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# **English Common Study Material For 11<sup>th</sup> and 12<sup>th</sup> Standard**

*(for students purpose only)*

**(49 MARKS)**

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**PART-I-A**

**Q.NO: 7 to 20:**

**Other Exercises.**

**(1) Abbreviations / Acronyms.**

**Abbreviations.**

**Book Back Exercise: (+2 STD: TB -139)**

1. RAW - Research And Analysis Wing
2. CIA - Central Intelligence Agency
3. FSB - Federal Security Bureau Of Russian Federation
4. MSS - Ministry Of State Security
5. MI6 - Military Intelligence Section 6
6. ASIS - Australian Secret Intelligence Service

**Additional Exercise: (7<sup>th</sup> to 31<sup>st</sup> =+1 STD: TB-39)**

7. IELTS - International English Language Testing system
8. GST - Goods and Services Tax
9. TNPSC - Tamil Nadu Public Service Commission
10. STD - Subscriber's Trunk Dialing
11. ISD - International Subscriber's Dialing
12. MBA-Master of Business Administration
13. MHRD - Ministry of Human Resource Development
14. GPS- Global Positioning System
15. NSS - National Service Scheme
16. PTA - Parent Teacher Association
17. NGO - Non Governmental Organisation
18. ICU - Intensive Care Unit
19. IIM - Indian Institute of Management
20. MRI - Magnetic Resonance Imaging
21. ECG - Electro Cardio Gram
22. NCC - National Cadet Corps
23. LED - Light Emitting Diode
24. CPU - Central Processing Unit
25. CBSC - Central Board of Secondary Education
26. GDP - Gross Domestic Product
27. LCD - Liquid Crystalline Display
28. NRI - Non Resident Indian
29. IIT - Indian Institute of Technology
30. ITI - Industrial Training Institute
31. USB - Universal Serial Bus
32. RSC - Referee Stopped Contest
33. AIBA - Association Internationale de Boxe Amateur
34. UGC - University Grants Commission
35. PSU - Public Sector Unit
36. MBBS - Bachelor of Medicine and Bachelor of Surgery
37. UAE - United Arab Emirates
38. AICTE - All India Council for Technical Education
39. DTH - Direct to Home
40. ISO - International Organisation for Standardization

41. NCERT - National Council of Educational Research and Training
42. PSLV - Polar Satellite Launching Vehicle
43. GSLV - Geo-Satellite Launching Vehicle
44. VPP - Value Payable Post
45. www - World Wide Web
46. GPRS - General Packet Radio Service
47. JEE - Joint Entrance Examination
48. DTP - Desk Top Publishing
49. UPS - Uninterrupted Power Supply

**Acronyms.**

50. VIBGYOR - Violet, Indigo, Blue, Green, Yellow, Orange, Red
51. AIDS - Acquired Immuno Deficiency Syndrome
52. ISRO - Indian Space Research Organisation
53. GATE - Graduate Aptitude Test in Engineering
54. OPEC - Organization of Petroleum Exporting Countries
55. TANSI - Tamil Nadu Small Industries Corporation Limited
56. VIRUS - Vital Information Retrieval /Resources Under Siege
57. SALT - Strategic Arms Limitations Talks/Treaty
58. SAARC - South Asian Association for Regional Co-operation
59. LASER - Light Amplification by Stimulated Emissions of Radiations
60. TOEFL - Test Of English as a Foreign Language
61. NASA - National Aeronautics and Space Administration
62. NEET - National Eligibility cum Entrance Test
63. AVADI - Armed Vehicles and Ammunition Depot of India
64. SARS - Severe Acute Respiratory Syndrome
65. IGNOU - Indira Gandhi National Open University
66. NABARD - National Bank for Agriculture and Rural Development
67. INSAT - Indian National Satellite
68. TET - Teacher Eligibility Test
69. AIIMS - All India Institute of Medical Sciences
70. RAM - Random Access Memory
71. ROM - Read Only Memory
72. SIM - Subscriber's Identity Module
73. PIN - Postal Index Number
74. NACO - National AIDS Control Organization
75. NATO - North Atlantic Treaty Organization
76. NOTA - None OF The Above
77. BITS - Birla Institute of Technology and Science
78. PAN - Permanent Account Number
79. CPS - Contributory Pension Scheme
- (+1 STD: TB-190)**
80. EMI- Equated Monthly Installment

**(2). Compound Words.**

**Book back exercise: (+1 STD: TB-6)**

spotless, sunset, grandmother, half-hour, homecoming, overstraining, courtyard, gentlefolk, singsong

**compound words.**

mantel-piece, eye-lashes, water-proof, bee-hive, toll-gate, door-knob, spinning-wheel

**Book back exercise: (+2 STD: TB-72, 118)**

- Write the possible Compound words with "ice"  
**ice-fall, ice-axe, ice-berg, ice-cap, ice-floe, ice-sheet, ice-rink.**
- Write the appropriate Compound word for the combination 'Adjective + Noun'  
**muscular pain, skeletal system, nervous disorder, digestive enzymes, surgical instruments, agonistic experience, glorious victory, fantastic idea, emotional song, sensitive issue,**
- Choose the correct combination for the compound word 'Wind-proof'  
(a) Adjective + Noun (b) **Noun + Noun** (c) Adverb + Noun (d) Adjective + Verb
- Choose the word from the options given to form a compound word with "Party".  
(a) lashes (b) clock (c) dark (d) **full**
- Choose the correct combination for the compound word 'Sleeping bags'.  
(a) **Gerund + Noun** (b) Gerund + Adverb (c) Adverb + Noun (d) Noun + Verb
- Choose the word from the options given to form a compound word with "Half"  
(a) bright (b) clock (c) dark (d) **way**
- Choose the appropriate compound word for the combination: **Adverb + Gerund**  
(a) ear mark (b) **Never-ending** (c) spelling book (d) air ticket
- Choose the word from the options given to form a compound word with "Knife"  
(a) clock (b) **edge** (c) proof (d) peace

**Additional compound words:**

<b>Noun + Noun</b>	toll-plaza
<b>Noun + Verb</b>	sun-set
<b>Noun + Gerund</b>	hand-writing
<b>Noun + Adjective</b>	life-long
<b>Verb + Noun</b>	sing-song
<b>Verb + Verb</b>	talk-show
<b>Adjective + Noun</b>	black-board
<b>Adjective + Verb</b>	white-wash
<b>Gerund + Noun</b>	washing-machine
<b>Adverb + Verb</b>	over-look
<b>Adjective + Adjective</b>	kind-hearted
<b>Preposition + Noun</b>	in-box
<b>Preposition + Verb</b>	in-put
<b>Preposition + Gerund</b>	in-coming

**Identify the correct combination of the following compound words. (+2 STD: TB-150)**

<b>Noun + Adjective</b>	world famous
<b>Noun + Noun</b>	storeroom, buttermilk
<b>Noun + Adjective</b>	Diamond-hard
<b>Adjective + Noun</b>	grandmother, milchcow
<b>Adverb + Verb</b>	Overstep
<b>Noun + Verb</b>	Haircut
<b>Noun + Noun</b>	Headmaster

<b>Noun + Verb</b>	Waterfall
<b>Gerund + Noun</b>	swimming pool
<b>Verb + Adverb</b>	Drawback
<b>Noun + Gerund</b>	public speaking
<b>Adverb + Verb</b>	Output
<b>Adjective + Noun</b>	Software
<b>Verb + Noun</b>	show cause

### **(3). Prefix / Suffix.**

**(+1 STD: TB-7, 39)**

<b>Words</b>	<b>Prefix</b>	<b>Suffix</b>
Class	<b>subclass, middleclass</b>	classmate, classic, classify
Peace	<b>unpeace</b>	peaceful, peacefully
approve	<b>disapprove</b>	approval
Differ	<b>indiffer</b>	difference, different
arrange	<b>rearrange</b>	Arrangement
narrate	-	narrator, narration, Narrative
beauty	<b>unbeauty</b>	beautiful, beautifully, beautician
collect	<b>recollect</b>	collector, collection

**Prefixes using 'un', 'in', 'dis', 'ir', 'il':**

**unfortunate, disrespect, irrational, indirect, uncomfortable, irregular, inactive, disagree, disobedient, discontinue, indecent, illegitimate, unaware, infinite, unnecessary.**

**(+2 STD: TB-7)**

<b>Words</b>	<b>Prefix</b>	<b>Suffix</b>
patient	<b>impatient</b>	Patiently
honour	<b>dishonour</b>	Honourable
respect	<b>disrespect</b>	respectable
manage	<b>mismanage</b>	management, manager
fertile	<b>Infertile</b>	fertility
different	<b>indifferent</b>	differently/difference
friend	<b>befriend</b>	friendship / friendly
Obey	<b>disobey</b>	obedience, obedient

**Form the words by adding suffixes:**

**Frequently, satisfaction, willingness, comfortable, resemblance, nobility.**

### **(4). Foreign / Borrowed words. (6<sup>th</sup> to 24<sup>th</sup> = +1 STD: TB-172)**

1. Viva voce - a spoken examination
2. Sine die - without a date being fixed
3. Resume - a brief summary
4. Rapport - close relationship with good understanding
5. Bonafide - genuine
6. Bon voyage - good bye / happy journey



7. In toto	-	In full / totally
8. Liaison	-	co-ordination of creativities
9. Ex gratia	-	a payment made as a favour
10. En masse	-	as a whole group
11. En route	-	on the way
12. Ad hoc	-	for a particular / special purpose
13. Faux pas	-	improper act / remark
14. Par excellence	-	better than all others of the same kind
15. In camera	-	secret session
16. Status quo	-	in the former state
17. Magnum opus	-	the most important work of a writer
18. Inognito	-	in disguise
19. Deja vu	-	a feeling of having already experienced the present
20. a-la-carte	-	ordering a dishes from the menu
21. Via -media	-	middle course
22. Per- capita	-	used to refer the amount for each person
23. Tete-a-tete	-	private conversation between two
24. Carte blanche	-	complete freedom to act
25. Bons mots	-	witty remarks
26. Post mortem	-	after death
27. En famille	-	as a family
28. Via	-	by the way of
29. Erratum	-	error
30. De facto	-	in fact
31. Prima facie	-	at first sight
32. Adieu	-	good bye
33. Avant-garde	-	new ideas
34. Exparte	-	on one side
35. Proforma	-	for the sake of form
36. Genre	-	a particular style
37. Verbatim	-	In exactly the same words as were used originally
38. alias	-	otherwise known as
39. sans	-	without
40. lingua franca	-	a common language
41. Elite	-	The most powerful, best educated best trained group in a society
42. Versus	-	Against
43. Alibi	-	piece of evidence that one was elsewhere when an act took place / typically a criminal one

#### **(5). Definition of terms.**

**(-tics – oriented)**

s.no	Words	Meanings
1	Linguistics	the scientific study of a language
2	Numismatics	The study of money and coins
3	Electro dynamics	The study of the way that electric current and magnetic fields effect each other
4	Phonetics	The study of speech sounds



5	Aesthetics	The study of principles of beauty
6	Genetics	The study of genes
7	Statistics	The study of analyzing information shown in numbers
8	Politics	The study of government and using power in public life
9	Aeronautics	The study of building and flying aircraft
10	Informatics	The study of processing data for storage and retrieval

**(-ologist – person studies) (+1 STD: TB-73,101)**

s.no	Words	Definition
1	Ornithologist	One who studies birds
2	Sociologist	One who studies functioning of human society
3	Entomologist	One who studies insects
4	Archeologist	One who studies ancient culture by analyzing the physical remains
5	Pathologist	One who studies diseases
6	Geologist	One who studies the matter that constitutes the Earth
7	Linguist	One who studies languages and their structure
8	Seismologist	One who studies earthquakes
9	Herpetologist	One who studies reptiles and amphibians
10	Meteorologist	One who studies atmosphere, weather, and climate
11	Pulmonologist	One who specializes in lung problems
12	Dermatologist	One who specializes in skin problems
13	Gynaecologist	One who treats diseases specific to women
14	Nephrologist	One who treats kidney diseases
15	Gastroenterologist	One who treats stomach disorders
16	Ophthalmologist	One who treats vision problems
17	Otolaryngologist	One who treats the problems of ear, nose, tongue
18	Psephologist	One who analysts the election
19	Palaeontologist	One who studies the fossils
20	Musicologist	One who studies music
21	Sinologist	One who studies China

**(-Phobia – fear)**

s.no	Words	Definition
1	Xenophobia	Fear of stranger
2	Agoraphobia	Fear of being in public place
3	Poinophobia	Fear of punishment
4	Potophobia	Fear of alcohol
5	Phasmophobia	Fear of ghosts
6	Nyctophobia	Fear of the dark of the night
7	Lalophobia	Fear of speaking
8	Kleptophobia	Fear of stealing
9	Katsaridaphobia	Fear of cockroaches
10	Anglophobia	Fear of using English
11	Hydrophobia	Fear of water

12	Acrophobia	Fear of heights
13	Agrizoophobia	Fear of wild animals
14	Snakephobia	Fear of snakes
15	Scolionophobia	Fear of schools

**(-ism – person participating) (+1 STD: TB-145)**

s.no	Words	Definition
1	Patriotism	love of country and willingness to sacrifice for it
2	Nationalism	the doctrine that your country's interests are superior
3	Egocentrism	concern for your own interests and welfare
4	Feminism	a doctrine that advocates equal rights for women
5	Criticism	a serious examination and judgment of something
6	Amateurism	Participating in sports as a hobby rather than for money
7	Barbarism	a brutal barbarous, savage act
8	Idealism	belief that the best possible concepts should be pursued
9	Heroism	exceptional courage when facing danger
10	Absenteeism	habitual failure to be present at work

**Others (+1 STD: TB-73)**

s.no	Words	Definition
1	Bibliophile	great lover of books
2	Thespian	One who acts in several roles
3	Polyglot	One who fluent in multiple languages
4	Ambidextrous	One who able to use both hands with effectively at the same time
5	Philanthropist	One who donates a huge sum of money to set up a public library
6	Misanthrope	One who wants to be aloof
7	Teetotaler	One who always refuses alcohol
8	Nonagenarian	Those who are active, cheerful at old age
9	Globetrotter	One who wishes travelling all over the world
10	Optimist	One who believes that everything for the best in the end / one who is always hopeful
11	Sadist	One who gets pleasure from suffering from others
12	Trekking	A long and difficult walk usually over mountains or via forests
13	Pilgrimage	A visit to sacred places
14	Picnic	An occasion when people take food and eat outdoors
15	Voyage	A travel by ship
16	Journey	A travel by bus, train or car
17	Migration	Moving from one country to country
18	Cream	To mix things together into a soft smooth mixture
19	to furnace	To throw out as sparks from a furnace
20	Lexicographer	A compiler of dictionaries

21	Lifeguard	The guard of a king's person
22	modern	A person who advocates or practices a departure from traditional style or values
23	to sneeze	to emit with audibly by the nose
24	Youth	The part of life succeeding from childhood to adolescence
25	Anarchy	Autocracy
26	Gerontocracy	Government by the elders
27	Egocentrism	Concern for your own interests and welfare

**(-cide – killing)**

s.no	Words	Definition
1	Insecticide	Killing of insects
2	Regicide	Killing a member of royal family
3	Infanticide	Killing of an infant
4	Suicide	Killing of self
5	Homicide	Killing of another person
6	Genocide	Killing of people in large numbers
7	Patricide	Killing of one's own father
8	Matricide	Killing of one's own mother

**(-mania – desire)**

s.no	Words	Definition
1	Dipsomania	A strong desire for alcoholic drinks
2	Pyromania	a strong desire to set fire to things
3	Squandermania	a craze to spend money in a wasteful manner
4	Kleptomania	strong desire to steal
5	Megalomania	mental illness

**(6) Phrasal verbs.**

**Book Back Exercise: (+1 STD: TB-112, 113)**

Phrasal verbs	Meaning	Sentence (Usage)
stand up	maintain, withstand	Your statement will not <b>stand up</b> as proof in the court of law.
stand for	support, willing to accept	My father always <b>stands for</b> truth and honesty.
stand by	ready to do/help	Come what may, I will <b>stand by</b> you
look into	Examine	The officer <b>looked into</b> the matter.
look at	See	The teacher said, " <b>look at</b> the map on the wall".
look through	glance, skim	I've just been <b>looking through</b> your cookery books for inspiration.
run over	to hit someone	The lorry <b>ran over</b> the motorist.
run away	Escape	On seeing the police the thief <b>ran away</b> .
run into	Reach	Flood damages could <b>run into</b> millions.

put on	Wear	I <b>put on</b> my new shirt.
put up	To erect/put together	The team <b>put up</b> a great performance.
put off	Postpone	They <b>put off</b> the match.

(+2 STD: TB-7, 118)

Phrasal verbs	Meaning	Sentence (Usage)
cut off	Removed	The government <b>cut off</b> the old pension scheme.
come upon	Meet	We turned a corner and we <b>came upon</b> an old man.
put out	Extinguish	The firefighters <b>put out</b> the fire.
draw up	Stop	A car <b>drew up</b> beside us.
pass out	Faint	Due to low pressure, he <b>passed out</b> on the way.
take off	Start	The helicopter <b>takes off</b> at 10 AM.
turn away	Oppose	The people <b>turned away</b> the Hydro Carbon project.
stand by	Support	Don't worry, I will <b>stand by</b> you.
bank on	depend on/rely	The Prime Minister cannot <b>bank on</b> the opposite party's support.
turn on	to open	I pushed the button to <b>turn on</b> the radio.
took over	take lead	I <b>took over</b> the business from my father.
set off	start a journey	They <b>set off</b> before dawn.
see off	to go to station or airport to say good bye to someone	He went to <b>see off</b> his brother at the station.
stop over	to stay at a place for a short period of time when travelling to another destination	I <b>stopped over</b> in Bangkok for a couple of days on my way back from Tokyo.
get in	arrive inside train, bus etc	The train <b>got in</b> late.
get on	enter a bus, train, plane	The people rushed to <b>get on</b> the bus.
get off	leave a bus, train etc	The two young women didn't <b>get off</b> at that stop.
get away	to go away from home for a vacation	We worked so hard this year that we had to <b>get away</b> for a week.
check in	arrive and register at airport or hotel	We will get the hotel keys when we <b>check in</b> .
check out	Pay the bill when leaving a hotel	You have to <b>check out</b> of the hotel before 11 AM.

**(7) Clipped words. (1 to 16= +1 STD: TB-72)**

1. Chimpanzee\* - chimp
2. Photograph\* - photo
3. Microphone\* - mike
4. Cafeteria\* - café
5. Gasoline\* - gas
6. Helicopter\* - copter
7. Telephone\* - phone

8. University\* - varsity
9. Memorandum\* - memo
10. Influenza\* - flu
11. Hippopotamus\* - hippo
12. Bridegroom\* - groom
13. Demonstration\* - demo
14. Fanatic\* - fan
15. Perambulator\* - pram
16. Refrigerator\* - fridge
17. Examination - exam
18. Demarcate - mark
19. Signature - sign
20. Fountain pen - pen
21. Aeroplane - plane
22. Advertisement - ad
23. Agriculture - agri
24. Discotheque - disco
25. Gymnasium - gym
26. Hamburger - burger
27. Mathematics - maths
28. Laboratory - lab
29. Paragraph - para
30. Spectacles - specs
31. Suitcase - suit
32. Taxicab - taxi

**(8). Polite Alternatives / Euphemisms. (\*=+2 STD: TB-150)**

S.no	Normal words	Euphemistic expression
1.	Blind	visually challenged
2.	stupid, retarded	mentally challenged/Intellectually challenged
3.	Disabled* or learning challenged	a special child
4.	Late	chronologically – challenged
5.	handicapped or Disabled	differently – abled
6.	Short	vertically – challenged
7.	Undertaker	funeral director / Mortician
8.	Maid	domestic engineer
9.	garbage man	sanitation engineer
10.	Lavatory	rest-room
11.	public toilet	comfort station
12.	Housewife	Homemaker
13.	Pregnant	in the family way
14.	slow – learners	late – bloomers
15.	fat	full – figured
16.	over weight	big – boned, portly
17.	beating with a cane	corporal punishment
18.	before I die	before I go

19.	died	passed away, departed, bit the big one, bit the dust, kicked the bucket
20.	one's backside or buttocks	rear - end, gluteus maximus
21.	under wear or lingerie	Unmentionables
22.	Liar	economical with the truth
23.	Unemployed*	between jobs
24.	Bald	thin on top
25.	Drunk	a little tipsy
26.	Jail*	correctional facility
27.	Stolen	fell off the back of a truck
28.	genocide, Killing	ethenic cleansing
29.	prison camp	relocation centre
30.	accidental deaths	collateral damage
31.	firing someone	letting someone
32.	euthanize (Put an animal to death humanely)	put to sleep
33.	Homeless	on the streets
34.	Naked	au natural
35.	Vomited	blow chunks
36.	used car, second-hand*	pre-enjoyed or Pre-loved vehicle
37.	Unqualified	partially Proficient
38.	poor*	Disadvantaged/underprivileged

### 9. Idioms and Phrases.

(+1 STD: TB-40, 111, 112, 173)

#### Words

- i) throw in the towel
- ii) in our corner
- iii) on the ropes
- iv) below the belt
- v) square off

#### Meanings

- to give up
- on your side in an argument or dispute
- state of near collapse or defeat
- unfair or unsupporting behaviour
- prepare for a conflict

Find out the meanings and use them in sentence of your own. (+1 STD: TB-111, 112)

s.no	Words	meanings	sentences
1	tight corners	in a difficult situation	When I got both medical and engineering seats I was in <b>tight corners</b> .
2	shot his bolt	to exhaust one's effort	Virat Kohli played well in the first innings but he <b>shot his bolt</b> in the second innings.
3	in a nice pickle	in a troublesome or difficult situation	The politician was <b>in a nice pickle</b> when the income tax department had seized lakhs of rupees in unaccountability.
4	have cold feet	feel nervousness and anxiety	My friend always <b>has cold feet</b> before the start of his program.
5	By the skin of one's teeth	a narrow escape	My friend escaped from the accident <b>by the skin of his teeth</b> .



**Match the following idioms.**

- |                           |   |
|---------------------------|---|
| 1. alarm bells ringing    | sign of something going wrong                                   |
| 2. back to the wall       | in serious difficult  |
| 3. grasp/clutch at straws | try and method to overcome a crisis                             |
| 4. saved by the cell      | help at the last moment rescuing one from a difficult situation |
| 5. hang out to dry        | abandoning one who is in difficulty                             |

**Idiom words and its meanings. (+1 STD: TB-173)**

- |                          |  |
|--------------------------|--|
| 1. right up one's alley  | to be the type of thing that you are interested in or that you enjoy doing |
| 2. drive one up the wall | to annoy or irritate someone   |
| 3. hit the road          | to leave; to depart; to begin one's journey, especially on a road trip     |
| 4. take(one) for a ride  | to trick, cheat, or lie to someone   |
| 5. in panic mode         | fear after a night out   |

**Book Back Exercise: (+2 STD: TB-109, 117, 138)**

<u>Idioms</u>	<u>Meanings</u>
1. save one's skin	to protect oneself from difficulty
2. make both ends meet	manage one's expenses within one's income
3. a bolt out of a clear sky	a sudden unexpected events or news
4. go to grave	to exit the world
5. have the whip hand	to be the most powerful
6. under a cloud	viewed with suspicion and distrust
7. wait for the dust to settle	to wait for a situation to become clear or certain
8. get/have all your ducks in a row	to have made all the preparations needed to do something/to be well organized
9. fetch and carry (for somebody)	to do a lot of little jobs for somebody as if you were their servant
10. do the math	to think carefully about something before doing it, that you know all the relevant facts or figures
11. round the corner	very near
12. let down	disappointed
13. chuckled to himself	laughed softly to himself
14. take cheer	to be encouraged
15. raise the devil	to complain or scold
16. black with anger	become enraged
17. take chances	try one's luck/ take a risk
18. the icing on the cake	something extra and not essential, but is added to make it even better
19. break the ice	to make people more relaxed, especially at the beginning of the meeting

**Fill in the blanks with the right idioms. (+2 STD: TB-117)**

- The Sherpas are cheerful, gallant men, who **wait for the dust to settle** tents, oxygen, food etc., for climbers during their ascent of the summit.
- The team **do the math** carefully so as to reach the summit successfully.



- c) When they had to climb through deep new snow the party sometimes had to **fetch and carry**.
- d) Each member of the team had all their **get / have all your ducks in a row**.
- e) We could not believe that with a few more whacks of the ice axe in the firm snow we were **round the corner** to the top.
- f) The conference room was silent though packed. The chairman introduced an interactive session to **break the ice**.
- g) Our headmistress not only promised us to take us for an excursion, but also announced that on return we would get a holiday. It was like **the icing on the cake**.

### **10. Homophones and Confusables.**

**Fill in the blanks with suitable homophones. (+1 STD: TB-7, 8, 72)**

- 1. a) We have a short **break** between the sessions.  
b) The car skidded to a halt when I applied the **brake**.
- 2. a) Shivani wears a belt around her **waist**.  
b) We should never misuse or **waste** natural resources.
- 3. a) Oxygen is the **principal** element present in the earth's crust.  
b) Both these machines work on the same **principle**.
- 4. a) Turtles should be **bred** in a healthy environment.  
b) I like to have toasted **bread** for breakfast.
- 5. a) This medicine will **lessen** your pain.  
b) Finally, the manager learnt a **lesson** the hard way.
- 6. a) The child looks very sick and **pale**.  
b) I need a **pail** of water to wash these cups.
- 7. a) Ravi picked the banana peel and **threw** it in the dustbin.  
b) The soldiers had to pass **through** a dark tunnel.
- 8. a) The **corpse** was covered with a shroud.  
b) A five-day annual training camp for the senior cadets of the National Cadet **corps** has been organized.
- 9. Nobody can say **whether** there will be an improvement in the **weather**.
- 10. Your ring is **loose**. Do not **lose** it.
- 11. We found a **packet** of biscuits in the old man's shirt **pocket**.
- 12. When the pole vaulter cleared 28 **feet**, it was declared a record **feat**.
- 13. Explain the **quote** 'Cut your **coat** according to your cloth.'
- 14. The stranger **paused** for a few minutes before he **passed** my house.
- 15. The **wiry** dancer turned **weary** after the final performance.
- 16. The chain that I presented to my sister was not made of gold; it was just **gilt**. I am suffering from a sense of **guilt**.

### **Distinguish the meanings (+2 STD: TB-6)**

- 1. My Grandfather **emigrated** from India to **immigrate** to USA.
- 2. One should be **judicious** in **judicial** matters.
- 3. The **eligible** candidates are not selected for their **illegible** handwriting.
- 4. The people who have **conscience** are **conscious** of many ideas.
- 5. An **industrial** area has **industrious** people.
- 6. The most **eminent** scientist in the world has been warning about the **imminent** danger of nuclear war.
- 7. The police tried to **elicit** information from the bootlegger who sold **illicit** liquor.

8. The book which has been **prescribed** for the B.A class has been **proscribed** for containing some remarks against a particular religion.
9. The **effects** of new pension scheme will **affect** the future of the employees.
10. Many diseases are **born** by flies which can be easily **borne**.
11. The teacher gave an **aural** test by **oral** in the class yesterday.
12. **Besides** watching the folk dance, he was standing **beside** his car.

**Fill in the blanks with suitable homophones or confusables. (+2 STD: TB-72)**

1	Wallet	<b>valet</b>	8	hoard	<b>Horde</b>
2	Fairy	<b>faerie, faery</b>	9	desert	<b>Dessert</b>
3	Medal	<b>meddle</b>	10	night	<b>Knight</b>
4	Wait	<b>weight</b>	11	sweet	<b>Suite</b>
5	Yoke	<b>yolk</b>	12	plain	<b>Plane</b>
6	Grown	<b>groan</b>	13	might	<b>Mite</b>
7	Earn	<b>urn</b>	14	quite	<b>quiet, quit</b>

**Distinguish the meaning. (+2 STD: TB-72)**

<b>career-carrier-courier</b>	<b>patients-patience-patents</b>
I never do corruption in my <b>career</b> . The <b>carrier</b> is armed with nuclear weapons. I want to send a letter by a private <b>courier</b> .	The <b>patients</b> need the drugs. We appreciate your <b>patience</b> . Once inventors are granted their <b>patents</b> , they have to produce, sell, use their product.
<b>accident-incident-incidence</b>	<b>scraping-scraping-scrubbing</b>
He met with an <b>accident</b> yesterday. This <b>incident</b> happened four years ago. The entire <b>incidence</b> falls on the workers.	Someone is <b>scraping</b> the car with a key. They weren't <b>scraping</b> their vacation. My mother is <b>scrubbing</b> the vessels cleanly.
<b>accepts-except-expected</b>	<b>lesson-lesser-lesion</b>
This shop <b>accepts</b> credit cards. He can understand all subjects <b>except</b> physics. I <b>expected</b> 100 marks in maths.	Learn a <b>lesson</b> from your predecessor. The aspirin helped to <b>lessen</b> my headache. My grandfather has a <b>lesion</b> on his leg.
<b>raise-rises-ric</b>	<b>quiet-quit-quit</b>
We need to <b>raise</b> our voice against corruption. The sun <b>rises</b> in the east. The cost of <b>rice</b> is Rs. 60 per kg.	They are always <b>quiet</b> . At the time of examination, I was <b>quite</b> nervous. I don't know why he <b>quit</b> his job.
<b>final-finale-felines</b>	<b>severe-severed-sewer</b>
India won the hockey world cup match <b>final</b> last year. All the dancers come on stage during the grand <b>finale</b> . The <b>felines</b> have their fangs bared.	She is suffering from <b>severe</b> head injuries. His finger was <b>severed</b> from his hand in the accident. Her house was not directly connected to the <b>sewer</b> .

**11. Blended words. (+2 STD: TB-150)**

s.no	Blended words	Words
1	Spluttered	Splash + sputter

2	Alphanumeric	Alphabetic + numeric
3	Brunch	Breakfast + lunch
4	Camcorder	Camera + recorder
5	Mechatronics	Mechanic + electronics
6	Newscast	News + broadcast
7	Smog	Smoke + fog
8	Bit	Binary + digit
9	e-mail	Electronic + mail
10	Forex	Foreign + exchange
11	Moped	Motor + pedal
12	paratroop	Parachute + troop

**Additional words**

s.no	Blended words	Words
1	Docudrama	documentary + drama
2	Melodrama	melody + drama
3	Telecast	television + broadcast
4	Edutainment	education + entertainment
5	Edusat	education + satellite
6	Interpol	international + police
7	Travelogue	travel + catalogue
8	Electrocute	electro + execute
9	Heliport	helicopter + airport
10	Motel	motorway + hotel
11	Medicare	medical + care
12	Vegeburger	vegetable + hamburger
13	Technowizard	technology + wizard
14	Telex	teleprinter + exchange
15	Infotech	information + technology
16	Infotainment	information + entertainment
17	Lecdem	lecture + demonstration
18	hi-tech	high + technology
19	Netizen	internet + citizen
20	Internet	international + network
21	Pixel	picture + element
22	Mobike	motor + bike
23	Handycam	Hand + video camera
24	Oxbridge	Oxford + Cambridge
25	Infomercial	information + commercial
26	Fortnight	fourteen + nights

**12. British – American English.**

**Book Back Exercise: (+2 STD: TB-182)**

s.no	British	American	s.no	British	American
1.	pavement	Side walk	11	indicator	Turn signal
2.	Pull over	Sweater	12.	Timetable	Schedule

3.	Waistcoat	vest	13.	Post	Mail
4.	Chips	French fries	14.	holiday	Vacation
5.	Flat	Apartment	15.	Autumn	Fall
6.	Ground floor	First floor	16.	Lift	Elevator
7.	underground	Subway	17.	Nappy	Diaper
8.	Queue	Line	18.	Full stop	Period
9.	Wind screen	Wind shield	19.	loo	Rest room/bath room
10.	Sweets	candy	20.	bin	Trash can

### **American - British English**

s.no	American	British
1.	Odor	Odour
2.	Program	Programme
3.	Parlor	Parlour
4.	Apologise	Apologize
5.	Color	Colour
6.	Check	Cheque
7.	Theatre	Theater
8.	Gray	Grey
9.	Behavior	Behaviour
10.	Humor	Humour
11.	Labor	Labour

### **13. Syllabification.**

Monosyllabic	Disyllabic	Trisyllabic	Tetrasyllabic	Pentasyllabic
first lake stir write call drove wrist bright blast queue dropped	Ri-ver a-cross fur-ther daugh-ter cor-ner re-ject tea-cher ty-pist de-tect stu-pid	Pre-si-dent Fan-tas-tic En-ter-tain Do-mes-tic De-mons-trate Ma-ga-zine Ca-len-dar Re-sem-blance e-du-cate cal-cu-late head-mis-tress com-pu-ter ex-pen-sive	Fa-ci-li-tate e-ra-di-cate li-be-ra-tion po-li-ti-cal ac-ti-vi-ty en-gi-nee-ring po-pu-la-tion e-lec-tro-nic bi-o-lo-gy ge-o-gra-phy	La-bo-ra-to-ry e-lec-tri-ci-ty bi-o-lo-gi-cal ad-mi-ni-strator ma-the-ma-ti-cal sen-si-ti-vi-ty par-ti-ci-pa-ted dis-a-bi-li-ty

#### 14. Singular and Plural.

##### (1) is = es

Singular	Plural
Axis	Axes
Crisis	Crises
Analysis	Analyses
Basis	Bases
Thesis	Theses

##### (3)a=ae

Singular	Plural
Alumna	Alumnae
Formula	Formulae

##### (4)us=l

Singular	Plural
focus	foci
terminus	termini/ terminuses
alumnus	alumni
fungus	fungi
syllabus	syllabi
radius	radii
stimulus	stimuli

##### (6) x = ces

Singular	Plural
index	Indices/ Indexes
appendix	Appendices
apex	Apices
vertex	Vertices

**Exceptions:** ox – oxen, fox – foxes

##### (8) Noun = es, ies

Singular	Plural
genie	genies/genii
cupful	Cupfuls
dining room	dining rooms
grown-up	grown-ups
spoonful	Spoonfuls
army	Armies

##### (2) um/on = a

Singular	Plural
memorandum	Memoranda
Stratum	Strata
aquarium	Aquaria
Erratum	Errata
curriculum	Curricula
Medium	Media
bacterium	Bacteria
Datum	Data
Stadium	Stadia
agendum	Agenda
Criterion	Criteria

##### (5) oo = ee

Singular	Plural
Tooth	Teeth
Foot	Feet
goose	Geese

**Exceptions:** bus – buses

##### (7) f/fe = ves

Singular	Plural
calf	Calves
knife	Knives
leaf	Leaves
thief	thieves
life	Lives

**Exceptions:** roof - roofs

##### (9) Other types

Singular	Plural
man	Men
woman	Women
child	Children
man servant	men servants

baby	Babies
Boy	Boys
Toy	Toys
buffalo	Buffaloes

**(11) Plural form for compound words:**

Singular	Plural
Daughter-in-law	Daughters-in-law
Son-in-law	Sons-in-law
Runner-up	Runners-up
Governor-general	Governors-general

**Exceptions:** Virus - viruses ;  
photo - photos

**PART-I-B**

**Grammatical Exercises:**

**1. Question Tag.**

**Examples: (+1 STD: TB-120)**

1. You are a student, aren't you?
2. Aji is not a lawyer, is she?
3. Lawrence saw the snake sliding into the hole, didn't he?
4. Jordi attends the class regularly, doesn't he?
5. Madhav doesn't speak Telugu, does he?

**a. Add appropriate question tags to the following sentences. (+1 STD: TB-121)**

1. Cities are increasingly becoming urbanized. Aren't they?
2. They experiment with various ways to improve air quality. Don't they?
3. The aim should be reduce congestion. Shouldn't it?
4. There is an urgent need to provide clean, reliable and affordable energy to their growing populations. Isn't it?
5. Automation and shared mobility will play a key role in this transformation. Won't they?
6. It changes the way people commute in cities. Doesn't it?
7. Before long, a fleet of electric autonomous vehicles (AVs) could drive people to their destinations. Couldn't they?
8. These shared AVs will run at higher utilization rates. Won't they?
9. They can substantially reduce the cost of mobility and congestion. Can't they?
10. These should not be thought of as luxury but as necessity. Should they?

**b. Add appropriate question tags and role play the dialogue with your friend. (+1 STD: TB-121)**

**Jeyanth** : Hello, Anish! It's your physics exam today, isn't it?

**Anish** : Yes. They had set a very long paper. Yet, I managed to finish the paper. Didn't I?

**Jeyanth** : True. My maths paper too was very long. I couldn't finish it. Could I?

**Anish** : I too could not complete my paper. Could I?

**Jeyanth** : Ok. Actually, my question paper was very easy. Wasn't it?

**Anish** : Mine wasn't easy. I made a silly mistake. Didn't I?

**(10) Unchanged**

Singular	Plural
sheep	sheep
deer	deer
furniture	furniture
cattle	cattle
corps	corps
Species	species
spectacles	spectacles
means	Means
premises	Premises
series	Series
innings	Innings
pants	Pants
swine	Swine
news	News
scissors	Scissors
trousers	Trousers



**Jeyanth** : Tell me about your English paper. Won't you?

**Anish** : The story comprehension was very easy. I am sure to score more than ten marks on fifteen. I wrote well. There wouldn't be any mistake. Would there?

**Jeyanth** : For me, my letter-writing was the best. I didn't make a single mistake. Did I?

**Anish** : Ok. I've got lots to study for tomorrow's exam. Haven't I?

**Jeyanth** : Me too. So, see you later. All the best, bye.

**Anish** : Thank you. Wish you the same.

**Examples: (+2STD: TB-79, 80, 81)**

1. Mr. Ranjith is a great scholar, isn't he?
2. Ahalya will never accept your proposal, will she?
3. Mahathi sings very well, doesn't she?
4. These girls sing very well, don't they?
5. Mahathi sang very well yesterday, didn't she?
6. These girls sang very well yesterday, didn't they?
7. Please bring me a glass of water, would you?
8. Always follow the traffic rules, would you?
9. Join us for lunch tomorrow, will you?
10. Don't ever meddle with my papers, will you?
11. The young should learn to take up responsibilities, shouldn't they?
12. The toys in the box are not new, are they?
13. Nobody has arrived yet, have they?
14. Everyone will attend the party, won't they?
15. The peacock is the national bird of India, isn't it?
16. The blue frock was more expensive than the pink one, wasn't it?
17. Something has gone wrong in the circuit, hasn't it?
18. This is not your dad's car, is it?
19. There is not much time left, is there?
20. There was a pond beside the temple, wasn't there?
21. We rarely visit our native town, do we?
22. Ajith seldom speaks in English, does he?
23. A few germs can be viewed through this microscope, can't they?
24. Little do your parents know about this problem, do they?
25. I am a very honest and humble being, aren't I?
26. Let's close our eyes and meditate for some time, shall we?
27. Let's all go to the beach this evening, shall we?
28. Neither of my two brothers helped me in that situation, did they?
29. All of us are not eligible to apply for this course, are we?

**Add suitable question tags to the following sentences. (+2STD: TB-81)**

1. The children are very happy today. Aren't they?
2. You have not returned my books yet. Have you?
3. We enjoyed the trip very much. Didn't we?
4. Let's clean the shelves this weekend. Shall we?
5. My mother rarely travels by bus. Does she?
6. Somebody must bell the cat. Mustn't they?
7. Anita never comes late to office. Does she?



8. I am always the winner. Aren't I?
9. Don't commit this mistake again. Will you?
10. There is a pharmacy near the bus stand. Isn't it?
11. Bacteria can never survive in extreme weather conditions. Can it?
12. I am not as smart as you are. Am I?
13. The boys broke the window pane last evening. Didn't they?
14. Leaves wither during autumn. Don't they?
15. You should add a little salt to the butter milk. shouldn't You?

## **2. Prepositions / Prepositional phrases.**

### **a) Fill in the blanks in the following sentences with appropriate prepositions. (+1 STD: TB-45)**

1. The English language is vital in the medical field.
2. He climbed up the stairs to get into the terrace.
3. In case of difficulty, you should refer to a dictionary and then respond to the question.
4. The clothes that he has put on are very impressive. He is going to his own hometown to pay homage to the village head.
5. The nearest hospital to this place is at a distance of twenty kilometers. You can reach it either by car or by a bicycle.

### **b) Fill in the blanks in the following sentences, using prepositions if necessary. (+1 STD: TB-45,46)**

1. The new machines are quite different from the old ones. They are able to work with a much faster pace, a substantially reduced risk to the environment.
1. The students discussed the problem among themselves. However, they did not arrive at any conclusion. They went to their class teacher and discussed with her. She gave a solution to it and they were happy.
2. The wreck of the RMS Titanic lies at a depth of about 12,500 feet about 370 miles south east off the coast of Newfoundland. It lies in two main pieces about a third of a mile apart. The bow is still largely recognizable with many preserved interiors, despite the damage it sustained hitting the sea floor. A debris field of the wreck contains thousands of items spilled from the ship as it sank. She sank in the year 1912.

### **a) Book Back Exercises: (+2 STD: TB-45)**

1. The boy jumped \_\_\_\_\_ a narrow stream.  
a) into      b) with      c) against      d) upon
2. Afsar will meet me \_\_\_\_\_ Friday morning.  
a) into      b) on      c) against      d) upon
3. The temple is \_\_\_\_\_ the bank.  
a) inspite of      b) into      c) between      d) in front of
4. My friend will meet me \_\_\_\_\_ his brother tomorrow.  
a) with      b) among      c) over      d) into

### **b) Complete the sentences using the prepositions. (+2 STD: TB-45)**

- a) There is usually a garden beside a bungalow.
- b) Yuvan has been studying well since childhood.
- c) A trekker climbed over a mountain meticulously.
- d) There was a skirmish between my brother and sister.
- e) The laudable thoughts were apparent among many scholars in a conference.
- f) It is easy to work under the aegis of a visionary leader.

**c) Complete the following passages using the prepositions (+2 STD: TB-45)**

- 1) When Lakshmi was at school, she practiced music from Monday to Friday. She involved herself in the school orchestra. She was responsible for conducting many programmes. She was very popular among her schoolmates, as she was kind, friendly and helpful.
- 2) Before the interview, Solomon was confident of getting the job. He now that he was qualified for the job. He was interested in discharging his duty perfectly. The interview panel was impressed with his attitude and skills. So after the interview, he was on cloud nine.

**d) Fill in the blanks with suitable Prepositional phrase. (+2 STD: TB-45, 46)**

1. with reference to your advertisement in a local newspaper, I am applying for the post of a salesman.
2. The assignment will be completed in a few weeks.
3. Ravi was appreciated by his teachers.
4. We feel sorry for our mistakes.
5. The boy studied well in spite of many obstacles.
6. Our nation is famous for its glorious culture.
7. We are proud of our children.
8. My brother will return home in the evening.
9. Instead of Kiran, Rajesh may attend a programme.
10. Many tourists visited Ooty inspite of heavy rains.
11. Expressing gratitude on behalf of others is common in a vote of thanks.
12. On the whole, I had a happy childhood.
13. Our teacher always act in favour of her students.
14. On account of his laziness, the boy remained passive for a long time.
15. According to Gandhiji, ahimsa means infinite love.
16. In case of rain, take an umbrella.

**3. Relative Clauses.**

**Relative Pronoun** : who, whose, whom, which, that

**Relative adverbs** : when, where, how, why.

Who	Pronoun
Whose	Possessive pronoun
Whom	Objective pronoun
When	Time
Where	Place
Which	Things (non – human)
That	Things (non – living)

**Examples:**

1. This is the man who taught us before.
2. The book which you gave me is lost.
3. You are the man whom I wanted to see.
4. My sister, who is in Mumbai, is arriving now.
5. Bring me the book that is on the table.

**Tips to find correct Relative Pronouns/ Relative Adverbs to the given question**

1. **then-when** type

Ex : I went to Chennai. I met my friend **then**.

Ans : **When** I went to Chennai, I met my friend.

2. **there / here – where** type

Ex : Delhi is the capital of India. We can see Redfort **there**.

Ans : Delhi is the capital of India **where** we can see Redfort.

3. **His/her/their/its – whose** type

Ex : I met a girl. **Her** father is a doctor.

Ans : I met a girl, **whose** father is a doctor.

4. **He/She/they – who** type

Ex : We saw the children. **They** sang well

Ans : We saw the children **who** sang well.

5. **He/She/they – Which/that** type

Ex : Amsa bought a pen. **It** is costly.

Ans : Amsa bought a pen **which** is costly.

6. **him/her/them/it – Whom** type

Ex : He is the man. I want to meet **him**.

Ans : He is the man **whom** I want to meet.

**Additional Exercises:**

**a) Choose the suitable relative pronoun:**

1. I stayed with my grandmother ..... Cooking was the best in the world.

- a) what    b) whom    c) who    **d) whose**

2. The moment ..... is lost, is lost forever.

- a) where    b) who    **c) which**    d) what

3. The present moment is a gift ..... has been bestowed upon you.

- a) what**    b) whom    c) who    d) whose

4. I don't know ..... the answer to this question is.

- a) what**    b) when    c) which    d) where

5. The boy put aside many toys ..... he no longer needed.

- a) what    b) when    **c) that**    d) where

6. The monkey ..... tail was long kept grinning impishly?

- a) what    b) which    c) when    **d) whose**

7. This is the person ..... I wanted you to meet.

- a) what    **b) whom**    c) which    d) where

8. By ..... was the invitation delivered?

- a) where    b) which    c) when    **d) whom**

9. I am sorry for ..... I said to you yesterday.

- a) what**    b) when    c) which    d) where

10. I've forgotten the name of the girl ..... spoke to me a while ago.

- a) what    **b) who**    c) when    d) where

#### 4. Modal / Semi-Modal.

Modals	Semi/Quasi Modals
will would shall should can could may might must	need dare ought to used to

#### Fill in the blanks with suitable modal auxiliaries. (+1 STD: TB-43, 44)

1. We are not completely sure but Kishore may come back tomorrow.
2. When Koushik was a child, he used to play in the street.
3. Could I have some more juice, please?
4. We need not paint this room now.
5. I would rather request you to check my exercise before giving it to the teacher.
6. May I use your mobile phone? It's an emergency.
7. In schools, students must wear uniforms. It is compulsory.
8. The voyagers did not dare to drop anchor at the unknown island.
9. Thou shall love your neighbour.
10. The Manager will not excuse you, if you fail to complete your assignment today.
11. Hellen jotted down the important points lest she may forget it.
12. You can never retain me against my wishes.
13. Being a Monday, the shops may not be crowded today.
14. I would admit my fault, if I were you.
15. The groom must certainly be over 30 years of age.
16. My brother will go abroad to pursue his higher studies next year.
17. It's not that urgent. You may/can take your own time.
18. There is a lot of time left, so you need not panic.
19. May I turn on the fan, please?
20. I can not believe my eyes. Is Santhosh the one who is standing over there?
21. Dinesh must be the richest person in the village. He has just bought two luxury cars.
22. Nirmala used to write perfectly when she was seven.

#### a) Fill in the blanks with modal auxiliaries. (+2 STD: TB-14)

- a) The candidates must /should answer five out of ten questions.
- b) How dare you open my bag?
- c) Tajudeen will finish this work by Monday.
- d) Shall I go to school today?
- e) I wish you will tell me the truth.
- f) Poonam could not catch the bus yesterday.
- g) People who live in glass houses should not throw stones.
- h) You need not to go to the market as I have bought vegetables.
- i) Can you have taken all his trouble?
- j) You will be joking.
- k) I tried to climb up the tree, but can not.
- l) Hima Das ran so fast that she could win the medal.
- m) You can lead a horse to water, but you cannot make it drink.
- n) I would like to have a cup of coffee.
- o) My grandfather used to visit this temple when he was young.

**b) Complete the following sentences with modals using the clues given. (+2 STD: TB-14)**

- a) You **ought to** help the needy. (*moral obligation*)
- b) If I were you, I **would** not behave like that. (*conditional sentence*)
- c) I **will** never tell a lie. (*determination*)
- d) My uncle **may/might** have reached now. (*possibility*)
- e) The patient is critical. He **must** be taken to the hospital. (*compulsion*)
- f) I **used to** play hockey when I was a student. (*past habit*)
- g) You **should** not attend my class. (*order*)

**5. Conditional Clause.**

**a) Read the following sentences and fill in the blanks. (+1STD: TB-117)**

- 1) We **will miss** (miss) our train, if we **go** (go) to the station by walk.
- 2) Jayashree **would travel** (travel) to France, if she **planned** (plan).
- 3) People **get**(get) sun-burnt, if they **don't use** suncream.
- 4) Vicky **would have passed** (pass), if he **had studied** (study).
- 5) I **wouldn't refuse** (not refuse), if you **gave** (give) me a good offer.
- 6) Sundar **would have waited** (wait), if it **hadn't rained** (not rain).
- 7) Vijayshree **will be** (be) busy, if her relatives **come** (come).
- 8) Adhrika **will not go** (not go) to play, if she **is** (be) sick.
- 9) If I **won** (win) that much money, I **would quit** (quit) my job.
- 10) If I **wanted** (want) anything, I **would buy** (buy) it.
- 11) I think if I **had not driven** (drive not) so fast, I **would not have slid** (slide not) into the tree.

**b) Read the following sentences and fill in the blanks. (+2STD: TB- 124, 125)**

- a) If I **were** (be) a spider, I **would weave** (weave) webs.
- b) If Raj **were** (be) a sculpter, he **would make** (make) beautiful idols.
- c) If Mary had an umbrella, she **would lend** (lend) it to me.
- d) Rex would have played with me, if he **had** (has) time.
- e) If I were you, I **would accept** (accept) this offer.
- f) We **will select** (select) story books for kids, if we allot time for storytelling.
- g) The Education Minister **will visit** (visit) our school tomorrow, if he goes by this way.
- h) You will be rewarded by the wise, if you **stand** (stand) for truth.
- i) If my mother **knows** (know) of my poor performance in the exam, she will not allow me to watch a movie.
- j) If I had won the lottery, I **would have donated** (donate) relief materials for the flood victims.

**6. Subject – Verb, Agreement / Concord.**

**a) Underline the correct verb in these sentences : (+1 STD: TB-81)**

1. Rekha and her sisters **watch** (watch, watches) television everyday.
2. Ravi **doesn't** (doesn't, don't ) like sports.
3. My classmates **study** (study, studies) before a test.
4. One of the cookies **is** (is, are) missing.
5. A lady with ten cats **lives** (live, lives) in that big house.
6. Measles **is** (is, are) very serious.
7. The committee **decides** (decide, decides) when to adjourn.
8. Our team **is** (is, are) the best.
9. Everybody **enjoys** (enjoy, enjoys) a good song.
10. Either of these **is** (is, are) the suitable.



**b) Choose the correct option and complete the sentences. [+2STD: TB-187, 188]**

1. Manoj \_\_\_\_\_ present along with his parents.  
a) was                      b) were
2. Each of these boys \_\_\_\_\_ passed.  
a) has                      b) have
3. Neither Lekha nor Leela \_\_\_\_\_ been selected.  
a) has                      b) have
4. Every man, woman and child \_\_\_\_\_ happy.  
a) was                      b) were
5. One of the machines \_\_\_\_\_ defective.  
a) is                        b) are
6. A number of books \_\_\_\_\_ missing.  
a) is                        b) are
7. Sekar or his brothers \_\_\_\_\_ done it.  
a) has                      b) have
8. To make a promise and then not to keep it \_\_\_\_\_ dishonesty.  
a) is                        b) are
9. One or the other of those men \_\_\_\_\_ lodged a complaint.  
a) has                      b) have
10. Each leaf and each flower \_\_\_\_\_ stripped off the tree.  
a) was                      b) were

**7. Sentence Pattern.**

**Subject (S)**

- It refers to a name of a **person, place or a thing**.
- If a word answers to **who, what, which** is Subject.

**Ex:** The students are playing football now.

My uncle is building a house.

Chennai is the hottest city.

Who are playing ? = **The Students**

Who is building a house? = **My uncle**

Which is the hottest city? = **Chennai**

**Verb (V)**

- If a word refers to an action.

**Ex:** She sings a song.                      **Verb – sings**

**Object (O)**

- If a word answers to **what, whom**

**Direct Object (DO)**

- If a word answers to **what**

**Ex:** Our teacher teaches us English Grammar. Teaches what? = **English Grammar**

**Indirect Object (IO)**

- If a word answers to **whom**

**Ex:** Our teacher teaches us English Grammar. Teaches whom? = **us**

**Complement (C)**

- If a word helps to complete a sentence.

**look, feel, grow, seem, taste, smell, appear, begin, behave, remain.**

- If a word refers to a profession like **doctor, teacher, engineer.**

**Ex:** My mother is a teacher.

### Adjunct (A)

- If a sentence begins with 'in'

**Ex:** in the shelf.

- If a word ends with 'ly'.

**Ex:** Slowly.

- If a word refers to "MPTR".

**Ex:** Method – How, Place – Where, Time – When, Reason – Why.

- |   |               |                      |
|---|---------------|----------------------|
| a) He walks <u>fast</u> .                           | <b>How?</b>   | → Fast               |
| b) She bought vegetables <u>in the market</u> .     | <b>Where?</b> | → in the market      |
| c) The students are playing football <u>now</u> .   | <b>When?</b>  | → Now                |
| d) Flights were delayed <u>due to bad weather</u> . | <b>Why?</b>   | → due to bad weather |

### Examples:

- The actor / turned / politician.  
S                  V                  C
- My father / is reading / the newspaper.  
S                  V                  O
- Children / are sleeping / in the bed room.  
S                  V                  A
- I / have invited / 10 friends / to the party.  
S                  V                  O                  A
- Yesterday / I / bought / my children / sweets.  
A                  S                  V                  IO                  DO
- My brother / became / an engineer / last year.  
S                  V                  C                  A
- The old women / offered / the stranger / some food.  
S                  V                  IO                  DO
- Our teacher / told / us / a story / yesterday.  
S                  V                  IO                  DO                  A
- All people / consider / Shakespeare / the greatest dramatist / in the world literature.  
S                  V                  O                  C                  A
- The sudden heavy flood / left / thousands of villagers / homeless / last week.  
S                  V                  O                  C                  A



11. We / painted / the car / red.  
S V O C

12. The district collector / advised / the students / to study well.  
S V O A

### 8. Articles and Determiners.

Determiners are the words that introduce a noun and provide some information about it.

#### Types of Determiners

Articles	Demonstratives	Possessive Adjectives
the, an, a	this, that these, those	my, our, your, his, her, its, their
Quantifiers	Cardinal Numbers	Ordinal Numbers
some, any, few, little, more, much, many, every	one, two, three, twenty, forty, hundred etc	first, second, third, twentieth etc

- The quantifiers **all, any, enough less, a lot of, more, most, no, none for, some etc..**, are used with both countable and uncountable nouns.
- The quantifiers **both, each, either, fewer, neither etc..**, are used only with countable nouns.

#### Fill in the blanks with appropriate determiners. (+1 STD: TB-11)

- They came early but there was little work to do.
- Anand invited a few friends for the birthday party.
- The teacher gave every student a separate topic for the assignment.
- Most of the water overflowed from the tank.
- One of my friends wished me on my birthday.
- Vijay had no idea about the problem.
- Adhi had taken many photos during the programme.
- Some girls who attended the class informed the others about the test.

#### Complete the following sentence using appropriate determiners. (+2 STD:TB-157)

- Only few people can afford to buy a flat in Chennai.
- She earns so much that she could not make a decent living.
- Some information that she gave proved false.
- How much sugar do you want?
- I am very tired today, as I had many guests today.
- Many / Some of my students have become doctors.
- Little do I know about his personal life.
- How many pages did you read?
- Some fertilizer used these days spoil the soil.
- During my student life I used to give some troubles to my teacher.

#### Fill in the blanks with appropriate articles or determiners: (+2 STD : TB-220)

- We met some Americans at the restaurant.
- Monisha has many films in her hands.
- I am the eldest in my family.
- There are only few chocolates left for you.
- Can you get me some butter?

6. They haven't got **more** roses in their garden.
7. Samuel hasn't got **any** homework today, so he is playing cricket.
8. Please give me **a** hammer and **a** nail.
9. My mother is **an** honest woman.
10. She bought **a** useful gadget.
11. Please give me **an** ice cube.
12. We need **some** light in the room.
13. Why are you reading **the** book?
14. My boss wanted **a** draft of the report in a day.
15. **Many** hand-out is available online.

### 9. Forms of Verbs – Tenses.

Tenses		Verbs
Present Tense (V <sub>1</sub> )	Past Tense (V <sub>2</sub> )	Past Participle (V <sub>3</sub> )
Eat	ate	eaten
Sing	sang	sung
Get	got	got
Write	wrote	written
Teach	taught	taught
Think	thought	thought
Cut	cut	cut
Read	read	read
take	took	taken
Ask	asked	asked

Subject	Singular	Plural
First person	I	We
Second person	You	You
Third person	He, She, It	They

There are 12 kinds of Tenses:

#### (1) Simple Present Tense.

- Subject + Verb  
I / We / You / They + write a letter
- Subject + Verb + s  
He / She / It + writes a letter

#### (2) Present Continuous Tense.

- Subject + am + Verb + ing  
I + am + writing a letter
- Subject + are + Verb + ing  
We/You/They + are + writing a letter

- Subject + is + Verb + ing  
He / She / It + is + writing a letter

(3) Present Perfect Tense.

- Subject + have + V<sub>3</sub>  
I / We / You / They + have + written a letter
- Subject + has + V<sub>3</sub>  
He / She / it + has + written a letter

(4) Present Perfect Continuous Tense.

- Subject + have been + Verb + ing  
I / We / You / They + have been + writing a letter
- Subject + has been + Verb + ing  
He / She / It + has been + writing a letter

(5) Simple Past / Past Tense.

- Subject + V<sub>2</sub>  
I / We / You / He / She / It / They + wrote a letter.

(6) Past Continuous Tense.

- Subject + was + Verb + ing  
I / He / She / It + was + writing a letter
- Subject + were + Verb + ing  
We / You / They + were + writing a letter

(7) Past Perfect Tense.

- Subject + had + V<sub>3</sub>  
I / We / You / He / She / It / They + had + written a letter

(8) Past Perfect Continuous Tense.

- Subject + had been + Verb + ing  
I / We / You / He / She / It / They + had been + writing a letter

(9) Simple Future / Future Tense.

- Subject + shall + V<sub>1</sub>  
I / We + shall + write a letter

- Subject + will + V<sub>1</sub>  
You/He/She/It/They + will + write a letter

(10) Future Continuous Tense.

- Subject + shall be + Verb + ing  
I/We + shall be + writing a letter
- Subject + will be + Verb + ing  
You/He/she/It/They + will be + writing a letter

(11) Future Perfect Tense.

- Subject + shall have + V<sub>3</sub>  
I/We + shall have + written a letter
- Subject + will have + V<sub>3</sub>  
You/He/She/It/They + will have + written a letter

(12) Future Perfect Continuous Tense.

- Subject + shall have been + Verb + ing  
I/We + shall have been + writing a letter
- Subject + will have been + Verb + ing  
You/He/She/It/They + will have been + writing a letter

a) Use the verbs given in the brackets in the following sentences in their correct forms.

(+1 STD: TB-14)

1. I like (like) to spend time with my friend, whenever I am (be) free.
2. He is (be) likely to miss the train. He runs (run) up to the station.
3. At the moment they are waiting (wait) at the bus stop. But I do not know (not know) their plans for the journey.
4. They firmly believe (believe) in the existence of God.
5. We hear (hear) a lot of noise because the new buildings transmit (transmit) sound vacant.
6. She always makes (make) excuses for coming late.
7. The Prime Minister leaves (leave) for America to meet the delegates tomorrow.

b) Fill in the blanks using past perfect tense forms of the verbs: (+1 STD: TB-16)

1. I had never seen (see) such a beautiful sunrise before I came here.
2. We were not able to stay overnight as we had not reserved (reserve) the tickets in advance.
3. Nirmala had been (be) to the concert several times.
4. Mariappan knew Pudhukottai so well because he had lived (live) there for five years.
5. Yusuf understood the problem because he had experienced (experience) the situation earlier.
6. Catherine did not have any cash because she had lost (lose) her purse.
7. My father had been (be) to Mumbai once before.
8. The cat had chased (chase) the bird before it flew out of the yard.

9. Edith **had visited** (visit) several doctors before she found out what the problem was with her knee.  
10. If we **had called** (call) the manager ahead, we would not have needed to wait so long for a table.

**c) Complete the dialogue. (+2 STD: TB-11)**

**A :** Hello. What **are you doing?**

**B :** A programme about the Jallian Wala Bagh massacre, which I recorded last night. **I study** about it this term.

**A :** All that **I know** about it is that hundreds of people **had died** in it.

**B :** Yes, it was much, much worse than anyone **had expected**. It **went on** for hours. **Do you want** to watch the programme with me.

**A :** No, thanks. I've got to do some veena practice. **I've just remembered** that we've got a concert tomorrow, and I **don't have** time to practice my new piece this week.

**B :** Ok. **I've already done** my practice, so I've got time to watch TV. See you later.

**d) Complete the sentences with the correct tense form of the verbs in the brackets. (+2 STD: TB-11)**

- a) **Tell** (tell) me exactly what **happened** (happen) last night.  
b) Mrs. Mageswari is my Maths teacher. She **has been teaching** (teach) me for four years.  
c) I **had never thought** never (think) of a career in medicine before I spoke to my Biology teacher but now I **am seriously thinking** (think) it.  
d) Oh no! I **forgot** (forget) to bring my assignment! What am I going to do? This is the second time I **have done** (do) this.  
e) I can't remember what my teacher **said** (say) yesterday about our homework. I **did not listen** (not listen) properly because Hussain **was talking** (talk) to me at the same time.  
f) Last year we **went** (go) on a school trip to Kanyakumari. We **had** (have) a very interesting time.  
g) At the moment I **am thinking** (think) about what course to pursue next year but I **have not made** (not make) a final decision yet.  
h) I **get** (get) up at 7 every morning but this morning I **slept** (sleep) for a long time and I **did not get / could not get** (not get) up until 8.

**e) Fill in the blanks with the correct form of the verbs given in the brackets. (+2 STD: TB-11, 12)**

1. Everyone **was sleeping** when the earthquake hit the small town. (sleep)  
2. Evangelene **quit / quitted** her job a couple of years ago. (quit)  
3. Where **did you spend** your last holidays? (you spend)  
4. I think Suresh **will leave / is leaving** for Thiruvallur next morning. (leave)  
5. I was angry that I **had made** such a mistake. (make)  
6. My mother was tired yesterday because she **had not slept** well the night before. (not sleep)  
7. Her parents **will be** in Coimbatore for two weeks from today. (be)  
8. Nothing much **happened** when I got to the meeting. (happen)  
9. Scientists predict that by 2050, man **will land** on Mars. (land)  
10. Sh! Someone **is listening** to our conversation! (listen)  
11. The plane **will take** off in a few minutes. (take)  
12. They **were talking** about me when I interrupted their conversation. (talk)  
13. Justin and his parents **are living** in an apartment right now because they can't find a cheap house. (live)  
14. Rajini Prem's family **is** in Chengalpet now. (be)  
15. Yusuf **goes** to the movies once in a while. (go)  
16. This **has been** an easy quiz so far. (be)  
17. Our team **did not win** any games last year. (not win)



18. We **saw** a wonderful film at the cinema last night. (see)  
 19. Hurry up! The movie **had already begun**. (already begin)

### 10. Linkers / Connectors.

**Linkers:** (sub-ordinating conjunctions & co-ordinating conjunctions)

- Sub-ordinating conjunctions: **when, as, though, if, unless, because, after, before, as soon as.**
- Co-ordinating conjunctions : **and, but, so, or, otherwise, and then.**

#### a) Choose the appropriate linker and complete the sentences. (+2STD: TB-47,48)

- a) I could not complete my paper in the examination **because** (because, but) I was slow in answering the questions.
- b) It started raining, **so** (yet, so) we could not play.
- c) **As** (As, If) I got up early, I managed to reach school on time.
- d) **Though** (Though, Whereas) he committed a mistake, he apologized and promised that he would not repeat it.
- e) This is **how** (how, what) it must be done.
- f) The vendor saw the train moving slowly from the platform, **therefore** (therefore, until) he got in .
- g) I was not well, **so** (but, so) I did not attend the class.
- h) **Although** (If, Although) she can drive, she travels by bus.
- i) **Unless** (If, Unless) you register your name, you cannot participate in the competitions.
- j) **As soon as** (As soon as, Besides) my father arrived home, I narrated the incident.
- k) Be quick to hear **and** (then, and) slow to speak.
- l) I am **neither** (neither, either) an ascetic in theory **nor** (nor, or) in practice.
- m) We fail to harness the rain water, **consequently** (consequently, nevertheless) we suffer.
- n) My brother will certainly clear GRE; **for** (yet, for) he works very hard.

#### b) Combine the sentences and rewrite them using the words given in the brackets. (+2 STD: TB-48)

1. The well was deep. Therefore, the fox could not get out of the well. (because)  
**The fox could not get out of the well, because the well was deep.**
2. The work was over. We went home. (when)  
**When the work was over, we went home.**
3. A library is a public place. We see a number of books kept there for reading. (where)  
**A library is a public place, where we see a number of books kept there for reading.**
4. The culprit was caught. Immediately, he was taken to the police station. (as soon as)  
**As soon as the culprit was caught, he was taken to the police station.**
5. The boys were stealing mangoes from a grove. At that time, the owner of the grove came in. (while)  
**While the boys were stealing mangoes from a grove, the owner of the grove came in.**
6. Artificially flavoured juices are hazardous to health. Moreover they lead to kidney problems. (and)  
**Artificially flavoured juices are hazardous to health and they lead to kidney problems.**
7. Adit has been promoted. Ranjan has been promoted. (as well as)  
**Adit as well as Ranjan has been promoted.**
8. Caesar was declared emperor. The conspirators killed him. (After)  
**After Caesar was declared emperor, the conspirators killed him.**

#### c) Fill in the blanks with appropriate correlative conjunctions. (+2 STD: TB-48)

- a) She is **such** an understanding person **that** everybody likes to be with her.
- b) Suraj owns **both** a typewriter **and** a computer.

- c) Vani is **not only** a good singer **but also** a good dancer.  
 d) Amit did not know **whether** his father met his class teacher **or** not.  
 e) I would **neither** starve **nor** beg.

### 11. Parts of Speech.

**Choose the appropriate words to complete the sentences. (+1 STD: TB-144)**

*( frame, guide, book, play, print, plan )*

1. a) We usually **book** tickets for movies in advance.  
 b) Thirukkural is my favourite **book**.
2. a) The **frame** of the photo is broken.  
 b) We **frame** questions on all topics.
3. a) My teachers **guide** me towards the path of success.  
 b) The tourist **guide** explained the historical importance of the site.
4. a) We enacted a humorous **play** in our school function.  
 b) The children **play** in the ground every afternoon.
5. a) My **plan** worked out well.  
 b) We should **plan** our work well in advance.
6. a) The **print** is not clear; we cannot read the sentences.  
 b) We **print** wedding cards here.

**Fill in the boxes with the correct answers. (+2 STD: TB-39)**

<b>Word: 1</b>	Wise	<b>Word: 2</b>	Harm
<b>Meaning</b>	Clever	<b>Meaning</b>	to hurt some one
<b>Parts of speech</b>	Adjective	<b>Parts of speech</b>	Noun
<b>Sentence</b>	My brother is wise.	<b>Sentence</b>	I promise not to harm you.
<b>N/V/Adj.form</b>	wisdom (N)	<b>N/V/Adj.form</b>	harmful (Adj) (injurious, dangerous)
<b>Sentence</b>	My brother showed great wisdom in business.	<b>Sentence</b>	Junk food is harmful to children's health.
<b>Word: 3</b>	stimulate	<b>Word: 4</b>	Argue
<b>Meaning</b>	motivate, encourage, arouse, kindle	<b>Meaning</b>	heated exchange of views
<b>Parts of speech</b>	Verb	<b>Parts of speech</b>	Verb
<b>Sentence</b>	The teacher stimulated the positive attitude of the students.	<b>Sentence</b>	She always argues with me.
<b>N/V/Adj.form</b>	stimulation (N) (motivation, inspiration)	<b>N/V/Adj.form</b>	argument (N) (disagreement , quarrel)
<b>Sentence</b>	Children need stimulation.	<b>Sentence</b>	There was some argument about the decision.



NOUN	VERB	ADJECTIVE	ADVERB
amusement	<u>Amuse</u>	<u>amusing</u>	<u>amusingly</u>
<u>appreciation</u>	appreciate	<u>appreciative</u>	<u>appreciably</u>
success	<u>Succeed</u>	<u>successful</u>	<u>successfully</u>
<u>Pride</u>	<u>Pride</u>	<u>proud</u>	proudly
<u>Hope</u>	<u>Hope</u>	hopeful	<u>hopefully</u>

**1. Reporting a dialogue / Direct-Indirect speech. (+1 STD: TB-148-151) / (+2 STD: TB-15,16)**

Sentence	Change in Reporting verb	Conjunction
Statement	say = say      say = says say to = tell    says to = tells said = said     said to = told	'that'
Interrogative	said = asked said to = asked asked = asked	(i) 'wh' 'How' Qns – <b>same Qn. Word</b> (ii) Yes or no Qns – <b>if</b> or <b>whether</b>
Imperative	said / said to = ordered / asked commanded / requested Advised / warned Suggested / told	'to'  'not to' (for don't)
Exclamatory	said / said to = exclaimed Hurrah! = exclaimed joyfully Alas! / oh! = exclaimed sorrowfully	'that'

Subjective Case	Possessive Case	Objective Case
I	my	Me
We	our	us
You	your	You
You	your	You
He	his	Him

She	her	Her
It	its	It
They	their	Them

**Tense Change and Modals Change (Table-3)**

<b><u>Present tense</u></b> V <sub>1</sub> , V1+s Ex: Do Reads Does <b><u>Present continuous</u></b> (is, am, are) <b><u>Present perfect</u></b> (Has, Have) <b><u>Modals change</u></b> Will Shall May Can Must	<b><u>Past tense</u></b> V <sub>2</sub> Did Read Did <b><u>Past continuous</u></b> (Was, were) <b><u>Past perfect</u></b> (Had)  Would Should Might Could Had to
--	--

**Time & Place Adverbials Change (Table 4)**

No	Direct speech	To Indirect speech
1	This	That
2	These	Those
3	Here	There
4	Thus	So
5	Now	Then
6	Ago	Before
7	Today	that day
8	tonight	that night
9	yesterday	the previous day/ the day before/ the last day
10	last week	the previous week/ the week before
11	last month	the previous month/ the month before
12	last year	the previous year/ the year before
13	tomorrow	the next day/ the day after/ the following day
14	next week	the week after
15	next month	the month after
16	next year	the year after

### Direct to Indirect speech.

#### Level-1: Statement Sentences

##### Examples:

1. Sindhu said, "I play chess".

***Sindhu said that she played chess.***

2. Jayashree said, "I am working in a school".

***Jayashree said that she was working in a school.***

3. Mani said, "I bought a car".

***Mani said that he had bought a car.***

4. Madhu said, "I was walking along the street".

***Madhu said that she had been walking along the street.***

5. Sekar said, "I haven't seen her".

***Sekar said that he hadn't seen her.***

6. Vijay said, "I had taken swimming lessons long ago".

***Vijay said that he had taken swimming lessons long before.***

7. Sundar said to me, "I'll see you later".

***Sundar told me that he would see me later.***

#### Level-2: Interrogative Sentences

##### Examples:

##### Level-2A – ('Wh'-Qn type)

1. Siva said to me, "When will you meet me?"

***Siva asked me when I would meet him.***

2. The teacher said to the students, "Where do you want to go?"

***The teacher asked the students where they wanted to go.***

##### Level-2B – ('Yes or No' -Qn type)

1. Prem said to Preethi, "Are you mad?"

***Prem asked Preethi if she was mad.***

2. Guru said, "Is there any one to fight with me? I'll finish you."

***Guru asked if there was anyone to fight with him and also he said that he would finish them.***

#### Level-3: Imperative sentences

##### Examples:

1. The old woman said to the boy, "please help me."

***The old woman requested the boy to help her.***

2. The librarian said to the students, "Speak softly."

***The librarian instructed the students to speak softly.***

3. Raj said to Sukumar, "please drop me at the station tonight."

***Raj requested Sukumar to drop him at the station that night.***

#### Level-4: Exclamatory Sentences

##### Examples:

1. Veena said to her friend, "How beautiful your handwriting is!"

***Veena exclaimed that her friend's handwriting was very beautiful.***

***(or)***

***Veena exclaimed her friend that her handwriting was very beautiful.***

2. The players said, "Hurrah! We have won the match."

***The players exclaimed joyfully that they had won the match.***

3. The people said, "Alas! We have missed our leader."

*The people exclaimed with sorrow that they had missed their leader.*

### **Indirect to Direct Speech.**

#### **Level-5: Statement Sentences**

##### **Examples:**

1. The Prime Minister said that he was determined to abolish poverty.

*The Prime Minister said, "I am determined to abolish poverty."*

2. The teacher told Rangan that she was happy to see that he had done the exercises correctly.

*The teacher said to Rangan, "I am happy to see that you have done the exercises correctly."*

#### **Level-6: Interrogative type Sentences**

##### **Level-6A – ('Wh'-Qn type)**

##### **Example:**

1. I asked Louis where he had gone the previous day.

*I said to Louis "Where did you go yesterday?"*

##### **Level-6B – ('Yes or No' -Qn type)**

##### **Example:**

1. The teacher asked me whether I was going to join the Medical course or the Engineering course.

*The teacher said to me, "Are you going to join the Medical course or the Engineering course?"*

#### **Level-7: Imperative type Sentences**

##### **Example:**

1. Dinesh requested me to give him my book.

*Dinesh said to me, "please, Give me your book."*

2. All holy scriptures advise us to do our duty without worrying about the result.

*All holy scriptures say to us, "Do your duty without worrying about the result."*

#### **Level-8: Exclamatory type Sentences**

1. Latha wondered happily that the show was very strange.

*Latha said, "How strange the show is!"*

2. Megha lamented lonely that it was all her fate.

*Megha said, "Alas! It is all my fate."*

### **Reporting a dialogue Tips:**

- Remove 'Hello', 'Sir' from the sentence.
- If a sentence followed by 'fine' – write He/She was fine.
- If a sentence followed by 'Yes/Yes Sir/Ok/Ok Sir' – write as He/She agreed.
- If a sentence followed by 'Sorry/Sorry Sir' – write as He/She regretted.
- If a sentence followed by 'Thank you/Thank you Sir' – write as He/She thanked him/her.
- If a sentence ends with 'See you later' – write as He/She bade him/her farewell.

### **Book Back Exercises: (+1 STD : TB-150)**

#### **Report the following dialogue.**

1. Adhira : Hi Yazhini ! How are you?

Yazhini : I am fine. Congrats. I heard that you have scored very good marks in the SSLC examination.  
What is the group that you have chosen?

***Answer: Adhira greeted Yazhini and asked how she was. Yazhini replied that she was fine and congratulated her, on having scored very good marks in the SSLC examination. Yazhini asked Adhira what group she (Adhira) had chosen.***

2. Adhira : Thank you. I have chosen the arts group.

Yazhini : Good. Tell me about your future plan.

***Answer: Adhira thanked Yazhini and told her that she(Adhira) had chosen the arts group. Yazhini asked Adhira to tell her (Yazhini) about her (Adhira's) future plan.***

3. Adhira : I have already made up my mind to pursue law

Yazhini : Is there any specific reason?

***Answer: Adhira told Yazhini that she(Adhira) had already made up her(Adhira's) mind to pursue law. Yazhini asked if there was any specific reason.***

4. Adhira : Yes. I would like to start my own law firm and defend the innocent.

Yazhini : Do you know it calls for a lot of tolerance and hard work?

***Answer: Adhira agreed and replied that she(Adhira) would like to start her(Adhira's) own law firm and defend the innocent. Yazhini asked if she(Adhira) knew that it called for a lot of tolerance and hard work.***

5. Adhira : Yes. I know that is not going to be easy but I like challenges.

Yazhini : Go ahead! Study well! You will succeed.

Adhira : Thank you so much.

***Answer: Adhira acknowledged and added that she(Adhira) knew that it was not going to be easy but she(Adhira) liked challenges. Yazhini encouraged her to go ahead and study well and wishes that she would succeed. Adhira thanked her for the wishes.***

6. Prabhu : What are you doing here, Kiran? I haven't seen you for a few months.

Kiran : I have just come back from my native town Virudhunagar.

***Answer: Prabhu asked Kiran what he(Kiran) was doing there and added that he(Prabhu) hadn't seen him(Kiran) for few months. Kiran replied that he(Kiran) had just come back from his(Kiran's) native town Virudhunagar.***

7. Prabhu : Did you enjoy your vacation?

Kiran : Yes. I love the place. It is a clean and busy town.

***Answer: Prabhu asked him further if he(Kiran) had enjoyed his(Kiran's) vacation. Kiran agreed and replied that he(Kiran) loved the place and it was a clean and busy town.***

8. Prabhu : Where did you go and what did you see?

Kiran : I went to Coutallam falls in Tenkasi.

***Answer: Prabhu asked Kiran where he(Kiran) had gone and what he(Kiran) had seen. Kiran answered that he(Kiran) had gone to Coutrallam falls in Tenkasi.***

9. Prabhu : Share some pictures of your trip.

Kiran : Sure. See you later.

***Answer: Prabhu asked Kiran to share some pictures of his(Kiran's) trip. Kiran agreeg to do so and took leave of him.***

10. Vijay : Why are you late today?

Ajay : I missed the school bus.

***Answer: Vijay asked Ajay why he(Ajay) was late that day. Ajay replied that he(Ajay) had missed the school bus.***

#### **Type-1:**

#### **Report the following dialogue. (+2 STD: TB-15)**

1. Priya : Where are you going?

Vijay : I am going to the railway station.



Priya : Why are you going there?

Vijay : I want to receive my uncle, who is coming from Bangalore.

***Answer: Priya asked Vijay where he was going? Vijay replied that he was going to the railway station. Priya further inquired Vijay why he was going there. Vijay stated that he wanted to receive his uncle who was coming from Bangalore.***

2. Teacher : Why are you late?

Divya : I missed the bus.

Teacher : You should have reached the bus stop on time.

Divya : My grandmother is ill. So, I had to take her to the doctor.

Teacher : I am sorry. What ails her?

Divya : She has high fever.

***Answer: The teacher asked Divya why she was late. Divya replied that she had missed the bus. The teacher told her that she should have reached the bus stop on time. Divya said that her grandmother was ill so she had to take her to the doctor. The teacher felt sorry and further asked her what ailed her, Divya explained that she had high fever.***

### **Type-2:**

#### **Change into other speech (direct / indirect speech) (+2 STD: TB-15)**

1. Pradeep got out of bed with much excitement. "It is going to be a lovely sunny day," he remarked to his sister Varshini.

***Pradeep told his sister Varshini that it was going to be a lovely sunny day.***

2. "Just let me sleep a bit longer, Pradeep," Varshini begged, "and since you are feeling so enthusiastic.

***Varshini begged Pradeep to let her sleep a bit longer and added that since he was feeling so enthusiastic.***

3. She suggested, "Why don't you go and help mother in cooking?"

***Varshini suggested Pradeep why didn't go and help mother in cooking.***

4. "Sure, I will", said Pradeep. "Can I help you, mum?", he said to his mother.

***Pradeep replied Varshini that surely, he would. Pradeep asked his mother if / whether he could help her.***

5. "Yes, of course. There are idlis and vadas on the dining table. Have your breakfast."

***Mother agreed and told that there were idlis and vadas on the dining table and mother told her son to have his breakfast.***

6. "Thank you, mum; I'll surely help you by eating them."

***Pradeep thanked her and added that he would surely help her by eating them.***

#### **Reported speech: Change the following sentences into indirect speech. (+2 STD : TB-216, 217)**

a) The pilot said to the passengers, "The plane will land in Delhi at 9 p.m."

***The pilot told the passengers that the plane would land in Delhi at 9 p.m.***

b) The Principal said, "Young students must think about the ways to control the use of plastic bags in the school campus."

***The Principal said that young students had to think about the ways to control the use of plastic bags in the school campus.***

c) Gowtham said to me, "I was very ill last week, but I am better now."

***Gowtham told me that he had been very ill the week before but he was better then.***

d) Priya said, "I want to give my sister a present."

***Priya said that she wanted to give her sister a present.***

e) Madhu said to me, "I am so happy you have completed your project."

***Madhu told me that he/she was so happy I had completed my project.***



- f) The manager said, "I will speak to you on Friday."  
***The manager said that he/she would speak to me on Friday.***
- g) Mani said to his coach, "I shall improve, if you guide me."  
***Mani told his coach that he should improve if he guided him.***
- h) My mother said to me, "You can go swimming tomorrow."  
***My mother told me that I could go swimming the day after. / the following day.***
- i) Sandeep said to John, "Would you like to watch a movie with me?"  
***Sandeep asked John if/whether he would like to watch a movie with him.***
- j) Geetha asked Angel, "Will you help me to pack my bag?"  
***Geetha asked Angel if/whether she would help her to pack her bag.***
- k) The librarian said to the students, "You are not allowed to scribble anything on the library book."  
***The librarian told the students that they were not allowed to scribble anything on the library books.***
- l) The motorist said to me, "Can you direct me to the post office?"  
***The motorist asked me if/whether I could direct him to the post office.***
- m) Umar said to his mother, "Could you make me a cup of coffee?"  
***Umar asked his mother if/whether she could make him a cup of coffee.***
- n) The little boy said to me, "Alas! My dog is dead."  
***The little boy exclaimed with sorrowful to me that his dog was dead.***
- o) Grandmother said to her grandson, "May God bless you."  
***Grandmother blessed her grandson that God might bless him.***

## **2. Conditional Clause / Combine using "if" / Inversion in Conditional Clause.**

**(+1 STD : TB-116) (+2 STD : kTB-124, 125)**

**(i) Conditional Clause : (Condition + Result).**

**Type-0 : Zero Conditional**

**(Universal truths, Scientific facts)**

**Ex:** 1. Heat ice. It melts.

***If you heat ice, it melts.***

2. It rains. I will get wet.

***If it rains, I will get wet.***

**Type-1 : First Conditional**

**(Possible and probable)**

**Ex:** 1. You study well. You score more marks.

***If you study well, you will score more marks.***

2. Naveen is late. He is punished.

***If Naveen is late, he will be punished.***

**Type-2 : Second Conditional**

**(a) Possible but not probable**

**Ex:** 1. She doesn't ask me. I don't help her.

***If she asked me, I would help her.***

2. I don't win a lottery. I don't travel a lot.

***If I won a lottery, I would travel a lot.***

**(b) Imaginary situation**

**Ex:** 1. I am not a bird. I do not fly.

***If I were a bird, I would fly.***

2. He is short. He is not selected.

***If he were not short, he would be selected.***

### **Type-3 : Third Conditional**

**Ex:** 1. I forgot the answer. I lost marks.

***If I had not forgotten the answer, I would not have lost marks.***

2. Madhan ran slowly. He did not catch the thief.

***If Madhan had not run slowly, he would have caught the thief.***

***(or)***

***If Madhan had run fast, he would have caught the thief.***

### **Conditional clause and its usage:**

Type	Formula	Condition	Example
Type 1	If + subject + simple present = Subject + will/can/may/ shall +v1	Real conditionals	E.g., If you can eat organic food, you will be healthy.
Type 2	If + subject + simple past/ were = subject + would/could/ might/should + v1	Unreal conditionals	E.g., If I were a bureaucrat, I would help the poor.
Type 3	If + subject + past perfect (had + v3) = subject + would/might/should + have + v3	Impossible condition	E.g., If he had prepared well, we would have performed well in the exam.

### **(ii) Combine using “If”, (“Unless” – type)**

#### **Book Back Exercises: (+2 STD: TB-125)**

**Rewrite the following sentences using ‘If’ without changing the meaning.**

- Unless you go for a walk regularly, you cannot reduce your weight.  
***If you do not go for a walk regularly, you cannot reduce your weight.***
- Sindhu would not have won the world championship, unless she had single minded devotion.  
***Sindhu would not have won the world championship, if she had single minded devotion.***
- You will not reach your goal, unless you chase your dream.  
***You will not reach your goal, if you do not chase your dream.***
- Unless we plant more trees, we cannot save our planet.  
***If we do not plant more trees, we cannot save our planet.***
- The rescue team would not have saved the victims unless they had received the call in time.  
***The rescue team would not have saved the victims if they had not received the call in time.***
- The palace cannot be kept clean, unless we appoint more people.  
***The palace cannot be kept clean, if we do not appoint more people.***
- The portraits would not have been so natural, unless the artist had given his best.  
***The portraits would not have been so natural, if the artist had not given his best.***
- The manager would not have selected Nithiksha unless she exhibited good accounting skill.  
***The manager would not have selected Nithiksha, if she had not exhibited good accounting skill.***
- The policeman would not have arrested the man unless he had violated the rules.  
***The policeman would not have arrested the man, if he had not violated the rules.***
- Mr. Kunaal would not sponsor my higher education unless I studied well.  
***Mr. Kunaal would not sponsor my higher education, if I did not study well.***

11. Kavin will not stop flying kites unless he understands the risk involved in it.  
***Kavin will not stop flying kites, if he does not understand the risk involved in it.***
12. Tanya would not know the answer unless she referred to the answer key.  
***Tanya would not know the answer, if she did not referred to the answer key.***
13. My village cannot achieve 100% literacy rate, unless the elders of the village cooperate with the education department.  
***My village cannot achieve 100% literacy rate, if the elders of the village do not cooperate with the education department.***

#### Other Exercises:

**Of the two sentences given below form a single sentence using 'If' clause:**

1. The sun was bright. The pictures came out well.  
***If the sun had not been bright, the pictures would not have come out well.***
2. He did not explain the problem. I was not able to help him.  
***If he had explained the problem, I would have been able to help him.***
3. He did not give his address. I could not visit him.  
***If he had given his address, I could have visit him.***
4. The shopkeeper did not lock the door. Precious articles were stolen.  
***If the shopkeeper had locked the door, precious articles would not have been stolen.***
5. He did not write the exam well. He failed.  
***If he had written the exam well, he would not have failed.***

#### (iii) Inversion in conditional clause:

**Rewrite the sentences making an inversion in the conditional clause, (or) Begin the sentence with 'Should, Had, Were'**

1. If you should be interested, I could buy you a season ticket for the music festival.  
***Should you be interested, I could buy you a season ticket for the music festival.***
2. If you should need my help again, just give me a ring.  
***Should you need my help again, just give me a ring.***
3. If the management were to go back on its promise, there would be a strike.  
***Were the management to go back on its promise, there would be a strike.***
4. If I had known you were ill, I would have called on you.  
***Had I known you were ill, I would have called on you.***
5. If you should need to meet me, you can call this number.  
***Should you need to meet me, you can call this number.***

#### Rewrite the sentences using 'If'.

1. Should you be interested, I could buy you a season ticket for the music festival.  
***If you should be interested, I could buy you a season ticket for the music festival.***

### **3. Transformation of Sentences.**

**(+1 STD : TB-175, 176) (+2 STD : TB-121-124)**

#### **1. Simple Sentence:**

A Simple Sentence has only one Main Clause with a finite verb (or) phrase + MC (finite verb).

**Ex:** Because of her hard work, + She won the medal. = **phrase + MC (finite verb)**

Phrase

MC

## 2. Compound Sentence:

A Compound Sentence has two Main Clauses with a conjunction (or) MC + conjunction + MC.

**Ex:** She worked hard and so She won the medal. = MC + conj + MC  
                     MC                      conj                      MC

## 3. Complex Sentence:

A Complex Sentence has one Subordinate Clause (SC) and one Main Clause (MC).

**Ex:** As she worked hard, She won the medal. = SC + MC  
                     SC                      MC

**Key words for transforming adverb clauses in Simple, Compound and Complex Sentences with examples:**

Type 1	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
Time	<u>On + verb+ing / Verb +ing</u> <b>Ex:</b> <u>On hearing</u> the message, Rani cried.	<u>and/ and at once/ and immediately</u> <b>Ex:</b> Rani heard the message <u>and at once</u> she cried.	<u>As soon as, When, While</u> <b>Ex:</b> <u>When</u> Rani heard the message, she cried.
Time	<u>After + Verb +ing / Having + PP verb</u> <b>Ex:</b> <u>Having</u> finished his work, Baskar went out to play.	<u>and then</u> <b>Ex:</b> Baskar finished his work <u>and then</u> he went out to play.	<u>After</u> <b>Ex:</b> <u>After</u> Baskar had finished his work, he went out to play.

Type 2	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
Reason	<u>Being..,As a result of, On account of, Because of, Due to, Owing to</u> <b>Ex:1.</b> Being poor, Arun suffers. <b>Ex:2.</b> <u>Because of</u> her hard work, Ramya scored good marks.	<u>So, and so, therefore</u> <b>Ex:1.</b> Arun is poor <u>so</u> he suffers. <b>Ex:2.</b> Ramya worked hard <u>and so</u> she scored good marks.	<u>As, Because, Since</u> <b>Ex:1.</b> <u>As</u> Arun is poor,he suffers. <b>Ex:2.</b> <u>Since</u> Ramya worked hard, she scored good marks.

Type 3	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
too...to	<u>too...to</u> <b>Ex:1.</b> He is <u>too</u> weak <u>to</u> run fast. <b>Ex:2.</b> The box was <u>too</u> big for him <u>to</u> lift.	<u>Very....and so...can/could not</u> <b>Ex:1.</b> He is <u>very</u> weak <u>and so</u> he <u>cannot</u> run fast. <b>Ex:2.</b> The box was <u>very</u> big <u>and so</u> he <u>could not</u> lift it.	<u>so...that...can/could not</u> <b>Ex:1.</b> He is <u>so</u> weak <u>that</u> he <u>cannot</u> run fast. <b>Ex:2.</b> The box was <u>so</u> big <u>that</u> he <u>could not</u> lift it.

Type 4	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
Failed Results	<u>Inspite of/ Despite +v+ing, Despite + Possessive Adjective</u> <b>Ex:1.</b> Inspite of being poor, she helps the needy. (or) <b>Despite</b> her poverty she helps the needy.	<u>but / yet / still</u> <b>Ex:1.</b> She is poor <b>but</b> she helps the needy.	<u>Though / Although / Even though</u> <b>Ex:1.</b> <b>Though</b> She is poor, she helps the needy.

Type 5	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
Positive Condition	<u>In the event of/ Incase of+ Possessive Adj +V+ing</u> <b>Ex:</b> In the event of your going fast, you will catch the bus.	<u>And</u> <b>Ex:</b> You <b>must</b> go fast <b>and</b> you will catch the bus.	<u>If ...can/will/could/would</u> <b>Ex:</b> If you go fast, you will catch the bus.

Type 6	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
Negative Condition	<u>In the event of not / Incase of not + Possessive Adj +V+ing</u> <b>Ex:</b> Incase of your not <b>obeying</b> the law, you will be arrested.	<u>or, or else, otherwise</u> <b>Ex:</b> Obey the law <b>otherwise</b> you will be arrested.	<u>Unless....can/can not</u> <b>Ex:</b> <b>Unless</b> you obey the law, you will be arrested.

Type 7	Simple (Phrases)	Compound (Coordinating Conjunction)	Complex (Subordinating Conjunction)
Besides....	<u>Besides...+verb+ing</u> <b>Ex:</b> Besides being a singer, she is a dancer.	<u>and / as well as</u> <b>Ex:</b> She is a singer <b>and also</b> a dancer.	<u>not only....but also</u> <b>Ex:</b> She is <b>not only</b> a singer <b>but also</b> a dancer.

#### Transformation of Sentences: (+1 STD : 176)

- Dinesh and Prabhu wanted to meet Varsha at the bus stop. They went to the bus stop. (Change into a compound sentence)  
**Dinesh and Prabhu wanted to meet Varsha at the bus stop and so they went there.**
- Varsha reached the railway station. She was waiting for them there. (Change into a compound sentence)  
**Varsha reached the railway station and she was waiting for them there.**
- While she waited at the train station. Varsha realized that the train was late. (Change into a simple sentence)  
**Waiting at the train station, Varsha realized that the train was late.**



4. Dinesh and Prabhu left the bus stop. Varsha rang them. (*Change into a complex sentence*)  
***When Dinesh and Prabhu left the bus stop, Varsha rang them.***
5. The trio met at the station. Varsha left for Madhurai. (*Change into a complex sentence*)  
***As soon as the trio met at the station, Varsha left for Madhurai.***
6. Some people were playing nearby. They chose a better place. (*Change into a complex sentence*)  
***Some people who were playing nearby chose a better place.***

**Change the following pairs of sentences into Simple sentences. (+2 STD: TB - 156)**

1. I didn't know what to do. I phoned the police.  
***Not knowing what to do, I phoned the police.***
2. The baby cried. She was feeling sleepy.  
***Feeling sleepy, the baby cried.***
3. He lived alone. He had forgotten everybody.  
***Having lived alone, he forgot everybody.***
4. She walked out. She was smiling.  
***Walking out, She was smiling.***
5. The child says he needs attention. He shouts loudly.  
***Shouting loudly, the child says he need attention.***
6. I threw the pen. It was broken.  
***Being broken, I threw the pen.***
7. His coat is tattered. It needs mending.  
***Being tattered, his coat needs mending.***
8. I heard the noise. I turned around.  
***Hearing the noise, I turned around.***
9. He was dissatisfied. He quit his job.  
***Being dissatisfied, he quit his job.***
10. The politician entered the campus. He was accompanied by many comrades.  
***Entering the campus, the politician was accompanied by many comrades.***
11. The girl entered the room. She was singing a song.  
***Entering the room, the girl was singing a song.***

**Do as directed: (+2 STD : TB - 219)**

- a. Besides being a singer, she is also a dancer. (*Rewrite as a compound sentence*)  
***She is a singer and also a dancer.***
- b. Praveen ran into the field so that he might congratulate the winners. (*Rewrite as a simple sentence*)  
***On the account of running into the field, Praveen might congratulate the winners.***
- c. The mountain was steep but he was able to climb it. (*Rewrite as complex sentence*)  
***Though the mountain was steep, he was able to climb it.***
- d. Smitha carried out the survey and presented her report. (*Rewrite as a simple sentence*)  
***Having carried out the survey, Smitha presented her report. / On carrying out the survey, Smitha presented her report.***
- e. Unless you have a valid passport you cannot leave the country. (*Rewrite as a compound sentence*)  
***You must have a valid passport or else / otherwise you cannot leave the country.***
- f. This is not the way to answer. (*Rewrite as complex sentence*)  
***This is not the way how to answer.***

**Combine each of the following pairs of sentences into a single sentence: (+2 STD : TB - 220)**

- a. I met a man at the party. He is the Chairman of a computer form.



***I met the chairman of a computer form at the party.***

- b. Mahatma Gandhi stood for Ahimsa. The whole world knows it.

***The whole world knows that Mahatma Gandhi stood for Ahimsa.***

- c. Concentrate on your strengths. You will reap success in your life.

***If you concentrate on your strengths, you will reap success in your life.***

- d. Consider all the facts once again. Then make your decision.

***Before making your decision, consider all the facts once again.***

- e. A number of books are missing from the library. Measures should be taken to retrieve them.

***A number of books are missing from library so that Measures should be taken to retrieve them.***

#### **4.Active Voice & Passive Voice.**

##### **Pronoun Change**

Active Voice	Passive Voice
I	→ me
We	→ us
You	→ you
He	→ him
She	→ her
It	→ it
They	→ them

##### **Tense changes:**

No.	Tense	Active Voice	Passive Voice
1	Present Tense	<b>Subject+v<sub>1</sub>+s/v<sub>1</sub>+es+object</b> Eg. 1. She watches a movie. 2. The florist delivers flowers to my office everyday.	<b>Object+am/is/are+v<sub>3</sub>+by+Subject</b> 1. A movie is watched by her. 2. Flowers are delivered by the florist to my office everyday.
2	Present Continuous Tense	<b>Subject+am/is/are+v<sub>1</sub>+object</b> Eg. 1. The carpenter is repairing the door now. 2. They are buying vegetables.	<b>Object+am/is/are+being+v<sub>3</sub>+by+subject</b> 1. The door is being repaired by the carpenter now. 2. Vegetables are being bought by them.
3	Present Perfect Tense	<b>Subject+have/has+v<sub>3</sub>+object</b> Eg. 1. They have warned the boys. 2. Genelia has done her exam well.	<b>Object+have been/has been+v<sub>3</sub>+by+Subject</b> 1. The boys have been warned by them. 2. Genelia's exam has been done by her well.
4	Past Tense	<b>Subject+v<sub>2</sub>+object</b> Eg. 1. Ravi played cricket. 2. I ate fruits.	<b>Object+was/were+v<sub>3</sub>+by+subject</b> 1. cricket was played by Ravi. 2. fruits were eaten by me.
5	Past Continuous Tense	<b>Subject+was/were+verb+ing+object</b> Eg. 1. The teacher was correcting answer papers. 2. Rani was eating a mango.	<b>Object+was/were+being+v<sub>3</sub>+by+subject</b> 1. Answer papers were being corrected by the teacher. 2. A mango was being eaten by Rani.

6	Past Perfect Tense	<b>Subject+had+v<sub>3</sub>+object</b> Eg. 1. We had made a mistake. 2. she had remembered the news.	<b>Object+had been+v<sub>3</sub>+by+subject</b> 1. A mistake had been made by us. 2. The news had been remembered by her.
7	Future Tense	<b>Subject+shall/will+v<sub>1</sub>+object</b> Eg. 1. He will buy a car. 2. Ram will drink a cup of coffee.	<b>object+shall be/will be+v<sub>3</sub>+by+subject</b> 1. A car will be bought by him. 2. A cup of coffee will be drunk by Ram.
8	Future Perfect Tense	<b>subject+shall have/will have+v<sub>3</sub>+object</b> Eg. 1. They will have built this building by next May. 2. The CBI will have resolved the problem.	<b>object+shall have been/will have been+v<sub>3</sub>+by+subject</b> 1. This building will have been built by them by next May. 2. The problem will have been resolved by the CBI.

**Note :** No Passive Voice for all perfect continuous tenses and Future Continuous tenses.

Sentence Type	Active Voice	Passive Voice
Imperative Sentences	<b>V<sub>1</sub>+object</b> Eg. 1. Please close the door. 2. Speak the truth. <b>Note :</b> Use ('Don't') Eg. Don't do this!	<b>Let+object+be+v<sub>3</sub></b> 1. Let the door be closed. 2. Let the truth be spoken. <b>Note :</b> Use ('not to') Eg. Let this not be done.

**Note :** Instead of 'by' use in ,to.

Sentence Type	Active Voice	Passive Voice
Special type	Eg. 1. Music interests me. 2. All people know him.	1. I am interested in music. 2. He is known to all people.
Dual object	Eg. 1. I gave him a pen. 2. My uncle gave me a book.	1. He was given a pen by me. 2. I was given a book by my uncle.

Sentence Type	Active Voice	Passive Voice
Interrogative Sentence	Eg. 1. Who taught grammar? 2. Which language did you speak?	1. By whom was the grammar taught? 2. Which language was spoken by you?

#### Change into Active voice:

1. An apple is eaten by me.
2. America was discovered by Columbus.
3. The ground was being dug by the workers.
4. The result will be published tomorrow.
5. The weather will have been forecasted.

- *I eat an apple.*  
 → *Columbus discovered America.*  
 → *The workers were digging the ground.*  
 → *The TNPSC will publish the result tomorrow.*  
 → *The weatherman will have forecasted the weather.*

#### Active Voice & Passive Voice constructions: (+1 STD : TB-78)

s.no	Active Voice	Passive Voice
1.	The pilot flew the airplane to Bengaluru.	The airplane was flown to Bengaluru by the pilot.
2.	The monkeys ate bananas.	The bananas were eaten by the monkey.

**Change the voice of the following sentences: (+1 STD : TB-78)**

1. Mohammed follows the rules.  
***The rules are followed by Mohammed.***
2. Mohan has completed the course.  
***The course has been completed by Mohan.***
3. Magdalene is singing the prayer.  
***The prayer is being sung by Magdalene.***
4. Who wrote this complaint?  
***By whom was this complaint written?***
5. May God bless you with happiness!  
***May you be blessed with happiness by God.***
6. A house is being constructed by them.  
***They are constructing a house.***
7. Let the door not be slammed.  
***Don't slam the door.***
8. The team was trained by the coach.  
***The coach trained the team.***

**Make sentences using the passive forms of the verbs: (+1 STD : TB-78)**

1. Tagore /award/ Nobel prize  
***Tagore was awarded the Nobel prize.***
2. IIM Ahmadabad/ establish/ 1961  
***IIM Ahmadabad was established in 1961.***
3. Chattisgarh/ form/ 2000  
***Chattisgarh was formed in 2000.***
4. First passenger train/ inaugurated/ india/1853  
***The first passenger train was inaugurated in India in 1853.***
5. Indian Airlines/ set up/ 1953  
***The Indian Airlines was set up in 1953.***

**Change the following sentences into Passive Voice: (+2 STD : TB-77)**

- a. The Governor inaugurated the exhibition at ten o' clock.  
***The exhibition was inaugurated by the Governor at ten o' clock.***
- b. The crowd expected their leader to arrive early in the morning.  
***The leader of the crowd was expected to arrive early in the morning.***
- c. Who taught her Computer Science?  
***By whom was computer science taught to her?***
- d. They unanimously named Ravi the captain of team.  
***Ravi was named the captain of the team by them unanimously.***
- e. The President gave the commander an award.  
***An award was given by the President to the commander.***
- f. Do not tell lie.  
***You are advised not to tell a lie.***
- g. Please open the door.  
***You are asked to open the door.***
- h. It is time to stop the work.  
***Let the work to be stopped.***
- i. They say he is spy.  
***It is said by them that he is a spy.***

- j. One should keep one's promise.  
***One's promise should be kept by one.***
- k. People burn a great deal of wood in winter.  
***A great deal of wood is burnt in winter by the people.***
- l. Where had you kept the book?  
***Where had the book been kept by you?***
- m. When did you feel the tremors?  
***When were the tremors felt by you?***
- n. How did you do the experiment?  
***How was the experiment done by you?***
- o. Whose car did someone park in front of your gate?  
***Whose car was parked in front of your gate?***
- p. Nobody would have known the truth if you had not disclosed it.  
***If the truth had not been disclosed by you it would not have been known to anybody.***

**Change the following sentences into Active Voice: (+2 STD : TB-78)**

- a. The smuggler has been nabbed by the police.  
***The police has nabbed the smuggler.***
- b. By whom were you interviewed?  
***Who interviewed you?***
- c. Why were you scolded by your parents?  
***Why did your parents scold you?***
- d. Not a word was spoken by the convict in self-defence.  
***The convict did not speak a word in self-defence.***
- e. Good news is expected shortly.  
***We expect good news shortly.***
- f. The mail has just been received.  
***He/She has just received the mail.***
- g. Sundari has been taken to hospital by her husband.  
***Sundari's husband has taken her to hospital.***
- h. Our television is being repaired now.  
***I am repairing our television now. / The mechanic is repairing our television now.***
- i. Sweets have not been distributed to children by the organisers.  
***The organisers have not distributed sweets to children.***
- j. Prizes were being given by the chief guest.  
***The chief guest was giving prizes.***
- k. Nobody has been seen in the library this week.  
***We have not seen anyone in the library this week.***
- l. You are advised to help the poor and needy.  
***Help the poor and needy.***
- m. You are requested to make a cup of tea for the guest.  
***Please make a cup of tea for the guest.***

**Change the voice of the following sentences: (+2 STD : TB-218)**

- 1. Gayathri gave a set of pens to Mani.  
***A set of pens were given to Mani by Gayathri.***
- 2. By whom will the new stadium be built?  
***Who will built the new stadium?***

3. Where will the holidays be spent by your family?  
***Where will your family spend the holidays?***
4. They offered the job to Sundari.  
***The job was offered to Sundari by them.***
5. Could some money be lent to me by your father?  
***Could your father lend some money to me?***
6. Let the door not be opened.  
***Don't open the door. / You are requested not to open the door.***
7. Sophia sold her old car to Selvi.  
***Sophia's old car was sold to Selvi by her.***
8. Don't touch the electric wire with bare hands.  
***Let the electric wire not be touched with bare hands. / You are advised not to touch the electric wire with bare hands.***
9. I cannot agree to your proposal.  
***Your proposal cannot be agreed by me.***
10. Kindly complete the assignment in time.  
***Let the assignment be completed in time. / You are requested to complete the assignment on time.***
11. Raman is known to me since childhood.  
***I know Raman since childhood.***
12. Don't insult the poor and weak.  
***Let the poor and weak not be insulted. / You are asked not to insult the poor and weak.***
13. Who has broken the chair?  
***By whom has the chair been broken?***
14. His shoulder was hurt in an accident.  
***A bus hurt his shoulder in an accident.***
15. It is time for the bell to be rung.  
***It is time for the watchman to ring the bell.***
16. We wish you forget this episode.  
***You are wished to forget this episode by us.***
17. They would not have done this shameful act.  
***This shameful act would not have been done by them.***
18. How do you know my Uncle?  
***How is my uncle known to you?***
19. It is believed that he is an honest man.  
***Everyone believes that he is an honest man.***
20. My request was acceded by the authorities.  
***The authorities acceded to my request.***

### **5.Degrees of Comparison.**

- ❖ There are three types of Comparisons namely – **Positive, Comparative, and Superlative.**
- ❖ We use the positive degree of an adjective when we do not intend to make any comparison. We use the comparative degree, when we compare two objects or two people are compared. Adverbs, too, have degree of comparison.

### **Points to Remember:**

- ❖ Adjective can be considered by adding –‘er’ in comparative and –‘est’ in superlative.  
**Ex:** short – shorter – shortest



- ❖ Words with more can be considered by adding '**more**' in comparative and '**most**' in superlative before adjective or adverb.  
Ex: wonderful – **more** wonderful – **most** wonderful
- ❖ A few adjectives and adverbs form their comparatives and superlatives in an irregular way.  
Ex: **good – better – best / little – less – least / old – older, elder – oldest, eldest**
- ❖ There are certain comparatives that end in '**-or**'. They are followed by '**to**' instead of '**than**'.  
Ex: Ravi is junior **to** me.
- ❖ Superlative degree must be with definite article '**the**'.  
Ex: The Japanese are **the most** industrious people.

### Type - 1

#### Positive Degree

Subject + is/are as + adjective + as + object

Ex: Mangoes are as expensive as apples during winter.

S                      adj                      obj

#### Comparative Degree

Object + is/are + not + adjective + than + subject

Ex: Apples are not more expensive than mangoes during winter.

Obj                      adj                      S

Note: No Superlative Degree in Type-1

### Type - 2

#### Positive Degree

Subject + is/are not + so + adjective + as + object

Ex: Mangoes are not so costly as apples in the summer season.

S                      adj                      obj

#### Comparative Degree

Subject + is/are + adjective ('-er') or (more) + than + object

Ex: Apples are costlier than mangoes in the summer season.

Obj                      adj                      S

Note: No Superlative Degree in Type-2

### Type - 3

#### Positive Degree

No other + subject + is + as + adj + as + object

Ex: No other profession is as noble as teaching.

S                      adj                      obj

#### Comparative Degree

Subject + is + adjective ('-er') or (more) + than any other + object

Ex: Teaching is nobler than any other profession.

S                      adj                      obj

#### Superlative Degree

Subject + is the + adj ('-est') or (most) + object

Ex: Teaching is the noblest profession.

S                      adj                      obj

### Type - 4

#### Positive Degree

Very few + subject+s + are/were + as + adjective + as + object



Ex: Very few professions are as noble as teaching.

subject+s                  adj                  obj

Comparative Degree

Object + is/was + adjective (-'er) or (more) + than + many other/ most other + subject+s

Ex: Teaching is nobler than many other / most other professions.

obj                  adj                  subject+s

Superlative Degree

Object + is/was + one of the + adjective (-'est') or (most) + subject+s.

Ex: Teaching is one of the noblest professions.

obj                  adj                  subject+s.

Type - 5

Positive Degree

Ex: We have not watched such a thrilling movie as this.

Comparative Degree

Ex: This movie is more thrilling than any other movie, we have ever watched.

Superlative Degree

Ex: This is the most thrilling movie, we have ever watched.

Type - 6

Positive Degree

Ex: My brother can climb a tree as fast as a monkey.

Comparative Degree

Ex: A monkey cannot climb a tree faster than my brother.

Note: No Superlative Degree in Type-6

Transform each of the following sentences using the comparative degree without changing the meaning: (+2 STD : TB-159)

1. Very few boys in the class are as tall as Ravi.  
***Ravi is taller than many other boys in the class.***
2. Hurricanes are as dangerous as tornadoes.  
***Tornadoes are not more dangerous than hurricanes.***
3. This is the most challenging task I have ever undertaken.  
***This is more challenging than any other task, I have ever undertaken.***
4. E-mail is the fastest means of communication.  
***E-mail is faster than any other means of communication.***
5. Compulsive gambling is the worst habit a man can develop.  
***Compulsive gambling is worse than any other habit, a man can develop.***

Rewrite each of the following sentences using the superlative degree retaining the meaning: (+2 STD : TB-159)

1. Shakespeare is greater than many other dramatists of the world.  
***Shakespeare is one of the greatest dramatists of the world.***
2. Some people think that nothing is so important as money in life.  
***Some people think that money is the most important in life.***
3. The peacock is more colourful than any other bird found in India.  
***The peacock is the most colourful bird found in India.***

4. Very few people in this town are as generous as Mr. Mohan.  
***Mr. Mohan is one of the most generous people in this town.***
5. No other planet in our solar system is so cold as Neptune.  
***Neptune is the coolest planet in our solar system. (or) Neptune is the coolest of all planets in our solar system.***
6. I cannot do anything better for you than this.  
***This is the best thing, I can do for you.***

**Replace the comparative adjectives in the following sentences with their positive forms:**

**(+2 STD : TB-159)**

1. Rural life is certainly more peaceful than urban life.  
***Urban life is not certainly so peaceful as rural life.***
2. The pen is mightier than sword.  
***The sword is not as mighty as the pen.***
3. Train journey is more comfortable than bus journey.  
***Bus journey is not so comfortable as train journey.***
4. My mother can speak more sweetly than anyone *else*.  
***No one can speak so sweetly as my mother.***
5. Gold is not more useful than iron.  
***Iron is as useful as gold***

#### **6.Non-finite verbs.**

There are three verbals – gerunds, infinitives and participles.

##### **Gerunds**

The **gerund** ends in –‘ing’

- Ex:**
1. Jumping is fun.
  2. My son enjoys skiing.
  3. Mrs. Kala has a unique way of teaching.
  4. It is no use crying.

##### **Infinitive**

The **Infinitive** is the base form of a verb with ‘to’ – (to + verb).

- Ex:**
1. To jump is fun.
  2. My son likes to ski.
  3. I have a suggestion to offer.
  4. The manager called her to give a last warning.

##### **Participles**

A **Participle** is a verb that ends in – ‘ing’ (Present participle) or –‘ed’,-‘d’, -‘t’, -‘en’,-‘n’, (Past participle)

- Ex:**
1. The dancing parrots entertained the crowd.
  2. The wrecked sailboat washed up on shore.

**Underline the gerunds in the following sentences: (+2 STD : TB-155, 156)**

1. Boys love playing cricket.
2. I love eating ice creams.
3. Jessie enjoys bothering others.
4. Painting is an interesting hobby.
5. Dancing gives me joy.

**Use the gerundial form of the verb in the brackets and fill in the blanks: (+2 STD : TB-156)**

1. **Exercising** (exercise) is good for health.
2. **Flying** (fly) a kite is fun.
3. **Shopping** (shop) is my favourite hobby.
4. My friend waited for the **meeting** (meet).
5. Huckleberry Finn was responsible for **signaling** (signal).

**Fill in the blanks with the correct infinitives: (+2 STD : TB-156)**

1. Deva forgot **to post** the letter.
2. The doctor advised the patient **to take** his medicines without fail.
3. Rajesh went to the airport **to receive** his friend.
4. The bear climbed up the tree **to drink** the honey.
5. The boys went to the forest **to watch** birds.
6. I tried hard **to make** both ends meet.
7. The archaeologists are trying **to study** the ruins of keeladi.
8. Solar energy is used **to generate** electricity.
9. **To get** concession, you have to apply well in advance.
10. We have plans **to go** to London during summer vacation.

**Fill in the blanks using suitable gerunds: (+2 STD : TB-220)**

1. My friend is good at **playing** the saxophone.
2. They don't like **working** on Saturdays.
3. They started late, so they were afraid of **missing** the train.
4. She enjoys **watching** horror movies.
5. **Walking** on the wall can provide dangerous.
6. **Driving** a two wheeler without a helmet may prove fatal.
7. **Wearing** uniform to school is compulsory.
8. **Growing** trees is a must, to prevent soil erosion.
9. Seema apologized for **coming** late.
10. **Completing** an event successfully is a challenge.

**Rewrite changing the gerund in each of the following sentences to infinitives without changing the meaning: (+2 STD : TB-221)**

1. Teach me swimming.  
**Teach me to swim.**
2. Giving is better than receiving.  
**To give is better than to receive.**
3. Seeing is believing.  
**To see is believe.**
4. I like reading.  
**I like to read.**
5. He managed reaching there in time.  
**He managed to reach in time.**
6. Walking in the sun is harmful to the eyes.  
**To walk in the sun is harmful to the eyes.**
7. Stealing is a crime.  
**To steal is a crime.**
8. What I hate most is running across traffic.

***What I hate most is to run across traffic.***

9. Sitting here is wasting time.

***To sit here is to waste time.***

10. Exercising is good for health.

***To exercise is good for health.***

**Complete the conversation with the words from the box: (+2 STD : TB-220, 221)**

**Man** : Could you show the way to the hospital?

**Woman** : Sure. I will guide you (1) **to reach** the hospital. In about 15 minutes you will get there. Start by taking the GST Road for about 10 minutes. Remember, (2) **to drive** carefully. The road is usually very busy. After 10 minutes you will reach a grey wall. From there you have (3) **to turn** right and go straight. As you drive along you will notice a bank. It is also important for you (4) **to pay** attention to the road as there is a school nearby. Once you cross the school, you will get (5) **to know** the whereabouts of the hospital.

### **PART-III**

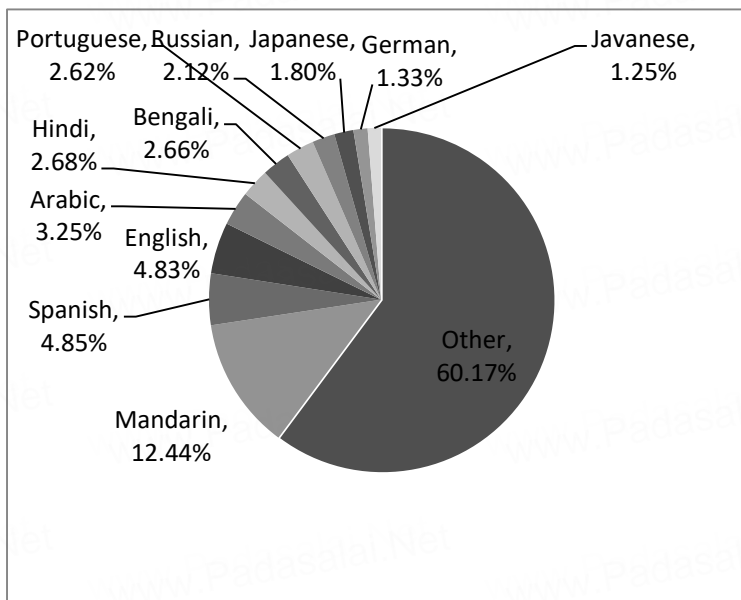
**(iii) Q.NO: 37 to 40 (Answer any 3 out of 4)**

#### **1. Verbal and Non-verbal Representation. (+1 STD: TB-52,122,123)**

Presenting information using tables, graphs and charts is a common practice in scientific and technical writing. This is because through graphs and charts, scientific data can be presented in a clear and precise manner. Bar charts, graphs, tree diagrams, organizational charts, flow charts and pie charts are the frequently used pictorial or non-verbal representations. The table is the simplest and the most common direct graphic form used for presenting information.

#### **Type-1**

**Study the pie-chart carefully and answer the questions that follow**



**Percentage of people who speak each language as their first language.**

#### **Questions:**

1. Which language is spoken by most of people?
2. What are the Indian languages that rank among the top five spoken languages?
3. Which are the languages that are spoken by less than three percent of people?
4. With the help of the questions and answers, draw your own conclusions from the pie-chart. Then, write a paragraph on the popular spoken languages.

#### **Answers:**

1. ***Mandarin is spoken by most people.***
2. ***Hindi is the only language that ranks among the top five spoken languages.***

3. Hindi, Bengali, Portuguese, Russian, Japanese, German and Javanese are the languages that are spoken by less than three percent of people.

4. i) Generally speaking the chart represents a multilingual country.

ii) A majority of people speak Mandarin.

iii) Most of the people speak many different languages.

iv) Only very few people speak Japanese, German and Javanese.

v) In conclusion people may find it difficult to understand one another, because so many languages are spoken.

## Type-2

Write 3 sentences about the given table / pie-chart / bar-diagram.

Study the following table which gives information about the classification of foreign tourists from three countries according to their mode of travel to India in 2012. Write three sentences on your inference about the data.

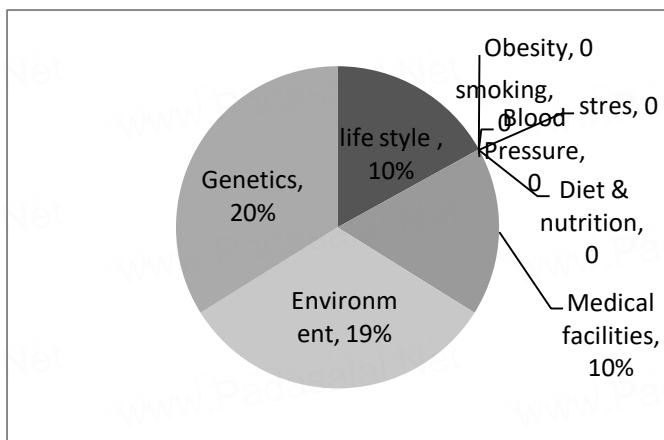
Country (or) Nationality	Arrivals (in numbers)	Proportion to the total (%)		
		Air	Sea	Land
America	59709	94.7	1.1	4.2
Japan	29374	94.3	0.1	5.6
Spain	50743	97.6	0.6	1.8

## Answer:

1. The Spanish used airways to India more than people from other countries.

2. Japanese used sea way to India less than the other three countries.

3. More Americans came to India than other nationals.



## Type-3 : Study the pie-chart carefully and answer the questions that follow.

[Factors which affect the health percentage-wise.]

Study the pie-chart and Choose the correct answer for the following questions.

1. The maximum percentage is on . . . . .

a) Environment b) Stress c) Diet

d) Genetics

2. . . . . . plays a vital role in affecting health.

a) Genetics b) Smoking c) obesity

d) pressure

3. . . . . . affects 19% of our health.

a) Stress b) Pollution c) Diet d) Smoking

4. Lack of medical facilities or our life style affects . . . . .

a) 5% b) 15% c) 10% d) 20%

## Exercises:

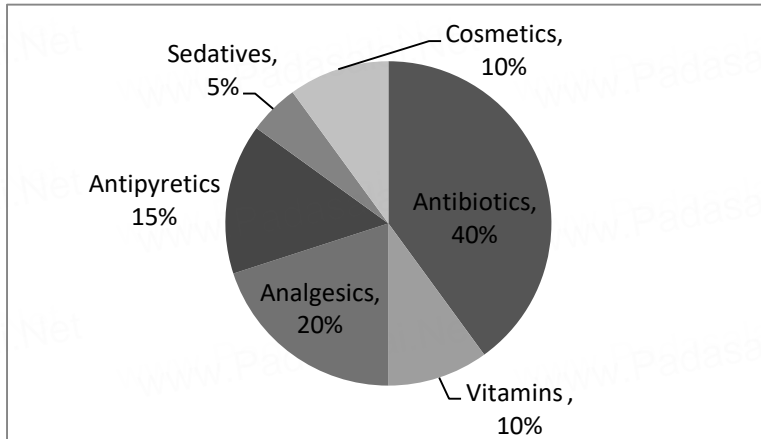
1. Study the pie-chart carefully and answer the questions that follow.

[Sales for the Month of June at a Drug Store.]

Questions:



1.a) Name the drug which has the least sale record in the store.

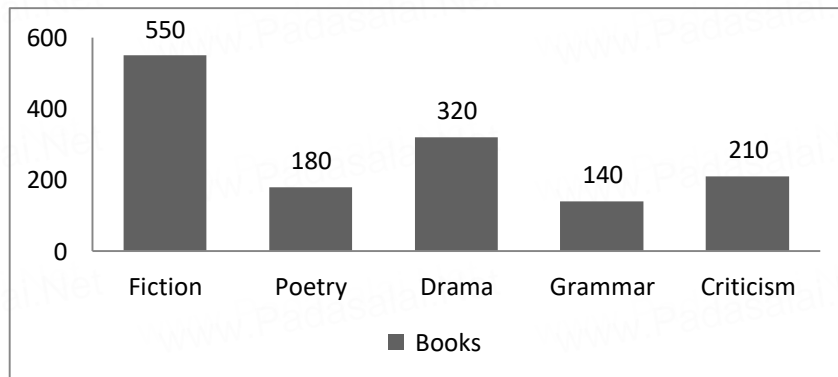


- b) How many types of drugs are being sold here?  
 c) Which drug is twice the sale of analgesics?  
 2. a) Which is in equal demand as Vitamins?  
 b) Which item records the highest sale?  
 c) What is the difference between the sale of cosmetics and the sale of sedatives?

**Answers:**

- 1.a) *Sedatives has the least sale record.*  
 b) *Six types of drugs are being sold.*  
 c) *Antibiotics is twice the sale of analgesics.*  
 2.a) *Cosmetics*  
 b) *Antibiotics*  
 c) *5%*

2. Study the pie-chart given and answer the questions that follow.



**Questions:**

- a) What does the graph represent?  
 b) Which type of books is least in number?  
 c) Name the types of books that fall between 100 and 200.

**Answers:**

- a) *The graph represents types of books in a library.*  
 b) *Grammar books are the fewest in number.*

c) *Grammar and poetry books fall between 100 and 200.*

3. Study the tabulation and answer the questions:

**THANJAVUR TO TRICHY**

No.	Time	Bus	Car	Lorry	Bike
1	6.30 to 9.00	25	75	65	80
2	10.00 to 12.00	30	20	10	30
3	13.00 to 15.30	75	70	65	90
4	18.00 to 20.00	90	110	65	80
5	21.00 to 22.30	45	75	65	40

**Questions:**

1. a) What is the total number of vehicles passing between 6.30 and 9.00?  
*-245*  
 b) Mention the number of cars passing between 18.00 and 20.00.  
*-100*  
 c) When was the traffic very heavy?  
*Between 18.00 and 20.00*

2. Write 3 sentences about the given table.

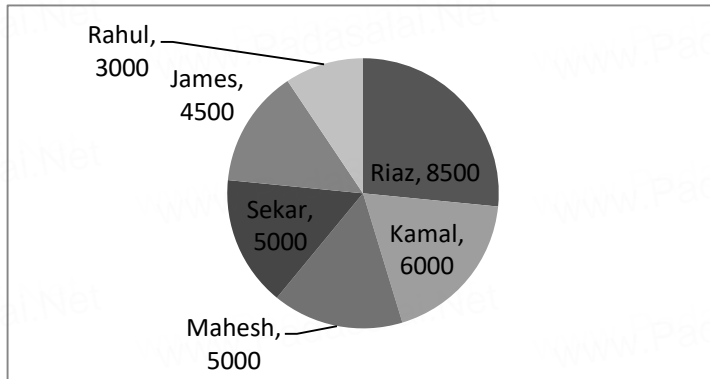


- i) Total number of vehicles passed between 6.30 and 9.00 is 245  
 ii) The traffic was very heavy between 18.00 and 20.00  
 iii) Cars are more in number than buses, lorries and bikes on this route.

4. Six persons working in some IT firms rent a house for Rs.32,000 per month. The monthly contribution towards rent by each person is depicted in the pie-chart.

**Questions**

- 1.a) Who contributes the second highest amount?  
 b) Who contributes Rs. 1500 more than Rahul?  
 c) Which two persons jointly contribute Rs. 14,500?



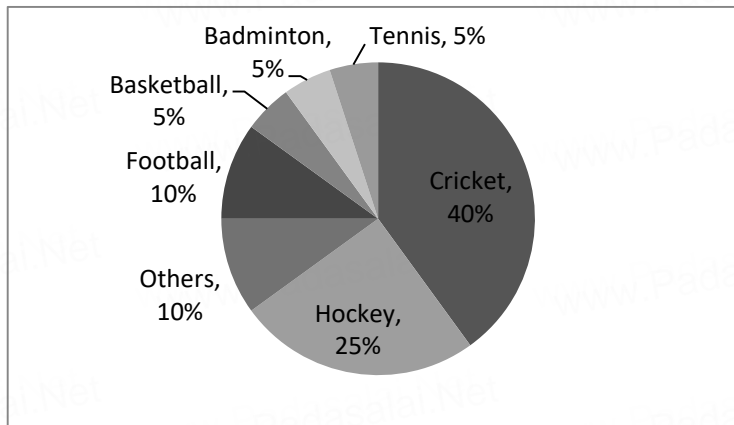
**Answers**

1. a) Kamal  
 b) James  
 c) Kamal and Riaz

2. **Write 3 sentences about the given pie-chart.**

- i) Riaz pays more house rent than Rahul.  
 ii) Rahul pays less house rent than James.  
 iii) Mahesh and Sekar pay equal amounts as house rent.

**5. Expenditure of a country on various sports**



**Questions:**

1. Which sports needs the maximum expenditure?  
 2. Minimum expenditure is badminton. Give your reason.  
 3. What is the total present of expenditure on Tennis, Badminton and Basketball?

**Answers:**

1. Cricket  
 2. There is no awareness about badminton among the people.  
 3. 15%

6. **Read the information in the table below and answer the following questions.**

S.No	Event	Year	Affected Area
1	Earthquake	2001	Bhuj, Gujarat
2	Tsunami	2004	Coastline TN, Kerala, A.P., A&N Islands, Pondicherry
3	Floods	July 2005	Maharashtra
4	Earthquake	2008	Kashmir
5	Floods	2008	North Bihar
6	Cyclone	2008	Tamil Nadu

7	Floods	2009	Andhra Pradesh & Karnataka
8	Cyclone	2011	Tamil Nadu / Cuddalore
9	Flash floods	June 2013	Uttarkhand
10	Cyclone	Oct.2013	Coastline of Orissa & Jharkand
11	Floods	Dec.2015	Tamil Nadu / Chennai
12	Cyclone	Dec.2016	Tamil Nadu / Chennai

**Questions:**

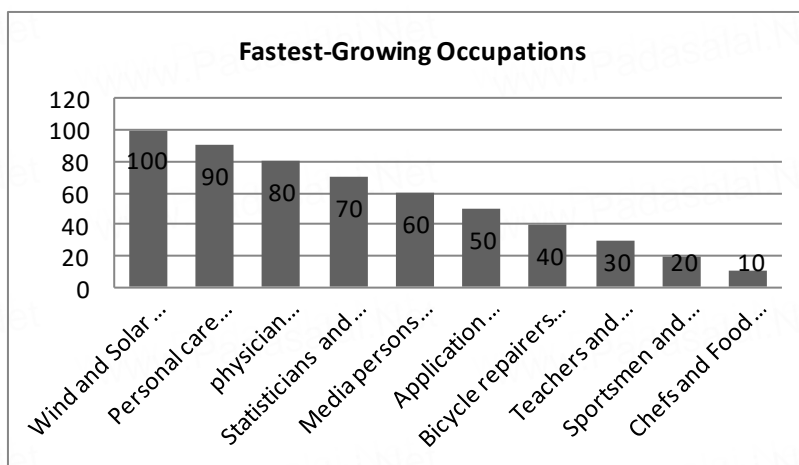
1. What kind of natural disasters have occurred before 2005?
2. Name the disasters that are common in India.
3. Mention the states often affected by disasters.
4. List out the disasters that are common in North India.
5. Write three sentences on your inference about the data given.

**Answers:**

1. *Earthquake occurred during 2001 in Bhuj, Gujarat. During 2004, a Tsunami wave swept across the coastline of Andhra, Tamil Nadu, Kerala, Andaman & Nicobar Islands and Pondicherry.*
2. *Tsunami, Earthquakes, Cyclone, Floods, Flash Floods are the disasters common in India.*
3. *Tamil Nadu and Andhra Pradesh are the states often affected by disasters.*
4. *Flash Floods, Floods and cyclones are the disasters that are common in North India.*
5. i) *Natural disasters such as earthquake, tsunami, floods, cyclone and flash floods occur across various states in India.*  
ii) *In South India, Tamil Nadu and Andhra Pradesh are most affected by Tsunami, cyclone and Floods.*  
iii) *In North India, Bihar, Uttarkhand, and Jharkand are affected by floods and cyclones.*

**(+2 STD: TB-41)**

1. Look at the following non-verbal representation. Based on your understanding and inference, write a paragraph on career trends in the next decade.



pollutions

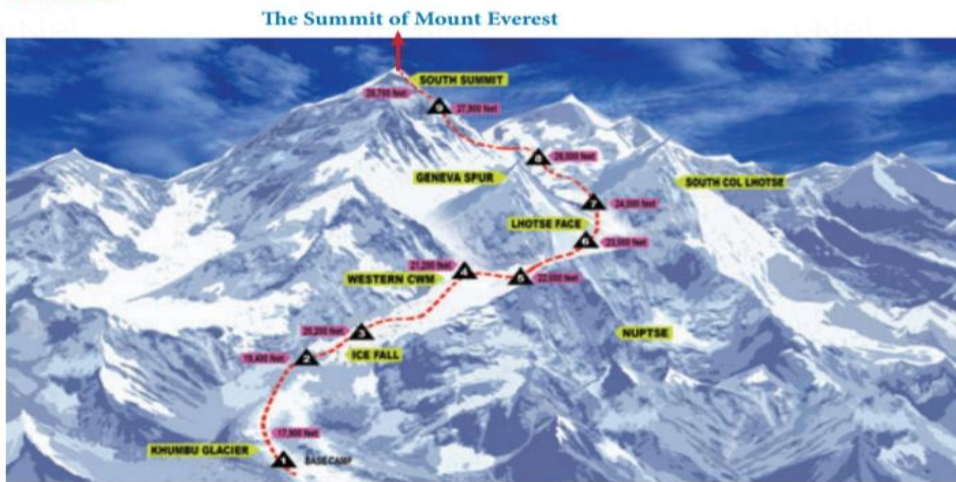
d) Fastest-growing education

1. The above chart explains about \_\_\_\_\_ .

- a) Fastest-growing populations
- b) Fastest-growing occupations
- c) Fastest-growing

2. The diagram shows how many Fastest-growing occupations \_\_\_\_\_.  
a) Nine b) Five **c) Ten** d) Eight
3. Which occupation is the wider scope in job market in the next decade?  
a) Personal care b) Physician Assistant c) Nurse **d) Wind and Solar Technicians**
4. Which occupation is the least scope for job in the next decade?  
a) Personal Care b) Nurse **c) Chefs and Food analysis** d) Statisticians
5. Who have the limited scope?  
**a) Sports persons** b) Mechanics c) Software developers d) Teaching faculty

**2. Reading a Map and understanding the paragraph to answer the following questions.**  
**(+2 STD: TB-126)**



1. The map shows that \_\_\_\_\_.  
**a) Mt. Everest** b) Mt. Abu c) Western ghats d) Eastern ghats
2. In the map white colour mark indicates  
a) Easy-snow b) Hard-snow **c) Soft-snow** d) temporary-snow
3. How many important parts of the Himalayas are marked?  
a) Five **b) Seven** c) Nine d) Six
4. Black snow means \_\_\_\_\_.  
a) Easy snow b) temporary snow c) Soft snow **d) Hard snow**
5. Mountaineers can stop for a while, refresh themselves and they proceed is called as \_\_\_\_\_.  
**a) Rune camps** b) Under camps c) snow camps d) refresh camps

**3. Read the following information given in the table and answer the questions.(+2 STD: TB-154)**

A nice choice from Chennai to the National capital			
RAJADHANI EXPRESS TIME TABLE			
Shortest Route between Chennai and Hazrat Nizamuddin			
8 Halts and 324 intermediate stations in between			
Station Name	Departs	Day	Speed
Chennai Central	06.05	1	75
Vijayawada	11.55	1	76

Warangal	14.40	1	77
Balharshah	18.00	1	78
Nagpur	20.45	1	74
Bhopal	02.10	2	89
Jhansi	05.31	2	99
Gwalior	06.32	2	85
Agra Cantt	07.57	2	76
Hazrat Nizamuddin	10.25	2	-

a) The number of stations between Chennai Central and Hazrat Nizamuddin is \_\_\_\_\_.

(i) five (ii) ten **(iii) eight**  
(iv) eleven

b) The train is expected to reach \_\_\_\_\_ around 8.45 PM.

(i) Warangal (ii) Vijayawada  
(iii) Bhopal **(iv) Nagpur**

c) Between \_\_\_\_\_ the train runs at it's maximum speed.

(i) Bhopal and Gwalior

**(ii) Bhopal and Jhansi**

(iii) Bhopal and Hazrat Nizamuddin

(iv) Bhopal and Agra

d) Almost \_\_\_\_\_ the train reaches Vijayawada.

(i) the day after (ii) around early morning (iii) late night **(iv) around noon**

e) People prefer the Rajadhani express to travel from Chennai to reach the capital because \_\_\_\_\_.

(i) it reaches the destination on the same day (ii) The charge is reasonable

(iii) the train halts at Ten stations **(iv) it is the shortest route from Chennai to New Delhi**

f) The destination of Rajadhani express is \_\_\_\_\_.

**(i) Hazrat Nizamuddin** (ii) New Delhi Junction (iii) Old Delhi (iv) Rajkot

## **2. Dialogue Writing (Construction / Completion / Fill in the blanks).**

**(+1 STD : TB 125)**

**Write conversation of the following situations.**

### **1) Between two friends about uses and abuses of mobile phone.**

Suresh : Hai Ramesh, I am fine. I am thinking about mobile phones.

Ramesh : Do you think they are good?

Suresh : Of course. First of all they are the best for communication. You can reach your loved ones easily.

Ramesh : Yes. The smart phones with internet brings the world into your plan.

Suresh : Apart from easy connectivity, there are some disadvantages too.

Ramesh : Why do you say so?

Suresh : It is a bad tool in the hands of students.

Ramesh : Of course, most students are glued to it always.

Suresh : A lot of time is wasted in texting and misusing it.

Ramesh : You are right. The phone is most useful when properly used.

Suresh : And the most dangerous if not used properly.

Ramesh : Yes. Let us be very careful while using it. Otherwise there will be more accidents.

Suresh : Drivers of vehicles should stop using them while driving.

Ramesh : Yes. Let's go.

### **2) Between two friends about planting trees.**

Seeman : Hello, Rahim How are you?

Rahim : I am thinking of our water scarcity in our area.

Seeman : What do you think as the reason for this?

Rahim : Well, because there were no rains.

Seeman : Yes. How can there be rains when the forests are denuded?

- Rahim : Well said. We cannot have rain without forests and trees.  
Seeman : We have a great responsibility. We have to plant as many trees as possible.  
Rahim : Tree planting must be taken on a war footing. Along with the government and the NGOs all the people also should involve themselves in the tree planting 'Yagna'.  
Seeman : Trees also produce oxygen and they prevent floods. Unless more and more trees are planted and forests developed, the future generation will not be in a position to quench its thirst.  
Rahim : That is true. We have no right to destroy the earth. We should act responsibly and keep the earth safe and habitable for our children.  
Seeman : Let us join together and bring awareness among the public about the need for planting trees.  
Rahim : Yes we shall.

**3) Between two friends about the importance of reading newspapers.**

- Ram : Hai Shyam, what are you doing?  
Shyam : I am reading the newspaper.  
Ram : Fine! Yours is a good habit.  
Shyam : Yes. Reading newspapers must be a regular habit for all, especially the students.  
Ram : Reading newspapers has a lot of benefits. The basic use is to be aware of the happenings around the world.  
Shyam : Yes. Apart from this use, it is most useful to students. Those who read English newspapers are at an advantage. They can improve their language skills, grammar and sentence formation.  
Ram : Shyam. But the habit of reading newspapers is getting reduced now. The revolution in communication in the form of phones and tabs has discouraged the habit.  
Shyam : Yes. Students should be advised to develop the habit of newspaper reading. It is very important for them.  
Ram : Yes I agree.

**4) Between two friends about the uses of the internet.**

- Bharath : Hello. Srikanth. What are you doing?  
Srikanth : I am browsing the net.  
Bharath : Are you looking for any film?  
Srikanth : No. I am searching for some material for my project.  
Bharath : That is the use of internet.  
Srikanth : Yes. Net is very useful for all people. Students can find material for their projects and seminars.  
Bharath : Not only students, all peoples are benefitted by internet. The businessmen can follow the stock market. Traders can find a lot of information .  
Srikanth : You have forgotten, how net is useful for online trading.  
Bharath : You are right. Now a days, a lot of business is done online. The merchandise like flipkart, amazon have become giant traders online.  
Srikanth : It is true that Internet has become a part of our life. We cannot live without it.  
Bharath : Yes it is true.

**5) Between a father and a son on choice of a career.**

- Father : Hello Naresh, are your exams over?  
Son : Yes Dad, they ended yesterday.



Father : How have you fared?  
Son : I have written all the exams very well. I expect to get distinction without doubt.  
Father : That's fine. What are your plans after the results are out?  
Son : Dad, I am interested in doing B.Com.  
Father : Why are you interested in Commerce rather than Engineering?  
Son : Dad. Commerce is my favourite subject. I want to become a C.A.  
Father : Ok, as you wish. Apply in advance for B.Com course in any reputed college .  
Son : Ok dad. I will take steps. My desire is to become a CA and follow my profession independently.  
Father : I learnt that commerce and related subjects are more popular and the study shall give a job.  
Ok. It's a good choice.  
Son : Thank you dad.

**6) Between you and bookseller on buying books.**

Bookseller : Good morning Sir, What can I do for you?  
You : Good morning. I want to buy some books.  
Bookseller : Welcome Sir, what books do you need?  
You : I want complete works of Shakespeare. Is it available?  
Bookseller : Yes Sir, it is available.  
You : Who is the publisher? Let me see the book.  
Bookseller : It is published by Oxford University Press. It costs Rs. 400/- Sir.  
You : Do you allow any discount on the price. I am a student from H.S.School.  
Bookseller : For students we allow 20% discount of its cost. But you have to show your school ID with photo.  
You : Yes. I have my school ID.  
Bookseller : Then we will allow 20% discount. You have to pay Rs. 320/-.  
You : Here is the money. Take it.  
Bookseller : Here is your book Sir.  
You : Thank you.  
Bookseller : Thank you Sir.

**7) Between two friends on the benefits of early rising.**

Vijay : Hello, Good morning Ajay.  
Ajay : Good morning Vijay. Shall we go for the morning walk?  
Vijay : Sure. I came to you only for that. Won't you come with me?  
Ajay : Sure, come let us go.  
Vijay : At what time do you get up usually?  
Ajay : I get up at 4 am usually. I have developed the habit.  
Vijay : That's good. Early rising is a very good habit. An early riser has a lot of advantages. He can start his work early and complete that in time.  
Ajay : True. When you complete your work in time, you have a lot of leisure. You can plan for next day's work.  
Vijay : Further, it reduces tension and last minute huddle. Early rising also helps you to do some exercises.  
Ajay : Yes, the morning times are good for walking in fresh air and doing exercises.  
Vijay : And also early morning is the best time for reading and doing meditation. One should never miss the mornings.  
Ajay : Ok. Let us enjoy the early morning in some useful work.



Vijay : Ok.

**8) Between two friends on an exciting cricket match.**

Suresh : Hello Mahesh. Did you see yesterday's cricket match?  
Mahesh : Yes. I saw it. What an exciting match it was! One could never have missed it.  
Suresh : Yes. There was suspense till the end if India would win it.  
Mahesh : Of course. But I was confident that India would win the match.  
Suresh : What is the reason for your confidence?  
Mahesh : You see. Dhoni and Yuvraj were at the crease in the fifteen over. You know, they are known as 'finishers'.  
Suresh : Why do you call them so?  
Mahesh : The pair figured in 10 matches and had won in all of them hitting the required runs. They could maintain a scoring average more than what was needed for a win.  
Suresh : Yes I read it. Anyway we are happy that our team has won the match.  
Mahesh : Definitely. It was a great win. All the team members need a lot of praise for their team effort and winning the series.  
Suresh : Let's celebrate the win. They brought great respect to our country.

**9) Between two friends on the importance of punctuality.**

Prakesh : Hello Akash. How are you?  
Akash : I am reading an article on punctuality and its importance.  
Prakesh : What does it say?  
Akash : The writer writes about punctuality.  
Prakash : Good topic. I think punctuality is needed for everyone in all spheres of life.  
Akash : Yes, it's true. Being punctual is a great virtue. Shakespeare says, 'better three hours too soon than a minute too late'. It shows how important is punctuality.  
Prakash : A person who knows the value of time, will definitely be punctual. Punctuality is not only a duty but it is also a part of good manners.  
Akash : Good planning will help you to be punctual. It is the soul of business and a cardinal virtue. Further, it is an essential virtue for teachers, because they are the role models for the students.  
Prakash : To work with people as a good mechanism, punctuality is very important.  
Akash : I can certainly say that if you make yourself to be punctual you have a chance to succeed.  
Prakash : In the social sphere, the best way to make a good impression about yourself is to show punctuality.  
Akash : Ok. Let us be punctual at all times.

**10) Between two friends on a picnic they enjoyed recently.**

John : Hello Paul. Is your tiresomeness gone?  
Paul : No tiresomeness at all, because we spent the time happily.  
John : Really it was a memorable picnic.  
Paul : We visited Ooty at the right time, I suppose.  
John : Yes it was the time, when flowers would be in full bloom.  
Paul : That's why the entire garden looked very colourful.  
John : How did you feel when you went to Dodabetta?  
Paul : Great indeed. It is the highest point on the hills. Did you not feel the clouds,

passing around you, touching you?  
John : It was a pleasant experience. When I looked through the telescope there, the entire hills could be seen.  
Paul : The return journey was indeed superb.  
John : Yes, we enjoyed the journey by the train. It was thrilling when it had passed through tunnels and on very high bridges.  
Paul : The entire expanse of the hills could be viewed.  
John : It was indeed a memorable picnic. What about our photos, are they ready?  
Paul : I will send them to you tomorrow.  
John : Thank you.

**(+2 STD : TB-74,75,109)**

**1) Between a student and the class teacher regarding an educational trip.**

Class teacher : Sundar, I am planning to take our class students on an educational trip.  
Student : Oh! Wonderful! Where madam?  
Class teacher : That's what I am thinking about. Do you have any suggestion?  
Student : I have one or two places in my mind. It depends on the duration of the trip.  
Class teacher : Maximum we can spend two days. I got permission from the principal only for two days.  
Student : I think we can go to Madurai and Kodaikanal.  
Class teacher : Why these two places?  
Student : Madam, in Madurai we can see many historical places including the famous Meenakshi Amman Temple. The next day we can go to Kodaikanal and get lot of information about garden.  
Class teacher : Where can we stay?  
Student : Surely in Kodaikanal.  
Class teacher : Then I will inform other students and see how they receive this idea

**2) A passenger and a railway staff regarding the cancellation of the reserved tickets.**

Passenger : Sir, what should I do to cancel my reserved tickets?  
Railway staff : When do you want to travel and where?  
Passenger : Tomorrow to Chennai.  
Railway staff : You will lose 30% of the fare.  
Passenger : Ok sir, how to cancel that?  
Railway staff : Did you book online or get the ticket from the counter?  
Passenger : I got it from the counter.  
Railway staff : Then ok. Fill the form and give it to me.  
Passenger : Is it the form sir?  
Railway staff : Yes, fill it and give it to me.

**3) Two friends about the NSS camp which they are going to attend.**

Sukanya : Are you getting ready for the NSS camp?  
Ramya : Yesterday only I got permission from my father.  
Sukanya : I too had some problem to get permission but somehow I got it.  
Ramya : As it is a 10 day programme, our mother was a little anxious.  
Sukanya : Ok. Let us talk about our preparation.  
Ramya : First day we are working near the temple. It will be very interesting.  
Sukan : Third day I will be in charge of food.

Ramya : I will also join you.  
Sukanya : Thank you. It will be very interesting.  
Ramya : I have to complete my packing. See you tomorrow.

**4) A salesman and a customer at an electronic shop.**

Salesman : Yes sir, what can I do for you?  
Customer : The CD player in my lap has some problem.  
Salesman : Do you have your lap with you now?  
Customer : Yes I have. Here it is.  
Salesman : Let me check it. We can't use it.  
Customer : Do you have a new one?  
Salesman : Yes I have.  
Customer : Shall I see that?  
Salesman : Do you want to keep it inside or do you want one to fix outside?  
Customer : I want to have it inside.  
Salesman : You can select it.

**5) A father and his daughter about the advantages of the habit of newspaper reading.**

Father : My dear, get today's news paper from the portico.  
Daughter : Here it is. Why dad everyday morning your life starts with the newspaper?  
Father : Yes dear, this is a way to know what is happening around us.  
Daughter : TV news can also give it to us.  
Father : Newspaper will give the news and the views of many people like activists, scientists and the reporters.  
Daughter : Does it make any difference dad?  
Father : Yes of course. Editor's column gives the view of that newspaper. Many columnists write article on economy, education, science and so on.  
Daughter : Oh, it is very informative to talk to you.  
Father : If you are interested to read the newspapers there are items for your age group.  
Daughter : Surely I will do it father

**6) Between a receptionist and a traveller.**

Receptionist : Good evening, sir. Welcome to Chennai.  
Traveller : I would like to book a deluxe room in your hotel for 3 days.  
Receptionist : Single room or double room?  
Traveller : Double room though I am single.  
Receptionist : Sir, give me your ID card.  
Traveller : Here it is.

**7) Between a student and a teacher.**

Student : Good morning, sir. May I come in?  
Teacher : Good morning, why are you late today?  
Student : Sir, I missed my school bus.  
Teacher : How did you miss it?  
Student : Sorry sir, my uncle came home from US. So I started a little late from Home  
Teacher : OK. Hereafter no excuses.

### **3. Describing Process.**

**(+1 STD : TB- 79, 80)**

#### **1. Write a process of making Choco-cake in passive form.**

- 1) The flour, cocoa powder and baking powder are first sifted in a mixing bowl.
- 2) Then the butter, sugar, salt, water and vanilla are added and beaten using a whisk.
- 3) The eggs are then added and beaten until the batter is smooth.
- 4) The batter is transferred into the baking tin.
- 5) The pressure cooker is covered with the lid and is heated without pressure for about 3-4 minutes on high heat. Then the cake is placed in the empty cooker without adding water.
- 6) The lid is closed and it is cooked for about 30 minutes on low flame.

#### **2. Write the process of wrapping a Christmas gift in a paragraph in passive form.**

- 1) The gift is placed in a rectangular box. This makes it easier to wrap than oddly shaped boxes.
- 2) Then the amount of paper needed is measured and cut. The gift is placed on the paper and the loose end is wrapped up and over after which a cut is made.
- 3) The gift paper is placed face down and centered on the box. The first edge is brought up and taped in place onto the box and then the other side is also brought up and taped in place.
- 4) Then the sides are folded in against the edges of the box and the diagonal flaps are creased.
- 5) The top edge is folded down. It is taped to the box after which the bottom edge is folded up and taped.
- 6) At last a gift tag, a bow and a ribbon are added to make it look classy and impress the recipients.

#### **3. Describe the process of making a cup of tea.**

- 1) Gather all the things required milk, tea powder, water and sugar.
- 2) Start boiling some water.
- 3) Add 2 teaspoonful tea powder and let it boil.
- 4) Add a cup (250 ml) of milk.
- 5) Add sugar and spices.
- 6) Stir the tea.
- 7) Strain it with a tea-strainer and serve.

#### **4. Describe the Process of making a cup of coffee.**

- 1) I will start boiling a cup (250 ml) of milk.
- 2) I will add 2 teaspoonful of instant coffee powder.
- 3) Then I will add 3 teaspoonful of sugar.
- 4) I will stir the coffee and serve it.

#### **5. Describe the process of opening a bank account.**

- 1) Go to the bank and get the form concerned.
- 2) Fill in the form neatly and legibly.
- 3) Hand over the form to the staff concerned along with cash.
- 4) After one week we can get passbook.

#### **6. How will you get a bus pass? State the process.**

- 1) I will get an application form from the school office.
- 2) I will fill in the details and paste my recent passport size photo.
- 3) I will hand over the application to the office staff member concerned.
- 4) It's taken by the staff member to the bus depot.

- 5) I will collect the bus pass from the office as soon as it is issued by the transport.

**7. How will you prepare rava kesari ? State the process.**

- 1) I will boil three cups of water.
- 2) I will add one cup of toasted Rava to the boiling water.
- 3) I will stir and cook the mixture.
- 4) I will then add one cup of sugar.
- 5) I will add a pinch of kesari powder to it. I will garnish it with roasted nuts and dry grapes.

**8. How will you take the temperature of the patient's body? State the process.**

- 1) I will take a clinical thermometer.
- 2) I will shake it vigorously to bring the mercury into the bulb.
- 3) I will place the thermometer below the tongue of the patient.
- 4) I will remove the thermometer, after thirty seconds.
- 5) I will note down the reading which shows the body temperature of the patient.

**9. How will you give a first aid to a person who is bitten by a snake? State the process.**

- 1) I will make the person to lie quietly.
- 2) I will take a piece of cloth or string.
- 3) I will bind it tightly above the bitten spot.
- 4) I will make a tight bandage with the help of plaster or kerchief.
- 5) I will loosen the bandage after the blood clots.
- 6) I will then take the patient to the doctor.

**10. How will you organize the inauguration of literary association in your school? State the process.**

- 1) I will get the permission from the principal of my school.
- 2) With the consultation of English teacher, I will decide the chief guest.
- 3) I will then confirm the date and time.
- 4) I will make the hall ready with proper setting arrangements.
- 5) I will send the invitations to all concerned.
- 6) I will purchase a suitable gift to the speaker.
- 7) I will prepare the program list.
- 8) I will also arrange sweets and snacks for the chief guest, Principal and the teachers of English.

**11. How will you remove grease stains on a dress? State the process.**

- 1) I will cover the grease stain with the dish soap or a few drops of lemon juice.
- 2) I will rub it gently.
- 3) I will then, wash the cloth.
- 4) The clothing should be grease-free.
- 5) I will repeat the process again if it's not.
- 6) I will use a dry cleaning solvent.

**12. Which country would you prefer if you decided to live abroad?**

- 1) I will decide to live in Canada.
- 2) Because I have more employment opportunities.
- 3) To get higher education.
- 4) English is widely spoken in Canada.



**(+2 STD : TB-188, 189)**

**13. Preparation of apple juice.**

- 1) Four or five apples are taken and washed well.
- 2) They are wiped dry and cut into pieces of medium size.
- 3) The seeds are removed.
- 4) Then the apples are put into the mixer.
- 5) Some milk is added.
- 6) The apples are crushed and a fine liquid is obtained.
- 7) The liquid is filtered and the juice is stored in the refrigerator.
- 8) It is taken out whenever needed, and after adding sugar, it is served in cups.

**14. Installing a computer.**

- 1) First open the box and take out the computer parts.
- 2) Set the computer on a table or flat surface.
- 3) Plug both the computer and the monitor with a power cord.
- 4) Once you connect the CPU. Connect the keyboard and mouse.
- 5) Before turning on the power, check that all parts are connected.
- 6) Finally turn on the power.

**15. Preparing your favourite dish - (Fried Rice)**

- 1) Take rice, onions, garlic, carrot and peas.
- 2) Fry the rice by highly browning with oil in a pan.
- 3) Stir fry the onions, garlic and carrot until tender.
- 4) Fry them in a centre of pan with the rice.
- 5) Pour in the centre of pan with the rice.
- 6) Pour in the whisked eggs and scramble until small curd form.
- 7) Add sauce flavour to the rice.
- 8) Add green peas at the end to retain colour and shape.
- 9) Now fried rice is ready.

**16. Organising a birthday party in your house.**

- 1) My younger sister's birthday is next Sunday.
- 2) I am making arrangement for a birthday party.
- 3) The first thing is I must buy a suitable present for her.
- 4) Then I have to invite her close friends and also my close friends.
- 5) I have to request my mother and elder sister to prepare tasty food for the guests.
- 6) I will help them by going with them to market and buying thing.
- 7) I will arrange my room and my sister room neatly.
- 8) And then we can all sit together and chat merrily.

**17. Sending a letter by courier service.**

- 1) After writing a letter to my friend, I put it in a cover.
- 2) I write "To" and write my friend's full address and include his mobile phone number, on one side of the cover. On the other side I write my address under the word "From".
- 3) I add my mobile phone number.
- 4) Then I close the cover with a cello tape.
- 5) I take the cover to the courier collection centre, pay the charges and thank the courier workers.



**18. Obtaining a demand draft from a bank.**

- 1) Approach one of the Bank officers and ask for the bank charges.
- 2) Get a pay-in-slip and fill in the slip.
- 3) Give the Demand Draft amount and filled pay-in-slip at the cash counter.
- 4) Then give a letter requesting for a D.D mentioning the name of the drawer of the D.D.
- 5) Your Demand Draft will be accepted.

**19. Describing the process of cleaning a flask.**

- 1) Take a pinch of non-abrasive washing powder or washing soda and put it inside the flask.
- 2) You could even use a mild cleaning liquid.
- 3) In that case, pour a few drops of the cleaning liquid into the flask.
- 4) Next take a mug of hot water.
- 5) Pour it into the flask, close it and shake well.
- 6) Then clean the inner surface of the flask with a gentle brush.
- 7) Also clean the cap of the flask. Rinse well three or four times.
- 8) Then allow the flask to dry.
- 9) If there is an unpleasant odour, a pinch of sugar can be put into the flask and the flask could be cleaned properly with hot water.

**4. Completion of Proverbs / Match Proverbs with their meanings.**

**Examples: Type – 1**

**Complete the proverbs using the words given below.**

1. a) Waste not, \_\_\_\_\_ not. (fight, **want**, earn)  
b) \_\_\_\_\_ water runs deep. (**still**, flowing, stagnant)  
c) One \_\_\_\_\_ doesn't make a garland. (pearl, bead, **flower**)
2. a) All the glitters is not \_\_\_\_\_.  
b) Make \_\_\_\_\_ while the sun shines.  
c) Barking \_\_\_\_\_ seldom bites. (hay, dog, gold)

**Answers: a) gold b) hay c) dog**

3. a) A stitch in time saves \_\_\_\_\_.  
b) A bird in hand is worth \_\_\_\_\_ in a bush.  
c) A picture is worth a \_\_\_\_\_ words. (thousand, nine, two)

**Answers: a) nine b) two c) thousand**

**Examples: Type – 2**

**Complete the proverbs with the suitable options.**

1. \_\_\_\_\_ is the root of all evil.  
a) **Money** b) Greed c) Anger d) Jealousy
2. One Swallow does not make a \_\_\_\_\_.  
a) Spring b) **Summer** c) Autumn d) Winter
3. Blood is \_\_\_\_\_ than water.  
a) thinner b) harder c) **thicker** d) softer
4. Fools rush in where \_\_\_\_\_ fear to tread  
a) ghosts b) spirits c) nymphs d) **angels**
5. People who live in \_\_\_\_\_ houses, should not throw stones.  
a) boat b) **glass** c) bamboo d) mud
6. \_\_\_\_\_ vessels make much noise.  
a) Complete b) **Empty** c) Pot d) Kettle

7. \_\_\_\_\_ is the index of the mind.  
a) **Face**    b) Nose    c) Eye    d) Soul.
8. \_\_\_\_\_ of water make a mighty ocean.  
a) Lot    b) Heavy    c) Full    d) **Little drops**
9. \_\_\_\_\_ is wealth.  
a) **Health**    b) Wealth    c) Money    d) Good
10. \_\_\_\_\_ is the best policy.  
a) Necessity    b) Humility    c) Curiosity    d) **Honesty**
11. Don't bite the hand that \_\_\_\_\_ you.  
a) helps    b) **feeds**    c) holds    d) protects
12. All roads lead to \_\_\_\_\_.  
a) Egypt    b) Turkey    c) Greece    d) **Rome**
13. An idle mind is the \_\_\_\_\_ workshop.  
A) fool's    b) angel's    c) **devil's**    d) evil
14. Ignorance is \_\_\_\_\_.  
a) **bliss**    b) cure    c) gift    d) evil
15. A fool and his \_\_\_\_\_ are soon parted  
a) friends    b) **money**    c) knowledge    d) family

### **Type – 3**

#### **Match the following proverbs and meanings:**

1. a) All the glitters is not gold. – Prefer to live in groups.  
b) No man is an island. – Make use of every opportunity.  
c) Make hay while the sun shines. – Appearances are deceptive.  
**Answers: a) Appearances are deceptive    b) Prefer to live in groups    c) Make use of every opportunity**
2. a) Truth alone triumphs. – Like minded people make good friends.  
b) Birds of the same feather flock together. – You should learn good manners.  
c) Manners maketh a man. – Always speak the truth.  
**Answers: a) Always speak the truth    b) Like minded people make good friends    c) You should learn good manners**
3. a) Haste makes waste. – Make use of every opportunity.  
b) As you sow so you reap. – Hurry makes you worry.  
c) Strike while the iron is hot. – Accept the result of your action.  
**Answers: a) Hurry makes you worry    b) Accept the result of your action    c) Make use of every opportunity**
4. a) Don't make a mountain of a mole hill. – No one is always unlucky.  
b) Don't put all your eggs in one basket. – Do not exaggerate things.  
c) Every dog has his day. – Do not risk your entire time and resources in one plan.  
**Answers: a) Do not exaggerate things    b) Do not risk your entire time and resources in one plan    c) No one is always lucky**
5. a) Rome was not built in a day. – A good beginning paves way for a perfect finish.  
b) To err is human. – Nothing can be achieved in a short span of time.  
c) Well begun is half done. – No one is free from faults.

**Answers: a) Nothing can be achieved in a short span of time b) No one is free from faults  
c) A good beginning paves way for a perfect finish**

6. a) A stitch in time saves nine. – Live according to your means.  
b) Pen is mightier than the sword. – Give attention to little details, this will save time and wealth.  
c) Cut your coat according to your cloth. – Words can be more powerful than wars.

**Answers: a) Give attention to little details, this will save time and wealth b) Words can be more powerful than wars c) Live according to your means**

7. a) One flower makes no garland. – Do not be over ambitious.  
b) Covet all, lose all. – Even great men can make mistakes.  
c) Even Homer nods. – A single person cannot be powerful.

**Answers: a) A single person cannot be powerful b) Do not be over ambitious c) Even great men can make mistakes**

8. a) Blood is thicker than water. – Divine help is essential to make efforts fruitful.  
b) Man proposes but God disposes. – Your relatives are more interested in you.  
c) Borrowed garments never fit well. – Don't imitate others.

**Answers: a) Your relatives are more interested in you b) Divine help is essential to make efforts fruitful c) Don't imitate others**

9. a) Out of debt, out of danger. – Do not do things in a wrong way.  
b) Don't put the cart before the horse. – Life is full of struggles.  
c) Life is not a bed of roses. – Borrowing is dangerous.

**Answers: a) Borrowing is dangerous b) Do not do things in a wrong way c) Life is full of struggles**

10. a) Look before you leap. – Think before you act.  
b) Work is worship. – Talkative people will not achieve.  
c) Barking dog seldom bite. – Be conscious of your duty.

**Answers: a) Think before you act b) Be conscious of your duty c) Talkative people will not achieve**

### **5. Draft a Notice.**

A notice is a written or printed piece of information which is given to a large group of people. It is displayed on notice boards and at strategic locations.

#### **Tips:**

- ❖ Enclose in a box.
- ❖ Do not exceed 50 words.
- ❖ Be brief.
- ❖ Include details of events / programme.
- ❖ Avoid pronouns and Use passive form.

#### **Exercise:**

**1. You are Tarun/Tharini, the president of your school literary association. Your club is organizing a play on "Life of Kalam". Draft a notice informing the students about this play.**

**NOTICE**

**Govt. Hr. Sec. School, Keeladi**  
**"Life of Kalam" – PLAY**

We are glad to inform all the students that our English Literary Association is going to perform a play on "Life of Kalam"

Venue : Anna Auditorium, GHSS, Keeladi.  
Date : 21-09-2018 Friday 4.00pm  
**All are welcome**

(Sd/-)  
Tarun/ Tharini,  
President, English Literary Association.

**2. Prepare a notice to be displayed on the notice-board of your school for the students of Class 11<sup>th</sup>, 12<sup>th</sup> informing them about their mandatory attendance for the Workshop on Precis Writing that has been arranged. (+1 STD: TB – 18)**

**NOTICE**

Government Hr. Sec. School, Minjur

1st February

2018

**Workshop on Precis Writing**

This is to inform all the students of Class XI and XII that a workshop on Precis Writing, will be held at 9.00 a.m on 2nd February 2018 (Friday), in the school auditorium. It is mandatory for all the students to attend the workshop. For any type of query, please contact the under-signed.

(Sd/-)

Evangeline

(Head –girl)

**3. Prepare a notice to be displayed on the notice board of your school for the students of class 11, informing them about the educational tour that has been arranged for them the next month. (+1 STD: TB – 17)**

**NOTICE**

ABC HR. SEC. SCHOOL, TRICHY 4.

**EDUCATIONAL TOUR**

1<sup>ST</sup> December 2018

This is to inform class 11<sup>th</sup> students that an educational tour has been arranged to Mahabalipuram and Puducherry on 2<sup>nd</sup> January. Interested students can contact the under-signed for further details.

(Sd/-)  
Anjana  
School Pupil Leader.

**4. Write a notice about the inauguration of a laughter club in your school. (+1 STD :TB – 17)**

NOTICE

St. Joseph's HSS, Kanyakumari.

5<sup>th</sup> July, 2018

**LAUGHTER IS THE BEST MEDICINE**

We are glad to inform all the students that a laughter club is going to be inaugurated by our management on 13<sup>th</sup> July.

**Venue :** St. Peter's Auditorium

**Time :** 3.00 PM

(Sd/-)

Sanjana

School Pupil Leader.

**6. Expand the headlines.**

**Expand the following News Headlines:**

1. a) Anu Keerthi selected the new Miss India.

***Mumbai, Sep-21 : Anu Keerthi from Pune, was selected as the new Miss India – 2018***

- b) New syllabus and text books for 1,6,9 and 11 students.

***Chennai, Sep-21 : Tamilnadu Educational Minister released the New Syllabus and textbooks for Std 1,6,9 and 11 students.***

- c) Indian Team on the high in T20s in England.

***London, Sep-21 : In England, Indian team leads England in T20 series with its hat-trick victory.***

2. Heavy rains lash Chennai. (+1 STD: TB-78)

***Chennai, Mar - 15 : Last night's heavy rain slashed Chennai and it threw normal life out of gear.***

3. Neet classes to begin on Sept.20<sup>th</sup>. (+1 STD: TB-78)

***Chennai, Sep – 15 : The center co-ordinator informed the candidates that NEET (National Eligibility cum Entrance Test) coaching classes for Government School Students will begin on September 20<sup>th</sup>.***

4. 12 injured as bus collide (+1 STD: TB-79)

***Dindigul, March – 15 : About 12 persons were injured because 2 busses collided with each other at the Dindigul bus terminus today.***

5. Municipal election in December. (+1 STD: TB-79)

***Chennai, Dec – 14 : The State election commission announced that municipal election would be held in the month of December.***

6. Telephone customers to get video phone. (+1 STD: TB-79)

***Chennai, Dec – 14 : Regional Director of Bharath Sanchar Nigam Limited announced that customers of BSNL would video phone facility soon.***

7. Card license to replace the paper driving license. (+1 STD: TB-79)

***Chennai, Dec – 14 : The Tamil Nadu Transport Minister announced that hereafter paper driving licenses would be replaced with card license.***

8. ATM without security guards to close. (+1 STD: TB-79)

***New Delhi, Dec – 14 : Reserve Bank of India instructed all the banks should close Automated Teller Machine centers without security guards.***



9. Hima wins Gold for India.

**New Delhi, July – 25 : Indian athlete Hima won a gold medal for long jump in Asian game.**

10. New scheme for women announced by the Ministry.

**New Delhi, July – 25 : Our Indian Finance Minister announced new scheme 'Mahila Siksha Dhana' for women's educational loan in Lok Sabha yesterday.**

11. Temperature falls down by 1 degree by this summer.

**Chennai, July – 25 : According to meteorological department, the temperature of Tamil Nadu fell down by 1 degree this summer.**

12. Students take up rally against child labour.

**Erode, Mar – 5 : Students from local school in Erode took up a rally to create awareness among people against Child labour.**

13. PM appeals for peace in country.

**New Delhi, March – 16 : Indian Prime Minister appealed for peace in the country. He asked the not to support any terrorist activities.**

14. U.S president to visit india in April.

**New Delhi, March – 25 : The American President Donald Trump plans to visit india during the month of March this year. He is going to discuss economic and trade policies with our Prime Minister.**

15. 3 – year old mauled by dog, later shot dead by police.

**Trichy, March – 16 : A three year old boy sami was mauled by a street dog near Thillai Nagar, Trichy. Soon it was shot dead by the police patrol. The child escaped with minor injuries.**

16. Rajasthan govt. removes poll officer / poll – officer suspended.

**Jaipur, March – 16 : Following a directive from the Chief Election Commissioner, an officer on duty during the recent elections has been removed by the Rajasthan Government. Paul Sing, was charged with tampering with the name lists and threatening people who had come to cast their votes.**

## 7. Draft a Mail.

1. You are Sathish / Sonali, the student incharge of the school library. Draft a mail to [order@engbooks.com](mailto:order@engbooks.com) placing an order for “ The complete set of encyclopedia”.

To: <a href="mailto:order@engbooks.com">order@engbooks.com</a>
Subject: The complete set of encyclopedia – order
Dear sir, I am the incharge student of Aarani, Avvai Govt. High School. We need “The complete set of encyclopedia” for our school library. We want to know the details and price of the books. Please mail the details as early as possible. Thank you.
Satish/Sonail, Library Incharge, Avvai Govt. High School, Aarani.

2. You are the Principal. Draft a mail to [dhoni@abcmil.com](mailto:dhoni@abcmil.com) to invite him to the annual sports day celebration. (+1 STD : TB – 152)

To: <a href="mailto:dhoni@abcmil.com">dhoni@abcmil.com</a>
Cc: <a href="mailto:anandv@gmail.com">anandv@gmail.com</a> , <a href="mailto:sumathy@yahoo.com">sumathy@yahoo.com</a>



Subject: Invitation – Annual Sports Day
Dear Sir, We are happy and honoured that you have agreed to be the Chief Guest on our 34 <sup>th</sup> Annual Sports Day on 5 <sup>th</sup> January, 2018. Our student are thrilled about this and they eagerly look forward seeing you on that great day. We expect your esteemed presence by 5 p.m at the stadium. Please find attached a copy of our invite.
Regards, Principal, ABC GHSS.

**3. Write an email to your uncle thanking him for the gift that he had sent from abroad. (+1 STD : TB – 152)**

To: <a href="mailto:dinesh123@gmail.com">dinesh123@gmail.com</a>
Sub: Thanking for gift – reg
My dear Uncle, Received your gift on my birthday. It is very useful for me. All of us felt your absence. Hope we will meet soon. Convey my regards to aunt.
Yours lovingly, RAM.

**4. Write an e-mail to a charitable trust requesting for a scholarship. (+1 STD : TB – 152)**

To: <a href="mailto:successtrust@gmail.com">successtrust@gmail.com</a>
Sub: requisition for scholarship – reg
Sir, Please find enclosed my application for scholarship. Kindly consider my application and sanction me the scholarship. Hope with positive reply, I thank you,
Yours faithfully, Latha.

**8. Re-arrange the words and phrases to make meaningful sentences.**

- a) them/ being/ is/ a house/ constructed/ by
  - b) the door/ not/ slammed/ be/ let

**Answers:**  
**a) A house is being constructed by them.**  
**b) Let not the door be slammed.**

- a) the human personality / is to enable / of education / the aim
  - b) to reduce stress / in our lives / an excellent way / laughing / is

**Answers:**  
**a) The aim of education is to enable the human personality.**  
**b) Laughing is an excellent way to reduce stress in our lives.**

- a) always / my grandmother / with me / went to / school
  - b) an integral part / sports / of education / should be

**Answers:**  
**a) My grandmother always went to school with me.**  
**b) Sports should be an integral part of education.**

- a) all over the world / keeps / of our company / travelling / to attend conferences / the chairperson
  - b) in Tamilnadu / Krishnaswami Narayan / born on October 10 / at Chennai / 1906 / was

- Answers:**     **a) The chairperson of our company keeps travelling all over the world to attend Conferences.**  
                  **b) Krishnaswami Narayan was born on October 10, 1906 at Chennai in Tamilnadu.**

5.    a) truth and honesty / always / stands for / my father  
      b) the exam / you / if / you / would have passed / had studied

- Answers:**     **a) My father always stands truth and honesty.**  
                  **b) If you had studied, you would have passed the exam.**

6.    a) R.L. Steveson / is / novelist / "Treasure Island" / by the famous / written / it  
      b) am confident / I / that / into the wide world / are being sent / you

- Answers:**     **a) It is "Treasure Island" written by the famous novelist R.L. Steveson.**  
                  **b) I am confident that you are being sent into the wide world.**

7.    a) that / remember / always / become / can / you / thinking / by / big / big  
      b) Della / shocked / when / Jim was / at / looked / he

- Answers:**     **a) Always remember that you can become big by thinking big.**  
                  **b) Jim was shocked when he looked at Della.**

8.    a) has been stolen / watch / it / my / hasn't / yet / recovered / and / been  
      b) teacher / will / the / answer / us / papers / give / next / week / the

- Answers:**     **a) My watch has been stolen and it hasn't recovered yet.**  
                  **b) The teacher will give us the answer papers next week.**

9.    a) gave / to / Balaji / children / thanked / sweets / they / him / and / the / all  
      b) have / the / correctly / You / question / you / will / gift / answered / and / so / I / give / a

- Answers:**     **a) Balaji gave sweets to all the children and they thanked him**  
                  **b) You have answered the question correctly and so I will give you a gift.**

**Unscramble the sentences: (+2 STD : TB-220)**

10. rupees / lunch / to buy / it / twenty / costs  
      ***It costs twenty rupees to buy lunch.***

11. become / my / is / a doctor / dream / to  
      ***My dream is to become a doctor.***

12. eight years / to win / took / the world cup  
      ***The world cup took eight years to win.***

13. as / a / I / want / collector / to see / you  
      ***I want to see you as a collector.***

14. divine / is / to forgive  
      ***To forgive is divine.***

**Additional:**

**1. Writing Message. (+1 STD : TB-18)**

A message is a verbal, written, or recorded communication sent to or left for a recipient who cannot be contacted directly.

**Exercise:**

**1. Valli attends a phone call during her father's absence. It is from her father's friend. Later, She leaves a message for him, as she has to leave for her dance class.**

Hi dad, Your friend Mr. Bala, from Salem, called this morning, to inform you that he has come to Chennai and will be visiting us this evening with his family. Valli	2 p.m. 15 Feb.
--	-------------------

**2. You are the Sports Captain of your school. Write a message to the Physical Director, requesting him to be present during the football team selection scheduled for tomorrow.**

Respected sir, Our school football team selection is scheduled for tomorrow. Please be present at 11a,m, at the Sports Room.	2 p.m. 15 Feb.
	XXX Sports Captain.

**2. Slogan Writing. (+2 STD : TB-160)**

1. Write a slogan for **TOOTHPASTE**

- Smile with strength, pure, fresh, clean. (OR)
- Colgate helps stop cavities before they start.

2. Write a slogan for **Reverse Osmosis – PURE IT**

- Drink more water, pure water. (OR)
- Drink pure water, stay healthy.

3. Write a slogan for **Camera – KODAK**

- Shoot cameras, not animals. (OR)
- Holidays are Kodak days.

4. Write a slogan for **GULAB JAMUN – GTR**

- So sweet, So good. (OR)
- Sure to bring smiles.

5. Write a Create Awareness for **Junk food**

- Junk food are toxins, eat only healthy food, eat healthy to stay healthy.

6. Write a Create Awareness for **Labour Day**

- Give labours off one day to give them some rest.
- Labours are your many hands, keep them happy.

7. Write a Create Awareness for **Save water**

- Conserve water, conserve life.
- Save water for future.

8. Write a Create Awareness for **Yoga**

- The external and internal purifier.
- Yoga is an old as India.

9. Write a Create Awareness for **Blood donation**

- Spare only 15 minutes and save one life, bring a life back to power.

**PART-IV**

**Q.NO: 44 to 47**

**1. Summary Writing / Note Making.**

**Note :**

<u>Summary</u>	<u>Note Making</u>
Rough Copy – 1 Mark	Title – 1 Mark
Suitable title – 1 Mark	Sub Titles – 2 Mark
Fair Copy – 3 Marks	Keypoint under each sub title – 2 Marks

**1. Write a summary or Make notes of the following passage. Refer (+1 STD : TB-49)**

**2. Make notes of the following text and write a summary in about 75 words. (+1 STD : TB-50)**

Looking at the modern children, one striking difference between the childhood that the previous generation had and the one that this generation has is the lack of Indian or native games. In the 1970's, people used to play a variety of indoor and outdoor games that were the games of this soil. Nowadays almost all children play games like cricket, tennis and football. Nobody is playing games like Kabaddi, Goli, Ghilli or Indoor games like the Dhaayakattam, Paramapadham, Pallanguzhi, Paandi or Aadupuliaattam. These games have a rich culture and heritage value and were tools of passing on some ancestral knowledge. They also sharpened our observational and math skills unlike the hit and run games of the west that are uni-dimensional and which strengthen only hand-eye coordination.

Traditional Games were not just games, they were designed in such a way that one can develop lot of skills like logical thinking, building strategy, concentration, basic mathematics, aiming, and a lot more. Nowadays we develop these skills by paying money to centres that conduct personal development courses. Traditional Games acts as learning aids. They teach us many things while playing, like to learn to win and lose, develop sensory skills, count, add, improve motor skills, identify colour, improve hand-eye co-ordination and finally to have fun, either by playing the game or watching a game being played.

The values that we achieve by playing these games are more when compared with the games that we play nowadays. Some of the values that we gain are that they are environment friendly, we get a chance to learn about our culture and history, and an important thing is, it is suitable for all ages, so they increase the interaction between generations. Many modern games played around the world have their origin in these traditional games which is a pride to our country's culture.

**Summary**

**Rough Copy**

**Traditional Games**

~~Nowadays almost all children play games like cricket, tennis and football. Kabaddi, Goli, Ghilli, Dhaayakattam, Paramapadham, Pallanguzhi, Paandi or Aadupuliaattam are our traditional games which have a rich culture and heritage value. One can develop a lot of skills like logical thinking, concentration, aiming, observational and math skills. Nowadays we develop these skills by paying money to the centres that conduct personal development courses. Traditional Games act as skills. There is also a lot of fun. They are the origin of many modern games.~~

**Fair Copy**

**Traditional Games**

Children mostly play hit and run games like cricket, tennis and football nowadays. Kabaddi, Goli, Ghilli, Dhaayakattam, Paramapadham, Pallanguzhi, Paandi or Aadupuliaattam are our traditional games which have a rich culture and heritage value. One can develop a lot of skills like logical thinking, concentration, aiming, observational and math skills. They teach us to learn to win and lose, develop sensory skills, and improve motor skills. There is also a lot of fun. They are the origin of many modern games.

**(OR)**

**Notes:**

<b>Traditional Games</b>	
<b>Present day games</b>	
–	Cricket, tennis and football
–	hit and run games
<b>Traditional games</b>	
<b>Outdoor games</b>	
–	Kabaddi, Goli, Ghilli
<b>Indoor games</b>	
–	Dhaayakattam, Paramapadham, Pallanguzhi, Paandi or
–	Aadupuliaattam
<b>Specialities</b>	
–	rich culture and heritage value
<b>Skills Developed</b>	
–	observational and math skills
–	logical thinking, building strategy
–	concentration, basic mathematics
–	aiming, teach win and lose
–	develop sensory skills
–	improve motor skills, fun
<b>pride</b>	
–	Origin for many modern games

**2. Biographical sketch. (+1 STD: TB-82)**

Given below are hints about a renowned British Science fiction writer Arthur C. Clarke. Write a biographical sketch on the author is not more than 80 – 100 words based on the information given below:

Name	Arthur C. Clarke
Pen names	Charles Willis, E.G.O' Brien
Birth	16 Dec 1917, England
Career	Novelist, Television host, inventor and film screen writer
Genre	Science Fiction, Television series, film screen play
Awards and Honours	1961, Kalinga price – an award given by UNESCO for popularizing science Hugo and Nebula Awards – Chairman of the Interplanetary society Higher civil Honour of Sri Lanka – 'Sri Lankabhimanya 2005'



Titles	Clarke, Robert Heinlein and Isaac Asimov – ‘Big Three’ of Science Fiction ‘The Prophet of the Space age’.
Famous Works	Childhood’s End 2001 : A Space Odyssey Rendezvous with Rama

### ARTHUR C. CLARKE

Arthur C. Clarke was born in England on December 16, 1917. He established himself as a science fiction writer. He worked as a television host and film screen play writer. He wrote the novels Childhood’s End and 2001: A Space Odyssey. In 1961, he was awarded the Kalinga Prize, by UNESCO for popularizing science among the reading circle. He won his first Hugo award in 1956 for his short story “The Star”. He won both the Nebula and Hugo awards for his novel “Rendezvous with Rama” in 1973. During the last decade of his life he was knighted by the British High Commissioner. In Sri Lanka he was granted the high civil honour “the Sri Lankabhimanya 2005”. Clarke, Robert Heinlein and Isaac Asimov were known as the “Big Three” of science fiction. He was the Chairman of the British Interplanetary Society from 1946-47 to 1951-53.

### 3. Report Writing.

1. Read the following report by Dinesh on the 50<sup>th</sup> Annual Day of his school. Refer : (+1 STD: TB-83)

2. You have recently attended a seminar on “Science and Literature” in which writers presented papers on Science Fiction and Literature and focused on the creativity of young writers. Write a short report about it for a leading newspaper in about 100-200 words. (+1 STD: TB-84)

#### “A SEMINAR ON “SCIENCE AND LITERATURE”

L. SUSHMITHA

23<sup>rd</sup> April 2019.

A Seminar on science and literature was conducted at Jamal Mohamed College on 18<sup>th</sup> July. Ten lecturers from different colleges presented papers explaining the relationship between science and literature. One teacher discussed the writings of H.G. Wells. His novel ‘Time Machine’ is a very interesting work. The hero of the novel invents a machine which can travel over time, and the hero travels into future and witnesses the life of people. People in future will be very weak and fragile and they will not be able to bear sunlight.

Another lecturer focused on Isaac Asimov’s short story ‘The Fun They Had’. In the year 2157 children will not go to school but they will learn from the computer and internet. Margie’s classroom is only next to her bed room. The children find a written book from the grandfather’s attic and they are surprised that the letters do not move. Science Fiction is highly imaginative and it motivates readers to think about the good and bad effects of science.

Thus, from the seminar I was enabled to appreciate the relationship between science and literature.

3. You are the School Pupil Leader. Your school organized an Inter-school sports event at Nehru Stadium. Write a report on the special events conducted in 100-120 words for the school souvenir. (+1 STD: TB-84)

#### A REPORT ON INTER-SCHOOL SPORTS EVENT

My school Balan Memorial Higher Secondary School conducted an Inter-School Sports event on 15<sup>th</sup> August 2018 in Nehru Stadium. The schools of Chennai region participated in it. All the events were conducted in three levels – Junior, Senior and Super senior. Nearly 70 schools participated in it. We had



track and field events and few games. We has 100m, 200m, and 400m long jump, high jump, triple jump, relay and shot put. In the games side there were volleyball, football, badminton and cricket (15 overs). It started with the flag hoisting and inauguration function. School children gave programme the dancing and martial arts. Our District Collector was the chief guest. After two hours of programme the sports items were started in one place and games were started in another place. We had very tough competition in most of the items. All the programmes came to an end on 16<sup>th</sup> forenoon. Afternoon was left for the prize distribution and valedictory function. We were happy that our school got the championship cup.

#### **4. Letter Writing. (Formal & Informal)**

- 1. Mohamed Yusuf is the Student Secretary of the Literary Club of your school. Read the following letter that he writes to a bookseller requesting him to supply some books for the school library.**

**Refer : (+1 STD : TB-153)**

- 2. Write a letter to the editor of a newspaper about the need to wear seat belts while driving. (+1 STD: TB- 154)**

From

XXX,  
5, East Street,  
Kochadai.

To

The Editor,  
The Hindu,  
Madurai.

Sir,

Sub: Contribution on the awareness of wearing seat belts – Reg

Kindly publish this contribution in your esteemed daily under the “Letters to Editor” column. The car driver and the other passenger must wear seat belts. Though it is a government rule, it is for the safety of the passengers themselves. This is more important.

Last week an accident took place on the Trichy-Madurai Highway. A car slid and hit a tree and rolled down a steep slope. The driver who was wearing the seat belt escaped with a few minor injuries. But the three passengers who were not wearing the seat belt were thrown out and they died. I request all the reader of this column to realize the importance of wearing seat belts.

Thank you,

Yours faithfully,  
XXX.

Address on the envelope:

To

The Editor,  
The Hindu,  
Madurai.

- 3. Write a letter to the commissioner of corporation complaining about the sanitary conditions of the streets in your locality. (+1 STD: TB- 154)**

From

XXX,  
Maruthi Mirra Niwas,  
36, Sundar Street,  
T.Nagar,

Chennai.

To

The Commissioner,  
Corporation of Chennai,  
Chennai.

Sir,

Sub: Sanitary condition – Nehru Nagar – Ward 18 – Reg.

Greetings,

Please permit to bring the following to your notice. The streets in our locality are becoming insanitary. A drain broke and dirty water has been flowing into streets. Mosquitoes are another big nuisance. Some streets are full of pit holes and potholes.

On behalf of the residence of Nehru Nagar, I request you to take necessary action to improve the sanitary conditions of our locality.

With thanks,  
XXX.

Address on the envelope:

To

The Commissioner,  
Corporation of Chennai,  
Chennai.

**4. Write a letter to a sports company ordering sports items for the Physical Education Department of your school. (+1 STD: TB- 154)**

From

XXX,  
School Pupil Leader,  
Vedic Vidhyashram,  
Thirunelveli.

To

The Manager,  
Gupta Sports & Co,  
Tenkasi.

Sir,

Sub: Ordering sports items – Reg

Greetings,

We require the following sports items for our school. Please send them by V.P.P and we shall take delivery of them.

1. Football	5
2. Hockey sticks	25
3. Hockey balls	5
4. Volleyball	7
5. Tennis rackets	15
6. Tennis balls	15

We shall be thankful to you if you send them as early as possible.

Yours sincerely,  
XXX.

Address on the envelope:

To

The Manager,

Gupta Sports & Co,  
Tenkasi.

**5. Write a letter to the Chief Reservation Supervisor of Railways requesting him to grant concession for your educational tour. (+1 STD: TB- 154)**

From

XXX,  
Chairperson,  
Govt. Hr.Sec. School,  
Mallur, Salem.

To

The Chief Reservation Supervisor,  
Southern Railways,  
Salem.

Sir / Madam,

Greetings,

40 students of our 11<sup>th</sup> and 12<sup>th</sup> standards and 4 teachers have planned to visit Bangalore on study tour for 5 days. We take the Trichy-Banglore Express on the 13<sup>th</sup> July and Bangalore-Trichy Express on the 18<sup>th</sup>. Please grant us concession for the tour.

We shall visit Salem junction in a day or two and reserve the tickets.

Yours sincerely,  
XXX.

Address on the envelope:

To

The Chief Reservation Supervisor,  
Southern Railways,  
Salem.

**6. Write a letter to the curator of the museum seeking permission for a school visit. (+1 STD: TB- 154)**

From

XXX,  
JJ Matric. Hr. Sec. School,  
Kangeyam.

To

The Curator,  
Govt. Museum,  
Pantheon Road,  
Egmore,  
Chennai-8.

Sir / Madam,

Sub: Requisition for Permission – Reg.

Greetings,

85 students of our 12<sup>th</sup> standard and 3 teachers want to visit your museum in order to gain knowledge about history and arts. We request you to grant us permission on any day between 10<sup>th</sup> and 15<sup>th</sup> of this month.

We shall be thankful to you for your earlier response.

Yours sincerely,  
XXX.

Address on the envelope:

To

The Curator,  
Govt. Museum,  
Pantheon Road,  
Egmore,  
Chennai-8.

**7. As young Khushwant Singh, write a letter to your parents describing your daily routine along with your thoughts and feelings about staying in the village. (+1 STD : TB-5)**

Hadali,  
2<sup>nd</sup> March 2020.

Dear Dad and Mom,

Well and wish to hear the same from you. Here I am fine. Grandma is also fine. She fills my belly with her hand made-delicious chapattis. Not only that, she teaches me a lot of moral stories. She helps me even in arithmetics too. We go to school regularly in the morning. At that moment she feeds the stray dogs with stale chapattis. When I attend my school, she is praying at the temple which is beside the school. When we return home in the evening the dog follow us. They fight with one another for the chapattis we give them. I feel very happy for being here with my sweet grandma. Take care of your health. There is no need to worry about me. I enjoy my life with my sweet grandma.

With regards,  
Yours loving son,  
Kushwant Singh.

Address on the envelope:

To

Sir Sobha Singh,  
3, Sixth Avenue,  
Hadali, Kushab district, Punjab.

**8. You have borrowed a branded cricket bat from reluctant friend for an out station match. After returning home you realize you have absent-mindedly left it in the hotel room. Write a letter of apology and regret to your friend. (+1 STD : TB-71)**

Tanjore-6,  
5<sup>th</sup> July 2020.

My dear Arun,

Well and wish to hear the same from you. I am glad to share our team's victory in the match held at Pune. I regret that you are unable to participate in the match on account of your leg sprain. But mere thanking words are not enough for you for lending me your branded cricket bat. Anyway I express my sincere gratitude here to you. I scored a century with the help of your bat. I am sorry to tell you that I have absent mindedly left your bat in the hotel room. I really regret for the loss of your precious bat. Anyway I will replace your bat with a new branded one.

Convey my regards to your parents.

Your lovable friend,  
Vibin.

Address on the envelope:

To

S. Arun,  
4, Thendral Nagar,  
Vallam-Post,  
Tanjore.

**9. Write a letter to the Councillor of your Ward, explaining why a park is necessary in your locality.  
(+1 STD : TB-89)**

From

XXX,  
YYY,  
ZZZ.

To

The Councillor,  
Ward No. 98,  
Madurai Corporation, Madurai.

Sir / Madam,

Sub: Requisition for a Park – Reg

I, XXX, as a resident of ward 98, hereby write to you on behalf of the residents of ward no.98. The intention of this letter is to request you to set up a park in our locality. Nowadays parks are everywhere and in almost all the localities. Parks have become indispensable necessities. Pollution and other threatening environment measures have contributed to the deterioration of human health. The old people of our ward have no place to sit comfortably and peacefully and the young children have no place to play happily. Besides, the construction of the park will be environmentally wholesome for the people of our locality. It will make the whole locality beautiful. The trees and plants will make the whole locality free from the pollution.

I thank you,

Yours truly,  
XXX.

**10. You were one of the fresh graduates at the convocation function of the University. You had the rare privilege of listening to the enlightening speech of Dr. Arignar Anna. Write a letter to your friend describing the core ideas of his speech and the impact of the speech on you.  
(+1 STD : TB-143)**

21 November 1967,  
Chidambaram.

My dear Kathirolu,

I am fine; hope you are well. You know that our University Convocation took place last Monday and around 700 students got their degrees. Arignar Anna, Chief Minister gave an inspiring speech at the convocation. He explained how the universities shape young minds by providing knowledge and installing in them a sense of service and sacrifice. Anna said the society pays for our education and we, as graduates, should give back to society what we have received. We should bring knowledge to the uneducated masses. We should have faith and confidence in ourselves and realize the value of democracy. We should give hope to the hopeless people. We should try to help and serve the common men and women in all possible ways. I have decided to follow Anna's advice and do my best to serve our society.

Yours lovingly,  
XXX.

Address on the envelope:

To

S. Kathirolu,  
4, Tamil Nagar,  
Kottaiapuram – Post,  
Madurai.

**11. Write a letter to your friend giving reasons for choosing Computer Science in the Higher Secondary**



**Course. (+2 STD: TB-17)**

YYY,  
10-04-2019.

Dear Ganesh,

Hope you are well. I would like to select Computer Science group. Firstly the computer has become a part of our life. We come across computers in every walk of our life. I wish to work in Cyber crime. We come to hear that the younger generation is misled by social media like time killing Whatsapp and Facebook, Blue whale, Tik tok, etc., These have made me to choose my career in Information Technology as a Cyber crime officer. I have plans to pursue MS in Information Technology.

All the best for your CA preparation. Convey my regards to all our friends.

Yours lovingly,  
XXX.

Address on the envelope:

To

Mr. M. Ganesh,  
14, Valaja street,  
Trichy-15.

- 12. You had been to your Grandma's house during the summer holidays. You enjoyed your stay in her company. Write a letter to your Grandma stating how much you miss her after returning to your home. (+2 STD: TB-18)**

24, Arunai Colony,  
Yercaud,  
July 8, 2020.

Dear Grandma,

I hope you are doing well and your knee pain is ok now. I thank you for the wonderful time I had with you during my summer holidays. The place itself is wonderful but your affection and concern made my life very pleasant. Our walk around the garden is memorable and I will cherish such experience throughout my life. You made me plant 10 saplings and I watered them every day. The green fields around the house are still in my mind. It was a fine experience to watch the harvesting process. It was a real learning for me. Now I miss you a lot. I am waiting for my next chance to be with you.

Yours lovingly,

Address on the envelope:

To

Mrs. S. Rani,  
14, Valaja street,  
Trichy-15.

- 13. You are the head of the English department in a renowned institution. You are invited to preside over the inauguration of the English Literary Club in your alma mater. Respond to the letter you have received either accepting the invitation or expressing your inability to attend the function. (+2 STD: TB-18)**

From

Prof. Rajendran,  
H O D English,  
St. Mary's College of Arts and Science,  
Thirnelveli.

To

The Principal,  
Alpha Higher Sec. School,  
Erode.

Respected Sir,

I was very happy to receive the invitation from you to inaugurate Literary Club in my school. It is my pleasure to visit my alma mater after 22 years. I am sure I will have nostalgia when I visit the school. I am happy to accept the invitation and it is my pride to visit my alma mater.

Thank you,

Yours faithfully,  
Rajendran.

Address on the envelope:

To

The Principal,  
Alpha Higher Sec. School,  
Erode.

**14. Write a letter to the Head Master of your school requesting him to help you obtain a duplicate mark sheet of class XII, which you lost while travelling. (+2 STD: TB-18)**

From

XXX,  
YYY.

To

The Head Master,  
Govt. Hr. Sec. School,  
Tanjore – 27.

Respected Sir,

I am Gopalan, a student of HSC, 2015-17. I am sorry that I have lost my mark sheet while travelling to Coimbatore. I request you to issue me a duplicate mark sheet of my std XII public exam. I shall visit the school in a day or two and pay the required fee for the certificate.

Thanking you,

Yours sincerely,  
XXX.

Address on the envelope:

To

The Head Master,  
Govt. Hr. Sec. School,  
Tanjore – 27.

**15. Write a letter to AZ Company requesting them to replace the defective juicer that you bought recently. Include the following details: the problem, date of purchase, receipt number, model and warranty. (+2 STD: TB-18)**

From

XXX,  
YYY.

To

AZ Company,  
15, North Street,  
Cuddalore – 20.

Respected Sir,

I am sorry to inform you that the juicer I bought just two days before has stopped working. The motor worked for 40 seconds and stopped suddenly. I shall bring it to your shop in a day or two and please supply a new juicer.

Receipt No. – BF 289, Date 25, March 2019.

Model – Premier Super Fast.

Warranty card No. – AME – ps 6285.

Thanking you,

Yours sincerely,  
XXX.

Address on the envelope:

To

AZ Company,  
15, North Street,  
Cuddalore – 20.

- 16. You wish to become a Pilot. Write a letter to a college enquiring about the details of the pilot training course offered by the college. Include the following details in your enquiry: duration of the course, fee structure, scholarships, hostel facilities and placement details. (+2 STD: TB-18)**

From

XXX,  
YYY.

To

Madras Flying Club,  
Meenambakkam,  
Chennai – 27.

Respected Sir,

I am 18 years old and I have completed my HSC. My ambition is to become a Pilot. I want to join your training course. Please send me your brochure so that I can learn about the eligibility, duration of the course, fee structure, scholarships, hostel facilities and future placement opportunities. I enclose a self-addressed, stamped envelope.

Thanking you,

Yours sincerely,

Address on the envelope

To

Madras Flying Club,  
Meenambakkam,  
Chennai – 27.

- 17. Write a letter to the manager of Waves Furniture Company ordering furniture for the coaching centre. Include the following details: description of the furniture, number of pieces, mode of payment, time and delivery options. (+2 STD: TB-18)**

From

XXX,  
YYY.

To

The Manager,  
Waves Furniture Company,  
Trichy – 2.

Respected Sir,

I am planning to open a coaching centre for students in the above address. I may take in about 20-25 students in a batch. I require 8 tables, 24 chairs, 2 benches, a blackboard with a stand, 2 stools. Let me know the cost of all the above. On getting delivery, I shall pay you by cheque. Please contact me over 98765 43210.

Thanking you,

Yours sincerely,  
XXX.

Address on the envelope:

To

The Manager,  
Waves Furniture Company,  
Trichy – 2.

**18. Write an application for the post of Personal Secretary to the Managing Director of a company. Include the following details: Educational qualification, experience, various other qualification required for the post. (+2 STD: TB-18)**

From

XXX,  
YYY.

To

The Managing Director,  
ABC Company,  
Chennai -5.

Respected Sir,

Sub: Application for the post of Personal Secretary to the Managing Director – Reg.

I apply for the post of Personal Secretary to the Managing Director of your esteemed company. I am 28 years old. I have P.G (English) degree and I am proficient in speaking and writing English. I have already worked as a clerical assistant in a company for 3 years. I am a computer-literate. In addition, I have a thorough knowledge of the current political, social, economical and industrial developments. I hope my knowledge will help your company.

Thanking you,

Yours sincerely,  
XXX.

Address on the envelope:

To

The Managing Director,  
ABC Company,  
Chennai -5.

**19. Write a letter to the Editor of the newspaper about the nuisance created by the roadside Vendors blocking the pavements and occupying the parking zone. (+2 STD: TB-18)**

From

XXX,  
YYY.

To

The Editor,  
The Daily Thanthi,  
Trichy – 10.

Respected Sir,

Sub: Complaining about the nuisance of roadside vendors – Reg.

Ref: Your ad in the Hindu, dated on 20-02-2019.

I am a resident of Trichy. Trichy is a beautiful city with the river Cauvery, the Rockfort and Teppakulam. But what about its Bazaar and shopping by customers? Along the main Bazaar, N.S.B. Road and Nandhi kovil street on the eastern bank of Teppakulam, numerous vendors occupy a lot of space. Vehicle drivers find it difficult to pass through the streets. Even pedestrians find it a problem. I request the concerned authorities to take steps to solve the problem.

Thanking you,

Yours truly,  
XXX.

Address on the envelope:

To

The Editor,  
The Daily Thanthi,  
Trichy – 10.

- 20. Write a letter to your relative or your friend who is admitted in hospital for treatment of Jaundice. Advice him / her not to worry about the illness and be positive . Assure him / her of your psychological and financial help during the crisis. (+2 STD: TB-18)**

YYY,  
15-04-2019.

Dear Uncle,

I am sorry to know that, you are suffering from Jaundice. But nothing to worry, you have been admitted in one of the best hospitals with experienced, senior doctors. Moreover, you have always be careful about your health. Please don't smoke or drink. You don't even take cool drinks often. If you need money for your treatment, don't hesitate to ask me. I am already to help what you need from me. It is my duty. I am sure you will get alright very soon. Be hopeful.

Convey my regards to all,

Yours lovingly,  
XXX.

Address on the envelope:

To

Mr. M. Raja,  
1/20, South Street,  
Theni – 14.

**5. Respond to an Advertisement.**

**Note:**

Personal details – 2 Marks	Experience – 1 Mark
Educational qualification – 1 Mark	Place and date – 1 Mark

- 1. Read the following advertisement and prepare a Bio-data considering yourself fulfilling the conditions mentioned.**

(Write XXXX for the name and YYYY for the address)

<p style="text-align: center;"><b>Wanted</b></p> <p>Qualified nurses for a multi-specialty hospital, Attractive salary, Flexible working hours, Age Below 30.</p> <p style="text-align: center;">Apply to Post Box No: 3210, C/o The Times of India,</p>
--



Chennai – 600 002.

**Answer:**

**Resume / Curriculum Vitae**

Name : XXXXX  
Father's name : S. Murugesan  
Date of Birth / Age : 27-05-1993 / 27 Years old  
Gender : Female  
Marital Status : Single  
Nationality : Indian  
Religion : Hindu  
Caste : BC  
Educational qualification : B.Sc. (Nursing)  
Professional qualification : PGDCA  
Languages known : Tamil and English  
Strength : Positive attitude to work  
Address : YYYY.  
E-mail id : murugesan1993@gmail.com  
Mobile no : 7789315792  
Experience : 5 years.

**Declaration**

I, XXXX hereby declare that the information which I have furnished are true to the best of my knowledge.

Signature,  
XXXX.

Date: 28-05-2020

Place: YYYY

Address on the envelope:

**To**

Post Box No: 3210,  
C/o The Times of India,  
Chennai – 600 002.

**2. Respond to the following advertisement: Classified Advt. (+1 STD: TB-155)**

**WANTED 100 part-time Graphic Artists**

Experienced in **Photoshop and In Design**- Salary negotiable. Apply to:  
**MM Graphics, Triplicane, Chennai - 5 or Mail your Resume to mmg@xmail.com**

**Answer:**

From

XXXX,  
3, Dr. M.G.R. Street,  
East Tambaram,  
Chennai - 45.

To

The Human Resource Director,  
MM Graphics,  
Triplicane,  
Chennai - 5.

Sir / Madam,

Sub: Application for the post of Graphic Artists – Reg.

Ref: Your Advt in “The Hindu” dt 23<sup>rd</sup> Jan 2020.

Greetings.

With reference to the above advertisement. I apply for the post of a graphic artist. I have worked as graphic artist in a local graphics concern for about 3 years. I am experienced in Photoshop and in designing. I enclose my bio-data. I shall do my best in the interest of your concern.

Yours sincerely,  
XXXX.

**Resume / Curriculum Vitae**

Name : XXXXX  
Father's name : Mr. T. Manoj  
Date of Birth / Age : 05-06-1980  
Gender : Male / Female  
Nationality : Indian  
Religion : Hindu/Christian/Muslim  
Educational qualification : B.A. (Visual Communication)  
Professional qualification : Diploma in Graphics and 3D Animation  
at Starlight Graphics, Tambaram.  
4 yrs training June 2015-April 2019  
Experience : 2 years experience as a faculty in 'Image' centre, Trichy  
Languages known : Tamil and English  
Strength : Positive attitude to work  
Address : YYYY.  
E-mail id : xxxx2015@gmail.com  
Mobile no : 9876543210  
Extra Curricular Activity : Computer knowledge and good communication skills  
Expected Salary : 15,000 / Month

**Declaration**

I, XXXX hereby declare that the information which I have furnished is true to the best of my knowledge.

Signature,  
XXXX.

Date: 30-01-2020

Place: YYYY

Address on the envelope:

**To**

The Human Resource Director,  
MM Graphics,  
Triplicane,  
Chennai - 5.

**3. Block Advertisement: (+1 STD: TB-155)**

**Female IELTS Teachers Required**

Postgraduates in English with a minimum of 3 years experience,

Must be bold and confident

Good salary, transport and food allowance provided

Apply to: **Arv Institute of Languages,**

149B, Bose Road, Coimbatore

Ph: 98400 xxxxx

Email: [arvbe@ymail.com](mailto:arvbe@ymail.com)

**Answer:**

From

XXXX,  
3A, First floor,  
Agrini Enclave,  
Andalpuram,  
Madurai - 3.

To

The Chairman,  
ARV Institute of Languages,  
149 B, Bose Road,  
Coimbatore.

Sir,

Sub: Application for the Post of IELTS teacher – Reg.

Ref: Your advertisement – The Hindu – 10<sup>th</sup> June

Greetings.

With reference to the advertisement quoted above, I apply for the post of an IELTS teacher. I did my B.A (Eng) and M.A (Eng) in Lady Doak College, Madurai from June 2008 to April 2013. I have got First class in both in B.A and M.A.

Our English Department has arranged to teach students in IELTS and I have taught the students for 4 yrs. I hope to my best, if appointed. I herewith enclose the bio-data.

Thank you,

Yours sincerely,

XXXX.

**Resume / Curriculum Vitae**

Name	: XXXXX
Father's name	: Mr. A. Ansari
Date of Birth / Age	: 05-06-1980
Gender	: Female
Nationality	: Indian
Religion	: Muslim
Educational qualification	: B.A. (Eng) M.A (Eng)
Professional qualification	: B.Ed.
Experience	: 2 years experience as a faculty in SVV college, Trichy
Languages known	: Tamil and English
Strength	: Positive attitude to work
Address	: YYYY.
E-mail id	: xxxx2015@gmail.com

Mobile no : 9876543210  
Extra Curricular Activity : Computer knowledge and good communication skills  
Expected Salary : 15,000 / Month

**Declaration**

I, XXXX hereby declare that the information which I have furnished is true to the best of my knowledge.

Signature,  
XXXX.

Date: 11-06-2020

Place: YYYY

Address on the envelope:

**To**

The Chairman,  
ARV Institute of Languages,  
149 B, Bose Road,  
Coimbatore.

**4. Respond to the given Advertisement:**

**WANTED RECEPTIONIST**

A leading hospital requires a male / female receptionist. Candidates should hold a degree and should be fluent in Tamil and English. Candidates should have the ability to converse politely. Those with experience are preferred.

Apply to: Box No. 7426, c/o 'THE HINDU', Chennai - 2.

**Answer:**

**Application letter**

From

XXXX,  
YYYY.

To

The Manager,  
Box No.7426, c/o 'THE HINDU',  
Chennai - 2.

Dear Sir,

Sub: Application for the post of a **Receptionist**.

Ref: Your advertisement in **The Hindu** on 5<sup>th</sup> July 2020

With reference to your advertisement in **The Hindu** on 5<sup>th</sup> July, I wish to apply for the post of a **Receptionist** in your glorious concern. I am glad to inform you that I am qualified, talented and experienced to discharge my duty as a **Receptionist** perfectly. I have enclosed my resume for your perusal. I am optimistic of receiving a positive reply for my plea. I assure you of striving for the reputation of your concern. I request you to grant me a chance to evince my eagerness to work for your concern by inviting me to appear for the interview.

Thank you,

Yours faithfully,  
XXXX.

**Resume / Curriculum Vitae**

Name : XXXXX  
Father's name : Mr. T. Manoj  
Date of Birth / Age : 05-06-1980  
Gender : Male / Female  
Nationality : Indian

Religion : Hindu/Christian/Muslim  
Caste : BC  
Educational qualification : M.CA  
Professional qualification : PGDCA  
Experience : 5 years experience as a Receptionist in LG company, salem.  
Languages known : Tamil and English  
Strength : Positive attitude to work  
Address : YYYY.  
E-mail id : xxxx2015@gmail.com  
Mobile no : 9876543210

**Declaration**

I, XXXX hereby declare that the information which I have furnished is true to the best of my knowledge.

Signature,  
XXXX.

Date: 06-07-2020

Place: YYYY

Address on the envelope:

**To**

The Manager,  
Box No.7426, c/o 'THE HINDU',  
Chennai - 2.

**5. Respond to the given Advertisement:**

**WANTED SALESMAN**

A Private company requires a salesman to-deal with water filters.  
Experience in a similar position preferable.

Apply with Bio-data to: Box No. 3224, c/o 'THE HINDU' , Madurai - 625 002.

**Answer:**

From

XXXX,  
YYYY.

To

The Manager,  
Box No.3224, c/o 'THE HINDU',  
Madurai - 625 002.

Sir,

Sub: Application for the post of a **Salesman-Reg.**

Ref: Your advertisement in **The Hindu** on 5<sup>th</sup> March 2020

With reference to your advertisement in **The Hindu** on 5<sup>th</sup> March, I wish to apply for the post of a **Salesman** in your glorious concern. I am glad to inform you that I am qualified, talented and experienced to discharge my duty as a **Salesman** perfectly. I have enclosed my resume for your perusal. I am optimistic of receiving a positive reply for my plea. I assure you of striving for the reputation of your concern. I request you to grant me a chance to evince my eagerness to work for your concern by inviting me to appear for the interview.

Thank you,

Yours faithfully,  
XXXX.



**Resume / Curriculum Vitae**

Name : XXXXX  
Father's name : Mr. T. Manoj  
Date of Birth / Age : 05-06-1980  
Gender : Male / Female  
Nationality : Indian  
Religion : Hindu/Christian/Muslim  
Caste : BC  
Educational qualification : M.CA  
Professional qualification : PGDCA  
Experience : 5 years experience as a Salesman in LG company, salem.  
Languages known : Tamil and English  
Strength : Positive attitude to work  
Address : YYYY.  
E-mail id : xxx2015@gmail.com  
Mobile no : 9876543210

**Declaration**

I, XXXX hereby declare that the information which I have furnished is true to the best of my knowledge.

Signature,  
XXXX.

Date: 06-03-2020

Place: YYYY

Address on the envelope:

**To**

The Manager,  
Box No.3224, c/o 'THE HINDU',  
Madurai - 625 002.

**6. Respond to the given Advertisement:**

**WANTED**

**COMPUTER OPERATOR**

The applicant should be a Graduate in Computer science with minimum two years experience in the field. Apply with Bio-data to: Box No. 9969, c/o 'THE HINDU', Chennai - 600 002.

**Answer:**

**Application letter**

From

XXXX,  
YYYY.

To

The Manager,  
Box No.9969, c/o 'THE HINDU',  
Chennai – 600 002.

Dear Sir,

Sub: Application for the post of a **Computer Operator**.

Ref: Your advertisement in **The Hindu** on 5<sup>th</sup> March 2020

With reference to your advertisement in **The Hindu** on 5<sup>th</sup> March, I wish to apply for the post of a **Computer Operator** in your glorious concern. I am glad to inform you that I am qualified, talented and

experienced to discharge my duty as a **Computer Operator** perfectly. I have enclosed my resume for your perusal. I am optimistic of receiving a positive reply for my plea. I assure you of striving for the reputation of your concern. I request you to grant me a chance to evince my eagerness to work for your concern by inviting me to appear for the interview.

Thank you,

Yours faithfully,  
XXXX.

**Resume / Curriculum Vitae**

Name : XXXXX  
Father's name : Mr. T. Manoj  
Date of Birth / Age : 05-06-1980  
Gender : Male / Female  
Nationality : Indian  
Religion : Hindu/Christian/Muslim  
Caste : BC  
Educational qualification : M.CA  
Professional qualification : PGDCA  
Experience : 5 years experience as a Computer Operator in LG company, salem.  
Languages known : Tamil and English  
Strength : Positive attitude to work  
Address : YYYY.  
E-mail id : xxx2015@gmail.com  
Mobile no : 9876543210

**Declaration**

I, XXXX hereby declare that the information which I have furnished is true to the best of my knowledge.

Signature,  
XXXX.

Date: 06-07-2020

Place: YYYY

Address on the envelope:

**To**

The Manager,  
Box No.9969, c/o 'THE HINDU',  
Chennai – 600 002.

**6. Article Writing.**

**1. Write a newspaper article on 'The Value of Sports and Games in Education'.**

**Refer (+1 STD : TB-52)**

**2. Khalil Gibran states 'Forgetfulness is a form of freedom'. Write an article for your school magazine, linking your ideas logically and giving appropriate examples. (+1 STD : TB-71)**

**'Forgetfulness is a form of Freedom'**

**By, XXX, IX-B**

Forgetfulness is a bliss. If we remember all the things in our life, they will be a heavy burden and they will give more stress to us. Everybody is punished during their school days for forgetting to bring the book, or for not doing the homework, or for being mischievous in the class. If a person remembers all these things, life will be miserable. While learning to swim or cycle, we hurt ourselves

now and then. It is better to forget those incidents. Quarrels with parents or with brothers and sisters and friends are unpleasant things in course of time we forget them.

Therefore forgetfulness is a form of freedom from unhappiness. It is better to forget unhappy things of our past.

### **Essay Writing.**

#### **3. Write an essay of about “The profession you would like to chose” in about 200 words.**

**(+2 STD: TB-51)**

##### **Introduction:**

We should have some aim in our life. A life without any specific aim is like a boat without oars. It is like sailing in a ship without knowing the destination. Only a purposeful life is to be aimed at. Ambition differs from person to person depending upon his/her taste.

##### **Teaching profession:**

First and foremost is the profession of teaching. Because a teacher is a nation builder. A teacher is a role model for the students. Still, one can say, teaching is the noblest of all profession. Indeed, no one can do without teacher in life. Because teachers are the primary guides to the students and societies.

##### **The noblest profession:**

The teacher should be kind, fair, and enduring. Teacher teaches not only to count, read and write. But also teaches courtesy, mutual respect, kindness, justice and honesty. This is very laborious work and requires constant effort and perseverance. Only those who love children, can become ideal teachers.

##### **Services to the children:**

I want to serve the down-trodden children. I want to uplift their life. I teach them how to face hazards and hurdles in life. Definitely I can make them learned. I guide them how to succeed in life. I motivate them to enrich knowledge and enhance their potential.

##### **Conclusion:**

I want to be not only a teacher but also as guide, role model and adviser. I firmly believe that a teacher can make a good student. According to myself, teaching is not a profession. It is a continuous learning process. So I am very proud to be a teacher. So I want to become a teacher.

#### **4. Write an essay of about “The importance of a balanced diet” in about 200 words. (+2 STD: TB-51)**

##### **Introduction:**

A balanced diet is one that gives your body the nutrients it needs to function correctly. To get the proper nutrition from your diet, you should consume fresh fruits, fresh vegetables, grains and nuts. A balanced diet is not all about eating the right foods, but having them at correct time in right proportions.

##### **The major nutrients:**

Our body needs proteins, carbohydrates and fat. It needs vitamins and minerals for its optimal functioning. They provide the body with energy for various functions like beating of heart, activity of muscles and brain.

##### **Uses of balanced diet:**

Protein helps to grow hair, nail and muscles. Protein includes meat, eggs, poultry, seafood, pulses, nuts and soya. Fruits and vegetables provide in the form of vitamins and minerals. They are high in their water content and low in their fat contents.

##### **Facilitates hydration:**

Our body contains 60-75 percent of water. It is needed several functions like regulation of temperature, transport, absorption of nutrients and elimination of waste products from the body. So, water is the best thing to prevent dehydration.

**Balanced diet food:**

Vegetables are primary sources of essential vitamins and minerals. Dark leafy greens contain the most nutrition. Meats and beans are primary source of protein. Dairy products provide calcium and vitamin D. Our balanced diet should contain bitter, pungent, sour, sweet and salt tastes.

**Make time to chew food:**

Healthy eating starts with smart eating. Chewing is essential to digest many of components. We must eat slowly rather than swallowing.

**Conclusion:**

As we start eating a balanced diet, we begin to have more energy, and feel less stressed. Diet is the foundation of one's well-being.

**Paragraph Writing.**

**5. Write a paragraph of about 150 words, on "Need for Moral Education in schools". (+2 STD: TB-161)**

The word **moral** comes from a Latin root 'mos, moris' which means the code or customs of a people. In today's world man, machine and money are the modern day trinity where as morality is just a casualty. As a result of this, our society has been suffering from much of corruption, exploitation, merciless killing, casteism, communalism, terrorism and a total crisis of character. The great goal of education is not to produce doctors and engineers but to develop the sense of right, duty, honour, love of God and humanity by imparting moral education in schools. With this, students can improve overall behavior with their teachers and society too. The students will learn unconditional love and kindness, the importance of hard work, the power of honesty, the beauty of forgiveness through moral education. It will make this world a better place to live in. so moral education is to be a part and parcel of every school curriculum.

**6. Write a paragraph on "Mobile phone-a big boon"**

Mobile phones are used for many purposes such as for playing games, listening music, using social networking sites. Students use mobile phones for study purpose undoubtedly. If mobile phones are in right hands, then they are marvel. Now I want to ask a question. Is a knife useful instrument or a perilous weapon? It depends on how it is used. Mobile phones are used keeping in touch with family members, for conducting business. The uses of Mobile phones are

- Calling and messaging using mobile phone.
- Taking pictures and videos with camera.
- Browsing the internet.
- Using the flash as a flash light.
- Being able to read books and documents.
- Sending e-mails to detached places.
- To know time and to fix alarm.
- Doing calculation.
- Getting news of different channels.

So we can communicate with the people of any country within a few seconds. The world has become a global village with the touch of modern technology.

**7. Expand Proverbs / Hints developing.**

**1. Expand the Proverb 'Nothing is Impossible' into a story-paragraph. (+2 STD: TB-119)**

"Nothing is Impossible" is proverb that gives encouragement to people. The meaning of the

proverb is, “you can do anything”. But we must have determination and strong will power. Hillary and Tenzing met with many hardships on their expedition to Mt. Everest. But they overcame them with determination and finally reached the top of the summit. Many explorers like Columbus, James Cook, Tasman, Vasco da Gama and others suffered a lot, but they achieved their goal. When Thomas Alwa Edison was trying to invent an electronic bulb, many bulbs burst and he was also wounded. But he did not surrender. He continued his hard work and finally invented the electric bulb with the tungsten filament. So, nothing is impossible, if you have a strong mind and hope.

## 2. Expand the Proverb ‘Together we can achieve more’. (+2 STD: TB-119)

‘Together we can achieve more’, the phrase is used commonly at several places. This proverb means ‘unity is strength’. However, it has best been explained through the story of a farmer and his sons. The sons could not break a bundle of sticks when they were asked to do it individually however when they were asked to perform the same task jointly they could do it easily. This clearly explains that when people come together they can perform even a difficult task with ease. The greatest example is the freedom of our nation. We the people of India together protested against the British Government and got our freedom. Unity is the greatest quality of mankind. A country is strong whose citizens are united; a family is strong whose members stay together. Thus unity is important in each and every sphere of lives.

## 8. Spot the Errors / Fill in the blanks suitably.

### 1. Read the following sentences, spot the errors and rewrite the sentences correctly. (+2 STD: TB-73)

- My grandfather is well-known in the village for his nobel deeds.
- I had my evening meals in a restaurant near my office.
- The Boss had full confidence on his Manager for successful completion of the project.
- After the complicated surgery, the patient hoped of complete recovery.
- The new health care scheme announced by the Government will bring relief to the children suffering with acute tuberculosis.
- Inspite of his poverty and setbacks, he was able to launch his dream carrier.

#### Answers:

- My grandfather is well-known in the village for his noble deeds.
- I had my evening meal in a restaurant near my office.
- The Boss had full confidence on his Manager for successful completion of the project.
- After the complicated surgery, the patient hoped on complete recovery.
- The new health care scheme announced by the Government would bring relief to the children suffering with acute tuberculosis.
- Inspite of his poverty and setbacks, he was able to launch his dream career.

### 2. Correct the error found in the question tag in each of the following. (+2 STD: TB-81)

- The evil doers cannot cross the path of truth, can't they?
- The vegetables in the fridge are still fresh, aren't it?
- The village head understood the intension of the politician, doesn't they?
- I claim to be a person of faith and prayer, aren't they?
- The employees are seldom allowed to meet their boss, aren't they?
- Let's organize a trip to Goa, can we?

#### Answer:

- The evil doers cannot cross the path of truth, can they?
- The vegetables in the fridge are still fresh, aren't they?



- c) The village head understood the intension of the politician, **didn't they?**
- d) I claim to be a person of faith and prayer, **don't I?**
- e) The employees are seldom allowed to meet their boss, **are they?**
- f) Let's organize a trip to Goa, **shall we?**

**3. Correct the error found in the question tag in each of the following. (+2 STD: TB-82)**

- a) The landlady will charge me for the damage, shan't she?
- b) Both the sisters have left for Canada, aren't they?
- c) That's definitely not the right thing to do in this situation, isn't that?
- d) We needn't apply for a bank loan, do we?
- e) The Chief Guest spoke a few words, did he?
- f) The rhinoceros has horn made of keratin, haven't they?

**Answer:**

- a) The landlady will charge me for the damage, **won't she?**
- b) Both the sisters have left for Canada, **haven't they?**
- c) That's definitely not the right thing to do in this situation, **is it?**
- d) We needn't apply for a bank loan, **need we?**
- e) The Chief Guest spoke a few words, **didn't he?**
- f) The rhinoceros has a horn made of keratin, **hasn't it?**

**4. Identify the errors in each of the following sentences and rewrite them Correctly. (+2 STD: TB-188)**

- a) Either Shyam or Ram have to pay the fine.
- b) Abdul as well as Karim deserve praise.
- c) Ten thousand rupees a month are an insufficient income.
- d) Many a student were awarded at the function.
- e) Neither Veena nor her sisters has been informed of the accident.
- f) Mithra as well as her daughters enjoy singing.
- g) You, who is my friend, should help me.
- h) My scissors is missing.
- i) A variety of pleasing objects charm the eye.
- j) Sixty miles are a long distance.

**Answer:**

- a) Either Shyam or Ram **has** to pay the fine.
- b) Abdul as well as Karim **deserves** praise.
- c) Ten thousand rupees a month **is** an insufficient income.
- d) Many a student **was** awarded at the function.
- e) Neither Veena nor her sisters **have** been informed of the accident..
- f) Mithra as well as her daughters **enjoys** singing.
- g) You, who **are** my friend, should help me.
- h) My scissors **are** missing.
- i) A variety of pleasing objects **charms** the eye.
- j) Sixty miles **is** a long distance.

**Modal Auxiliaries**

**Complete the following news item choosing the best phrases given below: (+2 STD: TB-216)**

As a result of the flooding, as many as 5,000 families a) **may be** homeless, although the figure is only an estimate. 'The emergency service are working hard, but I'm sure they b) **may get** more than 20 helicopters for rescue operation. It c) **could take** days to reach everyone and take them to safety,' said

an aid worker in the area. 'Conditions for those families still waiting to be rescued d) **must be** dreadful. There e) **can't have** any clean water to drink. Worryingly, more rain is forecast, so the floods f) **might be** worse in the next few days. The emergency services g) **may not** have time to reach everyone before the waters rise again.

**Spot the errors in the following sentences. Correct and rewrite them. (+2 STD: TB-217, 218)**

- a) Neither Ramya is a singer nor a dancer.
- b) Scarcely had the workers stepped out, than the building collapsed.
- c) No sooner did the power resume, when the children screamed in joy.
- d) My friend can type so fast as I.
- e) Sitha had no other assignment, but that of collecting the data.
- f) Rekha cooks like her mother does.
- g) Professor Usha is not only a writer but an orator.
- h) Your neighbours are not so wicked like you think.
- i) The girl both won an award and a scholarship.
- j) Three years have passed when my cousin resigned his job.

**Answer:**

- a) Ramya is **neither** a singer nor a dancer.
- b) Scarcely had the workers stepped out, **when** the building collapsed.
- c) No sooner did the power resume, **than** the children screamed in joy.
- d) My friend can type **as** fast as I.
- e) Sitha had no other assignment, **so** that of collecting the data.
- f) Rekha cooks **as** her mother does.
- g) Professor Usha is not only a writer but **also** an orator.
- h) Your neighbours are not so wicked **as** you think.
- i) The girl won an award and a scholarship.
- j) Three years **had passed** when my cousin resigned his job.

**Question tags (check the question tags from the given sentences and correct it) :**

**(+2 STD: TB-218, 219)**

1. These children look very weak and tired, aren't they?  
**Don't they?**
2. Nobody can resolve this issue, can they?  
**Can they?**
3. We seldom speak to our neighbours, do we?  
**Do we?**
4. The old woman sells dolls made of sea-shells, doesn't she?  
**Doesn't she?**
5. I have captured some beautiful moments in my camera, aren't they?  
**Haven't I?**
6. Pragathi put the bunch of flowers in the vase, doesn't she?  
**Didn't she?**
7. Arun was in a great dilemma at that time, didn't he?  
**Wasn't he?**
8. I am an expert in cooking, amn't I?  
**Aren't I?**
9. Let's take this matter to court, can we?  
**Shall we?**

10. Don't forget to hand over this file to my manager, do you?

**Will you?**

11. The pair of shoes near the door is not yours, are they?

**Isn't it?**

12. They have a resort in yercaud, isn't it?

**Haven't they?**

13. Our dog scarcely sleeps at night, doesn't it?

**Does it?**

14. You do a lot of social service, don't you?

**Don't you?**

15. There is a stadium near your office, isn't it?

**Isn't it?**

**Spot the error, if any: (+2 STD: TB-221)**

1. She wants to continuing her studies abroad.
2. It was a shame breaking up.
3. She made me to cry.
4. My company has delayed to give pay rise due to economic problems.
5. There's someone to talk on the phone, but they cannot hear me.
6. My friends and I were sitting in a café and to talk.
7. To carry a heavy pile of books, she tripped and fell.

**Answers:**

1. She wants **to continue** her studies abroad.
2. It was a shame **to break** up.
3. She made **me cry**.
4. My company has delayed **giving** pay rise due to economic problems.
5. There's someone to **talk over** the phone, but they cannot hear me.
6. My friends and I were sitting in a **cafe to talk**.
7. **Carrying** a heavy pile of books, she tripped and fell.

**Practice Questions:**

1. Rahul has been working here from 2010.  
*Rahul has been working here **since** 2010.*
2. The boys are entering into the classroom.  
*The boys are entering the classroom.*
3. Once he happened to see a man which had no legs.  
*Once he happened to see a man **who** had no legs.*
4. Time is so precious to be wasted in frivolous pursuit.  
*Time is **too** precious to be wasted in frivolous pursuit.*
5. Here come Hamlet.  
*Here **comes** Hamlet.*
6. We speak the English.  
*We speak English.*
7. We discussed about this matter.  
*We discussed this matter.*
8. Everest is the tallest peak in the Himalayas.  
***The** Everest is the tallest peak in the Himalayas.*

9. One of the student has failed.  
*One of the **students** has failed.*
10. The Tamil people prefer English than Hindi.  
*The Tamil people prefer English **to** Hindi.*
11. As I am ill and so I can't attend the class.  
*As I am ill, I can't attend the class. (or) I am ill and so I can't attend the class.*
12. Bread and Butter are my breakfast.  
*Bread and Butter **is** my breakfast.*
13. Mohana is one of the best student in her class.  
*Mohana is one of the best **students** in her class.*
14. Though Raju is poor but he is happy.  
*Though Raju is poor, he is happy. (or) Raju is poor but he is happy.*
15. We can speak the English fluently.  
*We can speak English fluently.*
16. No one know the secret password.  
*No one **knows** the secret password.*
17. I congratulated him for his victory.  
*I congratulated him **on** his victory.*
18. Neither Ajay nor Arun are present today.  
*Neither Ajay nor Arun **is** present today.*
19. My father gave me a lot of advices.  
*My father gave me a lot of **advice**.*
20. He is one hour late.  
*He is **an** hour late.*
21. The little boy wore a red colour shirt.  
*The little boy wore a red shirt.*
22. Neither of the boys are guilty.  
*Neither of the boys **is** guilty.*
23. Balaji is junior than me.  
*Balaji is junior **to** me.*
24. He is a honourable man.  
*He is **a** honourable man.*
25. The news are very good.  
*The news **is** very good.*
26. I saw an one rupee note on the road.  
*I saw **a** one rupee note on the road.*

**Fill in the blanks.**

*Refer Homophones / Confusables, Modal Verbs / Quasi Modal Verbs,  
Link word, Articles, Tenses concepts given in Part I.*

**9. Semantic Field Matching.**

S.no.	Field	Related Words
1.	<b>Agriculture</b>	Hybrid, yield, fertilizers, crop, harvest
2.	<b>Art</b>	painting, drawing, music, speech, dance
3.	<b>Botany</b>	plant, leaf, branches, botanical name, garden

4.	<b>Business / Commerce</b>	Maruthi, dividend, fluctuation, stock broker, stock exchange, returns, turnover, expenditure, asset, yield, property, company, market, price rise, Bulls and Bears, prices, profit, inflation, share market, shares, bank, depression, recession
5.	<b>Computer</b>	binary system, programming, e-mail, monitor, data processing, internet, e-governance, palmtop, hardware, password, menu, laptop, surfing, software, floppy, code, disk, data, programmes, systems, Internet.
6.	<b>Education</b>	teacher, curriculum, skills, schools, drop-out, examination, pedagogical, illiteracy, slow-learners.
7.	<b>Environment</b>	biosphere, global warming, pollution, ozone, atmosphere
8.	<b>History</b>	monarch, rule, king, duke, prince, coronation
9.	<b>Industry</b>	factory, workers, strike, materials, machine
10.	<b>Law</b>	affidavit, lawyer, court, advocate, judge
11.	<b>Literature</b>	plays, novels, rhyme scheme, poetry, essay, comedy, tragedy
12.	<b>Media</b>	serial, small screen, compere, yellow journal, gossip, cover story, thriller, editorial, box office, film, plot, article, newspaper, rumour, magazine, ticket-counter
13.	<b>Medicine</b>	physician, laproscopic, pills, therapeutic goals, paralysis, neuropathology, neuromuscular, ECG, cholesterol, BP
14.	<b>Music</b>	pop music, sing, queen of music, composer, jazz, rock
15.	<b>Nutrition / Dietetics</b>	food, cholesterol, junk food, rice, diet, malnutrition
16.	<b>Politics</b>	leaders, cabinet, prime minister, election, vote, MLA, MP
17.	<b>Religion</b>	God, pray, temple, church, mosque
18.	<b>Science</b>	cloning, robots, medicine, science, fiction, scientist
19.	<b>Social Science</b>	NSS, organization, selfless, help, honoured, reward
20.	<b>Space Science</b>	comet, satellite, rocket, missile, space, orbit
21.	<b>Sports</b>	referee, boundaries, grand slam, match, championship, umpires, goal, game, players, sixer, athletics, race, golf, polo, billiards, squash, javelin, ice hockey, base ball, pole vault, spear, foot ball, volley ball, tennis, green
22.	<b>Taxation</b>	pay, income tax, VAT, GST
23.	<b>Tourism, Travel</b>	fun and fantasy, hotel, visa, bus, holiday, route, aeroplane
24.	<b>Weather</b>	fog, rain, monsoon, humid, foggy, hurricane, tornado, cloudy, freezing, windy, drizzle, cold, storm, showers, damp, clouds

**1. Look at the following words and classify them according to their fields. (+1 STD: TB-144)**

*clinical, orthopedic, dividend, operations, fertile, Carnatic, diagnostics, industries, keyboard, hacker, desktop, vocal, cultivation, organic, unplugged, disease, harvest, livestock, mother board, investment, internet, proxy, recycle bin, orchestra, trade, hip-hop, uprooting, guitar, cure, contracts.*

<b>Music</b>	Carnatic, vocal, unplugged, orchestra, hip-hop, guitar, keyboard
<b>Agriculture</b>	Fertile, cultivation, organic, harvest, uprooting, livestock
<b>Computer</b>	Keyboard, hacker, desktop, motherboard, internet, recycle bin
<b>Commerce</b>	Dividend, industries, investment, proxy, trade, contracts
<b>Medicine</b>	Clinical, orthopedic, operations, diagnostics, disease, cure

**2. Identify each of the following sentences with the field in the list given below, by understanding the**



**words or words serving as the clue. (+2 STD: TB-119)**

- a) Snow-board is used to glide on snow.
- b) Snow-mobile is a motorized vehicle designed for travelling in higher latitude countries.
- c) Snow-chain is used in the vehicles in the snow region.
- d) Snow-storms occur only at low temperature.
- e) Snow-bird are people who migrates from colder area to warmer area.
- f) Snow-belt is a line that connects places having heavy snowfall.

**Answer:**

**a) Sports b) Transportation c) Machinery d) Weather e) Travel f) Geography**

**3. Identify each of the following sentences with the field in the list given below, by understanding the words or words serving as the clue. (+2 STD: TB-119)**

- a) The Central Processing Unit is not functioning properly.
- b) ISRO has successfully launched Mangalyaan to Space.
- c) The flights have been cancelled due to fog in Jammu.
- d) Sindhu clinched the championship title at the Asian Open.
- e) Peace Talks between the two nations is held at Russia.

**Answer:**

**a) Computer b) Space c) Weather d) Sport e) Politics**

**4. Identify each of the following sentences with the field in the list given below:**

- a) Shakespeare's plays are read by many people.
- b) The yield of wheat has increased.
- c) Fastfood is a growing health hazard.
- d) My brother is planning to go to the U.S.
- e) Dhoni was declared the Man of the Series.

**Answer:**

**a) Literature b) Agriculture c) Nutrition and Dietetics d) Travel e) Sports**

**5. Identify each of the following sentences with the field in the list given below:**

- a) It was thrilling win for Roger Federer.
- b) Palestenians have decided to go to pools.
- c) A new software is adopted to make operations easier.
- d) This oil massage will refresh you a lot.
- e) British Spears will release a new album next month.

**Answer:**

**a) Sports b) Politics c) Computer d) Health e) Music**

**6. Match each of the following sentences with the suitable field in the list given below.**

- a) At Keeladi, we found the traces of ancient Tamil Culture in copper plates and mud pots.
- b) Violent storms are predicted in the coastal areas tomorrow.
- c) India will testfire its largest range missile Agni III.
- d) Life skills should be realized through curriculum objectives.
- e) The percentage share of mutual funds in equity is growing by the year.

**Answer:**

**a) Archaeology b) Weather c) Defense d) Education e) Commerce**

**7. Match each of the following sentences with the suitable field in the list given below.**

- a) GSLV puts satellite in precise orbit.
- b) Farmer are happy with the increase in production.
- c) BCCI has cancelled the second Twenty-Twenty International match between West Indies and India.
- d) Apple unveils water-resistant i-phone 7.
- e) Passenger vehicle sales rose almost 17 percent in August- the 14<sup>th</sup> consecutive month of growth.

**Answer:**

**a) Space   b) Agriculture   c) Sports   d) Technology   e) Business**

**8. Match each of the following sentences with the suitable field in the list given below.**

- a) We can find many archaic words in the works of Shakespeare.
- b) Hero Honda has recorded a sales volume of 4 lakh motor cycles.
- c) India bags a gold medal in wrestling.
- d) Hybrid variety of Tomato gives a good harvest.
- e) Thousands of people witness Makara Jothi in Sabarimala.

**Answer:**

**a) Literature   b) Business   c) Sports   d) Agriculture   e) Religion**

**9. Match each of the following sentences with the suitable field in the list given below.**

- a) Satellites are helpful in weather forecast.
- b) Good link of roads would help smooth flow of traffic.
- c) Data can be easily transferred by using floppies.
- d) I am good at billiards.
- e) We watched a thriller movie yesterday.

**Answer:**

**a) Space   b) Transport   c) Computer   d) Sports   e) Media**

**10. Match each of the following sentences with the suitable field in the list given below.**

- a) Mahatma Gandhi wrote "My Experience with Truth".
- b) My friend received an e-mail from his brother who is in the U.S.
- c) The morning walk keeps us fit.
- d) Organic pesticides increase the produce of the land.
- e) Objectives should be clear before designing any curriculum.

**Answer:**

**a) Literature   b) Computer   c) Health   d) Agriculture   e) Education**