards

Yours affectionately

Rakesh

E. C- 40 Shivaji Road

Mumbai

Date

My Dear Sister

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

With best wishes

Yours loving brother

Mohan

F. Office-in-charge

New Delhi

Date

Subject : Loss of Mobile Phone

Dear Sir

I regret to inform you that my mobile phone no. 8052069056 has been lost in the bus I was travelling in. Kindly issue me an FIR so that I can get a new connection.

Thanking you

Yours sincerely

Raju Gupta

G. The Editor
Delhi Times
Date

Subject : Improvement of the roads in Chander Nagar

Sir

I am a resident of C-28, Chander Nagar. I need to inform you that roads in our locality have not had any upgradation or improvement in the past many years. The roads are all with pit holes and water lags on the roads causing a lot of difficulty to the people.

I request you to make this known through your paper so that proper actions can be done through proper channels.

Thanking you

Yours faithfully

XYZ

H. Librarian
Address

To

The Sales Officer
Children's Book Trust
New Delhi

Subject : Order for Story Books

Dear Sir/Madam

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

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

Yours Sincerely

R.K Bansal
Librarian

30. WRITING POSTCARDS

A.

House No 40
Street No II, Village Bhawana
New Delhi
24 May _____

My Dear Mother

I hope you are feeling fine. You will be glad to know that my uncle took me to the village. I felt very much excited and thrilled to see the natural beauty of the surroundings. The greenery of the trees and plants was a feast to the eyes.

The natural beauty of the flowers and plants is fascinating here.

The atmosphere is completely pollution free. I intend to remain here for a few days more. I hope to return home by May 31,

Yours affectionately
Raju

POST
CARD



MRS. ARCHANA SAXENA

10 ANDHERI WEST

MUMBAI

PIN

--	--	--	--	--	--

B.

Samrat Hotel
Park Street Shimla
3 June _____

My dear father,

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

We intend to visit the tourist spots around Shimla. We hope to be back to Delhi on 10th June Yours affectionately Kamal	Stamp MR. ROHIT VERMA 70 NORTH AVENUE CNENNAI (T.N) PIN <table border="1" style="border-collapse: collapse; text-align: center;"> <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>						

31. MESSAGES

A. 21 March

5 p.m.

Mother

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

Krishna

B. 2 May

8 p.m.

Mohan

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

Rajan

- C.** 8 August
12 noon

Mr. Saxena

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

Mr. Sharma

- D.** 8 August
6 p.m.

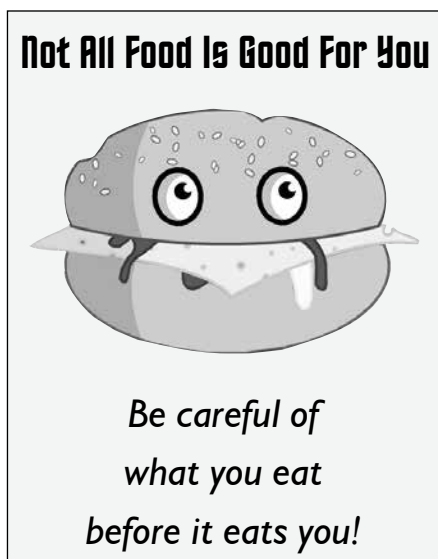
Sheila

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

Mr. Banerjee

32. POSTER WRITING & SLOGANS

A 1.



2.

Hercules Fitness Club



'Change
your body,
Change
your life'

3.

**SHUN PLASTIC
SAVE
THE
EARTH**



33. WRITING NOTICES

A.

Angels' School Notice

July 21

ENGLISH ESSAY COMPETITION

All the students of Upper Primary Classes are informed that an English Essay Competition will be held in the school premises on August 2 at 9 a.m. The topic of the essay is 'Uses of a Computer in Different Spheres'. Those who are interested may give their names to the undersigned, latest by July 30 to their class teachers.

Principal

B.

Day International School Notice

January 2

RETURN LIBRARY BOOKS

All the students are hereby informed that they must return their library books within ten days from the date of issue. The fine of Rs 5/- shall be charged per day on each book thereafter.

Librarian

C.

NOTICE

April 20

LOST

LOST

LOST

I lost my black coloured leather purse during lunch break in the canteen. It contains some money and a few important receipts. If anybody finds it, please return it to the undersigned. A nice refreshment assured.

Anand Mohan, VII C

D.

NOTICE

April 21

FOUND

FOUND

FOUND

I found a black coloured leather purse in the school canteen containing some money with some receipts. The student may contact me after the class in the school canteen.

RADHIKA, X C

34. DIARY WRITING

A. Day : MONDAY

Date : MAY 21

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

RAJU

B. Day : SATURDAY

Date : APRIL 14

Happening/s : A picnic was arranged by our class teacher on Saturday, 14 April. The destination chosen was Budha Garden,

New Delhi. All preparations had been made by me in advance as the class teacher had made me the incharge of the picnic. When I woke up early in the morning, I suffered with terrible headache and high fever. I could not attend the picnic and only God knows what would happen at the picnic as it was I who had made all sorts of arrangements.

MADHU

C. Day : WEDNESDAY

Date : MAY 23, 2001

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

RAMESH

D. Day : MONDAY

Date : MAY 21

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

Meera