

BAL BHARATI PUBLIC SCHOOL  
CLASS XI SUB-- ENGLISH

ASSIGNMENT NO VI DECEMBER - 2009  
SECTION A READING

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

1. A good business letter always gets results. 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 that makes a point is better than a long-winded one.
3. The business letter must be clear convey 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 the sports instructor of your school place an order with M/s Gulati Sports store 26 Arya Samaj road for buying cricket bats 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 5yrs. Write an application along with a bio-data for the post of a senior architect in A.B. const.
- B.5 Letters to editors
- Complaint regarding the menace of stray dogs in your locality
  - Complaint regarding poor conditions of roads and lack of street lighting which causes security hazards in your locality
  - 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
- You are not doing well. It is true
  - He may come. I do not know it.
  - I will succeed. I am sure.
  - We got the news. He was arrested. It was not true
- C.2 Use adjective clause
- I met a man. I had not seen him before.
  - The forest was dark. We passed through the forest
  - 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 with clauses mentioned in brackets

- a. I am sure \_\_\_\_\_ (Noun clause)
  - b. The President said \_\_\_\_\_ (Noun clause)
  - c. I met a man \_\_\_\_\_ (Adjective clause)
  - d. The book \_\_\_\_\_ (Adjective clause)
  - e. \_\_\_\_\_ was not punished (Adverb clause)
  - f. \_\_\_\_\_ she started crying. (Adverb clause)
- \_\_\_\_\_