

A.1 Read the passage and answer the questions that follow.

1. A good business letter gets result. The best way to do so is to develop a style that conveys information efficiently. A business letter thus should be concise clear and courteous.
2. A business letter must be concise. No introduction is necessary. Get to the point, make the point and leave it. Bear in mind that a very busy person is going to deal with it. Therefore make it accurate. A short business letter that makes a point is better than a long-winded one.
3. The business letter must be clear conveying your ideas firmly. Use the structure of the letter-the paragraphs, introductions and conclusions. Paragraph often to break up the page and use a format that is accepted universally. A clear message delivered clearly is the essence of business communication.
4. The business letter must be courteous. Say what you want to politely and do not insult or be sarcastic. Avoid grammatical and spelling errors and write sensibly. There is no excuse for sloppiness in a business letter.
5. The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. A clear concise and courteous letter can pay rich dividends for you.

A.1 Make notes of the above passage

A.1.2 Find words in the passage conveying same meaning as the foll. (i) polite (ii) accurate (iii) lay-out

SECTION-B WRITING SKILLS

- B.1 As sports instructor of your School place an order with M/s. Gulati Sports store 26 Arya Samaj Road for buying cricket bat volleyballs etc.
- B.2 Write a reply for the above letter.
- B.3 As Anuradha Dutta write a job application along with a bio-data for a marketing executive.
- B.4 You have a degree in architecture and you have worked in a British Firm for 5 yrs. Write an application along with a bio-data for the post of a senior architect in A.B. const.

B.5 Letters to editors

- a. Complaint regarding the menace of stray dogs in your locality.
- b. Complaint regarding poor conditions of roads and lack of street lighting which causes security hazards in your locality.
- c. Confusion regarding clash of dates of the I.I.T. entrance and A.I.E.E.E. entrance exams.

SECTION- C GRAMMAR

- C.1 Combine the foll. Using noun clause
(a) You are no doing well. It is true. (c) He may come. I do not know it.
(a) I will succeed. I am sure. (d) We got the news. He was arrested. It was not true.
- C.2 Use adjective clause: (a) I met a man. I had not seen him before.
(b) The forest was dark. We passed through the forest. (c) There was an earthquake. 5 people lost their lives in it.
- C.3 Use Adverb clause (a) It was raining. He did not come.
(b) The robber saw the police man. He ran away. (c) He worked hard. He did not succeed.
- C.4 Fill in the blanks
a. I am sure _____(Noun clause) (d) The President said _____(Noun clause)
b. I met a man _____(Adjective clause) (e) The book _____(Adjective clause)
c. _____ was not punished (Adverb clause) (f) _____ she started crying. (Adverb clause)

Chapter 8 Silk Road By Nick Middleton

- I. Answer the following questions in about 30-40 words each.
- a. Why has the article been titled Silk Road? (b) Why were the Tibetan Mastiffs popular in China' imperial courts?
- II. Answer the following questions in about 100-125 words each.
- a. What difficulties did Nick Middleton face on his journey?
- b. What was the role of Tsetan and Daniel in Middleton's journey to the town of Darchen?

FATHER TO SON BY ELIZABETH JENNINGS

- I. Read the extracts given below and answer the questions that follow :
- I do not understand this child
Though we have lived together now.
In the same house for years, I know
Nothing of him, so try to build
Up a relationship from how
He was when small.

- a) Who is the speaker and whom is he speaking of?
- b) Why is the father distressed?
- c) How does he attempt to understand his son?

II. Answer the questions in about 30-40 words each.

- a) What is universal about the poem?
- b) How does the father try to build a new relationship with his son?
- c) What does the father fail to share with his son?
- d) What is the father willing to do if the son returns home?
- e) Why does the poet use the phrase empty hand?

Section – A Reading

A1 Read the passage given below and answer the following questions.

All of us do some kind of work to ward off starvation or to gain sufficient material wealth with a view to maintain that standard of living which our physical and intellectual powers have helped us to reach. But there is another kind of work which is completely divorced from the burdensome process of our livelihood and which is undertaken for the sake of amusement or interest or the direction of our surplus stores of energy in some new and useful channels of refined tastes. This delightful occupation, combining work with pleasure or hobby, as it is properly termed, calls for the application of our highest faculties, and gives proper form to our healthy instincts, purposeful habits and disciplined behaviour. In our carefree and vacant hours it allows these faculties to perform their natural functions and to display their instinctive greatness. We devote our leisure to the pursuit of this pleasant task and derive advantages which compare favourably with those we obtain from the bread-earning routine of our daily life. Hobbies widen the sphere of our cultural activities, give refinement to our tastes and show us the path that leads to our systematic mental and moral development. Our tendencies and inclinations also find in them an outlet for a healthy and progressive expression.

"A hobby is a favourite subject or occupation that is not one's main business." In this age of machinery; which has taken upon itself most of the laborious duties of physical exertion formally performed by man and creating for him pleasant intervals of rest and leisure, it should not be difficult for him to devote some time to the pursuit of a new interest that can add some charm, colour or zest to his life. The spare time must not be frittered away in idleness or spent on such work as overtaxes his mind and body after they have performed their normal functions for the day. The new interest will be worthwhile only if it provides relaxation and changes from ordinary occupation, banishes the drabness of routine work and produces a feeling that life is both charming and meaningful.

The choice of hobbies, like the choice of books, purposes of reading, is not an easy task. Some hobbies demand a little guidance from experienced persons. Our sudden attachment to them without the backing of this preliminary knowledge may result in wasting of our resources of time and money, and in the end compel us to abandon them. Some hobbies are rather expensive, and therefore beyond the means of ordinary people who can ill afford to spend large sums of money on them. Not a few are incompatible with our temperament and taste. We must not, therefore, allow the glamour of certain hobbies to blind us to their reality, however tempting they may appear to us, nor should we begin to cherish them thoughtlessly because we find other people so devotedly attached to them. In the first flush of enthusiasm many have rushed into unsuitable hobbies only to find themselves turning away from them in a state of great disillusionment. In a few, rare and exceptional cases a sudden and instinctive choice of some hobby sometimes proves to be the right one. We must not, however, forget that tinkering with the hobby is joyless and wasteful process, unattended by any appreciable gains. Scattered interests in half a dozen or more odd hobbies is also not a desirable end.

Answer the following questions briefly:

- | | |
|---|---|
| i) What is a hobby? | 1 |
| ii) What are the advantages of hobbies? | 2 |
| iii) Why one has to be very careful in selecting a hobby? | 2 |
| iv) Under what circumstances do we have to discard a hobby? | 2 |
| v) In what way does a hobby refine our tastes? | 2 |

A2 Find words in the above passage which convey similar meaning as the following: 3

- i) Activity to which one gives time or effort (ii) Enthusiasm (iii) Not able to adjust.

A1.1 Memory is what defines our lives, our personalities, and our very existence. The dictionary defines memory as the faculty by which things are recalled or kept in the mind, the recovery of one's knowledge by mental effort.

But for most of us memory is just the ability to recall facts and figures, the faces

of people we know and the recollection of things in the past. But memory is far more complex than this. Without memory, as in the case of amnesia, the personality changes and is distorted without any point of reference. Memory is of vital importance in defining our personalities as it enriches our lives with complicated personal remembrances. Without this we turn into walking zombies. As people grow older they often suffer memory loss in some form or other and diseases like Alzheimer's can obliterate memory centres of the brain, making the sufferer into a different, less coherent and irrational personality.

Science has discovered that there are many different types of memory and we can lose one kind and still retain others. Human beings have a long term memory and a working memory. Working memory is the ability to recall telephone numbers, addresses and relevant information such as those needed in our daily lives. Many elderly people seem to lose

this form of memory while still retaining their long term memory. Even perfectly normal people may have only one part of the brain active under stress or illness. In addition to long term memory and working memory, there is also recent memory, semantic memory (the memory of facts) and episodic memory (the memory of something which actually happened), explicit and implicit memory and source memory, which enables us to recall from where we learnt certain facts. A loss of source memory seems to affect most people at sometime or the other.

Without memory we become different people. It is what most elderly people fear, but it need not be so. Unless illness is the cause for memory loss, participating fully in life can make a world of difference. Scientists, musicians, writers, doctors, architects, engineers and artists, all use their brains and memory centres to maximum effect. In fact anyone who is absorbed in some sort of work or project, or hobby whereby the mind is stimulated and used, can keep the memory in good working condition. Reading and paying attention to what you are reading, learning poetry by heart and taking a deep interest in the world around you stimulates memory. We must also learn to breathe deeply,

If the brain does not receive sufficient oxygen for the process of cerebration, hallucination and negative psychic reactions occur. Yoga tells us that for good mental health and emotional stability, we need to be good, deep breathers. Without memory we are nothing. Our closest family members are nothing to us, are alone, drifting in a world of which we appear to know nothing. The preservation, dignity, empathy, love depend almost entirely on the preservation of memory.

Answer the following questions briefly :

- (i) What is the true definition of memory? How is it different from the layman's interpretation of memory?
- ii) What is the importance of memory? How does the absence of it affect our personalities?
- iii) What kind of memory loss do old people generally suffer from? Does this mean they lose memory completely?
- iv) How can one keep one's memory in good condition? Give at least two points.
- v) How is the preservation of memory important in our personal lives?

Find words from the passage which mean the following:

- (a) to remove all signs completely
- (ii) to make something more active
- (iii) to keep something in good condition or in original state

Read the following passage carefully and answer the questions that follow :

How you can best improve your English depends on where you live and particularly on whether or not you live in an English speaking community. If you hear English spoken every day and mix freely with English speaking people, that is on the whole an advantage. On the other hand, it is often confusing to have the whole language poured over you at once. Ideally, a step-by-step course should accompany or lead up to this experience. It will also help a great deal if you can easily get the sort of English books in which you are interested.

To read a lot is essential. It is stupid not to venture outside the examination 'set books or the text books you have chosen for intensive study. Read as many books in English as you can, not as a duty but for pleasure. Do not choose the most difficult books you find, with the idea of listing and learning as many new words as possible: choose what is likely to interest you and be sure in advance that it is not too hard. You should not have to be constantly looking up new words in the dictionary, for that deadens interest and checks real learning. Look up a word here and there, but as a general policy try to push ahead, guessing what words mean from the context. It is extensive and not intensive reading that normally helps you to get-interested in extra-reading and thereby improve your English. You should enjoy the feeling which extensive reading gives of having some command of the language. As you read you will become more and more familiar with words and sentence patterns you already know, understanding them better and better as you meet them in more and more contexts, some of which may differ only slightly from others.

Some people say that we cannot learn to speak a language better with the help of a book. To believe this is to believe that the spoken language and the written - language are quite different things. It's not so. There is a very great deal in common between the two. In learning the patterns and vocabulary of the written form, we are learning to a considerable extent those of the spoken form too. We are, in fact, learning the language and not merely one form of the language.

On the basis of your reading of the above passage make notes on it, using headings and sub-headings. Use recognisable abbreviations, wherever necessary (minimum 4). Use a format you consider suitable. Also supply an appropriate title to it.

Write a summary of the above passage.

Read the following passage carefully and answer the questions that follow.

How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world; there are high quality programmes that help us understand many fields of study, science, medicine, the arts and so on. Moreover, television benefits very old people who can't often leave the house, as well as patients in hospitals. It also offers non-native speakers the advantage of daily informal language practice. They can increase their vocabulary and practice listening.

On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries, people watch the 'boob-tube' for an average of six hours or more a day. Many children stare at a television screen for more hours each day than they do anything else, including studying and sleeping. It's clear that the tube has a powerful influence on their lives and that its influence is often negative.

Recent studies show that after only thirty seconds of watching television, a person's brain 'relaxes' the same way that it does just before the person falls asleep. Another effect of television on the human brain is that it seems to cause poor concentration.

Children who view a lot of television can often concentrate on a subject for only fifteen to twenty minutes. They can pay attention only for the amount of time between commercials.

Another disadvantage is that television often causes people to become dissatisfied with their own lives. Real life does not seem as exciting to these people as the lives of actors on the screen. To many people, television becomes more real than reality and their own lives seem boring. Also many people get upset or depressed when they can't solve problems in real life as quickly as television actors seem to.

Before a child is fourteen years old, he or she views eleven thousand murders on the tube. He or she begins to believe that there is nothing strange about fights, killings and other kinds of violence. Many studies show that people become more - violent after certain programmes. They may even do the things that they saw in a violent show.

The most negative effect of the 'boob-tube' might be people's addiction to it. People often feel a strange, and powerful need to watch television even when they don't enjoy it. Addiction to a television screen is similar to drug or alcohol addiction. People almost never believe they are addicted.

On the basis of your reading of the above passage make notes on it, in - points only, using recognisable abbreviations minimum 4), wherever necessary. Supply an appropriate title to it.

Make a summary of the above passage in 80 words.

SECTION-B Writing

Articles Reports (Magazine Newspaper)

1. Write an article about 'Effects of Advertisement in about 200 words for your local daily.
2. Recently as a part of the community service programme of your School, you visited some Govt. Hospitals. You disturbed to see the pathetic conditions of these hospitals write articles for the newspaper expressing your concern reports.
3. Write a newspaper report about a theft that occurred in your local temple
4. Write a report on the Inter School Debate Completion held on your School.
5. Recently you attended a seminar on "Reading habits – A Dying Act- Write a report on it.
6. You celebrated the winter carnival recently. Write a report for your School Magazine on it.

DEBATE

7. As Mona Verma, write a debate in favour of the motion Co-education is the best system for Schools.
8. Debate Real Heroes and Real Heroes of Politics for and against the motion.

SPEECHES

9. Students are stressed out due to exam. Deliver a speech in the morning assembly. On strategies to combat the stress levels.
10. Deliver a speech on the ill effects of dieting and starving yourself just to maintain a slim and trim figure.
11. Hindustan Times organized a visit to the Home for the Aged in your locality. Talk about their visit & the associated problems of the aged in a speech.
12. Deliver a speech on 'Clean your city campaign'

Section C GRAMMAR

C.1 The following passage is intended for a School text book but it has not been edited. There is one error in each line. Underline each error and write your correction in the space provided. The first correction has been done as an example [4 marks]

Most cases of grammar mistakes are resulted from result
the form of bad language habits copied from
others especially teacher. Obviously students would
not speak correctly if teacher don't. Moreover.
When the teacher's English hasn't some mistakes
Then why may there be mistakes among the students?
That is, until he hears wrong English at home or
elsewhere. This present book had been prepared with
an idea of focusing on common errors.

C.2 Look at the newspaper items below. Then use the information in the headlines to complete the paragraphs. Write your answers in the spaces provided. The first one has been done as an example.

SUSPECT ARRESTED

Shahpur police report that a suspect has been arrested in the Nasir Khan Murder case.

NEW SCHOOL PLANNED

The Infant Education Society has announced that _____ in a vacant plot opposite the Police Lines in Pitampura.

BOY BITES DOG OWNER'S F.I.R.

A veterinary surgeon was called to Pushpanjali Enclave yesterday when a dog belonging to Prof. A.B. Gupta _____ . It is understood that an F.I.R. _____ by Prof. Gupta at the DOST Post nearby.

RISING HOUSE PRICES.

A Survey in the Delhi Times notes house prices _____ steadily this year.

C.3 *Look at the words and phrases below. Rearrange them to form meaningful sentences to complete the dialogue which follows. Write each sentences in the space provided. The first one has been done as an example.*

Ex. Suggest/ do you / next holidays / where / we spend.

- (a) But / certainly / going to / not / do that / I'm / if you wish / you can.
- (b) The Ganges / going on / I thought / a boat trip / of / down.
- (c) Slow / no / crocodiles / the river/ any more / an / wrong/ slow/what/ there are / is/ and/ so
- (d) you are / what / fellow / dreadfully/pessimistic/ a

Sister : Where do you suggest we spend next holidays?

Brother : Why not stay at home? _____

Sister : Really : What an idea _____

Brother : What are you planning?

Sister : Well, since you ask, _____

Brother : Would't that be rather dangerous?

Sister : Certainly not _____

Brother : your boat might sink.

Sister : _____