



SECTION-B

GRAMMAR AND CREATIVE WRITING SKILLS

1. TENSES
2. CLAUSES
3. GAP FILLING
4. REORDERING OF SENTENCES
5. TRANSFORMATION OF SENTENCES
6. CLASSIFIED ADVERTISEMENT
7. POSTER
8. DEBATE
9. SPEECH

(23 MARKS)



1

Tenses

Tense is a grammar term used to indicate whether a sentence or verb is an action in the past, the present or the future.

Simple Present Tense

Structure: S + M.V1 / M.V5 + O

Uses of Simple Present Tense

Rule (1): This tense is used to express habitual, regular or repeated action.

- (i) Mukesh *goes* to bed at 10 p.m.
- (ii) He always *comes* here on Sunday.

Rule (2): This tense is used to express universal truth, principle and permanent activities.

- (i) The sun *rises* in the east.
- (ii) Two and two *makes* four.

Rule (3): This tense is used to express possession.

- (i) This pen *belongs* to me.
- (ii) He *owns* a big building.

Rule (4): This tense is used to express mental activity, emotions and feelings.

- (i) He *believes* in God.
- (ii) He *understands* my problem.

Rule (5): This tense is used to express fixed programme or fixed plan of future time. It denotes future time.

- (i) The college *reopens* in October.
Meaning: (The college will reopen in October.)

- (ii) Your exam *starts* at 9:00 a.m.
Meaning: (The exam will start at 9:00 a.m.)

Rule (6): This tense is used to give instructions or directions.

- (i) You *walk* for two hundred metres, then you *turn* left.
- (ii) *Open* the packet and *pour* the content into hot water.

Rule (7): This tense is used when an action is happening right now.

- (i) Ganguli *runs* after the ball, *catches* it and *throws* it on the stumps.

Rule (8): This tense is used to express someone's statement.

- (i) Shakespeare says, "The course of true love never *runs* smooth".
- (ii) Keats says, "A thing of beauty *is* a joy forever."

Present Continuous Tense

Structure: S + is/ are/ am + M.V4+O

Uses of Present Continuous Tense

Rule (1): This tense is used to describe an action taking place in the current moment.

- (i) Mukesh *is coming* now.
- (ii) They *are playing*.

Rule (2): This tense is used for a temporary action which may not be actually happening at the time of speaking, but may continue for longer period or shorter period.

- (i) I *am living* in a rented house.
- (ii) He *is studying* in Berlin this year.

Rule (3): This tense is used for a fixed programme or plan of the nearest future (time).

- (i) He *is going* to Chennai tonight.
- (ii) She *is going* home tomorrow.

Rule (4): This tense is used to describe or emphasis a continuing series of repeated action.

- (i) You *are* constantly *complaining* about your neighbour.
- (ii) Harry and Sally *are* always *arguing*.

Present Perfect Tense

Structure: S + has/ have + M.V3 + O

Uses of Present Perfect Tense

Rule (1): This tense is used to indicate/denote completed activities in the immediate past.

- (i) She *has written* a letter.
- (ii) I *have* just *bought* a pen.

Rule (2): This tense is used to express the past action which are continued in the present time (or their effect is in the present time).

- (i) He *has cut* his finger.
(It is bleeding now.)
- (ii) She *has finished* her work.
(She is free now.)

Rule (3): This tense is used to denote an action started at some time in the past and is continuing in the present moment. The preposition *for/ since* is used with such actions, according to needs.

- (i) I *have lived* in this house since 1992.
(Now also I am living in this house.)
- (ii) He *has taught* in this school for five years.
(Now also he is teaching in this school.)

Rule (4): This tense is used to express the past actions which have been completed in the past time, but their time is not given and not definite.

- (i) She *has gone* to America.
- (ii) *Have* you *read* 'The Arabian Nights'?

Rule (5): This tense is never used with the past time expressing words, such as last year, last week, last month, yesterday, the other day, ago, etc.

- (i) I have seen him last year. (✓)
I saw him last year. (X)
- (ii) He has arrived last week. (✓)
He arrived last week. (X)

Present Perfect Continuous Tense

Structure: S + has been/have been + M.V4+Object + for/since + time

Uses of Present Perfect Continuous Tense

Rule (1): This tense is used for an action which began at some time in the past and is still continuing.

- (i) She *has been reading* a novel since morning.
- (ii) It *has been raining* since last Monday.

Rule (2): This tense is used for an action which began at some time in the past and continued for some time. It has been temporarily closed or finished at this time (moment). But its effect is continuing now.

- (i) It *has been raining*, so the pavement is wet.
- (ii) He *has been studying* since morning, so he's tired.

Simple Past Tense

Structure: S + M.V2 + O

Use of Simple Past tense

This tense is used for an action which completed at some certain time in the past.

- (i) He *went* to Mumbai yesterday.
- (ii) She *came* to see me last night.

Past Continuous Tense

Structure: S + was/ were + M.V4 + O

Use of Past Continuous Tense

This tense is used to express an action going at some time in the past. The time of the action may or may not be indicated.

- (i) I *was writing* this book yesterday morning.
- (ii) She saw me as she *was passing* by yesterday.

Past Perfect Tense

Structure: S + had + M.V3 + O

Use of Past Perfect Tense

If the two actions took place in the past, out of which, the first action is completed first and the second action is completed next, the first completed action is called previous action and past perfect tense is used with it (the previous action), and the second completed action which happened next is called subsequent action and simple past tense is used with it (the subsequent action).

- (i) The crops *had destroyed* before it rained.
- (ii) The bell *had rung* before I reached the school.

Past Perfect Continuous Tense

Structure: S + had + been + M.V4 + O

Use of Past Perfect Continuous Tense

It is generally used to depict an action that started at some time in the past and continued until a specific time in the past. This tense refers to an action that had been progressing until a certain point in the past.

- (i) He *had been eating* cereal out of the box when Dad walked into the room.
- (ii) I *had been working* at the restaurant for two years when I got the promotion.

Simple Future Tense

Structure: S + shall/will + M.V1 + O

Use of Simple Future Tense

This tense is used to talk about things that haven't happened yet.

- (i) Ravi *will fly* across the Pacific at 2'o clock tomorrow.
- (ii) She *will join* Delhi University in July this year.

Future Continuous Tense

Structure: S + shall/will + be + M.V4 + O

Uses of Future Continuous Tense

Rule (1): This tense is used to make predictions about the present.

- (i) Mother *will be cooking* dinner now.
- (ii) She *will be getting* ready for school.

Rule (2): This tense is used to talk about future events that will be in progress at a specific time in future.

- (i) This time tomorrow, I *will be celebrating* my birthday.
- (ii) This time next week, I *will be taking* my exam.

Future Perfect Tense

Structure: S + shall/will + have + M.V3 + O

Uses of Future Perfect Tense

Rule (1): This tense is used to indicate the completion of an action by a certain future time.

- (i) His brother *will have finished* the work by next month.

- (ii) She *will have come* back home by evening.

Rule (2): This tense is used to express likelihood (possibility) or inference (guess), which is in its relation with the past.

- (i) You *will have heard* the name of Mother Teresa.
(ii) You *will have read* the Gita.

Future Perfect Continuous Tense

Structure: S + shall/will + have + been + M.V4 + O

Use of Future Perfect Continuous Tense

This tense is used to express an action which will be continued in future up to a certain time.

- (i) Lata *will have been singing* from morning.
(ii) The farmers *will have been working* in the field.

Time Expression—Present, Past, and Future Perfect Continuous Tenses

- (a) Time expression implies that action *is/was/will be* continuing from the past into the present. Action *is/was* not yet complete. The time expression is normally indicated by '*since, for, how long, whole, all, throughout, all along*'.
- (b) Time expression can be used with both continuous and indefinite.

Continuous + Time Expression = Perfect Continuous (Present, Past, Future)

Indefinite + Time Expression = Perfect (Present, Past, Future)

Solved Questions

1. Fill in the blanks with the appropriate option given below.

Asaf Khan who (a) _____ the expedition against the city, (b) _____ that the little country which (c) _____ by a woman would (d) _____ very easily without (e) _____ even a blow. It was to his surprise when he (f) _____ that the city (g) _____ to offer a strong resistance. He (h) _____ with him only a small force to fight the battle.

- | | | | |
|-----------------------|-------------------------|-------------------------|------------------|
| (a) (i) had led | (ii) led | (iii) was leading | (iv) has led |
| (b) (i) expected | (ii) has been expecting | | |
| (iii) had expected | (iv) was expected | | |
| (c) (i) rule | (ii) was ruled | (iii) is ruled | (iv) was ruling |
| (d) (i) was taken | (ii) be taken | (iii) will be taken | (iv) is taking |
| (e) (i) striking | (ii) is striking | (iii) has been striking | (iv) has struck |
| (f) (i) found | (ii) had found | (iii) finds | (iv) will find |
| (g) (i) was preparing | (ii) is preparing | (iii) was prepared | (iv) is prepared |
| (h) (i) had brought | (ii) brought | (iii) has brought | |
| (iv) had been brought | | | |

2. Rewrite the following sentences, using the proper form of verbs in brackets.

- (i) There have been heavy rains so the Narmada (*flow*) pretty fast
- (ii) They (*work*) diligently because they are paid well.
- (iii) After the derailment, the trains are again (*run*) on time.
- (iv) We (*do*) our assignments. Now we can go out and play.
- (v) The bus (*break down*) yesterday but the driver (*repair*) it.
- (vi) The temperature (*soar*) to 45°C but it again (*come*) down.

Answers

1. (a) (ii) led (b) (iii) had expected
(c) (ii) was ruled (d) (ii) be taken
(e) (i) striking (f) (i) found
(g) (iii) was prepared (h) (i) had brought
2. (i) There have been heavy rains, so the Narmada is *flowing* pretty fast.
(ii) They *work* diligently because they are paid well.
(iii) After the derailment, the trains are again *running* on time.
(iv) We have *done* our assignments. Now we can go out and play.
(v) The bus *broke down* yesterday but the driver has *repaired* it.
(vi) The temperature had *soared* to 45°C but it again *came* down.

Questions for Practice

A. Rewrite the following sentences by changing the verbs given in brackets into past tenses (simple past, past continuous, past perfect or past perfect continuous tenses).

1. The officer (*order*) all those who (*feel*) afraid of death to return to trenches.
2. I (*wonder*) what he (*do*) with the money I (*lend*) him.
3. He (*do*) everything he (*can*) to show us that he (*be*) a true patriot.
4. She could not cook unless she (*has*) a good fire.
5. Whatever the boy (*do*), he (*not deserve*) such a brutal punishment.
6. He ran so fast that he (*be*) soon out of breath.
7. I (*infer*) from what he (*say*) that he (*be*) not in a mood to listen to sound reasoning.
8. It (*be*) evident that he (*be*) a lunatic.
9. I (*feel*) surprised at what I (*see*).
10. I (*can't see*) how you would be able to do that.
11. One day, a wolf really (*come*) and then the boy (*begin*) to cry.
12. He (*eat*) a good breakfast and then (*ring*) the bell for his horse.
13. A horseman (*ride*) past and (*see*) what they (*do*).
14. He (*behave*) nicely at the table, (*talk*) gently, (*remain*) cheerful, (*think*) of others, (*keep*) an eye on all the company and (*try*) to be pleasant and polite in every way.

B. Change the verbs given in brackets into suitable tenses and fill in the blanks.

1. They (*drink*) _____ coffee when I arrived.
2. I don't know what the matter (*be*) _____.
3. After I (*wash*) _____ the car I put it in the garage.
4. She often (*play*) _____ tennis.
5. While he (*read*) _____, the milk boiled over.
6. He (*work*) _____ in Kolkata for three years now.
7. Ravi thinks he (*lose*) _____ his watch on the road.
8. You (*stay*) _____ here until you apologize.
9. I (*see*) _____ them on the platform before they left.
10. Next year, we (*go*) _____ to Paris.
11. When the war (*break out*) _____, Mr Bhatnagar worked as a teacher for twenty years.
12. My brother recently (*enter*) _____ the university.
13. Since 1900, science (*progress*) _____ rapidly.
14. His opinion (*not matter*) _____.

C. Change the verbs given in brackets to Past Perfect, Simple Past or Past Perfect Continuous tense.

1. He (*forget*) _____ my name, so I reminded him.
2. After he (*finish*) _____ his studies, he (*live*) _____ in England for two years.
3. The artist (*finish*) _____ the painting at exactly 3 o'clock.
4. The fire already (*destroy*) _____ much of the building when the firemen (*arrive*) _____.
5. She (*study*) _____ French for two years, when she (*go*) _____ to Paris.
6. He (*take*) _____ two degrees when he (*be*) _____ in England.
7. The shop (*sell*) _____ all the bread by the time I (*get*) _____ there.
8. She (*qualify*) _____ as a nurse and then (*get*) _____ married.
9. I (*wear*) _____ that jacket for a year when somebody (*steal*) _____ it.
10. She (*cook*) _____ the meal for over an hour, when we (*arrive*) _____ at the house.



2 Clauses

A clause is a group of words having a subject and a verb of its own, but it forms part of a sentence. It has no independent existence.

In other words, a clause is a single sentence within a larger sentence, made of two or more than two clauses which are joined by suitable conjunctions.

Look at the following sentences.

- (i) A morning walk *is useful*.
(has one finite verb and hence one clause)
- (ii) He *saw an old beggar* and *gave him a coin*.
(has two clauses joined by 'and')
- (iii) *This is the child* who *won the first prize*.
(has two clauses joined by 'who')

Kinds of Clauses

1. Principle or Main Clause
2. Co-ordinate Clause
3. Subordinate Clause

Principle or Main Clause

This is the most important clause in the sentence. It is also called the independent clause. It does not depend on any clause for its meaning.

Look at the following sentences.

- (i) *I love the village* where I was born.
- (ii) *It is certain* that they will help us.
- (iii) *We love India* because it is our motherland.

Co-ordinate Clause

A clause which is equally independent like the principle clause is called a co-ordinate clause. It is joined by co-ordinate conjunctions like *and*, *but*, *so*, *or*, *otherwise*, *either*, *not only*, etc.

Look at the following sentences.

- (i) *I know him* and *I like him*.

- (ii) *Work hard* otherwise, *you will fail*.
- (iii) *He felt tired*, so *he lay down to rest*.

Subordinate Clause

A subordinate clause is dependent on the principle clause.

Look at the following sentences.

- (i) I know *that you are a good human being*.
- (ii) This is the watch *which he gave me*.
- (iii) I shall wait here *till you come back*.

Kinds of Subordinate Clauses

1. Noun Clause
2. Adjective Clause
3. Adverb Clause

Noun Clause

It is a dependent clause that acts as a noun. Noun clauses begin with words such as *how, that, what, whatever, when, where, whether, which, whichever, who, whoever, whom, whomever* and *why*. These words generally come before the subject and the verb of the noun clause. Noun clauses can act as subjects, direct objects, indirect objects, predicate nominatives, or objects of a preposition.

Look at the following sentences.

- (i) Choose a gift for *whomever you want*.
(*'Whomever you want'* is a noun clause and it contains the subject 'you' and the verb 'want'. The clause acts as an object of the preposition 'for' in the sentence.)
- (ii) On weekends, we can do *whatever we want*.
(*'Whatever we want'* is a noun clause and it contains the subject 'we' and the verb 'want'. The clause acts as a direct object in the sentence.)
- (iii) I wonder *how long we should wait here*.
(*'How long we should wait here'* is a noun clause and it contains the subject 'we' and the verb phrase 'should wait'. The clause acts as a direct object in the sentence.)

Adjective Clause

It describes a noun or pronoun in the main clause. An adjective clause is also known as a relative clause. This clause works like an adjective in a sentence and modifies (describes) a noun or a pronoun. It is a specific type of subordinate clause that adapts describes or modifies a noun.

It begins with a relative pronoun, such as *that, who, whom, whose* or *which*.

Look at the following sentences.

- (i) The book *which has a green cover* is mine.
- (ii) The boy *who is playing outside* is my brother.
- (iii) God helps those *who help themselves*.

There are two types of adjective or relative clauses.

1. **Defining Relative Clauses:** These clauses give necessary information essential to the meaning of the sentence. We do not use commas in these clauses.

2. Non-defining Relative Clauses: These clauses give extra information that is not essential to the meaning of the main sentence, therefore, we put them in commas.

Look at the following sentences.

- (i) Let's go to the theme park *where there are lots of roller coasters*. (Defining Relative Clause)
- (ii) Radha, *who is wearing a green shirt*, is the monitor of the class. (Non-defining Relative Clause)

Adverb Clause

It functions as adverbs in relation to the main clause or other clauses. They may modify the verb or an adjective or another adverb by expressing their time, place, reason, purpose, result, condition, manner, etc.

The subordinating conjunctions used for adverb clauses are as follows:

1. **Time:** *when, whenever, since, until, before, after, while, as, by the time, as soon as*
2. **Cause and effect:** *because, since, now that, as long as, so, so that*
3. **Contrast:** *although, even, whereas, while, though*
4. **Condition:** *if, unless, only if, whether or not, even if, provided that, in case*

Look at the following sentences.

- (i) Make hay *while the sun shines*.
- (ii) You may go *whenever you like*.
- (iii) Plants breathe *as animals do*.

Solved Questions

1. Fill in the blanks with proper connectives in the sentences given below.

- (i) The boy, _____ is reciting the poem, is my brother.
- (ii) Sam is in the habit of abusing _____ comes before him.
- (iii) They went away saying _____ they would not come back again.
- (iv) I know the place _____ he lives.
- (v) Life is _____ we make of it.
- (vi) I want to know _____ you will return.
- (vii) I know _____ he has cheated you.
- (viii) Uneasy lies the head _____ wears the crown.
- (ix) This is the cat _____ drank all the milk.
- (x) The lawyer _____ we hired was very clever.

2. Complete the following sentences with proper clauses.

- (i) He could not understand _____
- (ii) I don't think _____
- (iii) I want a list of boys _____
- (iv) We asked the doctor the reason _____
- (v) I reached the station _____

- (vi) The peon had rung the bell _____
- (vii) If I knew your address _____
- (viii) If he had not wasted his time _____
- (ix) The sooner you come _____
- (x) A lawbreaker should be punished _____

Answers

1. (i) who (ii) whoever
 (iii) that (iv) where
 (v) what (vi) when
 (vii) why (viii) that
 (ix) which (x) whom
2. (i) where I had gone wrong.
 (ii) (that) there will be time to watch a movie.
 (iii) who were making noise in the class.
 (iv) why the patient was not recovering.
 (v) before the train had arrived.
 (vi) before I reached the school.
 (vii) I would have certainly come to your place.
 (viii) he would not have failed.
 (ix) the better it is.
 (x) whoever he may be.

Questions for Practice

A. Tick the correct form of noun clause to complete the following sentences.

1. Ravi asked me (*where was his wallet/where his wallet was*).
2. I don't know (*how many children he has/how many children does he have*).
3. (*How close we are/How close are we*) is not important.
4. (*What did she say/What she said*) was sad.
5. We are not responsible for (*what our children say/what do our children say*).

B. Choose the correct conjunction given in brackets to complete each adverb clause in the given sentences.

1. (*So that/After*) _____ he saw the way the animals were treated, he stopped eating meat.
2. (*After/Although*) _____ he worked very hard, his boss did not give him a raise.
3. (*So that/Because*) _____ you have no money, I'll pay for you.
4. I said goodbye to all my local friends (*because/before*) _____ I moved to Mumbai.

5. I will show you how to prepare this sweet dish (*so that/because*) _____ you can prepare it for your family.
6. (*Before/Since*) _____ he discovered this website, he couldn't speak English.
7. I'm going to ask someone else (*before/since*) _____ you obviously don't know the answer.
8. (*Unless/After*) _____ they saw him turning the corner, they knew that he was going to win the race.

C. Underline the clause and state whether it is an adjective clause, adverb clause or noun clause.

1. My friend helped me when I was in danger. _____
2. We believe in democracy though it has its shortcomings. _____
3. My parents were happy because I won the first prize. _____
4. This is the girl who talked to me yesterday. _____
5. I have lost the tickets which I bought. _____
6. He could not answer any of the questions that I asked him. _____
7. Although he is very rich, he is a miser. _____
8. Everybody admits that he is a brave man. _____
9. We knew that he was guilty. _____
10. What he told me was a lie. _____
11. He gave me everything that I asked for. _____
12. Your statement that you lost the money cannot be believed. _____

D. Combine each of the following pairs of sentences into one sentence containing adjective clause.

1. The theft was committed last night. The police has caught the man.
2. The French language is different from the Latin language. Latin was once spoken throughout Europe.
3. You are looking upset. Can you tell me the reason?
4. He had several plans for making money quickly. All of them have failed.
5. The landlord was proud of his strength. He despised the weakness of his tenants.
6. This is the village. I was born here.
7. You put the keys somewhere. Show me the place.
8. Paul was an old gentleman. He was my travelling companion.
9. A fox once met a crane. The fox had never seen the crane before.
10. The shopkeeper keeps his money in a wooden case. This is the wooden case.



3

Gap Filling

Make meaningful sentences by filling in the blanks with an appropriate word.

1. One of the important parameters (i) _____ a healthy life is not what we eat, but when we eat. All of us tend to consume carbohydrates in some form (ii) _____ our daily diet. They are one of the important sources of the required energy for one's body. But to process these carbohydrates, our body (iii) _____ active metabolism in the required proportion. Else, these consumed carbs end up being stored as fats in (iv) _____ body, leading to weight gain.
2. Fast foods have several side effects. The most immediate effect is on the energy levels that (i) _____ its peak on eating junk food. The temptation to have more as one eats a quick snack is a result of this spike in energy levels. The energy levels sometimes (ii) _____ high and cause sleep disorders. Drowsiness sets in and the ability to concentrate (iii) _____ after the consumption of fast food. This is because it has excess of oil and calories, and (iv) _____ not easy to digest.
3. It is true that helping others (i) _____ peace and happiness, but if someone is suffering in his family and he is helping others (ii) _____ it is true that he cannot achieve happiness. Our family should be (iii) _____ the top of our priority list. Before taking steps to make society better, we should fulfil our responsibility towards our family. Our parents have taken care of us for years. They (iv) _____ enabled us to be what we are today.
4. In life, we meet a lot of people and come (i) _____ numerous things. Many people (ii) _____ to be extremely warm and friendly initially. However, in most cases, as we get to know them, we find out that they are not that nice. (iii) _____ actual personality is hidden (iv) _____ the fake mask they wear to build relationships for their personal gain.
5. Uniforms are a great team-building resource (i) _____ your staff, (ii) _____ they can improve overall customer service as well as brand awareness. Company uniforms make it easy for buyers to locate employees (iii) _____ a crowd, cutting down on response time. Uniforms also benefit client satisfaction by extending awareness of your company, both during and outside of work hours. Employees who wear uniforms with a company's logo and colours allow your business to become instantly recognisable (iv) _____ local customers.

6. Pollution touches all parts of (i) _____ planet and it's the largest environmental cause of disease and premature death in the world today. It (ii) _____ our health through the food we eat, the water we drink (iii) _____ the air we breathe. Addressing pollution is not only an environmental priority, (iv) _____ a priority for the achievement of the sustainable development goals.
7. Having strong communication skills aids in all aspects of life – from professional life (i) _____ personal life and everything that falls (ii) _____ between. From a business standpoint, all transactions result (iii) _____ communication. Good communication skills are essential to allow others and yourself to understand information (iv) _____ accurately and quickly.
8. When a crocodile eats (i) _____ prey, it actually sheds tears. Not (ii) _____ it feels bad for killing its prey, but simply because when it chomps (iii) _____ its food, it hisses a lot. That pushes warm air (iv) _____ its sinuses, triggering the tear-glands into action. Although the science behind it was worked out only recently, crocodile tears have been observed for centuries. And they have entered our lexicon to mean insincere, fake tears.
9. Pampore, a small town (i) _____ the banks of the river Jhelum, near Srinagar, is the main centre (ii) _____ saffron cultivation in India. The best saffron (iii) _____ from Spain, which is the world's largest producer. Saffron, the most expensive spice in the world, is known (iv) _____ 'kesar' in other parts of India.
10. Take proper care (i) _____ your hands, specially (ii) _____ nails. They should (iii) _____ kept dirt-free (iv) _____ trimmed regularly. Hair should be washed regularly to appear neat and tidy.
11. A school is a place where many students (i) _____ different cultures and attitude converge. The first thing they learn in primary school (ii) _____ that there are so many different kinds of people. They experience the pains and pleasures of getting to know (iii) _____ schoolmates. They discover their own strengths (iv) _____ weaknesses. They learn the meaning of tolerance, teamwork, friendship, selfishness, etc.
12. Indian cuisines are known worldwide particularly for (i) _____ hot spicy curries involving the excessive chillies (ii) _____ aromatic spices, enough to stimulate one's lost appetite. While cooking (iii) _____ authentic Indian recipe, one has to stick to the traditional Indian spice mixtures or even better, single spices that (iv) _____ available in India.
13. Children seem to (i) _____ impatient to grow up while old people wish they were young again. Each age (ii) _____ with it its pleasures and pains. One must (iii) _____ to make the best of each age and enjoy the present rather than brood over the past (iv) _____ dream about the future.
14. Do you prefer window (i) _____ aisle seat? How crucial is it to passengers (ii) _____ they sit while they are inside (iii) _____ aeroplane? Apparently, the seat they (iv) _____ during a journey is important to them.

15. Contemporary lifestyle sees (i) _____ increasing consumption of junk food, and spending time watching television (ii) _____ playing computer games. Overeating along with lack of physical exercise are the major causes leading (iii) _____ teenage obesity. Large intake of high-calorie food and low-nutrient food (iv) _____ to unnecessary weight gain.
16. Diabetes is a metabolism abnormality that (i) _____ the way your body uses blood sugar (glucose), (ii) _____ is the main source of energy. To understand diabetes, you have to start from (iii) _____ beginning—with food. Your body converts a portion of the food you (iv) _____ and digest into glucose.
17. As soon as I saw the elephant, I knew certainly that I ought not (i) _____ him. But at the moment I (ii) _____ round at the crowd that had followed me and were eager (iii) _____ fun and meat. The crowd (iv) _____ the road for a long distance on either side.
- (i) (a) shoots (b) is shooting (c) shot (d) shoot
(ii) (a) glances (b) glanced (c) is glancing (d) will be glancing
(iii) (a) follow (b) follows (c) following (d) had followed
(iv) (a) has blocked (b) had blocked (c) will be blocked (d) blocks
18. Asaf Khan who (i) _____ the expedition against the city (ii) _____ that the little country which (iii) _____ by a woman would (iv) _____ very easily without (v) _____ even a blow. It was to his surprise when he (vi) _____ that the city (vii) _____ to offer a strong resistance. He (viii) _____ with him only a small force to fight a battle.
- (i) (a) has led (b) led (c) was leading (d) has led
(ii) (a) expected (b) has been expecting (c) had expected (d) was expected
(iii) (a) rule (b) was ruled (c) is ruled (d) was ruling
(iv) (a) was taken (b) be taken (c) will be taken (d) is taking
(v) (a) striking (b) is striking (c) has been striking (d) has struck
(vi) (a) found (b) had found (c) finds (d) will find
(vii) (a) was preparing (b) is preparing (c) was prepared (d) is prepared
(viii) (a) had brought (b) brought (c) has brought (d) had been brought
19. The newspaper recently (i) _____ a report of a man in search of his newly born twin. The babies were missing at hospital where his wife (ii) _____ birth to them. The hospital authorities claimed that the babies (iii) _____ but they refused to hand over (iv) _____ bodies. Now, the unfortunate father (v) _____ a complaint with the police.
- (i) (a) carries (b) is carrying (c) will be carried (d) carried
(ii) (a) has given (b) had given (c) will be given (d) giving
(iii) (a) to die (b) has died (c) is dying (d) had died
(iv) (a) theirs (b) her (c) his (d) their
(v) (a) to lodge (b) is lodging (c) has lodged (d) lodges

20. Yesterday, as I (i) _____ along the mall, a taxi (ii) _____ near me. A man (iii) _____ me by my first name. I (iv) _____ as I failed to recognize the man, who (v) _____ and repeating my name.

(i) (a) walks (b) is walking (c) was walking (d) had been walking
(ii) (a) stopped (b) stops (c) to stop (d) will stop
(iii) (a) addressing (b) addressed (c) to address (d) has addressed
(iv) (a) is surprised (b) was surprised (c) surprising (d) to surprise
(v) (a) smiles (b) to smile (c) was smiling (d) has been smiling

21. Fill in the blank by using the correct form of the word in the bracket, for the given portion of a letter:

Subject: Placement of order for electronics

We have never been given any opportunity to complain and the goods _____ (*reach*) as well on time and in excellent condition.

22. Fill in the blank by choosing the correct option to complete the headline appeared on a school notice board.

The students appearing for Pre-board _____ that there will be no prep leave after the Dussehra break.

(a) are to be informed (b) are hereby informed
(c) is hereby informed (d) were being informed

23. Fill in the blank by using the correct form of the word in the bracket:

The policeman gave no _____ (*indicate*) that there was a road banner ahead.

24. Fill in the blank by choosing the correct option to complete the headline appeared in a magazine.

India will record an increase of 116 per cent in Type 1 diabetes cases by 2040, up from 2021. Globally, the number of cases _____ by 106.9 per cent.

(a) will increase (b) has increase
(c) will be increased (d) will be increasing

25. Fill in the blank by choosing the correct option to complete the narrative.

Sunday is the day _____ most countries respect a day of rest in the week.

(a) which (b) whose (c) when (d) where

26. Fill in the blank by choosing the correct option to complete the instructions for opening a bank account.

For opening a bank account, you (i) _____ to select a bank of your choice. You (ii) _____ to visit the bank and contact the Customer Care Officer there. Thereafter, you should meet the concerned authority. You (iii) _____ to submit the required documents. Don't forget to visit the bank for collecting the passbook and the ATM card.

(i) (a) require (b) are required (c) will require (d) have to require
(ii) (a) will (b) should (c) need (d) are
(iii) (a) must (b) shall (c) are required (d) should

Answers

1. (i) for (ii) to (iii) needs (iv) the
2. (i) reach (ii) remain (iii) reduces (iv) is
3. (i) brings (ii) then (iii) at (iv) have
4. (i) across (ii) appear (iii) Their (iv) behind
5. (i) for (ii) and (iii) in (iv) by
6. (i) the (ii) affects (iii) and (iv) it's
7. (i) to (ii) in (iii) from (iv) more
8. (i) its (ii) because (iii) on (iv) through
9. (i) in (ii) for (iii) comes (iv) as
10. (i) of (ii) the (iii) be (iv) and
11. (i) of (ii) is (iii) their (iv) and
12. (i) the (ii) and (iii) an (iv) are
13. (i) be (ii) brings (iii) try (iv) and
14. (i) or (ii) where (iii) an (iv) occupy
15. (i) an (ii) and (iii) to (iv) leads
16. (i) affects (ii) which (iii) the (iv) eat
17. (i) (d) shoot (ii) (b) glanced (iii) (d) had followed (iv) (b) had blocked
18. (i) (b) led (ii) (c) had expected (iii) (b) was ruled
(iv) (b) be taken (v) (a) striking (vi) (a) found (vii) (c) was prepared
(viii) (b) had brought
19. (i) (d) carried (ii) (b) had given (iii) (d) had died (iv) (d) their
(v) (c) has lodged
20. (i) (c) was walking (ii) (a) stopped (iii) (b) addressed
(iv) (b) was surprised (v) (c) was smiling
21. reached 22. (b) are hereby informed 23. indication
24. (d) will be increasing 25. (d) where
26. (i) (b) are required (ii) (c) need (iii) (c) are required



4

Reordering of Sentences

Read the jumbled sentences carefully and arrange the phrases/words in its correct order.

1. (a) will impact / we / our / all / feel / the / of / in / daily / leadership / lives
(b) the / lives / studying / of / understanding / way / of / it / is / by / and / believes / great leaders / one
(c) and / much / an / leadership / is / human / trait / that / has / important / the subject / of / been / research / study
(d) of / our / inculcate / early / in / leadership / the / must / we / virtue / lives
2. (a) born / geniuses / not / made / are
(b) the / moon / as / rare / they / blue / are / as
(c) have / qualities / that / of / training / instruction / or / are / inborn / they / independent
(d) have / in / been / their / respective / they / trailblazers / fields
3. (a) my / sailing / first / experience / it / was / the / of / in / sea
(b) morning / weighed / boarded / we / the / ship / 10:00 / in / anchor / the / but / it / was well / 5 o'clock / before / ship / at / the / past
(c) retired / my / along / I / to / cabin / with / the / friends
(d) glory / breaking / in / the / all / its / day / was
4. (a) around / the / realised / an / corner / death / farmer / aged / that / was / for / him
(b) the / farm / he / not / able / said / he / longer / to / was / any / run
(c) the / farmer / nothing / his / from / nothing / sons / that / advised / comes
(d) he / reward / reminded / always / reaps / work / hard / them
5. (a) inseparable / part / of / become / an / earphones / have / our / lives
(b) listening / crossing / not / roads / unusual / to / it / is / to / music / while / see / people / busy
(c) take / such / I / often / have / wondered / they / why / risks
(d) to / if / want / it / bothering / is / as / tell / the / world / stop / them / to / they

6. (a) to / most / it's / way / make / the / dreams / of / life / your / and / achieve / a / great / your
 (b) in / most / the / of / life / quality / offered / foreign / is / high / countries
 (c) migrating / today / are / people / countries / therefore, / to / foreign
 (d) be / loneliness / ready / there, / must / when / but / you / are / you / for
7. (a) invention / 21st / is / the / of / television / the / century / best
 (b) has / the / is / television / educational / brought / also / world / universally / closer / and
 (c) imparts / instantly / about / information / to / everyone / world / almost / television / the / and
 (d) together / is / perhaps / it / the / only / family / medium / can / that / the / whole / watch
8. (a) technology / been / lives / created / modern / has / to / daily / enhance / our
 (b) the / daily / our / are / to / world / enslaved / electronic / lives
 (c) to / of / how / we're / a / crowd / in / learning / live / front
 (d) of / increasingly / ourselves / we / making / fools / are
9. (a) erosion / modern / is / wrath / the / of / flood / due / of / river / civilization / to / experiencing
 (b) standing / off / on / uprooted / the / coasts / not / should / cut / or / be / trees
 (c) which / for / vegetation / provides / surface / the / controls / the / heat / build-up / earth
 (d) is / warming / major / factor / of / global / deforestation / global / the
10. (a) to / safe / the / Indian / changed / tendency / lie / the / last / has / over / 10 years
 (b) people / disposable / a / higher / income / to / adventurous / have / activities / spend / on
 (c) their / to / executives / several / send / adventure-oriented / corporates, / activities / these / days,
 (d) available / are / easily / today / adventurous / for / the / activities / youth
11. (a) buildings / are / the / Egypt / the / stone / in / of / oldest / the / world / pyramids
 (b) 5,000 / nearly / stood / have / for / years / they
 (c) thousands / continue / it / stand / that / they / will / to / seems / for / of / years
 (d) helped / climate / has / Egypt / pyramids / of / to / preserve / the / dry / the
12. (a) uphill / of / laughing / for / us, / loud / is / task / most / out / an
 (b) time / laughed / last / out / do / the / you / remember / you / loud?
 (c) and / up / creative / laughter / the / the / juices / mind / frees / opens
 (d) all / learn / can / comedian, / joyful / not / be / a / but / we / be / more / everyone / can / to

- 13.** (a) children / country / asset / are / as / their / the / important / conserved / of / most
 (b) powerful / flower / they / the / new / with / of / are / fragrance / any / nation
 (c) future / the / country / some / the / and / declining / are / the / of / people / power / destroying
 (d) availed / must / all / they / resources / children / be / with / the / poor / which / lack
- 14.** (a) will impact / we / our / all / feel / the / of / in / daily / leadership / lives
 (b) soul / mind / great / book / elevates / and / a / the / enriches / the
 (c) enables / reading / through / the / world / eyes / us / the / of / others / to / see
 (d) be / points / flexible, / to / trains / the / other's / of / to / comprehend / view / it / mind
- 15.** (a) used / you've / if / you / a / favour, / after / favour / someone / that / follow-up / does
 (b) forget / that / we / kindergarten / we / not / should / the / learned / basics / in
 (c) must / who / progress / being / is / everyone / desires / to / make / in / life / courteous / a / for
 (d) courtesy / manners / in / act / demands / our / daily / life / good / and / good
- 16.** (a) morning / the / with / joy / the / of / the / air / fills / heart / coolness
 (b) and / spirits / gain / in / health / in / but / of / work / as / well / efficiency / early / not / only / risers
 (c) enjoy / in / the / beauties / of / morning / they / can / the / nature / early
 (d) at / risers / always / ill / late / ease / are
- 17.** (a) disappointment / to / lead / broken / and / sorrow / promises
 (b) and / his / word / thoughtful / keeps / is / always / gentleman / true / a
 (c) to keep / and hasten / promise / it / will be / he / slow to / a / make
 (d) friendship / a / you / broken / cost / promise / your / can
- 18.** (a) this / has / bright / generation / future / a / young
 (b) the / are / a / students / lot / motivated
 (c) they / achieve / willing / are / tirelessly / to / their / goals / to work
 (d) they / sky is / that / for / the / know / the / them
- 19.** (a) Rajasthan / Bharatpur National Park / located / is / in
 (b) by / vegetation / 29 sq. km / surrounded / it / and / is / area of / an / covers
 (c) it / thousands / attracts / of / every year / migratory birds
 (d) haven / for / this / is / a / many / place / birds
- 20.** (a) the police / to inform / this man / if you see / immediately / you are advised
 (b) last seen / at the / this man / was / in the / Kwaliti Restaurant / Parliament Street

- (c) this man / decides to give / the police / unless / will not / a reward / be caught
 (d) to his arrest / if I were / information / poor / I / would provide / leading
- 21.** (a) the spiders / are / not / most of / dangerous
 (b) every / found / spiders / are / continent / on / almost
 (c) very / helpful / they are / eat / they / because / flies / other / and / insects
 (d) don't / get / caught / spiders / own / in / their / webs
- 22.** (a) not speak in / a message / one need / order to communicate / or convey
 (b) communicate in / of animals / a number / language / chemical
 (c) to pass messages / smelly chemicals / pheromones are / secreted by / some insects
 (d) antennae / others / messages with the / pick up these / help of
- 23.** (a) winter sport / Luge is a / the luger lies on / in which / his back / and races down on / on a sled / ice covered course
 (b) French word / a / from / the name / the / of / sport / comes
 (c) luge shed / is made / the / wood and fibre glass / of
 (d) the Winter Olympics / Shiva Keshavan / the first Indian / to / compete / is / in a luge event / at
- 24.** (a) does / why / reddish orange / the rising / sun / setting / or / appear
 (b) through the atmosphere / of the sun / the / are scattered as / rays / they / travel
 (c) the sun / overhead / is / when / rays / the vertically / travel
 (d) yellow colour / scattered / the / is / more so / appears / overhead / yellow / the sun
- 25.** (a) healthy / donate / between / any / blood / person / 18 and 65 years / can
 (b) blood / before / the doctor / all / screens / donors / donation
 (c) does / donating / not / weakness or / cause / discomfort / blood
 (d) all the blood / camps / sterilized / are / used / in / instruments
- 26.** (a) a lot of / requires / mountaineering / a / expedition / careful planning
 (b) waterproof tents / light warm / the equipment / includes / and oxygen cylinders / clothing
 (c) no footholds / have to make / climbers / over walls of rock / their way / where there are
 (d) they carry / this dangerous path / their tents, / across / food and everything else / instruments / they may require
- 27.** (a) living / was / religion / Gandhiji / a force / to
 (b) studied / to find / different / approach to life / religions / correct / a / he

- (c) to shed / this / mindedness / helped him / narrow
- (d) he / tolerant / and / became / other religions / for

28. (a) writing / system / telephone / am / to / I / about / banking / your complain
(b) I / tried / four / details / this week / to / system / access / to / my account / times / have / use / the
(c) crashed / on / I / the / system / been / that / each / informed / computer / has / have / occasion
(d) branch / day / person / unable / to / working / a / am / I / bank / my / as / during / the / visit

Answers

1. (a) We all feel the impact of leadership in our daily lives.
(b) One way of understanding it is by studying the lives and believes of great leaders.
(c) Leadership is an important human trait that has been the subject of much research and study.
(d) We must inculcate the virtue of leadership early in our lives.
2. (a) Geniuses are born not made.
(b) They are as rare as the blue moon.
(c) They have inborn qualities that are independent of instruction or training.
(d) They have been trailblazers in their respective fields.
3. (a) It was my first experience of sailing in the sea.
(b) We boarded the ship at 10:00 in the morning but it was well past 5 o'clock before the ship weighed anchor.
(c) I retired to the cabin along with my friends.
(d) The day was breaking in all its glory.
4. (a) An aged farmer realised that death was around the corner for him.
(b) He said he was not able to run the farm any longer.
(c) The farmer advised his sons that nothing comes from nothing.
(d) He reminded them hard work always reaps reward.
5. (a) Earphones have become an inseparable part of our lives.
(b) It is not unusual to see people listening to music while crossing busy roads.
(c) I have often wondered why they take such risks.
(d) It is as if they want to tell the world to stop bothering them.

6. (a) It's a great way to make the most of your life and achieve your dreams.
(b) The quality of life offered in most foreign countries is high.
(c) Therefore, people are migrating today to foreign countries.
(d) But when you are there, you must be ready for loneliness.
7. (a) Television is the best invention of the 21st century.
(b) Television has brought the world closer and is also universally educational.
(c) Television imparts information about the world almost instantly and to everyone.
(d) It is perhaps the only medium that the whole family can watch together.
8. (a) Modern technology has been created to enhance our daily lives.
(b) Our daily lives are enslaved to the electronic world.
(c) We're learning how to live in front of a crowd.
(d) We are increasingly making fools of ourselves.
9. (a) Modern civilization is experiencing the wrath of flood due to erosion of river.
(b) Trees standing on the coasts should not be cut off or be uprooted.
(c) The earth provides surface for vegetation which controls the heat build-up.
(d) Global deforestation is the major factor of global warming.
10. (a) The Indian tendency to lie safe has changed over the last 10 years.
(b) People have a higher disposable income to spend on adventurous activities.
(c) Several corporates, these days, send their executives to adventure-oriented activities.
(d) Adventurous activities are easily available for the youth today.
11. (a) The oldest stone buildings in the world are the pyramids of Egypt.
(b) They have stood for nearly 5,000 years.
(c) It seems that they will continue to stand for thousands of years.
(d) The dry climate of Egypt has helped to preserve the pyramids.
12. (a) For most of us, laughing out loud is an uphill task.
(b) Do you remember the last time you laughed out loud?
(c) Laughter opens up the mind and frees the creative juices.
(d) Not everyone can be a comedian, but we can all learn to be more joyful.

- 13.** (a) Children are conserved as the most important asset of their country.
(b) They are the new flower with powerful fragrance of any nation.
(c) Some people are declining the power and destroying the future of the country.
(d) Poor children must be availed with all the resources which they lack.
- 14.** (a) Books enrich humanity and transport us to a different world.
(b) A great book enriches the mind and elevates the soul.
(c) Reading enables us to see the world through the eyes of others.
(d) It trains the mind to be flexible, to comprehend other's points of view.
- 15.** (a) If someone does you a favour, follow-up after you've used that favour.
(b) We should not forget the basics that we learned in kindergarten.
(c) Being courteous is a must for everyone who desires to make progress in life.
(d) Courtesy demands good act and good manners in our daily life.
- 16.** (a) The coolness of the morning air fills the heart with joy.
(b) Early risers gain not only in health and spirits but in efficiency of work as well.
(c) They can enjoy the beauties of nature early in the morning.
(d) Late risers are always ill at ease.
- 17.** (a) Broken promises lead to disappointment and sorrow.
(b) A true gentleman is always thoughtful and keeps his word.
(c) He will be slow to make a promise and hasten to keep it.
(d) A broken promise can cost you your friendship.
- 18.** (a) This young generation has a bright future.
(b) The students are a motivated lot.
(c) They are willing to work tirelessly to achieve their goals.
(d) They know that for them the sky is the limit.
- 19.** (a) Bharatpur National Park is located in Rajasthan.
(b) It covers an area of 29 sq. km and is surrounded by vegetation.
(c) It attracts thousands of migratory birds every year.
(d) This place is a haven for many birds.
- 20.** (a) If you see this man, you are advised to inform the police immediately.

- (b) This man was last seen in the Parliament Street at the Kwaliti Restaurant.
- (c) Unless the police decides to give a reward this man will not be caught.
- (d) If I were poor I would provide information leading to his arrest.
- 21.** (a) Most of the spiders are not dangerous.
- (b) Spiders are found on almost every continent.
- (c) They are very helpful because they eat flies and other insects.
- (d) Spiders don't get caught in their own webs.
- 22.** (a) One need not speak in order to communicate or convey a message.
- (b) A number of animals communicate in chemical language.
- (c) Pheromones are smelly chemicals secreted by some insects to pass messages.
- (d) Others pick up these messages with the help of antennae.
- 23.** (a) Luge is a winter sport in which the luger lies on his back on a sled and races down on ice-covered course.
- (b) The name of the sport comes from a French word.
- (c) The luge shed is made of wood and fibre glass.
- (d) Shiva Keshavan is the first Indian to compete in a luge event at the Winter Olympics.
- 24.** (a) Why does the rising or setting sun appear reddish orange?
- (b) The rays of the sun are scattered as they travel through the atmosphere.
- (c) When the sun is overhead, the rays travel vertically.
- (d) The yellow colour is scattered more so the sun overhead appears yellow.
- 25.** (a) Any healthy person between 18 and 65 years can donate blood.
- (b) The doctor screens all donors before blood donation.
- (c) Donating blood does not cause weakness or discomfort.
- (d) Sterilized instruments are used in all the blood camps.
- 26.** (a) A mountaineering expedition requires a lot of careful planning.
- (b) The equipment includes waterproof tents, light warm clothing and oxygen cylinders.
- (c) Climbers have to make their way over walls of rock when there are no footholds.
- (d) They carry their tents, instruments, food and everything else that they may require across this dangerous path.

- 27.** (a) Religion was a living force to Gandhiji.
(b) He studied different religions to find a correct approach to life.
(c) This helped him to shed narrow mindedness.
(d) And he became tolerant for other religions.
- 28.** (a) I am writing to complain about your telephone banking system.
(b) I have tried four times this week to use the system to access my account details.
(c) On each occasion, I have been informed that the computer system has crashed.
(d) As a working person, I am unable to visit my bank branch during the day.



5 Transformation of Sentences

1. Read the dialogue between Shabnam and her mentor, Sara, regarding her summer internship programme. Report Sara's dialogue by choosing the correct option.

Sara: Why did you choose to participate in this internship programme?

Shabnam: Ah! I am convinced that this programme has the potential to enhance my abilities.

Sara asked Shabnam _____ in that internship programme. Shabnam sighed and exclaimed that she was convinced that that programme had the potential to enhance her abilities.

- (a) why to choose to participate (b) to choose participation
(c) about her choice to participate (d) with her choice in participating

2. Read the dialogue between Charlie and Patty, about Santa Claus. Report the dialogues by choosing the correct option.

Charlie: Dear Santa, here is a list of what I want. How do you suppose Santa Claus can afford to give away all those toys?

Patty: Promotion! Don't kid yourself. Everything these days is promotion! I will bet if the truth were brought about, you will find that he's being financed by some big eastern chain.

While making the list of what Charlie wanted from Santa Claus, he asked Patty how

(i) _____ all those toys. She said that (ii) _____ and that it was possible as Santa (iii) _____ big eastern chain.

- (i) (a) Santa Claus could afford to give away
(b) Santa Claus will give away
(c) Santa Claus gave away
(d) Santa Claus is giving away
(ii) (a) everything these days were promotion
(b) everything these days was promotion
(c) everything those days was promotion
(d) everything these days was going to be promotion
(iii) (a) was financing by some big eastern chain

- (b) had been financed by some big eastern chain
- (c) was being financed by some big eastern chain
- (d) will be financed by some big eastern chain

3. Read the dialogue between Shruti and Aksa. Report the dialogues by choosing the correct option.

Shruti: Your dress is very pretty!

Aksa: My mother gave it to me on my birthday.

Shruti: When does your birthday fall?

Shruti told Aksa (i) _____. Aksa informed her (ii) _____. Shruti enquired (iii) _____.

- (i) (a) that your dress is pretty (b) that her dress is pretty
- (c) that your dress was pretty (d) that her dress was pretty
- (ii) (a) that my mother had given it on her birthday
- (b) that her mother had given it on her birthday
- (c) that her mother had given it on my birthday
- (d) that her mother has given it on her birthday
- (iii) (a) when her birthday fell on (b) when your birthday falls on
- (c) when your birthday is on (d) when your birthday was on

3. Report the dialogue between Shailaja and Ms. Ankita, by completing Shailaja's sentence:

Shailaja : Ma'am, when will you return my Geography project file?

Ms. Ankita : It is yet to be checked, child. And I am not keeping well these days.

Shailaja rang up her teacher Ms. Ankita and asked _____ project file. Shailaja, in response to her question, replied that it was yet to be checked and further added that she was not keeping well those days.

4. Read the dialogue between Doctor and Sagar, regarding morning walk. Report the dialogues by choosing the correct option.

Doctor: Do you go for a morning walk?

Sagar: I don't have enough time in the morning.

Doctor: But morning walk is very essential for you.

Sagar: I walk many miles a day during the course of my work.

The doctor asked Sagar (i) _____. Sagar told him (ii) _____ enough time in the morning. The doctor insisted that (iii) _____. Sagar told him that he walked many miles a day during the course of his work.

- (i) (a) if you went for a morning walk (b) if he went for a morning walk
- (c) if you go for a morning walk (d) if he goes for a morning walk

- (ii) (a) that I do not have (b) that I did not have
 (c) that he did not have (d) that he does not have
- (iii) (a) morning walk had been very essential for him
 (b) morning walk has been very essential for him
 (c) morning walk was very essential for him
 (d) morning walk is very essential for him

5. Read the dialogue between Alba and Gulab, regarding his grandfather. Report the dialogues by choosing the correct option.

Alba: Where are you going now?

Gulab: I am going to look for my grandfather.

Alba: What happened to him?

Gulab: He was suffering from high fever.

Alba asked Gulab (i) _____. Gulab replied that (ii) _____. Alba further asked him (iii) _____. Gulab told him that he had been suffering from high fever.

- (i) (a) where I am going now (b) where he was going then
 (c) where I was going then (d) when he is going then
- (ii) (a) he is going to look for his grandfather
 (b) I am going to look for my grandfather
 (c) he was going to look for his grandfather
 (d) he was going to look for my grandfather
- (iii) (a) what was happening to him (b) what is happened to him
 (c) what has happened to him (d) what had happened to him

6. Select the correct option to report the conversation between Sahil and his uncle.

Sahil : I need some cash before I leave for the trip.

Uncle : You can ask for some from your teacher, if required. I have already spoken to her.

Sahil said that he needed some cash before he leaves for the trip. His uncle responded that _____. He had already spoken to her.

- (a) he can ask for some cash from your teacher, if required
 (b) he could asked for some cash from your teacher, if required.
 (c) he could be asked for some cash from your teacher, if required.
 (d) he can ask for some cash from his teacher, if required.

7. Select the correct option to report the conversation between Ayush and Alisha.

Ayush : What did you think about the question paper?

Alisha : I didn't think it was very difficult.

Ayush : I found the writing section very interesting.

Ayush asked Alisha _____. Alisha replied that she didn't think it was very difficult. Ayush added that he found the writing section very interesting.

- (a) what she thought about the question paper
- (b) what did you think about the question paper
- (c) what you thought about the question paper
- (d) what she think about the question paper

8. Read the dialogue between mother and daughter. Report the dialogues by choosing the correct option.

Mother: Why don't you clean up your study table, dear?

Daughter: I don't have time, Mama.

Mother: How can you study in this mess?

The mother lovingly asked her daughter (i) _____. The daughter replied (ii) _____. Expressing her surprise, the mother asked her (iii) _____.

- (i) (a) why don't you clean up your study table
(b) why you did not clean up your study table
(c) why she didn't clean up her study table
(d) why she does not clean up her study table
- (ii) (a) that I don't have time
(b) that she don't have time
(c) that she does not have time
(d) that she didn't have time
- (iii) (a) how she could study in that mess
(b) how she can study in this mess
(c) how can you study in this mess
(d) how you could study in that mess

9. Report the dialogue between a vendor and his customer, by completing the sentence.

Vendor: It is nice to see you, Sir.

Customer: Yes, indeed! Unlike last month, I have been away for quite some time this month.

The vendor greeted his customer respectfully and mentioned that he was pleased to see him. The customer answered in the affirmative and explained that _____.

10. Report the dialogue between Mr Gupta and Raman, by completing Mr Gupta's sentence:

Mr Gupta : Can you manage the post of a public relations executive? It will involve some degree of stress too.

Raman : I'm sure I will be able to do the job competently.

Mr Gupta asked Raman _____. Raman assured Mr Gupta that he would be able to do the job competently.

11. Read the dialogue between Raman and Sukanya. Report the dialogues by choosing the correct option.

Raman: Sukanya, why is this old lady shouting at you?

Sukanya: I don't know. I haven't done anything to her, yet I am afraid.

Raman asked Sukanya (i) _____. Sukanya replied (ii) _____ and she thought (iii) _____ yet she was afraid.

(i) (a) why that old lady is shouting at her

(b) why that old lady was shouting at her

(c) why that old lady was shouting at you

(d) why that old lady is shouting at you

(ii) (a) that I did not know

(b) that she does not know

(c) that I do not know

(d) that she didn't know

(iii) (a) she had not done anything to her

(b) I had not done anything to her

(c) she hadn't done anything to her

(d) I have not done anything to her

12. Manoj shared some information with Neeraj about his flight to Kanpur. Report Neeraj's question.

Were you excited on your first flight?

13. Change the speech by choosing the correct option.

My brother said, "I bought a cricket bat."

(a) My brother said that I bought a cricket bat.

(b) My brother said that he bought a cricket bat.

(c) My brother said that he had bought a cricket bat.

(d) My brother said that he has bought a cricket bat.

14. Report the dialogue between a grandson and his grandfather, by completing the given sentence:

Grandson : Grandpa, can you tell me what inspired you to set up a school in the village?

Grandfather : Seeing the lack of adequate facilities and the children's eagerness to learn.

In response to the question about his reason for setting up of a village school, the grandfather says that _____.

15. Rahul shared some information with Shahid about a marathon. Report Shahid's question.

Did you participate in the Flash Virtual Marathon?

16. Read the dialogue between teacher and student. Report the dialogues by choosing the correct option.

Teacher: Has anyone of you seen a camel's skin?

Student: Yes, madam.

Teacher: Where did you see it?

Student: On camel's back madam.

Raman asked Sukanya (i) _____. Sukanya replied (ii) _____ and she thought (iii) _____ yet she was afraid.

- (i) (a) if anyone of them have seen a camel's back
(b) if anyone of them has seen a camel's skin
(c) if anyone of them had seen a camel's skin
(d) if anyone of them saw a camel's skin
- (ii) (a) that I have seen it (b) that he had seen it
(c) that I had seen it (d) that he has seen it
- (iii) (a) where he had seen it (b) where you have seen it
(c) where you had seen it (d) where he has seen it

17. Androcles stood in the arena in dismay. The king was watching the hungry lion coming to eat Androcles. Report the dialogue between King and Androcles by completing the given passage:

King : The lion is going to kill and eat you.

Androcles : Oh God! Please help me.

King : Why didn't the lion kill you?

Androcles : We are old friends.

The king told Androcles that the lion (i) _____ kill and eat him. Androcles prayed to God (ii) _____. The King asked him (iii) _____ him. Androcles replied that they (iv) _____.

18. Select the correct option to report the conversation between Rekha and Dolly.

Rekha : Anita's mother is seriously ill and is in the hospital.

Dolly : What has happened to her?

Rekha : She complained of chest pain yesterday.

Rekha told Dolly _____. Dolly asked what had happened to her. Rekha told her that she had complained of chest pain the previous day.

- (a) that Anita's mother had been seriously ill and is in the hospital
(b) that Anita's mother was seriously ill and was in the hospital
(c) that Anita's mother is seriously ill and is in the hospital
(d) that Anita's mother has been seriously ill and has been in the hospital

19. Select the correct option to report the conversation between Sumit and Kapil.

Sumit : My father has decided to gift me a bike on my birthday.

Kapil : It is a wonderful news!

Sumit informed his friend Kapil that _____. Kapil was very happy and said that it was a wonderful news.

- (a) my father had decided to gift me a bike on my birthday
- (b) his father has decided to gift me a bike on my birthday
- (c) my father has decided to gift him a bike on his birthday
- (d) his father had decided to gift him a bike on his birthday

20. Ritu met Anita and saw her crying. Report Ritu's question.

Anita, what is the matter?

21. Report the dialogue between Tony and Sarita, by completing the sentence:

Tony : Why did you call me?

Sarita : Will you go to the museum with me?

Tony asked Sarita why she had called him. Sarita wanted to know whether Tony _____.

22. Select the correct option to complete the conversation between Kamal and Disha.

Kamal : Disha, are you going to attend the concert tomorrow?

Disha : No, I have my assignments pending. I need to submit all the pending assignments by tomorrow without fail.

Kamal asked Disha whether she was going to attend the concert the next day. In response to his question, Disha replied in negative and said that she had her assignments pending and she _____ without fail.

- (a) needs to be submitted all the pending assignments by the next day
- (b) needs to submit all the pending assignments by the next day
- (c) needs to submit all the pending assignments by tomorrow
- (d) needed to submit all the pending assignments by the next day

23. Report the dialogue between Ram and Shyam, by completing the given passage:

Ram : What a cold day it is! I think this must be the coldest day of the season.

Shyam : I don't mind the cold. It is the summer that bothers me.

Ram explained that (i) _____ and was positive that (ii) _____. Shyam replied that (iii) _____ and further added that (iv) _____.

24. Report the dialogue between Sanjay and Madan, by completing the given passage:

Sanjay : I am surprised to see you here in my office. When did you come?

Madan : I came here yesterday. I have been offered a job here.

Sanjay told Madan (i) _____ and asked
(ii) _____. Madan replied that he had come there the previous
day and added that (iii) _____.

25. Report the dialogue between two students. Complete the sentence by reporting the reply correctly.

Ramesh : Are you planning to participate in the annual play?

Saera : I would like to but I don't think I will be selected.

Ramesh asked Saera whether she was planning to participate in the annual day to which
Saera replied _____.

Answers

1. (c) about her choice to participate
2. (i) (a) Santa Claus could afford to give away
(ii) (c) everything those days was promotion
(iii) (c) was being financed by some big eastern chain
3. (i) (d) that her dress was pretty
(ii) (b) that her mother had given it on her birthday
(iii) (a) when her birthday fell on
4. (i) (b) if he went for a morning walk
(ii) (c) that he did not have
(iii) (d) morning walk is very essential for him
5. (i) (b) where he was going then
(ii) (c) He was going to look for his grandfather
(iii) (d) what had happened to him
6. (d) he can ask for some cash from his teacher, if required.
7. (a) what she thought about the question paper
8. (i) (c) why she didn't clean up her study table
(ii) (d) that she didn't have time
(iii) (a) how she could study in that mess
9. unlike the previous month, he had been away for quite some time that month.
10. if he could manage the post of a public relations executive
11. (i) (a) why that old lady is shouting at her
(ii) (d) that she didn't know

- (iii) (c) she hadn't done anything to her
- 12.** Neeraj asked Manoj if he was on his first flight.
- 13.** (d) My brother said that he has bought a cricket bat.
- 14.** he did so seeing the lack of adequate facilities and the children's eagerness to learn
- 15.** Shahid asked Rahul if he had participated in the Flash Virtual Marathon.
- 16.** (i) (c) if anyone of them had seen a camel's skin
 (ii) (b) that he had seen it
 (iii) (a) where he had seen it
- 17.** (i) was going to (ii) to help him
 (iii) why the lion had not killed (iv) were old friends
- 18.** (b) that Anita's mother was seriously ill and was in the hospital
- 19.** (d) his father had decided to gift him a bike on his birthday
- 20.** Ritu asked Anita what the matter was.
- 21.** would go to the museum with her
- 22.** (b) he needs to submit all the pending assignments by the next day
- 23.** (i) it was a very cold day
 (ii) it must be the coldest day of the season
 (iii) he did not mind the cold
 (iv) it was the summer that bothered him
- 24.** (i) that he was surprised to see him there in his office
 (ii) when he had come
 (iii) he had been offered a job there
- 25.** that she would like to but she didn't think she would be selected



6

Classified Advertisement

You come across classified advertisements in the columns of newspapers and magazines. It is categorised in separate columns, occupies less space and is more economical.

Important features of classified advertisements are:

- Written in short phrases and words
- Simple, concise and to the point
- Comprehensive, yet must include all important matter
- Give all necessary details in points using commas
- Clearly state the category at the top. *E.g.:* For Sale, To-Let, Situations Wanted/Vacant, Bride/Bridegroom Wanted, Lost And Found/ Missing, Travels & Tour, Sad Demise, etc.
- Give address, name, and contact number
- Put the matter in a box

Given below is a set of 10 advertisements with the required value points.

VALUE POINTS	ADVERTISEMENT
Name, age and height, looks, features, complexion, identification marks, clothes/shoes/spectacles/turban, language(s) known, health/mental condition, date since when missing, last seen when and where, contact, promise of reward.	Old woman named Anama aged 67 years is missing from Rahimnagar since 20th February, 20XX. She is about 5.4", fair, speaks only Hindi. She was wearing blue green suit and slippers. She has a big mole on her nose and is unwell. Anyone who finds her will be suitably rewarded. Kindly contact: V.K. Sharma, 22/14, Arabica Nagar, Delhi.

VALUE POINTS	ADVERTISEMENT
Begin with 'wanted' or 'required', name of the company, post and number of vacancies, age and gender of the candidate, qualifications and experience, other details (optional), pay scale and perks, mode of applying, contact address and phone no.	Applications are invited by Reddy Business Services, a division of Reddy Finance Limited for the post of HEAD-HR in Hyderabad. Applicant should be around 35 years of age, postgraduate in HR, minimum five years of experience in HR functions and conversant with the best HR practices in the industry. Apply with full particulars and the emoluments expected, within a week to Chief HR Manager, Reddy Business Services, No. 5, Tarnaka, Hyderabad-04.
Handsome/smart boy, well settled in business or job, income, education, property, complexion/age/height, caste/religion community, family background, type of marriage: early marriage, simple marriage, details of the prospective bride, contact address and telephone number.	A reputed family based in South India is looking for a suitable alliance from an educated and cultured family for their fair and handsome 5'6", 36 year old only son having good personal, social and business values. A Post Graduate in Economics and running his own business successfully since the last 5 years in Delhi. Girl should be good looking, tall, fair and well educated with strong personal and family values. Caste no bar. Please forward the details to: goodalliance4@gmail.com.
No. of bedrooms/size of rooms, floor(s), drawing-cum-dining room, lawn/garden, type of bathrooms/type of kitchen, porch/garage/store, fixtures and fittings, direction/location, type/condition of construction, electricity/water supply, locality and surroundings, contact/schedule for site visit, preference: executives/officers/companies/small families, expected rent, contact address/phone no.	Recently renovated, east-facing, fully furnished, and air conditioned flat, first floor with LED and refrigerator. 3 BHK, two baths, modular kitchen with IGL gas pipe and 24 × 7 water supply. Parking facility for 2 cars. Near shopping complex. Rent ₹50,000 p/m, Contact: Mr Vansh: +91-32898-23XXX.
Make of the vehicle, model of the vehicle, year of manufacture/purchase, colour, accessories, condition, mileage, ownership details, licence plate number, insurance details, kms run/done, price expected, contact name and address/telephone number.	A black Maruti Polo 2008, 1.3 cc is available for immediate sale. Completed 27,789 kms only, VIP number, sparingly used, fitted with brand new tyres & alloy wheels. Latest Panasonic music system with CD Player, 1000 W amplifier, woofer and speaker, mileage 15 kmpl with AC. No dealers please. Contact-Rehan, 98155-XXXXX.

VALUE POINTS	ADVERTISEMENT
Name of the deceased and family background, date and cause of death, date, time and venue of last prayer, a tribute of his/her work, achievement, a list of mourners and contact details.	With profound grief we inform everyone of the untimely demise of our beloved daughter Ramya Sharma (1995-2013) on Sunday, the 15 February 2015, after a brief illness. Cremation will take place on Tuesday, the 17 February at Municipal Crematorium, Besant Road, Rahim Nagar, New Delhi. Grief-stricken: Mr and Mrs A.K. Sharma (Parents); Soumya Sharma (Sister); All friends and relatives.
Area: 1500 sq. yards/metres, locality, situated: corner plot/park facing/on NH1, name of promoter: HUDA/DDA/private dealers, etc. allotment details, expected price, details of development of the area, suitability: residential/godown/commercial/industrial/software/IT companies/transport companies/educational institutions etc., contact number/e-mail.	1000 sq. metre Industrial plot with sale certificate and 250 KV industrial connection suitable for manufacturing and supply chain is for sale. Fully developed and furnished three storey office and waiting area. Parking space available, on Coimbatore-Chennai Highway, Coimbatore, Tamil Nadu. Contact: T. Balasubramanian, +91-973493XXXX.
Service(s) product(s) for which tender invited, estimated cost and security deposit, terms and conditions, availability of application/tender documents, last date to apply and date of opening tenders, issuing authority/office/department with contact details.	Sealed tenders are invited for repair and maintenance of furniture items of this office from reputed agencies. The tender forms will be sold w.e.f. 7.2.2017 to 12.2.2017 between 10:00 A.M. and 1:00 P.M. The price of each tender form is ₹ 215/-, which is to be paid through a bank draft in favour of 'The Commissioner, Income Tax, Mayur Bhavan, New Delhi'. The tender forms can be submitted on 16.2.2017 between 11:00 A.M. and 1:00 P.M. in the office of the Dy. Commissioner. The tenders will be opened on 16.3.2017 at 4:00 P.M. Rama Mishra (Dy. Commissioner-Income Tax)

VALUE POINTS	ADVERTISEMENT
Description of articles found (withhold vital details for identification), invite the owner to put on claim by identifying, contact number.	Found a bag full of professional certificates in a bus from Yamunanagar to Delhi. Whosoever has lost it may claim by identifying the contents and by providing authentic proof of ownership. If nobody claims the bag by 25-02-2015, it will be handed over to The Senior Inspector, ISBT, Delhi. Contact: Vikas, +91-39106870XX.
Name of the travel company/agency, tours/cruises/sightseeing offered, duration and dates of tours, tariff for individuals/couples/groups including discounts, accommodation, food and mode of transport, visa requirements and assistance in visa process, booking period, quality of service, contact address including e-mail, phone number and website.	Explore the world in ways you never thought with Sea Bourne Cruises. Discover fresh foods and world-class entertainment in a ship as relaxing as is stunning. Special cruises to Singapore, Mauritius, and Maldives. Most exciting and thrilling itineraries for individuals/couples and groups. Deluxe hotels and choice of Continental, Chinese, Indian and local cuisine. Courteous and multilingual tour guides for sightseeing. Daily departures at very attractive rates. Special discounts for families. Free for children below 8 years. Contact for booking now: Sea Bourne Cruises, 1st Floor, Raheja Towers, Vishakhapatnam, Andhra Pradesh. Phone 040-5334455 or visit our website www.seabournecruises.com .

Sample Advertisement

1. You are the Manager of Infocom Network, C-3 Main Shopping Centre, Vasant Vihar, New Delhi. Draft an advertisement offering office furniture for sale. Give relevant details. (3 marks)

Ans.

FOR SALE

Fourteen chairs, ten desktop tables, ten file cabinets, special printer desk in perfect condition for sale.
The price is negotiable.

Contact Person: Ramakant Mishra, **Phone:** 9587290278
Manager, Infocom Network
C-3 Main Shopping Centre,
Vasant Vihar, New Delhi

2. The Principal of Sunrise Global School, Agra requires a receptionist for her school. Draft a suitable advertisement in about 50 words to be published in the classified columns of a national newspaper giving all the necessary details of qualifications and experience required. (3 marks)

Ans.

RECEPTIONIST WANTED

Applications are invited by Sunrise Global School, Agra. Applicant should be around 28 years of age, graduate, minimum five years of working experience, conversant with the best practices of schools. Apply with full particulars and the emoluments expected, within a week to the Principal of Sunrise Global School, Agra-65. Phone no.: 040-234561.

3. You are Karan Kumar/Karuna Bajaj, a leading lawyer practising in Surat. You want to buy an independent house at City Light Road to be used as office-cum residence. Draft an advertisement in about 50 words for the classified columns of a local newspaper. You can be contacted at 45645678. (3 marks)

Ans.

WANTED INDEPENDENT HOUSE

Wanted an independent house as office-cum-residence, newly constructed, unfurnished/semi-furnished, east-facing, vastu compliant, preferably ground floor, minimum five rooms, two attached washrooms, in City Light Road. Should have regular water supply, covered parking space. Contact Person: Karuna Bajaj, Phone no.: 45645678.

4. You are Karan/Karuna of M-114, Mall Road, Delhi. You are a civil engineer and have recently returned from UAE. You are looking for a suitable job in India. Draft an advertisement for the same in about 50 words. Give details of your qualifications, experience, nature of job and expected remuneration. (3 marks)

Ans.

SITUATION WANTED

Wanted a job with a reputed construction company for a UAE returned civil engineer with more than 5 years of experience, B.Tech (Civil Engineering) from Delhi College of Engineering. Worked for two years with Mahindra Group, New Delhi and 3 years with ACL Limited, Dubai. For further details, contact:

Karan

M-114, Mall Road, Delhi

904321651

5. Your school, Akash Public School, Agra needs a canteen manager. On behalf of the Principal, write an advertisement in about 50 words to be published in the classified columns of a local daily. Mention the educational and professional qualifications, other qualities required in the manager, who to apply to and the last date for the receipt of applications. (3 marks)

Ans.

REQUIRED A CANTEEN MANAGER

Applications are invited for the post of Canteen Manager.

Applicant should be around 35 years of age, minimum Class X pass, ten years of experience in running a school canteen. Apply within a week with full particulars and emoluments expected, to the Principal, Akash Public School, 12, Besant Road, Agra.

The Principal
Akash Public School

6. You need to buy a flat. Draft a suitable advertisement in about 50 words to be published in the classified columns of a local newspaper giving all the necessary details of your requirement. You are Karan/Karuna, M114, Mall Road, Delhi. (3 marks)

Ans.

WANTED FLAT

Wanted 2 BHK newly constructed, unfurnished/semi-furnished, east-facing, vastu compliant flat, preferably ground floor, in North Delhi. Should have 24/7 water & electricity supply, covered parking space. Contact Person: Karan, Phone: 654322100.

7. You are Vikram/Sonia, an Hon's graduate in history with specialisation in Medieval India. You are well acquainted with places of historical interest in Delhi, Agra and Jaipur. You are looking for the job of tourist guide. Write an advertisement in not more than 50 words for the 'Situation Wanted' column of a local newspaper. Your contact no. is 999751234. (3 marks)

Ans.

SITUATION WANTED

A well-qualified, experienced Hon's graduate in history, seeking a job as a tourist guide, age – 28 years, hardworking, specialised in history of Medieval India, familiar with places of historical interest in Delhi, Agra and Jaipur; good communication and interpersonal skills. Salary negotiable.

Contact: Sonia 999751234

8. You are the Dean, Admissions, MNT Professional College, Chandigarh. Draft an advertisement in about 50 words giving information about admission to undergraduate courses offered by your college. Include all relevant details. (3 marks)

Ans.

Educational MNT Professional College, Chandigarh Offers

B.Com, B. Tech, B.SC., B. Mus, B. Pharm & LLB.

Admissions on–

- Experience & excellent faculty
- CBSE, ICSE, ISC & all state boards
- Candidates with pass certificates
- Apply immediately

Fee concession & exemption as per rules

Contact: Secretary, MNT PC, Sector 12, Chandigarh

Phone: 1122538790

9. You are Vikram/Sonia, an electronic engineer who has recently returned from the US and looking for a suitable job in the IT industry. Draft an advertisement in about 50 words for the Situation Wanted column of a national newspaper. Your contact number is 9193010203. (3 marks)

Ans.

SITUATION WANTED

A well-qualified, experienced and expert electronics engineer recently returned from the US seeks a suitable job in a reputed IT company. M. Tech from the IIT Mumbai, age 35 years, experience 10 years, working with Webcom, London. Expected salary 85k per month.

Contact: Vikram 9193010203

10. You are Arnit/Arnika. You want to sell your car as you are planning to buy a new one. Draft a suitable advertisement to be published in the vehicles column of a newspaper. (3 marks)

Ans.

CAR FOR SALE

Available for sale, black Honda City, model 2014, lineage 12 kmpl, 12,000 km driven, new seat covers, stereo fitted, non-accidental, single hand driven, fully insured, complete documentation, pollution control certificate, affordable prices.

11. You are Harish/Harshita of 12, Seva Nagar, Pune. You want to sell your flat as you are shifting to another city for work. Draft a suitable advertisement in not more than 50 words to be published in 'The Pune Times' under the classified columns. (3 marks)

Ans.

FOR SALE

A 3 BHK, 1,500 sq. ft, on the ground floor, Savita Vihar, is available for outright sale. East facing, 3 balconies, water heater, a/c, 24*7 water and electricity. Parking for 2 cars, near schools, colleges, metro, taxi, auto stand and Apollo hospital. Expected price 1.5 crores.

12. You are the Principal of National Public School, Jaipur. You require a TGT (Maths) for your school. Draft a suitable advertisement in not more than 50 words for the 'Situations Vacant' column of 'The National Times' stating essential and desirable qualifications, experience, etc. of the candidates. (3 marks)

Ans.

SITUATION VACANT

Required a well-qualified, Mathematics TGT for National Public School, Jaipur. Aged between 30-40, fluent in English, master's degree in mathematics, minimum 5 years experience, hard working, well mannered, salary negotiable. Walk-in interview at Principal office, National Public School, Jaipur on 23rd June 20XX.

Contact no: 9999- 8373- 99

Email address- nationalpublicschool123@gmail.com

Questions for Practice

1. You are Rama/Radha, General Manager of Hotel Alpha, Hyderabad. You need a receptionist for your hotel. Draft an advertisement in not more than 50 words to be published in "The Times of India", calling for applicants. (3 marks)
2. You are Ramesh/Ramani, the owner of an independent house in D-Block, Mayur Vihar-I, Delhi. You plan to sell it off. Draft an advertisement in not more than 50 words to be published in "Delhi Times", giving all the relevant details. (3 marks)
3. You are Sudha/Sudhir of Shalimar Bagh, New Delhi. You wish to purchase some property in Karol Bagh. Draft an advertisement in not more than 50 words to be published in "Delhi Times", giving all the relevant details. (3 marks)
4. You are Mahima/Mahesh. You plan to sell your two-wheeler. Draft an advertisement in not more than 50 words to be published in "Delhi Times", giving all the relevant details. (3 marks)
5. You are Suchi/Sujit. You lost a folder containing your certificates while travelling on a bus from Bhubaneswar to Bhadrak. Draft an advertisement in not more than 50 words to be inserted in the 'Lost and Found' column of "The Indian Express", giving all the relevant details. (3 marks)
6. *Organise My Trip*, C-45, Hauz Khaz, New Delhi claims to offer the cheapest air tickets for any destination by an airline besides offering free tour guide facilities. Draft an advertisement in not more than 50 words to be published in "The Hindustan Times", giving all the relevant details. (3 marks)
7. You have shifted your company and are selling some printing and coating machines. Draft an advertisement in not more than 50 words to be published in "Delhi Times", giving all the relevant details. (3 marks)

8. You have recently started an institute for ABACUS for schoolchildren. Draft an advertisement in not more than 50 words to be published in “The Hindustan Times”, giving all the relevant details. **(3 marks)**
9. You are Bipin, Manager of Raheja Publishing House. You are going to hold a children’s books exhibition in Town Hall, New Faridabad. Draft an advertisement in not more than 50 words to be published in “The Hindustan Times”, giving all the relevant details. **(3 marks)**
10. Draft a matrimonial advertisement for a convent educated Punjabi Khatri girl, inventing relevant particulars in about 50 words. **(3 marks)**
11. You are Sutapa/Damodar Dey of 22, Kalinga Nagari, Bhubaneshwar. You want to sell your car as you plan to buy a new one. Draft a suitable advertisement in not more than 50 words to be published in a local newspaper in the classified columns. **(3 marks)**
12. You are Sameera/Sameer the owner of Pink Power, a café run only by women. You are looking for an interior designer to design the interiors of the café. Draft a suitable advertisement for the same, in about 50 words to be published in the classified columns of the National Daily, the local newspaper. **(3 marks)**
13. You are Krishna/Tisha, Secretary, Greenland Enterprises Ltd, Delhi-110006. Your Chairman has asked you to draft an advertisement for a local daily under the classified columns for the vacant posts of one accountant and two office assistants. Draft an advertisement. **(3 marks)**
14. You are Anil Verma of 257, Moti Nagar, New Delhi. You have just passed B.E. (Electrical) in first division from a prestigious Engineering College. You are in need of a job in or around Delhi. Write an advertisement for the ‘Situation Wanted’ column of The Times of India. **(3 marks)**
15. You are Anurag/Aparna of 110, Swasthya Vihar, New Delhi and wish to let out a portion of your newly built house. Draft an advertisement in not more than 50 words for publication in the ‘To Let’ column of The Hindustan Times, giving all necessary details like location, type of accommodation to be rented out, rent expected, contact address including telephone number, etc. **(3 marks)**
16. Orient Export House, Delhi needs a receptionist for their office. Draft a suitable advertisement to be published in the classified columns of the newspaper in not more than 50 words. **(3 marks)**
17. You want to sell your car as you are going abroad. Draft a suitable advertisement in not more than 50 words to be published in classified columns of ‘The Times of India’. Give necessary details of the car. You are Amit/Amita residing in Karol Bagh, New Delhi. **(3 marks)**
18. Ajay Arora wishes to let out a portion of his built house. Draft an advertisement for publication in ‘To Let’ column of HT, giving all the necessary details. **(3 marks)**

- 19.** Applications are invited from suitable candidates for the post of assistant in the Delhi administration. All applications are to be addressed to Director, Recruitment, Old Secretariat, 5, Rajpur Road, Delhi. Draft a suitable advertisement on this account in about 50 words giving necessary details. **(3 marks)**
- 20.** A company from the telecom and insurance sector requires customer service executives for its branch in Navi Mumbai. The company is looking for young dynamic people with good communication skills. Write an advertisement to be published in the classified columns of a local paper. **(3 marks)**





7

Poster

Posters are part notices and part advertisements.

A poster is a useful means of making an announcement or appeal or to create awareness in public interest. It is issued by political parties, NGOs, Education Department, Family Welfare Department, etc.

A poster should exquisitely express their creativity through wonderful sketches, quotations and paintings. It should also convey thought-provoking and meaningful slogans to create awareness on the issue of the given subject.

Content

- The language of a poster should be such that it could easily outline and precisely reflect its message through concisely and creatively drafted posters.
- It is important to be able to communicate your work and ideas effectively, using a variety of presentational methods like poster.
- To start with, determine how large your poster will be and how much space you have been allocated.
- Be succinct and clear in what you are trying to present through the poster.
- The audience should always be kept in mind before drafting anything about your poster's content; e.g., the crowd and the locality that you are targeting.
- Always represent the main findings of your work in the poster.
- You may also present data in a concise form e.g., showing trends, preferably figures, where they support the text.
- The conclusion of your poster should be the climax of your work, and needs to address the main aims and objectives of the project.
- Essential details can include date, time and venue, wherever required.
- Names, issuing authority, hosts/organisers must be distinctly reflected from the poster that you have designed.
- Also, make sure that it doesn't exceed more than 50 words.

Expression

- Simple, clear and concise language is always appreciated.
- Attention must be paid to the organising and sequencing of content.
- It's not necessary that the language of the poster should always be absolutely in a sentence; it may, sometimes, be written in a phrasal form.
- The theme should be the main focus of the poster.
- The poster must not represent any particular individual, organisation or brand name, and must not depict any religious theme.
- While designing a poster, brevity should be maintained as there is always a limited space.
- Clarity is essential with visuals and pictures, and mustn't detract from the message.
- The poster should be balanced with the content and must not be loaded with pictures only.
- The opening of the poster should be able to introduce the purpose of the poster.

Format

SLOGAN		
ORGANISATION'S NAME / ISSUING AUTHORITY		
Title (Seminar/ Competition/ Drama/ Workshop/ Opening, etc.)		
DECENT VISUAL (Pictures/ Images)		
Chief Guest (if any)		
Esteemed presence/ lead artists/ actors, etc.		
DATE	TIME	VENUE

Sample Poster

1. Design a poster that creates awareness to donate organs.

(3 marks)

Ans.

Donate your organs SAVE LIVES

Make a

DIFFERENCE ?

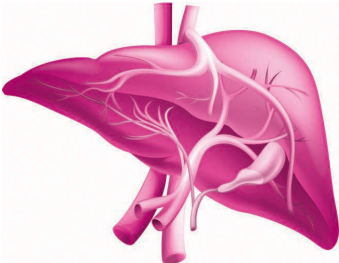
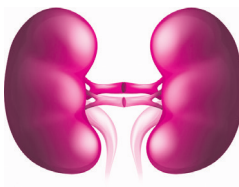
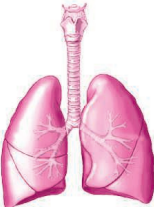
Donate organs, save lives



100's waiting for an eye!
Sign in today!
Keep your eye alive!
Help one person see!

Donate your organs —
You save 8 lives and
50 with tissue donation

Save Lives !!
Give to society!
Live after your death!



Three Important things you need to do

- 1. Register your decision—**
Register at
<http://donatelifeindia.org/register-your-decision/register-donor/>
and ensure that your decision will be known.
- 2. Inform and discuss with your family**
- 3. Always carry your donor card**

REMEMBER YOU DO NOT NEED TO BE A DOCTOR TO SAVE LIVES

Issued in public interest by Donate Life India Organization, New Delhi

2. Design a poster on 'Save Water.'

(3 marks)

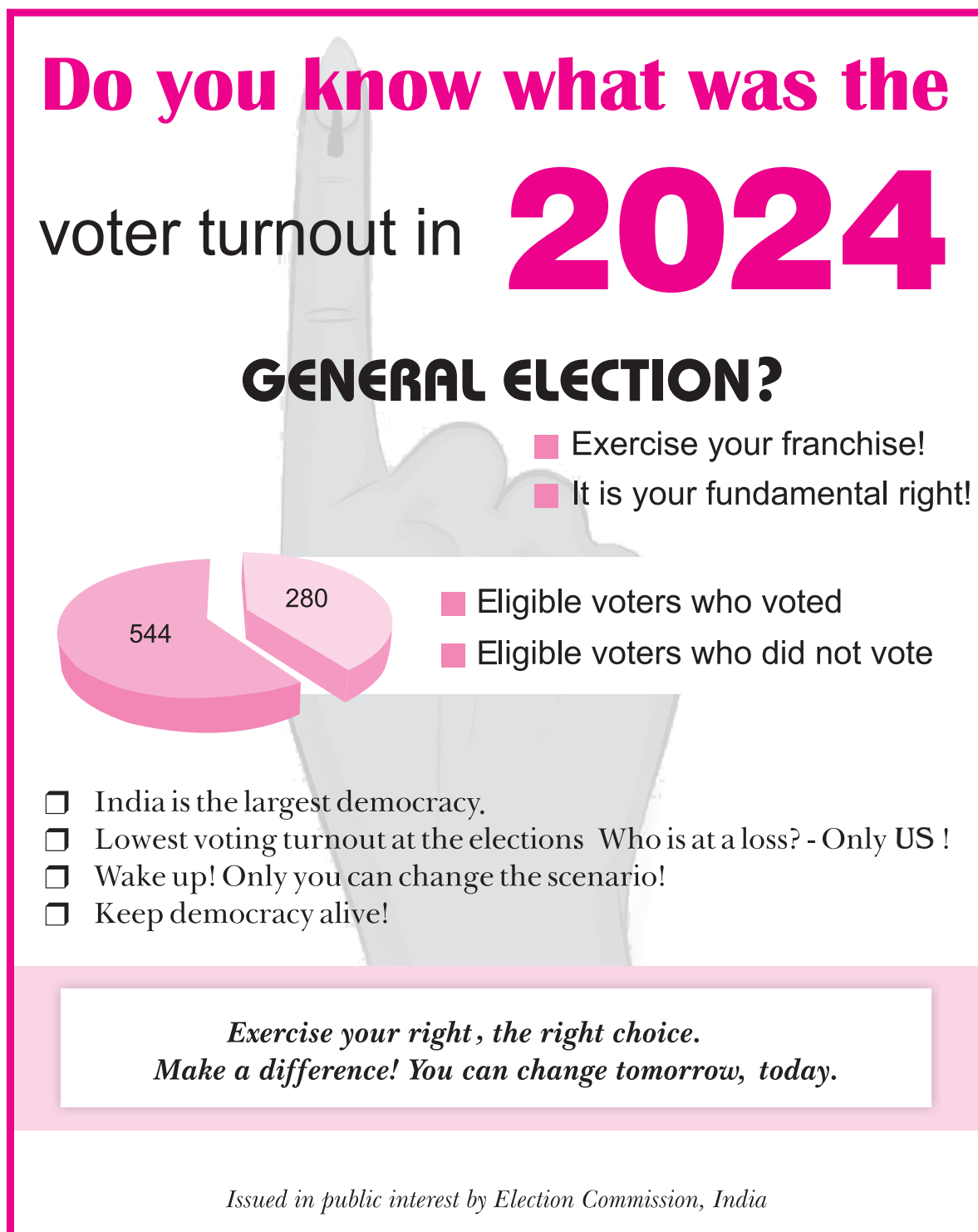
Ans.



3. Design a poster on creating awareness about the importance of voting.

(3 marks)

Ans.



4. Design a poster inviting people to an e-learning fair.

(3 marks)

Ans.



E-learning showcase

Come, see how our instructors are using e-learning to enhance teaching and learning.

Date: 25 January, 20XX
Time: 10 a.m. to 4 p.m.
Venue: Srini Auditorium, 23, Hauz Khas, New Delhi

Register: learningmadeeasy@corp.com

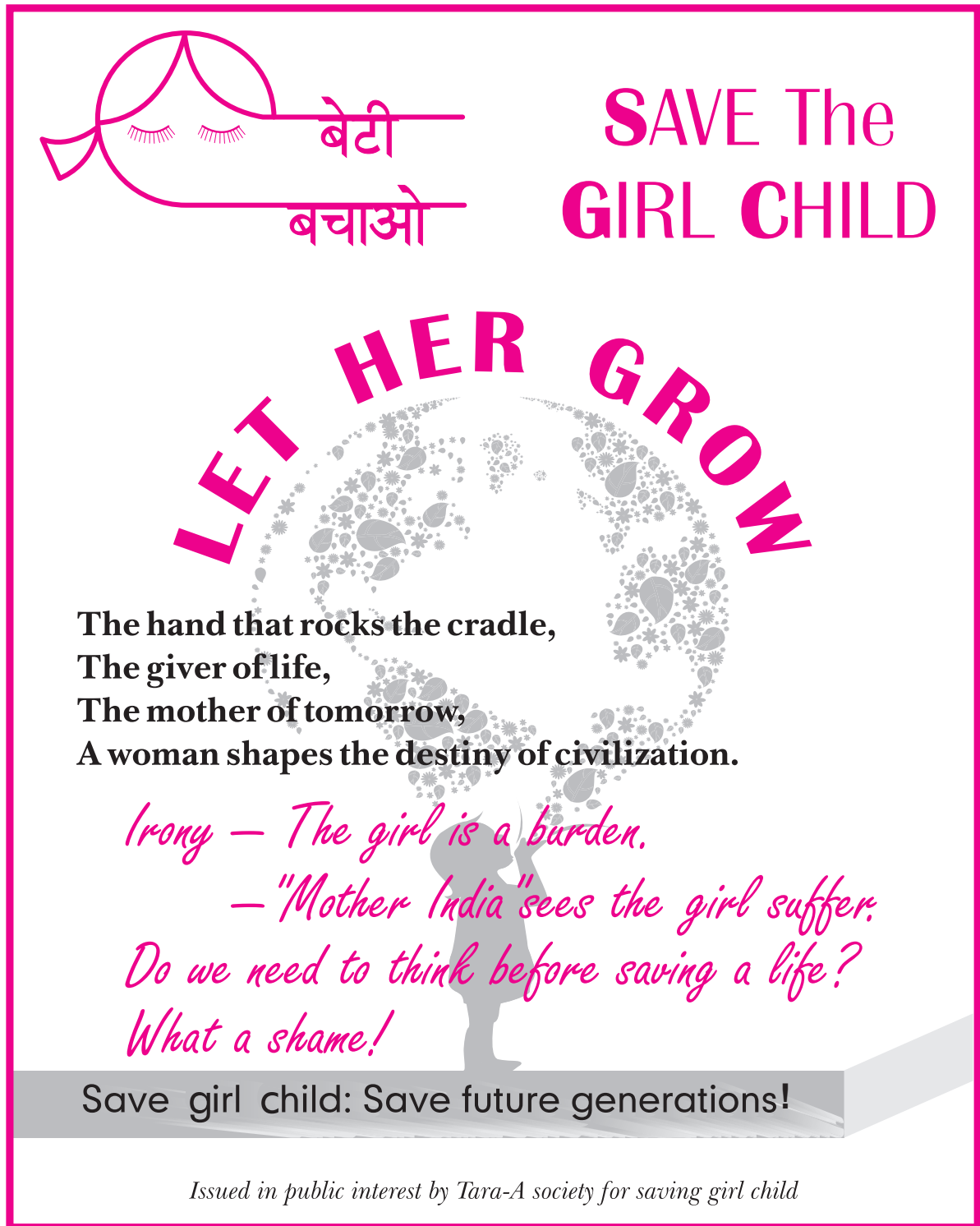
- ⇒ **Blackboard:** is a part of it!
- ⇒ **Teacher-student interaction:** E-learning enhances it!
- ⇒ **Using net for classroom representation and student engagement**
- ⇒ **Discussion Board:** Benefits of online interaction

Sponsored by Apt Learning Solutions,
Digital Solutions, Learning Made Easy Pvt. Ltd.

5. Design a poster creating awareness to save girl child.

(3 marks)

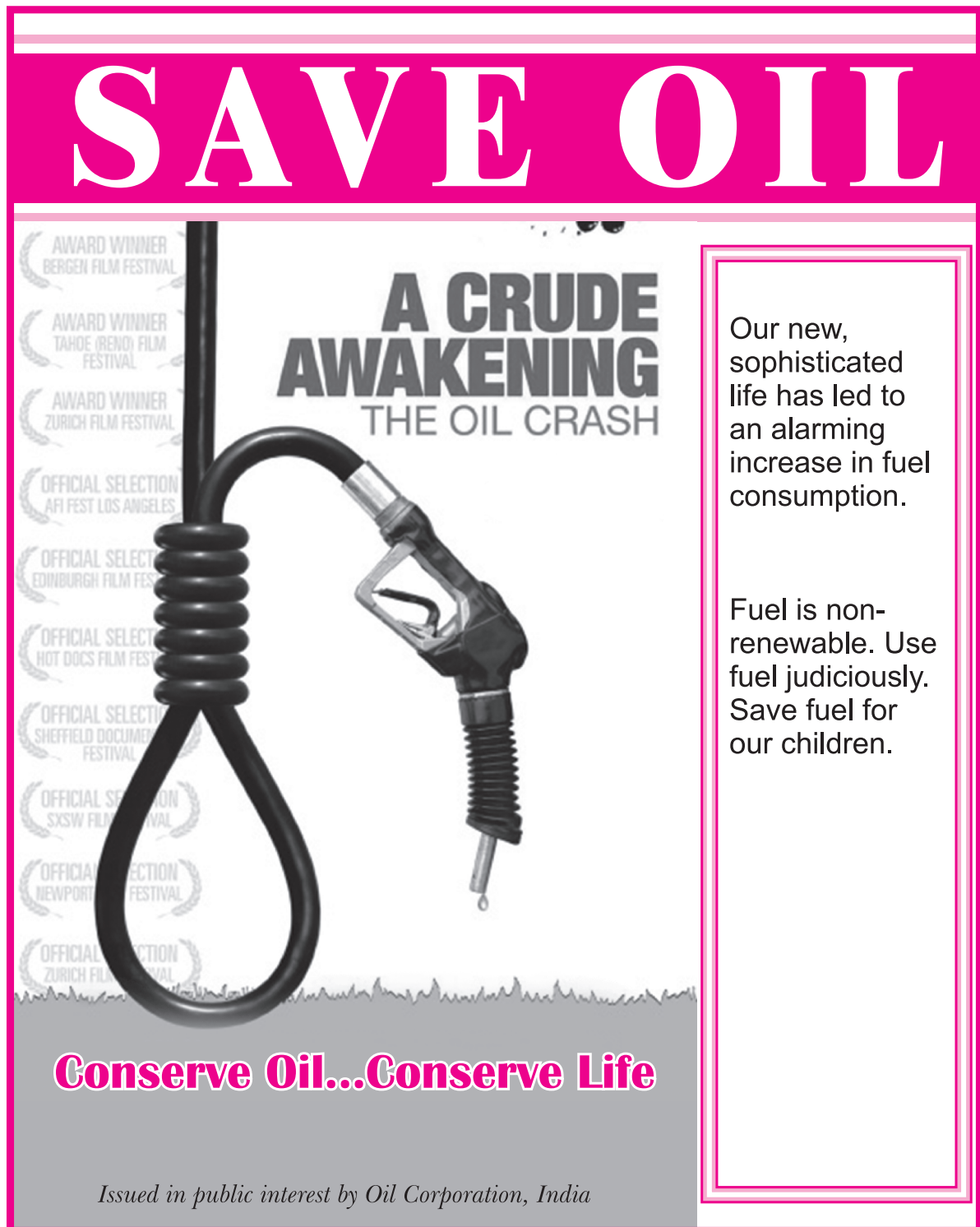
Ans.



6. Design a poster creating awareness about conservation of oil.

(3 marks)

Ans.



7. Design a poster inviting people to a screening, promoting women empowerment by restricting violence. (3 marks)

Ans.



8. Design a poster to encourage tourism by promoting the concept of 'Incredible India'. (3 marks)

Ans.



9. Design a poster creating awareness about child adoption.

(3 marks)

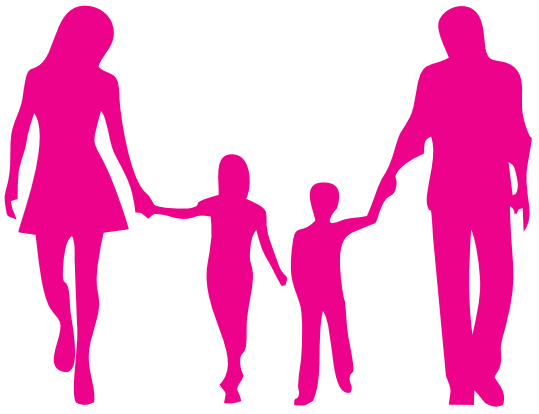
Ans.

“Give A Child a home”

Superman
Jack Nicholson
Eric Clapton
Faith Hill
Spiderman
Snooki
John Lennon
Malcolm X
Nancy Reagan
Nat King Cole
Jesus
President Clinton
Priscilla Presley
Steve Jobs
Aristotle
DMC
Eleanor Roosevelt
Nicole Richie
Marilyn Monroe
Nelson Mandela
Jamie Foxx
Scott Hamilton
and Batman
were all adopted

Pretty cool footsteps to walk in

Adopting one child won't change the world, but for that child, the world would change.



*Give a child a family:
Adopt from Foster homes.*

Issued in public interest by Ministry of Women and Child Welfare, Government of America

10. Design a poster creating awareness about the government's Digital India program. (3 marks)

Ans.



11. Your school is organising a Public Awareness Exhibition. In connection with it, prepare a poster to bring home the importance of conservation of electricity. Your school is A.K. Public School, Green Park, Delhi. (3 marks)

Ans.

Energy-Saving Tips

1. Replace light bulbs with CFLs
2. Unplug electronic gadgets when not in use
3. Adjust your thermostat 5° higher
4. Load up dishwasher until full
5. Keep cool with ceiling fans
6. Power down your computer
7. Wash clothes in cold water



Think



Act



Save

Please switch off the lights and fans before you leave.

Issued in Public Interest by Delhi Electric Board

12. In a recent survey, it was found that your city has the highest rate of pollution in the country. Innumerable vehicles on the road and lack of green cover have made the air unfit to breathe. Draft a poster in about 50 words, creating awareness about the need to keep your city clean and green. You are Rakshita/Rohit of MVN Public School. (3 marks)

Ans.



Questions for Practice

1. You are Antesha/Antyoda of Sunrise International School, Panjim. Your school holds an election for the post of the President of the student's council, where you wish to contest. Design a poster, in not more than 50 words for your voters with your persuasive slogans to attract the voters. **(3 marks)**
2. You are Snigdha Subhashan, a student of Class XI, Tumkur Valley Public School, Tumkur. You have been asked to design a poster, educating the public about safe cyber practices. Design the poster. **(3 marks)**
3. As a Cultural Secretary of Green Vasundhra Club of Ayodhya City, design a poster in not more than 50 words, for promoting good health through 'Health Mela' to be held at the Central Community Hall of the city. Mention some of its attractions. **(3 marks)**
4. The air quality in the city is expected to remain at the higher end of the very poor category even in a zero-firecracker scenario on the eve of Diwali. Draw a poster against the ill-effects of firecrackers on the environment. You are Satish Khurana, President of New Heights Residents Association, Noida. **(3 marks)**
5. As President of Society for Welfare of Animals, design a poster for the general public, appealing for better treatment to animals. **(3 marks)**
6. The Handicrafts Society of India is organising a ten day 'Art and Crafts Mela' in Surajkund, Faridabad. As a Secretary of the organising committee, draft a poster inviting people for the mela. **(3 marks)**
7. Draft a poster announcing a 'Book Exhibition' being organised by the 'Book Lovers' Society of India'. **(3 marks)**
8. A 'Health Mela' is being organised by the Health Department of your state. As a secretary, design a poster creating awareness about the benefits of exercising and inviting for a free health check-up. **(3 marks)**
9. 'A Star Nite' is being organised by the Children's Welfare Organisation of your city. The night is being organised to collect funds for the victims of Uttarakhand floods. Design a poster asking people to attend in great numbers, thus contributing for a noble cause. **(3 marks)**
10. Our society often ignores the elderly. Draft a poster, emphasising how essential the elderly are to our communities, noting that they have been the fathers and mothers who have given us so much. You are Ashish Onkar, a student of class XII of Sunshine Public School, Agra. **(3 marks)**
11. You are the Marketing Manager of Vision India. Design a poster creating awareness about the importance of donating one's eyes. **(3 marks)**
12. Regular exercise is one of the best things you can do for your health, but it should not be at the cost of your life. Recently, Kannada film star, Puneeth Rajkumar died of cardiac arrest and left a throng of grieving fans. Design an effective poster, raising awareness about how excessive workout may be hazardous. **(3 marks)**
13. On behalf of the Department of Environment, draft a poster on the adverse effects on the environment due to garbage burning. **(3 marks)**
14. You are the Secretary of Mukti—A drug de-addiction centre. Design a poster creating awareness among the youth against the use of drugs. **(3 marks)**

15. A 'Check Vehicular Pollution' week is being organised in your community centre. Design a poster creating awareness about vehicular pollution and inviting people to come for a free pollution check. (3 marks)
16. Design a poster for the youth, creating awareness about the overuse of facebook. (3 marks)
17. The reckless and selfish behaviour of people breaking the protocols of social distancing and their unnecessary travelling left you perturbed. As Shekhar Srivastava, a responsible citizen of Skytower Apartment, Ahmedabad, design a poster drawing attention of the public to maintain proper etiquette to combat this virus. (3 marks)
18. A massive earthquake gave you a great jolt last evening. You have decided to educate people about the precautions to be taken in such an hour. Prepare a poster, in not more than 50 words, for creating this awareness. (3 marks)
19. Communal hostilities are on a rise. As a concerned social worker, design a poster, in not more than 50 words, highlighting the importance of communal harmony. You are Ajinkya/Ankita, Rainbow Residential School, Dadri. (3 marks)
20. You are the Secretary of the Welfare of Students Club of your school. Design a poster creating awareness about ragging and its ill-effects. (3 marks)



8

Debate

Debate is an excellent way of exhibiting oratory skill and is particularly helpful in providing experience in developing a convincing argument that leads to open-mindedness, critical and logical thinking. Debate gives students a rare opportunity to take ownership over their own intellectual development.

Initiating the skills of debating would promote and encourage the entrepreneurial culture. While observing a debate, it is vital to talk at a pace which is fast enough to sound intelligent, ensuring that the content is easily understood.

Format of a Debate

- **Salutation:** ‘Respected chairperson, honourable judges, and my dear friends...’.
- **Introduction:** ‘I am here to present my views for/against the motion...’
- **Body of the argument :** May include views, facts, rebutting the statements, questions, etc.
- **Common phrases:** ‘I strongly feel that...’, ‘I would like to draw your attention to...’, ‘May I ask all present...’, ‘I wholeheartedly oppose/support...’, ‘In my opinion...’

Basic Debating Skills

Debate is an excellent way of exhibiting oratory skill and is particularly helpful in providing experience in developing a convincing argument that leads to open-mindedness, critical and logical thinking. Debate gives students a rare opportunity to take ownership over their own intellectual development.

Initiating the skills of debating would promote and encourage the entrepreneurial culture. While observing a debate, it is vital to talk at a pace which is fast enough to sound intelligent, ensuring that the content is easily understood.

Ideal Structure of a Debate

- Formal address
- Introduction
- Arguments for/against the motion
- Conclusion
- Formal thanks

Sample Debate

1. **Should schools promote coaching institutes? Taking a cue from the points given below and using your own ideas, write a debate speech for or against the topic, in about 120-150 words.**

- **Despite CBSE's ban, coaching centres are running classes in schools**
- **Teachers from coaching institutes teach subjects like physics, chemistry and mathematics, English and physical education continue to be taught by the school faculty.**
- **Classes in separate sections from 8 a.m. to 12 noon for the CBSE and competitive examinations.**

(5 marks)

Ans. Respected Chairperson, honourable members of the jury, my worthy opponents and dear audience, I, Bhavik Gautam, would like to speak for the motion, 'Should schools promote coaching institutes'?

CBSE has banned coaching centres running classes in school, yet it seems to flourish in both public and private schools as many parents and guardians are very much in favour of it. Firstly, if we look into the monetary aspect from the point of view of both, then we find that both benefit from it by saving on the huge fee and regular conveyance attached to this. Time management is the second factor. Coping with CBSE syllabus and that of the competitive exams, yet maintaining the required attendance percentage and keeping good health comes after. It is not possible for all parents to judge on the quality of the faculty or time of most advertised institutes. Now, it is the school's responsibility to see to these factors and provide the best service at affordable cost. The safety of the students who willingly join these extra or coaching classes beyond regular school schedule is also their choice. Competition in some fields is so much that there can hardly be an alternative to this for those who are ambitious and make it to the best educational institutions.

I hope I have been able to get my point of view across to you by now.

Thank you

2. **'Private cars should be banned in the congested commercial areas of the cities.' Write a debate, in 120-150 words, either for or against the motion.** **(5 marks)**

Ans. Respected Chairperson, honourable members of the jury, worthy opponents and dear audience. Today I, Ravi, would like to express my views for the motion, 'Private cars should be banned in the congested commercial areas of the cities'.

Owing to personally well managed economic policies and various schemes floated for consumers, there are more private cars now per family than earlier days. The UN census reveals approximately 7,00,000 people in congested commercial areas succumbing to various types of respiratory diseases. The maintenance of some of the best buses are not up to the mark and the size of vehicles are many a time unwieldy. Some individuals regard it as a status symbol to flaunt their vehicles according to their rise in income. This often results in parking spaces encroaching upon highways, where trucks and public vehicles' movements get clogged and bottlenecks are created. India does not have areas demarcated exclusively for the movement of commercial transport, though a time had been fixed to ease out complication for traffic control. Wholesale and retail markets are

most of the time an obsession for a chunk of consumers, who buy in bulk. Hence, the incredible traffic jams that occur on weekdays add to the plight of pedestrian too, who helplessly watch the two-wheelers taking to the footpaths to avoid the hour long wait or snail-slow movement of traffic. It is not only the main towns or metropolises that face this situation, but extended towns and districts too share the same fate. If there is any accident, inadvertent heated exchanges, medical help required or if the police have to intervene to set things right, nothing really works out because of this mesh of private vehicles queued up. The other aspect is the infrastructure in Indian commercial complexes that is far below international recommended norm. Therefore, unless situations are supportive, private cars should be banned from entering or parking in commercial areas.

Thank you

- 3. 'Our large population is not a cause of poverty but an asset, a resource.' Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Respected Chairperson, honourable members of the jury, my worthy opponents and dear audience. Today I, Sasank, would like to express my views against the motion, 'Our large population is not a cause of poverty but an asset, a resource.'

Be it IT jobs, sales, HR or marketing, job hunters frantically crowd at Job Fairs and Career seminars. The literates, both skilled and semi-skilled, try their hand digitally or knock at various doors for the so-called interview. Unemployment is, however, a serious social issue and a major challenge for the state and central governments. Though unemployment rate has fallen from 5.20 to 4.90 now, the agricultural sector and agro-based industrial sector have a tough challenge. With the population reaching to 1.3 billion and more and more hungry mouths to feed, natural and man-made resources are unable to cope with the rising demand for food, shelter and clothing and poverty glares at our face even in a supersonic age. 22% of our population is still below poverty level according to official statistics. Theft, lechery, kidnapping, rape, robbery, and burglary are in most cases committed by migrant labourers, living in slums on the outskirts of towns and cities. Many a time, this teeming, unregistered population find their names in the voters' list or are used as muscle power by unethical political leaders creating a class of hoodlums and assassins, etc.

Thank you

- 4. 'It is cruel to put stray dogs to sleep.' Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Respected Chairperson, honourable members of the jury, and my worthy opponents. Today I, Karan, would like to express my views for the motion, 'It is cruel to put stray dogs to sleep'.

It's all in the mind and of course one's attitude and upbringing with respect to dogs. The mongrels and curs are looked down upon, pelted with stones, kicked or beaten up just because they do not carry a certificate to prove their breed. Initially, for a couple of 'chapattis', stale bread or leftover food they practise utmost loyalty to the street, lane, pocket in which they are born and grow up naturally. Let a stranger try sneaking in quietly, or ragpickers try their hands-on stealth, these stray dogs are the first to set a general alarm, linking up with their kith and kin till the locality is aroused to caution and acceptance. However, some people do not approve of the natural behaviour of these dogs that only bark but not bite. It is true that in some localities, due to the quality

of food and care that they receive regularly, these mongrels do look presentable and often surpass the well bred domesticated ones in some homes, hence posing a threat by appearance to those allergic to dogs, but this by no way means that authorities have to be intimidated and dog catchers fetched to take away these loyal protectors or guards of the locality and finally be put to sleep. Dogs by nature are harmless and man's best friend. We need to be less hyper and more balanced so as to co-exist with them who render unpaid loyal service day and night till their last breath and express their gratitude to a simple look or a polite tone as a sign of acceptance of their existence. Hence, I hope killing of stray dogs, even legally should be banned.

Thank you

5. **'A career counsellor (not you, yourself) is the best person to guide you in the choice of a career.' Write a debate, in 120-150 words, either for or against the motion.**

(5 marks)

Ans. Respected Chairperson, honourable judges, my worthy opponents and dear audience. Today I, Varun, would like to speak in favour of the motion, 'A career counsellor is the best person to guide you in the choice of a career'.

Career counsellors use aptitude and achievement tests to help us evaluate our interests, skills and abilities, our backgrounds, education, training and so on to help us develop realistic goals. They also teach us job searching skills like interviewing and networking. They aid us with a career choice especially these days, when we are flummoxed or frustrated with too many options before us. It is they who with their exposure and experience guide us in the best possible direction. After assessing us through tests, they try matching us with a field suitable for our skills and personality, creating the most profitable match possible in terms of job satisfaction and monetary benefits. They often work late hours to ensure a thorough and satisfactory result.

Hence, if we wish to have a scientific approach to an appropriate choice of career to prosper and progress in life, then career counsellors are indispensable for us.

Thank you

6. **'Social media (Facebook, Twitter, etc.) is being used to create disaffection in society.' Write a debate, in 120-150 words, either for or against the motion.**

(5 marks)

Ans. Dear friends, today, I stand before you to argue in favour of the motion, 'Social media is being used to create disaffection in society'. These days people spend most of their time on social media, updating all the events of their lives. Social networking on the internet is important currently because the internet is the place to be for everything. People head to the internet to shop, to sell things, to meet others and to find what they're looking for. The internet is full of social networking sites and tools that make it very easy to connect with others. For them, it has become more important to connect to more and more people online, rather than make actual connections in person.

It is a dangerous place for young adults or teenagers to be. For them, it is a time to explore the world. But instead, they get addicted to social media. One can never be sure of who the person is behind the profile that he/she has put up. We've even had people committing suicides over rumours spread over some networks about their identities.

Another trouble with social media is that it makes us live for others. We want to have more and more friends on our lists, so the world can see, and we can boast about our 'sociability'. This gives them undue pressure and stress. It has totally changed the meaning of 'friendship'. Now, people have more friends with weaker bonds, than the

other way around. People with camera phones mostly just take pictures when they go out with friends, so they could flaunt it on social media. Although it gives us a chance to know people from all over the world and make friends, we are losing our individuality and our identity.

Thank you

- 7. 'Gyms and fitness centres have reduced the importance of exercise in the park.' Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Dear friends, today, I stand before you to argue against the motion, 'Gyms and fitness centres have reduced the importance of exercise in the park'. Nowadays, increasing number of people are going to the gym more out of convenience and necessity to keep themselves fit, since it is difficult to find open spaces to walk in the present model of urbanisation.

Moreover, exercising in gym has both its pros and cons, whereas exercising in a park is loaded with health benefits provided, one can find in the vicinity. Though going to the gym is more attractive to the young generation as it gives a better physical health, but it is exercising in parks which gives both physical and mental health. Fitness centres and gyms have also become a quotient of status in the society. People going to gyms are looked upon, whereas those going to parks are looked down on.

Another major reason for opting gym over the park is the convenient time for exercise. In today's busy world, people don't have much time for health. By the time one gets back home, it is already dark and closing time for parks. So, gyms are the best alternatives available. Even though parks are the best medium to connect with nature and be fit, people are shifting to gyms.

Thank you

- 8. 'Homes for the aged is a necessity in India.' Write a debate, in 120-150 words, either for or against the motion. You are Shivam/Shivani. (5 marks)**

Ans. Honourable Jury members, teachers and my dear friends. A very good morning to all of you. Today, I am here to share my views on the topic, "Are old age homes necessary in India?"

In today's world, old age homes are necessary specially in India. Parents educate their children and then they travel to different places and countries which may not suit their parents. Hence, someone has to look after their needs. 'Home' here, does not mean for the people who are deserted by their children but the people whose children are working either abroad or somewhere else where they can't take them along. They are ready to pay any amount for their welfare.

In another case, if they are abandoned by their children, even then it is beneficial for old people as old age homes provide them with security, physical and medical stability. People can play, interact and relax at the same time. I feel, we need old age homes to give some people shelter and to others the time of their lives.

Thank you

- 9. 'Everyone should become vegetarian.' Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Good morning! Respected teachers and my dear friends. Today, I got the opportunity to speak against the motion, 'Everyone should become vegetarian'.

Vegetarians are likely to face some difficulties, if they do not eat meat. One of the

difficulties is that the individuals have to pay attention to choose the correct balance of vegetarian food that would meet energy needs. If they chose the wrong type of vegetables, it may lead to malnutrition.

Benefits of non-veg is that high biological value protein is obtained from this diet. It is a main source of vitamin B complex, i.e., B12. It is rich in certain amino acids which the body cannot produce on its own. The risk of anaemia is reduced.

According to medical science, a diet constituting of sea food like fish, and eggs, sharpen our intellect and promote the smooth functioning of our brain. This ultimately accelerates our wisdom. Non-vegetarians have a wide range of food to choose from and in some countries, it is difficult to find vegetarian food.

Thank you

- 10. 'The government has banned the use of animals in the laboratories for the purpose of dissection'. Write a debate, in 120-150 words, either for or against this decision.**

(5 marks)

Ans. Respected Chairperson, honourable judges, and my dear friend. I stand here today, to speak for the motion, 'Ban the use of animals in the laboratories for the purpose of dissection'.

Animal dissection in labs is an unethical and unnecessary part of the secondary school biology curriculum. The millions of animals that are dissected each year in education systems are subjects of severe animal abuse. Animals are often stockpiled on top of one another and shipped in crowded containers with no temperature regulation, food, or water. Animals are treated unjustly, and by conducting dissections, we fund and promote the abuse of animals.

Millions of frogs are brought every year from the wild for dissection purposes. This means that, along with all of the other ways humans are impacting frog species, such as global climate change and pollution, humans are also destroying their population. In the school curriculum, children are taught about the biodiversity crisis and all of its negative aspects. However, at the same time, students are encouraged to contribute to it.

By continuing with animal dissections, school boards are promoting the mistreatment of the animals.

It is not necessary for students to dissect animals in order to see what the insides of the animals look like. If a student were to pursue a career in a field where this is needed, they would have the opportunity to dissect human cadavers in University. However, very few students who participate in these labs in high school will actually go down these career paths. The only thing that an animal dissection lab teaches students is that an animal's life is disposable and unimportant.

Buying animals for all biology classes can be quite costly. The high school dissection sets are also costly and are used only once or twice. The animals used for dissection are also very costly. Children can learn dissection from programs on Discovery Science where programs explaining detailed dissection are shown. Many educational CDs showing dissections are also in the market. The schools can rather take help of such technology to make the students understand how dissection takes place. This way, not only a lot of money can be saved, but also a lot of innocent animal lives can be saved.

Thank you

11. Some people feel that electronic media (TV news) will bring about the end of print media (newspapers). What are your views on the issue? Write a debate, in 120-150 words, either for or against this view. (5 marks)

- use of visuals on TV
- not enough news for 24-hour telecast
- become repetitive and dull
- print media – time tested
- editorial comments
- authentic and fast
- may fabricate news
- even scandals become news
- analysed, verified news
- cater to all interests

Ans. Respected Chairperson, honourable judges, and my dear friends. I stand here today to speak against the motion, 'Electronic media will bring about the end of print media'.

We will keep on buying newspapers, that's for sure. I feel that it is absurd to think that there will only be online newspapers rather than a variety of options in the future. Though I read e-newspaper every day, I do not feel satisfied till I have read a hard copy of a newspaper. In fact, there are many like me.

It is nice to read updated news but even that can be a problem. Often the reliability of the news is not checked and rumours get printed. Sometimes, reading online can also be a problem. I remember how I was reading an interesting novel on the train, on my iPad and because I hadn't charged it, the battery ran out. It was so irritating because I had reached almost the end and also because it was a mystery novel. A book I had with me made my day, though earlier I was cribbing because it felt too heavy for a one-day journey.

One of the things that drives technological changes, such as the proposition that newspapers will go online, is not so much our ability to enforce that change as technologists, but our desire as consumers to see it happen. I am neutral on whether I read my stuff on a digital machine, such as a Kindle or an iPad, online or pre-downloaded, or whether I read it on paper. But there are people who want the choice and there is a generation that doesn't want to adopt the digital newspaper. There are people for whom, because of the upfront cost of the tablet technology, the idea of the digital newspaper will never be right.

It's not really a question of the so-called authority of paper over online journalism.

But the real issue is what the consumer wants. In the past, despite the leading-edge technology available, the public rejected laser disc, minidisc and digital audio tape. People just didn't want it, and I think that is what will happen with this question. We've had newspapers a long time and they aren't going away in the near future.

Thank you

12. Consumerism is increasing day by day. Luxuries of yesterday have become necessities of today. The result is that the more we want the more miserable we become. Write a debate, in 120-150 words, on 'The only way to minimise human suffering and pain is to control our needs'. You are Navtej/Navita. (5 marks)

Ans. Respected Chairperson, honourable judges, and my dear friends. I stand here today to speak for the motion, 'The only way to minimise human suffering and pain is to control our needs'.

Even when people have all they need, they feel deprived. Though they have money, some people stare into empty cupboards or an empty refrigerator bemoaning their circumstances.

Modern consumerism is, in part, a product of our instinct to cope with inner emptiness. Consumerism creates the illusion that we're rich. This is facilitated by credit cards where one is allowed to make purchases beyond their income level. Advertisements also reshape our desires and push us into buying things which we might not need. We are driven to create the illusion of a pain-free life, full of choices that make us feel in control. We need multiple choices for each and every thing, so that we feel like kings of the universe. We need faster pain relievers, appliances to take away all inconvenience, and communication devices to foster immediate exchange. All of these create the illusion of complete pleasure at our fingertips, with none of the hassle of pain. When we are ruled by this kind of physical materialism, we identify ourselves by what we have.

Since human ego is never satisfied, consumerism grows. Increased consumerism evidently comes at a steep price. People are incurring debt and working longer hours to pay for the high-consumption lifestyle, consequently spending less time with family, friends, and community organisations. In the rat race to earn more, our health gets affected and we feel stressful. Through rampant consumerism, we've created a monster with a huge appetite for the planet's natural resources. It's depleting and polluting the planet, impoverishing us and future generations. Excessive consumption can be counterproductive. The irony is that less needs i.e., being satisfied can actually cure some of these problems.

Thank you

- 13. Migration from villages to cities has led to the spread of urban slums. People living in these slums lead a miserable life. Economic disparity leads to the problems of law and order. Write a debate, in 120-150 words, on 'Solution to the problem of misery in the urban slums lies in creating jobs in the villages'. You are Navtej/Navita.(5 marks)**

Ans. Respected Chairperson, honourable judges, and my dear friends. I stand here today to speak for the motion, 'Solution to the problem of misery in the urban slums lies in creating jobs in the villages'. The vast majority of Indians, live in villages, and eke out a meagre existence from agriculture related labour. We tend to forget the fact that our economic prosperity and our lives in urban India are correlated. Therefore, if the goal is India's economic prosperity, somehow the 700 million living in some 600,000 villages of India have to have the same option of living and working in urban India on jobs in non-agricultural sectors. Do we want a future where the majority of Indians are urbanised and are engaged in highly productive non-agricultural sectors? We can choose, and having chosen, we can actually make that future happen.

I believe that to prevent migration from villages to cities, we need to carry out equitable development of rural areas. Instead of only creating job opportunities, Government must improve the quality of slums. Government should also ensure compulsory service in villages for its employers. This would reduce the burden on the cities and also help these people explore the possibility of living in the village. Adoption of villages by corporate would also help. Providing self-employment opportunities to villagers is also a solution. Setting up small-scale industries would help reduce the misery in the urban slums by creating multiple job opportunities. Only when these steps are taken, we can reduce the migration from villages to cities, thereby reducing the spread of urban slums.

Thank you

- 14. 'The policy of reservation of seats for admission to the professional courses is good for the deprived sections of society.' Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Dear friends, today, I stand before you to argue in favour of the motion, 'The policy of reservation of seats for admission to the professional courses is good for the deprived sections of society'.

These days the demand for professional courses is on the rise. Professional courses have become a way of life. These courses guarantee jobs and are usually for a short time. All this has led to a sudden upsurge of such courses. We see every student rushing after these courses. Since these courses are so specific, they are highly priced too. Students who are rich can easily pay for the course and get a job. But what about the poor students? For them getting a job is equally important. Many parents from poor homes pay for their child's education by doing two-three jobs. Seeing the importance and popularity of professional courses, I think it would be good to have a policy of reservation of seats for admission to such courses for the deprived sections of society. Only then, I feel can equality be maintained.

Thank you

- 15. 'Rising prices can be controlled only by the government.' Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Honourable Principal Sir, respected teachers and my dear friends. Today, I stand before you to put forth my views for the motion, 'Rising prices can be controlled only by the government'.

India has witnessed huge economic development in the past 10 years, yet we are not able to control inflation. It is sure that something has gone wrong somewhere. There are many reasons for inflation in India. Increase in the cost of living, lack of control and check over government spending, hoarding of essential commodities by greedy traders, absence of an adequate mechanism to control and fix the prices of essential commodities in market places are some of the reasons. The steep rise in price is not in keeping with the income generated and this disparity is affecting the growth of individuals, and at a higher level, that of the nation.

In order to have an egalitarian society, the government should intervene and defuse the situation before it worsens. It is important that the government put a ceiling to the prices of essential commodities and thus, make it affordable to the common people. The Public Distribution System must be revamped, so that the benefit reaches maximum number of people. Government officials should crack down on such retailers who try to create artificial conditions of lack of commodities, thereby, increasing the price of goods.

Some might say that the government has other important matters to consider than to regulate market rates, others might say that the market should be governed by the principal of demand and supply. However, it is important to remember that the principal duty of the government is towards the public. It is important to do what is best for them. Therefore, I believe that the rising prices can be controlled by the government.

Thank you

- 16. 'The policy of no detention till Class VIII is not in the interest of students.' Write a debate, in 120-150 words, either in favour of or against the motion. (5 marks)**

Ans. Honourable Principal Ma'am, respected teachers and my dear friends. Today, I stand before you to put my views for the motion, 'The policy of no detention till Class VIII is not in the interest of students'.

Under this policy, the students up to Class VIII are automatically promoted to the next class without being held back even if they do not get a passing grade. The policy was implemented as part of the Continuous and Comprehensive Evaluation (CCE) under the RTE Act in 2010 to ensure all-round development of students. The concept of CCE imported from the West, emphasises on evaluating a child through the year, and not just based on the performance in one or two term exams.

It was found that the detention system led to increased dropouts among students, especially from economically and socially-weaker sections, who cannot afford costly private education. In order to overcome this, the no-detention policy was brought in to provide elementary school children an environment free from fear, anxiety and stress. This would help the students learn and grow at their own pace. It would also reduce the undue stress borne by the students due to the increasing competition among students, parents and the educational institutions.

I feel that this policy is not in the interest of students. Since all the students are promoted to the next class, irrespective of their learning, it will lead to students developing a lackadaisical attitude towards studies. It also takes away the difference between good and poor learners, since everyone is treated at par. This policy also does not take into consideration that there can be slow and fast learners. Some students might need more help. However, with this policy, such students cannot be helped, since everyone is the same in the end.

I believe that detention is like a stepping stone to success. It helps students know what is wrong and helps them grow. It is a way of monitoring learners. We need a system of assessment where the learning outcomes are properly assessed. Therefore, I believe that No Detention Policy is a bane for the students.

Thank you

- 17. 'Brain drain is not a bane for a developing country like India'. Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Honourable Principal Ma'am, respected teachers and my dear friends. Today, I stand before you to present my views against the topic, 'Brain drain is not a bane for India'. Brain drain refers to the situation when highly qualified and trained people leave a country to permanently settle in some other country. Many of you might ask why it should bother others if someone is going to another country. You might also feel that brain drain might reduce the population in the country. But the truth is that with the population other things like resources also reduce. Our government spends a lot of money, collected from us through taxes, so that professionals progress in their respective fields and help the country progress. But instead of that, we have students who let the government invest money in them and then cruelly go and seek their fortunes elsewhere. The cost of education being low in our country, we have people coming from abroad who become professionals in their respective fields and go back and help their country. So why is it that we are different? I think we need stringent laws where

professionals need to compulsorily work for some time in their country before going abroad. With better economic policies, better facilities by industries and government promoting entrepreneurship, research friendly atmosphere, better campus selections, there is still hope for India. If proper measures are taken at a faster rate, India can be saved!!!

Thank you

- 18. 'The internet cannot replace a classroom teacher'. Write a debate, in 120-150 words, either for or against the motion. (5 marks)**

Ans. Honourable Principal Sir, respected teachers and my dear friends. Today I, Karuna, stand before you to express my views on the topic, 'The internet cannot replace a classroom teacher'.

With the advent of internet, life has become really easy. All of us have time and again taken the help of internet to collect information. In fact, it has become a lifesaver at times. It can provide answer to all questions, provide different viewpoints on all topics and most importantly help us learn at our own pace, without even going to the school. It can even help students of remote and inaccessible areas. Many of you would question: When we can find everything on the internet, why do we need teachers? This is because teachers touch lives in innumerable ways. They are humans and give a positive impact. Technology can never be a replacement to teachers. There are times when online information may not be authentic. It can never replace the relationships between students and teachers, the bond that we share with our teachers is irreplaceable. The evaluation of internet is unbiased, but this is what is exactly required while teaching and testing. Learning differences among students require different means of testing. Being human and taking student's background and level of understanding of the subject into account is important. Remember teachers give knowledge and wisdom while the internet only gives information. A big thank you to all our teachers for being there for us, for giving us knowledge and wisdom, and for making us what we are today.

Thank you

- 19. Write a debate, in 120-150 words, either for or against the motion, 'Capital Punishment should be abolished'. (5 marks)**

Ans. Respected jury members, teachers and my dear friends. I stand here to speak in favour of the motion, 'Capital Punishment should be abolished'.

Throughout history, societies around the world have used the death penalty as a way to punish the most heinous crimes. While capital punishment is still practiced today, many countries have since abolished it. In my opinion, death penalty guarantees that convicted murderers will never kill again. There have been countless cases where the convicts sentenced to life in prison have murdered other inmates and/or prison guards. Convicts have also been known to successfully arrange murders from within prison. There are also cases where convicts who have been released for parole after serving only part of their sentences – even life sentences – have murdered again after returning to society. A death sentence is the only irrevocable penalty that protects innocent lives.

I believe innocent lives should be valued over the lives of killers. Innocent victims who have been murdered – and in some cases, tortured beforehand – had no choice in their untimely and cruel death or any opportunity to say goodbye to friends and family, prepare wills, or enjoy their last moments of life. Meanwhile, convicted murderers are

sentenced to life in prison – and even those on death row – are still able to learn, read, write, paint, find religion, watch TV, listen to music, maintain relationships, and even appeal their sentence. It can be truly said that capital punishment symbolises justice and is the only way to adequately express society’s revulsion of the murder of innocent lives. The death penalty is a way to restore society’s balance of justice – by showing that the most severe crimes are intolerable and will be punished in kind.

In conclusion, I reiterate that death penalty has been used to maintain the balance of justice throughout history, punishing violent criminals in the severest way to ensure they won’t kill again.

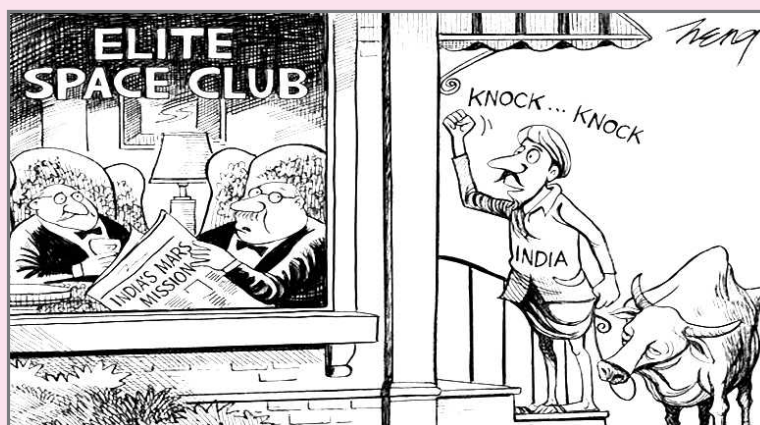
Thank you

Questions for Practice

1. “Children should not participate a lot in reality shows.” Do you agree or disagree with this viewpoint? Express your views, in not more than 120-150 words. **(5 marks)**
2. “Universities should accept equal numbers of male and female students in every subject.” To what extent do you agree or disagree? Express your views, in not more than 120-150 words. **(5 marks)**
3. Some college and university students believe that it is important to focus solely on their academic studies, while others see extracurricular activities, such as clubs and sports as a valuable part of their educational experience. Which approach do you think is the best? Express your viewpoint, in 120-150 words, to be presented in the morning assembly. Give examples to support your argument. **(5 marks)**
4. “It is sometimes important for people to do things that they do not enjoy doing.” Do you agree or disagree? Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
5. “There is no reason to study the past since we live in the present.” Do you agree or disagree? Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
6. “It is better to talk with people in person than to use other forms of communication, such as the telephone or email.” Do you agree or disagree? Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
7. “Teenagers cannot make their own decisions; older people need to make decisions for them.” Do you agree or disagree? Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
8. “Salaries of teachers should be based on the performance of their student.” Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**

9. "When people immigrate, should they adapt to the new country or customs?" Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
10. "I prefer a stable predictable life". Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
11. A person needs to earn a lot of money to be considered successful. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
12. "Entrance Test – True test of ability". Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
13. Though people say that media has no role in shaping the society, you believe that media has a strong hold on society. It is the media which shapes the public opinion and makes people believe/disbelieve in things. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
14. "In spite of scientific and technological advancement, man is still superstitious." He has landed on the moon and has been thinking of settling down there. But still, he consults Pundits and Astrologers to decide on an auspicious day to send the satellite into space. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
15. Your school is organising Senior Citizens Day. You have to speak in the morning assembly about, "Senior citizens in India are being neglected by their children." Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
16. After seven decades of Independence, India should remove the provision for reservation, especially with respect to education and employment. Write a debate, in about 120-150 words, either for or against the motion. **(5 marks)**
17. It is a common perception that TV is the major distraction in the life of students today. TV makes them suffer mentally and physically. That is why, television is called 'an idiot box'. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
18. You are Malika/Mahesh. You read a report in the newspaper about the disadvantages of mobile phones and how mobile phones have become a toy in the hands of the young and old. People hear it in the place of worship and in the classrooms when the lessons are going on. You strongly believe that everything has its pros and cons, and it is up to the user how to judiciously use any object. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**

19. You have interviewed many students studying in Classes XI and XII and their parents, on academic performance. For a large number of students and parents, going for coaching classes for competitive examinations have become an obsession. The mushrooming coaching centres are an example of it. Though you also went for coaching in Class XI, you feel that coaching classes are a great help and for students who need help, this is the best way to learn. You feel that both, the students and the parents, need to understand it. Going to a coaching centre should be a way of learning and not a means to show which place one has trained in. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
20. Money can buy everything in life. It can buy things which bring happiness and enjoyment, it can bring help when in need, it can also buy hospitality and hospital beds when in need. In short, all the things which make people happy can be bought with money. Therefore, money can buy happiness. You do not agree with this viewpoint. Write a debate, in 120-150 words. Give examples to support your argument. **(5 marks)**
21. You see this cartoon in the 'The New York Times' and are thoroughly disturbed. The cartoon showed members of the Elite Space Club reading a newspaper with a headline about India's Mars Mission.



- They appear unhappy with the Indian man knocking at their door. You feel that the western world was unable to find any fault with the Mars Orbiter Mission (MOM), and thus, resorted to uncharitable tactics to take down India's impressive foray into space. You also feel that the cartoon failed to register the importance of the Mars Mission, which is being seen as a major development in India's Space Programme. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
22. Right To Information (RTI) Act is often misused by people to seek information which is not rightfully for the public as it can create insecurity in the general public. It should therefore be abolished. You do not agree with this viewpoint and feel that RTI is in fact a step towards realisation of democracy, of making the general public proclaim their rights. You also feel that this would keep the government officials on their toes and

increase their accountability to the public. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**

- 23.** Youngsters these days do not believe in God and in fact believe more in logic. You do not agree with this statement and believe that youngsters believe in God but do not proclaim it in public. In fact, as a youngster, you feel that belief in God is in fact a personal thing and need not be shown in public. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
- 24.** You have been asked to participate in a debate competition on the topic, “Community service once a week should be introduced in all the schools and should be graded”. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
- 25.** The HRD Ministry recently replaced German with Sanskrit as the third language in Kendriya Vidyalaya schools. According to the latest news, HRD Ministry is looking at how “foreign languages can be prescribed as an additional tool” in a “highly competitive world” and whether the three-language formula should be “debated”. Write your viewpoint for/against the motion, to be presented in the morning assembly, in about 120-150 words. Give examples to support your argument. **(5 marks)**
- 26.** “Homework should be abolished from the School Curriculum”. It is an unnecessary burden. Rather than becoming a challenging activity which is supposed to refine the skills and concepts learnt in school, it is becoming more of a stressful activity not only for the children but also for the parents. Do you agree or disagree? Write your view points for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
- 27.** Modern lifestyle means that many parents have little time for their children. Many children suffer because they do not get as much attention from their parents as children did in the past. Do you agree or disagree? Write your view points for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
- 28.** Taking a gap year between finishing high school and starting university has many advantages. Do you agree or disagree? Write your view points for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
- 29.** Using a computer every day can have more negative than positive effects on your children. Do you agree or disagree? Write your view points for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
- 30.** Computers and modems have made it possible for office workers to do much of their work from home, instead of working in offices every day. Working from home should be encouraged as it is good for workers and employers. Do you agree or disagree? Write your view points for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**

- 31.** Nowadays, many students have the opportunity to study for part or all of their courses in foreign countries. While studying abroad brings many benefits to an individual student, it also has a number of disadvantages. Do you agree or disagree? Write your view points for/against the motion, to be presented in the morning assembly, in about 120-150 words. **(5 marks)**
- 32.** In some countries, young people are encouraged to work or travel for a year between finishing high school and starting university studies. Give your viewpoint for or against the motion, in about 120-150 words. **(5 marks)**

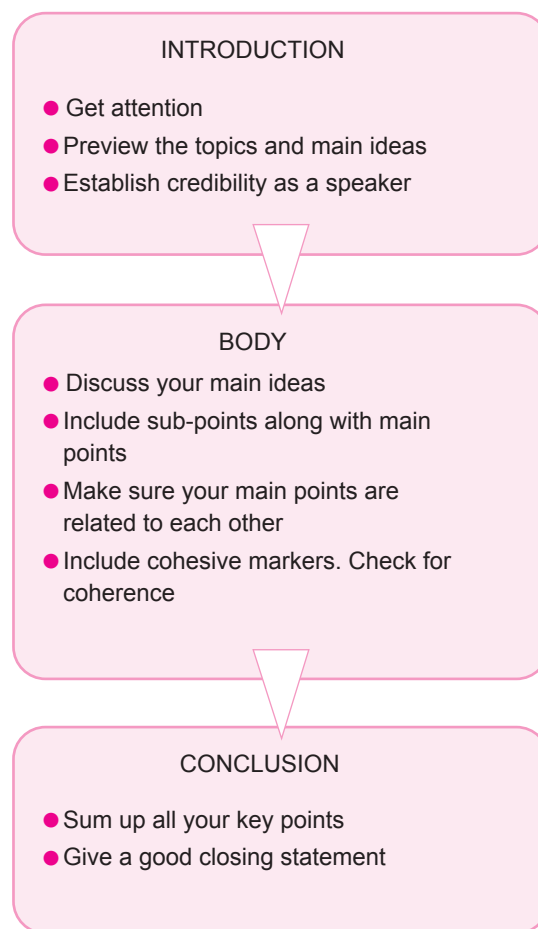


9

Speech

The purpose of a speech is to convey one's thoughts or opinions, share information with or spread awareness among a large number of people.

A good speech has clarity of thought and expression, accuracy of facts and an unbiased view of issues. Keep the speech to the point.



Sample Speech

1. **On the occasion of International Museum Day, prepare a speech, in about 120-150 words, for the morning assembly, on the role of museums in preserving history and heritage. Also, mention how students can benefit from visiting museums. You are Karuna/Karan. (5 marks)**

Ans. Good morning, respectable Principal Madam, teachers and my dear friends! Today I, Karan, would like to deliver a speech on the role of museums in preserving history and heritage.

Today is 'International Museum Day' and we need to remind ourselves about the rich cultural heritage of India from Kanyakumari to Everest Peak. Preservations of artefacts and exhibits of care value, unearthed by archaeologists at various sites, prove to be an invaluable source of information which many historians can with authenticity, jot down in books for handing down facts discovered about lost civilisations or kingdoms. These not only encourage more excavations but also, an eagerness among scholars and researchers to hunt for more concrete information for verification of historical facts which are already accepted. The Egyptian mummies, the Indus Valley Civilization tools, the parts of the sunken Titanic arouse more and more curiosities. This in turn helps students to develop pride in their cultural heritage. This also becomes a part of a student's informal education and helps in the holistic growth of a student.

Thank you

2. **As Mukul/Mahima of Alps Public School, write a speech, in about 120-150 words, to be delivered in school assembly highlighting the importance of cleanliness suggesting that the state of cleanliness reflects the character of its citizens. (5 marks)**

Ans. Good Morning!

Respected teachers and my dear friends. Today I, Mahima of Class XI of Alps Public School am here to share my views on the topic, "Importance of Cleanliness".

It has been rightly said that "Cleanliness is next to Godliness". The term cleanliness implies the absence of dust, dirt garbage or waste, etc. If one wants to be healthy and fit, a healthy environment is necessary. It is important for everyone's mind and body as well as spirit, like water and oxygen. The dirty environment affects the health of the people. The state of cleanliness reflects the character of its citizens. We can take a live example of today, when people travel in metro train, they never litter their surroundings, but once they come out of that vicinity, they hardly care. This habit shows their character. If we keep our surroundings clean, it will help in the nation-building exercise too as it will attract more tourists in the country.

Awareness of the cleanliness is the need of the hour in our country where diseases like viral fever, swine flu, malaria, jaundice, etc. are spreading fastly. The awareness camps should be organised by government, private organisations and NGOs, and people, to make the areas neat and clean. People in society and community should organise rallies. The revolution of 'Clean India Campaign' is progressively making us aware. We have to continue it by understanding the motto, "Importance and Necessity of Cleanliness".

Thank you

3. **The recent rise in incidents of violent behaviour of students is a matter of concern for all. The problem can be cured if students learn how to manage anger. Write a speech on the topic, in 120-150 words, to be delivered in the school morning assembly.**

(5 marks)

Ans. Good Morning!

Respected teachers and my dear friends. Today I, Romila of Class XI am here to deliver my views on the topic, "Violence Among Students".

Recent news of the students' aggressiveness within the educational institution makes everyone think over it, how violent today's students are. Be it the school premises or any other place, they are unable to control their anger. On trivial issues, they become temperamental and deal with vandalism.

Why do these students have such hostile and antagonistic approach? There are so many reasons. The 'low self-esteem' among the students gives way to fear of failure, as a result, they become frustrated and adopt combative attitude. They want to be the centre of attraction by showing their authority, covering their deficit in other areas of skills. They don't know how to manage their anger. These are the students classically regarded as 'Problem Students'. They often have Attention Deficit Hyperactivity Disorder (ADHD) and show verbal aggression such as arguing, cut-down, threats, bossing, sarcasm and teasing. On the other hand, they show physical aggression exhibiting actions like kicking, lifting, fighting, hurting others, and destroying things and objects as well.

This problem can be curbed by teaching them how to manage anger through introspection, meditation and counselling. Focus should be on moral science and anger management for these students. Parents of these students should be given tips on how to deal with patience and love. They should be taught to adopt helping attitude. They should be appreciated for the task given to them rather than reprimanding and insulting them before other students. They should be made to come out of their shell of violence through love and care, and giving them what they desire.

Thank you

4. **Your PGT English Ms. Geetha is a short story writer also. 'Sky is not Far' is a collection of her latest short stories. This book has won a national award. Write a speech, in 120-150 words, to deliver in her honour in the morning assembly.**

(5 marks)

Ans. A very good morning to Principal Sir/Ma'am, respected teachers and dear friends. I, Anita, would like to speak about our PGT English, Ms. Geetha, a national awardee for her collection of short stories, 'Sky is not Far'.

Ma'am has had this literary talent for a long time. Many of us have already been made familiar with her publications earlier too. We were touched many a times, when in our Literary Club, she read out some of her short stories and requested us to write scripts to enact them in various functions in our school, in the special assemblies and on two annual day programmes. The themes of her stories are child labour, old age crises, girl child, women empowerment, necessity of ethics for binding family members, compatibility, love for nature and so on. Her lucid style, simple language, credible characterisation must have moved the jury to select her collection for the National Award. We are proud of Geetha Ma'am as she is an inspiration for us, who wish to follow her footsteps. Let's hope with the passage of time, she is endowed with more and more awards.

Thank you all. Have a nice day.

5. As a Principal of your school, you have found some students reaching school late in the morning, coming late to their classrooms after recess, and returning lazily to the theory class after doing practicals in the laboratory. Write a speech, in 120-150 words, that you will deliver on the importance of discipline and punctuality in life. (5 marks)

Ans. Good morning students and my dear colleagues. Having noticed the current state of discipline followed by the students, it has become imperative for me as the Principal of this school to enlighten all of you on the significance of discipline in our lives to become successful in our pursuits. Discipline, as understood by most of us, is not about putting ourselves under constraint; it is not about curtailment of freedom but about taming the mind in order to channelise our energies toward goals of greater happiness of life. Discipline leads to consistent enjoyment of freedom, since it is synonymous to organised life. Discipline begins with punctuality. Being punctual means doing the right thing at the right time. Punctuality ensures that our efforts get due recognition and reward. Discipline is a virtue. Lack of it can easily fail even the most experienced and knowledgeable person. It is essential for all of us in our respective pursuits to obey certain rules and regulations, be it a homemaker at home, student in school or college, soldier in a battlefield, player in playground, administer in administration, etc. It demands self-control and dedication. However, discipline is an art of living life which could be honed only by practising your do's and don'ts according to your priorities in life. Therefore, I would expect all of you to make it a part of your life and see the change in yourself.

Thank you

6. You are Suraj/Sandhya of Gargi Senior Secondary School, Delhi. Games and Sports should be made compulsory in schools. Write a speech for morning assembly on the 'Importance of Games and Sports in Personality Development', in about 120-150 words. (5 marks)

Ans. Good morning to one and all. Honourable Principal Sir, respected teachers and my dear friends. Today I, Sandhya, would like to share my views on the topic, 'Importance of Games and Sports in Personality Development'.

Sports and games play a great role in developing our physical fitness. Playing a sport is undoubtedly a fun activity. But did you know that regular sporting activities not only take care of our physical fitness but also enhance our personality and help in maintaining our mental well-being? To top it all, it's also a great source of entertainment!

It helps develop leadership qualities too and foster a sense of team spirit. Sports inculcate a sense of competition and help deal with success and failure with a positive spirit. Games and sports also help in the development of social skills. It teaches us to interact with people, communicate with them and collaborate as a team. It fosters collective thinking and harnesses your planning and delegation skills too. It is more joyful than sitting in front of a stationary computer and chatting. Sports make us active, agile and alert. So, don't just sit and chat during the games period. After all, it has so many benefits for the body, mind and soul.

Thank you

7. You are Head Boy/ Head Girl of your school. Write a speech, in about 120-150 words, on the relevance of good etiquette and cultured behaviour. (5 marks)

Ans. Good morning to everyone present here. Today, as the Head Boy of the school, I stand before you to deliver a speech on the relevance of good etiquette and cultured behaviour. I ask you all, what is the purpose of education? Is it to simply read, write and calculate or is it to develop our minds in a way that we can conduct ourselves as responsible citizens who can work for the progress of this great nation? I am sure you would go with the second option. And that is because we all know that to teach manners and the way we treat our fellow beings is what reflects how educated we are.

Be it at home, at school, on the street or anywhere else, good manners are respected everywhere and they reflect well on your upbringing. Greeting teachers courteously, showing respect to your seniors and care towards your juniors are only some little ways in which you can become responsible members of the society. Every member of the audience would agree with me when I say that we all always want to be treated with respect. And to get respect, we need to give it. Therefore, it is always my humble appeal to all present here to conduct yourself appropriately.

Thank you

- 8. Recent rains and consequent water-logging have increased the risk of malaria and dengue. Write a speech, in 120-150 words, to be delivered in the morning assembly advising the students on prevention of and protection against these ailments and the steps that the school has taken to prevent mosquito breeding in and around the school. Imagine you are the Principal of the school. (5 marks)**

Ans. A very good morning to my colleagues and dear students. It is more a good morning today, because after so many days, finally today, it is not raining. It is nice to be out in the sun but dear children, we need to be really careful. Recent rains and consequent water-logging have increased the risk of malaria and dengue. Be it your school or home, the conditions are the same. At school, fogging has been done by municipal authorities. As you can see, the school looks cleaner today. We had employed more workers to get the school compound and its surroundings clean. I know it is still the summer uniform time. But to protect ourselves from dengue and malaria, it is important that full-sleeve clothes are worn. From tomorrow, you all have to wear your winter shirt, along with trousers. Do not worry, all this is only till this risk of dengue and malaria is present. At home also, you can take preventive measures. Do not allow water-logging in or around your homes, in ditches, drains, potted plants, etc. Maintain cleanliness, so that diseases can be kept at bay. If you are not using water coolers at home, ensure that they are dry and clean. Also try and use mosquito nets, mosquito coils, repellents, etc. After all, prevention is better than cure. Let us endeavour to make ourselves less susceptible to dengue and malaria.

Thank you

- 9. Although students have been using cell phones consistently in their daily lives for almost a decade, schools continue to resist allowing the devices into the classroom. Schools generally grapple with new technologies, but cell phones' reputation as a nuisance and a distraction has been hard to dislodge. Using information given below, prepare a speech, in about 120-150 words.**

- encourage the non-educational use of devices in school
- they will be a significant distraction for teachers and students
- a potential tool for cheating

- could encourage cyberbullying
- BYOD-Bring Your Own Device is gaining momentum as a learning tool
- can be cost effective
- banning any type of technology may foster inequity
- develop rules for how students physically handle the device in the class (5 marks)

Ans. Good morning to one and all. Honourable Principal Sir, respected teachers and my dear friends. Today I, Shalini, am here to share my views on 'Mobile technology in schools'.

Of late, a new teaching-learning tool has come in our midst—the mobile devices. Critics believe that allowing these devices will only encourage their non-educational use in school. They feel that they will be a significant distraction for teachers and students. They also feel that it is a potential tool for cheating.

But I feel that if used judiciously, its benefits outweigh its negative points. These days, it has stopped being only a toy for entertainment and has in fact gained momentum as a learning tool. Students are more motivated to finish lessons on mobile devices than through traditional textbooks and workbooks. Using mobile technology makes students get more involved in classes. They correct mistakes in real time and are more excited to do the task. It is also cost effective for schools who need not purchase technology for students. Teacher authority might be undermined when mobile technology is allowed in classroom. But at the end of the day, the job of the teacher is to be the simulator and to guide the students. The only thing that changes is the traditional books. When used the right way, mobile technology has the potential to help students learn more and comprehend that knowledge. Though in India, not every student has a mobile at home. We can use this technology to make learners aware of how mobiles can be used for more than just to play games or to listen to music. Privacy issues should be considered and tracking of cookies should be done. All this will facilitate proper learning and help learners not to deviate from the goal.

Thank you

- 10. The use of tobacco in cigarettes and other forms is a great health hazard. People do not pay much heed even to the statutory warning on cigarette packs. On the occasion of 'No Tobacco Day' write a speech, in about 120-150 words, about the hazards of tobacco, giving arguments for your stand. You are Shalini/Suraj of Greenfields Public School. (5 marks)**

Ans. Good morning to one and all. Honourable Principal Sir, respected teachers and my dear friends. Today, I, Shalini, am here to share my views on the 'Hazards of Tobacco'. Tobacco no matter which form it is, like cigarettes (even light or filtered), cigars, chewable tobacco or huqqa, is a silent killer. Though tobacco does not kill anyone directly, the large number of toxic chemicals including nicotine that are found in such products cause various illnesses. Of these, prominent are various pulmonary and pregnancy related complications. The most notable ill effect is cancer. Many people might say that they are healthy and young. They would quit later on in life. However, they fail to understand that smoking is similar to corrosion. It is a slow but irreversible process. The death rate of smokers is twice than that of non-smokers. People who smoke compromise with their life. They have bouts of cough with phlegm, feel weak and have a low stamina, become breathless easily and so on. People do not pay much heed even to the statutory warning on cigarette packs. Non-smokers also fall victim to second hand smoke and suffer from

various deadly diseases. At the end, I would like to say, 'Quit tobacco, live long!' It is the best gift you can give to yourself and your family.

Thank you

11. Due to incessant rains during the past few weeks, the Army has launched '*Operation Megh Rahat*' in Naoshera, Rajouri, Thanamandi and Poonch districts of Jammu and Kashmir in coordination with the civil authorities for search, rescue and relief of people. Taking cue from the picture, write a speech, in about 120-150 words, to be given at the Republic Day programme in your school, applauding the role of the army and the need to boost their morale. You are Shalini/Suraj of Greenfields Public School.

(5 marks)



Ans. Great are the heroes who lay down their lives fighting for the country. Also great are those, who without caring for their own safety help people in the hour of need.

Good morning to one and all. Honourable Principal Sir, respected teachers and my dear friends. Today I, Suraj, am here to express my views about, 'Our Indian Army'.

Our heroes, the army men fight at the border for the country. Be it rain, snow or thunderstorm, they are forever there to help us lead a safe life. We sleep without fear every night, without thinking of an impending attack by the enemy; all thanks to them. These heroes spend sleepless nights at the border to ensure that we sleep peacefully. Not only at the border, these men also coordinate with the civil authorities for search, rescue and relief of people. Be it the incessant rains in Uttarakhand, Mumbai, Tamil Nadu and Jammu and Kashmir or the floods in Assam and Bihar, we find the army always at the forefront, searching and rescuing people. Just like a true friend, they are always there in the hour of need. Due to incessant rains during the past few weeks, the Army has launched '*Operation Megh Rahat*' in Naoshera, Rajouri, Thanamandi and Poonch districts of Jammu and Kashmir in coordination with the civil authorities for search, rescue and relief of people. We find many other such programs to help the civilians. Let us not forget these people when we see them on the road. A simple smile and 'Thank You' when you see them will help a long way. It will boost their morale. On this Republic Day, let us all salute these great men who help us live peacefully every day.

Jai Hind

- 12. Write a speech, in 120-150 words, on ‘Benefits of early rising’ to be delivered by you in the morning assembly of your school. You are Karuna/Karan, Head Girl/Head Boy.**

(5 marks)

Ans. Honourable Principal Ma’am, respected teachers and my dear friends. Today I, Karuna, stand before you to express my views on ‘Benefits of early rising’. All of us have heard the famous saying “Early to bed and early to rise makes a man, healthy, wealthy and wise”. But how exactly is rising early beneficial?

An early riser has many advantages over the late riser. In early morning, nature is at its best. Early rising enables us to breathe fresh morning air and enjoy a variety of natural sights which a late riser can’t even dream of. The early riser finds time to do exercise, yoga and meditation, which are most beneficial when done in the morning. It will keep the person calm, happy and energetic throughout the day. Early rising enables us to start our day’s work early when the mind is fresh and there are no distractions. It also helps to plan out our day which is not possible for a late riser who would be virtually running to get things done. It is also said that whatever is studied early in the morning is retained for a longer time. The early riser has no hurry to do his work. They have sufficient time to do their work thoroughly. You can also help your parents with household chores. With all these benefits of rising early, I am sure all of us should start rising early. After all, it is the early bird that catches the worm.

Thank you

- 13. Write a speech, in 120-150 words, on the topic, ‘Library plays an important role at school’. It is to be delivered in the morning assembly. You are Karuna/Karan, Head Girl/Head Boy.**

(5 marks)

Ans. Respected Principal Sir, teachers and my dear friends. Today I, Karuna, stand before you to present my views on the importance of library at schools.

The school library is integral to the teaching and learning process. It facilitates the work of the classroom teacher and ensures that each student has equal access to resources, irrespective of home opportunities or constraints.

The modern trend in education is to encourage students to collect their own information from various sources. From this point of view, reading in a library itself is a part of school education.

A library is indispensable for modern methods of teaching such as problem-solving method, project method, assignment methods, supervised study, etc. Thus, a library is the hub of intellectual activity in a recognised school and plays the same part, for all subjects, as does a laboratory for science subjects, or a workshop for technical subjects. Not only for academic purposes, for earnest readers too, school library is a boon. In today’s age, where the reading habit is dying fast, it helps in cultivating reading habits from a young age itself. Reading forms character of a person. What better place to start such a good habit, than our very own school library. Let us resolve to use our school library to the full, for that is what can make us not only intellectuals but also good individuals.

Thank you

- 14. Write a speech, in 120-150 words, on the topic, 'A student must know how to manage his time'. It is to be delivered in the morning assembly. You are Karan/Karuna, Head Boy/Head Girl of the school. (5 marks)**

Ans. Good Morning everyone. Respected Principal Sir, teachers and my dear friends. Today I, Karan, stand before you to express my views on 'Time Management'. This my friends is important for all of us. Especially with the board exams and entrance exams round the corner, I feel it is only appropriate to stress on this most important commodity– Time. It is a challenge to score well in board exams as preparation for entrance exams are also going on. For my friends who would not be taking the boards this year, well, managing time is equally important for all of you as well. Time management is the way one organises and plans how much time is required for specific activities. Good time management leads to greater productivity and efficiency; a better professional reputation and lesser stress. It also leads to better opportunities. Poor time management can lead to missed deadlines, inefficient workflow and a stalled career. One needs to understand and control the interruptions and judiciously manage time. Set your goals and work hard towards achieving them. The most important way to manage time is to stop procrastinating – Stop saying 'I will do it later'. There is never a better time than now. I hope we all have learnt the value of time. Now, without wasting more of your precious time, here is wishing you all the best for all the exams.
Thank you

- 15. Write a speech, in 120-150 words, on the topic, 'Discipline shapes the future of a student'. It is to be delivered in the morning assembly. You are Karuna/Karan. (5 marks)**

Ans. Honourable Principal Sir, respected teachers and my dear friends. Today I, Karuna, stand before you to express my views on the topic, 'Discipline shapes the future of a student'.

Discipline means order or code of behaviour. It is the key to success. One needs to inculcate a sense of duty and obedience in life to be successful. Self-discipline is essential not only in student life but in all walks and ages of life. The absence of a structure in life leads to absolute chaos and confusion in life. Self-discipline needs to be inculcated early in life. It helps to promote restraint, and builds self-confidence. It balances personality and inculcates good work ethics. Discipline is a must, whether we are at school or at home. In today's life, where there is a cut-throat competition and time is extremely precious, self-discipline is the most essential quality. Through self-discipline will come concentration, which will in turn help a student to scale new heights. Discipline includes a system in our personal and public life. It creates an order, that is easy to follow. With order comes structure, time management, and a systematic rhythm of our lives. So, from today, let us aim to be more self-disciplined.

Thank you

- 16. Write a speech, in 120-150 words, to be delivered in the morning assembly on the topic, 'Water, a valuable asset, conservation at home and at school'. You are Karuna/Karan. (5 marks)**

Ans. Imagine a time when water becomes so costly that we have to pay to use water for our daily needs. Imagine how it would be to pay through our noses for drops of water. Whether such a situation remains a fantasy or becomes a reality is up to us.

Honourable Principal Sir, respected teachers and my dear friends. Today I, Karuna, stand before you to present my views on the topic, 'Water, a valuable asset, conservation at home and at school'. Water is the unique source of life. Without water, we cannot imagine the life here. Water is considered an endless source of renewable energy, but what if we keep on wasting it and one day it becomes a non-renewable source? With most of the organisms on this planet dependent on water for living, would it not lead to a war? Already many communities around the world are running out of water. Construction of desalination plants, reservoirs or importing water seem as costly remedies, but this would be the only solution left if we do not take immediate measures to conserve water at home and at school. Simple measures like closing the tap when not in use and saving water from contamination would help. We can save water at home by making smart choices like rainwater harvesting and recycling of water. Everyone should be aware of the water shortage rules and restrictions and strictly follow them their own area. Water conservation techniques should be promoted on every news media, such as TV, newspaper, radio, FM, community newsletters, bulletin boards, banners, etc. People should be more active in their area to report (to their owner, local authorities, water management of district) any problems related to water loss through broken pipes, errant sprinklers, open hydrants, abandoned free-flowing wells, etc. With all these measures, we would surely be able to conserve water for our future generations.

Thank you

Questions for Practice

1. Nothing is perfect in this world. We all agree. Yet when it comes to the physically challenged, we forget this and treat them differently. Many such individuals are far better than able-bodied people in many respects. Write a speech, in about 120-150 words, expressing your concern on the same, urging people to treat everyone with the same respect. Give examples of individuals, who have excelled despite their disabilities. You are Kamla/Karim. **(5 marks)**
2. Your thinking is different from your parents about food, films and lifestyle. Prepare a speech on 'Generation Gap—A Myth or Reality', in about 120-150 words. You are Hema/Haytham Singh. **(5 marks)**
3. Though people feel that 'brain-drain' is a phenomenon that India faced quite a few years back, you feel that it is still prevalent in the country. Write a speech in about 120-150 words, expressing your concern on the same. You are Gehna/Govind Kakkar. **(5 marks)**
4. India is known for its ethics, values and family system. In our country, youngsters live with their parents till they are old enough to take care of themselves. In most of the families, youngsters continue living with their parents, so that they can take care of them in their old age. This was the trend prevalent in our country since many years. But of late, Indians have started aping the west in this trend too. We see many youngsters moving their parents to old age homes when their parents are not able to take care of themselves. Using information from the question, write a speech, in about 120-150 words, for the morning assembly expressing your views and suggestions on the topic. You are Fatima/Farhan Rathore. **(5 marks)**

5. India is a tourist hub. Many tourists visit India for its natural beauty, food, culture and its monuments. To promote tourism and to cater to the needs of the tourists, Indians have started looking up at the culture of the tourists and in fact have started adapting the various ways of the culture of the tourists. Write a speech, in about 120-150 words, to be delivered in the morning assembly expressing your concern on the topic, 'Tourism destroys the culture of a place'. Use specific details and examples to support your speech. You are Evelyn/Edward Bose. (5 marks)
6. You see the children in your school paying less attention to cleanliness these days. As the Principal, you are quite concerned and would like the children to understand and learn the importance of cleanliness. You would also like to make them aware of the Swachh Bharat Abhiyaan. Write a speech, in about 120-150 words, to be delivered in the morning assembly expressing your views on the same. You are Daisy/Dinesh Shah. (5 marks)
7. You are concerned about the rising number of crimes against women. You feel that the society needs to change its outlook and embrace women whole-heartedly. You feel that it is more important to give respect to women than giving reservations. Upliftment of women is required but treating them as humans is more important. Write a speech, in about 120-150 words, expressing your views on 'Empowerment of Women'. You are Bela/Bala Subramanian. (5 marks)
8. Many cricket lovers have ridiculed India for not winning the World Cup. They feel that India did not put in enough efforts. You feel that Indians need to understand that sportsmanship is important. Playing well is much more important than winning and you feel that the Indian team put in their best efforts. Write a speech, in about 120-150 words, expressing your views on the same. You are Asha/Armaan Jain. (5 marks)
9. Regular practice of yoga can help in maintaining good health and even in the prevention of many ailments. Write a speech, in 120-150 words, to be delivered in the morning assembly on the usefulness of yoga. You are Fatima/Fernandes. (5 marks)
10. You worked on a group project and found that some members didn't contribute much and got a "free ride". They were rewarded if the team did a good job. The members who put in a lot of efforts were not given any recognition. You also feel that certain major decisions take time since group work requires taking everyone's perspective as compared to when only a single individual is involved. Write a speech, in about 120-150 words, expressing your views on 'Individual work is more beneficial than group work'. You are Shyama/Rahim. (5 marks)
11. These days English has become an important part of our lives. Be it, to meet workplace demands, to interact with various people in our multi-lingual society or just for the sake of it, English learning has become paramount. Write a speech, in about 120-150 words, expressing your views on 'Importance of English in the Present World'. You are Rama/Ram. (5 marks)
12. People in India by and large are very religious. Almost all our schools begin their activities with a morning prayer. Write a speech, in 120-150 words, to be delivered in the assembly on the importance of morning prayers in the life of human beings. You are Ajay/Veena Yadav. (5 marks)

- 13.** Social networking sites and various mobile applications are making a slave of humans. People these days are addicted to them and have hardly any time for real social interaction. Write a speech, in about 120-150 words, expressing your views on 'The impact of various social networking sites and mobile applications on real human interaction'. You are Lata/Lidwin. **(5 marks)**
- 14.** Parents these days give more importance to small things like money, business, career and education than teaching their children the basics of life like respecting elders, being compassionate to others, being sensible, etc. In the future, these things matter more than how many marks a child has scored or what education a child had. Write a speech, in about 120-150 words, expressing your views on the topic, 'People pay too much attention to the less important things in life and fail to see the larger issues'. Use specific reasons and details to explain your opinion. You are Mohini/Mohit Mehrotra. **(5 marks)**
- 15.** You are Ajay/Anu, Head Boy/Head Girl of Kendriya Vidyalaya, Kanpur. You have seen some students of junior classes littering the school compound and verandas with tiffin left-overs. It makes the school look unclean and untidy. Write a speech, in 120-150 words, to be delivered in the morning assembly, advising such students to keep the school neat and clean. **(5 marks)**
- 16.** In your school, many children and parents worry about what career choices will be available for the children. As the counsellor, you have in fact met some children who were clueless about what to do and were even contemplating suicide because of anxiety about their future. All this has got you worried and you decide to address the Class XI students next day in the morning assembly. Write a speech, in about 120-150 words, expressing your views on this issue. Use specific reasons and details to explain your opinion. You are Neha/Namrit Malhotra. **(5 marks)**
- 17.** A recent health check-up in your school revealed that many among your classmates were suffering from weak eyesight. You feel concerned. Write a speech, in 120-150 words, to be delivered in the morning assembly on how to protect your eyesight. Make use of the following clues: **(5 marks)**
- reading in bad light
 - bad posture
 - wrong direction from which light is coming
 - excessive TV viewing
 - regular washing of eyes
 - eat more green vegetables
 - enough sleep
- 18.** Loudspeakers, bands, etc. create a lot of disturbance at all hours of day and night specially for the students and the sick. Write a speech, in 120-150 words, on 'The Rising Noise Pollution', to be delivered by you in the prayer assembly. You are Saurabh/Shobha. **(5 marks)**
- 19.** Nowadays, just about everyone owns a cellphone but most of the users do not follow even the basic rules of cellphone conduct. They are seen speaking loudly, taking a phone call in the middle of a meeting or even a funeral, etc. Write a speech, in 120-

150 words, to be delivered in the assembly of your school to apprise fellow students on cellphone etiquette. **(5 marks)**

- 20.** You are Ram/Ranjan, a nutritionist. You have been invited to speak on 'Healthy Food'. Prepare a speech, in 120-150 words, pointing out how healthy food contributes to physical and mental well-being. **(5 marks)**
- 21.** Children usually come to school without taking breakfast in the morning. This habit affects the performance of students in academics and sports adversely. Write a speech, in about 120-150 words, to be given in your school assembly giving the benefits of taking breakfast. **(5 marks)**
- 22.** The use of computers is becoming very popular in every sphere of life in India. Write a speech, in about 120-150 words, emphasising the advantages of using computers in everyday life. **(5 marks)**
- 23.** Of late you have read a lot of newspaper reports on the cases of violent behaviour by school children. Some instances have been quite injurious and harmful to the victims. You are shocked by these accounts and decide to share your views with your schoolmates. Write a speech for the morning assembly on the topic, 'Growing violence in children: causes and remedies'. You are Tushara/Tushar. **(5 marks)**
- 24.** Tests and examinations are a central feature of school systems in many countries. Do you think the educational benefits of testing outweigh any disadvantages?
Write a speech, in about 120-150 words, for the morning assembly on the importance of tests. Also, suggest solutions. You are Shivi/Shivalik. **(5 marks)**
- 25.** In today's competitive world, many families find it necessary for both parents to go out to work. While some say the children in these families benefit from the additional income, others feel they lack support because of their parents' absence. Since your parents were working, you realise that having working parents is advantageous for children. Write a speech for the morning assembly, in 120-150 words. You are Ruhina/Ratan. **(5 marks)**
- 26.** Some people say that advertising encourages us to buy things that we really do not need. Others say that advertisements tell us about new products that may improve our lives. You love advertisements and feel that advertisements are just a means of presenting one's products and the final decision lies with the consumer. Write a speech for the morning assembly, in 120-150 words. You are Priya/Piyush. **(5 marks)**
- 27.** Some people think that family is the most important influence on youngsters. Other people think that friends are the most important influence on youngsters. You feel that since youngsters spend more time with their family, they have more influence on them. Write a speech, in 120-150 words, expressing your views on the same. You are Omana/Oren. **(5 marks)**
- 28.** Holi is a festival of colours. It expresses pure and simple joy. Sometimes, we start throwing coloured water and that too on strangers. As the Head Boy/Head Girl of your school, write a speech, in 120-150 words, that you will deliver in the morning assembly of your school, describing why Holi is played and how it should be played. **(5 marks)**

- 29.** You are concerned about the cleanliness of parks, roads and even your school premises. In spite of various measures taken by local and school administration, lack of cleanliness is still a problem. You are Namita/Keshav. Prepare a speech, in 120-150 words, to be delivered in the morning assembly of your school on the topic, 'Cleanliness is the Responsibility of All'. **(5 marks)**
- 30.** Regular practice of yoga is useful in maintaining good health. It is also important for good concentration and peace of mind. You are Shivam/Shabnam. Write a speech, in 120-150 words, to be delivered in the morning assembly of your school, highlighting the impact of yoga in our life. **(5 marks)**

