

*\*Enhanced Edition  
NEP 2020 Guidelines*

# GRAMMAR

# TWEAK

## *Teacher's Manual*



8



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# The Structure of Sentences

- A. 1. (b) Imperative                      2. (a) Imperative  
3. (a) Exclamatory                      4. (a) Exclamatory  
5. (a) Assertive                          6. (b) Assertive  
7. (c) Interrogative                      8. (c) Assertive
- B.     Subject                                  Predicate  
1. God                                        helps good children.  
2. The priest                                sang the prayer.  
3. Biru                                        in flying a kite.  
4. The young girl                         greeted me with a smile.  
5. The clown                                made us laugh.  
6. It    is raining outside.
- C. 1. cannot sleep at night.  
2. are hiring a house in the city.  
3. is very big.  
4. fly over our school frequently.  
5. are night-flights.  
6. was floating in the sea.  
7. gave him some medicine.  
8. has asked uncle to sell the furniture.
- D. 1. Our Principal is not a humble lady.  
2. She is not a foreigner in our country.  
3. He is not a junior cadet.  
4. This idli is not stale.  
5. The owl is not a wise bird.  
6. Our English teacher is not on leave.  
7. He is not kind to stray animals.  
8. His presence in the party was not quite unwelcome.
- E. 1. How stupid of me to ask you such a question!  
2. What a miraculous feat was performed by Saurav Ganguly!  
3. How I wish I had time for reading books!  
4. How hard it is to believe that he stole his friend's ring!
- F. 1. The battle is lost.  
2. You are going to write this stuff in the exam.  
3. Do not waste time doing a simple course when NIIT is there.  
4. Everyone knows Salman Khan.

- G.
1. Is my teacher a very kind person?
  2. Does Amit visit the park everyday?
  3. Did Rohit argue with his boss?
  4. Did Maya reply to the invitation?
  5. Do they have meals at nine O'clock?
  6. Does the family speak French at home?
  7. Does an artist paint portraits?

Task to Do

1. cat : I love cats.
2. tiger : The tiger is our national animal.
3. school : My school is quite famous.
4. rose : Rose is a lovely flower.
5. health : Take care of your health.
6. elephant : An elephant loves eating sugarcanes.



## 2 Types of Sentences

- A.**
1. (c) Three
  2. (c) both
  3. (b) subordinate
  4. (b) independent
  5. (c) Both
- B.**
1. He has everything. He is unhappy.
  2. He took his luggage. He set off.
  3. You have to confess. You will be punished.
  4. Mohit brought the bike. It belongs to his father.
  5. She was deserving. She was selected.
- C.**
1. I have no advice which I can offer you.
  2. You have to tell me what your address is.
  3. He had to confess that he had done a crime.
  4. Narender will come but he will come only under compulsion.
  5. She is proud because of her own beauty.
- D.**
1. He declared he is innocent.
  2. You can play for a long time.
  3. I make a promise to keep.
  4. She was too tired to finish her work.
  5. People believed in his honesty.

### Task to Do

1. It was very hot, therefore no one wanted to go out.
2. Although he worked hard yet he failed.
3. We must eat because we have to live.
4. You must apologise and avoid trouble.
5. He has to work hard so that he passes.



## 3 Question Tags

- A.** 1. (b) wasn't it?      2. (b) wasn't it?      3. (a) weren't you?  
4. (a) weren't they?      5. (b) wasn't he?
- B.** 1. don't you?      2. didn't he?      3. doesn't he?  
4. doesn't she?      5. didn't they?      6. didn't he?  
7. didn't he?      8. doesn't he?
- C.** 1. Where      2. Which      3. Which  
4. Which      5. Which      6. Which  
7. Which      8. What
- D.** 1. No he isn't a naughty boy.  
2. No he doesn't play cricket.  
3. No they don't sing in the school choir.  
4. No she can't draw well.  
5. No he can't dive from a high board.

### Task to Do

1. Do they shine by their own light?
2. Is the sun 93,000,000 miles far away from the earth?
3. How does an eclipse of the sun take place?
4. Does an eclipse of the sun occur only when the moon is new?
5. Does a planet shine by the light of the nearest star?



## The Noun : Important Facts

- A.** 1. (a) Queen      2. (b) Tiger      3. (b) Princess  
4. (a) Landlord
- B.** 1. Nouns are naming words.  
2. Proper nouns begin with a capital letter.  
3. Countable nouns are those nouns which can be quantified or counted in numbers.
- C.** 1. Hunter              2. God              3. Count  
4. Lion                  5. Emperor        6. Traitor  
7. Actor                8. Fox
- D.** 1. Daughter          2. Hen sparrow    3. Heroine  
4. Nun                  5. Goose            6. Tigress  
7. Niece                8. Princess        9. Maid servant  
10. Mistress
- E.** 1. Plural              2. Singular        3. Singular  
4. Singular            5. Singular        6. Singular  
7. Plural              8. Singular
- F.** 1. Thieves            2. Fairies            3. Babies  
4. Loaves             5. Ways             6. Benches  
7. Teeth              8. Keys
- G.** 1. **Wise enemies** are better than **foolish friends**.  
2. The **men** clicked **photos** of the rare **bird**.  
3. The **squirrel** was eating a **nut** sitting on the **tree branch**.  
4. The **daughters** met their **fathers** in **parties**.  
5. The **chef** prepared delicious **dishes** for the **ceremonies**.  
6. **Soldiers** rode up the **hills** on their **horses**.

### Task to Do

1. fork              2. wife      3. paper      4. poor  
5. Bread



## 5 Noun – Case

- A.** 1. (a) Principal's  
4. (a) millionaire's
- B.** 1. Sailesh's father  
4. Jockey's horse
- C.** 1. Tom  
4. milk
2. (b) waitress'  
5. (a) deer's
3. (a) patients'  
2. The lady's purse  
5. The lion's paws  
3. The boy's name  
6. Vinita's voice  
3. the pickpocket

**D. Vocative Case**

1. Lima  
2. I  
3. Students  
4. Mrs. Pathak

**Dative Case**

- Rajashree  
my sister  
Science teacher  
Shailesh

**E.** 1. Garbage dumps

- Odour  
2. Raja's  
Remarks  
Teachers  
3. Laughter  
Medicine  
4. Father's  
Reply  
Curiosity  
5. Honesty  
Policy

- Nominative Case  
– Objective Case  
– Possessive Case  
– Nominative Case  
– Accusative Case  
– Nominative Case  
– Objective Case  
– Possessive Case  
– Nominative Case  
– Objective Case  
– Nominative Case  
– Objective Case

**F. Nouns in Apposition**

1. an octogenarian  
2. a cripple  
3. his friend  
4. The police watchdog

**Case**

- Dative Case  
Nominative Case  
Dative Case  
Nominative Case

**Task to Do**

1. Student's clubs  
3. My father's property  
5. Rohit's car  
7. A month's holiday  
9. Stone's throw
2. This week's income  
4. House's window  
6. A day's work  
8. Mosquito's bite

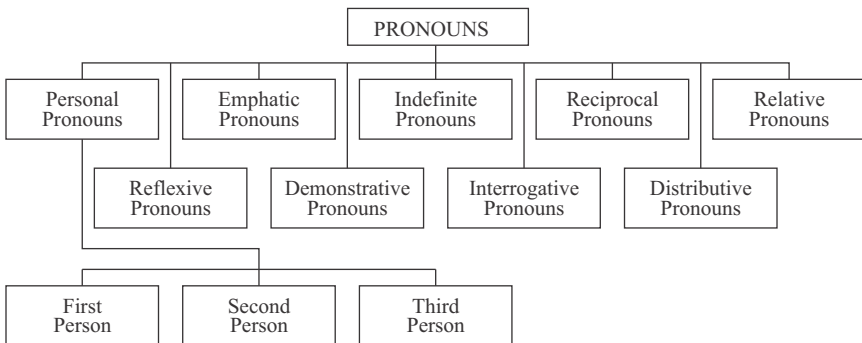
# 6

## Pronoun-Kinds

- A.** 1. (b) pronoun                      2. (b) himself                      3. (a) her  
 4. (a) Someone's                      5. (c) three                      6. (b) interrogative  
 7. (a) reciprocal
- B.** 1. himself                      2. Who                      3. herself  
 4. Someone's                      5. We
- C.** 1. All/their                      –      Personal Pronouns  
 2. His/it                      –      Personal Pronouns  
 3. This                      –      Demonstrative Pronoun  
     Few                      –      Indefinite Pronoun  
 4. We                      –      Personal Pronoun / Ourselves – Reflexive Pronoun  
 5. We                      –      Personal Pronoun/ Who – Relative Pronoun/  
     Us – Personal Pronoun
- D.** 1. myself                      –      Reflexive Pronoun  
 2. themselves                      –      Reflexive Pronoun  
 3. themselves                      –      Emphatic Pronoun  
 4. himself                      –      Reflexive Pronoun  
 5. himself                      –      Emphatic Pronoun
- E.** 1. Who asked you to do so?  
 2. Which are Maths notes?  
 3. Who saw Rashmi at the temple?  
 4. What is the capital of India?  
 5. Who himself admitted his fault?

### Task to Do

Flow chart on different kinds of pronouns.







## 7 Adjectives

- A.** 1. (a) shameless      2. (b) tragical      3. (a) delightful  
4. (a) eligible      5. (a) absent      6. (a) likeable
- B.** 1. adjectives      2. quantity      3. two  
4. distributive adjectives
- C.** 1. some      2. massive      3. white      4. cold  
5. those      6. serious      7. high      8. first
- D.** 1. ecological – Adjective of Quality  
2. His – Possessive Adjective  
wet – Adjective of Quality  
3. thoughtless – Adjective of Quality  
4. Whose – Possessive Adjective  
5. few – Adjective of Number  
6. bookish – Adjective of Quality

### Task to Do

- As **slippery** as an eel.
- As **cool** as a cucumber.
- As **green** as a grass.
- As **merry** as a cricket.
- As **silent** as death.
- As **mournful** as a grave.
- As **busy** as a bee.
- As **obstinate** as a mule.
- As **free** as a bird.
- As **cunning** as a fox.
- As **quiet** as a mouse.
- As **strong** as an ox.
- As **brown** as a berry.
- As **slow** as a snail.
- As **brave** as a lion.
- As **happy** as a lark.
- As **deaf** as an adder.
- As **cute** as a kitten.



## 8 Articles and Other Determiners

- A.** 1. (b) many      2. (a) any      3. (b) a little      4. (a) A few  
5. (a) each
- B.** 1. **The** Bay of Bengal lies to **the** eastern coast of India.  
2. Cadets had to walk **a** distance of 8 km daily.  
3. Wisdom is **a** gift of heaven.  
4. **An** advocate is a professional who pleads a case.  
5. **The** workers made **a** union.  
6. His brother had been **an** I.P.S. Officer.

- C.** 1. some            2. a few            3. some            4. a  
5. an                6. The            7. The            8. The
- D.** 1. The police interrogates some of the students.  
2. Many of my friends are educated.  
3. Do not worry, you will recover the money that is yours.  
4. This thing is clean.  
5. Many days have passed after the blast.  
6. They have caught some elephants.
- E.** 1. Ramesh was the appointed teacher.  
2. Mumbai is the Manchester of India.  
3. The nature has its own laws.  
4. My father is an ex-serviceman.  
5. Pt. J.L. Nehru was the first P.M. of free India.  
6. Please give me a one rupee coin.  
7. He came and sat on the bed.  
8. Italy is a European country.
- F.** 1. How much                    2. How many                    3. How many  
4. How much                    5. How many

**Task to Do**

1. Silver is a useful metal.
2. The earth revolves around the sun.
3. A tomato is always good to eat.
4. Raveena is a naughty girl.
5. Milton was a great poet.
6. Have you ever seen an elephant?
7. Draw the map of India.
8. I like to live in open air.



## Verbs and Adverbs

- A.** 1. (b) later                      2. (b) better                      3. (b) worse  
4. (b) better                      5. (b) nearer                      6. (b) faster
- B.** 1. faster                      2. Certainly                      3. Politely  
4. very loudly                      5. Fortunately/ unhurt
- C.** 1. often                      – Adverb of Frequency  
2. loudly                      – Adverb of Manner  
3. very                      – Adverb of Degree  
4. When                      – Interrogative Adverb  
5. too                      – Adverb of Degree  
6. tomorrow                      – Adverb of Time
- D.** 1. surely                      2. Where                      3. tastefully  
4. because                      5. outside                      6. there
- E.** 1. sleeps                      2. kept                      3. burns  
4. eat                      5. sat                      6. ran
- F.** 1. greatly                      2. loudly                      3. firmly  
4. sadly                      5. carefully                      6. angrily

### Task to Do

1. We <sup>✓</sup>**beat** them.
2. We will <sup>x</sup>**eāt** there.
3. I <sup>x</sup>**rān** in the race.
4. I <sup>✓</sup>**think** that you are correct.
5. He <sup>x</sup>**wrote** yesterday.
6. I <sup>✓</sup>**threw** the ball.

## 10 Phrases

- A.** 1. (a) Adjective phrase                      2. (b) Noun phrase  
3. (b) Adverb phrase                        4. (b) Adverb phrase
- B.** 1. made of gold                                2. of a famous author  
3. intelligent girl                                4. beside the lake  
5. kite with great care
- C.** 1. solve the sum                                2. an interesting game  
3. the first rank in the school                4. The little boy  
5. my best friend
- D.** 1. **Red tape**  
Because of red tape, everything seems to have delayed.
2. **In favour of**  
The court gave the judgement in favour of the students.
3. **In front of**  
No vendors are allowed to sell the eatables in front of our school.
4. **In order to**  
You have to work hard in order to succeed.
5. **In spite of**  
In spite of working so hard, he could not succeed.
6. **Get rid of**  
We all must try to get rid of all the bad habits.

### Task to Do

1. A one way ticket                      :    No alternatives are available  
2. On account of                         :    Because of  
3. With a view to                         :    With the intention of  
4. A fish out of water                   :    Not to feel easy and comfortable  
5. At home in                               :    Feel comfortable

## 11 Correct Usage of Preposition

- A.** 1. (b) In    2. (a) Since/For                      3. (a) During  
4. (c) Three                                        5. (b) Phrase
- B.** 1. for    2. in    3. on  
4. by     5. since                                        6. on  
7. By    8. on    9. until  
10. On    11. by     12. for

- C.**
- |          |          |       |
|----------|----------|-------|
| 1. to    | 2. since | 3. in |
| 4. about | 5. for   | 6. to |
| 7. for   | 8. at    |       |
- D.**
- |        |           |          |
|--------|-----------|----------|
| 1. on  | 2. to     | 3. in    |
| 4. of  | 5. beside | 6. since |
| 7. at  | 8. of     | 9. of    |
| 10. on |           |          |
- E.**
- It won't fall **off** because I have twisted the wire **round** that post to keep it **in** position.
  - Three policemen went **past** us **on** horseback.
  - We rushed **after** breakfast to avoid most of the traffic.
  - We enjoy riding **through** the tunnel **on** our bikes.
  - As it was getting dark, he ran **through** the cemetery **on** his way home.
  - After** six years, the hospital is still **under** construction.
  - The police were chasing **after** a man who had driven **through** a red light.
  - The lorry was moving **at** full speed when a load of duck's eggs fell.
  - My friend goes to school **on** his bicycle but **during** rainy season he goes **by** taxi.
  - We sat **round** the fire and sang songs **at** the top **of** our voices.

**Task to Do**

- Around : The earth revolves around the sun.
- Above : He was shouting from his flat above the corner shop.
- Till : Shyam will not be back till 2 O'clock.
- Off : He rolled off the bed.
- Since : He has been staying since two years in Canada.
- Between: The boy is standing between the poles.
- Among : The sweets were distributed among the children.
- Until : You will have to wait until the cab arrives.
- Besides : He speaks two languages besides English.
- Into : The truck crashed into a parked car.
- Inside : There is no one inside the room.
- Behind : The hotel is behind the bus stand.



## Punctuation

- A.**
1. How we are ever going to build this bridge.
  2. England, Italy and France formed on alliance.
  3. Sailors, who are generally superstitious say, “It is unlucky to embark on a Friday.”
  4. Sir, I would rather be right than be President.
  5. It is mind, after all, which does all the work of the world.
  6. Friends, companions, relatives had deserted him.
  7. What a fall was there, my countrymen!
  8. Have you written your essay?
  9. If you prick us, do we not bleed?
  10. He was a brave, large-hearted man and we all loved him.
- B.**
1. @rarchit wants to be a great singer of India.
  2. @t is@jack and@jill who worked hard.
  3. @want to see the@taj@mahal and the@red@fort.
  4. @ainik@haskar is a leading newspaper of our country.
  5. @he@gita is a religious book of the@hindus.
- C.**
1. The man’s duty as a citizen of a country is to protect the property of the country, respect the law of the land, abide by the rules and regulations of the state.
  2. The Mother’s Day celebration was there in the school. To mark the day, some speakers spoke about it. Our Principal said to the students, “Mother is superior to God.” He also told that all of us must respect our mother.
  3. “Oh! Doctor, Please do something to help my child”, she cried, “He is suffering from severe stomach pain.”
  4. They had played together in childhood, worked together in manhood; and then retired together. They are now gossiping away the evening of life and in a short time, they will probably be cremated together.
  5. “Sir, I shall never disobey your order in future”, the student said.
  6. As Caesar loved me, I wept for him as he was fortunate. I rejoice as he was valiant. I honour him but as he was ambitious, I slew him.

### Task to Do

1. He is a good boy.
2. He likes to eat pizza, burger and ice cream.
3. He worked hard; unfortunately he failed.
4. Is he feeling sad on his failure?

5. He said, "I will work harder this time."
6. He is still his father's favourite.
7. Wow! What a strong body he has!
8. He is talking to his mother-in-law.
9. Sunday is Sohan's birthday.
10. Have you cooked your food?

## 13 Conjunction

- A.** 1. (a) till      2. (a) if      3. (a) Since
- B.** 1. so      2. so, that      3. Since      4. Scarcely, when  
5. because      6. Although      7. till      8. Unless  
9. either, or      10. but
- C.** 1. I respect his opinion but I cannot agree with him.  
2. He had been told that Deepak had resigned.  
3. Preeti put up a face though she was happy.  
4. Come if it suits you.  
5. I was looking for some important papers but I cannot find them.  
6. As you have no courage you cannot achieve anything.  
7. She reached the station after the train had started.  
8. You cannot get the job because you are not fully qualified for it.

### Task to Do

1. Unless you work hard, you will not get the top position.
2. In spite of giving him detailed instructions, he could not complete the work.
3. Since Parmeet had lost the book, she had to pay for it.
4. I could not reach on time because I had missed the train.
5. You cannot go out to play unless you finish your work.



## 14 Interjection

- A. 1. (c) Hurrah      2. (c) both      3. (a) Bravo  
4. (c) Hey      5. (b) Alas
- B. 1. Hey      2. Alas      3. Well      4. Uh      5. Wow  
6. Oh      7. Amen      8. Wow      9. What      10. Well
- C. 1. surprise      2. agreement      3. wish  
4. disgust      5. hesitation      6. appreciation  
7. appreciation      8. keep silence      9. calling for attention  
10. sorrow

### Task to Do

1. Envy : What a foolish thing to do!  
2. Agreement : Oh! I understand your problem.  
3. Triumph : Hurrah! Our school team is the champion.  
4. Sorrow : Alas! The doctor could not save the patient.  
5. Happiness : Hey! You look so charming today.  
6. Excitement : Wow! I am thrilled to meet you again.  
7. Joy : Wow! Today I am very happy.  
8. Boredom : Hmm! It's quite dull atmosphere here.  
9. Clumsiness : Um! It is not a nice situation.  
10. Pain : Ouch! My body is aching badly.  
11. Surprise : Well! It is really a pleasure to be invited.  
12. Disbelief : What! The old man has not returned yet.



## 15 Tenses : The Present Tense

- A. 1. Simple Present Tense      2. Present Continuous Tense  
3. Present Perfect Tense
- B. 1. Two and two **make** four.  
2. You **write** an interesting poem.  
3. They **run** very fast.  
4. My father **gets** up at 9 a.m. everyday.  
5. Both of them **work** very hard.  
6. They **eat** in the morning.



- C.** 1. We are **playing** football.  
 2. The sun is **shining** in the sky.  
 3. Am I **looking** handsome?  
 4. She is not **eating** her breakfast.  
 5. He is **writing** a letter.
- D.** 1. They have **earned** goodwill.  
 2. I have **done** my work.  
 3. Have you **read** the book?  
 4. The sun has **risen**.  
 5. Have they **finished** their work?
- E.** 1. He has been **working** on computer since morning.  
 2. It has been **raining** since morning.  
 3. I have been **suffering** from fever for last two days.  
 4. Students have been **playing** cricket since morning.  
 5. They have been **building** this road for the last three months.
- F.** 1. She **walks** along the road.  
 2. You **look** happy today.  
 3. You **are listening** to music.  
 4. The cow **is grazing** the grass.  
 5. They **speak** the truth.

**Task to Do**

- Has Ritu gone to school?
- You do not go to temple?
- Is the Taj Mahal in Agra?
- You have never been to Agra.
- Does Neeta not work?
- Javed is not writing a book.



## 16 The Past Tense

- A.** 1. (b) was held                      2. (.c) was thinking  
 3. (b) cried                                4. (b)went  
 5. (b) grumbling
- B.** 1. She played piano.  
 2. He read the books.  
 3. Aditya did not do his work.

4. We played football.
  5. You wrote well.
- C.**
1. Radha was drinking coffee.
  2. They were singing devotional songs.
  3. I was going to Hyderabad last week.
  4. The nurse was examining the patient.
  5. I was drinking milk.
  6. We were exercising daily.
  7. The earth was revolving around the sun.
  8. The sun was setting.
  9. Meena was dancing well.
  10. Cows were eating grass.
- D.**
1. He **came** to my house two years ago.
  2. She **was taking** coffee, when I reached her home.
  3. He **was filling** a form when I entered the class.
  4. My father **was reading** The Times of India.
  5. I **played** football for three years.
  6. He **was climbing** the tree when his shoe **fell** down.
  7. They **were playing** in the park.
  8. The teacher **entered** the class when I **was singing**.
  9. It **got** cold in the night.
  10. We **went** to see the movie yesterday.
- E.**
1. Past Indefinite
  2. Past Indefinite
  3. Past Indefinite/ Past Continuous
  4. Past Perfect
  5. Past Perfect Continuous

**Task to Do**

1. She had played chess.
2. I have sung a beautiful song.
3. We have invited him.
4. The girls have played kho-kho.
5. We had remembered his address.



## The Future Tense

- A.** 1. (b) we will go to Nainital  
2. (b) when her mother returns home  
3. (a) it will rain heavily  
4. (a) will be watching a movie  
5. (b) Mr Sharma will have left
- B.** 1. Will your parents be waiting for you?  
2. Will you have learnt the lesson before the teacher comes?  
3. Will they perform on Sunday?  
4. Will she be going to office?  
5. Will Manoj not help you?
- C.** 1. Dr. Sharma **will** be there by 7 p.m.  
2. She **will** go to school at 9 o'clock.  
3. Kanti **will** sing a song.  
4. We **shall** go to temple.  
5. He **will** go on foot.  
6. I **shall** have written my poem before he comes.  
7. He **will** visit him tomorrow.  
8. We **shall** have already heard the news.  
9. They **will** not have helped me.  
10. **Shall** we disclose your secret?
- D.** 1. help    2. be waiting    3. mend    4. travelling  
5. sing    6. doing    7. go    8. disclose  
9. watching    10. coming

### Task to Do

1. **Future Continuous** : I will be waiting for you at the bus stop.  
**Future Perfect** : I will have waited for you at the bus stop.  
**Future Perfect Continuous** : I will have been waiting for you at the bus stop.
2. **Future Indefinite** : They will come by 12 a.m.  
**Future Continuous** : They will be coming by 12 a.m.  
**Future Perfect** : They will have come by 12 a.m.  
**Future Perfect Continuous** : They will have been coming by 12 a.m.



## 18 Modals (Auxiliaries)

- A.** 1. (a) mustn't                      2. (a) should                      3. (c) couldn't  
4. (b) must have                      5. (c) Shall                      6. (b) Could  
7. (a) Would you mind                      8. (c) ought                      9. (b) must have been  
10.(c) have to                      11. (a) May
- B.** 1. ought to                      2. might                      3. should  
4. can                      5. need to                      6. would  
7. will                      8. might                      9. would  
10. Could                      11. Could                      12. ought to  
13. Shall                      14. may                      15. used
- C.** 1. It **might** get very hot in day time.  
2. I **could** not complete the work yesterday.  
3. It **will** not happen that way.  
4. It **may** rain today.  
5. I have no time. I **must** leave now or I **will** miss the bus.  
6. **May** I go to picnic?  
7. She said that he **would** sell the old car.  
8. I **can** swim much faster now.  
9. **Would** you like to have fruits?  
10. Tom **can** play tennis quite well. I usually play with him every weekend.  
11. **May** we go out tonight, please? Yes, but you **shouldn't** be late.  
12. It is raining so, it **might be** very cold tomorrow.  
13. **Can** you water my plants while I am away?  
14. I wish I **could** buy a new mobile phone but I don't have enough money.  
15. She looks tired; she **can** take some days off.  
16. You **ought to** drive carefully at night.

### Task to Do

1. Shall                      :    I shall go to office today.  
2. Will                      :    Will you do me a favour?  
3. Should                      :    We should help those who are in need.  
4. Ought to                      :    One ought to sacrifice one's life for one's country.  
5. Could                      :    Could you lend me your notebook?  
6. Have to                      :    I have to finish this work before he comes.  
7. Can                      :    I can sing and dance well.  
8. Must                      :    We must work hard to be happy.  
9. Might                      :    It might rain in the evening today.



## 19 Active and Passive Voice

- A.** 1. (b) Passive Voice                      2. (a) Active Voice  
3. (a) Active Voice                      4. (b) Passive Voice
- B.** 1. My mobile was been stolen by her.  
2. A kite will be flown by Ravi.  
3. We will be blamed by everyone.  
4. By whom were you taught English?  
5. A letter is written by him.  
6. When was a letter written by you?
- C.** 1. There is no time to waste.  
2. Someone has damaged my car.  
3. Always speak the truth.  
4. Liberty manufactures good quality shoes.  
5. Shahjahan built the Taj Mahal.

### Task to Do

1. Were the receipts given to you by Raghav?
2. Was your watch found by you?
3. Were all these books bought by you?
4. Have the dry-cleaned clothes been delivered by the laundry?
5. Have the results been announced by them yet?
6. Was the window broken by the boys?
7. Has all your work been finished by you?



## Word Formation

- A.** 1. (a) noun      2. (b) adjective      3. (a) adjective
- B.** 1. Improve – **Improvement**  
The new government has brought about much improvement.
2. Inform – **Information**  
He provided some valuable information about the culprit.
3. Judge – **Judgement**  
The judgement of the court was welcomed by all.
4. Operate – **Operation**  
The army's operation against the enemy was successful.
5. Admit – **Admission**  
The school admission for the new year has started.
6. Appear – **Appearance**  
Let no one's appearance deceive you.
7. Create – **Creation**  
Human beings are a wonderful creation of God.
8. Decide – **Decision**  
The decision of the elders was accepted by everyone.
9. Distribute – **Distribution**  
The function ended with the distribution of prizes.
10. Employ – **Employment**  
Everyone prefers to have full-time employment.
11. Entertain – **Entertainment**  
Everyone needs some time for entertainment.
12. Execute – **Execution**  
The entire execution of the plan was appreciated by all.
- C.** 1. Number – **Number**  
He will number the pages serially.
2. Performance – **Perform**  
The students were performing poorly.
3. Right – **Righted**  
The plane righted itself and flew off.
4. Stone – **Stoned**  
The mob stoned the mad dog to death.
5. School – **Schooled**  
He was born in India and schooled in USA.

6. Silence – **Silenced**  
She was silenced by the teacher's stern looks.
7. Watch – **Watch**  
Everyone wants to watch the movie.
8. Face – **Face**  
Face the outcome boldly.
9. Fish – **Fishing**  
I love fishing.
10. Help – **Help**  
Help the needy.

- D.**
1. Practice – **Practical**  
Your suggestion is not practical.
  2. Reason – **Reasonable**  
Give only a reasonable excuse.
  3. Shame – **Shameful**  
He was neglected because of his shameful behavior.
  4. Storm – **Stormy**  
It was a dark and stormy night.
  5. Study – **Studious**  
The young boy was very quiet and studious.
  6. Length – **Lengthy**  
He wrote a lengthy letter to his father.
  7. Month – **Monthly**  
He cannot bear his own monthly expenditure.
  8. Person – **Personal**  
It was his personal matter.
  9. Power – **Powerful**  
He was given a powerful medicine by the doctor.
  10. Year – **Yearly**  
He later made yearly visits to Paris.
  11. Anxiety – **Anxious**  
She was extremely anxious about her future.
  12. Defect – **Defective**  
He threw his defective watch out of the window.

**Task to Do**

- |               |                |                |
|---------------|----------------|----------------|
| 1. Apologise  | 2. Authorise   | 3. Brutalise   |
| 4. Civilise   | 5. Equalise    | 6. Familiarise |
| 7. Generalise | 8. Hospitalise | 9. Legalise    |
| 10. Magnetise |                |                |



## 21 Homophones

- A.** 1. (b) Character                      2. (a) Rule  
3. (a) Near                                4. (a) To colour  
5. (b) Rent
- B.** 1. Find                      –    **To search for**  
It is not easy to find a true friend.  
Fined                      –    **A penalty being imposed**  
He was fined heavily for his mistake.
2. Flew                      –    **Past of 'fly'**  
Seeing the hunter, the birds flew away.  
Flu                      –    **A sickness**  
He was suffering from flu.
3. Groan                      –    **To cry in pain**  
His groan could be heard from a distance.  
Grown                      –    **To grow up in age**  
He is a grown up boy now.
4. Hail                      –    **Frozen rain**  
Rain and hail bounced on the roof top.  
Hale                      –    **Strong and healthy**  
He is hale and hearty at this old age also.
5. Lightening                      –    **to make of light colour**  
Purple lightening rippled in the air nearby.  
Lightning                      – **A streak of light in the sky followed by thunder**  
The forest fire was caused by the lightning storm.
6. Metal                      –    **A solid material like iron**  
He erected a metal pole for the flag.  
Mettle                      –    **Ability**  
The team showed their true mettle in the second half.
- C.** 1. The dog digged a big **hole**.  
2. The **hare** lost the race to the tortoise.  
3. My **aunt** give me a beautiful gift.  
4. I reserved my **berth** in the train.  
5. Please issue me a **cheque** book.
- D.** 1. To reduce                      –    Lessen  
A chapter                      –    Lesson



- 2. More distance – Farther  
Next – Further
- 3. One who carries – Carrier  
Professions – Career
- 4. Near – Beside  
Except – Besides
- 5. A messenger of God – Angel  
A geometrical figure – Angle
- 6. To take up – Adopt  
To accommodate – Adapt
- 7. Observation – Guess  
Petroleum Product – Gas

**Task to Do**

- 1. Pair – A set of two things  
Pear – A fruit
- 2. Bored – Fed up  
Board – A panel
- 3. Be – Exist  
Bee – An insect
- 4. Whether – Expressing choice  
Weather – Climatic condition
- 5. Week – A period of seven days  
Weak – Not strong
- 6. Tore – Pulled apart  
Tour – A journey



## 22 One Word Substitution

- A.** 1. (b) Ambulance    2. (b) Carnivorous    3. (b) Glutton  
4. (b) Eligible        5. (b) Invincible
- B.** 1. Tripod                2. Umpire                3. Distinct  
4. Edible                5. Spectator            6. Extempore  
7. Digestible          8. Incurable            9. Quill  
10. Voluntarily
- C.** 1. Amateur    – One who is not a professional  
2. Acquittal    – A judgement that the person is not guilty  
3. Auditor      – A person who does the audit  
4. Bureaucracy – Administrative procedure of State officials  
5. Bankrupt    – A person who is insolvent  
6. Credulous    – One who readily believes things  
7. Essential    – Something that is absolutely necessary

### Task to Do

1. Heritage            – Anything created in the past and still having historical importance.  
2. Horizon            – A line where the sky seems to meet the earth.  
3. Illicit              – Anything that is unlawful.  
4. Impervious        – A thing which does not allow the fluids to pass through.  
5. Indefensible      – Anything that cannot be protected from attack.  
6. Irrelevant         – Anything that is not relevant.



## 23 Idioms and Proverbs

- A.** 1. (a) think alike        2. (b) by halves        3. (c) person's door  
4. (b) policy              5. (a) day
- B.** 1. Work very hard  
2. Very expensive  
3. To worry about events that cannot be changed  
4. To act in an efficient and effective way  
5. Achieve two ends with a single effort  
6. To summarise

- C.
1. It takes two to tango
  2. Let the cat be out of the bag
  3. Give the benefit of the doubt
  4. Do not put all your eggs in one basket
  5. Devil's advocate

**Task to Do**

1. **A hot potato** – Speak about a disputed current issue.
2. **Actions speak louder than words** – People's intentions can be better judged by their actions than what they say.
3. **Add insult to an injury** – to worsen an unfavourable situation.
4. **Back to the drawing board** – Start all over again.
5. **Ball is in your court** – The decision is to be taken by you.
6. **Beat around the bush** – To avoid the main issue.
7. **Best of both worlds** – All the benefits and advantages.
8. **Blessing in disguise** – Something good that is not known.
9. **Can't judge a book by its cover** – Cannot know about a person by his appearance.
10. **Caught between two stools** – Having difficulty in choosing between the available opportunities.
11. **Cross that bridge when you come to it** – Deal with a problem only when it becomes necessary, not before.
12. **Curiosity killed the cat** – Being inquisitive can lead you into an unpleasant situation.
13. **Cut corners** – Something done badly to save money.
14. **Every cloud has a silver lining** – Difficult times will lead to better days.
15. **Far cry from** – Very different from.
16. **Hit the sack** – Go to bed.
17. **Jump on the bandwagon** – Join a popular trend or activity.
18. **Last straw** – The only way left out or the final problem in a series of problems.
19. **Not a spark of decency** – No manners.
20. **Steal someone's thunder** – To take the credit for something which was done by someone else.



## 24 Figures of Speech

- A.** 1. (b) Simile                                  2. (a) Metaphor  
3. (c) Personification                        4. (b) Epigram
- B.** 1. Antithesis                        2. Personification                        3. Metaphor  
4. Climax                                        5. Anti-climax                                6. Metaphor  
7. Antithesis                                    8. Metonymy                                9. Simile  
10. Metaphor                                  11. Alliteration/Anticlimax
- C. 1. Antithesis**  
a) That's one small step for man, but one giant leap for mankind.  
b) We must learn to live together as brothers or perish together as fools.
- 2. Personification**  
a) The rock rolled down the hill like a mad bull.  
b) The dew drops washed the leaves.
- 3. Metaphor**  
a) She has a heart of gold.  
b) Time is river.
- 4. Simile**  
a) As busy as a bee  
b) As cute as a kitten
- 5. Anti-climax**  
a) He is a great author, a father and a humourist.  
b) He lost his family, his car and his cellphone.
- 6. Climax**  
a) We must enjoy life, liberty and the pursuit of happiness.  
b) Three things that endure are faith, hope and love, but the greatest of these is love.
- 7. Metonymy**  
a) Crown – in place of a royal person  
We must wait to hear from the crown until we make any further decision.  
b) Hand – for help  
Can you lend a hand in carrying out this assignment.
- 8. Epigram**  
(a) It is better to light a candle than use the darkness.  
(b) If we don't end war, war will end us.

### Task to Do

1. As afraid as a **grasshopper**.
2. As agile as a **monkey**.
3. As alert as a **bird**.
4. As ambitious as the **devil**.
5. As alone as a **leper**.



## 25 Direct and Indirect Speech

- A.** 1. (a) should                                      2. (b) could                                      3. (b) Two  
4. (b) Indirect Speech                                      5. (c) That
- B.** 1. Raman told Priya that her voice is sweet.  
2. He said that he was very tired.  
3. She said that five comes before six.  
4. He ordered to stand up.  
5. She advised us to hurry up.  
6. She told me that Raj sang well.  
7. The stranger asked me if I could tell him the way.
- C.** 1 He said to me, "I love to study."  
2. He said to me, "I am her only brother."  
3. He said, "I have passed the exam."  
4. Madhuri says, "My father is an artist."  
5. She said to me, "Thank you."  
6. Rajat said, "I am very rich now."  
7. He said, "I have got a headache."  
8. She said, "I am going to the market."

### Task to do

1. I requested him to give me a book.
2. He told me to go away.
3. The man exclaimed that the building was beautiful.
4. The old man exclaimed in sorrow that he was ruined.
5. I bade goodbye to my friends.



## 26 Comprehension

1.

- A.** 1. (c) Clean Water                      2. (c) More than 70 %  
3. (c) Both                                      4. (c) boiled
- B.** 1. Making water dirty and unfit for consumption is called water pollution.  
2. Diseases like diarrhoea and cholera, caused by polluted water, are called water borne diseases.  
3. An adequate supply of water is needed for personal cleanliness and general hygiene.  
4. Children should be given boiled water because it does not contain any bacteria and germs.  
5. Because of the lack of civic amenities, the villages are not generally clean.  
6. Another suitable title for the passage is – ‘Water-Our Lifeline’
- C.** 1. clean water supply is essential    2. More than 70 % of rural areas  
3. several diseases                              4. Cholera and typhoid

2.

- A.** 1. (a) His mother    2. (c) Too Short  
3. (a) Sunil Gavaskar
- B.** 1. In his childhood, he played his daily match in the small gallery of his house.  
2. His mother kneeled down to bowl because the area was very small.  
3. They used to play cricket with a tennis ball.  
4. His mother’s bleeding nose had restrained Gavaskar from playing attacking shots.  
5. The loving, encouraging and helping character of his mother is brought out through this passage.  
6. Another suitable title for the passage is – "My Childhood Cricket."
- C.** 1. Childhood                                      2. Within  
3. Started    4. Forward

3.

- A.** 1. (b) growth                                      2. (c) both  
3. (a) organic substances                      4. (b) Twenty
- B.** 1. Lunin discovered vitamins in 1881.  
2. Vitamins are organic substances which are essential for the proper growth of our body.  
3. Cod liver oil, milk, butter, egg, carrot, papaya and green vegetables contain vitamin A.

4. The deficiency of vitamin C can cause diseases like scurvy.
  5. Oranges, lemons, fresh fruits and milk are the good sources of vitamin C.
- C.**
1. **Discovered** – to find out something for the first time Radium was discovered by Marie Curie.
  2. **Protection** – the act of keeping safe. Vitamins give protection against many infections.
  3. **Deficiency** – a lack or shortage  
Deficiency of proper nutrients can make us fall sick.
- 4.**
- A.**
1. (a) Arctic Seas      2. (c) Three      3. (c) whale
- B.**
1. The three main groups of oil are animal, vegetable and mineral.
  2. Most of the animal's oils comes from whales.
  3. Oil is obtained from the whale by killing it and boiling its blubber.
  4. Fishes that yield nourishing oil are cod and halibut.
  5. i) enormous – very large in size, quantity or extent.  
ii) consumption – the action of using up anything.
  6. i) Great – Little  
ii) Largest – Smallest



## 27 Paragraph Writing

### 1. The Morning Assembly in School

The morning assembly is a very important ritual of a school. It is also an age old culture of our country. Every new work starts with a prayer to God. So it happens in school too. Schools are like our temples of learning. Morning assembly is a time to ask for God's blessing. Students stand in rows on assembly ground. They say prayers before starting the day's work. The scene is very calm and peaceful. All students stand in rows in school uniforms. Important information is also given to the students including like good thoughts, national and international news and sports news regularly. Stories on great personalities, amazing facts and quiz are also presented weekly in our school. Sometimes, our Principal Sir addresses us to give important instructions.

### 2. Examinations: Only a Test of Memory

Examination is a test of what one has learnt in the past. It finds out the depth of knowledge of the examinee through an organised test. It helps one to recapitulate his depth of knowledge. It is however, not always true that by an examination one's actual merit or demerit can be judged, because as the system is simply a screening medium, everything cannot be correctly

ascertained from a candidate's answers, just by putting a few selected questions in the test. Success or failure in examinations is considered as the common standard of judging one's merit; but how far it is true is a matter of doubt. Examinations can, however, reveal to some extent the amount of industry, application and perseverance that student has undertaken. Thus, we can say that examination is only a test of memory.

### **3. A Visit to the Trade Fair**

The trade fair is an event in which different kinds of goods of home and abroad are brought for sale and show. It is organised in a big open field at a convenient place where people can go easily. Preparations begin before the fair. First the ground is cleared and the whole area is fenced or walled. Many brick-built stalls are raised. The stalls are arranged according to the articles sold. A trade fair serves as a sort of exhibition of goods from home and abroad. It is also a source of great joy for people. There are also food and drink stalls. The customers halt, rest and take refreshment. A trade fair becomes crowded especially in the evening. Both male and female customers visit the fair in the evening. People buy goods from the trade fair at a cheap rate. It is of great importance. It helps the economy of a country to develop. It also serves as a venue for social get together. For many a visit to a trade fare is like an outing.

### **4. Science: A Boon or a Curse**

The modern age is the age of science. The influence of science can be seen in every walk of life. It has provided man with many amenities. The world has become a wonderland compared with the ancient world. Science has made many significant contributions to human life. It has increased the happiness and comforts of man greatly. Science has made travel very comfortable and quick. Houses are lighted, cooled and heated with the latest scientific devices. The contributions of science to domestic life are many. Though the blessings of science are innumerable, it has also brought much harm to man. In his search for scientific truth, man has not cared much to see if it would have any adverse effects. One major harmful effect of science is the pollution. Modern scientific weapons have made the world a fire-cracker shop. Science has produced highly destructive weapons like atom bombs, hydrogen bombs and nuclear bombs which can destroy the world in no time. Missiles have made modern wars deadly and horrible. This is why the modern man is insecure in the midst of all the blessings of science. Thus science is both a boon and a curse.

### **5. Traffic Jam**

Traffic jam is a common sight in big cities like Delhi, Mumbai, Calcutta etc. This is due to increasing population of the metropolitan cities and increasing number of vehicles. People from far off places rush towards big cities to earn, as big cities have many options and possibilities for them. Then there are permanent citizens also. So with the human traffic, vehicular traffic also increases. As the standard of living is becoming high, everyone wants to



purchase his own car. This movement of more and more cars adds fuel to the fire. The result is a traffic jam. The impact of traffic jam is not limited to certain areas only. Moreover public has no proper sense of traffic rules. This also becomes a reason for traffic jams. In big cities there are processions, agitations and demonstrations also. When they disturb the traffic there is a traffic jam for hours. Much time, money and petrol or diesel is wasted. Then there are traffic signals at short distances. But one has started taking these things as the gifts of big cities.

### **6. Use of Internet**

Internet is a network of computer systems that have been connected to each other using standard communication protocols. Internet gives access to a large volume of precious and useful information. Internet has given the most exciting mode of communications to all. We can send an e-mail to all the corners of the world. The data cost of internet for sending an e-mail is very low. Further, internet can be used to collect information from various websites on different subjects. This information could relate to education, medicines, literature, software, computers, business, entertainment, friendship and leisure. Internet is also used for carrying out business operations and that set of operations is known as Electronic Commerce (e-commerce). All the newspapers, magazines and journals of the world are available on Internet. The possibilities on Internet are endless. The advantages of Internet are at a low cost, large volumes of information, high speed of access and good quality of entertainment. The new century has ushered into a new era of Information Technology and Internet is the backbone of this modern era.

### **7. Cleanliness Campaign**

The urgent need of the time is to make the people aware of the importance of cleanliness. We have made our planet, including air, water and land unfit because of our disregard for cleanliness. We throw garbage on the road, cause sound pollution by honking and spoil the air with the smoke from vehicles and factories. Even our rivers and seas are filled with filth, plastic products and skeletons. The result is the lack of safe water. And hence the urgent need to start 'Cleanliness Campaign'. Schools and areawise associations should fix a day every fortnight to stress on cleanliness and come out with brooms to make their area look better. Cooperation enables people to set aside their differences and arrive at a mutual solution for achieving a common goal. The society cannot exist without cooperation. Consensus holds society together and it is cooperation which points up and strengthens consensus. Cooperation makes possible division of labour and specialisation of function. The modern technological advancement, which requires specialisation of skills and functions, is increasingly replacing direct cooperation by indirect one.



## 28 Letter and Application Writing

**A. 1. The Principal**

S.D.S. Public School  
Pusa Road  
New Delhi

25<sup>th</sup> July, 20XX

Subject: Application for leave

Sir

Respectfully, I beg to state that I could not come to school on 23<sup>rd</sup> and 24<sup>th</sup> of July, 20XX because I was suffering from fever.

I would, therefore request you to kindly grant me leave for two days of absence.

Thanking you

Yours obediently

Sudhir Ojha  
Class VIII B

**2. The Principal**

G D Binani School  
New Delhi

15<sup>th</sup> December, 20XX

Subject: Making arrangements for extra class

Sir

Most respectfully, we the students of class VIII beg to state that we require more detailed instructions and explanations on some chapters in Science. So, we request your good-self to make arrangements for extra classes so that we can complete the syllabus.

Thanking you

Yours obediently

Sunil Singh  
Class VIII A

**3. The Principal**

Suraj Memorial School  
New Delhi

5<sup>th</sup> March, 20XX

Subject: Request for organising an educational trip

Sir

I request your goodself to organise an educational trip to Shimla during the summer vacation.

This would be a great help for us in enhancing our knowledge. At the same time, it would make our vacation interesting.

Thanking you

Yours obediently

Meenakshi Verma

Class VIII B

4. The Principal  
M.S. Public School  
New Delhi

16<sup>th</sup> October, 20XX

Subject: Request for School Leaving Certificate

Sir

Most respectfully I request, you to kindly issue me the School Leaving Certificate, as my father has been transferred to Chandigarh. Needless to say that I have spent a very happy and useful time in your school and our full of praise for my teachers.

Thanking you

Yours obediently

Ajeet Singh

Class VIII B

5. 3433 Mahendra Park  
New Delhi

2<sup>nd</sup> June, 20XX

The Chief Engineer

NTPC

New Delhi

Subject : Frequent breakdowns

Sir

This is to draw your attention towards the frequent breakdowns of power lines in our area which causes a great problem to all of us. You can never imagine the condition of the people in such a situation. Such breakdowns at night give rise to theft and crime in our area. The worst suffers, of course are the students.

We request you to look into the matter and arrange for early redressal of our grievance.

Thanking you

Yours faithfully

Sushil Mahajan

6. 16 / 156 West Patel Nagar  
New Delhi – 110008

16<sup>th</sup> February, 20XX

The Commercial Officer

BSNL

Rajendra Place

New Delhi

Sub : Broadband connection in my telephone no. 6432XXXX

Sir

This is to request you to provide me a broadband connection installed in my telephone number 6432XXXX at the earliest possible.

Please let me know if any formalities are to be fulfilled for the same.

Thanking you

Yours faithfully

Raman Dhingra

7. 48 – D, Laxmi Nagar  
New Delhi

15<sup>th</sup> April, 20XX

The General Manager

Mother Dairy

New Delhi

Subject : The supply of substandard quality of milk.

Sir

I would like to draw your attention to the fact that since the last few days, substandard quality of milk is being supplied by the local milk booths in our area. Such a thing is not expected from a prestigious organisation like yours.

May I request you to instruct the concerned department to look into the matter and ensure that milk of good quality is supplied to us.

Thanking you

Yours faithfully

Rajesh Singh

8. 5 / 8, Sector C  
Chandigarh

28<sup>th</sup> July, 20XX

The S.S.P.

Subject : Police Head Quarters Police lines, Chandigarh

Sir

This is to bring to your knowledge that recently the criminal activities in our area have increased. This is posing a great problem for the residents of our entire area.

The people in our area find it difficult to move freely about. The shopkeepers in our local market are troubled by the activities of the criminals.

I am sure you will be kind enough to look into the matter and take necessary steps to set the things right.

Thanking you

Yours sincerely

- B. 1.** B - 25, Raja Garden  
New Delhi - 110032

28<sup>th</sup> July, 20XX

Dear Akash

I convey my condolence on the sad demise of your dear brother. We all were shocked to hear the sad news.

But we all know that no one can deny the truth of destiny.

Let us pray for the peace of the departed soul.

Yours lovingly

Vikas

- 2.** 16, Moti Nagar  
New Delhi

15<sup>th</sup> February, 20XX

Dear Shiksha

I hope this letter reaches you amidst lots of happiness and good health. You must be busy studying and preparing for your examination.

I hope you will agree with me that it is only in dictionary that success comes before work. But in real life situations, it is just the opposite. Any one who wants to achieve success, has to work hard.

You could not score well in your last examination because of illness. I am sure that with all your capabilities, you will certainly secure well in the current academic session.

With lots of love and best wishes

Yours lovingly

Sumit

- 3.** A – 32, Model Town  
Ludhiana

5<sup>th</sup> August, 20XX

Dear Abhinav

Hope you are well by the grace of God. We all are fine here. I am sure you are working hard for your success in the coming examination.

Time is a precious thing. Time once lost never comes back. So we must use time judiciously. The only way to do so is to manage your

time. This involves preparing your plans and acting according to the plans you make. Another important thing is punctuality. Without being punctual, you can never achieve great things in life.

Mummy and daddy are sending their love for you.

Hope to receive your reply soon.

Yours lovingly

Akshay

4. St Peter's School

Shimla

13<sup>th</sup> January, 20XX

Dear father

I received your letter yesterday and was very happy to read the words of encouragement written in your handwriting. I hope you all are well by the grace of God.

My final examination is over and I feel glad to inform that I have secured 98% marks with first position in the class. This is all because of your blessings.

Please convey my regards to mummy and love to Richa.

Yours lovingly

Ritesh

5. 2/163–Block A

East Patel Nagar

New Delhi

15<sup>th</sup> December, 20XX

Dear Subhash

I received your letter today and was happy to know that you have topped in your class XII in the CBSE examination. Accept my congratulations on your success. We all were confident of your success because we knew that you are very much concerned with your studies.

Convey my regards to uncle and aunty. I hope to receive a reply from you soon.

Yours lovingly

Ritesh

6. 47-A, Tilak Nagar

New Delhi

5<sup>th</sup> June, 20XX

Dear Vicky

It has been quite a long time since I have heard from you.

Everyone in the family is anxious to know about you. It is high time for you to understand your responsibilities. This is possible only if you understand the value of discipline.

Discipline is of utmost importance in a student's life. Nothing can be achieved without discipline.

Continue writing letters regularly.

Yours lovingly

Vinay

7. 135, Rajender Nagar  
Patna

15<sup>th</sup> September, 20XX

Dear Ritesh

Hope you all are fine. I am happy to inform you that my sister's marriage has been fixed to be held in Mumbai on the 30th of September.

I am sure you will attend the ceremony with your parents.

With regards to uncle and aunty

Yours lovingly

Devendra

8. 12 West Block  
Kirti Nagar  
New Delhi

20<sup>th</sup> December, 20XX

Dear Sister

I hope you are fine by the grace of God. I received the present you sent for me on my birthday. I thank you for the same.

A watch on my hand will tell me the time and remind me of your love.

Yours thankfully

With regards

Raja



## 29 Picture Composition

- A.**
1. It is Rachit's sixth birthday. His mother has arranged a party. Rachit's sisters are also present in the party. Besides his parents, his grand parents are also present, all are immensely happy. His friends are also there. There is a cake with a candle. There are cookies, biscuits and fruits. Everyone has a hearty meal. They sang and danced on the occasion. The party ended with a joke by Rachit's mother.
  2. There is a bus standing on the street by the lamp post to pick up passengers. The people are seen waiting in a queue. Some people are boarding the bus. Some people are already sitting in the bus. One has to pay ` 5 for going from one street to another. The bus is very big and can go very fast.
- B.**
1. In the picture we can see a bleeding child being carried by a man. The child has a wounded leg. The man is looking for a vehicle to come so that he can take the child to the hospital for treatment. The man in the picture seems to be a helpful man.
  2. This is the picture of a forest fire. All the dry shrubs have caught fire. The entire forest is getting burnt. There is smoke all around. It is dangerous for the people living, nearby. Such fires are very dangerous. They kill many animals and burn the trees.



## 30 Describing Objects

- A.** The children, well clad in woollen clothes and snow boots, are playing in the snow. They have made a lovely snowman. They have used a carrot to make its nose. The boy has put his muffler around the snowman's neck to make it look more attractive. They are happily enjoying themselves.
- B.** The Statue of Liberty is a symbol of freedom and friendship. It has been standing in New York harbour since 1886. It was gifted to the people of USA by the people of France. It is a place of great tourist attraction. People from all over the world come to see this statue and wonder at its beautiful look.
- C.** Do it yourself.





## 31 Message Writing

1. 18<sup>th</sup> September, 20XX

Parul

Your friend, Riya, called you up at 2:30 pm, when you had gone for your tutorial lessons. She has asked you to go to her place at 6:30 pm to finalise the tour programme.

Mitali

2. 28<sup>th</sup> June, 20XX

Mr. Sharma

Rupesh, the Deputy Chief Insurance Agent of New Insurance Company, called you up regarding the blunder in your policy no. SI-394998. He has asked you to visit him at his office on any day between 9:00 am and 5:00 pm to get the error rectified. He wants you to enquire about his cabin from the receptionist, as you reach his office.

Rupesh



## 32 Advertisement

A.

BORNAVIL

Children's Energy Booster

Here is a drink with tasty flavour of chocolate, enriched with all the vitamins and minerals, required for the growth of children.

Now, available at all the leading chemist shops. For further enquiry, call at: 9818XXXXXX

B.

RAJA TOY TROVE

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Now, in your area, a proper place for buying fascinating toys.

Open all the seven days of the week.

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