



English 12 Term 2



L 4 The Rat Trap

By Selma Lagerlof

Q1 Answer the following questions in 30-40 words:

a) In what sense was the world a big rat trap according to the peddler?

World was a big rat trap because it was full of temptations . Like a rat trap it offers riches and joys, shelter and food, heat and clothing. When some one was tempted to touch them , it would close on him, and then, everything came to an end.

b) Why did peddler derive pleasure from his idea of the world as a rat trap ?

The peddler derived pleasure from his idea of the world as a rat trap because the world had never accepted him. Everyone had always been unkind to him. He got amused with the idea because he himself had never led a good life and envied others who led a better life than him.

c) How was the peddler received in the cottage?

The peddler knocked at the cottage to ask for shelter for the night . The crofter treated him kindly offered him shelter in his cottage, gave him food. He also played cards with him and smoked tobacco.

d) Why did Edla plead with her father not to send the vagabond away ?

Edla pleaded with her father not to send the vagabond away because she wanted him to stay there for the Christmas celebration. She understood how hard it must have been for him to wander from place to place and being homeless, she wanted him to stay and enjoy at least one day of peace, comfort and solace.

Moreover it was Christmas eve and Edla wanted to keep the spirit of Christmas . She told her father that they had invited him as a guest for Christmas, so they must keep their promise and not turn him away.

Q2 Answer the following questions in 100-150 words :

a) There is a saying, ‘ kindness pays, rudeness never’, In the story, The Rat trap’ Edla’s attitude towards men and matters is different from

her father's attitude. How are the values of concern and compassion brought out in the story, 'The Rat Trap'?

The ironmaster, father of Edla Williamson is completely different from his daughter . When the ironmaster, who owned the Ramsjo Iron Works come for inspection there in night, he sees tall ragged rat trap peddler and considers him as his old comrade. The ironmater insists on taking the peddler to his home for the Christmas Eve, but the rat- trap peddler emphatically refuses to go to his house. He does so when Edla Williamson, the daughter of ironmaster is a very kind hearted, compassionate and noble young woman.

Though she was not pretty yet she seemed modest and shy. It was only due to her compassionate and friendly manner that she was successful in persuading the peddler to go to their home to celebrate the Christmas Eve. But when the rattrap peddler was bathed, shaved and dressed in the ironmaster's suit the ironmaster realised that he was not his regimental comrade Captain Von Stahle

Although the ironmaster wanted him to leave immediately. Edla requested the peddler to stay-back just to enjoy one day of peace with them. She asked the peddler to sit down and eat . She told him to keep her father's suit, which he was wearing as a 'Christmas gift' Her behaviour towards him transformed the rat-trap peddler and he returned the thirty kronors stolen by him requesting her to give the money back to the old crofter.

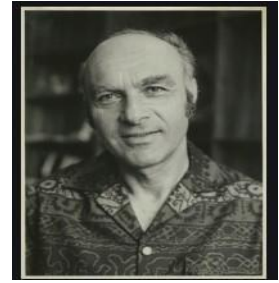
b) How does the peddler respond to the hospitality shown to him by the crofter ?

The peddler was ungrateful for the hospitality shown by the crofter. The crofter welcomed him in his house when he asked for the shelter. He took good care of him . he immediately put the porridge pot on the fire and gave him supper; then he carved off a big slice from his tobacco roll and gave it to him. Finally he brought out an old pack of cards and played 'mjolis' with him until bedtime. Not only this , the old man was just as generous with his 'confidence' as with his porridge and tobacco.

He told him at once that in his days of prosperity, his host had been a crofter at Ramsjo Ironworks and had worked on the land. And now he had thirty kronors, which he had earned selling the milk of his cow. He did all this because he was alone and felt happy to have his company. But the peddler betrayed the crofter's trust. After they both had left in the morning, the peddler came back to the crofter's house, broke open the window and stole thirty kronors, which he had earned by selling the milk of his cow.

L5 Indigo

by Louis Fischer



Q1 Answer the following questions in 30-40 words:

a) How did Rajkumar Shukla establish that he was resolute?

Ans: Rajkumar Shukla the Champaran :

Sharecropper requested Gandhiji at Congress Session in Lucknow To fix a date to visit Champaran where the share croppers were being subjected to injustice . Till Gandhiji fixed a date to go with him, he did not leave him rather he accompanied him where ever he went . Gandhiji was impressed by his tenacity and determination and finally agreed to go there from Calcutta.

b) Why did Gandhiji agree to a settlement of mere 25 percent ?

Ans: Gandhiji agreed to a settlement of mere 25 percent compensation from the British because he wanted them to part not only from money but also from their prestiger.

c) Why did Gandhiji feel that taking the Champaran case to court was useless?

Ans : Gandhiji went to Champaran to fight the case of the peasant. He collected all the information there and reached a conclusion that it was useless taking the Champaran case to the court. He found that the peasants were getting justice as the case was against the British landlords. He realised that making the peasant free from the fear of British landlords was more important than fighting for them in court.

Q2 Answer the following questions in 100-150 words :

a) Why and how did Rajkumar Shukla persuade Gandhiji to visit Champaran ?

Ans: Rajkumar Shukla was a share cropper from Champaran. He was illiterate but resolute. He had come to congress session to complain about the injustice of the landlord system in Bihar. He wanted for several weeks. Gandhiji to come to Champaran district. He accompanied Gandhiji wherever he went for several weeks . ultimately Gandhiji asked him to meet in Calcutta .on an appointed date and at a fixed spot.

b) Firm determination and resolution, aimed towards the positive track of life, becomes a turning point. Discuss with reference to indigo ?

Ans: Persistent efforts firm determination and resolution lead a man to attain the goal of his life. For this perseverance plays an important role One must never lose the sight of one's goal and keep on moving ahead the with courage and resolution. Rajkumar Shukla , an illiterate peasant, was determined to seek assistance from Gandhiji in the matter of share cropping. He brought the plight of The peasant of Champaran to the notice of Gandhiji . Gandhiji had some other appointments but this did not deter Rajkumar from his resolution and he followed Gandhiji wherever he went. Impressed by his determination, Gandhiji fixed an appointment and kept it also by reaching there on appointed date, He listened to the grievances of the share croppers and started the Civil Disobedience Movement. They came out victorious and the landlords gave back their claims over their estates which reverted back to the farmers. The firm determination of Rajkumar Shukla was a milestone in achieving our independence. It was the beginning of birth of courage and self reliance which , later assisted us to get our freedom.

Poem 4 A Thing Of Beauty

By John Keats



Q1. Answer the following extract based questions:

a) “ A thing of beauty is joy for ever
Its loveliness increases, it will never pass into
Nothingness; but will keep
a “bower quiet for us”.

i) ‘A thing of beauty is joy forever’ explain.

Beauty has long lasting impact on us. It never moves into emptiness. It leaves a lasting impression and always rescues us from our miseries.

ii) Why does a beautiful thing never ‘pass into nothingness’?

Beauty has a long standing impression on us. It is not subject to time. It will continue for ever

iii) What does the poet mean by ‘a bower quiet for us’ ?

A bower means a shady place for us to ponder and dream.

iv) Whose loveliness keep on increasing?

Loveliness of beautiful things will keep on increasing.

- b) “Therefore, on every morrow, are we wreathing
a flowery band to bind us to the earth,
spite of despondence of the inhuman dearth of
noble natures , of the gloomy days.
Of all the unhealthy and over- darkened ways.
Made for our searching”.**

i) What for do we wreath a garland of flowers every morning?

We weave a garland of flowers every morning to bind us to the beauties of the earth. Man and nature are inseparable. Every morning, fresh flowers refresh our eyes and we celebrate the day by making a garland.

ii) What makes human beings live life inspite of all sufferings?

Objects of beauty , some noble deed and some powerful narratives Remove our tensions and sadness.

**iii) What are the things that cause pain and the sufferings? The
ingratitude and wickedness of man , the misfortunes and the
disease cause us mental and physical sufferings.**

iv) Explain: Over-darkened ways made for our searching.

It refers to sorrow , grief and physical pain which are there to test a man’s stigma.

Q2. Answer the following questions in 30-40 words:

a) What makes human beings love life inspite of troubles and sufferings?

No doubt, that there are things in life that cause suffering and pain like despondence, death of noble people, gloomy days and over darkened ways. It is at such times, that objects of beauty, some noble deeds , some powerful narratives remove our tension and sadness and we learn to love life.

b) Which objects of nature does Keats mention as sources of joy in his poem, ‘A Thing Of Beauty’

Keats mention the sun , the moon , the trees, flowers and clear rills as things of beauty.

c) Why is ‘grandeur’ associated with the ‘mighty dead’?

Grandeur is associated with the mighty dead because the poet refers to the

great tragic plays written by the great playwrights. We admire and worship our heroes and even the fall of our great heroes is described, as gloriously, as their lives. These stories inspire us to lead our lives and overcome our misery.

d) What does Keats consider as an endless fountain of immortal drink and why does he call it, immortal drink ?

Keats considers nature as an endless fountain of immortal drink. He calls it immortal because a man can get rest, relief and power in the company of nature and an endless beauty is hidden in her varied spices.

Q3. Answer the following questions in 100-150 words :

a) Write the sum and the substance of the poem : ‘A Thing Of Beauty’

On having a vision of moon, Goddess Cynthia, a young shepherd Endymion, resolved, to seek her because a thing of beauty is a joy for ever. It never passes into nothingness but helps us in having sweet dreams and healthy breaths. Our life is the sum total of both happiness and pain. Vices like spite, ill will, jealousy and cruelty overpower us but the beauty washes away this dark curtain. The natural objects like the sun, the moon, the trees, daffodils, the rose flowers and the rills spread their fairness, fragrance and beauty over all. During the scorching heat of the season, we have divine nature to soothe us.

L5 Aunt Jennifer's Tigers by Adrienne Rich

Q1 Answer the following extract based questions :

**a) Aunt Jennifer's tigers prance across a screen,
Bright Topaz denizens of a world of green.
They do not fear the men beneath the tree;
They pace in sleek chivalric certainty.**



i) Why are the tigers called ‘Aunt Jennifer's tigers’ ? Ans: They are called Aunt Jennifer's tigers because it is she who is embroidering them and they are a reflection of her suppressed wishes.

ii) What does the phrase , ‘a world of green’ mean?

Ans : “A world of green” means forest

iii) How are the tigers different from their creator?

Ans: The tigers are different from their creator because they are strong, free and confident while their creator is weak and fearful.

iv) Why are tigers not afraid of the men beneath the tree ?

Ans: The tigers are not afraid of men beneath the tree because they are powerful and strong.

**b) Bright topaz denizens of a world of green.
They do not fear the men beneath the tree;
They pace in sleek chivalric certainty.**

i) How are Aunt Jennifer's tigers described ?

Ans : Aunt Jennifer's tigers have been described as golden yellow in colour . They are bold and fearless.

ii) Who are they and where are they ?

Ans: “ They refer to the tigers which aunt Jennifer made with wool. They are in the scenery that aunt Jennifer made with wool.

iii) Why are they not afraid of men ?

Ans. They i.e. tigers are not afraid of men as they are strong and powerful in their natural habitat, where they dominate.

iv) Why are they described as denizens of a world of green ?

Ans: They have been described as denizens of a world of green because they live in dense green forest.

Q2 Answer the following questions in 30-40 words :

a) Why do you think Aunt Jennifer created animals that are so different from her own character?

Ans: Aunt Jennifer's tigers were different from her because she herself was a timid lady whereas her tigers were symbolic of bravery, courage and fearlessness . They stand for power , strength and confidence which she lacks in herself.

Aunt Jennifer created animals , i.e , tigers which were very different from her own docile character because they represented the fearlessness and freedom which she was deprived of. They also represent her secret longing to live a brave and fearless life like them.

b) How does Aunt Jennifer express her bitterness and anger against male domination ?

Ans : Aunt Jennifer expresses her bitterness through her art by knitting tigers on the panel which symbolises freedom , strength and chivalry.

c) How do words, ‘ denizens’ and ‘chivalic’ add to our understanding of Aunt Jennifer’s tigers ?

Ans: Tigers live in forests as free as air. They are known for their strength and fearlessness. These two words ‘ denizens’ and ‘chivalic’ reveal the true status and attitudes of these wild cats.

Q3 Answer the following questions in 100-140 words :

a) Write the sum and the substance of the poem “ Aunt Jennifer”?

Ans: This poem is based on the points showing bravery and facing the ordeals like a knight. We should be courageous enough to face our troubles. Aunt Jennifer has created tigers that are different from her character. They are roaming boldly in the forest without caring for men They step their with chivalric certainty. The massive weight of Uncle’s wedding band is hard to bear by Aunt Jennifer. Her fingers are moving through her wool and she is tormented as well as her mind is troubled very much. Her hands are terrified and are only ringed with ordeals which she has mastered. Even then the tigers which have been created in her panel are stepping proudly and unafraid.

b) What is the role played by the tigers in the poem “Aunt Jennifer?”

Ans:In this poem tigers are symbol of bravery, fearlessness and self confidence. Aunt Jennifer is a timid woman who could never stand up boldly against her tyrant husband. She too wished to be as fierce, strong and free as the tigers. The tigers roam fearlessly in the forest just like knights. Being the inhabitants of the forests, they are accustomed to their surroundings. They have no fear of the people sitting under the tree. Aunt Jennifer expresses her heart-felt resentment through the tigers. The tigers stand for all that she longs for. It is ironic that she will be living a life in awe of her husband, fearful all through her life, while the tigers she has embroidered on the panel, will outlive bluntly ,confidently and intrepidly proclaiming their freedom.

L. 5 Should Wizard Hit Mommy ?

By John Updike

Q1 Answer the following questions in 30-40 words:

a) Why did Roger Skunk go to see the owl ?

Ans : Roger Skunk was an animal who was avoided by his due to his bad smell. So he went to see he old owl, expecting that he might help him with his problem.

b) How did wizard help Roger Skunk ?

Ans : Roger Skunk told the wizard hi problem that all the little animals ran away from him because he smelled very bad. The wizard agreed to help him. He took a magic wand in his hand and asked Roger Skunk what he wanted to smell like. Roger Skunk thought for a while , then said he wanted to smell like roses. The wizard used his magic spell . Suddenly the wizard's house was full of the smell of roses

c) Why did Joe want the wizard to do when Mommy Skunk approached him ?

Ans : Jo wanted the story to end with his magic wand for not understanding Roger's feelings . The wizard should punish the mother. She wanted to dream of a magical and beautiful world devoid of ugliness and stink. She wants the baby Skunk to smell good, o that he can play with other animals. She doesn't want Roger to feel sad and lonely for no fault of his.

Q 2 Answer the following questions in about 125-150 words:

a) Why did Joe feel that Skunk's Mommy was stupid ?

Ans : Children look at this world from a perspective which is different from that of an adult. Their perspective on life reflects their fantasy and innocence. Jo considers little Roger Skunk the hero of the story. She has a deep sympathy for Roger skunk. Her expressions while listening to the story of poor Roger reflect her feelings. Roger faced segregation. His bad smell kept all little animals away from him. The little Skunk stood alone and wept. When the wizard made Roger smell of roses, he was happy. The other little animals were now attracted towards him. They played and danced with Roger who smelled like roses now..



Jo's main anger is against "stupid mommy" of Roger Skunk. It was she who forced the wizard to make Roger Skunk smell very bad again. The hero of the story is always a role model for children. The tender-hearted Jo is shocked at the attitude of that "stupid mommy". She wants that Roger's mommy must be punished. The wizard must hit on her head with his magic wand.

Children think stories and always want happy endings. Whereas adults know that in real life, there may not always be a happy ending.

b) A child's stand point invariably is different from that of an adult.. Justify the statement with reference to the story, 'Should Wizard Hit Mommy?'

Ans : Roger Skunk was awful smelling. No one wanted to come close to him. Therefore he went to a wizard to make him smell sweet. The wizard made him smell like roses. Roger Skunk's mother did not like that and asked the wizard to make him the way he was. The wizard did the same. When the child heard this she did not like the way her Skunk to be sweet smelling and the mother to be punished. This shows that opinion of adults and children differ..

The world of a child is quite different from that of an adult. It was the world of fantasy and wonder. There is no place for ugliness in their world. An adult's perspective is different from that of a child's because the adult has experience of life. On the other hand, the child's mind is not developed. The child is curious and inquisitive about things around him. The child's imaginary power is exemplary. He wants to get more and more knowledge about the things described to him. It is the duty of an adult to mould the behaviour of a child. Adults should give them the knowledge that things are not as they are seen. There is a difference of perspective regarding life between the two only because of mature and immature minds

L. 6 On The Face Of It

By Susan Hill



Q1 Answer the following questions in 30-40 words:

a) Who was Derry? What did he suffer from ?

Derry is a young boy who came to Mr. Lamb's garden. One side of his face had been burnt by acid.

b) Why does Derry tell Mr. Lamb that he is afraid of seeing himself in the mirror in the story ' On the face of it' ?

Derry's face is burnt with acid. Derry says that people are afraid of him. They look at his face and find it terrible and ugly. So he says he too is afraid of himself when he sees his face in the mirror.

c) What consolation did people give Derry when they saw his acid burnt face?

People often asked him to look at those people who were in pain, are brave ,never cry, never complain and don't feel sorry for themselves . They also asked him to think of those who were worse off. He was better off than those people who were blind, born deaf, or are confined to wheel-chair, or are crazy and dribble.

d) What changes took place in Derry when he met Mr. Lamb?

When Derry met Mr. Lamb , his perspective towards life and himself changed. Derry had an acid burnt face due to which [people either used to pity him or were scared of him. This had made Derry-bitter and he had withdrawn into his own shell. He started avoiding meeting people talking to them or being in anyone's company. He had come to Mr. Lamb's garden thinking that it was an isolated place.

But Mr. Lamb made him see a different side of life. He told him what is out is outside is not important rather we should focus on what is inside. He made Derry see the beauty of life again. The sound of the rain, blossoming trees, chirping birds, everything was beautiful around him. Derry realised that it doesn't matter how he looked. What matters is how he treats himself and life. He became positive again.

Q2 Answer the following questions in 100-150 words :

a) What was Derry's infirmity? How had it made him withdrawn and

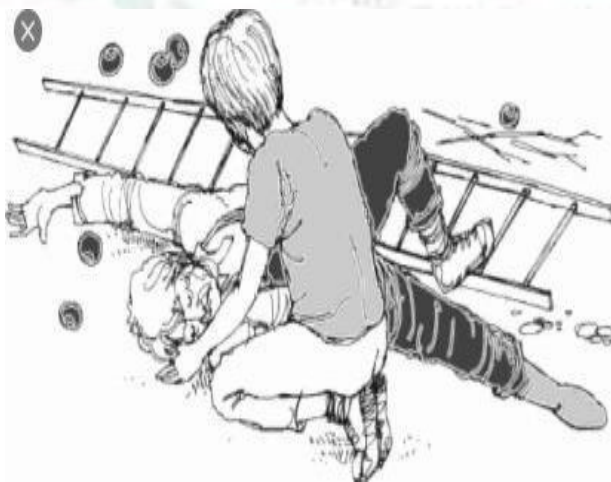
defiant?

Derry's face has been burnt by acid. He suffered from a tremendous sense of inferiority complex. He was always conscious of the fact that his face was curd and ugly. As a result people were afraid of him and nobody would ever kiss him.

It made him withdrawn and defiant in the sense that he stopped Trusting people . He always thought that if people were looking at him, then They were passing derogatory remarks about him.

b) How did Mr. Lamb's meeting with Derry become a turning point in Derry's life?

Derry is fourteen years old boy with a face burnt by acid. Mr. Lamb serves as an ideal person for Derry. Mr. Lamb has tin leg. But he never allows his disability to sour the joys of life. Derry on the other hand makes himself quite pitiable and miserable . His hyper sensitivity is like an open wound. He can't stand people staring at him. Even cruel and uncharitable remarks upsets him . He can't keep his years shut. Nor does he possess a large and generous heart like that of Mr. Lamb. Children call him 'Lamey -Lamb' but he does not mind it. He plays with them and gives them jellies and toffees Derry has developed a perverted thinking. The worst is that Derry distrust this world and its people. We find a change in Derry in the end. Mr. Lamb's ideas leave their imprint on him. He is free from that complex now. He doesn't care about his burnt face and it is no more important to him.



7 EVANS TRIES AN O- LEVEL

by Collin Dexter

Q1 Answer the following questions in 30-40 words:

a) According to the Governor, what kind of person was Evans?

Evans was also known as ‘ Evans the break’ as he had run away thrice from the jail. He was considered a pleasant sort chap by the prison authorities..He was good at imitations but was a congenital kleptomaniac. He wanted to sit for the examination so as to use the opportunity to escape from the prison.

b) What reasons did Evans give to keep his hat on his head ? What was the actual reason ?

Evans said that he wanted to keep his hat on because it was lucky for him It always brought luck to him. But the real reason was that he had cut his hair to impersonate Macleery and he did not want the jail authorities to know that.

c) What arrangements were made by the secretary of the Examination Board and the Governor for the smooth conduct of the examination?

The secretary of the examination board said that he would send all the forms and other material necessary for conducting the examination. The examination would be held in the Evans ‘ cell.It was agreed to get one person from st Mary Mag to invigilate.

Q2 Answer the following questions in 100-150 words :

a) What precautions were taken by the prison authorities for the smooth conduct of examination ?

Evans the prisoner was famous as “ Evans , The Breaker “. So the prison officers were quit alert while conducting the ‘O ‘ level exam and took all the precautions to prevent him from escaping. First of all, it was requested that the board should conduct the exam in the cell itself and the request was accepted . Two prison officers Mr. Jackson and Mr. Stephen were appointed to make all necessary arrangements . They took away his razor as well as his nail- scissors so that he could not use them for any type of injuries in the case of Mcleery, the invigilator . The cell was searched for two hours and every objectionable thing was removed. Heavy security arrangements were made in the cell. Stephen was given the charge of staying there all the time to keep an eye on Evan and also to leave

McLerry at the gate when the exam was over.. The Governor was all the time in touch with the officers. In case of any problem which might arise hence , it was a fool proof plan on the part of prison officials. Even then Evan had the last laugh and escaped from the prison.

b) What purpose did the question paper and the correction slip serve? How did they help both the criminals and the Governor?

The question paper serves to send a message to Evans. Mcleery draw the Governor's attention to the photocopied sheet superimposed over the last sheet of the question paper. It contains a message for Evans . He had been asked to follow the plan. The most important point in time, according to the message is three minutes before the end of the examination.

The Governor is unable to decipher the next line of the German text. Then, Evans has been asked not to hit McLeery too hard and not to overdo the Scots accent.



Formal invitation cards

Q. 1 You are a student of Newton Public School, Nagpur. The school is holding its annual function on Saturday, the 15th November, 20XX at 11 a.m. The HRD Minister Dr M.M. Joshi has consented to be the chief guest. Design an invitation card to be sent to the parents and other invitees. Do not exceed 50 words.

The Principal, Staff and Students
of
NEWTON PUBLIC SCHOOL, NAGPUR
solicit the pleasure of your company
on
the auspicious occasion
of
THE ANNUAL FUNCTION
of their school
at
11 a.m. on Saturday, the 15th November, 20XX
Dr M.M. Joshi, HRD Minister, Govt. of India
will be the chief guest and give away the prizes to the students.

RSVP
Principal
Newton Public School, Nagpur
Phone: 325468

Home work

Q1 You are a student of Puna International on School , Gandhinagar. The school is holding its Annual Sports function on 30th January 2022 at 10 a.m. The chief Minister of Gujarat Shri Bhupendra Bhai Patel has consented to be the chief guest. Design an invitation card to be sent to the parents and other invitees. Do not exceed 50 words.

Q2. You are a student of Puna International school, Gandhinagar. The school is holding Book fair on 26th January 2022. The Education minister of Gujarat has consented to be the chief guest .Design an invitation card to be sent the parents and other invitees . Do not exceed 50 words.

Q.2 You are the Principal of Zodiac Senior Secondary School, Ooty. The school has completed 25 years of its meritorious services to the society. The Silver Jubilee Celebrations are to be held on Sunday, the 26th October, 20XX. Mrs M. Kamath, the founder Principal will preside. Draft a suitable invitation to be sent to important dignitaries of the city and the parents of students.

The Principal, Staff and Students
of
ZODIAC SR. SEC. SCHOOL, OOTY
invite you on the
SILVER JUBILEE CELEBRATIONS
of their school
on
SUNDAY, THE 26TH OCTOBER, 20XX
at
10 a.m.
in
THE SCHOOL AUDITORIUM
MRS M. KAMATH
FOUNDER PRINCIPAL OF THE SCHOOL
has kindly consented to preside over the function
and give away prizes/mementoes

RSVP

Principal

Phone: 0421-4521; 0421-3475

Programme overleaf

Q3. You are the Secretary of the Old Students' Association, Mayo School, Ajmer. The 20th Alumni Meet will be held on Sunday, the 28th Sept. 20XX at 8.00 p.m. at Palace Hotel. Write invitation letters to all the old students of the school to attend the meet.

Answer:

Old Students' Association

Mayo School

Ajmer

Dear Alumna/Alumnus,

Sub: 20th Alumni Meet

The 20th Alumni Meet of Mayo School, Ajmer will be held on Sunday, the 28th Sept. 20XX at 8 p.m. at The Palace Hotel Ajmer. Old students, along with their spouses will be our guests of honour.

Kindly assemble at 8.00 p.m. in the banquet hall for a get-together, dance and dinner party.

Please confirm your seats by sending ₹ 500 to the undersigned.

Ayush K. Joshi

Secretary

INFORMAL INVITATION

Q 1 You are Anuroop Verma. Your friend from Japan is staying in the hostel. Invite him to join Diwali celebrations with you at your residence.

Answer:

315/2 Raja Gardens

New Delhi

25 October, 20XX

Dear Surunayak

You know that Diwali, the festival of lights, is approaching. It gives me great pleasure to invite you to Diwali celebrations at my residence. We shall have great fun.

Do join us for the 'Puja' and Diwali celebrations.

Yours sincerely

Anuroop Verma

Home Work

Q 1. You are Manoj. You are going on a picnic with a group of your classmates to Kama Lake, near Karnal. Write an informal invitation to your friend Mohit to join you on that day.

(i) WRITING REPLIES (FORMAL AND INFORMAL)

FORMAL REPLY

Q1 Write a formal reply expressing your inability to attend the birthday celebrations of your friend Samarth Pandya of 1235, Vivekananda Marg, Bangalore. You are Sandeep Prasad

Answer

Mr and Mrs Sandeep Prasad wish to thank Mr & Mrs Samarth Pandya for extending an invitation to the birthday celebrations of their son Akshay at their residence 1235, Vivekananda Marg, Bangalore on 20 March, 20XX and wish the young boy many happy returns of the day but regret their inability to be present personally on account of some previous engagements.

Sandeep Prasad

16 March, 20XX

Home work

Draft a formal reply expressing your inability to attend the inauguration of the showroom 'Repenzal' on Sunday, the 20th July 20XX, at 11 a.m. at B-12, Rohini. You are Naresh Sharma of C-5, G.K.J, Surat and your friend is Marmik. Bansal of 23, Sunder Nagar, Ahmedabad.

(ii) INFORMAL REPLIES

Q1. You are Naresh / Neena. You have been invited to attend a birthday party of your closest friend. Respond to this invitation.

712 Surya Vihar, Agra
15 March, 20XX

Dear Samiksha

I have received your invitation for your birthday party on 25 March, 20XX at 5 p.m. at Hotel Janpath. I am extremely happy to know that all our old friends are likely to be there.

I would like to confirm my participation.

Looking forward to the momentous occasion.

With love.

Naresh/Neena

Q2. You are Parv /Parnika. Your school has been invited to participate in an inter-school On-the-spot painting competition organised by the Lions Club of your district. As General Secretary of the Painting Club of your school, respond to the invitation.

D.N. Public School
Dahod
7 March, 20XX
The President
Lions Club
Dahod
Sir

This refers to your invitation to our school to participate in the inter-school on-the-spot painting competition. We thank you for inviting us and gladly confirm our participation in this interesting competition.

Yours sincerely
Parv / Parnika
General Secretary
Painting Club

Home work

You have been invited to an evening bash at the Nirula's by Vibhu, your close friend, to celebrate his selection in Medical College. Respond to the invitation. You are Nitin of 56, Gautama Enclave, New Delhi-56. .

.LETTER OF APPLICATION FOR JOB

Question 1.

Marry's Public School, Balasore urgently requires a post – graduate teacher to teach political science for

which they have placed an advertisement in The Balasore Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Balasore. Draft a letter including a CV, applying for the advertised post. (120 – 150 words)

Answer:

28, Vasant Marg
Balasore XXXXXX
Chhattisgarh
2 June 2018

The Principal
Marry's Public School
Ravidas Marg
Balasore XXXXXX
Chhattisgarh

Dear Sir

Subject: Application for the post of a postgraduate teacher (political science)

With reference to your advertisement in the The Balasore Express dated 10 May 20XX for the post of Postgraduate teacher in Political Science, I wish to submit my application for the same. I am also attaching my CV herewith.

Yours faithfully
Sanjay Sharma
Encl. CV

Curriculum Vitae

Name : Sanjay Sharma
Father's Name : Shri A.K. Sharma
Place of birth : Pune, Maharashtra
Address for communication : 28, Vasant Marg, Balasore, Chhattisgarh
Date of birth : 21 September 1990
Contact Number : 981002XXXX
Email ID : sanjay2012@gmail.com
Marital Status : Unmarried
Educational Qualifications : BA (political science) & MA (political science), BEd, MEd from Delhi University
Languages known : Hindi, English
Work Experience : Worked as PGT (political science) in SKB Public School Balasore from March 2013 to February 2017
Last salary drawn : 45,000 per month gross

Q2 You are Prem/Parul, 16, TT Nagar, Bhopal. You would like to apply for the post of the Marketing Manager in a reputable firm in Mumbai. Write a letter to the Public Relations Officer, Chaitanya Enterprises, Mumbai, applying for the job. Write the letter in 120 – 150 words giving your biodata.

Answer:

16, T.T. Nagar Bhopal
7 December 20XX
The Public Relations Officer
Chaitanya Enterprises
Link Road, Versova
Mumbai 4000XX

Dear Sir

Subject: Application for the post of Marketing Manager

In response to your advertisement in 'The Times of India', dated 5 December 20XX for the post of a marketing manager, I wish to offer my candidature for the same.

I have requisite qualifications and excellent communication skills. I am enclosing a copy of my biodata for your perusal and kind consideration.

I have a passion for marketing and am keen to implement new strategies.

Hoping for a favourable response.

Yours faithfully

Prem Raghuvanshi

Encl.: 1. Photograph

2. Testimonials & Certificates.

3. Resume

BIODATA

Name : Prem Raghuvanshi

Father's Name : Sh. Vineet Raghuvanshi

Date Of Birth : 07 December 1986

Address : 16, Tt Nagar, Bhopal Ph. 2323xxxx, Mob. 9823xxxxxx

Email Address Marital : prem@yahoo.in

Status Educational : Married

Qualifications:

1. MBA from Time Institute in 2011 with 78%
 2. B.Com. from Dungar College, Jaipur in 2008 with 86%
 3. Class XII, CBSE in 2005 with 89% (Commerce stream)
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4. Class X CBSE in 2003 with 91% Experience: 1. Worked as Marketing Manager at Vistas Enterprises for the last 4 years.

2. Currently working as Marketing Head, Shinaya Enterprises for the last 3 years.

Co-curricular Activities :

1. Sports captain in the school.
2. Participated in declamation and extempore at state level competition in college and won many prizes.

Core Strength :

1. Leadership quality and excellent communication skills.
2. Programme language C, JAVA

Hobbies : Reading, playing outdoor sports
Languages known : English, Hindi, French

References :

1. Mr. Rajat Mehra CEO, Vistas Enterprises Delhi Mobile: 9999XXXXXX
2. Mr. Keshav Das MD, Universal Marketing Ltd. Bengaluru, Karnataka Mob. 9899XXXXXX

Home work

Write a letter of application in response to the following advertisement which appeared in “The Times of India “ dated 21 Dec. 21”

Wanted
Receptionist

Qualification: Any graduate with knowledge of computer and fluency in English and Hindi

Apply within 10 days to: The Managing Director
Mangala Group of Companies
Nagadevanhalli, Ring Road
Bangalore

REPORT WRITING

What is Report Writing?

Report Writing – A report is a written account of something that one has observed, heard, done, or investigated. It is a systematic and well-organized presentation of facts and findings of an event that has already taken place somewhere.

Reports are used as a form of written assessment to find out what you have learned from your reading, research, or experience and to give you the experience of an important skill that is widely used in the workplace.

A well-written report must possess the following traits:

1. adherence to the specifications of report brief;
2. analysis of relevant information;
3. structuring material in a logical and coherent order;
4. presentation in a consistent manner according to the instructions of the report brief;
5. making appropriate conclusions that are supported by the evidence and analysis of the report;

Report Writing Format

1. **Heading**– A descriptive title that is expressive of the contents of the report.
2. **By line**- Name of the person writing the report. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.
3. **The opening paragraph (introduction)** – It may include the ‘5 Ws’ namely, WHAT, WHY, WHEN, and WHERE along with WHO was invited as the chief guest.
4. **The account of the event in detail**- The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.
5. **Conclusion**– This will include a description of how the event ended. It may include quote excerpts from the Chief Guest’s speech or how did the event wind up.

Magazine and Newspaper Report

MAGAZINE REPORT	NEWSPAPER REPORT
Heading	Headline
By line	By line (along with the designation)
Opening paragraph	Date and place
Account of the event	Opening paragraph
Conclusion	Account of the event and witness remarks
	Conclusion

Q4. You are Sandhya/ Sohan an active member of the Animal Lovers Club which works for the welfare of animals by preventing cruelty to them. Recently you visited Mahatma Gandhi Animal Care Home. You were pleasantly surprised to see the good treatment given to the animals. Write a report in 150-200 words on your visit.

You may use the following points: injured dogs and cats – abandoned pets – very old animals – all very well cared for – well-equipped medical room – veterinary surgeon – green surroundings.

Visit Mahatma Gandhi Animal Care Home
-Sandhya/Sohan

Animal Lovers Club was recently invited by the Mahatma Gandhi Animal Care Home for a visit where an opportunity to oversee the working of the organization was given.

It is home to abandoned pets, rescued animals, and the ones injured on the streets. There were many old animals as well. It was astounding to see the quality of care the animals are being given. They have a family-like environment for them. This helps them to heal faster and stay happy.

The animal home has all the facilities ranging from a well- equipped medical room to a veterinary surgeon. Regular check-ups of those unwell by a team of veterinary specialists are carried out.

The surroundings are animal-friendly as well. They are not being ruthlessly kept in cages. They have green surroundings with enough space for them to play and nurture.

Mahatma Gandhi Animal Care Home is doing a mind-blowing job by understanding and fulfilling the needs of those who can't speak for themselves. The experience was an overwhelming one.

Q.2 Recently your school held a Seminar on Conservation of Water as a part of World Water Day celebrations. As the School Pupil Leader of St. Anns School, Gurgaon, write a report in 100-125 words for a local daily. Sign as Suman/ Samiksha

Answer:

Seminar On Water Conservation
By: Samiksha
St.Anns High School, Gurgaon

Gurgaon 16th March, 20xx, Gurgaon: Our school organised a seminar on 'Water Conservation' as part of the World Water Day Celebrations on 13th August, 20xx. The main aim of this seminar was to remind us all about the need to save the government and the non-governmental organisations in providing help water as it is a precious source imperative for our survival.

Distinguished environmentalists and eminent personalities were our guest speakers and they reiterated the need not only of conserving water but also spoke at length on how to conserve water by stressing upon the fact that each drop of water is precious. Dr. Yashraj, an eminent environmentalist, suggested rain-water harvesting as one of the best ways to conserve water.

Home work

An NGO, “ Health for All” organised a health checkup camp in a slum at Amritsar. You are

Ruchika / Raunak, and you visited the camp. Write a report in 150 – 200 words covering arrangements such as registration, check-up tests carried out , etc.