

INTERMEDIATE

Vocational English Textbook

Second Year
(W.E.F. 2019-2020)

Prose

Poetry

Study and Communication Skills

Exercises and Key



Board of Intermediate Education
Andhra Pradesh, Vijayawada



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English Text Book

Intermediate Second Year

Print

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Foreword

This book has been prepared for the Intermediate second year students of Andhra Pradesh. The main objective of this book is to provide students the necessary exposure to English language. Some of the great writings have been prescribed with a hope that familiarity with the great writings in English will not only create interest among the students but also empower them with the requisite command and competence in English which is a necessary precondition in the era of globalization. The selections have been carefully made with a view to offer our young students the required intellectual nourishment and the required language skills. The book serves as an effective means of learning English.

The selections in this book move on to comprehensive essays from the shorter ones in the first year with the objective of honing the listening, speaking, reading and writing skills of the students. In order to meet this requirement, the course writers have designed the textbook to stimulate and awaken the sensibilities of the students and strengthen their linguistic and communicative competence. The contents of the book have been divided into three major parts. They are prose, poetry and study skills & communication skills.

The book incorporates three prose lessons and three poems. The prose lessons are a judicious assemblage of both light and heavy reading material. The selections cover a wide range of themes ranging from philosophy, science to speeches etc. The texts are not only narrative and imaginative but also expository and argumentative in nature. Students are exposed to prose styles across time and culture serving as models for content and style. Aldous Huxley's J C Bose instills scientific temper among the students and elucidates the point that great scientific experiments can be performed with simple equipment. Christian Barnard's 'In Celebration of Being Alive' gives the message that what one has in life is more important than what one has lost. The lesson teaches the value of life. M R Narayana Murthy's speech, 'Learning from the West' teaches the idea of community behaviour and also encourages the students to develop and nourish certain core human values.

Students will find these selections sufficiently motivating and challenging. The poems are simple in style and diction. The world of nature, man's response to the Divine and the human world are the themes presented in the poems. Study skills and communication skills include a variety of language topics which enables the young minds to better understand the much required nuances of English language and communication skills and also prepares them well to face real life situations. In order to make it especially suitable for the tasks are designed so as to help the student infer the meaning of words and phrases from the given content and context of the lessons.

I sincerely hope that the assorted methods of innovation that are adopted in the preparation of this text book will be of great help and guidance to the students. I wholeheartedly appreciate the sincere efforts of the team members of ERTW, BIE, Andhra Pradesh and the Text Book Development Committee for extending their co- operation at all stages in this noble task.

I am sure that the new textbook will be useful to both teachers and students of English. I look forward to feedback and suggestions from parents, academicians and students so that the next edition can be further improved.

Kanthilal Dande, I.A.S
Commissioner & Secretary
Intermediate Education,
Amaravathi, Andhra Pradesh

To the Student

An attempt has been made to design this text book suitably in terms of language and content for the second year Intermediate students. The contents of the book are prescribed to meet the need and capacity of present day students. The book serves as an effective means of learning English. The prose selections in the book include essays, lessons and talks which help the teachers to cultivate values and ideals in young minds. The themes are refreshingly varied covering different dimensions of human experience shared by British, American and Indian writers in English. The selections are arranged chronologically covering writers from J.C.Bose to N R Narayana Murthy in prose and from H.W Long Fellow to Sarojini Naidu in poetry, in order to create interest and elevate the spirit of the young readers. Study skills and communicative skills include a variety of language topics like comprehension passages, information transfer, filling in forms, curriculum vitae, letter writing, along with vocabulary and conversation practice to prepare the students to face real life situations.

Each unit has been provided with notes on each text to enable the students to understand the content and context of the lessons. A brief introduction to the author is followed by the gist of the text. A comprehensive glossary at the end of each text helps the students understand and grasp the meaning of difficult words and phrases. To check the understanding of the students factual questions are provided for the students followed by essay questions

Apart from the text and notes, a resourceful teacher will find further scope for selecting and devising few more exercises on each lesson and poem. No notes, however comprehensive, can replace a good teacher. The teachers are expected to play a vibrant role in elucidating the text to their students.

Editors



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CONTENTS

PROSE

J.C.Bose	01
- Aldous Huxley	
In Celebration of Being Alive	12
- Dr Christian Barnard	
Learning from the West	27
- N. R. Narayana Murthy	

POETRY

The Builders	42
- Henry Wadsworth Longfellow	
Any Woman	46
- Katharine Tynan	
A Challenge to Fate	50
- Sarojini Naidu	

STUDY AND COMMUNICATION SKILLS

Conversation Practice	55
Letter Writing	71
<u>Reading Comprehension</u>	<u>87</u>
<u>Interpretation of Non-verbal Information</u>	<u>104</u>
<u>Vocabulary</u>	<u>121</u>
Note Making	132
Curriculum Vitae	148
Completing a Form	157
Key	179
<u>Model Question Paper</u>	<u>187</u>



ANNUAL ACADEMIC PLAN

Second Year - English

Month / No. of Working Days	Poetry & Prose	Reading/Writing Skills	Communication Skills
June 22 Days	Introduction to Syllabus (3)	Comprehension Passages (5)	Introduction to Communication Skills(4)
July 25 Days	JC Bose (6)	Tables Bar Graphs Pie charts Tree Diagrams Flow Charts (10)	Vocabulary (5)
Aug 25 Days	The Builders(6)	Filling in Forms (5) Comprehension (5)	Conversation Practitce(5)
Sept 20 Days	In Celebration of Being Alive (6)	Curriculum Vitae (5)	Vocabulary (5)
Oct 20 Days	Any Woman (6)	Letter Writing (Formal) (6)	Conversation Practitce(5)
Nov 24 Days	Learning from the West (6)	Letter Writing (Informal) (5)	Vocabulary (5)
Dec 20 Days	A Challenge to Fate (6)	Note Making (5) Comprehension (5)	Vocabulary (5)
Jan 18 Days	Revision(4)	Completing a Form (5)	Conversation Practice (5)
Feb 22 Days	Revision(4)	Revision(4)	Revision(4)
Mar	Public Examinations		



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...in Prose

J C Bose

- Aldous Huxley

In Celebration of Being Alive

- Dr Christian Barnard

Learning from the West

- N R Narayana Murthy



in Prose...

1

J CBOSE

- Aldous Huxley

Talking about the text

Are you interested in doing scientific experiments?
 Who are your favourite Indian scientists?
 Do you feel that plants have life?
 Do plants also feel pain as human beings when they are cut?
 Read the essay to find out.....

The experimenter's is a curious and special talent. Armed with a tea canister and some wire, with silk, a little sealing wax, and two or three jam – pots, Faraday marched forth against the mysterious powers of electricity. He returned in triumph with their captured secrets. It was just a question of suitably juxtaposing the wax, the glass jars, and the wires. The mysterious powers couldn't help surrendering. So simple – if you happened to be Faraday.

And if you happened to be Sir J C Bose it would be so simple, with a little clockwork, some needles and filaments, to devise machines that would make visible the growth of plants, the pulse of their vegetable 'hearts', the twitching of their nerves, the processes of their digestion. It would be so simple – though it cost even Bose long years of labour to perfect his instruments.

At the Bose Institute in Calcutta, the great experimenter himself was our guide. Through all an afternoon we followed him from marvel to marvel. Ardently and with an enthusiasm, with a copiousness of ideas that were almost too much for his powers of expression and left him impatiently stammering with the effort to elucidate methods, appraise results, unfold implications, he expounded them one by one. We watched the growth of a plant being traced out automatically by a needle on a sheet of smoked glass; we saw its sudden, shuddering reaction to an electric shock. We watched a plant feeding; in the process it was exhaling minute quantities of oxygen. Each time the accumulation of exhaled oxygen reached a certain amount, a little bell, like the bell that warns you when you are nearly at the end of your line of typewriting, automatically rang. When the sun shone on the plant, the bell rang often and regularly. Shaded, the plant stopped feeding; the bell rang only at long intervals, or not at all. A drop of stimulant added to the water in which the plant was standing set the bell wildly tinkling, as though some record breaking typist were at the machine. Near it – for the plant was feeding out of doors – stood a large tree. Sir J. C. Bose told us that it had been brought to the garden from a distance.

Transplanting is generally fatal to a full grown tree; it dies of shock. So would most men if their arms and legs were amputated without an anesthetic. Bose administered chloroform. The operation was completely successful. Walking the anaesthetized tree immediately took root in its new place and flourished.

But an overdose of chloroform is as fatal to a plant as to a man. In one of the laboratories we were shown the instrument which records the beating of a plant's 'heart'. By a system of levers, similar in principle to that with which the self – recording barometer has made us familiar, but enormously more delicate and sensitive, the minute pulsations, which occur in the layer of tissue immediately beneath the outer rind of the stem, are magnified – literally millions of times – and recorded automatically in a dotted graph on a moving sheet of smoked glass. Bose's instruments have made visible things that it has been hitherto impossible to see, even with the aid of the most powerful microscope. The normal vegetable 'heart beat', as we saw it recording itself point by point on the moving plate, is very slow. It must take the best part of a minute for the pulsating tissue to pass from maximum contraction to maximum expansion. But a grain of caffeine or of camphor affects the plant's 'heart' in exactly the same way as it affects the heart of an animal. The stimulant was added to the plant's water, and almost immediately the undulations of the graph lengthened out under our eyes and, at the same time, came closer together; the pulse of the plant's 'heart' had become more violent and more rapid. After the pick

– me – up we administered poison. A mortal dose of chloroform was dropped into the water. The graph became the record of a death agony. As the poison paralyzed the 'heart', the ups and downs of the graph flattened out into a horizontal line half – way between the extremes of undulation. But, so long as any life remained in the plant, this medial line did not run level, but was jagged with sharp irregular ups and downs that represented in a visible symbol the spasms of a murdered creature desperately struggling for life. After a little while, there were no more ups and downs. The line of dots was quite straight. The plant was dead.

The spectacle of a dying animal affects us painfully; we can see its struggles and, sympathetically, something of its pain. The unseen agony of a plant leaves us indifferent. To a being with eyes a million times more sensitive than ours, the struggles of a dying plant would be visible and therefore distressing. Bose's instrument endows us with this more than microscopically acuteness of vision. The poisoned flower manifestly writhes before us. The last moments are so distressingly like those of a man that we are shocked by the newly revealed spectacle of them into a hitherto unfelt sympathy.

Sensitive souls, whom a visit to the slaughter – house has converted to vegetarianism, will be well advised, if they do not want to have their menu still further reduced, to keep clear of the Bose Institute. After watching the murder of a plant, they will probably want to confine themselves to a strictly mineral diet. But the new self – denial would be as vain as the old. The ostrich, the sword – swallower, the glass eating fakir are as cannibalistic as the frequenters of chophouses, take life as fatally as do the vegetarians. Bose's earlier researches

on metals – researches which show that metals respond to stimuli, are subject to fatigue and react to poisons very much as living vegetable and animal organisms do have deprived the conscientious practitioners of ahimsa of their last hope. They must be cannibals, for the simple reason that everything, including the ‘inanimate’ is alive.

GLOSSARY

- Experimenter (n)** /ɪk'spɛrɪməntə/ : (M) a person who performs a scientific procedure in a laboratory to determine some thing
(U) Each experiment was tested by a trained experimenter.
- Canister (n)** /'kənɪstə/ : (M) a small vessel, usually of metal, for tea, etc.
(U) I have a large canister of tea in the kitchen.
- Faraday (n)** /'fərədeɪ/ : (M) Michael Faraday (1791-1867), English scientist who made major contributions in the field of electricity
- Juxtapose (v)** /,dʒʌkstə'pəʊz/ : (M) Place side by side
(U) The juxtaposition of the original painting with the fake clearly showed the differences.
- Twitch (v)** /twɪtʃ/ : (M) pull with a jerk, move
(U) His body twitched and then lay still.
- Clockwork (n)** /'klɒkwə:k/ : (M) a system of springs and wheels that you turn with a key or handle to make some clocks, toys and other devices operate
(U) Quartz watches are more accurate than those driven by clockwork.
- Copious (adj)** /'kəʊpiəs/ : (M) plentiful, abundance
He wrote copious notes.
- Expound (v)** /ɪk'spaʊnd, ɛk'spaʊnd/ : (M) explain, interpret
(U) He was expounding a powerful argument.
- Shudder (v)** /'ʃʌðə/ : (M) shake, shiver
(U) She still shuddered at the thought of him.
- Exhale (v)** /ɪks'heɪl, ɛks'heɪl/ : (M) breathe out
(U) She sat back and exhaled deeply.
- Anesthetic (n)** /,ənɪs'θetɪk/ : (M) a substance that induces insensitivity to pain
(U) The use of chloroform as an anaesthetic is very popular.

Barometer (n) /bə'romɪtə/	: (M) An instrument measuring atmospheric pressure (U) This survey is considered to be a reliable barometer of public opinion.
Caffeine (n) /'kafi:n/	: (M) a chemical substance found in coffee and tea plants and is a stimulant of the central nervous system.
Undulations (n) /,ʌndʒʊ'leɪf(ə)n/	: (M) rise and fall (U) The road follows the undulations of the countryside.
Jagged (adj) /'dʒagɪd/	: (M) rough and with sharp points (U) The jagged edges gashed their fingers.
Endow (v) /ɪn'daʊ, ɛn'daʊ/	: (M) provide with a quality, ability or asset (U) He was endowed with tremendous physical strength.
Manifest (adj) /'manɪfɛst/	: (M) clear or obvious to eye or mind (U) Her manifest charm and proven ability was appreciated by all.
Writhe (v) /rɪɪð/	: (M) make twisting (U) He writhed in agony on the ground.
Slaughter (v) /'slɔ:tə/	: (M) kill for food (U) Thousands of calves were exported to the continent for slaughter.
Self-denial(n) /sɛlf-dɪ'nɪ(ə)/	: (M) self - sacrifice (U) The farm has been built up over the years by hard work and self-denial.
Ostrich (n) /'ɒstrɪtʃ/	: (M) A very large bird from Africa that cannot fly (U) The ostrich is the flightless swift-running bird.
Chop-house /tʃɒp/ /haʊs/	: (M) cheap restaurants
Fatigue (n) /fə'ti:g/	: (M) extreme tiredness resulting from mental or physical illness. (U) He was nearly dead with fatigue.
Inanimate (adj) /ɪn'anɪmət/	: (M) not alive, lifeless (U) He looks at me as if I'm an inanimate object.
Cannibal (n) /kanɪb(ə)/	: (M) a person who eats the flesh of other human beings. (U) There are cannibals even today in some parts of the world.

About the author

Aldous Huxley (1894-1963), a well known English writer was born on 26th July 1894 in Godalming, Surrey of England. He had his graduation with English literature from Balliol College. In the beginning of his career, he published short stories and poetry. He worked as an editor for the literary magazine 'Oxford Poetry'. By the end of his life he became an outstanding personality. He was nominated seven times for the Nobel prize in literature. *The Perennial Philosophy* (1945), *The Doors of Perception* (1954), *Brave New World* (1932) and *Island* (1962) are his famous books. The essay 'J C Bose' is taken from his book *Testing Pilate*. In the essay, he explains the simple instruments which were used by Michael Faraday and Jagadish Chandra Bose in their experiments. He also describes the views and experiments of Bose on plants.



About the lesson

In the essay, J C Bose, Aldous Huxley discusses a serious subject of plant life in a humorous way. He also writes about the experiments of J C Bose in the Bose Institute at Calcutta.

Huxley feels that for the experimentation of science and technology, it is not necessary to have an advanced kind of instrumentation, rather it can be based on the curiosity and special talent of the experimenter. He gives the example of simple instruments such as tea vessel, silk wire, sealing wax and jam pots which were used by Faraday to invent the powers of electricity.

One day, Huxley happened to visit the Bose Institute at Calcutta where he met Sir Jagadish Chandra Bose, a great Indian scientist who proved by experimentation that both animals and plants share much in common and invented the instrument called the crescograph to measure the growth of plants. There, he observed the simple equipment used by Bose to make visible the growth of plants. He felt that the equipment used by Bose was more simple than that used by Faraday. Bose used a little clockwork, some needles and some filaments in his experiment. Huxley observed the experiments made by Bose such as, the growth of a plant being identified automatically with a needle on a sheet of smoked glass, reaction of a plant to an electric shock, feeding of a plant, transplantation of an anaesthetised tree and the recording of heart beats of a plant.

Huxley observed that a tree was transplanted from one place to another place with the help of chloroform. An overdose of chloroform is as deadly to a plant as to a man. He saw a plant dying of it. The plant struggled for life like a dying man would do. The sight of a dying animal is very painful to us. The people with delicate hearts may become vegetarians after observing slaughter houses. But there is life in the vegetables and also in the minerals and metals. When the people do not have anything to eat, they have to eat one another. So the writer says humorously that they must be the man-eaters.

Thus, Huxley explains the wonderful discoveries of Bose about plant life and suggests that a plant is as lively as a human being and that it should be protected and developed in large scale to maintain a healthy atmosphere.

CHECK YOUR UNDERSTANDING

Answer the following questions in a line or two

Who is Faraday?

What are the instruments used by Faraday in his experiment?

Who is J C Bose?

Where is Bose's Institute located?

What is the Crescograph?

What is clockwork?

What does the movement of needle on a sheet of smoked glass prove?

What does Bose's little bell experiment prove?

What does Bose conduct before transplanting a large tree in the garden?

What is the meaning of inanimate?

Answer the following questions in 10-15 lines each.

Explain the views of Huxley about the instruments for experimentation.

Explain the experiments of Bose about the growth and reaction of a plant.

How did J C Bose record the heart beats of a plant?

How did J C Bose prove that plants experience pain like other living beings?

Annotations

Annotate the following in 10-15 lines each. A model annotation is given below.

The mysterious powers couldn't help surrendering. So simple - if you happened to be Faraday.

Context These lines are taken from the essay 'J C Bose', written by Aldous Huxley. In this essay, he explains about the different instruments used by Faraday and Bose in their experimentation and also explains the different experiments conducted by J C Bose.

Explanation Huxley feels that for the experimentation of science and technology, it is not necessary to have an advanced kind of instrumentation. It is based solely on the curiosity and special talent of the experimenter. He gives the example of simple instruments such as tea vessel, silk wire, sealing wax and jam pots which were used by Faraday to invent the mysterious powers of electricity.

General Relevance Huxley says that with simple and available instruments, scientific experiments can be made possible. The students should develop the strong desire and interest in science and technology. The great scientists conducted experiments with simple instruments and became successful.

We watched the growth of a plant being traced out automatically by a needle on a sheet of smoked glass.

Walking the anaesthetized tree immediately took root in its new place and flourished.

A mortal dose of chloroform was dropped in to the water. The graph became the record of a death agony.

SPEAKING SKILLS

Telephonic Skills

The telephone is very much a part of our lives. It is very important to learn how to use English to make a telephone call, answer the telephone, greet the person at the other end of the line, ask for someone and respond when someone else makes a request.

Read the following dialogues and you will find out how to handle telephone calls.

The telephone rings in the office of EMESCO Books Publishing Company, Vijayawada.

Receptionist : Good morning sir! EMESCO Books Publishing Company.

Caller : Could I speak to the sales manager, please.

Receptionist : Could I tell him who's calling, please.

Caller : My name is Lavanya. I'm calling from Govt. Women's Degree College Library, Visakhapatnam.

Receptionist : Thank you ma'am. I'll put you through to Mr Arun Misra, the sales manager.

Caller : Thank you.

The phone rings in Surya's home and his friend speaks to him.

Surya : Hello, who's speaking?

Caller : Hey Surya! It's me, Sunil.

Surya : Hi Sunil! I'm happy to hear you. Where've you been all these days?

Caller : I was at the cricket coaching camp.

Surya : Good for you. How did it go?

Caller : Great! Let's meet this evening. I'll tell you all about it.

Surya : Yes, let's. I'll meet you at the canteen.

Caller : Right. Bye.

Surya : Bye.

Dealing with a wrong number. The phone rings in Krishna Murthy's home.

Krishna Murthy : Hello!

Caller : Hello, can I speak to Dr Narasimha, please?

Krishna Murthy : Which number do you want?

Caller : 9440450742.

Krishna Murthy : I'm afraid you've got the wrong number. This is 9440450752.

Caller : Oh, I'm sorry.

Krishna Murthy : That's okay.

Making enquiries on the phone. The phone rings in a railway enquiry office.

Caller : Could you please tell me when the LalBagh Express to Bangalore leaves.

Railway enquiry: At 5.30 in the morning, sir.

Caller : Is it a daily train?

Railway enquiry: Yes, sir. It is a daily train.

Caller : Thank you very much, sir.

Railway enquiry: You're welcome!

Exercise

Look at the following expressions used in both formal and informal situations to answer the telephone, ask for someone and leave a message . Read each item and repeat it for practice.

Can I speak to the manager?

Could I talk to Mr Narendra, please?

May I know who's speaking?

Would you like to speak to the principal?

Hold the line, please.

Could you hold the line, please?

Sure, I'll hold the line. Thanks!

I'm sorry. I must have got the wrong number.

Could you repeat the number please?

He's gone out. Can I take a message?

Would you like to leave a message?

Could I leave a message, please?

Could you tell me when the Rajadhani Express leaves?

What would be the fare to Bhopal?

Could you tell me how much a ticket to Kurnool, please?

VOCABULARY

Some more roots.

Temp =

Temporal = of time

Temporary = of a short time

Contemporary = belonging to the same time

Extempore = no time for preparation, said or done without preparation

Tempo = timing / a frequency

Temporize = to delay in order to gain more time to do something

Tempest = a storm that comes at a certain time

Temp = a worker hired for a short period of time, a temporary employee

Rupt = burst/break

Erupt = bursting out (such as lava from a volcano)

Disrupt = bursting apart (there by to throw into confusion or disorder)

Interrupt = burst between or among (which results in disturbing or stopping the work)

Abrupt = bursting away (sudden, curt)

Rupture = burst

Bankrupt = burst bank account (so unable to pay one's debts)

Corrupt = thoroughly burst morals

Irrupt = burst in, to enter forcibly uninvited

Fort = strong

Fort/fortress = a strong building

Fortify = to make strong

Effort = putting a strong work forth

Effortless = not requiring strength

Comfort = thoroughly strong

Discomfort = not thoroughly strong

Fortitude = strength of character

Force = strong power

Arch = rule

Archon = ruler

Monarch = single ruler

Oligarchy = rule by a small group of powerful people

Matriarch = a female rule over a small community

Patriarch = a male ruler over a small community

Anarchy = a system where there is no rule

Hierarchy = levels of rule within a system

Archive = historical documents kept safe by rulers of a government

Labour = work

Labourer = worker

Laborious = full of work

Laboratory = place where scientists work

Collaborate = work together

Elaborate = to work out a problem/ fully worked out

State whether Yes/No

A classroom without a teacher may be an example of anarchy. Yes/ No

Mental or emotional strength that enables one to face difficulty may be called fortitude.
Yes/No.

In a family, father with the collaboration of mother brings up children. Yes/ No.

If you are corrupt, you have fortitude. Yes/ No.

Does a volcano erupt? Yes/ No.

Are your classmates your contemporaries? Yes/ No.

Is monarchy same as oligarchy? Yes/No.

If you need a detailed explanation about roots can we call them 'elaborate roots'? Yes/No

Do you practice a lot for an extempore? Yes/No.

Everyone likes to be interrupted while doing some serious work. Yes/ No.

To fortify your vocabulary you need to work with roots. Yes/ No.

Do you like an abrupt ending for a story? Yes/ No

When asked a sudden difficult question, usually people temporize to answer it. Yes/ No.

Is Vijay Mallya bankrupt? Yes/No.

Is learning vocabulary a laborious process? Yes/ No.

(Answer the above question sincerely 😊)

THE SOUNDS OF ENGLISH

Mastering English pronunciation must begin with learning the sounds of the language. Speakers of Indian languages may find some sounds of English difficult to produce because these do not occur in their native languages. For example, native speakers of Telugu and Hindi may take time to learn how to produce the sound [ɔ:] in the middle of words such as ‘caught’ [kɔ:t] and ‘ball’ [bɔ:l]. This is because this sound does not appear in Telugu or Hindi and has to be learnt as a ‘new’ sound.

The forty-four sounds in English are broadly classified into consonants and vowels. There are 24 consonant sounds and 20 vowel sounds, of which 12 are monophthongs (pure vowel sounds) and 8 are diphthongs (a combination of two vowel sounds). This classification is based on the basic nature of the sounds, which is a result of the mechanism involved in their production.

To identify these sounds, we use a system of written symbols called the International Phonetic Alphabet (IPA). You will see that while some of the IPA symbols are the letters of the English alphabet, there are other special symbols as well. Dictionaries use phonetic symbols to give the pronunciation of words. The exact representation of the pronunciation of words using these symbols is called phonetic transcription, which is a useful tool in learning to pronounce words correctly.

Look at the following table listing the consonants and the vowels of English and the phonetic symbols used to represent them. Each sound in the list is accompanied by a word containing the sound concerned (the sound is underlined). For practice, first say the sounds aloud and then the words given as examples. Your teacher will help you practise the sounds that you are not familiar with.

Vowel sounds (Monophthongs)				Vowel sounds (Diphthongs)			
i	i:	ʊ	u:	ɪə	eɪ		
ship	she <u>ep</u>	bo <u>o</u> k	shoo <u>t</u>	<u>h</u> ere	wa <u>i</u> t		
e	ə	ɜ:	ɔ:	ʊ	ɔɪ	ə	
be <u>d</u>	teache <u>r</u>	bi <u>r</u> d	do <u>o</u> r	po <u>o</u> r	co <u>i</u> n	sho <u>w</u>	
æ	ʌ	ɑ:	ɒ			ə	
h <u>a</u> t	u <u>p</u>	f <u>a</u> r	o <u>n</u>	h <u>a</u> ir	l <u>i</u> ke	mo <u>u</u> th	
Consonant Sounds							
p	b	t	d	tʃ	dʒ	k	g
shee <u>p</u>	bo <u>a</u> t	tree	do <u>g</u>	chee <u>s</u> e	jo <u>k</u> e	coo <u>k</u>	go
f	v	θ	ð	s	z	ʃ	ʒ
fr <u>ee</u>	vi <u>d</u> eo	th <u>ing</u>	th <u>i</u> s	se <u>e</u>	zo <u>o</u>	she <u>e</u> p	televis <u>i</u> on
m	n	ŋ	h	l	r	w	j
mo <u>u</u> se	no <u>w</u>	th <u>ing</u>	ho <u>p</u> e	lo <u>v</u> e	ru <u>n</u>	w e	yo <u>u</u>

- Dr Christian Barnard

Talking about the text

Have you faced any accident and got injuries?

Do you feel that human sufferings and problems are common?

Do you believe that God tests people by giving sufferings?

Do you feel happy with what you have?

Read the essay to find out.....

More and more, as I near the end of my career as a heart surgeon, my thoughts have turned to the consideration of why people should suffer. Suffering seems so cruelly prevalent in the world today. Do you know that of the 125 million children born this year, 12 million are unlikely to reach the age of one and another six million will die before the age of five? And, of the rest, many will end up as mental or physical cripples.

My gloomy thoughts probably stem from an accident I had few years ago. One minute I was crossing the street with my wife after a lovely meal together, and the next minute a car hit me and knocked me into my wife. She was thrown into the other lane and struck by a car coming from the opposite direction. During the next few days in the hospital, I experienced not only agony and fear but also anger. I could not understand why my wife and I had to suffer. I had eleven broken ribs and a perforated lung. My wife had a badly fractured shoulder. Over and over, I asked myself, why should this happen to us? I had work to do, after all; there were patients waiting for me to operate on them. My wife had a young baby who needed her care.

My father, had he still been alive, would have said: "My son, it is God's will. That's the way God tests you. Suffering ennoble you- makes you a better person." But as a doctor, I see nothing noble in a patient's thrashing around in a sweat-soaked bed, mind clouded in agony. Nor can I see any nobility in the crying of a lonely child in a ward at night.

I had my first introduction to the suffering of children when I was a little boy. One day my father showed me a half-eaten, mouldy biscuit with two tiny tooth marks in it. And he told me about my brother, who had died several years earlier. He told me about the suffering of this child, who had been born with an abnormal heart. If he had been born today, probably someone could have corrected that heart problem, but in those days they didn't have sophisticated heart surgery. And this mouldy biscuit was the last biscuit my brother had eaten before his death.

As a doctor, I have always found the suffering of children particularly heart breaking- especially because of their total trust in doctors and nurses. They believe you are going to help them. If you can't they accept their fate. They go through mutilating surgery, and afterwards they don't complain. One morning, several years ago, I witnessed what I call the Grand Prix of Cape Town's Red Cross Children's Hospital. It opened my eyes to the fact that I was missing something in all my thinking about suffering – something basic that was full of solace for me.

What happened there that morning was that a nurse had left a breakfast trolley unattended. And very soon this breakfast trolley was commandeered by an intrepid crew of two- a driver and a mechanic. The mechanic provided motor power by galloping along behind the trolley with his head down, while the driver, seated on the lower deck, held on with one hand and steered by scraping his foot on the floor. The choice of roles was easy, because the mechanic was totally blind and the driver had only one arm.

They put on quite a show that day. Judging by the laughter and shouts of encouragement from the rest of the patients, it was much better entertainment than anything anyone puts on at the Indianapolis 500 car race. There was grand finale of scattered plates and silverware before the nurses and ward sister caught up with them, scolded them and put them back to bed.

Let me tell about these two. The mechanic was all of seven years old. One night, when his mother and father were drunk, his mother threw a lantern at his father, missed and the lantern broke over the child's head and shoulders. He suffered severe third-degree burns on the upper part of his body, and lost both his eyes. At the time of the Grand Prix, he was a walking horror, with a disfigured face and a long flap of skin hanging from the side of his neck to his body. As the wound healed around the neck, his jaw became gripped in a mass of fibrous tissue. The only way this little boy could open his mouth was to raise his head. When I stopped by to see him after the race, he said, "You know, we won." And he was laughing.

The trolley's driver I know better. A few years earlier I had successfully closed a hole in his heart. He had returned to the hospital because he had a malignant tumor of the bone. A few days before the race, his shoulder and arm were amputated. There was little hope of recovering. After the Grand Prix, he proudly informed me that the race was a success. The only problem was that the trolley's wheels were not properly oiled, but he was a good driver, and he had full confidence in the mechanic.

Suddenly, I realized that these two children had given me a profound lesson in getting on with the business of living. Because the business of living is joy in the real sense of the word, not just something for pleasure, amusement, recreation. The business of living is the celebration of being alive.

I had been looking at suffering from the wrong end. You don't become a better person because you are suffering; but you become a better person because you have experienced

suffering. We can't appreciate light if we haven't known darkness. Nor can we appreciate warmth if we have never suffered cold. These children showed me that it's not what you've lost that's important. What is important is what you have left.

GLOSSARY

- Prevalent (adj) /'prevələnt/ : [M] existing very commonly or happening often
[U] These prejudices are particularly prevalent among people living in the North.
- Gloomy (adj) /'ɡlu:mi/ : [M] nearly dark, or badly lit in a way that makes you feel sad.
[U] It was a wet and gloomy day.
- Stem (verb) /stɛm/ : [M] originate in or be caused by.
[U] Many of the problems in schools and colleges stem from rapid expansion.
- Agony (noun) /'ægəni/ : [M] extreme physical or mental pain
[U] Jack collapsed in agony on the floor.
- Perforate (verb) /'pɜ:fəreɪt/ : [M] pierce and make a hole or holes through something.
[U] He was taken to the hospital to undergo an emergency surgery for a perforated stomach ulcer.
- Ennoble (verb) /ɪ'nəʊbl/ : [M] to make somebody a member of the nobility
[U] In a strange way, she seemed ennobled by her grief.
- Thrashing (noun) /'θræʃɪŋ/ : [M] an act of hitting somebody very hard, especially with a stick

He got a sound thrashing once his father found out.

Strawberries go mouldy very quickly.

It's heartbreaking to see him wasting his life like this.

- Mutilate (verb) /'mju:tɪleɪt/ : [M] to damage somebody's body very severely, especially by cutting or tearing off part of it

The body had been badly mutilated in the accident.

- Grand Prix (noun) /,grɒ'pri:/ : [M] one of a series of important international races for racing cars or motorcycles
[U] I like watching the grand prix races.
- Solace (verb) /'sɒləs/ : [M] to make somebody feel better or happier when they are sad or disappointed
[U] She smiled, as though solaced by the memory.
- Commandeer (v)/,kɒmən'diə(r)/: [M] to take control of a building, a vehicle, etc. for military purposes during a war, or by force for your own use
[U] The soldiers had commandeered the farm and the villa five months ago.
- Intrepid (adj) /ɪn'trepɪd/ : [M] very brave; not afraid of danger or difficulties.
[U] A team of intrepid explorers went bravely into the dark cave.
- Crew (noun) /kru:/ : [M] all the people working on a ship, plane, etc.
[U] None of the passengers and crew were injured in the accident.
- Gallop (adj) /'gæləpɪŋ/ : [M] increasing or spreading rapidly
[U] Galloping inflation is pushing up prices.
- Scraping (noun) /'skreɪpɪŋ/ : [M] a small amount of something produced by scratching a surface.
All that was left to eat were the scrapings from the bottom of the pan.
- Indianapolis (n)/in-dee-uh-nap-uh-lis:[M] The capital and largest city of the US state of Indiana. It is known for the Indianapolis 500 car race. 
- Malignant (adj) /mə'lɪɡnənt/ : [M] of a tumour or disease that cannot be controlled and is likely to cause death
[U] The pathologists report said that the tumour was malignant.
- Tumour (noun) /'tju:mə(r)/ : [M] a mass of cells growing in or on a part of the body where they should not usually causing medical problems
[U] A brain tumour is a dangerous disease.

Amputate (verb) /'æmpjuteɪt/ : [M] to cut off somebody's arm, leg, finger or toe in a medical operation

He had to have both legs amputated because they were infected.

Profound (adj) /prə'faʊnd/ : [M] very great; felt or experienced very strongly.

My father's death had a profound effect on all us.

About the author

Christian Barnard (1922-2001) was a South African heart surgeon, who did the world's first successful human heart transplant operation. He was born on 8th November 1922 in Beaufort West, Cape Province, South Africa. His father was a church pastor and his family was not rich. One of his four brothers, Abraham, died of a heart problem at the age of five. He passed matriculation from the Beaufort West High School and got his Bachelor of Medicine of Surgery at the University of Cape Town in 1945. His famous books are *One Life* (1969), *The Second Life* (1993), *The Donor* (1996), and *50 Ways to a Healthy Heart* (2001). The essay "In Celebration of Being Alive" is a story narrated by Christian Barnard



about the accident that he had faced along with his wife and the lessons he had learnt from the children in the hospital.

About the lesson

Dr Barnard met with a road accident once. When he was crossing the road along with his wife, a car hit him and knocked him into his wife. She was thrown on the other line and was hit by a car from the opposite direction. Barnard suffered from fractured ribs and a perforated lung. His wife had a fractured shoulder.

When Barnard was in the hospital, he reflected on what his father would have said. "Suffering is God's way of testing, refining, purifying, and ennobling us". Barnard did not see anything noble about a patient suffering or a child crying with pain in a hospital.

One day, Barnard's father showed him a half-eaten biscuit. It was the last one his brother had had before he died of a heart problem. Barnard found the suffering of children miserable. Children implicitly trust doctors and nurses believing that they can help them. Even if they can't help them, they accept their fate.

Several years earlier, Dr Barnard had witnessed what he called a "Grand Prix". Two boys tried to drive the breakfast trolley in the hospital. One of them, a handicapped boy acted as a driver and other one, a blind boy provided the motor power by working as a mechanic. The other patients joined in the fun and play, till the plates were scattered. The mechanic was a seven year old boy. His mother had thrown a lantern at his father. The lantern had missed its mark

and had broken on the boy's head, resulting in severe burns, and loss of eyesight. At that time of the Grand Prix, he was a sight to look at. The driver was another child who had been earlier operated upon by Dr Barnard for a hole in his heart. He was in the hospital now, for a dreadful bone disease. His shoulder and arm had been cut off. There was little hope of his recovery.

Dr Barnard learnt an important lesson about life from these two boys. "The business of living, is the celebration of being alive". He realized that it is not what you have lost that is important, but what you have been left with. Light can't be appreciated without knowing darkness, nor can warmth be, without experiencing coldness.

CHECK YOUR UNDERSTANDING

Answer the following questions in a line or two

Why does Dr Barnard state that suffering seems so common?

What are the gloomy thoughts of Dr Barnard?

Why do you think Dr Barnard talks about the accident ?

How would have Dr Barnard's father reacted to the accident ?

How was Dr Barnard introduced to the suffering of the children for the first time ?

Who were the driver and the mechanic ?

What is the Grand Prix ?

How had the mechanic lost his eyes ?

What is the business of living, according to Barnard ?

What did the two children show to Dr Barnard at the end?

Answer the following questions in 10-15 lines each

What was the accident that Dr Barnard had? How did he react to the accident?

What were the views of Dr Barnard's father about suffering? In what way did Barnard's views differ from his father's?

Who were the driver and the mechanic in the Grand Prix held at the Cape Town Red Cross Children's hospital? In what way was the choice of their roles suitable?

What lessons did Dr Barnard learn from the two children?

Annotations

Annotate the following in 10-15 lines each. A model annotation is given below

My gloomy thoughts probably stem from an accident I had few years ago.

Context These lines are taken from the lesson "In Celebration of Being Alive" written by Dr Christian Barnard. In the essay, Barnard narrates about the accident that he had faced along with his wife and the lessons he had learnt from the children in the hospital.

Explanation One day, when Dr Christian Barnard and his wife were crossing the road in Cape Town of South Africa, a car hit him and knocked him in to his wife. She was thrown on the other line and was hit by a car from the opposite direction. Barnard suffered from eleven broken ribs and a perforated lung. His wife had a fractured shoulder. This accident made Barnard think that suffering was so cruelly prevalent in the world today. He was filled with agony, fear and anger because he had to operate on his patients and his wife had to look after their baby.

General relevance Barnard narrates about the accident to bring out the unexpected suffering experienced by them and to prove the uncertainty of living in the modern world. He narrates the incident that happened in his hospital where he had learnt from the two children that what you have left with is more important than what you have lost. He had come to understand that the experience of suffering makes a person a better one.

My son, it is God's will. That's the way God tests you.

It opened my eyes to the fact that I was missing something in all my thinking about suffering.

You don't become a better person because you are suffering; but you become a better person because you have experienced suffering.

SPEAKING SKILLS

Seeking and giving advice and making suggestions

When we seek someone's advice, we ask them what they think we should do in a particular situation. When we give someone advice, we tell them what we think they should do in a particular situation or how they could solve a problem. It is important to know how to use language carefully to do this.

Read the following dialogues and you will find how to ask for and give advice, to make suggestions and respond to them politely in English.

Komala is suffering from head ache. Her teacher advises her to consult a doctor.

- Teacher : Komala, you look pale and tired. Are you unwell?
- Komala : Yes Ma'am. I have a bad head ache. I have had it for three days.
- Teacher : I don't think you should neglect it. I'd advise you to see a doctor soon.
- Komala : Thank you ma'am! I'll make an appointment with the doctor this evening.
- Teacher : It's ok, take care of your health.

Someone has been taking things from Kiran's hostel room. His brother, Kishore advises him.

- Kishore : What! Someone's taken your calculator from the room! Haven't you been losing a lot of things recently?
- Kiran : Yes. Money, clothes, books and pens. I really don't know what to do?
- Kishore : You'd better make a complaint to the warden if you want something done to stop the thefts.
- Kiran : I will. Thanks!

Akhilesh gets low marks in English in Half Yearly Examinations. He goes to his English lecturer, Dr Ramesh for advice.

- Akhilesh : Good morning sir! May I come in?
- Dr Ramesh : Good morning Akhilesh! Please come in.
- Akhilesh : Thank you sir. My marks in English are rather low. What can I do to improve my English?
- Dr Ramesh : Well. I think you should build up your vocabulary and focus on basic grammar such as tense and prepositions.
- Akhilesh : How can I do that?
- Dr Ramesh : You should learn two new words every day. You follow the Oxford Advanced Learners Dictionary and follow the instructions in the class daily and practise them regularly at home.
- Akhilesh : Yes, sir. I'll do it regularly, thank you sir.
- Dr Ramesh : You're welcome!

Three friends plan to go on a weekend trip to Mysore. They give their suggestions to make it a success.

- Hareesh : Shall we go by bus on Friday evening?
- Chandu : Oh, no. Bus journeys are so uncomfortable.
- Mahesh : I suggest we take the train.
- Chandu : We could go by the Mysore Express. That'd be convenient.
- Hareesh : How about meeting at six this evening at my home to finalise the programme?
- Mahesh : Yes, that's fine!

Exercise

Look at the following expressions used in both formal and informal situations to ask for advice and to give suggestions and also to respond to them. Read each item and repeat it for practice.

What should I do?

How can I improve my subject?

What should I do?

Could you advise me, please?

I'd appreciate your advice.

I'd advise you to....

If I were you, I'd consult a doctor.

You'd better take a taxi to reach the university.

Could we have suggestions, please?

Any new ideas, please?

Do you have any idea?

I suggest we

That'd be the best thing to do.

I don't think that would be practical.

That might be a good idea.

I'm not sure about that.

VOCABULARY

Here we shall look at some prefixes. As already mentioned in the introduction, prefixes are those that are placed at the beginning of a word to adjust or qualify its meaning to make a new word. The word 'prefix' itself has a prefix 'pre-' and a root 'fix'.

Anti- = against/opposite

Antipathy = feeling against someone/something, dislike of something or someone
Antibiotic = drug given against bacteria which has invaded a body

Anticlimax = a conclusion that is against our expectation, a conclusion less important than expected

Antidote = remedy given against a poison

Antiseptic = opposing decay, against contamination

Antisocial = going against being social

Antifreeze = a liquid used against the freezing of car's engine

Antiperspirant = product used to help fight against perspiration

Antarctica = continent opposite the Arctic on the globe

Antonym = word opposite another in meaning

Antacid = tablet used against stomach acid

Antagonist = one who goes against protagonist

Circum = around/ring

Circumstances = the events that stand around

you Circuit = path in the shape of a ring

Circumlocution = talk in a roundabout way, indirect way of saying things

Circumnavigate = to go around

Circumspect = looking around carefully

Mono = one

Monopoly = control by one

Monologue = speech by one

Monorail = a train which uses one rail instead of two tracks

Monotone = using one tone

Monotonous = of using one tone only and hence boring

Monosyllable = one syllable

Monarch = one ruler

Monk = living only one, as against marrying someone

Monotheism = belief in single god

Monolingual = using or knowing one language

Inter = between

Internet = network that exist between each other

International = between nations

Intersection = a cutting between

Intermission = time sent between

Interrupt = stop in between

Interested = be in between

Interact = act between

Pre = before

Prevent = come before, to stop

Precise = cut before, accurate with nothing extra

Prejudice = to judge before

Preview = see before

Precaution = being cautious before hand

President = leader who sits before all

Guess the meanings of the following words.

Antihero -----

Antivirus -----

Antibacterial -----

Dialogue-----

Bilingual -----

Interstates -----

Intermediate -----

Predict -----

Prepare-----

Fill in the blanks with an appropriate word

If we judge a person before we know them very well

I believe in one god. It is called -----

3. Detectives usually ----- for clues.

4. People who behave against the principles of society are called -----

5. I want the answer to be exact, a ----- answer.

6. Ashoka is an Indian ----- who had a great reputation.

7. Sometimes it is inconvenient to speak truth, so we -----.

8. The ----- of King Satya Harishchandra is famous in Indian drama.

9. Stretch is a ----- word, because it has only one syllable.

E- Mails

E-mail, also known as Electronic Mail is a method of exchanging digital messages across the internet or other computer networks. It is the quickest way of communicating in writing.

E-mail messages consist of two major sections:

Header consisting of- subject, sender, receiver, date and time.

Body which contains the message. It can contain formal/informal language depending on the purpose

Tips on composing E-mails

Subject

It should be brief

It should give a clue to the content of the message

It need not be a complete sentence

Salutation

Dear Sir/first name of the person

Opening Statement

Begin with a pleasantry or greeting

When replying a message- Thank you for your message/ I received your message

Clarity and tone

When you expect a reply- 'Please let me know'

When you want help- 'please' or 'kindly'

Paragraphs

Each main idea should be in a separate paragraph

Use complete sentence. Do not use SMS language.

Complimentary close

Regards/Love

Name

Meaning of CC & BCC

CC-Carbon Copy- add addressee to it, if those people need to know about the subject, but are not required to act on the contents.

BCC- Blind Carbon Copy- People in this field are concealed from other recipients in the 'To', 'CC' and 'BCC' fields. They can see others in the 'To' & 'CC' fields, but not the 'BCC' fields.

Format of an E-MAIL

Date	
To	
CC	
BCC	
Subject	

Send

Save

Formal Email

Solved Example

You are Syamala, the librarian of Govt. Junior College, Kurnool. Write an email to Bhatia Book Depot, Kurnool requesting them to cancel your order for English literary books and books on environment. Give reasons for cancellation of the order.

Date 10.03.2019

To bhatiabookdepot@rediffmail.co.in

CC

BCC

Subject

Cancellation of order

Dear Sir,

I placed an order on behalf of the principal on 15/03/2019 for supply of English Literary books and books on environment. They said that the supply order was supposed to be received by this college on or before 01/03/2019. But sorry to say that the books have not been received till date and also no communication has been made from your side for the delay.

Hence the college has placed the order for these books to another book depot due to urgency of the books. The said order may be treated as cancelled.

Thanking you

Yours sincerely

Syamala
Librarian

Send

Save

Activity

You are Gayathri of II year CEC in Govt. Jr. College, Kuppam. You want to join computer classes during summer vacation at Aravind Computer Centre, a well reputed computer Institute of Bangalore. Send an E-Mail to the institute seeking the following information:-

Courses offered

Duration of each course

Respective course fee

Frequency of classes

Lodging/boarding facility

Any other information

The E-Mail ID of the institute is 'aravindcompagc@yahoo.co.in

3

LEARNING FROM THE WEST

- N R Narayana Murthy

Talking about the text

What do we usually learn from the West?
Do you have a good opinion of the values of the West?
What are the values that India stands for?
Let us see what we really have to learn from the West.
Read the essay to find out.....

Ladies & Gentlemen. It is a pleasure to be here at the Lal Bahadur Shastri Institute of Management. Lal Bahadur Shastri was a man of strong values and he epitomized simple living. He was a freedom fighter and innovative administrator who contributed to nation building in full measure. It is indeed a matter of pride for me to be chosen for the Lal Bahadur Shastri Award for Public Administration and Management Sciences. I thank the jury for this honour.

When I got the invitation to speak here, I decided to speak on an important topic on which I have pondered for years – the role of Western values in contemporary Indian society. Coming from a company that is built on strong values, the topic is close to my heart. Moreover, an organization is representative of society, and some of the lessons that I have learnt are applicable in the national context. In fact, values drive progress and define quality of life in society.

The word community joins two Latin words com (“together” or “with”) and unus (“one”). A community, then, is both one and many. It is a unified multitude and not a mere group of people. As it is said in the Vedas: Man can live individually, but can survive only collectively. Hence, the challenge is to form a progressive community by balancing the interests of the individual and that of the society. To meet this, we need to develop a value system where people accept modest sacrifices for the common good. What is a value system? It is the protocol for behaviour that enhances the trust, confidence and commitment of members of the community. It goes beyond the domain of legality – it is about decent and desirable behaviour. Further, it includes putting the community interests ahead of your own. Thus, our collective survival and progress is predicated on sound values. There are two pillars of the cultural value system – loyalty to family and loyalty to community. One should not be in isolation to the other, because, successful societies are those which combine both harmoniously. It is in this context that I will discuss the role of Western values in contemporary Indian society.

Some of you here might say that most of what I am going to discuss are actually Indian values in old ages, and not Western values. I live in the present, not in the bygone era. Therefore, I have seen these values practiced primarily in the West and not in India. Hence, the title of the topic.

I am happy as long as we practice these values – whether we call it Western or old Indian values. As an Indian, I am proud to be part of a culture, which has deep-rooted family values. We have tremendous loyalty to the family. For instance, parents make enormous sacrifices for their children. They support them until they can stand on their own feet. On the other side, children consider it their duty to take care of aged parents. We believe: *Mathru devo bhava* – mother is God, and *pithru devo bhava* – father is God. Further, brothers and sisters sacrifice for each other. In fact, the eldest brother or sister is respected by all the other siblings. As for marriage, it is held to be a sacred union – husband and wife are bonded, most often, for life. In joint families, the entire family works towards the welfare of the family. There is so much love and affection in our family life. This is the essence of Indian values and one of our key strengths. Our families act as a critical support mechanism for us. In fact, the credit to the success of Infosys goes, as much to the founders as to their families, for supporting them through the tough times. Unfortunately, our attitude towards family life is not reflected in our attitude towards community behaviour. From littering the streets to corruption to breaking of contractual obligations, we are apathetic to the common good. In the West – the US, Canada, Europe, Australia, New Zealand – individuals understand that they have to be responsible towards their community.

The primary difference between the West and us is that, there, people have a much better societal orientation. They care more for the society than we do. Further, they generally sacrifice more for the society than us. Quality of life is enhanced because of this. This is where we need to learn from the West.

I will talk about some of the lessons that we, Indians, can learn from the West. In the West, there is respect for the public good. For instance, parks free of litter, clean streets, public toilets free of graffiti – all these are instances of care for the public good. On the contrary, in India, we keep our houses clean and water our gardens everyday – but, when we go to a park, we do not think twice before littering the place.

Corruption, as we see in India, is another example of putting the interest of oneself, and at best that of one's family, above that of the society. Society is relatively corruption free in the West. For instance, it is very difficult to bribe a police officer into avoiding a speeding ticket.

This is because of the individual's responsible behaviour towards the community as a whole. On the contrary, in India, corruption, tax evasion, cheating and bribery have eaten into our vitals. For instance, contractors bribe officials, and construct low-quality roads and bridges. The result is that society loses in the form of substandard defence equipment and infrastructure, and low-quality recruitment, just to name a few impediments.

Apathy in solving community matters has held us back from making progress, which is otherwise within our reach. We see serious problems around us but do not try to solve them. We behave as if the problems do not exist or is somebody else's. On the other hand, in the West, people solve societal problems proactively. There are several examples of our apathetic attitude. For instance, all of us are aware of the problem of drought in India. More than 40 years ago, Dr K L Rao – an irrigation expert, suggested creation of a water grid connecting all the rivers in North and South India, to solve this problem. Unfortunately, nothing has been done about this. The story of power shortage in Bangalore is another instance. In 1983, it was decided to build a thermal power plant to meet Bangalore's power requirements. Unfortunately, we have still not started it. Further, the Milan subway in Bombay is in a deplorable state for the last 40 years, and no action has been taken.

We, Indians, would do well to remember Thomas Hunter's words: "Idleness travels very slowly, and poverty soon overtakes it". What could be the reason for all this? We were ruled by foreigners for over thousand years. Thus, we have always believed that public issues belonged to some foreign ruler and that we have no role in solving them. Moreover, we have lost the will to proactively solve our own problems. Thus, we have got used to just executing someone else's orders. Borrowing Aristotle's words: "We are what we repeatedly do". Thus, having done this over the years, the decision-makers in our society are not trained for solving problems. Our decision-makers look to somebody else to take decisions. Unfortunately, there is nobody to look up to and this is the tragedy.

Another interesting attribute, which we Indians can learn from the West, is their accountability. Irrespective of your position, in the West, you are held accountable for what you do. However, in India, the more 'important' you are, the less answerable you are. For instance, a senior politician once declared that he 'forgot' to file his tax returns for 10 consecutive years – and he got away with it. To quote another instance, there are over 100 loss making public sector units (central) in India. Nevertheless, I have not seen action taken for bad performance against top managers in these organizations.

Dignity of labour is an integral part of the Western value system. In the West, each person is proud about his or her labour that raises honest sweat. On the other hand, in India, we tend to overlook the significance of those who are not in professional jobs. We have a mindset that reveres only supposedly intellectual work.

For instance, I have seen many engineers, fresh from college, who only want to do cutting-edge work and not work that is of relevance to business and the country. However, be it an organization or society, there are different people performing different roles. For success, all these people are required to discharge their duties. This includes everyone from the CEO to the person who serves tea – every role is important. Hence, we need a mindset that reveres everyone who puts in honest work.

Indians become intimate even without being friendly. They ask favours of strangers without any hesitation. For instance, the other day, while I was travelling from Bangalore to Mantralaya, I met a fellow traveller on the train. Hardly five minutes into the conversation, he requested me to speak to his MD about removing him from the bottom 10% list in his company, earmarked for disciplinary action. I was reminded of what Rudyard Kipling once said: A westerner can be friendly without being intimate while an easterner tends to be intimate without being friendly.

Yet another lesson to be learnt from the West is about their professionalism in dealings. The common good being more important than personal equations, people do not let personal relations interfere with their professional dealings. For instance, they don't hesitate to chastise a colleague, even if he is a personal friend, for incompetent work. In India, I have seen that we tend to view even work interactions from a personal perspective. Further, we are the most 'thin-skinned' society in the world – we see insults where none is meant. This may be because we were not free for most of the last thousand years. Further, we seem to extend this lack of professionalism to our sense of punctuality. We do not seem to respect the other person's time. The Indian Standard Time somehow seems to be always running late. Moreover, deadlines are typically not met. How many public projects are completed on time? The disheartening aspect is that we have accepted this as the norm rather than the exception.

In the West, they show professionalism by embracing meritocracy. Meritocracy by definition means that we cannot let personal prejudices affect our evaluation of an individual's performance. As we increasingly start to benchmark ourselves with global standards, we have to embrace meritocracy. In the West, right from a very young age, parents teach their children to be independent in thinking. Thus, they grow up to be strong, confident individuals. In India, we still suffer from feudal thinking. I have seen people, who are otherwise bright, refusing to show independence and preferring to be told what to do by their boss. We need to overcome this attitude if we have to succeed globally.

The Western value system teaches respect to contractual obligation. In the West, contractual obligations are seldom dishonoured. This is important – enforceability of legal rights and contracts is the most important factor in the enhancement of credibility of our people and nation. In India, we consider our marriage vows as sacred. We are willing to sacrifice in order to respect our marriage vows. However, we do not extend this to the public domain.

To quote another instance, I had given recommendations to several students for the national scholarship for higher studies in US universities. Most of them did not return to India even though contractually they were obliged to spend five years after their degree in India. In fact, according to a professor at a reputed US university, the maximum default rate for student loans is among Indians – all of these students pass out in flying colours and land lucrative jobs, yet they refuse to pay back their loans. Thus, their action has made it difficult for the students after them, from India, to obtain loans. We have to change this attitude.

Further, we Indians do not display intellectual honesty. For example, our political leaders use mobile phones to tell journalists on the other side that they do not believe in technology! If we want our youngsters to progress, such hypocrisy must be stopped. We are all aware of our rights as citizens. Nevertheless, we often fail to acknowledge the duty that accompanies every right. To borrow Dwight Eisenhower's words: "People that value its privileges above its principles soon lose both". Our duty is towards the community as a whole, as much as it is towards our families.

We have to remember that fundamental social problems grow out of a lack of commitment to the common good. To quote Henry Beecher: "Culture is that which helps us to work for the betterment of all". Hence, friends, I do believe that we can make our society even better by assimilating these Western values into our own culture – we will be stronger for it. Most of our behaviour comes from greed, lack of self-confidence, lack of confidence in the nation, and lack of respect for the society. To borrow Gandhi's words: "There is enough in this world for everyone's need, but not enough for everyone's greed". Let us work towards a society where we would do unto others what we would have others do unto us. Let us all be responsible citizens who make our country a great place to live. In the words of Churchill: "Responsibility is the price of greatness". We have to extend our family values beyond the boundaries of our home.

Finally, let us work towards maximum welfare of the maximum people – *Samasta janaanaam sukhino bhavantu*. Thus, let us - people of this generation, conduct ourselves as great citizens rather than just good people so that we can serve as good examples for our younger generation.

GLOSSARY

epitomize (v) /ɪ'pɪtəmaɪz/	: (M) to be a perfect example
	(U) The fighting qualities of the team are epitomized by the captain.
predicate (v) /'predɪkət/	: (M) to base something on a particular belief, idea or principle
	: (U) Democracy is predicated upon the rule of law.
bygone (adj) /'baɪɡən/	: (M) happening or existing a long time ago
	(U) The horse cart belongs to a bygone era.
obligation (n) /,ɒblɪ'geɪʃn/	: (M) the state of being forced to do something because it is your duty or because of law etc.
	: (U) You are under no obligation to buy anything.
orientation (n) /,ɔ:riən'teɪʃn/	: (M) the type of aims or interests that a person or an organization has; the act of directing your aims towards a particular thing.
	(U) The course is essentially theoretical in orientation.

graffiti (n) /grə'fi:ti/	: (M) drawing or writing on a wall (U) The subway was covered in graffiti.
evasion (n) /ɪ'veɪʒn/	: (M) the act of avoiding somebody or of avoiding something that you are supposed to do (U) He has been charged with tax evasion.
impediment (n) /ɪm'pɛdɪmənt/	: (M) something that stops or delays the progress of something, obstacle (U) The level of inflation is a serious impediment to economic recovery.
apathetic (adj) /,æpə'tetɪk/	: (M) showing no interest or enthusiasm (U) We need to reach those children who are apathetic about school.
proactive (adj) /,prəʊ'æktɪv/	: (M) (of a person or policy) controlling a situation by making things happen rather than waiting for things to happen and then reacting (U) Managers must be proactive in identifying and preventing potential problems.
gloat (v) /gləʊt/	: (M) [intransitive] (gloat about/at/over something) to show that you are happy about your own success or somebody else's failure, in a pleasant way (U) She was still gloating over her rival's disappointment.
earmark (v) /'ɪəmə:k/	: (M) to state that something will happen to somebody/something in future (U) This factory has been earmarked for future expansion.
meritocracy (n) /,merɪ'tɒkrəsi/	: (M) a country or social system where people get power or money on the basis of their ability The school honour's club was a meritocracy where leaders were chosen because of their academic achievements.
benchmark (n) /'bentʃmɑ:k/	: (M) something that can be measured or used as a standard that other things can be compared with (U) A man's ability to keep his word even though there is no legal document, is a benchmark of his good character.
lucrative (adj) /'lu:krətɪv/	: (M) producing a large amount of money, making a large profit (U) Indigo and opium are the most lucrative crops.

About the author

One of the brilliant minds behind the Indian multinational corporation INFOSYS Ltd. is N R Narayana Murthy, an industrialist counted amongst the greatest Indian industrialists of our time. Nagavara Ramarao Narayana Murthy, popularly known as Infosys Narayana Murthy, was born on 20th August, 1946 in an educated, middle class family in Shidlaghatta, Chikkaballapura district, Karnataka. From childhood days, Narayana Murthy was academically brilliant. He was passionate about mathematics and physics. He always had the thirst and the desire to gain more knowledge in these fields.



After completing his school education, he went to the National Institute of Engineering and graduated in 1967 with a degree in electrical engineering. In 1969 he received his master's degree from Indian Institute of Technology, Kanpur. Before venturing to become an entrepreneur he had worked with Patni Computer Systems in Pune. He had always dreamed of becoming an entrepreneur and hoped to form a big company which would create job opportunities for the country's youngsters. Blessed with a brilliant mind and astute business sense, he formed Infosys in 1981 with six other software professionals with an initial capital of just Rs. 10,000. Over the years the company grew manifold to become one of the top IT services companies based in India.

Narayana Murthy has been listed among the twelve greatest entrepreneurs of our time by *Fortune* Magazine. He has been described as the "Father of the Indian IT sector" by *Time* Magazine due to his contribution to outsourcing in India. He has also been honoured with the Padma Vibhushan and Padma Shri awards.

About the lesson

This present lesson is a speech delivered by Mr N R Narayana Murthy when he received the Lal Bahadur Sastry National Award for excellence in Public Administration and Management Sciences for the year 2001 from Lal Bahadur Sastry Institute of Management in New Delhi. A collection of speeches he had given in different occasions is published as a book *A Better India: A Better World*.

In his speech, Mr Murthy propounds the idea of community behaviour in the West. He contrasts and compares the phenomena in Europe with the life that he has been observing in India since his childhood. In doing so, he uses inspirational quotes to explain the matter in a better sense. As a thinker and visionary he instils a proverbial gravity and epigrammatic intensity in his speech.

Indians always put self and family interest before that of the community. Our wonderfully caring attitude towards our families is not reflected in our attitude towards our community behaviour. We have an apathy in addressing community matters. Indians suffer due to intellectual arrogance. It has not helped our society in any way. Narayana Murthy says that no other society

gloats so much about the past as we do and with little current accomplishment. If we have to progress, we have to change this attitude and learn from the people who are better than us. There is lack of accountability at every level of Indian bureaucracy and political system. In India the more 'important' you are, the 'less' answerable you become.

We look down on people doing menial jobs. There is no dignity of labour in India. We have a mind-set that respects only supposedly intellectual work. Indians ask favours from strangers without any hesitation. We become intimate without becoming friendly. Relations are given higher priority than merit in our country. We let our personal relations interfere with professional dealings. We are the most thin skinned society in the world. We see insults where none are meant. This may be because we were not free for most of the last thousand years. 'Indian Standard Time' is a sarcastic phrase famous world-wide as Indians do not follow it at all and which shows that we are time insensitive. Punctuality is not considered a virtue in India. Our lack of professionalism extends into our lack of sense of punctuality. In India, we are not supposed to think differently from our elders and bosses. This is by and large true. Though things are changing slowly, independent thinking is normally not encouraged in India. The last point Narayana Murthy mentions is that contractual agreements are not honoured. He closes his speech with a hope that we would stand as good examples of good people and great citizens for the next generation.

CHECK YOUR UNDERSTANDING

Answer the following questions in a line or two

What is community?

Are the values discussed by Narayana Murthy new to India?

What is 'being apathetic to common good' ?

What is the primary difference between the West and us, according to the author?

What is the solution suggested by Dr K L Rao to solve the problem of drought in India?

Explain the terms 'professionalism' and 'meritocracy' in your own words.

What is intellectual honesty?

Fundamental social problems grow out of .

What do you understand by the term 'Indian Standard Time'?

What is culture, according to Henry Beecher?

Answer the following in 10-15 lines each.

Give a list of the lessons that Narayana Murthy feels we should learn from the West.

'Our attitude towards family life is not reflected in our attitude towards community behaviour.' Explain this statement keeping in view the points made by Narayana Murthy in the essay 'Learning from the West'.

‘Indians become intimate even without being friendly.’ Illustrate this statement with an example from Narayana Murthy’s speech.

What is the point that Narayana Murthy wants to drive home when he quotes Henry Beecher?
How did he conclude his speech?

Annotations

Annotate the following in 10-15 lines each. A model annotation is given below

It is the protocol for behaviour that enhances the trust, confidence and commitment of members of the community. It goes beyond the domain of legality – it is about decent and desirable behaviour.

Context The above line is taken from ‘Learning from the West,’ a speech delivered by NR Narayana Murthy when he received the Lal Bahadur Sastry National Award for excellence in Public Administration and Management Sciences for the year 2001 from Lal Bahadur Sastry Institute of Management in New Delhi.

Explanation Mr Murthy explains that a community should have a set of values to progress. He says that people should accept modest sacrifices for the common good of the community. The community has to develop a value system in which the behaviour of the people should be in such a way that it intensifies and strengthens the trust, confidence and commitment of the members of the community. It cannot be implemented by rule of law. But such behaviour is desired by everyone in the community.

General Relevance Narayana Murthy feels that every citizen of India should develop self-confidence, faith in his/her own ideas and hard working nature to make glorious India.

Unfortunately, our attitude towards family life is not reflected in our attitude towards community behaviour.

Meritocracy by definition means that we cannot let personal prejudices affect our evaluation of an individual’s performance.

People that value its privileges above its principles soon lose both.

SPEAKING SKILLS

Inviting, accepting and refusing an invitation

In our daily life, we need to invite people to a party, a reception, a function, a wedding or a birthday. You need to know how to say that you will or will not be able to accept an invitation when someone invites you.

Read the following dialogues and you will find how to invite the people and also how to accept and decline the invitations.

Dharani invites her teacher to a house- warming function. The teacher accepts the invitation.

Dharani : Good morning ma'am!

Teacher : Good morning Dharani! You look so happy today. Anything special?

Dharani : Yes, ma'am. We're having a house warming function at six o'clock in the morning on Sunday in our new flat. Would you be able to come for lunch, please? The address is 7-9, Subbaiah colony, Avilala, Tirupati.

Teacher : I'd love to come, Dharani. Thank you! Shall I be there around one o'clock?

Dharani : Yes ma'am. It'll be simply wonderful if you could come. Thank you, ma'am!

Teacher : You're welcome, Dharani!

Bhoomika invites her cousin Sudhakar to join her and her brother on an excursion during summer holidays.

Bhoomika : Hi Sudhakar! How're you?

Sudhakar : Hi Bhoomika! I'm fine, thank you.

Bhoomika : Sudhakar, what are you doing during summer holidays?

Sudhakar : Nothing in particular.

Bhoomika : My brother, Madhu and I are going on an excursion. How about coming with us?

Sudhakar : Oh yes, thanks. I'd love to come. Where are you going?

Bhoomika : Kanyakumari. On our way back, we'll stop over at Thiruvananthapuram for a day.

Sudhakar : That'll be lovely!

Bhoomika : I'm glad you'll join us. It'll be fun.

Hari invites his company Manager to his sister's wedding. The Manager has to refuse the invitation.

Hari : Good morning sir! May I come in?

Manager : Good morning Hari! Please come in. What can I do for you?

Hari : Sir, my sister's getting married on Thursday. I've come to invite you to the wedding reception. It's from 6.30 in the evening at TTD Kalayana Mandapam in Guntur.

Manager : Thank you for the invitation, Hari! I wish I could have come, but I'm sorry I won't be able to attend. I'll be leaving for Chennai on Wednesday night.

Hari : Sir, I was hoping you'd be there to bless the newly married couple. But it doesn't matter. I understand, sir.

Manager : I wish your sister a very long and happy married life, Hari.

Hari : Thank you sir!

Abdul apologises to his teacher for talking in the class.

Abdul : Excuse me, ma'am.

Teacher : Yes, Abdul. What is it?

Abdul : Ma'am, I'm really sorry for talking in the class. Nithin wanted to know what we did in the class he missed yesterday.

Teacher : Abdul, you know how annoying it is when you don't pay attention.

Abdul : Yes, ma'am, I realise that. I won't do it again.

Teacher : Don't worry about it.

Abdul : Thank you ma'am!

Exercise

Look at the following expressions used in both formal and informal situations to extend invitations and to accept and decline them. Read each item and repeat it for practice.

I'm here to invite you to my birthday party.

We'll be happy if you and your family could come.

We'd like you to come to...

Are you free tomorrow/this weekend?

Why don't you join us at dinner/a get-together?

Thank you for the invitation. We'll certainly come.

It'll be a pleasure

Oh, sure. I'd love to come.

Thank you for inviting me. I wish I could have come.

I'm afraid I won't be able to come.

I'm sorry, but I'll have to miss the party.

Thank you so much. We look forward to seeing you.

I'm disappointed that you won't be there.

We'll all miss you.

Look at the following expressions used in both formal and informal situations to make apologies and how to respond to them.

I must apologise for the mistake.

Please accept my sincere apologies.

I'm terribly sorry about...

I hope you'll excuse me.

Please forgive me.

I'm so sorry.

It won't happen again, I promise.

I'm really ashamed of myself.

It's quite all right.

That's all right, but I really hope it won't happen again.

That's okay. You needn't feel so bad about it. These things happen.

VOCABULARY

Here we are going to discuss suffixes. A suffix is a letter or group of letters attached to the end of a word to form a new word or to change the grammatical function or parts of speech of the word. Read (v) becomes a noun reader with the suffix –er.

Let's see how some suffixes can change verbs into nouns.

suffix	meaning	Verb	Noun
-al	condition, quality	arrive	arrival
		approve	approval
		deny	denial
		dismiss	dismissal
		propose	proposal
		refuse	refusal
-ance, -ence	action, state, condition, quality	attend	attendance
		accept	acceptance
		exist	existence
		insure	insurance
		prefer	preference
		refer	reference
-ation, -tion	action or resulting state	combine	combination
		educate	education
		eliminate	elimination
		declare	declaration
		inform	information
		immigrate	immigration
-ure	action or resulting state	enclose	enclosure
		depart	departure
		fail	failure
		press	pressure
		legislate	legislature
		please	pleasure

Now let's look at some suffixes that change adjectives to nouns.

suffix	meaning	Adjective	Noun
-ness	state, quality, condition	happy	happiness
		kind	kindness
		useful	usefulness
		sleepy	sleepiness

-ity	state, condition	active	activity
		curious	curiosity
		tranquil	tranquillity
		mobile	mobility
-ism	state, practice	ideal	idealism
		human	humanism
		colonial	colonialism
		imperial	imperialism
-th	condition	wide	width
		dead	death
		long	length
		foul	filth
-ty	condition	safe	safety
		cruel	cruelty
		loyal	loyalty
		certain	certainty

Match the following verbs and adjectives with suitable suffixes to form meaningful nouns.

<u>adjective/verb</u>	<u>Suffix</u>	<u>noun</u>
brave	-ing	
honest	-ery	
grow	-y	
young	-able	
act	-ar	
call	-or	
collect	-er	
modest	-ster	
bake		
slave		
adjust		
change		
machine		
beg		
register		

GRAMMAR

Present perfect tense

Use It is used to express just completed actions.

I	}	have	he	}	has
we			she		
you			it		
they			singular		
plural			Ravi		
students	}				

Keywords

Just	Just now	
Already	Before	
Recently	But	Yet

Examples

I have just came to class. (come)
 I have taken lunch already. (take)
 They have finished their home work just now. (finish)
 Our bus has gone already. (go)
 My mother has prepared Tiffin just now. (prepare)
 We have watched a film recently. (watch)
 They have passed the exam already. (pass)
 She has bought the books just now. (buy)
 K.K. Express has left from the station just now. (leave)
 I have already given the application form. (give)

Sentences

Positive sentence	Negative sentence	Interrogative sentence
I have passed the test	I have not passed the test	Have I passed the test?
We have passed the test	We have not passed the test	Have we passed the test?
You have passed the test	You have not passed the test	Have you passed the test?
He has passed the test	He has not passed the test	Has he passed the test?
She has passed the test	She has not passed the test	Has she passed the test?
It has passed the test	It has not passed the test	Has it passed the test?
They have passed the test	They have not passed the test	Have they passed the test?



...in Poetry

The Builders

- Henry Wadsworth Longfellow

Any Woman

- Katharine Tynan

A Challenge to Fate

- Sarojini Naidu



in Poetry...

1

THE BUILDERS

- Henry Wadsworth Longfellow

Talking about the poem

Who do you think are the builders of our life?

If we build our own house how careful should we be?

Compare building a house to building a life. Is it interesting? Let's see after reading the poem.

Read the poem to find out.....

All are architects of Fate,
Working in these walls of Time;
Some with massive deeds and great,
Some with ornaments of rhyme.

Nothing useless is, or low;
Each thing in its place is best;
And what seems but idle show
Strengthens and supports the rest.

For the structure that we raise,
Time is with materials filled;
Our to-days and yesterdays
Are the blocks with which we build.

Truly shape and fashion these;
Leave no yawning gaps between;
Think not, because no man sees,
Such things will remain unseen.

In the elder days of Art,
Builders wrought with greatest care
Each minute and unseen part;
For the Gods see everywhere.

Let us do our work as well,
Both the unseen and the seen;
Make the house, where Gods may dwell,
Beautiful, entire, and clean.

Else our lives are incomplete,
Standing in these walls of Time,
Broken stairways, where the feet
Stumble as they seek to climb.

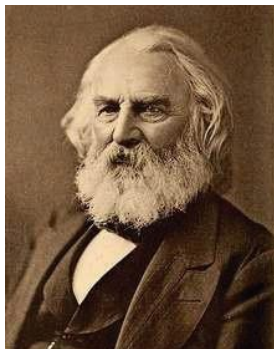
Build to-day, then, strong and sure,
With a firm and ample base;
And ascending and secure
Shall to-morrow find its place.

Thus alone can we attain
To those turrets, where the eye
Sees the world as one vast plain,
And one boundless reach of sky.

GLOSSARY

- Massive (adj.) /'mæsɪv/ : (M) very large, heavy and solid
(U) The explosion made a massive hole in the ground.
- Yawning (v) /'jɔ:n/ : (M) to open your mouth wide and breathe in deeply through it, usually because you are tired or bored.
(U) We couldn't help yawning during the speech.
- Wrought (v) /rɔ:t/ : (M) {(formal or literary) used only in past tense} caused something to happen, especially a change
(U) The Hud-Hud cyclone wrought havoc in the city of Vizag.
- Stumble (n) /'stʌmbl/ : (M) a problem or temporary failure when you are on the way to achieve something, an act of falling
(U) After a slight stumble backwards, he regained his balance.
- Ample (adj) /'æmpl/ : (M) enough or more than enough
(U) There was ample time to reach the airport.
- Turret (n) /'tʌrət/ : (M) a small tower on top of a building, especially a castle
(U) A turret containing a huge bell was added to the castle.

About the poet



Longfellow, Henry Wadsworth, a great American poet born on 27th of February, 1807 in Portland, Maine. He was a commanding figure in the cultural life of nineteenth-century America. He became a national literary figure by the 1850s and a world-famous personality by the time of his death in 1882. He was a poet, educator, traveller, a linguist, and a romantic whose poetry was rooted in American life and history. He is said to be the first American poet who didn't try to be just like the British poets.

Longfellow embraced the genre of Transcendentalism and wrote many lyric poems known for their musicality. His famous poems include *Paul Revere's Ride*, *The song of Hiawatha*, and *Evangeline*.

About the poem

The present poem is a simple metaphor where human life is compared to a building and we, the human beings, are the builders. The poem is about how we make every day, how we create our own future; building them out of every hour we live. The premise as a whole is that each day is a block we lay down to build the characteristics of our life. What blocks we lay down is up to us because at the end of the day, our life is based on the blocks we chose. We should watch what we do as it affects our later lives.

The poet advises on how to make each day mean something describing each day as a building block. Once you place your block of yesterday you have to move on and try to make tomorrow's block stronger. You can make the structure the way you want. However, a skyscraper isn't built overnight nor are our lives. It takes time, hard work, resilience, perseverance, commitment, honesty and integrity to build a good and strong character.

Finally the poet says in the last stanza that with all the hard work if we can build a tall building, it is from that higher perspective, from that wiser angle that we can see what's worth building our lives around. It is from that perspective that we can see "the world as one vast plain". We need to build ourselves with such high values that the world and its many differences disappear for us and then we will be able to reach greater heights to the boundless sky.

The poet uses anastrophe to say, "Time is with materials filled" to state that building something worthwhile takes time. Time is also mentioned many times to reiterate that it is imperative to make the most of what time we do have. The poem is so musical with seven syllables in each line. The last word of first line rhymes with the one in the third line and the last word of the second line rhymes with the one in the fourth line in each stanza.

CHECK YOUR UNDERSTANDING

Answer the following questions in a line or two

How is time important in building our life?

How can we make good dwell in our house?

What is the advantage of building tall structures, according to the poem?

Why/ how is a building compared to our life?

‘Leave no yawning gaps between’ . Discuss this line with your classmates.

Answer the following questions in 10-15 lines each.

What is the appropriateness of the title ‘The Builders?’ Do you agree with the poet about building one’s own life?

What is the central idea of the poem ‘The Builders?’

Annotations

Annotate the following in 10-15 lines each. A model annotation is given below.

All are architects of Fate, Working in

these walls of Time;

Context These lines are taken from the poem ‘The Builders,’ written by Henry Wadsworth Longfellow. In this poem, the poet compares human beings to builders. The structure they build is their life. The walls of this structure called life are made up of time.

Explanation The poet says that we are the builders of our own fate. We choose and plan for our future. Hence we are the architects of our fate. Time is the most important thing to build our life carefully. He wants to say that to build something worthwhile takes time. Each and every minute, we spend, becomes a part of the building.

General relevance The poet says that we need to be careful in spending our time on good things. Because what we do now affects our later lives. So we should use our time fruitfully to make our life more meaningful in the future.

Time is with materials filled; Our

to-days and yesterdays

Are the blocks with which we build

Let us do our work as well, Both the

unseen and the seen;

Thus alone can we attain

To those turrets, where the eye

Sees the world as one vast plain,

2

ANY WOMAN

- Katharine Tynan

Talking about the poem

Who provides you everything at home?

Who is the most responsible person at home?

Does a mother get respect and support from her family?

What happens, if a mother is taken away from home?

Read the poem to find out.....

I am the pillars of the house; The
keystone of the arch am I. Take
me away, and roof and wall
Would fall to ruin me utterly.

I am the fire upon the hearth,
I am the light of the good sun,
I am the heat that warms the earth,
Which else were colder than a stone.

At me the children warm their hands;
I am their light of love alive.
Without me cold the hearthstone stands,
Nor could the precious children thrive.

I am the twist that holds together
The children in its sacred ring,
Their knot of love, from whose close tether
No lost child goes a-wandering.

I am the house from floor to roof,
I deck the walls, the board I spread;
I spin the curtains, warp and woof,
And shake the down to be their bed.

I am their wall against all danger,
Their door against the wind and snow,
Thou whom a woman laid in a manger,
Take me not till the children grow!

GLOSSARY

- ruin (v) /'ru:ɪn/ : (M) to spoil or destroy something completely
(U) Her injury ruined her chances of winning the race.
- hearth (n) /hɑ:θ/ : (M) the area around a fire place
(U) They were reluctant to leave hearth and home.
- thrive (v) /θraɪv/ : (M) to grow vigorously; flourish
(U) Some plants thrive in sandy soil.
- scared (v) /skeəd/ : (M) frightened or worried
(U) He's scared of snakes.
- tether (n) /'teð.ə/ : (M) a rope or chain used to tie, especially an animal, so as to \ restrict its movement.
(U) The horse had been tethered to a post.
- deck (n) /dek/ : (M) a flat area for walking on, built across space between the sides of the boat.
(U) We sat on the deck until it was dark.
- manger (n) /'meɪn(d)ʒə/ : (M) a long trough from which horses or cattle feed.
- Thou (n) /ðəʊ/ : (M) It is an old fashioned, poetic or religious word for 'you', here it refers to God.



About the poet

Katharine Tynan (1859-1931) was an Irish-born writer, known mainly for her novels and poetry. She was born in an agricultural family in Dublin, and educated at a convent school in Drogheda. Her poems were first published in 1878. She had close association with the poet Gerard Manley Hopkins and married him. She went on to play a major part in Dublin literary circles, until she married and moved to England; Later, she lived at Claremorris, County Mayo. She wrote more than 100 novels. Her Collected Poems appeared in 1930; she also wrote five autobiographical volumes. Her poem 'Any Woman' is a beautiful picture of woman in her extraordinary duties in the family. It is an inspiring poem that celebrates the glory of womanhood.



About the poem

‘Any Woman’ by Katharine Tynan, presents the extraordinary power of a woman to hold a family together. The poetess describes the bond between the mother and her children. She feels that motherhood is the supreme gift to women, mother renders selfless service and sacrifices everything for the sake of her children and the family. In the poem, she explains about the cares, worries and burdens that mothers bear everywhere to hold their homes in order.

The speaker of the poem is a woman and she is the mother of a house. She describes her role in maintaining the family. She is an important and responsible person to look after the family and guide the children. She says that she is the pillar of the house and the keystone of the arch. If the pillars and keystone are taken away, the house will be spoiled and the roof will collapse. In the same way, if the mother is taken away, the family will be spoiled.

A mother is not only an important person of the house but also she is the life, light, and love that fills a house. Like the sun which warms the earth, mother is the fire upon the hearth. The children feel happy in the hands of a mother. Without her, the house would be lifeless and the children would not develop well. The mother is also like a twist or a bond in the ring that holds the different strands together. She keeps the children together in the holy ring of love. Without the bond of mother’s love, many children will be spoiled.

The poetess describes the functions that a mother performs every day in the house. She works to make her children happy. She decorates the house, gets the table ready for dinner, arranges the curtains, and makes their bed. Here she is also compared to a mother bird that builds the nest, feeds the baby birds and makes their bed with her own soft feathers. She protects the children from the wind and the snow and from all the risks by standing as a wall. Finally, she prays God to keep her alive till the children grow and lead their lives happily.

CHECK YOUR UNDERSTANDING

Answer the following questions in a line or two

Who is the keystone of the house?

What happens, if the pillars and keystone of the house are taken away?

What does a woman do to hold a family together?

What does the mother perform at home every day?

To whom is the mother compared?

How does the mother protect her children from any danger?

Answer the following questions in 10-15 lines each.

How does the poetess portray the bond between the mother and her children in the poem 'Any Woman'?

The poem 'Any Woman' is a celebration of the glory of womanhood. Illustrate.

Annotations

Annotate the following in 10-15 lines each. A model annotation is given below.

Take me away, and roof and wall

Would fall to ruin me utterly.

Context These lines are taken from the poem 'Any Woman', written by Katharine Tynan. A woman is the speaker of the poem. In the poem, the poetess describes the bond between the mother and her children and the value of motherhood.

Explanation The mother says that she is the pillar and key stone of the house. She is an important and responsible person to look after the family and guide the children. If the pillars and keystone are taken away from the house, the building will collapse. Similarly, it is the mother who gives strength to the family to stay together. If she is taken away, the family will be spoiled. The children do not get proper instructions, love and affection without the mother. So she prays God almighty to keep her alive till her children grow.

General relevance The poetess feels that women have an outstanding power to make the family stay together. Motherhood is the supreme gift to women. They do hard work and sacrifice their lives for the sake of their children. So, women should be respected and supported in a family and also in society.

Without me cold the hearthstone stands, Nor
could the precious children thrive.

I am the twist that holds together The
children in its sacred ring.

I am their wall against all danger, Their door
against the wind and snow.

3

A CHALLENGE TO FATE

*- Sarojini Naidu***Talking about the poem**

Do you believe in fate?

What is fate according to you?

How did you form such an opinion?

Discuss with your friends and collect different opinions on fate before you start reading this poem.

Read the poem to find out.....

Why will you vex me with your futile conflict,
 Why will you strive with me, O foolish Fate?
 You cannot break me with your poignant envy,
 You cannot slay me with your subtle hate:
 For all the cruel folly you pursue
 I will not cry with suppliant hands to you.

You may perchance wreck in your bitter malice
 The radiant empire of mine eager eyes –
 Say, can you rob my memory's dear dominion
 O'er sunlit mountains and sidereal skies?
 In my enduring treasures I hold
 Their ageless splendour of unravished gold.

You may usurp the kingdoms of my hearing –
 Say, shall my scatheless spirit cease to hear
 The bridal rapture of the blowing valleys,
 The lyric pageant of the passing year,
 The sounding odes and singing harmonies
 Of battling tempests and unconquered seas?

Yea, you may smite my mouth to throbbing silence
 Pluck from my lips power of articulate words –
 Say, shall my heart lack its familiar language

While earth has nests for her mellifluous birds?
 Shall my impassioned heart forget to sing
 With the ten thousand voices of the spring?

Yea, you may quell my blood with sudden anguish,
 Fetter my limbs with some compelling pain –
 How will you daunt my free, far-journeying fancy
 That rides upon the pinions of the rain?
 How will you tether my triumphant mind,
 Rival and fearless comrade of the wind?

Tho' you deny the hope of all my being,
 Betray my love, my sweetest dream destroy,
 Yet will I slake my individual sorrow
 At the deep source of Universal joy –
 O Fate, in vain you hanker to control
 My frail, serene, indomitable soul.

GLOSSARY

- Futile (adj.) /'fju:təl/ : (M) pointless, having no purpose because there is no chance of success
 (U) The doctors effort to revive him were futile.
- Poignant (adj.) /'pɔɪnjənt/ : (M) incisive, penetrating, having a strong effect on your feelings, especially in a way that makes you feel sad
 (U) It was a poignant the effects of a war that touched every aspect of society.
- Subtle (adj.) /'sʌtl/ : (M) not very noticeable or obvious
 (U) There are subtle differences between the two versions.
- Malice (noun) /'mæls/ : (M) a feeling of hatred for somebody that causes a desire to harm them
 (U) The ghosts are described as if they bear actual malice towards humans.
- Usurp (verb) /ju:'zɜ:p/ : (M) to take somebody's position and/or power without having the right to do this
 (U) This decision will usurp the powers of the committee.
- Scatheless (noun) : (M) harmless

He felt like a man who has just come scatheless through the horrible crisis, and once more knows the sweet sensation of safety.

(U) Once the pageant was over, all the participants took their dresses back home.

Smite (verb)/smait/

: (M) to hit somebody/something hard

(U) He vowed that he would smite his enemy.

Mellifluous (adj.)

: (M) sounding sweet and smooth; very pleasant to listen to

/me'lifluəs/

(U) She sounded quite mellifluous on the phone.

Quell (verb) /kwel/

: (M) to stop something such as violent behaviour or protests

Extra police were called in to quell the disturbances.

Anguish (noun) /'æŋɡwɪʃ/

:(M) severe pain, mental suffering or unhappiness

(U) Tears of anguish filled her eyes.

Pinion (verb) /'piɳjən/

: (M) to hold or tie somebody, especially by their arms

(U) His arms were pinioned to his sides.

Betray (verb) /bi'trei/

: (M) to give information about somebody/something to an enemy

He was offered money to betray his company.

Hanker (verb) /'hæŋkə(r)/

:(M) to have a strong desire for something

(U) He had hankered after fame all his life.

Slake (verb)

: (M) to lessen the force of

(U) The electrolyte water should help slake the runners' thirst during marathon.

About the poet

Sarojini Chattopadhyaya, the Nightingale of India, was born on February 13, 1879 in Hyderabad. Her father Agoranath Chattopadhyaya, was a scientist and the founder of the Nizam College in Hyderabad, and her mother, Barada Sundari Devi, was a famous Bengali poetess. The sobriquet 'Nightingale of India' was bestowed on her because of her poems, which are lyrical and rich in imagery. They have a simple but timeless beauty with various types of meter and rhyme schemes. Her poems are appreciated by poetry lovers and studied by students across the world. She was a child prodigy, freedom fighter and woman leader, a skilled orator and an exemplary administrator. She had the credit of starting the Indian Renaissance movement with her writing.



Sarojini Naidu was proficient in Bengali, Urdu, Telugu, English and Persian. She was a gifted student who topped the matriculation examination at Madras University. Her scientist father wanted her to become a mathematician or scientist but she had an innate interest in poetry which was displayed at a very tender age. Her poems were delicate without flowery language and stuck to simple words and everyday Indian milieu of forests and mountains, weavers and snake charmers, palanquin bearers to explore themes like love, separation, death, heartbreak and the mystery of life.

About the poem

A Challenge to Fate by Sarojini Naidu is a beautiful, inspiring poem depicting the strong spirit of human soul. She shows how an enlightened human spirit cannot be defeated by fate.

Fate, sometimes referred to as destiny, is a predetermined course of events which are out of the control of a person. It is thought of as something inevitable and usually people are afraid of it. But the poet not only refuses to acknowledge any such fear but daringly calls it foolish and asks why it is always conspiring and annoying her by preventing her from enjoying life. She challenges and warns fate that its hateful schemes against her happiness would go futile.

The poet rebels against fate by saying that it may possibly be victorious in destroying her bright, colourful world of light that her eyes see, it may take away from her the ability to hear the melodious sounds of life, it may cut down her power to speak effectively, and terrorize her by withholding her fearless spirit from moving freely. Still, the poet won't submit herself to fate. Fate can't strip her of the exquisite memories and delightful sounds of life. She can relish them passionately within her heart. Her emotional heart still sings songs of hope. She says confidently that fate can't bind her unconquerable and fearless mind. Finally, she articulates that whatever fate may do to scare her to death, she will continue to drink the ambrosia of hope from universal joyousness. She makes it clear to fate that its desire to puppeteer the indomitable spirit of the poet will remain unsuccessful.

CHECK YOUR UNDERSTANDING

Answer the following questions in a line or two

Why is everyone usually afraid of fate?

What does the poet mean when she said 'subtle fate'? Why is fate so subtle?

Was it easy for the poet to deny fate? Why?

What kind of strength do we need to deny the power of fate?

How did fate torture the poet to make her submissive?

Answer the following in 10-15 lines each.

Why are people generally afraid of fate? How did Sarojini Naidu challenge such a fearful fate?

What is the theme of the poem 'A Challenge to Fate'? What is the life lesson we can learn from the poem?

Annotations

Annotate the following in 10-15 lines each. A model annotation is given below.

For all the cruel folly you pursue

I will not cry with suppliant hands to you.

Context These lines are taken from the poem 'A Challenge to Fate' by Sarojini Naidu. In this poem the poet refuses to submit herself to fate, however compelling it is. Thus she stands as an exemplary figure to all those who curse their fate and submit themselves to it.

Explanation The poet questions fate as to why it does not allow her to be happy. She warns fate not to meddle with her life. However hard it may try, fate will not be able to make the poet unhappy. The more fate tries to make the poet unhappy, the more stubborn is the poet to remain happy. She clearly says that fate won't succeed in its futile attempts to make her bend her head down in front of it.

General relevance The poet is being very courageous by daring to challenge fate which is trying to make her unhappy. Thus the poet inspires the readers not to be discouraged by fate. Her spirit motivates us to learn to challenge fate.

Yea, you may smite my mouth to throbbing silence Pluck

from my lips power of articulate words –

How will you daunt my free, far-journeying fancy That

rides upon the pinions of the rain?

Yet will I slake my individual sorrow At the

deep source of Universal joy –



... in Study and Communication Skills

Conversation Practice

Letter Writing

Reading Comprehension

Interpretation of Non-verbal Information

Vocabulary

Note Making

Curriculum Vitae

Completing a Form



**in Study and
Communication Skills...**

1

CONVERSATION PRACTICE

Conversation is a form of communication and it is usually more spontaneous and less formal. We start conversations for the purpose of a pleasant engagement, in order to meet new people, to find out information and to enjoy social interactions.

This unit will give you practice in using English to perform some preliminary communicative functions required in the course of your everyday social and professional interaction with others. The students at intermediate level, need to acquire effective conversation skills to get higher education or suitable jobs. You should concentrate on different situational conversations, polite expressions, small talks, short sentences and others and use them in your day to day life.

Given below are some expressions used in formal and informal contexts.

Sl.No	Function / Context	Expression
1	Greetings	Good morning sir, How are you? Good afternoon madam. Good evening to all. Hello! How are you? Hi! Hey! Hello! How do you do? Hello, everybody.
2	Response to greetings	Good morning Sir, I am fine, thank you. Good morning madam. Good evening. I am good, thanks. Thank you very much. I am excellent. Hi, Hey!

3	Introducing oneself	I'd like to introduce myself, I am Kavya, I am in II year Intermediate MPC group and I 'm from Tirupathi. Let me introduce myself I'm... I'll introduce myself. I am... Hello! I'm... Hi! I'm Virat Kohli, Please call me Kohli ... My name is Venkat, I'm a software engineer.
4	Introducing others	I'd like to introduce Mr. Anantha Rao. He is our new English Lecturer from Vijayawada. I feel privileged to introduce ... Let me introduce ... May I introduce... It gives me great pleasure to introduce... Here's Mr. Ravi , I'd like you to meet Mr. Rao, Hello, Sandhya, meet my cousin. Hello Yashwanth, meet my sister Bhanu.
5	Giving personal information	My name is ..., I'm..... years old, My native place is..., I studied in....., I have completed..., I would like to do..., My hobbies are..., I'm fond of.... .., I'm interested in..., I'm delighted to be..., I'm happy to be... I'm looking forward...

6	Making request	Give me your pen, please. Please can you explain this story? Please, could you lend me your mobile for a call? Would you lend me Rs.500/-? Would you please help me.? Please shut the window. I wonder if you would shut the door. If you don't mind, post this letter, please.
7	Seeking Permission	Can I use your mobile for a call, please? May I come in? May I know your group? May I sit beside you? Could I leave the office a little early? Could I take your bike? May I leave the class a little early? Shall I go out?
8	Making offer	Can I bring you a cup of coffee? Will you please come to my house for dinner? Would I bring you a C.D. of Spoken English? Could I bring you tickets for the cricket match? Can I help you? May I help you?
9	Giving Suggestions/ Advice	Shall we watch the cricket match to-night? Let's join the Spoken English Course. Why don't you consult a doctor? Don't waste your time, please. Work while you work and play while you play. You would better stop smoking. It is better if you would join MPC group. I advise you to consult the manager. I sincerely advise you not to neglect your studies.

10	Seeking Information	Tell me the way to Junior college, please. Please inform me the last date for paying fee. Could you tell me when the K.K. Express will arrive at the station? Would you mind telling me the bus fare to Kuppam? Could you tell me the way to the medical shop? Could you kindly inform me the re-opening date of the college? Please tell me whether our Principal is on leave?
11	Giving a positive answer/ response	Yes. Yes, Please.certainly, surely, With pleasure, yes of course.
12	Giving a negative answer/ response	No, Never, Sorry, I'm really sorry, I can't, I don't know, Sorry I'm helpless.
13	Expressing apology	Please forgive me. I'm really sorry. It's my fault. I really feel bad about it. Please allow me to offer my apology. I'm sorry for being late. Sorry to interrupt you. I'm sorry. I shouldn't have said that.
14	Expressing agreement	I agree, I agree to an extent, I think you're right, That's a nice idea, I entirely agree, That's great, That's perfectly all right, Yes, certainly, You're absolutely right, What a wonderful idea!
15	Expressing Disagreement	I'm afraid I disagree, Well I don't know Well, I wouldn't say that, I'm afraid, I'm not convinced.

16	Telephone Talk	Hello, Could I speak to Mr. Rayudu, please? I'm Usha, speaking, Can I speak to Archana please? Hi, is Prakash there? I'm sorry, he is not available at present. Please be on the line, May I call you back? Could you please ask him/her to give me a ring, my mobile no. is 9440131865. Could you repeat the number please? Thanks for calling.
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Model Conversations/dialogues

1) Introducing one self

- a) Anil : Good morning, I'm Anil, I'm studying II year CEC
- Sunil : Good morning, I'm Sunil, Glad to meet you.
- Anil : Glad to meet you too, how are you?
- Sunil : Fine, thank you, how about you?
- Anil : I'm also fine, see you again, bye.
- Sunil : It's ok bye.
-
- b) Mounika : Hi! I'm Mounika from SPW Junior College, Tirupati.
- Pallavi : Hi! Mounika, Nice to meet you, I'm Pallavi from Govt. Junior College for Girls, Pakala.
- Mounika : Nice meeting you too. Are you preparing for NEET?
- Pallavi : Yes, I'm preparing for NEET, I have taken coaching from our college.
- Mounika : It's good, wish you all the best.
- Pallavi : Thank you, bye.
- Mounika : Good bye.

2) Introducing others

- a) Akhil : Hello, Kiran I'd like to introduce Mr. Siva to you. He is my friend and he is from Kurnool.
- Kiran : Hello, Siva glad to meet you, I'm Kiran, doing II year Intermediate and I'm a close friend of Akhil.
- Siva : Hi! Kiran, Glad to meet you too. I am studying II MPC in Kakinada. See you later, bye.
- Kiran : Yes, see you later, good bye.
- b) Nandu : Hi, Charan, are you going to college?
- Charan : Yes I'm going to college.
- Nandu : Charan, meet my sister, Veena and she has joined I year in our college. Veena, Charan is my classmate and close friend.
- Veena : Hi! Nice to meet you Charan.
- Charan : Veena, Nice meeting you too. How is our college?
- Veena : It's good, I feel happy here, bye.
- Charan : Good bye.

3) Making requests

- Ramya : Hi! Kavya how are you?
- Kavya : Hi !Ramya, I am fine thank you.
- Ramya : Hey! I didn't see you yesterday
- Kavya : Yes, yesterday I had been to Tirupati.
- Ramya : Oh !I see
- Kavya : Ramya, yesterday I missed the English Class. Could you please give me your English notes?
- Ramya : Yes, I will give you. But when will you return it to me?
- Kavya : Not so long. I will return your book tomorrow.
- Ramya : Kavya, I don't mind even if you give it the next day. Here it is, take it.
- Kavya : Thank you Ramya, bye.
- Ramya : Good bye.

4) Inviting your friend to your birthday party

- Sneha : Hi, Indu, how are you?
- Indu : Hi, Sneha, I am fine thank you and how about you?
- Sneha : I am also fine and nice to meet you Indu, tomorrow is my birthday.
- Indu : Oh! Very nice, wish you a happy birthday in advance.
- Sneha : Indu, Now I have come here to invite you and the members of your family for my birthday function.
- Indu : Is there a party?
- Sneha : Yes, I have planned to arrange a small party for our friends.
- Indu : Sneha, have you invited all our friends?
- Sneha : Yes, I have invited our friends and our classmates.
- Indu : Very good, at what time will you be cutting the cake?
- Sneha : Indu, it is planned that the cake will be cut at 7 pm and after that dinner is arranged at my home.
- Indu : OK, Sneha I will attend your birthday function.
- Sneha : Indu, won't miss the party, please do attend.
- Indu : Sneha, I won't miss the party and I will attend the function without fail.
- Sneha : Thank you Indu, bye.
- Indu : Good bye.

5) Dialogue between the teacher and a student who has come to class late

- Student : Good morning sir, May I come in?
- Teacher : Good morning Naveen, Why are you late?
- Student : Sorry sir, my bus was late.
- Teacher : Naveen, don't blame on the bus. You missed the bus. At what time did you come to the bus stop?
- Student : Sir, I came to the bus stop at 8.30 a.m. in the morning.
- Teacher : Naveen, you have to come to the bus stop a little early, then only you can catch the early bus and come to class in time.
- Student : Yes, Sir, I will start early from home from tomorrow onwards.

- Teacher : Naveen, at what time do you get up in the morning?
- Student : Sir, I get up at 6 a.m. daily.
- Teacher : Naveen, it is not right and you have to get up between 4:00 and 4:30 a.m daily in the morning. Then only, you will be active.
- Student : Yes sir, from tomorrow onwards, I will try to get up early in the morning.
- Teacher : Naveen, it is my last warning. If you come late from tomorrow, you will be strictly punished.
- Student : Yes, sir, from tomorrow, I will not be late.
- Teacher : OK, Now you may come in.
- Student : Thank you sir.

6) At the railway reservation counter (Between the passenger and the clerk)

- Usha : Excuse me, sir
- Clerk : Yes madam, What can I do for you?
- Usha : Sir, I want to go to Vijayawada. Could you please tell me if a berth is available?
- Clerk : Please tell me the date of your travel.
- Usha : I have to go on 15th of this month.
- Clerk : Do you need a berth in A/C or Non A/C?
- Usha : In any class, no problem.
- Clerk : Please wait, let me check. Madam, a berth is available in III A/C in Seshadri Express. Please fill the application form and give it to me.
- Usha : Sir, one more thing. I want to book for return journey also.
- Clerk : It's ok, when?
- Usha : My return journey will be on 25th of this month. May I use the same form?
- Clerk : OK, you can use the same form. In which train for return journey?
- Usha : Sheshadri Express. Here is the form.
- Clerk : Give me Rs. 3650/- for onward and return journey tickets.
- Usha : Sir, here is the money.
- Clerk : Here are your tickets.
- Usha : Thank you sir.

7) At the reception counter of a hotel (Between the receptionist and the guest)

- Receptionist : Good morning Sir, May I help you?
- Guest : Good morning, I need a room.
- Receptionist : Sir, do you require a single or double room?
- Guest : I need a single room.
- Receptionist : Please fill your name and address in this register
- Guest : May I know the tariff please?
- Receptionist : It is seven hundred rupees a day.
- Guest : Is the room air conditioned?
- Receptionist : All our rooms are centrally air – conditioned.
- Guest : Do you have a restaurant?
- Receptionist : Yes, we have a restaurant and it offers Indian, Western and Chinese cuisine.
- Guest : Well! That's good. I can choose different cuisine for different meals.
- Receptionist : May I know the duration of your stay?
- Guest : It all depends on how early or how late I am going to finish my work. But approximately, it is for two days.
- Receptionist : Please inform us about your extension one day earlier.
- Guest : Sure. I'm tired, can you please ask the boy to bring my luggage to the room?
- Receptionist : Certainly, here's your key.
- Guest : Thank you very much
- Receptionist : You're welcome.

8. At the hospital (Between the doctor and the patient)

- Patient : Good morning, doctor.
- Doctor : Good morning, What's your problem?
- Patient : Sir, I'm feeling weak and I'm unable to walk even a little distance.
- Doctor : What's your appetite like?
- Patient : Not at all good. I don't feel like eating anything.

- Doctor : Have you had any fever?
- Patient : Well, I do feel feverish all the time.
- Doctor : All right, let me check your temperature first. There's nothing wrong with the pulse. You please lie down on that table, I will examine.
- Patient : Yes, doctor.
- Doctor : Do you feel pain here?
- Patient : Yes, some.
- Doctor : And here?
- Patient : Oh! That's quite painful.
- Doctor : Nothing to worry. I'm prescribing two types of tablets. Take one before meals and the other after meals for three days. Don't eat any fried or spicy food. Drink milk and follow your regular diet.
- Patient : Thank you doctor.
- Doctor : It's ok.

9. At the bank (Between the customer and the clerk)

- Customer : Excuse me sir.
- Clerk : Yes, what can I do for you?
- Customer : Sir, I would like to open an account in your bank.
- Clerk : You are most welcome. Where do you live?
- Customer : I live in Lakshmi Nagar, Srikakulam.
- Clerk : OK, please read this form carefully. Do you want to open savings or current account?
- Customer : Savings account.
- Clerk : You have to bring a document for address proof such as an electricity bill or phone bill.
- Customer : How much will I have to deposit for opening the account?
- Clerk : Do you want a cheque book?
- Customer : Yes.
- Clerk : You have to open the account with one thousand rupees. You'll get the cheque book by post after 10 or 15 days.
- Customer : Sir can I have an ATM Card?

- Clerk : Yes, just tick at the relevant column. You'll get it after 6 or 7 days by post.
- Customer : Sir, how many photos will be required?
- Clerk : Two photos will be needed, one you have to affix on the form and another will be pasted on your pass book.
- Customer : Thank you sir, I will bring photos and deposit the amount tomorrow.
- Clerk : It's ok.

10. At a restaurant (Between the customer and the waiter)

- Customer : Waiter!
- Waiter : Yes sir, what can I do for you?
- Customer : Bring the Menu card.
- Waiter : Sir, here it is.
- Customer : Is this veg or non-veg?
- Waiter : It is purely veg sir.
- Customer : OK, what do you have, hot?
- Waiter : Idly, vada and dosa are hot.
- Customer : Bring me a plate of Idly and tell the master to prepare a dosa also.
- Waiter : Yes, sir.
- Customer : Waiter!
- Waiter : Yes, please.
- Customer : This jug is empty. Pour some water. Is it aqua water?
- Waiter : Yes, sir.
- Customer : Where's the wash basin?
- Waiter : That side, sir.
- Customer : Waiter! Get me a cup of coffee.
- Waiter : Here you are, sir.
- Customer : Get me the bill.
- Waiter : Yes, sir, here's the change.
- Customer : Keep it for you.
- Waiter : Thank you sir.

11. At the market (Between the shop keeper and the customer)

- Shop keeper : Sir, please come, we've all varieties of vegetables.
- Customer : Do you have brinjals?
- Shop keeper : Yes sir.
- Customer : How much is a kilo?
- Shop keeper : Rs. 20/- per kilo.
- Customer : Are they fresh? Let me see.
- Shop keeper : Here you are!
- Customer : I've picked up the fresh one. Please weigh a kilo.
- Shop keeper : Yes sir, what else do you want?
- Customer : I want bitter gourd, what's its price?
- Shop keeper : It's Rs. 40/- per kilo.
- Customer : My God! Prices are very heavy.
- Shop keeper : How much do you want?
- Customer : Half a kilo is enough.
- Shop keeper : Shall I give you some curry leaf?
- Customer : Yes, that's important.
- Shop keeper : Tomatoes are fresh. We've got them just now from the garden.
- Customer : OK, give me a kilo. By the by, What's the price?
- Shop keeper : It's only Rs. 10/- per kilo.
- Customer : Thank God! I'll purchase some more items tomorrow. For the present, these are enough. How much is the total?
- Shop keeper : Total Rs. 50/- sir.
- Customer : Here is the amount.
- Shop keeper : Thank you sir.

12. Telephonic conversation and leaving a message

- Muralidhar : Hello! Can I speak to Mr. Bhaskar?
- Receptionist : May I know who is speaking?
- Muralidhar : I'm Muralidhar, a friend of Bhaskar.

- Receptionist : Sir, at the moment Mr. Bhaskar is not in the office.
- Muralidhar : I have to speak to him urgently.
- Receptionist : You can try his mobile number. Do you have his mobile number, sir?
- Muralidhar : I have tried his mobile, it says it is switched off.
- Receptionist : Sir, actually he has gone to attend an important meeting.
- Muralidhar : I see. I'm going to leave a message with you, please convey it to him as soon as he comes.
- Receptionist : Sure sir, what's the message?
- Muralidhar : Actually we have to meet a friend of ours who is suffering from fever in the hospital. Mr. Bhaskar has to pick me up from my home at 9 a.m. tomorrow. This programme stands cancelled as I am going to Bangalore today. I will be back within a couple of days. As soon as I come back, I'll contact him.
- Receptionist : I'll convey the message to Mr. Bhaskar.
- Muralidhar : It is very urgent, please don't forget.
- Receptionist : Sir, I won't forget and I'll convey the message.
- Muralidhar : Thank you.
- Receptionist : You're welcome.

Telephonic conversation (Between the principal and the parent) The principal is complaining to the parent about the performance of the student.

- Principal : Hello, am I speaking to Prasad?
- Prasad : Yes, Prasad speaking.
- Principal : Good morning sir, I am Thulasiram, Principal.
- Prasad : Good morning sir, how are you?
- Principal : Fine, thanks. I'm sorry to say this. Your son Anvesh, never attends the classes. Even if he attends, he keeps talking to his friends during the lectures and disturbs the whole class.
- Prasad : Oh! I am sorry to hear that.
- Principal : Sometimes he even argues with the lecturers.
- Prasad : I see.

- Principal : I don't think the lecturers are happy with him.
- Prasad : Yes sir, he was very good in high school and never got any complaint.
- Principal : Well, I'm glad to hear that. It might be because of his bad friendship. I often see him with the students who are irregular to class.
- Prasad : Sir, how is his performance in the half-yearly exams? He never shows me about the progress at home.
- Principal : Not very good. He failed in three subjects and his progress report was also sent to your home.
- Prasad : Oh God! I'm really sad to learn this. Please accept my sincere apologies.
- Principal : You need not apologize. Your son should be sorry. If there is no change in his behaviour, severe action will be taken against him.
- Prasad : Please excuse him this time. I'll certainly try to improve his behaviour.
- Principal : I'm sure you will do it.
- Prasad : Thank you sir.

14. At the post office

- Venkat : Excuse me sir.
- Counter Clerk : Yes, what can I do for you?
- Venkat : Sir, I want to send this letter.
- Clerk : Do you want to send it by registered post or speed post?
- Venkat : Sir, which is better?
- Clerk : You'd better send it by speed post. It might be quicker.
- Venkat : OK. Sir, please do it by speed post.
- Clerk : Let me weigh this letter. It's just over 30 grams. It'll cost you forty rupees.
- Venkat : OK. Sir, here is amount.
- Clerk : Here is the receipt and change.
- Venkat : Sir, how many days, will take it to reach Delhi?

- Clerk : It will reach Delhi within three days. Within a state, it takes two days and to the other states, it takes three days.
- Venkat : Thank you sir.
- Clerk : You're welcome.

15. At the library (Between the librarian and the student to borrow a book)

- Gayathri : Excuse me madam, May I come in?
- Librarian : Yes, please come in.
- Gayathri : Madam, I want to borrow some books.
- Librarian : You cannot borrow some books. You can borrow only one book at a time.
- Gayathri : I want R.K. Narayan's 'The Guide'.
- Librarian : Wait, Let me check.
- Gayathri : Is it available madam?
- Librarian : Yes, it is available.
- Gayathri : Where is it?
- Librarian : It is in the 3rd shelf in the left corner.
- Gayathri : Shall I take the book?
- Librarian : Where is your old book?
- Gayathri : Here it is.
- Librarian : What is the name of the book?
- Gayathri : It is 'The Wings of Fire' by Abdul Kalam.
- Librarian : What is the due date?
- Gayathri : I think it is 15th July.
- Librarian : What is the date today?
- Gayathri : Today is 18th July.
- Librarian : You must pay the fine.
- Gayathri : Sorry madam. Next time I will return the book within the due date.
- Librarian : It's OK, take the book.
- Gayathri : Thank you madam.

Exercise

Do the following tasks. Show them to your lecturer and act out the dialogues with a partner

Construct a dialogue between two students to introduce themselves on the first day of college and their conversation about their school/college and home town.

Construct a dialogue between a teacher and a student who has not done his home work.

Write a dialogue between two friends who have met after two years and who are trying to update themselves about each other.

Write a dialogue between the lecturer and a student who is trying to find out from the lecturer about the different career options available to him after the intermediate course.

Imagine you are a customer and have gone to Big-C, a mobile show room to buy a new mobile phone. Construct a dialogue between yourself and the shop keeper.

Imagine you are selected for an interview to get a job in a software company. Write a dialogue between yourself and the interviewer.

2

LETTER WRITING

Letters are an important form of written communication. They are written to express our ideas, information, message, request, order, complaint, opinion etc., to others. In spite of smart phones, SMS, E mails, Whats App and other social media that are available to everyone, letters still have a major use and importance in our society. So the students should develop letter writing skills.

Types of letters Letters are of two types. They are:

Formal letters

Informal letters

Formal letters These are written in formal and decent language and follow certain rules with a stipulated format. These are also called official letters. These are written to officials and business associates. These include official letters, business letters, letters of application, letters to editors of newspapers, letters of complaints and others.

Informal Letters These are also called personal letters. These are written to friends, relatives and members of our family.

Format of the letter

The format is very important for writing a letter. Three types of formats are used in writing letters. They are:

Indented Format (or) Traditional Format

Blocked format

Fully blocked format

Indented Format It is also called the traditional format. The structure of the different parts of the letter in this format is as follows:

Indented Format [Traditional Format]

From: Sender's Address To: Receiver's Address Greeting / Salutation Sub: Ref: Body of the Letter	Place: Date: Leave taking Signature
--	---

In the traditional format, From address and To address start from the left margin, whereas date, leave taking and signature are towards the right margin. The subject line and the body of the letter start five spaces from the left margin. Punctuation marks are used in From address, To address, at the end of salutation and at the end of complimentary close [leave taking].

Blocked Format

Sender's Address	

	Date: _____
Receiver's Address	

Salutation	
Subject:	
Body of the Letter [content]	
Closing [Leave taking]	
Signature	

In the blocked format, everything starts from the left margin, except the date which is towards the right margin. Punctuation marks are omitted except in the body of the letter.

Fully Blocked Format

Sender's Address	
Nagarjuna Nagar Vijayawada	
Date: 10 March 2019	
Receiver's Address	
The Editor	
The Times of India	
Vijayawada.	
Subject:	
Body of the letter:	1. Introduction
	Main Content
	Conclusion
Thanking you	
Yours sincerely / faithfully/truly	
Signature	
(Name)	

In the fully blocked format, everything including the date starts from the left margin.

Punctuation marks are omitted except in the body of the letter.

Note Any one of the three formats can be used in writing a letter. At present, the fully blocked format is followed for formal and informal letters.

Parts of a letter A letter either formal or informal consists of five parts. They are :

Heading

Greeting (or) Salutation

Body of the letter

Subscription

Superscription

Heading It consists of three parts. They are:

Sender's address

Date

Receiver's address

Examples of heading are

Sender's Address

6-9, Balaji Colony,

Tirupati.

Date The date should be written in full. For

example 10 March 2019

March 10, 2019

You should avoid writing as follows:

10th March. 2019,

10-3-2019

10/3/2019

Receiver's Address

It should include name, position and address of the person to whom the letter is addressed.

The Editor

The Principal

The Hindu

Govt. Junior College (Girls)

Vijayawada

Pakala, Chittoor (Dt.)

Note Receiver's address is not required for informal letters.

Greeting [Salutation] You can write any one of the following.

In official letters

Sir

Madam

Sir/Madam [If you are not sure whether the person is a man or a woman].

In business letter

Dear Sir

Dear Madam

Dear Sir/Madam

In informal letters

To blood relations

My dear father

My dear mother

My dear sister / Sujatha

To friends

Dear Tulasi

My Dear Hari

Subject

In formal letters, the subject should be mentioned. It should not be too long. You should only let the reader know the purpose of your letter.

Example 1. Request for two days leave.

Information regarding spoken English course.

Remedy for pot holes on the roads.

Reference It is required to mention for the letters of job application, letters in response to the advertisements and official communication purpose.

For example 1. The advertisement for the post of Sub-Editors in The Hindu dated on 10-03-2019.

2. Proceedings of the Collector, Chittoor, Rc. No. 275/A dated on 10-04-2019.

Note Mentioning of Subject and Reference, is not required for informal letters.

Body of the letter It is the content of the letter. It should be divided into three paragraphs as follows.

Beginning - Introduce yourself and the purpose of writing the letter in brief .

Main Content – Give details of the matter.

Ending – Conclude by mentioning what you expect

[For Example, a solution to your problem, to highlight an issue in the newspaper etc.,]

Ending

Formal letters: Thanking you
 Thanking you sir
 Hoping to be favoured with an early reply.

Informal letters: With best wishes
 With love
 With kind regards
 Convey my best regards to your parents
 Convey my profound regards to my Mummy.

Subscription It is called leave taking. A letter should not be ended abruptly as this would look rude. So certain forms of polite leave taking (complimentary close) are used.

To officials / Businessman: Yours faithfully

To Principal / Headmaster / Teacher etc.,: Yours obediently

To Strangers: Yours truly

To Blood relations: Yours lovingly / Yours affectionately

To Friends: Yours sincerely / Yours lovingly

Note Never use an apostrophe (.) with 'yours' in the subscription.

Signature of the writer should be made below the subscription.

Superscription It is called address on the envelope. It is written very clearly with a pin code.

Note It is not required for formal letters as it is written under the receiver's address.

Model Letters

Formal letters

Write a letter to your class teacher requesting him/her to grant you leave for three days

Divya II
M.P.C Roll
No. 15
Govt. Junior College
[Girls] Pakala

10 June 2019

The Class Teacher
II MPC Class
Govt. Junior College [Girls]
Pakala

Sir

Sub: Request for three days leave to make arrangements for my
sister's marriage-submitted-Reg.

I am a student of II M.P.C in Govt. Junior College [Girls], Pakala. My Roll Number is 15. My sister's marriage will be held at T.T.D. Chowltry in Chittoor on 13-06-2019. My presence is needed at home to make arrangements and invite the guests. So I cannot attend the classes regularly.

Hence, I request you to kindly grant me leave for three days from 11-06-2019 to 13-06-2019, for which act of kindness, I would be grateful to you.

Thanking you

Yours faithfully

Divya.

Write a letter to the Principal of your college requesting him/her to issue your transfer, bonafide and conduct certificates.

A. Tirumalesh
6-17, Gandhi Street
Visakhapatnam

15 June 2019

The Principal
Govt. Junior College
Visakhapatnam

Sir,

Sub: Request for the issue of my transfer, bonafide and conduct certificates-Submitted-Reg.

I was a student of your college during the academic years 2017-19. My optional subjects were Mathematics, Physics and Chemistry. My roll number was 27. I have passed Intermediate course with 9.5 grade points in IPE March 2019 and I have also secured a good rank in JEE MAINS Examination. I would like to join an Engineering Course in the Engineering College. For that I need to submit transfer, bonafide and conduct certificates in the Engineering College.

Hence, I request you to kindly issue me these certificates at an early date. I have already submitted the No-dues certificate.

Thanking you

Yours faithfully

Tirumalesh

Write a letter to the Editor of a local newspaper complaining about the bad condition of roads and drains in your area.

14-5, Ambedkar Colony
Vijayawada

15 Jan, 2019

The Editor
The Times of India
Vijayawada

Sir

Sub: Complaint about bad condition of roads in Ambedkar Colony of
Vijayawada – Submitted – Reg.

I am a resident of Ambedkar colony in Vijayawada and I wish to draw your kind attention towards the bad condition of roads and drains in our area. Day by day the condition of roads is becoming more and more critical and many accidents take place.

The roads are damaged due to the recent rains and the pot holes are formed on the roads. In the city, the drains get damaged and the coverings of the manholes are displaced. These broken drains and uncovered manholes become the cause of the accidents.

Due to bad condition of roads, it is very difficult for travelers to travel during night. The employees and students face problems to go on their destinations. I request you to kindly publish this in your newspaper. So that it will reach to the authorities concerned and the problem can be solved.

Thanking you

Yours faithfully

Signature
(Name)

Write a letter to the chairman of your local municipality, complaining about the poor sanitary conditions and mosquito menace in your locality.

17-461 B2
Nehru Nagar
Madanapalle

11 March, 2019

The Chairman
Madanapalle Municipality
Madanapalle

Sir

Sub: Complaining about the poor sanitary conditions and mosquito menace in
Nehru Nagar area of Madanapalle Municipality-Submitted-Reg.

I would like to bring the following few lines to your kind notice. I am a resident of Nehru Nagar in Madanapalle Municipality. In our area, sanitary conditions are very poor and garbage is dumped everywhere. The municipal workers are not cleaning the streets and garbage bins daily. Due to this, pedestrians have to actually cover their nose while walking down the roads.

The public toilets also stink and are not cleaned by the sanitation workers every day. This is a major cause of breeding mosquitoes. Contaminated water and waste material are the reason for the diseases such as dengue, diarrhea and others.

For the interest of public health, I request that immediate action be taken against the poor sanitary conditions and to arrest the mosquito menace that has been growing at a shocking rate over the weeks.

Thanking you sir

Yours faithfully

Signature

Write a letter to the Manager of your local bus depot, pointing out that there are very few buses on your route in the morning and these are invariably late thereby causing inconvenience to many daily passengers.

45, Bharathammita
Church Street
Pakala

11 March, 2019

The Depot Manager
R.T.C. Bus Depot
Tirupati-2
Sir

Sub: Inadequate Number of Buses in Tirupati-Pakala Route-Request for more number of services-Submitted-Reg.

I would like to draw your kind attention, about the difficulties of the passengers in Tirupati-Pakala route. The buses are very inadequate and are invariably late, especially in the peak morning hours.

As you know well, this is the only way of transport for the resident of villages around Pakala. The bus services on this route are inadequate to the population of Pakala. This results in the buses being overcrowded. The situation in the morning is really very pathetic, for it is the peak traffic time. The office goers and the students can be seen lined up for hours at the bus stops, waiting for buses to come which invariably are late. The few buses that do come, are overcrowded. The lady passengers and small kids feel very inconvenient.

In view of the above situation, I request you to kindly monitor the punctuality of the buses in the morning and necessary action may be taken for increasing bus services in Tirupati-Pakala route.

Thanking you Sir

Yours faithfully

Signature

Your cousin is missing from home. Write a letter to the sub-Inspector of Police of your locality, requesting him to trace your cousin. Give all relevant details that may help the police department.

7-9, Subbaiah Colony
Avilala
Tirupati

10 March, 2019

The Sub-Inspector of Police
Police Station
M.R. Pale
Tirupati

Sir,

Sub: Missing report of my cousin Aneesh- Request for trace out-Submitted-
Reg.

I am the resident of Avilala, Tirupati Rural. My cousin P. Aneesh son of Sri P.Sankar has not returned home since 8th March, 2019. He had gone to attend NEET Coaching class in the evening and not returned. He has been staying with me for the last two years and is a student of II M.P.C in S.V. Junior College, Tirupati.

I have made all enquiries from his friends and relatives but have not been able to locate him. He is lean and slim, 5'ft 5 inches height, and fair in complexion. He was wearing a white shirt and blue jeans. I am enclosing his latest photograph, to help identify him. I would be grateful if you could kindly help me in finding him.

Thanking you Sir

Yours faithfully

Narendra

Informal Letters

Write a letter to your father requesting him to allow you to go on an educational tour with your friends.

12-25, Ashok Nagar
Mangalagiri

15 June, 2019

My dear father

I am safe here and I hope that you are also safe there. I am studying well and I got 90 % of marks in the last monthly tests and I hope that I can get more than 90% in the coming exams.

I am very happy to inform you that our college is arranging an educational tour to visit Mysore and surrounding places. We will visit Brundavan gardens, some industries and educational institutes there. It is a two day programme. Our college lecturers will also accompany us. All our friends are going on the trip. I am also interested to go on the tour for which I require Rs. 5,000/- for expenses.

Hence, I request you to kindly allow me to go on the tour along with my friends and lecturers and send the amount as early as possible. I am waiting for your reply. Convey my profound regards to Mummy and best wishes to my brother and sister.

With love

Yours lovingly

Signature

Address

Krishnamoorthy
17-761/A
Nehru Nagar
Madanapalli
Chittoor dist.

You have witnessed the impact of evaluation through grades, instead of marks in the Board of Intermediate Education exam results. Write a letter to your younger cousin advising him how to deal with the changes.

22-4, Nehru Nagar
6th Lane
Main Road
Guntur

16 June, 2019

My dear Udayasri

How are you? How are you studying ? I received your letter and noted the contents. I felt very happy for you getting highest marks in your class. As you know, the Board of Intermediate Education has introduced the grading system in the results, instead of marks. It is a very good decision. It avoids tension from the students and removes unhealthy competition.

Now I have found that getting a good grade is not very difficult. If you attend the classes regularly and follow instructions, you can get a good grade. If you get more than 91% of marks, you are awarded 10/10 points in each subject. Based on the average of all subjects, your grading is fixed. There is no doubt that grades bring in several toppers and avoid committing of suicides of students for the sake of ranks.

I find that grades are good and encouraging and appreciate the BIE for introducing it. I suggest you to put in hard work and get quality education without feeling any tension of marks and ranks. Convey my profound regards to your parents and best wishes to your brother.

With love

Yours lovingly

Signature

Address

Udayasri D/o
S. Ramesh
26-145, Rajeev Nagar
Visakhapatnam

Exercise

You are interested in doing a short term course in Spoken English during your summer vacation. Write a letter to the director, NEO Spoken English and Grammar Institute, Annamaiah circle, Tirupati, enquiring about the terms and conditions for the course.

Write a letter to the editor of a local daily on acute shortage of water in summer.

You have been invited to attend your friend's marriage. You are not able to attend the marriage due to personal problems. Write a letter to your friend congratulating him and expressing your inability to attend his marriage.

Write a letter to your father asking him to send money as you have to buy new books and pay the public examination fee.

Write a letter to your friend describing the college annual day celebrations conducted recently in your college.

Write a letter to your local Sub-Inspector of Police on the eve teasing you witnessed when you were going to college and at the bus stop waiting for the bus.

Write a letter of application in response to the advertisement for the post of Computer Operator in Omkars Computer Institute, 2/10, Brodipet, Guntur.

3

READING COMPREHENSION

Reading is a skill many people take for granted, but the act of reading and properly comprehending a text is a complex and interactive process. It requires several different brain functions to work together and most often requires one to puzzle through multiple layers of context and meaning.

Reading comprehension is the understanding of what a particular text means and the ideas the author is attempting to convey, both textual and subtextual. In order to read any text, your brain must process not only the literal words of the piece, but also their relationship with one another, the context behind the words, how subtle language and vocabulary usage can impact emotion and meaning behind the text, and how the text comes together as a larger, coherent whole.

For instance, let's look at the first line from Jane Austen's novel, *Pride and Prejudice*:

It is a truth universally acknowledged, that a man in possession of a good fortune, must be in want of a wife.

Now, a completely literal interpretation of the text, just based on word-meaning, would have us believe that 'all rich men want wives.' But the context, word choice, and phrasing of the text actually belie that interpretation. By using the phrases "universally acknowledged" and "must be in want of" (emphasis ours), the text is conveying a subtle sarcasm to the words. Instead of it being an actual *truth* that 'rich men want wives,' this one sentence instantly tells us that we're reading about a society preoccupied with marriage, while also implying that the opening statement is something people in that society may believe, but that isn't necessarily true.

In just a few words, Austen conveys several ideas to the reader about one of the main themes of the story, the setting, and what the culture and people are like. And she does so all the while by seeming to contradict the literal words of the piece.

Without practice in reading comprehension, nuances like these can be lost. And so it can happen that someone may find themselves reading, but not truly *comprehending* the full meaning of a text.

Reading comprehension is essential for many significant aspects of daily life, such as

Reading, understanding, and analyzing literature in your English classes

Reading and understanding texts from your other class subjects, such as history, math, or science

Understanding and engaging with current events presented in written form, such as news reports

Properly understanding and responding to any and all other workplace correspondence, such as essays, reports, memos, and analyses

Simply taking pleasure in written work on your own leisure time

Dedicate yourself to engaging in a combination of both “guided” and “relaxed” reading practice for at least two to three hours a week. Guided practice will involve structure and focused attention, like learning new vocabulary words and testing yourself on them, while relaxed practice will involve merely letting yourself read and enjoy reading without pressure for at least one to two hours a week. (Note: if you already read for pleasure, add at least one more hour of pleasure-reading per week.)

Reading and comprehension rely on a combination of **vocabulary**, context, and the interaction of words. So you must be able to understand each moving piece before you can understand the text as a whole.

If you struggle to understand specific vocabulary, it’s sometimes possible to pick up meaning through contextual clues (how the words are used in the sentence or in the passage), but it’s always a good idea to look up the definitions of words with which you aren’t familiar.

Read the following passages and answer the questions.

YOUR MIND OR MIND’S YOU

The mind is a superb instrument if used rightly. Used wrongly, however, it becomes destructive. To put it more accurately, it is not so much that you use your mind wrongly – you usually don’t use it at all. It uses you. This is a disease. You believe that you are your mind. That is a delusion. The instrument has taken you over.

Just because you solve a crossword puzzle or build an atom bomb doesn’t mean that you use your mind. Thinking has become a disease. Just as dogs love to chew bones, the mind loves to get its teeth into problems. That’s why it does crossword puzzles and builds atom bombs. You have no interest in either. Let me ask this: can you be free of your mind whenever you want to? Have you found the off button?

Then the mind is using you. You are unconsciously identified with it, so you don’t even know that you are its slave. (From Eckhart Tolle’s *The Power of Now*)

What is the instrument that is being talked about in the passage?

According to the passage how do we say that we use our mind?

“Get your teeth into problems” means:

Chewing the problem with teeth

You like it because it is interesting

Using the brain to chew the problems

Find out the word from the passage which means ‘false belief’.

Write the noun form of ‘destructive’.

2. THE TREASURE WITHIN

A beggar had been sitting by the side of a road for over thirty years. One day a stranger walked by. “Spare some change?” mumbled the beggar, mechanically holding out his baseball cap. “I have nothing to give you,” said the stranger. Then he asked: “What’s that you are sitting on?” “Nothing,” replied the beggar. “Just an old box. I have been sitting on it for as long as I can remember.” The stranger asked, “Have you ever looked inside?” “No,” said the beggar. “What’s the point? There’s nothing in there.” “Have a look inside,” insisted the stranger. The beggar managed to pry open the lid. With astonishment, disbelief and elation, he saw that the box was filled with gold.

This is what happens to all of us. We need a stranger to tell us to look inside. Not inside any box, as in the parable, but inside yourself. We are always looking outside for scraps of pleasure or fulfilment, for validation, security, love, strength while we have an infinite treasure within. (From Eckhart Tolle’s *The Power of Now*)

What is the treasure within according to the passage?

Why is everyone compared to ‘a beggar on the box’ in this passage?

What does the word ‘pry’ in the passage mean?

- 0 Try
- 1 To look closely and curiously
- 2 To find a treasure

What is the antonym of the word ‘elation’.

Where can we find the treasure of pleasure, fulfilment, security, love and strength?

3. ENDANGERD SPECIES

In 2008, the polar bear was placed on the endangered species list. According to the USA’s Endangered Species Act, an endangered species is an animal, plant or any other kind of wildlife that is likely to face extinction in its natural habitat.

The polar bear is the first animal that has been classified as endangered primarily due to global warming. Global warming is a form of climate change caused by increased levels of carbon dioxide and other greenhouse gases that become trapped in the atmosphere. The polar

bear's habitat is more vulnerable to global warming than many other species. Polar bears live mainly on the sea ice in the Arctic. This is where they hunt for fish and build up fat reserves. When the ice melts many polar bears move to land and live off their stored fat. In the Arctic, global warming is causing the ice to melt slightly earlier and form slightly later. This results in a shorter feeding season for the polar bear. Some risk their lives to find ice. If they have to swim too far they will drown from exhaustion and hunger.
(<https://www.englishclub.com/reading/environment/endangered-species.htm>)

What is the endangered species according to the USA's Endangered Species Act?

What is global warming?

Pick the word/ phrase from the passage which means 'to survive/ to depend'.

What is the result of the ice melting slightly earlier and form of slightly later?

State true or false.

Polar bears are an endangered species because their habitat is affected by global warming.

4. THE EYE

Light enters the eye by refracting, or bending, as it passes through the cornea. Light rays then pass through the opening into the eye known as the pupil. The pupil size is controlled by a muscle known as the iris. The pupil becomes smaller when in bright area and larger in dark area. After leaving the pupil, light rays are refracted once again as they pass through the convex lens of eye. Light rays continue travelling through a jelly-like material called the vitreous humor. An upside down image is formed on the back of the eye known as the retina. Cone cells on the retina interpret the colour of the image and rod cells interpret the black and white colours. Lastly the image is taken to the brain for the image to be seen correctly.
(https://education.jlab.org/reading/eye_01.html)

What is the opening into the eye called?

What is the muscle that controls the size of the pupil?

State true or false:

The pupil becomes smaller in dark areas.

Write the antonym of 'convex'.

Where does an upside down image form in the eye?

5. INDIA – A DEVELOPING NATION.

India was once considered the land of knowledge and enlightenment. In ancient times scholars from all over Asia and Europe used to flock to Taxila, Nalanda and other Indian centres of learning. Apart from arts, culture, philosophy and religion, these scholars came to study medicine, law, and martial sciences. But despite having a vastly expanded university system and

historical advances, modern India has yet to provide international or even regional leadership in higher education. From the surrounding countries Asia and Africa, only a few students come to India for higher education.

The United States is by far the most successful country in attracting foreign students. But other countries such as Australia, Canada, and Britain also aggressively market their universities abroad through their education counselling services and recruitment fairs with the active cooperation of their diplomatic missions abroad.

Likewise, India should also capitalise on the advantages offered by its higher education institutions, market Indian universities abroad and facilitate the entry of foreign students into them. The revenue from foreign students can be used to ease the financial crunch faced by Indian universities, improve academic facilities and subsidise the cost of educating Indian students.

What were the two famous universities in ancient India?

Name any two topics taught at the ancient universities in India.

Which is the most successful country in attracting foreign students at present?

Academic facilities in India can be developed with -----.

Write the noun form of the word 'aggressively'.

6. HEALTHY FOOD

Everyone eats food. Some people eat lots of fruit and vegetables, others may eat more or less meat, and some people may eat healthy, others may not. All of it is related to nutrition. Nutrition is the process of how people get the food that is needed to grow strong and healthy along with obtaining the necessary vitamins and nutrients to help bodies grow and function.

For children, good nutrition is especially important and it is necessary to eat healthy foods because kids are constantly growing. Good nutrition will lead to healthy bones and muscles, and without receiving the correct vitamins and nutrients while growing, a child will not grow as tall and as strong as they could be.

There are five main food groups that should be eaten each day. Eating a variety of foods in each group will lead to receiving most important nutrients to remain strong and healthy. The first food group includes grains such as cereals, rice, millets, breads, pastas etc. The second group is dairy, which includes milk, yogurt, cheese, butter and other dairy products. Apples, oranges, grapes, bananas, and many more are part of the fruits group. Of course, vegetables, such as beans, broccoli, peas, carrots, corn, leafs, and many others, is in its own food group as well. Finally, the fifth food group is protein, which can be found in beef, chicken, eggs, nuts, fish etc. (http://www.softschools.com/language_arts/reading_comprehension/science/449/food_groups/)

What is nutrition?

What happens if children do not take good nutrition?

How many food groups are there according to the passage?

Which of the following food groups do cheese, butter and yogurt belong to?

- 0 Protein
- 1 Grains
- 2 Dairy

Name any three vegetables other than those in the passage.

7. THE TITANIC

The Titanic, is in its watery grave. It is a great museum of human history and is at risk of being lost forever because of curious voyagers and treasure hunters, fears Bob Ballard, who first discovered the remains of the iconic ship in 1985. Famous for discovering the great ship, Ballard is a former U.S. Navy Officer and a professor of oceanography. He presented a documentary called “Save the Titanic” on the 100th anniversary of the sinking of the great ship – April 15, 1912. The ship and her fate continue to fascinate, largely because of the horror that took place that night, with 1,522 passengers and crew losing their lives. Ballard says, “The story has all the ingredients to make it timelessly fascinating. You have this revolutionary ship that’s unsinkable and carrying a cross section of people in society. And then it goes and hits an iceberg and sinks on its maiden journey. It’s an irony personified in history.” (www.brcmgyanakunj.edu.in/download/files/in58bce292b0e07.dox)

Who discovered the Titanic ship?

When were the remains of the iconic ship discovered?

Why does the ship fascinate people even today?

Pick out the word from the passage that means “being a first occurrence or event”.

The Titanic sank on ----- .

8. HOMEWORK AT SCHOOL

Homework has historically been given to students to reinforce what they learn at school, and ultimately to help them learn the subject better. However, too much homework is not helpful, and can be counter-productive. Excessive amounts of time spent on completing homework can take away the kid’s social life, family time, and limit their participation in sports or other activities. The amount of homework a teacher has to give to a student should be restricted.

Critically acclaimed author Tamim Ansary reports that since 1981, the amount of homework given to an average sixth class child had increased by more than fifty percent. The

new competition that emerged served as an incentive for schools to increase the volume of curriculum. Many teachers defend large amounts of homework, claiming that it helps students to face a world that is becoming increasingly competitive. However Dr. Kralovec, author 'The End of Homework', argues that doing homework during school has little or no effect on successful study skills of the students when they join college. (<https://www.bartleby.com/essay/>)

What is the passage about?

- 0 The advantages of homework
- 1 The disadvantages of homework\
- 2 About a book – "Homework"

What does a student miss when he spends excessive amount of time on homework?

What is the aim of homework?

State true or false:

Dr. Kralovec defends the teachers who give large amounts of homeworks.

What do you think is the reason for increase of homework?

9. THE CHARMINAR

A man came to Hyderabad to attend a conference. He was visiting the city for the first time. He wanted to see the Charminar. So the next day after he attended the conference, he set out to visit the Charminar. He asked a police officer for directions to reach the place. The officer said, "Wait at this bus stop for the number 65 bus. It'll take you right there." He thanked the police officer and the officer drove off.

Three hours later the police officer returned to the same area to find the man still waiting at the same bus stop. Surprised, he got out of his car and asked the man, "Why are you still waiting? Didn't you get the bus?"

The man replied, "Don't worry officer, it won't be late now. The 58th bus just went by!"

Why did the man come to Hyderabad?

Write a synonym for 'surprised'.

Why was the man waiting at the bus stop?

Do you think the police officer gave the right directions to reach the Charminar?

State true or false.

The man was visiting the Charminar for the first time.

10. GENETIC MODIFICATION

The controversy over genetically modified food continues unabated in the West. Genetic modification (GM) is the science by which the genetic material of a plant is altered, perhaps to make it more resistant to pests or killer weeds, or to enhance its nutritional value. Many food biotechnologists claim that GM will be a major contribution of science to mankind in the 21st century. On the other hand, large numbers of opponents, mainly in Europe claim that the benefits of GM are a myth propagated by multinational corporations to increase their profits, and that they pose health hazards they have therefore, called for governments to ban the sale of genetically-modified food.

The anti-GM campaign is quite effective in Europe, with several European member countries imposing a virtual ban for five years over genetically-modified food imports. Since the genetically modified food industry is particularly strong in the United States of America, the controversy also constitutes another chapter in the US-Europe skirmishes which have become particularly acerbic after the US invasion of Iraq. (CAT, fourth edition by Arun Sharma and MeenakshiUpadhyay)

What is genetic modification?

What is the major contribution of science to mankind in the 21st century?

Find the word in the passage which means ‘to engage in a minor dispute’.

Where is the anti-GM campaign effective?

Who called for governments to ban the sale of genetically –modified food?

11. THE MANELESS LION

Fifty feet away, three male lions lay by the road. They didn’t appear to have a hair on their heads. Noting the colour of their noses (leonine noses darken as they age, from pink to black), Craig estimated that they were six years old-young adults. “This is what we came to see. They are really maneless.” Craig, a professor at the University of Minnesota, is arguably the leading expert on the majestic Serengeti lion, whose head is mantled, in long, thick hair. He and Peyton West, a doctoral student who has been working with him in Tanzania, had never seen the Tsavo lions that live some 200 miles east of Serengeti. The scientists had partly suspected that the maneless male lions were adolescents mistaken for adults by amateur observers. Now they know better.

The Tsavo research expedition was mostly Peyton’s show. She had spent several years in Tanzania, compiling the data she needed to answer a question that ought to have been answered long ago: Why do lions have manes? It’s the only cat wild or domestic, that displays such ornamentation. (CAT, fourth edition by Arun Sharma and MeenakshiUpadhyay)

Name the two scientists in the passage.

State true or false:

Serengiti lions are maneless.

Where do Tsavo lions live?

Pick the adjective in the passage which means ‘pertaining to or characteristic of a lion.’

Write the noun form of the verb ‘estimated’.

12. COCA-COLA: A FEW FACTS

One of the most successful commercial products ever launched is said to have come about as a result of a mistake. In 1896, Jacob’s Pharmacy in Atlanta, Georgia, was selling a nerve tonic known as ‘French Wine Cola – Ideal Nerve Tonic.’ By accidentally adding fizzy water instead of still water to the recipe, a pharmacist called John S. Pemberton invented what has today become the most popular soft drink in the world: Coca-Cola. It has enjoyed phenomenal success worldwide and this combination of carbonated water, sugar, acid and flavourings has come to symbolise the American way of life for most of the world. But even the manufacturers could hardly describe Coca-Cola as a healthy product since it contains relatively high amounts of sugar and phosphoric acid both of which are known to damage teeth. However the company’s enviable marketing strategies like the most memorable commercials, tunes, slogans, and sponsorship in the world of advertising, variously emphasizing international harmony, youthfulness, and a carefree lifestyle made Coca-Cola endure the popularity till now. (CAT, fourth edition by Arun Sharma and Meenakshi Upadhyay)

What was Coca-Cola originally?

What are the basic ingredients of Coca-Cola?

Why is Coca-Cola harmful to teeth?

What has come to symbolize the American way of life for most of the world?

Write an antonym of ‘endure’.

13. IRON MAN OF INDIA

Popularly and rightly known as the ‘Iron man of India’ or ‘Bismark of India’, Sardar Vallabhbhai Patel is among the most influential political icons of India. The first deputy Prime Minister and Home Minister of independent India, Patel was instrumental in the unification of 555 princely states and setting up a democratic federal set up in the country. He played a key role in the freedom struggle rubbing shoulders with the Father of the Nation, Mahatma Gandhi. It would be no exaggeration if we label him as the chief architect of independent India who sailed through the turbulent times with his rock solid leadership.

Sardar Patel always believed that due to extensive diversity and multiple cultures and languages, India needs a strong bureaucratic set up. He played a constructive role in the creation of the Indian Administrative Services (IAS). The earlier Indian Civil Services Code (ICS), drafted by the Britishers suited only their own interests, and later on it was diluted by the Bismark of India to create a better bureaucratic structure that works for the betterment of the country. Thus he came to be known as ‘Patron Saint’ for Indian civil servants for establishing modern All India Services. (an internet [article](https://www.culturalindia.net/leaders/sardar-vallabhbhai-patel.html)<https://www.culturalindia.net/leaders/sardar-vallabhbhai-patel.html>)

How many labels are used to describe Patel and what are they?

Why did Patel believe that India needed a strong bureaucratic set up?

Why Patel is called the chief architect of modern India?

Expand IAS.

‘Rubbing shoulders’ suggests -----.

- 0 Rub one’s shoulders
- 1 Hold shoulders
- 2 Associate with

14. WORK IS WORSHIP

There are 365 days in a year. If we take away the 52 Sundays, it leaves 313 days left for work. We at least have 12 declared holidays per year, which leaves 301 days for work. We are further entitled for 12 days of sick leave, 12 days of casual leave and 12 days of privilege leave. It leaves 265 days for work. On the days we work, even taking those who do not work by the clock as bench mark, we spend on an average about 12 hours each day away from work. And that counts for 133 days (half of 265). There are 135 days left for work. Within those 12 hours at work, we spend at least 2 hours each day on coffee breaks, lunch and snacking, which accounts for another 11 days ($132 \times 2/24$) each year. It leaves 121 days available for work. And that’s just 33% of a year is spent on work. Even for this 33% of work life there is so much cribbing. Oh, what a tragedy! Born in a culture that taught ‘Work is Worship’, and through work (Karma Yoga) the divine can be attained, we have lost the sanctity of work.

The food we eat, the clothes we wear, the shelter we live in and the luxuries of comfort we enjoy are the rewards of the work we do. Work not only gives the rewards of life but also a sense of purpose and dignity to our life. Irrespective of the people we work with, the organisation we represent, the designation we carry, the portfolio we hold, let’s begin every morning with gratitude to the work we do. Let us go to our work place with greater reverence and devotion than we would go to a place of worship. (From a magazine Infinite Thoughts, Feb 2017)

How much percent of a year is spent on work by an employee?

What is Karma Yoga?

What are the rewards of the work we do?

Pick out the word from the passage which means ‘something considered sacred’.

What does our culture teach us about work?

15. EVENTS AND EXPERIENCES

One night a group of nomads were preparing to retire for the evening when suddenly they were surrounded by a great light. They knew they were in the presence of a celestial being. With great anticipation, they awaited a heavenly message of great importance that they knew must be especially for them. Finally a voice roared, “Gather as many shells as you can. Put them in your saddlebags. Travel a day’s journey and tomorrow night will find you both glad and sad.” The nomads shared their disappointment and anger with each other. They expected the revelation of a great universal truth that would enable them to create wealth, health and purpose for the world but instead they were given a menial task that made no sense to them at all. However, reluctantly each one of them picked up a few shells and deposited them in their saddlebags. They travelled a day’s journey and at night while making their camp, they reached into their saddlebags and discovered that every shell they had gathered had become a diamond. They were glad that they had diamonds. They were sad that they had not gathered enough shells.

This is the metaphor of life. Every event that we encounter in life is a shell, a doorway to maturity. It is in our hands to turn an event into experience, i.e. turn these shells into diamonds. (From a magazine Infinite Thoughts, May 2017.)

Why were the nomads disappointed?

Why were they both glad and sad at the end?

What are shells compared to in this story?

Write a synonym for anticipation.

According to the passage ‘every event is a shell which we can turn into a diamond like experience’. Write true or false.

16. THE ART OF PACKING THE LUGGAGE

The chaotic packers are the people who slam open their suitcases and then assault them with their clothes and effects. In go the pants and shirts, losing their ironing as they hit the bottom of the bag. Caught up in the flurry of cloth are the more chunky of the objects: the shoes, the shaving equipment, the make-up bottles, the books and papers required for the trip, the chargers and the external hard drives. Somehow all of this is stuffed into the bag before the travellers wrestle the thing shut. The chaotic packers then straighten up and smack their hands

in satisfaction. “When’s the taxi coming?” they say and sit down and switch on the TV so that they can be sure to be late for the flight.

Then there is the opposite category: the military meticulous packers. These people usually start with making a list or several lists. Everything they plan to take on a trip is put down in logical detail. Then the different kinds of material are arrayed according to category: socks here, shoes there, liquids on one side, hard solids on another side, papers in neat stacks, and so on. Then the suitcases are opened and filled almost scientifically, as if the packers are reproducing a complicated mathematical equation. When you see the finished suitcases, you feel as the things were born like this and there is no possibility of them being packed any other way. The meticulous packers then shut the suitcases, stand next to the door and wait for the transport that will get them to the airport well in advance. (Article from *The Hindu*, 2016)

How many kinds of packers are discussed here? Who are they?

State true or false.

Chaotic packers reach the airport well in advance.

Pick the word from the passage which is synonymous to careful/precise.

The passage is ----- .

- 0 Insisting on packing the luggage neatly
- 1 A discussion on different types of luggage packers
- 2 Advising us to reach the airport well in advance

Write the antonym of ‘external’.

17. AN UNEXPECTED GUEST IN A TOWN

It was still a busy hour in the city when I entered Market Road. People ran for lives at the sight of me. As I progressed through, shutters were pulled down, and people hid themselves under culverts, on trees, behind pillars. The population was melting out of sight. At the circus I had had to study human behaviour. Outside the circus ring they sat in their seats placidly while I cowered before the Captain’s whip. I got a totally wrong notion of human beings at that angle. I had thought that they were sturdy and fearless. But now I found them fleeing before me like a herd of deer, although I had no intention of attacking them. When I paused in front of a tailor’s shop, he abandoned his machine and shut himself in a cupboard, wailing, “Alas, I am undone, won’t someone shoot that tiger?” A prisoner between two constables, who had been caught for murder and was just emerging from the Court House, got his chance to escape when the constables fled abandoning him with his handcuffs. I tore horse from its jutka and enjoyed the sight of the passengers spilling out of it and running for their lives. (a passage from *A Tiger For Malgudi* by R.K.Narayan)

Who is the narrator of the passage?

At the sight of what did the people run for their lives?

What did the narrator think about human beings?

Write the noun form of the adverb 'placidly'.

Write the antonym of 'fearless'.

18. INVISIBLE MEANING

In many ways, pragmatism is the study of 'invisible' meaning, or how we recognize what is meant even when it isn't actually said (or written). In order for that to happen, speakers (and writers) must be able to depend on a lot of shared assumptions and expectations. The investigation of those assumptions and expectations provides us with some insights into how more gets communicated than is said.

Consider an example, taken from a newspaper advertisement, and think not only about what the words might mean, but also about what the advertiser intended them to mean: BABY TODDLER SALE. In the normal context of our present society, we assume that this store has not gone into the business of selling young children over the counter, but rather that it is advertising clothes or other things for babies. The word clothes or any other thing is not mentioned. But our normal interpretation would be that it is sale of baby clothes or things and not of babies. Thus, in the above example the influence of context is emphasized. (a passage from *The Study of Language* by George Yule)

What is pragmatism according to the passage?

What are necessary to understand the 'invisible meaning'.

Give a synonym of 'interpretation'.

Pick out the word from the passage which means 'that which can not be seen'.

What is emphasized in the example in the above passage?

19. AS YOU LIKE IT

The banished duke had an only daughter, named Rosalind, whom the usurper, Duke Frederick, when he banished her father, still retained in his court as a companion for his only daughter Celia. A strict friendship subsisted between these ladies, which the disagreement between their fathers did not in the least interrupt, Celia striving by very kindness in her power to make amends to Rosalind for the injustice of her own father in deposing the father of Rosalind; and whenever the thoughts of her father's banishment, and her own dependence on the false usurper, made Rosalind melancholic, Celia's whole care was to comfort and console her.

One day, when Celia was talking in her usual kind manner to Rosalind, a messenger entered from the duke, to tell them that if they wished to see a wrestling match, which was just going to begin, they must come instantly to the court before the palace; and Celia, thinking it would amuse Rosalind, agreed to go and see it. (a passage from *As You Like It* from *20 Tales From Shakespeare* by Charles and Mary lamb.)

Who is the father of Celia?

Why is Celia being very kind to Rosalind?

The messenger informed the ladies about a --- match.

- 0 Cricket match
- 1 Wrestling match
- 2 Football match

Why did Celia agree to go and see the match?

What is the noun form of 'amend'?

20. MISSILE MAN OF INDIA

During my stay at Ramanathapuram, my relationship with him grew beyond that of a teacher and pupil. In his company, I learnt that one could exercise enormous influence over the events of one's own life. Iyadurai Solomon used to say, "To succeed in life and achieve results, you must understand and master three mighty forces – desire, belief and expectation." Iyadurai Solomon, who later became a Reverend, taught me that before anything I wanted could happen, I had to desire it intensely and be absolutely certain it would happen. To take an example from my own life, I had been fascinated by the mysteries of the sky and the flight of birds from early childhood. I used to watch cranes and seagulls soar into flight and longed to fly. Simple provincial boy though I was, I was convinced that one day I, too, would soar up into the skies. Indeed, I was the first child from Rameswaram to fly. (from *Wings of Fire: An Autobiography* by A.P. J. Abdul Kalam)

What were the three mighty forces one had to master to succeed according to Iyadurai Solomon?

How did the narrator develop a longing for flying?

Provincial means ----- .

- 0 Urban
- 1 City-bred
- 2 Small-town

Who is Iyadurai Solomon to the narrator?

Who was the first child to fly from Rameswaram? (try to guess the name)

21. THE HARDEST LANGUAGE

People often ask which is the most difficult language to learn, and it is not easy to answer because there are many factors to take into consideration. Firstly, in a first language the differences are unimportant as people learn their mother tongue naturally, so the question of how hard a language is to learn is only relevant when learning a second language.

A native speaker of Spanish will find Portuguese much easier to learn than a native speaker of Chinese because Portuguese is very similar to Spanish and Chinese is very different. So our first language can affect the learning of a second language. The greater the differences between the second language and the first, the harder it is to learn the second language. Many people feel that Chinese is the hardest language to learn. Probably, they are influenced by the uniqueness of the characters of Chinese script and their pronunciation. But Japanese, who use the Chinese characters in their own language, learn Chinese very easily.

Apparently, British diplomats, who are generally used to learning languages, have found that the second hardest language is Japanese. But Hungarian is the most problematic with 35 cases. ([an internet article https://www.babbel.com/en/magazine/6-hardest-languages](https://www.babbel.com/en/magazine/6-hardest-languages))

According to the passage what is the hardest language to learn?

State true or false:

Chinese and Japanese languages use same characters to write.

Why is Hungarian the most problematic language to learn?

Why is the Chinese language considered the hardest language?

When can we learn a second language easily? Can Telugu speakers learn Kannada easily?

22. WORD FORMATION PROCESSES

The constant evolution of new terms and new uses of old terms is a reassuring sign of vitality and creativeness in the way a language is shaped by the need of its users. Let us consider the ways. One of the least common processes of word formation in English is Coinage, that is, the invention of totally new terms. Older examples are aspirin, nylon, zipper and more recent examples are teflon and xerox. One of the most common sources of new words in English is the process labelled Borrowing, that is, the taking over of words from other languages. Some examples are, bandicoot (from Telugu pandikokku), bamboo (from Kannda bambu), culvert (from Tamil kalvettu), jackfruit (from Malayalam chakka) etc.

One more source is a joining of two separate words to produce a single form. This combining process, technically known as compounding, is very common in English. Examples are bookcase, fingerprint, sunburn, wallpaper, doorknob, wastebasket etc. This combining of two separate forms to produce a single new term is also present in the process called Blending. It is typically accomplished by taking only the beginning of one word and joining it to the end

of the other word. Examples are smog (smoke + fog), telecast (television + broadcast), brunch (breakfast + lunch), bit (binary + digit) etc. (a passage from *The Study of Language* by George Yule)

How many types of word formation processes are discussed here? What are they?

Give two examples of Borrowing.

What is the least common process of word formation?

Taking the beginning of one word and joining it to the end of the other word is called Compounding. State true or false.

Aspirin is an example of ---- .

- 0 Blending
- 1 Compounding
- 2 Coinage

23. SELF-IMAGE

Have you ever noticed that when you are feeling good about yourself, other people become very nice? Isn't it funny how they change! The world is a reflection of ourselves. When we hate ourselves, we hate everybody else. When we love being who we are, the rest of the world is wonderful. Our-self image is the blueprint which determines exactly how we will behave, who we will mix with, what we will try and what we will avoid; our every thought and every action stem from the way we see ourselves.

The picture we have of ourselves is coloured by our experiences, our successes and failures, the thoughts we have had about ourselves and other people's reactions to us. Believing this image to be fact, we proceed to live absolutely within the bounds of this picture. Therefore, our self-image determines – a. how much we like the world and how much we like living in it and b. exactly how much we will accomplish in life.

We are what we believe we are. If you see yourself as being hopeless at mathematics, you will always have difficulty with figures. The first step towards a vast improvement in our results to change the undesirable self-image is to change the way we think and talk about ourselves. (a passage from *Being Happy* by Andrew Matthews)

What is our self-image?

What does our self-image determine?

What should we do to change the undesirable self-image?

What happens when we hate or love ourselves?

What is the picture we have of ourselves coloured by?

24. THE MAN WHO KNEW INFINITY

Srinivasa Ramanujan is one of the most enigmatic figures in the history of mathematics. He was a self trained amateur mathematician whose ideas befuddled the accumulated wisdom of western European mathematicians in the early 20th century. His legacy has played a central role in the development of many of the deepest subjects in arithmetic geometry and number theory. He is considered as one of the world's greatest-ever mathematicians, proving over 3000 theorems. He is a child prodigy born on 22 December 1887, in Erode, Tamil Nadu. By the age of twelve he had mastered trigonometry.

In 1913, Ramanujan enclosed a long list of complex theorems in a letter to three Cambridge academics: H. F. Baker, E.W. Hobson, G. H. Hardy. Only Hardy, a Fellow of Trinity College, noticed the genius in Ramanujan's theorems. Although Hardy was one of the pre-eminent mathematicians of the day and an expert in several fields, he added that many of those theorems "defeated me completely. I had never seen anything in the least like them before". After some initial scepticism, Hardy replied and invited Ramanujan to England. (an internet article [https:// www.famousscientists.org/srinivasa-ramanujan/](https://www.famousscientists.org/srinivasa-ramanujan/))

Where and when was Srinivasa Ramanujan born?

Pick out two words from the passage which are synonymous to 'puzzled'.

Who identified the genius in Ramanujan's theorems?

Srinivasa Ramanujan played a key role in the development of --- and --- .

Why was he called a child prodigy?

25. FOREST FIRE

On 5th May 2000, a fire intentionally set by the National Park Service at Bandelier National Monument in New Mexico began burning out of control. What began as a prescribed burn became Cerro Grande fire – one of the worst fires in the history of New Mexico. The fire was prescribed to remove brush and undergrowth in parts of the forest. By burning away this wildfire "fuel," the Park Service hoped to prevent a natural, uncontrollable wildfire from occurring. It is also hoped to restore the natural cycle of fire necessary for forests to survive.

Forest fires can serve a purpose. The variety of plants in an area is often ten times greater after a wildfire because of the nutrient-rich soil that fires can produce. Fires burn mineral-storing parts of plants into ash. Rain or snow dissolves the ash into the soil, providing essential minerals to the soil. Some plants even depend on fire for survival. Many pine trees cannot reproduce without the help of fire. Their cones will not open and release seeds unless heated.

Many natural forest fires are started by lightning. However, it is common practice for the National Park Service to prescribe burns such as the one in New Mexico. Unfortunately

in this case, good intentions had devastating results. Strong winds and hot weather caused the fire to spread rapidly, making it difficult to control. (anews paper article from internet <https://wildfiretoday.com/2010/05/10/cerro-grande-fire>)

What is the purpose served by forest fires?

Who prescribed the forest fire in New Mexico?

Why do pine trees depend on fire for survival?

How did the prescribed fire in New Mexico go out of control?

How do natural forest fires usually start?

26. ANCIENT INDIA

Of the two river systems, that of the Indus, now mainly in Pakistan, had the earliest civilization, and gave its name to India. The Indians knew the river as Sindhu, and the Persians, who found difficulty in pronouncing an initial s, called it Hindu. From Persia the word passed to Greece, where the whole of India became known by the western river. The ancient Indians knew their sub-continent as Jambudvipa (the continent of jambu tree) or Bharatavarsha (the land of the sons of Bharata, a legendary emperor). With Muslim invasion the Persian name returned in the form of Hindustan, and those of its inhabitants who followed the old religion became known as Hindus.

More than two thousand years before Christ the fertile plain of the Punjab (five rivers), watered by the five great tributaries of the Indus – the Jhelum, Chenab, Ravi, Sutlej, and Beas – had a high culture, which spread as far as the sea and along the western seaboard at least as far as Gujarat. The lower Indus, in the region of Pakistan known as Sind, now passes through barren desert, though this was once a well watered and fertile land. (from *The Wonder That was India* by A L Basham)

Which river gave its name to India?

Why did the Persians call Sindhu as Hindu?

Why was India named Jambudvipa and Bharatavarsha in olden days?

Who called India Hindustan?

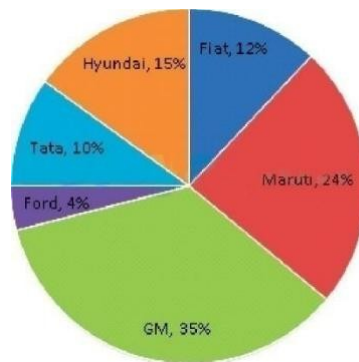
How does Punjab get its name?

4

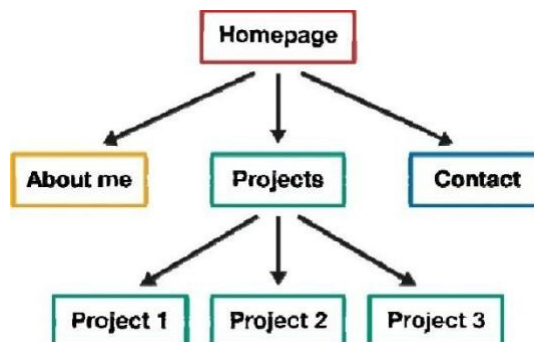
INTERPRETATION OF NON-
VERBAL INFORMATION

Visual communication is the dominant form of communication from times immemorial, because our brains are designed to process information visually. Pictures are easier to comprehend than words. Even now, diagrams are more popular than text when presenting certain types of information, especially dense information. Pie charts, tree diagrams, tables bar graphs, and flow charts are all diagrams that present information visually.

A **pie chart** is a circular diagram divided into sectors to illustrate numerical proportions. In a pie diagram, the total of all the given items is equated to 360 degrees and the degrees of angles, representing different items are calculated proportionately. The pie chart is used to show the break-up of one continuous variable into its component parts.



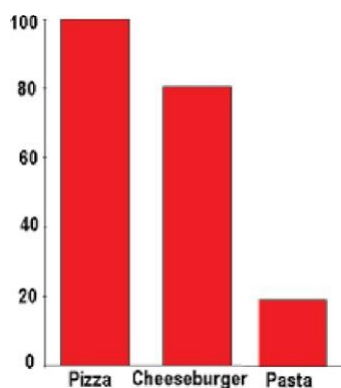
A **tree diagram** starts with one item that branches into two or more, each of which branch into two or more and so on. It is used to break down broad categories into finer levels of details.



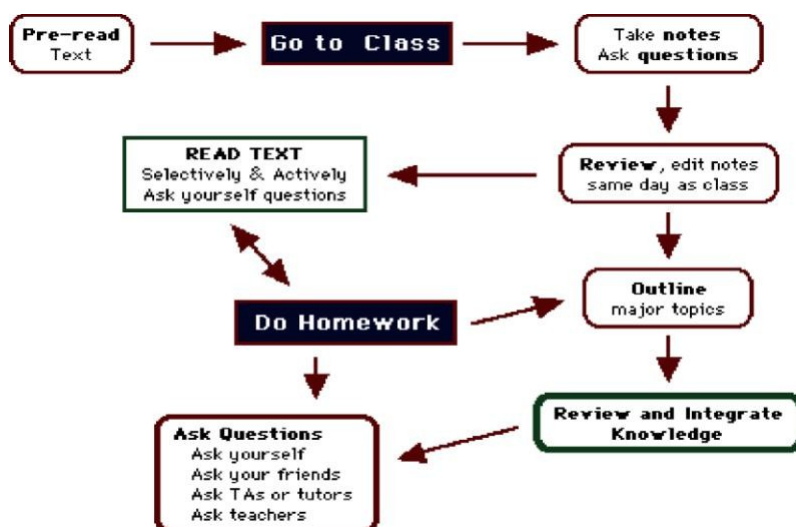
A **table** is the simplest way to represent data. A table is a collection of rows and columns. A set of facts and figures are arranged in these rows and columns. It is very easy to compare and contrast, and interpret the information in a table.

Day	Number of Lemonades Sold
Mon	4
Tues	2
Wed	3
Thurs	4
Fri	6

A **bar graph** is used to represent data using bars of different heights and lengths. Data is graphed either horizontally or vertically, allowing us to compare different values and come to a conclusion very easily and quickly. Bar graphs are generally used to display all kinds of data, from quarterly sales and job growth to seasonal rainfall and crop yields.



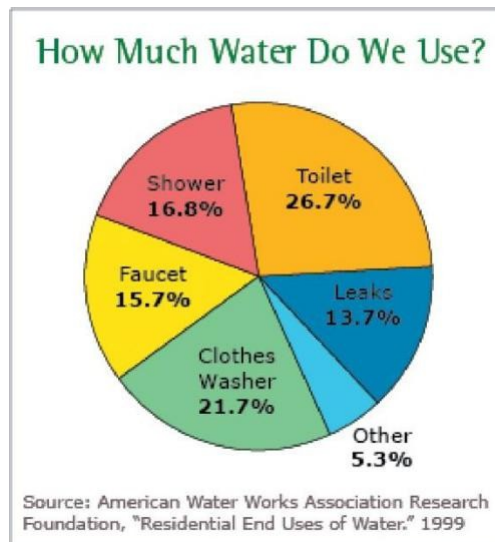
A **flow chart** is diagram that depicts a process or a logical sequence. There are different steps or stages involved in a flow and each step contains a short description of the process step. These steps are connected with arrows which define the flow or sequence. The main purpose of a flow chart is to provide people with a common reference point when dealing with a process.



Now let's work with some diagrams.

Observe the following pie diagrams carefully. Then answer the questions given after them.

Pie chart showing the amount of water we use for different purposes.



What does the pie chart show?

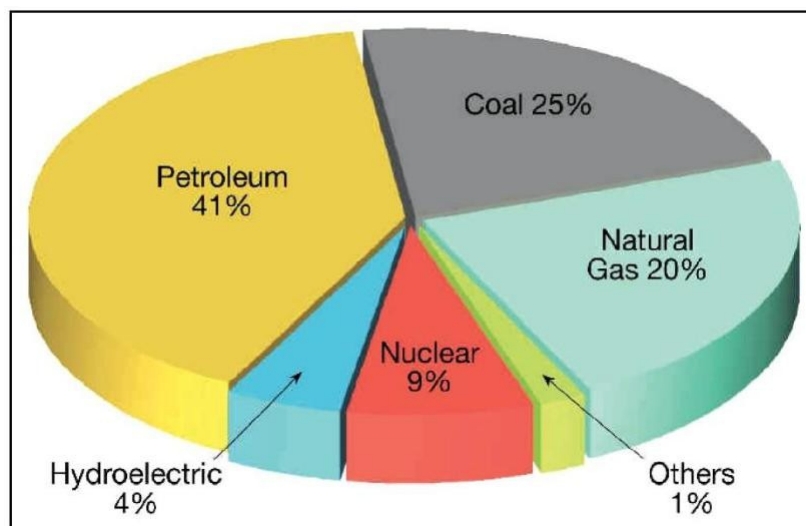
For what do we use maximum water?

How many types of usage of water is taken into consideration in the diagram?

How much water is wasted on leaks?

What is the source of the information?

Pie chart showing the major sources of energy for our requirements in India.



What does the pie chart show?

State true or false.

Natural gas and coal put together is almost equal to our major source of energy.

What is the second major source of energy in our country?

How many sources of energy are taken into consideration?

What is hydroelectric power?

Here is the pie chart showing the recommended diet for a normal healthy person.



What does the pie chart show?

What should be the major part of our diet according to the diagram?

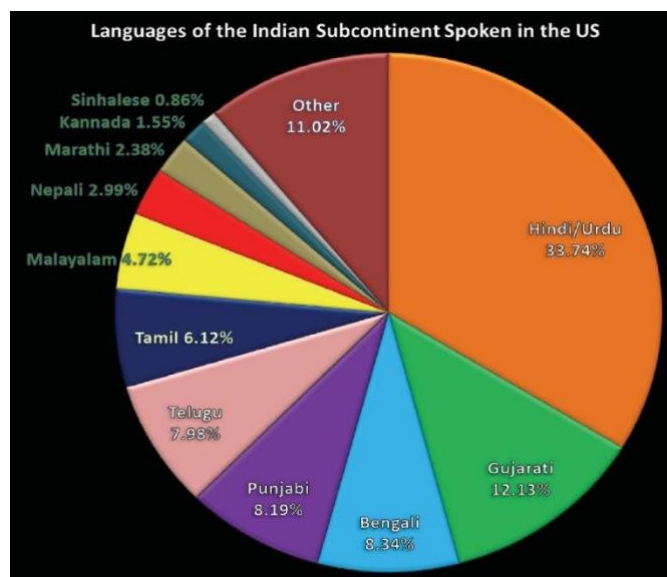
State true or false.

Fruit and protein put together cover almost half of our diet.

Give two examples of dairy products.

How much percentage of vegetables should a healthy person have in his/her diet?

The following pie chart is about the percentage of people in the U.S. who speak different languages of the Indian subcontinent.



What does the pie chart show?

How many languages have been taken into consideration?

What is the major Indian language spoken in the U.S.?

Which position does Telugu stand in the pie chart from the highest to the lowest order?

Which of our neighbouring countries speak Sinhalese?

The following diagram shows the time spent by Marissa on different types of exercise each week.



What does the pie chart show?

On which exercise does Marissa spend most time?

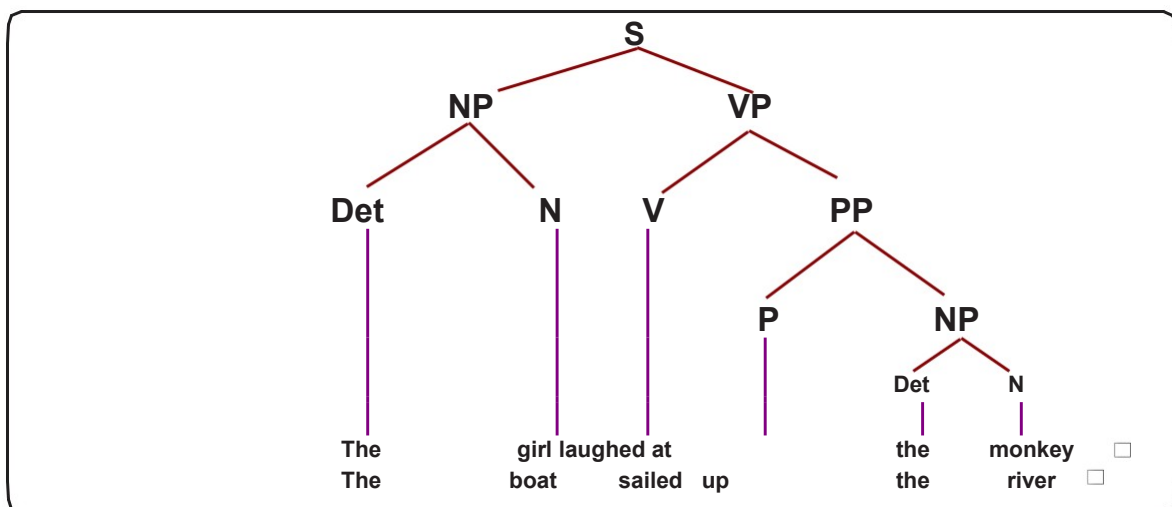
What percentage of time is spent on playing basketball?

Which two exercises are given equal percentage of time?

On what exercise does Marissa spend 15% of her time?

Study the following tree diagrams and answer the questions that follow.

The following tree diagram shows the structure of a simple sentence. S – sentence, NP – noun phrase, VP – verb phrase, Det – determiner, N – noun, V- verb, PP – Prepositional phrase, P – preposition.



What are the two main subdivisions of a sentence?

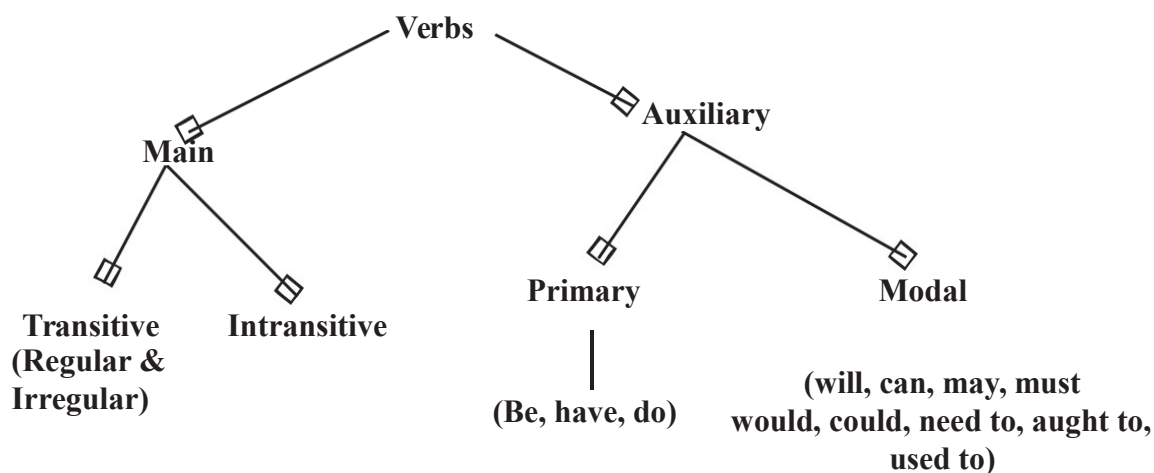
What does the NP contain?

What is THE called in the diagram?

What sub divisions does PP have?

How many types of phrases do you notice in the tree diagram? What are they?

The following tree diagram shows types of verbs.



How many types of verbs are shown in the diagram?

HAVE is a type of ----- verb.

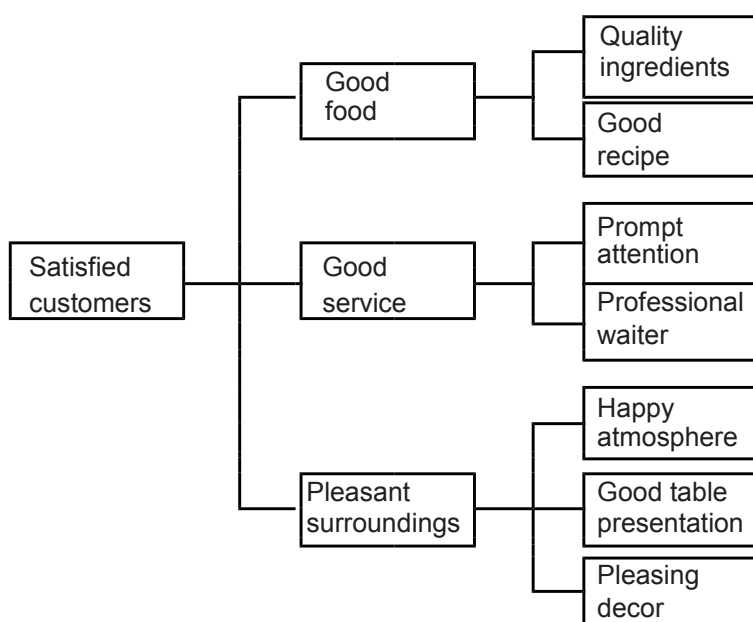
State true or false.

Transitive verbs are again divided into regular and irregular verbs.

A modal verb is a subdivision of a(n) ----- verb.

Give two examples of modal verbs from the diagram.

Here is a tree diagram showing different reasons for the satisfaction of customers.



What are the main reasons for the satisfaction of customers?

Good food depends on ----- according to the diagram.

State true or false.

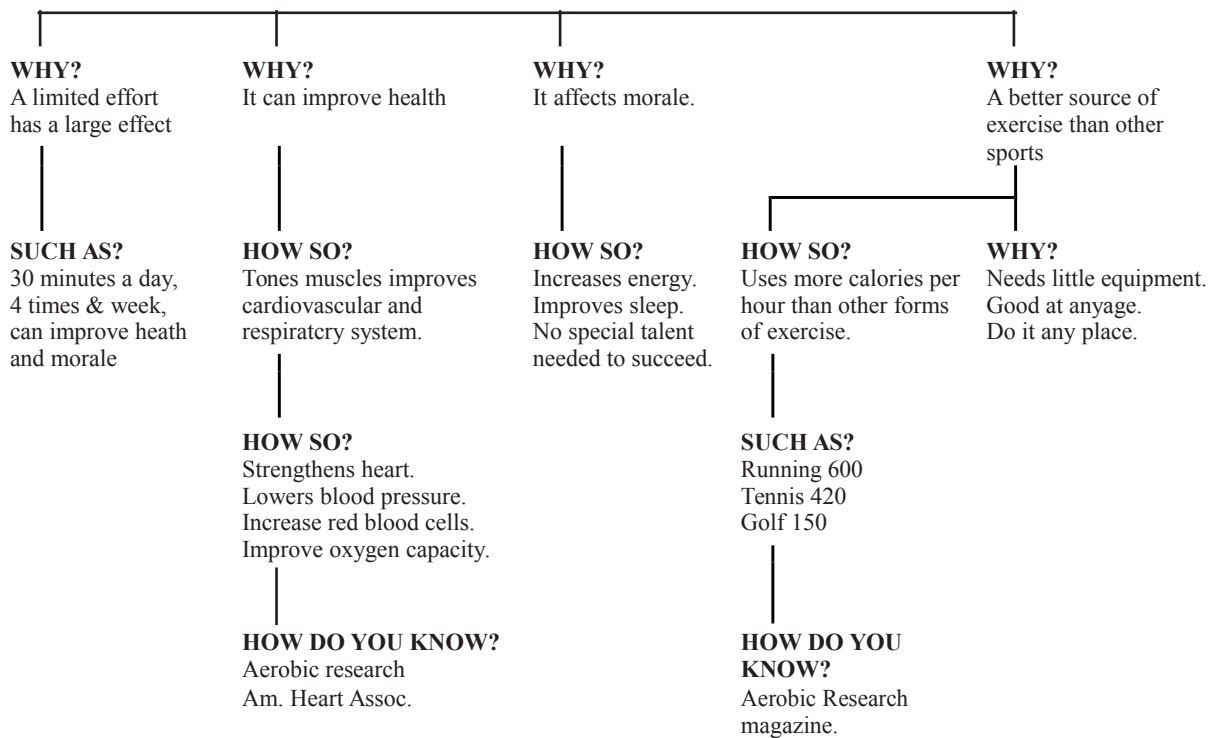
Happy atmosphere comes under good service.

Write a synonym for 'prompt'.

What is a recipe?

The following tree diagram shows how running is a good investment of time.

Running is a good Investment of Time



How many reasons are given to show that running is a good investment of time?

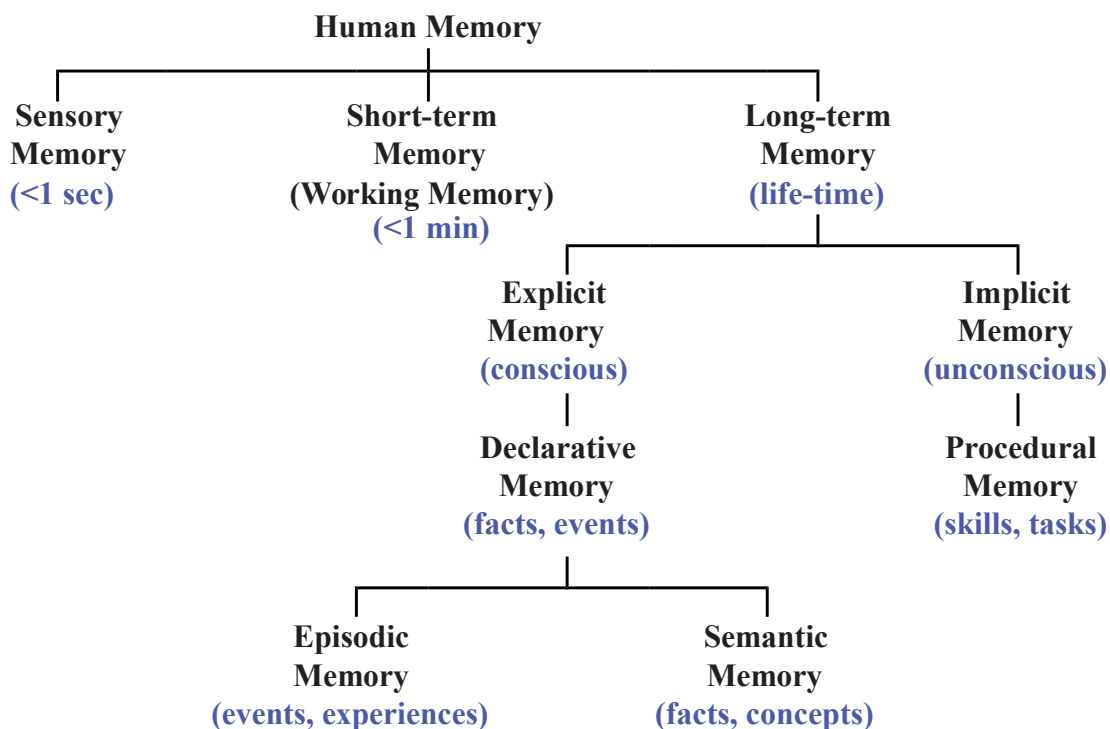
Is running good for all ages people?

How does running affect the morale of a person?

How do you know that running burns 600 calories per hour?

Why is running considered a better source of exercise than other sports?

The following tree diagram shows the different types of human memory.



Basically how many types of memory do we have?

Which of the main subdivisions has further divisions?

State true or false.

Unconscious memory is also known as implicit memory.

What comes under episodic memory?

Short term memory lasts for -----.

Study the following tables carefully and answer the questions that follow

The following table shows the different types of boats, their number and the number of persons employed to ride the boat.

	Type of Boats	Quantity	Number of Persons Employed
1.	Tourist House Boats	825	3,300
2.	Passenger Boats	1,152	2,304
3.	Carriage Boats	685	1,037
4.	Fishing Boats	480	960
5.	Passenger Boats (Tourist Doonga)	275	825
6.	Taxi Boats	785	1,570
	Total	4,202	9,996

How many types of boats are shown in the diagram?

State true or false.

The total number of persons employed is almost double to the total number of boats.

Maximum number of persons are employed for ---- boats.

Which type of boats is lowest in quantity?

The total number of the passenger boats is ----.

The following table gives information about the immigrant population from India living in the metropolitan cities of the U.S.A.

Metropolitan Area	Immigrant Population from India	% of Metro Area Population
New York-Newark-Jersey City, NY-NJ-PA	336,000	1.7%
Chicago-Naperville-Elgin, IL-IN-WI	129,000	1.4%
San Jose-Sunnyvale-Santa Clara, CA	104,000	5.4%
San Francisco-Oakland-Hayward, CA	101,000	2.2%
Washington-Arlington-Alexandria, DC-VA-MD-WV	90,000	1.5%
Dallas-Fort Worth-Arlington, TX	84,000	1.2%
Los Angeles-Long Beach-Anaheim, CA	84,000	0.6%
Houston-The Woodlands-Sugar Land, TX	74,000	1.2%
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD	69,000	1.1%
Atlanta-Sandy Springs-Roswell, GA	59,000	1.1%

What is the table about?

How many metropolitan cities are listed here?

Which city has the maximum number of immigrant Indian population?

Which city has the minimum percentage of immigrant Indian population?

Write the antonym of immigrant.

The following table is about the number of farmers' suicide in different states.

FARMERS' SUICIDES

(includes those by farm labourers)

	2015	2016*	%Chg
Punjab	124	271	118.0
Haryana	162	250	54.32
Karnataka	1,569	2,079	32.50
Gujarat	301	408	35.5
Madhya Pradesh	1,290	1,321	2.4
Telangana	1,400	645	-54.0
Maharashtra	4,291	3,661	-15.0
Andhra Pradesh	916	804	-12.2
Chhattisgarh	954	682	-28.5
Total	12,602	11,370	-9.8

Note : Total might not match as all states have not been included
Source: Parliament questions

Did the number of suicides increase from 2015 to 2016 in all states?

Which state has the lowest number of suicides in 2016?

What is the place of AP in the list taking into consideration the number of suicides from top to bottom in 2015?

What is the source of this information?

State true or false.

The numbers in the above table show only the farmers' suicides in different states.

The following table shows the best and worst foods for health.

The 10 Best and Worst Foods for Health and Longevity	
The Best:	The Worst:
 Green Leafy Vegetables (e.g. kale, collard greens, mustard greens, spinach, lettuce)	 Sweetened Dairy Products (e.g. ice cream, low-fat ice cream, frozen yogurt)
 Non-Leafy Cruciferous Vegetables (e.g. broccoli, cauliflower, Brussels sprouts, cabbage)	 Trans Fat Containing Foods (e.g. stick margarine, shortening, fast foods, commercial baked goods)
 Berries	 Donuts
 Beans	 Sausage, Hot Dogs, and Luncheon Meats
 Mushrooms	 Smoked Meat, Barbecued Meat and Conventionally-Raised Red Meat
 Onions	 Fried Foods including Potato Chips and French Fries
 Seeds (e.g. flax, chia, hemp, sesame, sunflower, pumpkin)	 Highly-salted Foods
 Nuts (e.g. walnuts, pistachios, pine nuts, almonds)	 Soda
 Tomatoes	 White Sugar
 Pomegranates	 White Flour
 www.DrFuhrman.com 1-800-474-WELL (9355)	

Give examples of foods having trans-fats in them?

Are sesame and sunflower seeds good for health?

State true or false.

Cauliflower and broccoli cause damage to our health.

Write down two white coloured foods from the table which are not good for our health?

What does longevity in this table mean?

The following table is about the world's most expensive cities.

These are the world's most expensive cities

Based on the goods and services purchased by a three-person family, 2018

City	Excluding rent	Including rent
Zurich	116.8	104.3
Geneva	113.4	102.9
Oslo	107.8	96.9
Copenhagen	106.1	94.4
New York	100.0	100.0
Tokyo	99.5	89.7
Milan	95.4	86.1
London	92.9	87.6
Chicago	92.7	86.7
Helsinki	91.8	84.1

Source: UBS

Which city is the least expensive excluding rent?

Which city has the same expense with or without rent?

State true or false.

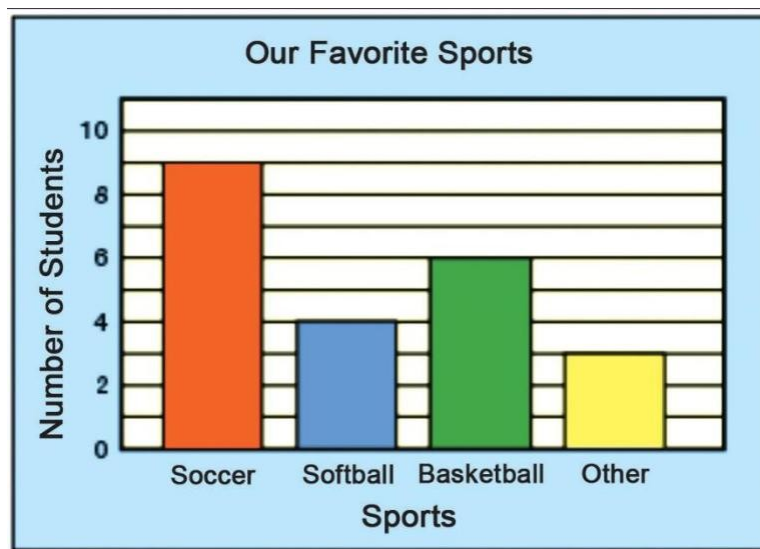
The expense is calculated based on the goods and services purchased by a five-person family.

Which two cities are almost the same in terms of including rent, but different excluding rent?

How many countries are listed in the table?

Study the following bar graphs carefully and answer the questions that follow.

The following bar graph depicts the favourite sports of a group of students.



What does the graph depict?

Which is the most liked game?

State true or false.

The number of students who like basketball and other games is equal to the number of students who like soccer.

Which sport is liked by only 6 students?

How many students like soft ball?

The following bar graph shows week-wise sales of a certain product in the months of July and August.



What does the diagram show?

What is the maximum sale in each month?

In which week and month was the sales least?

State true or false.

In the month of July maximum sale was done in the last week.

The sales of --- week in the month of July is equal to the sales of ---- week in the month of August.

The following bar graph shows some school supplies used by school students.



How many school supplies are taken into consideration?

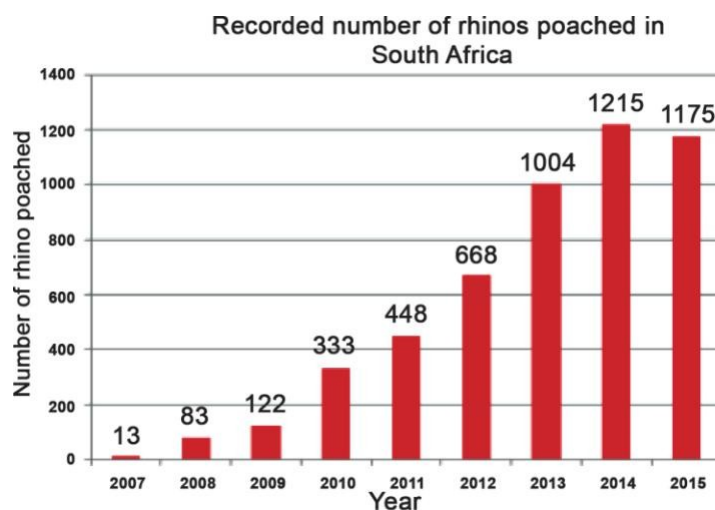
Which of these school supplies used most by the students?

The third place from the most used to the least used is occupied by ---- in the diagram.

The number of scale and pen put together is equal to the number of erasers. State true or false.

On the total, what is the number of all the supplies?

The following bar graph shows the number of rhinoceros poached in South Africa from 2007 to 2015.



In which year were the maximum rhinos poached?

Explain if poaching decreased or increased from 2007 to 2015?

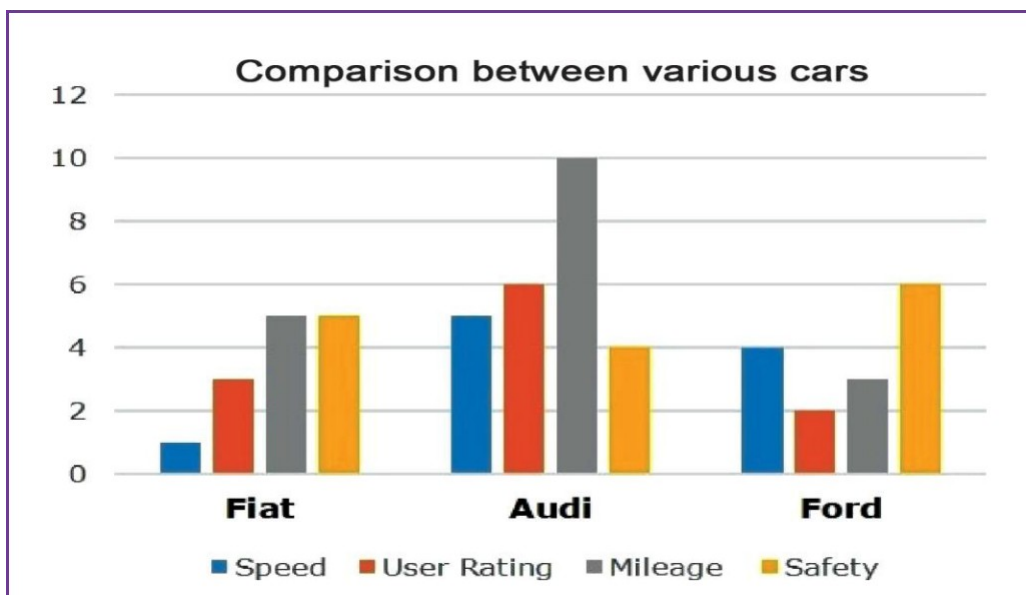
During which years can we observe the maximum difference in the number of rhinos poached?

A person who poaches is called a ----.

State true or false.

The number of rhinos poached in 2014 is almost double to the number, poached in 2012.

The following bar graph gives us a comparison between three types of cars relating to some chosen features.



What is the graph about?

Which car has the best mileage?

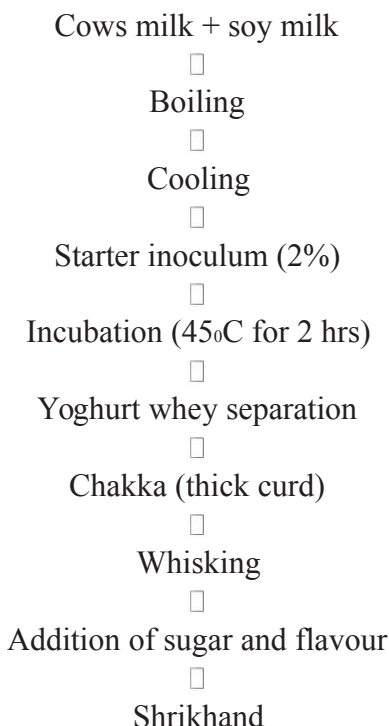
Which is the safest car?

Taking all the features into consideration which car can be chosen as the best?

Which car has equal measure of mileage and safety features?

Study the following flow charts carefully and answer the questions that follow.

The following flow chart is about the preparation of a sweet called Shrikhand.



How many steps are involved in the preparation of Shrikhand?

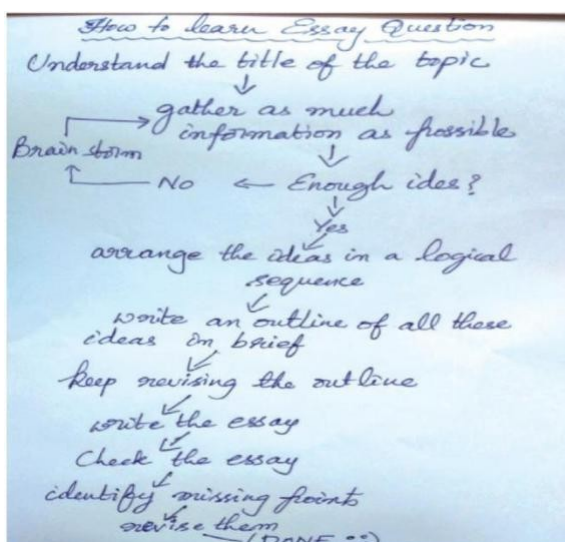
What are the main ingredients of this sweet? Name at least three.

Pick another name of yogurt from the flow chart.

In which step is the flavour added?

Incubation should be done for --- hours.

The following flow chart is about the steps involved in learning an essay question.



What is the first step in the process of learning an essay question?

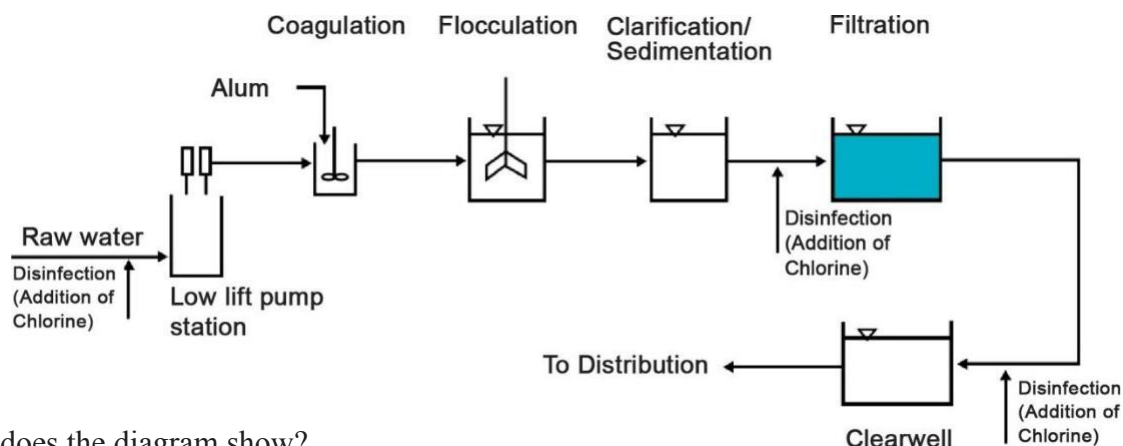
What should we do if we do not have enough ideas?

What should we check in the written essay?

How many steps are involved in learning an essay according to this flow chart?

When should we write the essay?

The following flowchart shows how water is purified before it is supplied to the public in a place.



What does the diagram show?

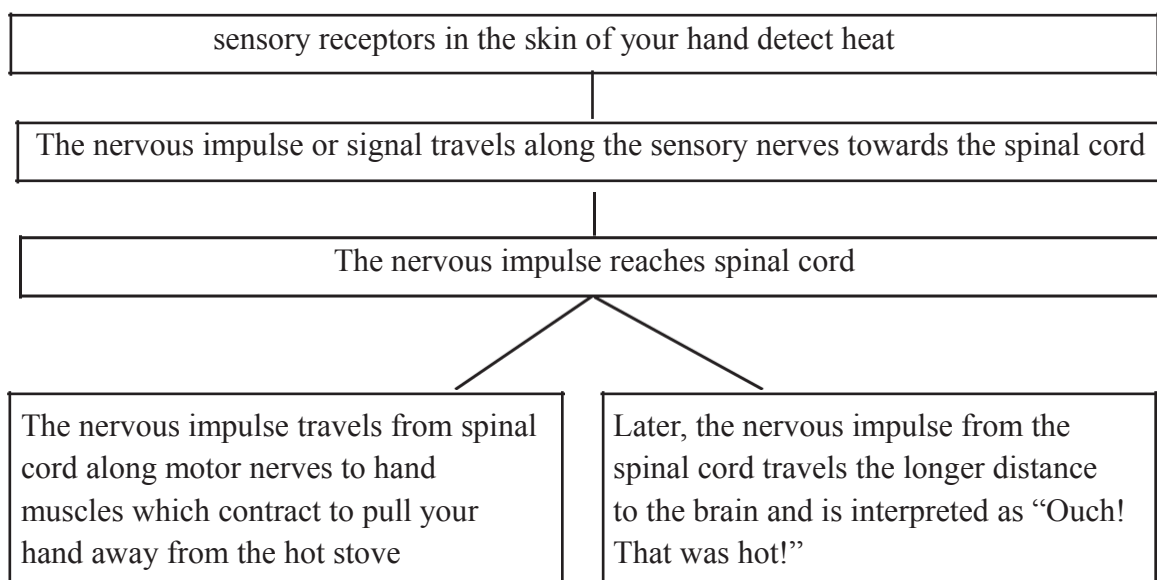
Which disinfectant is added twice to water?

What is the step called in which alum is added?

How many steps are there before distribution?

After the whole process of purification, where is water stored?

The following flow chart shows how the nervous system reacts when we touch a hot stove The



What happens at first when we touch a hot stove?

Where is the impulse first carried to?

State true or false.

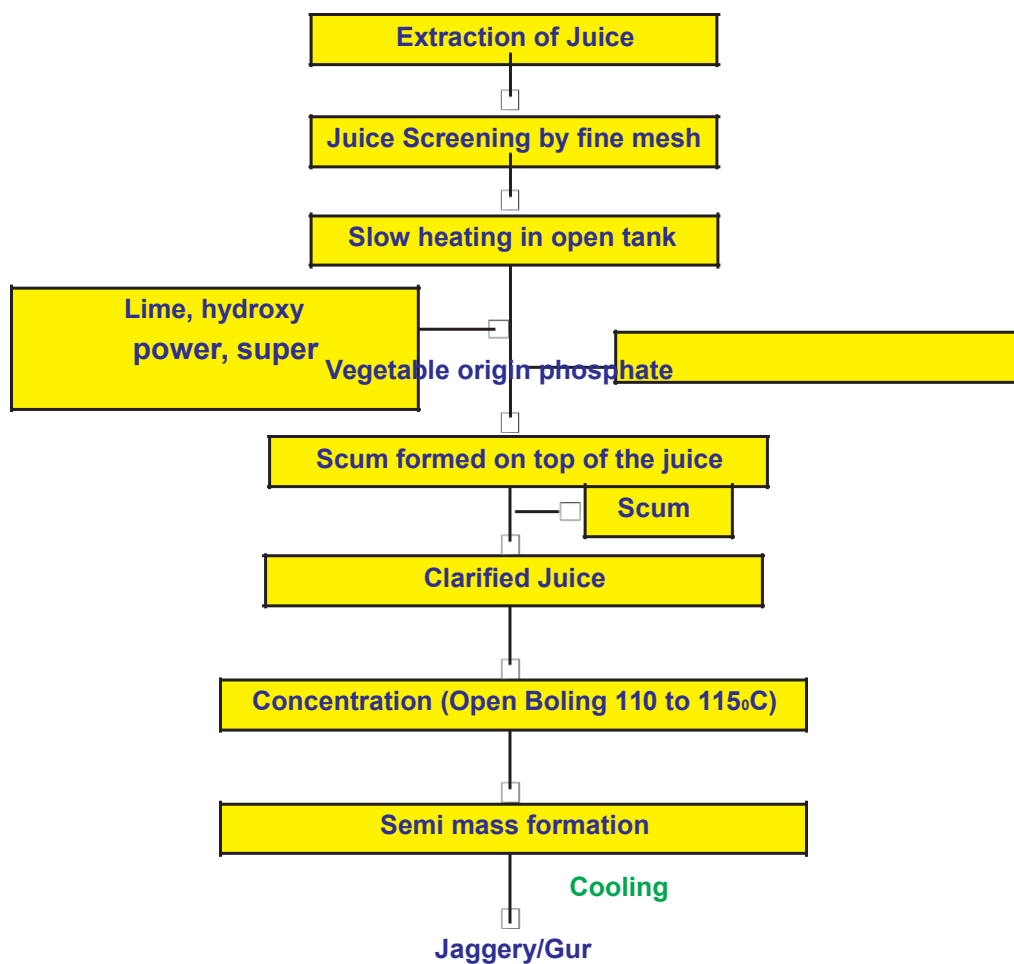
The spinal cord interprets the impulse as “Ouch! That was hot!”

Which nerves carry the impulse from spinal cord to hand muscle?

----- sends impulse to hand muscles and brain simultaneously.

The following flow chart shows the preparation of jaggery.

Flow Chart for Jaggery Manufacturing process



What is the flow chart about?

How is the juice screened?

When is super phosphate added to in the juice?

What is scum?

At what temperature is the clarified juice boiled?

5

VOCABULARY

Now that you are familiar with roots we will learn some more words based on the ideas of the roots. First let's begin with a root word 'anthrop' which means 'human'.

Anthrop = human

Anthropology = the study of humans (logy = study)

Anthropocentric = human being as centre, giving preference to human beings

Anthropomorphic/ anthropoid = shaped like human (morph = form, oid = resembling)

Misanthrope = hater of human beings (miso = hate)

Philanthropist = one who loves human beings (phil = love)

Loqu = talk

Loquacious = of talking a lot

Colloquy = a formal talk

Soliloquy = talk by a single person, usually to oneself

Eloquent = beautifully expressive talking

Grandiloquent = of overblown, exaggerated talking

Ventriloquism = talk without moving the lips, so that it appears the voice appears to come from another source

Interlocutor = a person who takes part in dialogue or conversation

Circumlocution = talk in a roundabout way

Elocution = act of talking beautifully

(compare this root with the root 'dict')

Chron = time

Chronicle = events of time, record of events ordered by time
Chronological = time sequence

Chronic = pertaining to time, of something that continues over an extended period of time

Anachronism = wrong time, a chronological mistake, wrong dating of an event

Synchronize = happens at the same time

Chronometer = a device for measuring time, a watch or clock

Morph = shape, form

Morpheme = shape of a unit of a sound/ word

Morphology = study of morphemes, a scientific study of form and structure

Amorphous = having no fixed shape

Polymorph = change into many shapes

Ectomorph = with lean, muscular body {}(shape}

Endomorph = plump body shape {}() shape}

Mesomorph = compact and muscular shape

Graph = write

Autograph = self written, a person's own writing

Telegraph = writing from afar

Graffiti = writing on walls

Photography = the writing of pictures using

light Calligraphy = beautiful writing

Biography = writing someone's life story

Choreography = the writing of dance steps

Bibliography = writing about books used, list of books used

Cinematography = the writing of film scenes

Cartography = writing of maps, map making

Seismograph = writes (records) earth's movements

Vert = turn

Invert = turn upside down

Revert = turn back

Divert = turn from, to turn aside from a course

Avert = turn away

Vertical = turned up

Convert = thoroughly turn, to change

Extrovert = turned outwards, sociable

Introvert = turned within, a reserved person

Pervert = to thoroughly turn away from normal behaviour

Subvert = to turn against established authority, to corrupt

Advertisement = that which turns you towards a product

Spect = see

Spectator = one who sees an event, especially an outdoor

event Spectacular = impressive enough to be worthy of seeing

Spectacle = something which is seen, specially an exciting or extraordinary

scene Spectacles = glasses which allow weavers to see better, eyeglasses

Spectre = a ghost or phantom, which allows itself to be

seen Inspect = to look into carefully, to examine carefully

Respect = to see someone in a good way, an attitude of high

regard Suspect = seeing with mistrust

Speculate = to see something in a way that may or may not be factual, to think

Perspective = the way in which a person sees the world, a view

Despicable = an act that should not be seen, viewed with scorn

Ject = throw

Object (v) = throw in the way, to disagree with

Subject (v) = throw under, to undergo a particular experience

Reject = throw back, to refuse to accept

Inject = throw in, to push or pump into a passage

Eject = throw out

Interject = throw between, to insert something between other things

Project (v) = throw forth, to present

Deject = thrown down, dispirited

Jettison = throw out, to eject from a boat

Conjecture = to throw an unproven idea, a guess-

Trajectory = the curved path of an object thrown into space

Form = shape

Information = descriptive shape

Uniform = same shape

Deformed = out of shape

Malformed = badly shaped

Conform = thoroughly shape to others, comply with

Transform = change shape

Cruciform = shaped like a cross

Formula = mathematical shape

Anim = spirit, life

Animal = a creature that has spirit

Animate = having life

Inanimate = having no life

Magnanimous = of being great in spirit, generous

Unanimous = being of one mind

Equanimity = evenness mind, composure, emotional balance

Animosity = ill- spirited, violent hatred

Match the words in column A with their meanings in column B.

1.

A	B
1. temporal	a. work together
2. collaborate	b. one ruler
3. interrupt	c. to judge before
4. monarch	d. of time
5. prejudice	e. burst between or among (which results in disturbing or stopping the work)
	f. talk by a single person, usually to oneself
	g. beautifully expressive talking

2.

A	B
1. monorail	a. to throw an unproven idea, a guess
2. spectacular	b. having no fixed shape
3. conjecture	c. who always thinks about self, selfish person
4. amorphous	d. impressive enough to be worthy of seeing
5. egoist	e. a train which uses one rail instead of two tracks
	f. events of time, record of events ordered by time
	g. time sequence

3.

A

1. eloquent
2. synchronize
3. microcosm
4. cartography
5. jettison

B

- a. writing of maps, map making
- b. a small (miniature) model of something
- c. beautifully expressive talking
- d. throw out, to eject from a boat
- e. happens at the same time
- f. having no fixed shape
- g. a scientific study of form and structure

4.

A

1. loquacious
2. deject
3. credible
4. antiperspirant
5. circumspect

B

- a. thrown down, dispirited
- b. product used to help fight against perspiration
- c. of talking a lot
- d. looking around carefully
- e. that which can be believed, believable
- f. compact and muscular shape
- g. self written, a person's own writing

5.

A

1. magnanimous
2. contemporary
3. suspect
4. chronicle
5. predict

B

- a. events of time, record of events ordered by time
- b. seeing with mistrust
- c. belonging to the same time
- d. say beforehand
- e. of being great in spirit, generous
- f. the writing of pictures using light
- g. beautiful writing

6.

A

1. intersection
2. extempore
3. antagonist
4. precaution
5. ectomorph

B

- a. one who goes against protagonist (villain)
- b. being cautious before hand
- c. with lean, muscular body
- d. a cutting between
- e. no time for preparation, said or done without preparation
- f. the writing of film scenes
- g. turn upside down

7.

A

1. malformed
2. bibliography
3. micrometer
4. alter ego
5. addict

B

- a. an instrument for measuring minute distances
- b. slave to a habit
- c. badly shaped
- d. writing about books used, list of books used
- e. another side of oneself, a second self
- f. thoroughly turn to change
- g. turned outwards, sociable

8.

A

1. monolingual
2. oligarchy
3. tempest
4. fortitude
5. trajectory

B

- a. a storm that comes at a certain time
- b. the curved path of an object thrown into space
- c. strength of character
- d. using or knowing one language
- e. rule by a small group of powerful people
- f. to turn against established authority, to corrupt
- g. that which turns you towards a product

9.

A

1. inanimate
2. euphonious
3. altercation
4. verdict
5. anthropocentric

B

- a. giving preference to human beings
- b. a verbal dispute
- c. speaking of the truth
- d. having no life
- e. of a good sound
- f. writing of maps, map making
- g. writes (records) earth's movements

10.

A

1. chronological
2. seismograph
3. egomaniac
4. bankrupt
5. precise

B

- a. abnormally self absorbed
- b. burst bank account(unable to pay one's debts)
- c. accurate with nothing extra
- d. writes (records) earth's movements
- e. time sequence
- f. turn away
- g. turned up

11.

A

1. cruciform
2. anachronism
3. subaltern
4. creed
5. soliloquy

B

- a. talk by a single person, usually to oneself
- b. shaped like a cross
- c. a set of religious beliefs or principles
- d. below others, a subordinate
- e. wrong time, a chronological mistake
- f. writing some one's life story
- g. the writing of dance steps

12.

A

1. preview
2. deformed
3. homophone
4. alteration
5. circuit

B

- a. path in the shape of a ring/circle/orbit
- b. to make a change
- c. see before
- d. words that sound the same but are different in meaning and/or spelling
- e. out of shape
- f. turned within, a reserved person
- g. to thoroughly turn away from normal behaviour

13.

A

1. unanimous
2. misanthrope
3. valedictorian
4. erupt
5. hierarchy

B

- a. hater of human beings
- b. bursting out (such as lava from a volcano)
- c. being of one mind
- d. levels of rule within a system
- e. one who says farewell
- f. one who sees an event, especially an out door event
- g. impressive enough to be worthy of seeing

14.

A

1. monopoly
2. patriarch
3. antidote
4. temporize
5. animosity

B

- a. to delay in order to gain more time to do something
- b. ill- spirited, violent hatred
- c. control by one
- d. a ghost or phantom which allows itself to be seen
- e. to look into carefully, to examine carefully
- f. a male ruler over a small community
- g. remedy given against a poison

15.

A

1. philanthropist
2. microbe
3. egotist
4. vocation
5. laborious

B

- a. a calling for life's work/purpose, profession
- b. full of work
- c. a small organism/a germ
- d. always thinks and talks about self, feels superior to others
- e. one who loves human beings
- f. to see some one in a good way, an attitude of high regard
- g. seeing with mistrust

16.

A

1. interact
2. animate
3. calligraphy
4. cacophony
5. egoity

B

- a. a harsh, unpleasant sound
- b. beautiful handwriting
- c. act between
- d. the essence of ego, personality
- e. having life
- f. to see something in a way that may or maynot be factual, to think
- g. the way in which a person sees the world, a view

17.

A

1. monotonous
2. provoke
3. interject
4. spectator
5. pervert

B

- a. throw between, to insert something between other things
- b. to thoroughly turn away from normal behaviour
- c. one who sees an event, especially an outdoor event
- d. of using one tone only and hence boring
- e. call forth, to stir up purposefully, encourage
- f. an act that should not be seen, viewed with scorn
- g. throw in the way, to disagree with

18.

A

1. polymorph
2. symphony
3. egocentric
4. chronometer
5. circumlocution

B

- a. self centred
- b. a device for measuring time, a watch or clock
- c. talk in a roundabout way
- d. change into many shapes
- e. group of instruments which sound together
- f. throw out, to eject from a boat
- g. same shape

19.

A

1. equanimity
2. irrevocable
3. superego
4. alternate
5. extrovert

B

- a. turned outwards, sociable
- b. evenness mind, composure, emotional balance
- c. one who loves human beings
- d. of talking a lot
- e. skip one and take the other, succeeding by turns
- f. cannot be called back, changeless
- g. the part of the mind that is self-critical

20.

A

1. morpheme
2. tempo
3. archive
4. monotheism
5. despicable

B

- a. an act that should not be seen, viewed with scorn
- b. shape of a unit of a sound/ word
- c. belief in single god
- d. timing / a frequency
- e. historical documents kept safe by rulers of a government
- f. happens at the same time
- g. a device for measuring time, a watch or clock

21.

A

1. antipathy
2. interrupt
3. speculate
4. invert
5. mesomorph

B

- a. feeling against someone/something, dislike of something or someone
- b. to see something in a way that may or may not be factual, to think
- c. turn upside down
- d. compact and muscular shape
- e. burst between or among (which results in disturbing or stopping the work)
- f. a person who takes part in a dialogue or conversation
- g. talk in a roundabout way

22.

A

1. perspective
2. colloquy
3. avert
4. monk
5. avocation

B

- a. a calling away from a job, hence a hobby or pastime
- b. the way in which a person sees the world, a view
- c. living only one, as against marrying someone
- d. turn away
- e. a formal talk
- f. to throw an unproven idea, a guess
- g. the curved path of an object thrown in to space

23.

A

1. disrupt
2. spectacle
3. chronic
4. morphology
5. ventriloquism

B

- a. pertaining to time, of something that continues over an extended period of time
- b. study of morphemes, a scientific study of form and structure
- c. talk without moving the lips
- d. something which is seen, specially an exciting or extraordinary scene
- e. bursting apart (there by to throw into confusion or disorder)
- f. throughly shape to others, comply with
- g. change shape

24.

A

1. incredible
2. contradict
3. invoke
4. eject
5. anarchy

B

- a. call on for inspiration
- b. throw out
- c. say against
- d. a system where there is no rule
- e. that which cannot be believed, unbelievable
- f. shaped like a cross
- g. mathematical shape

25.

A

1. revoke
2. abrupt
3. spectacles
4. evoke
5. antisocial

B

- a. bursting away (sudden, curt)
- b. recall, bring to mind
- c. call back, withdraw, cancel
- d. going against being social
- e. glasses which allow weavers to see better, eyeglasses
- f. having no life
- g. of being great in spirit, generous

26.

A

1. irrupt
2. fortify
3. matriarch
4. elaborate
5. vociferous

B

- a. to work out a problem/ fully worked out
- b. calling a long way, loud voice
- c. burst in, to enter forcibly uninvited
- d. to make strong
- e. a female rule over a small community
- f. a creature that has spirit
- g. having life

27.

A

1. circumnavigate
2. monologue
3. spectre
4. introvert
5. bankrupt

B

- a. burst bank account (so unable to pay one's debts)
- b. turned within, a reserved person
- c. to go around
- d. a ghost or phantom
- e. speech by one
- f. being of one mind
- g. evenness mind, emotional balance

28.

A

1. graffiti
2. polymorph
3. endomorph
4. grandiloquent
5. anthropomorphic

B

- a. of overblown, exaggerated talking
- b. plump body shape
- c. having human characteristics
- d. writing on walls
- e. change into many shapes
- f. to delay in order to gain more time to do something
- g. a storm that comes at a certain time

29.

A

1. monarch
2. elocution
3. interlocutor
4. anthropology
5. cinematography

B

- a. the writing of film scenes
- b. the study of humans
- c. act of talking beautifully
- d. single ruler
- e. a person who takes part in dialogue or conversation
- f. a worker hired for a short period of time
- g. thoroughly burst morals

30.

A

1. revert
2. anthropoid
3. alternative
4. choreography
5. divert

B

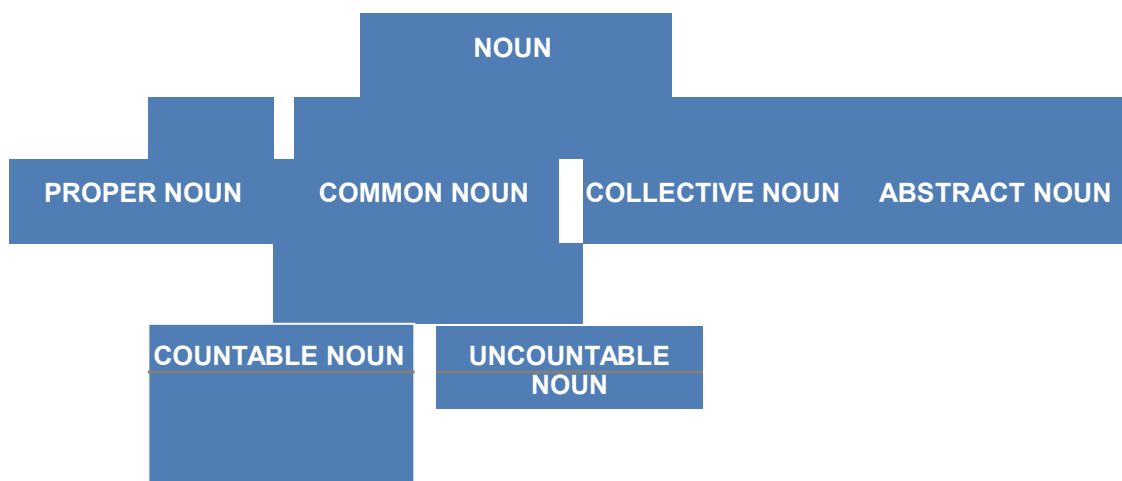
- a. having a choice
- b. the writing of dance steps
- c. shaped like human
- d. turn form, to turn aside from a course
- e. turn back
- f. to make strong
- g. strength of character

7

NOTE MAKING

The process of grasping knowledge, nowadays, is vast and unlimited. We get much information from sources like books, journals, newspapers and the internet. But our memory does not permit us to store so much information altogether.

Suppose you are given a task to learn types of nouns and you need to present it in the class the next day. Do you learn every sentence given in the paragraph? Certainly not. Because you may not be able to remember every sentence from the paragraph and repeat the same in the class. You read the content, simply write the important points, and present it in class with success. Your idea may be like this:



You could present the topic successfully by briefing the important points and shaping it into a neat tree diagram as shown above. Also in our daily lives, it is not possible to memorize everything. To overcome this difficulty, noting down important details is necessary. These notes help us when required. The noting down of useful and important concepts and points is called NOTE MAKING. Note making can be defined as a systematic method of writing down quickly, briefly and clearly the important points of a text. It is a productive skill which integrates both reading and writing. Effective note makers are efficient learners. Effective note making is a skill that each person should develop over time.

Note making helps us in

- ☐ Keeping information handy whenever we require
- ☐ Recollecting and recalling past events that are read
- ☐ Organising ideas and making connections

- Delivering of speeches for debates/discussion, writing an essay and revising lessons before examinations
- Understanding the text better, enhancing the confidence to revise the thing whenever we want

How to make notes

Read the target passage carefully at least twice. If you cannot figure it out, read it again for the third time. Understand the gist of the passage. This is called **skimming**.

(People often use the skimming skill when they have lots of material to read in a limited amount of time. While skimming, you make a distinction between main points and sub points, facts versus opinions, relevant and irrelevant, explicit and implicit.

While reading the extract, underline the important key sentences. It helps in the formation of the titles and subtitles. This is called **scanning**. Usually you may find the title at the beginning or at the end of the paragraph. The main title should be short and apt to the extract.

Main points and central idea should be rephrased in points. Repeated words and phrases are to be removed. Extra examples, articles, prepositions and are omitted.

Make a rough note of all important and main points to be included and then give them a logical sequence like:

- 0 Main heading: I, II, III, IV, etc.
- 1 Sub Heading: a, b, c, d, etc.
- 2 Sub-sub heading: i, ii, iii, iv, etc.

Do not write full sentences. Use standard abbreviations and symbols wherever necessary.

0.0 Capitalize first letters of words

e.g: U.P., USA, USSR, UK

0.1 Common abbreviations

e.g.: Sc. (Science), Geog. (Geography), Mr, Mrs, Dr, Govt

0.2 Write the first few and last few letters of a word with an apostrophe in between. e.g. : can't (cannot), w'out(without), wrt'g (writing).

0.3 Use the first letters of the

phrases Kilogram-Kg

Cubic Centimetre-cc

Atomic Mass Unit-

AMU Per annum-PA

Curriculum Vitae-CV

Use the first few letters of words or phrases like:

Approximately-Approx.

Difference-Diff

Professor-Prof

Assistant-Asst

Reference-Ref

Use of symbols @-At

the rate of %-

Percentage +ve-

Positive

= Equal to ^

Insert, etc.

Generally used abbreviations e.g.

- Example

viz - Namely

i.e.-That is

Note Do not get over - enthusiastic with abbreviations. You should not abbreviate every word. As a general rule the heading should not be abbreviated. You may use abbreviations in subheadings.

You can also use different kinds of formats depending on the theme of the passage. It could be serial or sequential such as flow chart, pie chart, bar chart.

The notes you have prepared must make sense when it is read again.

Let us see some examples and make notes

Research has shown that the human mind can process words at the rate of about 500 per minute, whereas a speaker speaks at the rate of about 150 words a minute. The difference between the two at 350 is quite large. So a speaker must make every effort to retain the attention of the audience and the listener should also be careful not to let his mind wander. Good communication calls for good listening skills. A good speaker must necessarily be a good listener.

Listening starts with hearing but goes beyond. Hearing, in other words is necessary, but is not a sufficient condition for listening. Listening involves hearing with attention. Listening is a process that calls for concentration. While listening, one should also be observant. In other words, listening has to do with the ears, as well as with the eyes and the mind. Listening is to be understood as the total process that involves hearing

with attention, being observant and making interpretations. Good communication is essentially an interactive process. It calls for participation and involvement. It is quite often a dialogue rather than a monologue. It is necessary to make it abundantly clear that one is interested in knowing what the other person has to say.

Good listening is an art that can be cultivated. It relates to skills that can be developed. A good listener knows the art of getting much more than what the speaker is trying to convey. He knows how to prompt, persuade but not to cut off or interrupt what the other person has to say. At times the speaker may or may not be coherent, articulate and well-organised in his thoughts and expressions. He may have it in his mind and yet he may fail to marshal the right words while communicating his thought. Nevertheless a good listener puts him at ease, helps him articulate and facilitates him to get across the message that he wants to convey. For listening to be effective, it is also necessary that barriers to listening are removed. Such barriers can be both physical and psychological. Physical barriers generally relate to hindrance to proper hearing whereas psychological barriers are more fundamental and relate to the interpretation and evaluation of the speaker and the message.

NOTES

GOOD LISTENING/ART OF LISTENING

Research

human mind processes 500wpm

speaker speaks 150 wpm

difference between the 2

A good speaker/ Good **commun.** / **listng.** must

retain attention of audience

stop not to let mind wander

must be a good listener

Listening / Requirement of Listening/ listening skills

hearing with attention

being observant

making **interppts.**

concentration

participation

A Good Listener / Good Listening – An Art/ Traits of Good Listening gets

much more from speaker

knows how to prompt and persuade

puts speaker at ease

helps him articulate

facilitates speaker to convey thoughts

Effective listening/ Barriers to Good Listening

barriers – **psy.** /psychological physical-

hindrance to hearing psy.-interpretations &

evaluation

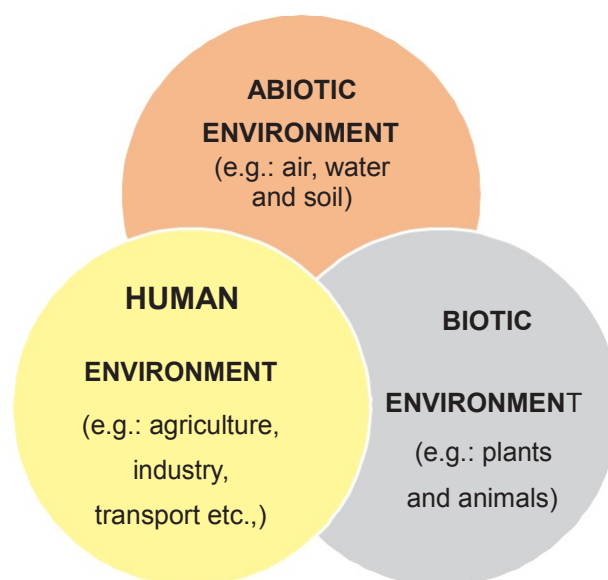
On the basis of origin, geographical elements can be broadly classified into two groups- natural elements and human-made elements.

The natural elements such as mountains, rivers, vegetation, animals, etc., are created by nature. This is called natural environment. It includes the biotic and abiotic components. The biotic components comprise plants and animals whereas the abiotic components comprise air, water and soil.

The human elements such as agriculture, industries, settlements, means of transport, etc., are created by human beings. Therefore, it is called human-made environment. Human beings develop these features to live comfortably in their environment.

The two types of environments interact with one another. They change in course of time from place to place. These changes take place due to natural processes and human activities.

ELEMENTS OF ENVIRONMENT



EXERCISE

Women empowerment has become the buzzword today with women working alongside men in all spheres. They profess an independent outlook, whether they are living inside their home or working outside. They are increasingly gaining control over their lives and taking their own decisions with regard to their education, career, profession and lifestyle.

With steady increase in the number of working women, they have gained financial independence, which has given them confidence to lead their own lives and build their own identity. They are successfully taking up diverse professions to prove that they are second to none in any respect.

But while doing so, women also take care to strike a balance between their commitment to their profession as well as their home and family. They are playing multiple roles of a mother, daughter, sister, wife and a working professional with remarkable harmony and ease. With equal opportunities to work, they are functioning with a spirit of team work to render all possible co-operation to their male counterparts in meeting the deadlines and targets set in their respective professions.

Women empowerment is not limited to urban, working women but women in even remote towns and villages are now increasingly making their voices heard loud and clear in society. They are no longer willing to play a second fiddle to their male counterparts. Educated or not, they are asserting their social and political rights and making their presence felt, regardless of their socio-economic backgrounds.

While it is true that women, by and large, do not face discrimination in society today, unfortunately, many of them face exploitation and harassment which can be of diverse types: emotional, physical, mental and sexual. They are often subjected to rape, abuse and other forms of physical and intellectual violence.

Women empowerment, in the truest sense, will be achieved only when there is attitudinal change in society with regard to womenfolk, treating them with proper respect, dignity, fairness and equality. The rural areas of the country are, by and large, steeped in a feudal and medieval outlook, refusing to grant women equal say in the matters of their education, marriage, dress-code, profession and social interactions.

Let us hope, women empowerment spreads to progressive as well as backward areas of our vast country. (<https://www.indiacelebrating.com/article/article-on-women-empowerment/>)

Sleep serves multiple purposes that are essential to your brain and body. Let's break down some of the most important ones. The first purpose of sleep is restoration. Every day, your brain accumulates metabolic waste as it goes about its normal neural activities. While this is completely normal, too much accumulation of these waste products has been linked to neurological disorders such as Alzheimer's disease. Alright, so how do

we get rid of metabolic waste? Recent research has suggested that sleep plays a crucial role in cleaning out the brain each night. While these toxins *can* be flushed out during waking hours, researchers have found that clearance during sleep is as much as two-fold faster than during waking hours.

During sleep, brain cells actually shrink by 60 percent, allowing the brain's waste-removal system—called the glymphatic system—to essentially “take out the trash” more easily. The result? Your brain is restored during sleep, and you wake up refreshed and with a clear mind. The second purpose of sleep is memory consolidation. Sleep is crucial for memory consolidation, which is the process that maintains and strengthens your long-term memories. Insufficient or fragmented sleep can hamper your ability to form both concrete memories (facts and figures) and emotional memories. Finally, sleep is paramount for metabolic health. Studies have shown that when you sleep 5.5 hours per night instead of 8.5 hours per night, a lower proportion of the energy you burn comes from fat, while more comes from carbohydrate and protein. This can predispose you to fat gain and muscle loss. Additionally, insufficient sleep or abnormal sleep cycles can lead to insulin insensitivity and metabolic syndrome, increasing your risk of diabetes and heart disease. *(From an Internet Article by James Clear on ‘The Science of Sleep: A Brief Guide on How to Sleep Better Every Night’)*

There are many different kinds of musical instruments. They are divided into three main classes according to the way that they are played. For example, some instruments are played by blowing air into them. These are called wind instruments. In some of these the air is made to vibrate inside a wooden tube, and these are said to be of the woodwind family. Examples of woodwind instruments are the flute, the clarinet and the bassoon. Other instruments are made of brass, the trumpet and the horn, for example. There are also various other wind instruments like such as the mouth organ and the bagpipes.

Some instruments are played by banging or striking them. One obvious example is the drum, of which there are various kinds. Instruments like this are called percussion instruments.

The last big group of musical instruments are the ones which have strings. There are two main kinds of stringed instrument those in which the music is made by plucking the strings, and those where the player draws a bow across the strings. Examples of the former are the harp and the guitar. Examples of the latter are the violin and the cello.

Have you ever driven somewhere and realised when you arrived that you couldn't really remember anything about the journey? Or have you ever eaten a whole packet of biscuits when you were planning to only have one? Or have you stayed up much later than you planned, or even all night, watching ‘just one more’ episode of a TV series? All of these are examples of mindlessness. When we live this way, we are not fully awake and not fully living our lives.

When we are mindful, we are more conscious of our thoughts, our actions and what is happening around us. We might notice a beautiful sunset or really listen carefully to what a friend is saying, rather than planning what we're going to say next. We are also more aware of our own feelings and our thoughts. Jon Kabat Zinn, who has done a lot to make mindfulness popular, says mindfulness is: 'Paying attention, on purpose, in the present moment, and without judging.' So we are consciously deciding what to pay attention to, we are not worrying about the past or planning for the future and we are not trying to control or stop our thoughts or feelings – we're just noticing them. For most people life is getting busier and busier. Technology means that we always have something to do and there isn't much opportunity to just 'be'. People are often doing two or three things at the same time: texting while watching TV, or even looking at their phone while walking along the pavement. People are working longer hours and bringing work home. All this can make us stressed, and mindfulness can be a way of reducing this stress.

Research shows that mindfulness reduces stress and depression. It can help you to concentrate, have a better memory and to think more clearly. It can also help people to manage pain better and to improve their sleep, and it can even help you lose weight because you won't eat that whole packet of biscuits without thinking! Mindfulness Day is celebrated on 12 September, so maybe that would be a good day to try a few mindfulness techniques and see if they make a difference. But, of course, you can try these on any day of the year.

A very simple technique that you could try right now is to close your eyes for a couple of minutes and count how many sounds you can hear. This will help to focus you on what is happening right now. Another technique is to focus on a piece of food, typically a raisin. Instead of eating it without thinking, slow down. Look carefully at it and notice how it feels in your fingers. Smell it. Then put it on your tongue and taste it. Only then start to eat it slowly, noticing how it feels and how it tastes. Both of these techniques force you to slow down and focus on the present moment, and there are plenty of other ideas you can find online if you want to try mindfulness for yourself. (https://learnenglish.britishcouncil.org/sites/podcasts/files/LearnEnglish-Magazine-Mindfulness_0.pdf)

Yoga is good for the mind and body. Regular practice of yoga helps people to improve their balance and stamina. Although you won't really get out of breath, like you might playing football or running, it does help to keep your heart healthy and you can lose weight. It can also help with back pain.

The breathing taught in yoga can help people to reduce stress and anxiety. There are lots of different possible breathing patterns you can do. Yoga also improves concentration and helps people to sleep better, so it's great for anyone who's under pressure at work or in their studies.

There are lots of different types of yoga, so you can choose what suits you best. Hatha Yoga is often good for beginners, because you hold each position for a few breaths. In Vinyasa Yoga you change position much more quickly and you might get out of breath. It's quite challenging if you haven't done much yoga before. Bikram Yoga is sometimes called 'hot yoga', because the room must be heated to around 40 degrees. As well as these and other more traditional forms of yoga, there are also some more unusual modern forms of yoga. For example, you might enjoy 'laughter yoga', where people do breathing exercises and laugh about nothing in particular – laughing is very good for your health. Or what about 'Aeroyoga', where you do yoga while you are hanging from the ceiling? It's supposed to be very good for your back. Or 'Doga', where you do yoga together with your pet dog?

Whatever kind of yoga you choose, there are definitely some health benefits, and you should have fun too. (<https://learnenglish.britishcouncil.org/sites/podcasts/.../LearnEnglish-Magazine-Yoga.pdf>)

Is it possible for the colour of a uniform to affect the outcome of a sports match? British anthropologists (scientists who study human behaviour) think so. In 2004, researchers studied the results of Olympic competitions in boxing, tae-kwon-do, and wrestling. These sports were great to study because uniform colours were randomly assigned. In each sport, contestants wearing red had a slight advantage. Those with red uniforms won a little more than half the time. Was this a matter of chance? Or did red uniforms suggest danger and strength to opponents? Many scientists have studied "the red effect." Some have found that the colour of wrestler's uniforms may affect a referee's scoring. But nobody knows for sure. It's not clear what effect red has on players, opponents, referees, and fans, or if it has any effect at all. It's a great question to ask. And until it's answered, you can be sure there will be many teams who are pinning their hopes on red.

Anything printed and bound in book size can be called a book, but the quality or mind distinguishes the value of it. What is a book? This is how Anatole France describes it:

"A series of little printed signs essentially only that. It is for the reader to supply himself the forms and colours and sentiments to which these signs correspond. It will depend on him whether the book be dull or brilliant, hot with passion or cold as ice. Or if you prefer to put it otherwise, each word in a book is a magic finger that sets a fibre of our brain vibrating like a harp string and so evokes a note from the sounding board of our soul.

No matter how skilful, how inspired the artist's hand, the sound it makes depends on the quality of the strings within ourselves. "Until recently books were the preserve of a small section-the urban upper classes. Some, even today, make it a point to call themselves *intellectuals*. It would be a pity if books were meant only for intellectuals and not for housewives, farmers, factory workers, artisans and, so on.

In India there are first-generation learners, whose parents might have been illiterate. This poses special challenges to our authors and to those who are entrusted with the task of disseminating knowledge. We need much more research in the use of language and the development of techniques by which knowledge can be transferred to these people without transmission loss.

Publishers should initiate campaigns to persuade people that a good book makes a beautiful present and that reading a good book can be the most relaxing as well as absorbing of pastimes. We should aim at books of quality no less than at quantitative expansion in production and sale. Unless one is constantly exposed to the best, one cannot develop a taste for the good. *(From Kendriya Vidyalaya Sangathan, Guwahati Region, Study Material English (core) Class IX.pdf)*

Television is considered a vast media for communication. Television is at the same time considered a media running in everyone's home carrying misinformation. Likewise, there are so many debates on the advantages and disadvantages of television. Strictly speaking, this is true. Television carries the news from one corner of the world to another at the same time it carries so many unwanted programs. The educational programs in television are innumerable. Lots of programs are available on Science and Technology. Current news is made available with audio and visuals through television. Many learning programs and social programs are also telecasted in many channels. This will be a great way to induce/motivate people to know and excel in their field of expertise. Women at home rely on television as their best companion. Women today at home cannot imagine a day without television. They can also find television as a medium to bring everyone in the family together for some time. Many animated programs and cartoon channels are telecasted for kids and children. Programs that are informative and teach them easily are also available in such channels. This also occupies the children when they are done with their assignments! For people who work the whole day, Television is a big stress buster. Watching various channels, fun programs and songs would give them great relief.

Children start to become addicts to Television. This ultimately spoils their studies. Another great disadvantage is that watching Television for long hours might disturb a person's sleep cycle, routine and severely affect one's health too. The advertisements telecasted in TV's attract people to change their brands, increase their needs and wants; most important is children start pestering for stuff that are telecasted on Television. Though television played a vital role in carrying news and information across the world, after the advent of computers and internet, it has considerably lost its importance in the society. ([https:// whatistheurl.com/television-advantages-and-disadvantages-essay/](https://whatistheurl.com/television-advantages-and-disadvantages-essay/))

The process of study involves four operations- perception, comprehension, retention and retrieval. In other words, you should first perceive what is relevant to your needs and select only those areas which are important. You cannot study everything available

in every book you can lay your hands on. Once you have decided on areas, which are important, you have to read and understand — or comprehend the material that you have selected — for no learning can take place without comprehension. What is not understood is not learnt. Comprehension is thus imperative in the process of learning. However, mere comprehension is not enough. What one understands now, may also be easily forgotten later. Hence, you, as a student, have to make special efforts to retain what you comprehend. You also have to retrieve all that you learn throughout the year at the time of examination. (*Certificate in Communication Skills: Study Skills - Note making and Summarizing, Writing Skills, IGNOU*)

There are four important types of heart diseases. Firstly, congenital heart disease, which is present at birth; an example of this is the so-called ‘blue baby’. It accounts for 2 per cent of all heart diseases. The second type, rheumatic, is quite common in some 30 to 40 per cent of all heart cases. It is caused by an infection of the throat which, if untreated, causes damage to the heart. The symptoms are a chronic sore throat, painful joints and high fever. This disease is widespread in many developing countries, due to poor living conditions and overcrowding.

High blood pressure is also an important cause of heart disease, of the third type, hypertensive, and accounts for some 15 to 25 per cent of all heart cases. It is believed that among other factors such as stress and smoking, a higher salt intake in the diet leads to blood pressure.

Degenerative heart disease, commonly known as Ischaemic heart disease, is the cause of heart attacks, and is one of the most important health problems among adults throughout the world. Ischaemic heart disease is due to blocking of the two blood vessels which supply blood to the heart muscle. At birth they are wide open, but in a diseased state one or more of these vessels is completely blocked, leading to defective blood supply to various points of the heart. This results in the well-known symptom of pain on emotional or physical stress called angina. What causes this is the laying down of a fatty substance, called cholesterol, in the wall of the artery, which gradually blocks the vessel and may close it completely.

How does cholesterol get into the blood? It results partly from a diet rich in fats of animal origin, such as butter, cream, cheese, rich cuts of beef, ham and bacon, egg yolk, and saturated cooking fats, such as ghee. (*Based on the Heart in Sarah Freeman, Study Strategies in English.*)

Breast Abscess is a collection of pus in the mammary gland, usually in a woman who is lactating (producing milk). Breast abscesses develop if acute mastitis (inflammation of the breast, usually due to infection) is not treated promptly with antibiotic drugs. They occur most commonly during the first month after a woman’s first delivery. II) The initial

symptoms are the acute mastitis: the breasts become increasingly tense and tender, and the woman may also develop fever and chills. The abscess develops in one area, which becomes very firm, red and extremely painful. III) Simple analgesic drugs, such as paracetamol, provide some relief. The abscess is treated by surgical incision and drainage of the pus under general anaesthesia. Breast infections can be prevented by clearing and drying the breasts carefully after each feed. Breast abscesses are less likely to occur if the breasts are emptied regularly, making engorgement (overfilling) and the development of mastitis less likely. (*From A complete Family Health Encyclopaedia: the British Medical Association; 1996*).

Edible oils are an important constituent of Indian diet. Besides being a source of energy, they add a special flavour to food and provide a lubricating action to body-tissues. In recent years, their associations with different human diseases and their adulteration have become a health problem for people. A variety of cooking oil are commonly used in different parts of the country. The major sources are groundnut oil (14,00,000 tonnes), mustard oil (6,00,000 tonnes) and sesame and coconut oil (1,50,000 tonnes). Sunflower oil (1,00,000 tonnes), safflower oil (25,000 tonnes) and soya bean oil (10,000 tonnes) have also become popular. Groundnut and sesame oil are common in the west coast and central India; coconut oil in the south; mustard oil in Bengal, Bihar and Orissa in the east, and Kashmir in the north. The annual per capita consumption of edible oil in the country was about 6 kg in 1984, which is lower than the world average of 11 kg and the average of 26 kg in developed countries. It is higher in the high socio-economic status group due to their use of fried preparations. It is however desirable that the daily intake of fat should not contribute more than 15%- 20% calories in the diet. (*From Science Reporter, September 1987*)

The chordates are a large and highly diverse animal group, which comprises vertebrates or animals with backbones (often referred to as the higher chordates), as well as a group of animals which lack vertebrae but which resemble vertebrates in other important respects. These are referred to as protochordates or lower chordates. The vertebrates are divided into five classes: fishes, amphibians, reptiles, birds and mammals. Each of these five classes can be further subdivided into smaller groups: for example, mammals can be classified into 18 groups, known as orders. Examples of orders are marsupials (such as kangaroos), primates (including man and monkeys) and carnivores (including dogs and cats). The class of reptiles consists of five orders: examples of these are crocodilians including crocodiles and alligators) and squamata, examples of which are snakes and lizards. *From: Larousse Encyclopedia of Animal Life (Hamlyn)*

The economic system of any country is largely dependent upon the efficiency of its transport system. Without the help of a good transport system, the expansion in national and international trade would never take place. Broadly, the means of transport both for

purposes of trade and social activity can be classified into three main divisions: land, water and air. We are, here, concerned with transport for trade. Of all the forms of transport, road transport has shown the greatest growth in recent years. Road transport is also used as a complementary means of transport. Road are indispensable links for carrying goods and people to and from railway stations, ports and airports.

Transport by road may be both vehicular and non-vehicular. Non-vehicular transportation includes both animal and man. Animals such as horse, mules and yaks are frequently used for carrying goods and passengers in hilly areas. Camel is the only means of transport in desert areas. Man is also sometimes used to carry goods. In hilly areas, porters and coolies carry goods on their backs and heads. This type of transport is generally used when animals, carts or vehicles cannot be used. Vehicular transport in developing countries includes the ancient bullock carts, as well as the modern automobiles. The invention of the automobiles has been of great significance to modern industry and commerce because of their high speed and low cost per kilometre. The introduction of the railways has been vital in the growth of industrialization. Railways are useful in carrying heavy and bulky goods over long distances. They are especially favoured because, unlike other modes of transport, they are unaffected by weather conditions.

Water transport is one of the oldest forms of cargo transport. Though it is slow, it is the cheapest form of transport. Water transport includes inland transport and ocean transport. Inland waterways are rivers and canals. While rivers are “naturally” created, canals are artificial waterways. Inland waterways are not always reliable. Sometimes rivers change their course abruptly, which may cause dislocation of traffic. In times of drought they may run dry. Ocean or sea transport is very important for the growth of foreign trade of any country, especially as it is cheaper than air transport. It is particularly useful for carrying bulky goods over long distances, especially when time is not the essential factor.

The greatest advantage of air transport is that it has reduced the time and distance barrier to a great extent. However, air transport is the costliest means of transport because of the high cost of planes, their operation and maintenance. It is generally used rather sparingly for carrying light freight.

Rabies is a disease transmitted to man by the bite of rabid animals, particularly dogs. The virus is carried by the bloodstream to the central nervous system and the brain. The symptoms of rabies can take from a few days to about six months to appear. The symptoms include thirst with revulsion for water when the patient is offered it. In fact, the patient has difficulty in swallowing liquids. A rabies victim dies a very painful death, following high fever, paralysis and convulsions. *(From Study Skills - Note making and Summarizing, Writing Skills, IGNOU Certificate in Communication Skills/pdf)*

The two forerunners of modern man, bearing several human features, were the Neanderthal and Cro-Magnon men. While the former suddenly disappeared, the latter evolved into

modern man. With his prominent chin, high-bridged nose, and small, even teeth, the Cro-Magnon man could well be mistaken for a present-day human being. The Neanderthal man, however, was different in many ways. Although his brain was as large as modern man's, it was enclosed in an unusually large skull. The face was distinguished by a massive jaw with large front teeth, probably required for eating raw meat. The Neanderthal man was rather short, about one and a half meters in height. With regard to eating habits, the Neanderthal man remained quite primitive. Since he was a skilled hunter, he ate the flesh of the animals he hunted and killed. The women gathered wild fruit, which also formed part of their diet. The Cro-Magnon man was also a skilful hunter, but at a later stage cultivated his crops and even raised animals. The Cro-Magnon man was the first artist in the world. There were several cave paintings, stone engravings and carved figures which bear this out. He attempted to create his daily life through his art. The Neanderthal man attempted this too, but his drawings of the tools he used and the animals he hunted were rather crude. (egyankosh.ac.in/bitstream/123456789/10710/1/Unit-22.pdf)

Earthworms are the answer for every garden problem, according to Harold John Weigel. They can increase crop production, turn and freshen soil, and produce faster growth. Simply take care of the earthworms, and the earthworms will take care of the garden. Weigel is extremely enthusiastic about earthworms. They are tremendous creatures, "the intestines of the Earth," Weigel says quoting Charles Darwin. Weigel is so excited about the benefits of worms that he is writing a book about them. He gardens using thousands of earthworms. He has persuaded his wife to put worms in her houseplant pots. He even suggests eating worms, which he claims, are 70 per cent protein. He has dreams of armies of earthworms helping to replace topsoil in the 74 country. It is a fact, he says, that topsoil is disappearing every year through erosion. Wind and water carry away the soil and nature needs centuries to replace it.

Within one year, one thousand earthworms and their descendants can change approximately one ton of organic matter into one of the higher yield growing materials known, according to Weigel. Worms eat organic material and produce what is known as worm castings. If 1,000 pounds of earthworms are working on one acre of land every twenty-four hours, they will produce 1,000 pounds of castings that function as high-grade topsoil. They produce the same amount of topsoil in one day that nature could produce in 700 years through decomposition and erosive forces such as wind and rain. Planting garden in worm castings offers plants more than just all the necessary nutrients. For example, castings are very porous, and water flows easily through them. They are very absorbent, being able to hold water easily. In addition, worms tend to be happiest around the roots of plants. Water can then flow directly to roots through the worm channels. The worms create a planting area of even consistency. Thus, the earthworms act as natural ploughs. Worms offer all these benefits, yet they make few demands. They need only moisture, darkness and food from the soil. Wiegel gets his information on the benefits of earthworms from books and

from the Worm Growers Association. That little-known group, which is active in many states, suggests that commercial farmers reintroduce earthworms in place where they have been killed through the use of synthetic fertilizers and other gardening chemicals.’ (From Zukowski-Faust, J. Johnson, S.S and Atkinson, C.S. *Between the Lines*, Copyright © 1983 by Holt, Rinehart and Winston Inc., reprinted by permission of the publisher.)

Aging is defined as the process of progressive deterioration in the structure and function of the cells, tissues and organs of the organism as it grows older. The area of developmental biology which is concerned with the study of the processes of aging is known as gerontology. We still do not know enough about the process and causes of aging, although many theories have been proposed to explain this phenomenon. Some biologists suggest that adverse changes in the environment are the causes of aging in the organisms. Others believe that aging is an intrinsic genetic property of the cells of an organism. According to a compromise theory, aging is due to an interaction between hereditary factors (genes) and the environment. We know, for example, that domestication of animals increases their life span. Another theory proposes that the cells and organisms with a high rate of metabolism age more rapidly and die sooner than those with a relatively lower rate of metabolic activity.

A more recently proposed immunity theory of aging suggests that the decline and disappearance of the thymus gland by late middle age in man is the primary cause of aging. With the disappearance of this gland, the defences of the body against foreign invasion weakens, and, at the same time, the number of defective, abnormal and harmful cells produced in the body itself goes up. This results in increasing damage and destruction of the tissues.

While each theory of aging is supported by some evidence, none of them comprehensively explains this phenomenon. A theory which explains aging in all kinds of organisms can be formulated only when more facts are known about aging processes in a variety of species living under different conditions. (*Adapted from Biology, a textbook for Higher Secondary Schools, Classes XI-XII, NCERT.*)

Although we cannot see it, taste it, or smell it, the air that surrounds the earth is vital for life. It provides the gases needed for human, animal and plant life. Of these gases, oxygen makes up about 21 percent and nitrogen about 78 per cent of the volume of dry air. Other gases, such as argon, carbon dioxide, hydrogen, neon, krypton and xenon, comprise the remaining one per cent. The amount of water vapour and its variation in amount and distribution is of great importance in weather changes. The atmosphere has no definite upper limits, but gradually thins until it becomes imperceptible. However, the atmosphere has three well-defined layers. The layer of air next to the earth, which extends upwards for about ten miles, is known as the troposphere. Most of the air and water vapour are in the troposphere. It is the warmest part of the atmosphere because most of the solar radiation

is absorbed by the earth's surface, which warms the air immediately surrounding it. The temperature decreases by about 11.20C for every mile as one travels upwards through the troposphere. Most of the features that govern our weather, including most clouds and wind systems, occur in the troposphere. Strong winds moving at more than 160 kms an hour are located at the upper levels of the troposphere. These are known as JET STREAMS and are important to pilots of jet aircrafts who fly in this zone.

Above the troposphere to a height of about 50 miles is a zone called stratosphere. The stratosphere is separated from the troposphere by a zone of uniform temperature called the tropopause. Within the lower portions of the stratosphere is a layer of ozone gases which filters out most of the ultraviolet rays from the sun. If this zone was not there, the full blast of the sun's ultraviolet light would burn our skins, blind our eyes, and eventually result in our destruction. Within the stratosphere, the temperature and atmospheric composition are relatively uniform.

The ionosphere extends to a height of 300 miles above the earth. The air, here, is extremely rarefied. It is called the ionosphere because it consists of electrically charged particles called ions, thrown from the sun. The northern lights (aurora borealis) originate within this highly charged portion of the atmosphere. Its effect upon weather conditions, if any, is as yet unknown. (*Adapted from Caxon Atlas of the Earth*)

Like rivers, trees are our natural wealth. Trees prevent erosion or washing away of the soil. The thick roots of the trees absorb large quantity of water, hence reduce the danger of the flood by checking the flow of water. Trees provide a home for wild animals they produce many kinds of timber. To keep the air clean, trees are needed. We must grow more and more trees in and around our houses. "Grow more Trees" is a programme, patronized by the Indian govt. Under this programme, we plant new trees every year. This scheme has a great significance cutting down trees has resulted in the imbalance of environment. Trees are important not only to human beings but also to birds and animals. Their branches give shelter to millions of birds, and the forests support the life of wild animals. (mpbse.nic.in/12th/english-gen/english-gen-2.pdf)

10

CURRICULUM VITAE

Estimates show that India has more than 50% of its population below the age of 25 and more than 65% below the age of 35. It is expected that, in 2020, the average age of an Indian will be 29 years. This is an impressive figure, isn't it? To build a powerful nation with this younger generation, the state and central governments are focussing on creating better employment opportunities for the youth. So youth should grab the opportunity to get a good employment thereby improving the standards of both their lives and that of the country.

Let us look at the newspaper advertisement



WALK-IN-INTERVIEW

NCL Industries Ltd., Hyderabad, a 35 years old listed company engaged in the manufacturing of Cement and Building Materials, is looking for young & bright candidates for the following positions in Rayalaseema Region.

Area Sales Manager (Kurnool)

Qualification: MBA (Sales & Marketing) / Graduate in any stream with minimum of 8 years' experience in sales.

Sales Officer (Tirupati, Anantapur & Kadapa)

Qualification: MBA (Sales & Marketing) / Graduate in any stream with minimum of 3 years' experience in sales.

Skills: Should be quite conversant with local markets and a self driven go-getter.

Interested candidates are advised to appear for the interview with latest resume and photograph.

Date of Interview: 24.04.2019, Time: 10 am to 4 pm

Venue:

M/s NCL Industries Ltd., HC No.8-125, D.No.39A, Adj. Gayathri Narsing Home, Near BSNL Tel. Exchange, TUDA Plots, RC Road, Tirupati - 517501

Contact Number: 9121207180

Email ID: careers@nclind.com www.nclind.com

We come across such advertisements regularly in various newspapers. But when you go straight away to the employer to face an interview, you may lose the opportunity to get the job. Hence it is necessary to give the details of your education, work experience, etc. in a good format to the employer beforehand to be called for an interview. Such formats are called Curriculum Vitae/ Resume.

Why do we need CV/Resume?

Generally, a prospective company spends more money on advertising. Why does it spend much? As the saying goes "first impression is the best impression", advertising is a marketing technique to grab the attention of the public to promote their products or ideas in order to get profit. Likewise, a good job seeker uses his skills and techniques to attract the attention of a

prospective employer by advertising himself in the form of a good CV/Resume. It is a powerful tool to make a good impression on the employer which can boost up the chances of getting a job. So it is worth spending time and effort in preparing a CV/Resume while presenting yourself in this competitive world. Thereby, the chances of getting an interview will be increased.

Now let us know the difference between a CV and a Resume:

CVs and resumes both have similar purposes that provide key information about your skills, experiences, education, and personal qualities that show you as the ideal candidate. Curriculum vitae, often called a CV, tends to be used more for scientific, teaching and research positions than a *resume*. Thus, CVs tend to provide great detail about academic and research experiences, where Resumes tend toward brevity and restricted to one or two pages, CVs demand completeness. Unlike Resumes, there is no set format for CVs. CVs do not have the one-page rule of Resumes, you need to walk the line between providing a good quality of depth to showcase your qualifications and attract potential employer interest.

The below table shows the clear division between a CV and a Resume.

	Curriculum Vitae (CV)	Résumé
Origin and Definition	Latin, “course of one’s life”	French, “to summarize”
Goal	Describe accomplishments with great detail; focus on how these relate to career plans	Describe accomplishments briefly; leaving out extra details
Primary Function	-Comprehensive list of accomplishments; -applications for academic positions or jobs associated with colleges/ universities, advanced research, fellowship, etc.	-Brief list of accomplishments; -applications for jobs in industry.
Length	Long (2 pages or more)	Short (1-2 pages)

While writing a CV/Resume keep these points in view

- 0 The draft must be relevant to the position you are applying for.
- 1 The information must be precise and up to the point.
- 2 Update your profile whenever you apply for different jobs.
- 3 The aim of your CV/Resume is to show the reader at a glance your profile and convince him/her that you are the candidate they are looking for.
- 4 The employer bases his/her opinion when he goes through your CV/Resume. In order to make your CV/Resume impressive you need to prepare it every time you apply for a job keeping in view of the requirement for that position.

- 5 Do not use the same CV/Resume for two different jobs as they may not require the same qualifications and experience.

Sequence generally followed in a Resume

a) The Heading	Name, Address, Age, Date of Birth, Telephone/Mobile No, Email ID
b) Objective	State a clear practical objective related to the job
c) Education	Educational qualifications are always written in reverse chronological order. Begin with the most recent degree. The other exams you have passed will follow in a descending order.
d) Work Experience	Give details of previous work experience; the name of the company, job title, length of service, role and responsibilities you took in the previous work. If you are a fresh graduate and not having the work experience you can state your skills and qualities you might have developed in school or college by participating in extra-curricular activities.
e) Strengths	Strengths talk about your attitude. Include the strengths which are required for the job you are applying. e.g. Good communication skills are essential for a Manager in a Business firm.
f) Other details	Provide information regarding other things such as number of languages known, hobbies towards the end of the Resume.
g) References	Names and addresses of at least two references(if required)
h) Cover Letter	Resume should be covered with a cover letter. It should reflect your confidence and should contain the success you have achieved or problems you have solved, related to the type of work for which you are applying. It should not be more than one page long and written in a standard business letter format.

Sample Resume

Now prepare a Resume based on the above format. In this Resume, Dandi Deepa is applying for the position of Area Sales Manager in the reputed NCL Company based on the newspaper advertisement given at the beginning of this section.

DANDI DEEPA

45/24, Teachers Colony
Venkata Ramana Colony Road No.-4
KURNOOL-518003
Mobile: 8500012340
kdeepa@gmail.com

OBJECTIVE

A position as Area Sales Manager in a reputed company.

EDUCATION**2009-2011**

MBA (Sales & Marketing)
Sri Padmavati Mahila Visvavidyalayam, Tirupati, 81% aggregate.

2006-2009

B.Com(General)
Silver Jubilee College (Autonomous), Kurnool, 76% aggregate

2004-2006

Intermediate (C.E.C), Board of Intermediate Education, AP
Govt. Junior College (Town), Kurnool, 82.5% aggregate

2004

SSC, Board of Secondary Education, AP
Govt. Girls High School, Kurnool, 80% aggregate

WORK EXPERIENCE**2011-2016**

Worked as Sales Officer for five years in XYZ Company, Vijayawada.

2016-Present

Working as Area Sales Manager for three years in Abhiram Industries, Ananthapuramu

STRENGTHS

Good communication skills, Problem solving and Managerial skills, Good motivator and co-ordinator.

ADDITIONAL INFORMATION

Languages known: English, Telugu and Hindi

Hobbies: Reading books and listening to music

Father's Name: Sri Dandi Gopal Rao

References: Available on Request

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Place: Kurnool

D.Deepa

Date: 23 April 2019

SIGNATURE

A cover letter which is to be sent with the CV/Resume of Dandi Deepa is given below

DANDI DEEPA

45/24, Teachers Colony

Venkata Ramana Colony Road No.-4

KURNOOL-518003

Mobile: 8500012340

kdeepa@gmail.com

23 April 2019

The Manager

M/s NCL Industries Ltd.,

Gayathri Nursing Home, Near BSNL Tel.Exchange

TUDA Plots, RC Road, Tirupati-517501

Dear Sir

APPLICATION FOR AREA SALES MANAGER

In response to your advertisement in the Eenadu newspaper of April 23, 2019 for the post of Area Sales Manager, I am enclosing my resume for your consideration. I feel I have the required qualifications and skills for the position in your industry.

I completed my academics with good percentage. Moreover, my work experience in the area you have asked for is very effective and always I worked for the benefit of the companies and proved myself worthy in the positions I held.

I am excited to see your job listed in the newspaper. I have been looking for exactly this position, and I think that my work experience and related skills will be an excellent match for your needs.

You can call me for an interview on any day convenient to you.

With best regards

Yours faithfully

D. Deepa

(DANDI DEEPA)

Attachments: Resume, letters of recommendation and application

Activity

Prepare a Resume on your own, in the space provided, based on the Advertisement given below

Wanted a young and dynamic candidate to work as a tourist guide at Hampi. Must be a graduate with good academic record. Bachelor's degree in Tourism Management with five years field experience is a must. Good communication skills in English and French is compulsory. Send in your detailed CV within 10 days to Department of Tourism, Bengaluru, Karnataka.

OBJECTIVE	
EDUCATION	
WORK EXPERIENCE	
STRENGTHS	
ADDITIONAL INFORMATION	
DECLARATION	
Place: Date:	Signature

Note Add a covering letter to the above Resume.

Exercises

Prepare Curriculum Vitae in response to the following advertisements

ICMR-NIRT, Chennai, requires Data Entry Operator with good knowledge of MS-Office, Mail Wizard. Good communication skills and good presentation skills with two years of experience are other requirements. Apply with a detailed CV.

Applied technology, Vijayawada is looking for Chief Accountant who shall manage the finance department with good coordination skill. Must be a graduate in finance and accountancy with minimum 10 + years of experience. Walk-in-interview with your Resume at 44/A2, Birla Compound, Vijayawada on 25th May between 10 a.m. and 1 p.m.

Work as HR executive and earn comfortable salary. You should be a graduate with 25 years of age with 2 years of experience in the concerned field. Mail your CV to aasaraedu@gmail.com.

KBR group is looking for a dynamic and rewarding Electrical Engineers to work for them. Must be an engineering graduate. Post-graduation in engineering is preferable. Should have at least 5 years of experience. Mail your detailed CV [to recruit@kbr.com](mailto:to_recruit@kbr.com).

Want to teach CBSE students with good income? Then CS Academy, Erode, Tamilnadu is looking for qualified, experienced and enthusiastic teachers to teach English in CBSE pattern. Experience in CBSE or International schools is preferred. Apply with a detailed CV and mail to jobs.erd@csacademy.in.

Shanthi Ram General Hospital requires Nurses to work in their hospital. Young and enthusiastic women candidates completed graduation in nursing can apply. Good communication skills and skill in individualized care are essential. Apply and send your detailed resume to Shanthi Ram General Hospital, Opp. R.G.M. engineering College, Nandyal, Kurnool (Dt.)

Priya Construction Company requires store keeper with attractive salary. Candidates with Intermediate and 2 years of project experience may apply for the post. Send your resume to Priya Construction Company, Boyalapalem Village, Yedlapadu Mandal, Guntur (Dt.)

Wanted creative content writers for a reputed company in Vijayawada. Candidate with Post-graduation may apply. Good fluency in English and internet skills are required. Salary negotiable. Mail your resume to web.vijawada@gmail.com

CIL Insurance Company requires Sales Managers presenting good salary and incentives. Candidates with graduation with 2 years of experience in insurance sector are preferred. Walk in interview with your updated resume to the office on 28th June between 11 a.m. and 5 p.m.

Urgently required receptionist for Hotel Surya, Kakinada. Minimum qualification bachelor's degree. Good looking and good communication skills besides fluency in English are essential. Interested candidates may walk in interview with the detailed CV on 5th May at Hotel Surya, Kakinada.

Prepare Resume based on the information given below

M. Suman Karthik- aged 28 years- M.A(English) B.Ed.,-good communication and problem solving skills- -M.A from S.V.University, Tiruati-72%. B.A(Adv. English)- Govt. Degree College (Autonomous),Ananthapuramu- 76%- B.Ed-S.K.University, Ananthapuramu-Intermediate (HEC)- Govt.Junior College, Ananthapuramu-teacher in English for three years- applying for Junior Lecturer in English post- St. Joseph's Junior College, Ongole.

Pocha Sumalatha - aged 22 years- B.Sc.(CS)- 79% marks- Govt.Degree College, Visakhapatnam- Intermediate(MPC)-88%- Govt. Junior College, Anakapalli-SSC-90%- Govt. high School, Anakapalli- applying for the post of System Analyst- Mozaic Software Company, Visakhapatnam.

Guidelines to fill a form

Select the right form to fill.

Before filling a form, read the instructions carefully that comes along with the application form. Fill the application with BLACK/BLUE ink according to the instructions. Use BLOCK LETTERS/CAPITALS wherever necessary. This is to make the information very clear and easy to read or easy to scan by a computer.

Go through the form once cautiously and keep all the essential information with you before you start filling the form, so that you can fill the information quickly and easily.

Make a photocopy of the original form and fill it first, before filling up original application form, to avoid mistakes. Moreover, it is very helpful for your future reference if you keep an extra copy.

Sometimes when filling out an application form you might not have all the details. It is better to put a small line where the instruction in the form is **don't leave a blank**.

When you have a form with boxes to fill in make sure to fill one letter/number in each box and leave a box space between each word.

When you have to enter the date in the boxes, make sure the order in which it needs to be done. In some forms, DDMMYYYY format is used. In some other MMDDYYYY format is used.

Tick (✓) appropriate boxes if applicable and if not put an **X** mark.

Give exact address including mobile/landline number and exact PINCODE so that the correspondence could be accurate.

Paste a photograph exactly in the column provided, if asked. Make sure you use a recent colour/ black and white photograph of correct size. Paste a passport or stamp size whichever is asked for. If you are filling an ONLINE form, make sure to upload a photograph of required size and dimension by scanning it.

Sign in the application form in the relevant box provided, strictly in the space provided without the signature touching the boundaries so that it can be scanned neatly. If it is to be signed online, first sign it on a neat white paper and then scan it from a scanner to fit the signature in the column provided for it in the online application form

If there is something on the form you do not understand, ask for help.

For convenience we can divide forms into two categories:

Online forms

Offline forms

1) Online forms

We see different types of forms that are to be filled online. Nowadays the educational institutions, universities and job recruiting agencies are following the process of online form filling for the intake of candidates. Such trend comes in vogue with the change of time and technology. The use of computer and the introduction of android mobile phones made this thing possible. This type of online form filling saves time, money, and it is safe and secure from tam-pering. There are many times you are asked to fill an online form.

For example

Applying for a passport

Applying for an entrance test (e.g. EAMCET, POLYCET, UG/PGCET)

Applying for jobs (e.g. UPSC, APPSC, DSC)

Applying for a subscription (e.g. subscribing for a newspaper or magazine)

Applying for voter id

Signing up for an email id

Look at and fill in the online form given below:

The image shows a sample online registration form. It contains the following fields and sections:

- Name**: Two input fields for 'First' and 'Last' names.
- Choose your username**: A single input field with a placeholder '@gmail.com'.
- Create a password**: A single input field.
- Confirm your password**: A single input field.
- Birthday**: A dropdown menu for 'Month', and input fields for 'Day' and 'Year'.
- Gender**: A dropdown menu with the placeholder 'I am...'.
- Mobile phone**: A dropdown menu for the country code (showing India) and an input field for the number, with '+91' pre-filled.
- Your current email address**: A single input field.
- Location**: A dropdown menu with 'India (भारत)' selected.
- Next step**: A blue button at the bottom right.

2) Offline forms

BANK FORMS

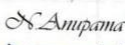
Money is kept in a saving account in a bank or post office for the purpose of safety as well as for the interest that is accrued. While opening an account in a bank, certain documents such as proof of identity and address need to be submitted, along with photos, introducer's signature and, preferably, a copy of the PAN card. A stipulated minimum balance must be maintained in the account. A higher balance is mandatory if cheque book facility is availed of. Money can be withdrawn from the account and also deposited, whenever required. The transactions are recorded in a passbook issued to the customer. Some banks, however, give print-outs only.

Large scale reforms have been undertaken in the banking sector over the last few years. The customer today enjoys facilities which were unheard in the past. With the introduction of CORE Banking, a customer can draw money, not only from of the branch where he has an account, but from any other branch of the bank too. Similarly, he can even deposit cheques in any branch of the bank and not just the home branch. ATMs and Internet Banking too have changed the face of banking. Today, because of centralized computerized banking, all account numbers, new as well as existing ones, are of 10 digits or more. The format of some of the pay-in-slips' and other bank forms has changed, reflecting the new changes that have been introduced in banking.

WITHDRAWING MONEY

- 0 By Withdrawal Form - The depositor has to go personally to the bank. The withdrawal form must always be accompanied by the passbook.

Study closely the filled in form and attempt the exercise. Remember to write 'only' after writing the amount in words.

 आन्ध्रा बैंक Andhra Bank (भारत सरकार का उपक्रम / A Govt. of India Undertaking) ASHOK NAGAR शाखा Branch		अपरक्राम्य. समाशोधन में देय नहीं Not Negotiable. Not Payable in Clearing		कंप. सं. Comp. No. 11103	
नकद CASH	अंतरण TRANSFER	टोकन नं. Token No.	लेनदेन आईडी : Tran ID :		
बचत बैंक आहरण पर्ची SAVINGS BANK WITHDRAWAL FORM सं. No.:KT 468707			दिनांक Date : 12-07-2019		
खातेदार (रों) के नाम Name(s) of Account Holder(s)		N. ANUPAMA			
खाता सं Account Number		0 2 9 3 1 0 0 0 1 2 9 9 7 - 0 0			
कृपया स्वयं को/आपको Please pay Self/Your Self for the purpose of _____ के लिए रुपया Rupees FIVE THOUSAND मात्र अदा करें only.					
नकदी भुगतान के लिए "नकद भुगतान करें" स्टाम्प लगाइए / Affix PAY CASH Stamp for cash payment		₹ 5000/-			
प्रविष्टि की गई Entered	दर्ज किया गया Posted	सत्यापन किया गया Verified		 खातेदार (रों) के हस्ताक्षर / अंगूठा निशान Signature(s) / Thumb Impression(s) of the account holder(s)	
ऑपरेटर/अधिकारी Operator/Officer आईडी नं. ID No.:	ऑपरेटर/अधिकारी Operator/Officer आईडी नं. ID No.:	सत्यापन अधिकारी Verifying Officer आईडी नं. ID No.:			
नोट : यह चेक नहीं है. यह आहरण पर्ची खात-शाखा में ही देय है. सभी लेनदेन के लिए खातेदार को आहरण पर्ची को पासबुक के साथ स्वयं प्रस्तुत करना चाहिये. अन्यथा भुगतान नहीं किया जाएगा. Note : This is not a cheque. This Withdrawal Form is payable only at the Account Branch. For all transactions the account holder should personally submit the Withdrawal Form along with the relative passbook. Otherwise payment will be refused.					

Exercise

You are Mr. Ahmed Hussain. You have a savings bank account in Gandhi Nagar branch of Andhra Bank. Your Account No. is 105672349873214. Withdraw an amount of Rs.1500/- by filling the SB withdrawal form.

 आन्ध्रा बैंक Andhra Bank (भारत सरकार का उपक्रम / A Govt. of India Undertaking)		अपरक्राम्य, समाशोधन में देय नहीं Not Negotiable. Not Payable in Clearing		कंप. सं. Comp. No. 11103
नकद CASH	अंतरण TRANSFER	टोकन नं. Token No.	लेनदेन आईडी : Tran ID :	
शाखा Branch		दिनांक Date :		
बचत बैंक आहरण पर्ची SAVINGS BANK WITHDRAWAL FORM सं. No.: KT 468707				
खातेदार (रों) के नाम Name(s) of Account Holder(s)				
खाता सं Account Number				
कृपया स्वयं को/आपको Please pay Self/Your Self for the purpose of _____ के लिए रुपया Rupees _____ मात्र अदा करें only.				
नकदी भुगतान के लिए "नकद भुगतान करें" स्टाम्प लगाइए / Affix PAY CASH Stamp for cash payment ₹				
प्रविष्टि की गई Entered	दर्ज किया गया Posted	सत्यापन किया गया Verified		
ऑपरेटर/अधिकारी Operator/Officer आईडी नं. ID No.:	ऑपरेटर/अधिकारी Operator/Officer आईडी नं. ID No.:	सत्यापन अधिकारी Verifying Officer आईडी नं. ID No.:	खातेदार (रों) के हस्ताक्षर / अंगूठा निशान Signature(s) / Thumb Impression(s) of the account holder(s)	
नोट : यह चेक नहीं है, यह आहरण पर्ची खाता-शाखा में ही देय है, सभी लेनदेन के लिए खातेदार को आहरण पर्ची को पासबुक के साथ स्वयं प्रस्तुत करना चाहिये, अन्यथा भुगतान नहीं किया जाएगा. Note : This is not a cheque. This Withdrawal Form is payable only at the Account Branch. For all transactions the account holder should personally submit the Withdrawal Form along with the relative passbook. Otherwise payment will be refused.				

Withdrawal by Cheque:

- 0 Self
- 1 Bearer
- 2 Account payee

Study the filled in cheque and attempt the exercise that follows:

 बैंक ऑफ इंडिया चकाला शाखा मुंबई, महाराष्ट्र - 400 093 IFSC : BKID0000067		BANK OF INDIA CHAKALA Branch MUMBAI, MAHARASHTRA, 400 093		0 5 0 1 2 0 1 9 D D M M Y Y Y Y
Pay K.L. DEEPA		या धारक को Or Bearer		
रुपये Rupees SEVEN THOUSAND FIVE HUNDRED		अदा करें ₹ 7500/-		
खा. सं. A/c No.	20294653331			
PAYABLE AT ALL OUR BRANCHES IN CLEARING				
s, mohanaavalli Please sign above				
003401 4000130121 009989* 11				

Exercise

You are Mr. Johnson D'Souza. Your Account No. is 100029035676.

Issue today the crossed cheque in the name of Ms. Mary Mohanthly for Rupees thirty five thousand four hundred. Fill in the relevant details and sign the cheque.

Use the same format and issue today a bearer cheque to Ms. Shameem Rehman for Rupees six thousand nine hundred only.

Use the same format and draw personally Rupees fifteen thousand today.

B) DEPOSITING MONEY

When you deposit money in the Savings Bank Account you have to take a SAVINGS BANK ACCOUNT PAY-IN-SLIP and enter the details. The slip has two parts. The smaller one is called the counter foil which is returned to you as a record after the transaction is completed. The longer slip is retained by the bank. If the deposit is made through a cheque/DD the details are to be entered in the pay-in-slip.

ICICI Bank		SAVINGS/खाता संख्या	DEPOSIT SLIP/ जमा पर्ची	Date / तारीख 05-06-2019
ACCOUNT NUMBER / खाता संख्या	3 4 1 0 0 0 1 2 2 4 4 0	CREDIT CARD NUMBER / क्रेडिट कार्ड नंबर	1) CONTACT NO. / संपर्क संख्या	Account holder's Branch / खाता धारक की शाखा: GIPSON COLONY
PAN No. of account Holder / पैन खाता धारक की संख्या	9 8 8 4 4 2 2 0 1 5		2) CONTACT NO. / संपर्क संख्या	
Name of Account Holder / खाताधारक का नाम	R. SAMPATH KUMAR			
BANK / बैंक	BRANCH / शाखा	CHEQUE NO. / चेक नंबर	DENO /	PIECES / टुकड़े
			2000X	
			500X	3
			100X	
			50X	
			20X	
			10X	
			5X	
			OTHERS / अन्य	
Rupees in Words / शब्दों में रुपये	ONE THOUSAND FIVE HUNDRED ONLY	केवल / ONLY	TOTAL / कुल	1500
TRANSACTION ID. / लेनदेन आईडी	OFFICER'S SIGN. / अधिकारी हस्ताक्षर	VERIFYING OFFICER / की पुष्टि करने के अधिकारी	SIGNATURE OF DEPOSITOR / जमाकर्ता के हस्ताक्षर	R. Sampath kumar

Note: Please use separate deposit slip for CASH DEPOSIT, LOCAL, OUTSTATION & ICICI BANK CHEQUES.
 For cash deposit of Rs. 10 Lacs and above, customer has to furnish source of fund separately.
 *For cash deposit of Rs. 50,000/- & more, Please mention your PAN No. in your account.
 Customer should pay/deposit cash at the designated counters only.

ध्यान दें: नकद जमा, स्थानीय, बाहरी और आईसीआईसीआई बैंक चेकों के लिए अलग से जमा पर्ची का उपयोग करें।
 रुपये की नकदी जमा करने के लिए। 10 लाख और उससे अधिक ग्राहक को अलग से फंड के स्रोत प्रस्तुत करने के लिए है।
 * रुपये की नकदी जमा के लिए। 50,000 / - और अधिक, कृपया अपने खाते में अपने पैन नंबर का उल्लेख है।
 ग्राहक नामित काउंटरों पर भुगतान करना चाहिए / जमा नकदी केवल

Exercise

Deposit (today) an amount of ₹4800/- in the Savings Account of Mr. Ramana Gupta whose Savings Bank account No. is 022010011002715 (in ₹ 2000/- and ₹ 100/- denomination). His mobile no is 7500210345.

आंध्र बैंक Andhra Bank Counterfoil Date _____

Branch _____ Nature of A/c _____ with Branch _____

Name of A/c Holder _____

ACCOUNT NUMBER _____

PAN No.: or Form 60/61 as applicable to be submitted _____

Instalment For _____

Bank & Branch _____ Chq/DD No. _____ Date _____ Amount ₹ _____

Deposited Cash / Tended Cheques / DDs etc to the credit of the above said account

Rupees _____ Only _____

Details of Cash/Chq/DD _____

TOTAL _____

Cashier _____ Authorized-Signatory _____

Note: Cheques are subject to Realization

Round Stamp _____

Use separate slips for Cash, Tr. Clearing & Outstation Cheques

Pay-in-Slip CA/SB/OD/CC/Loan accounts

Comp. No. 11104

Date _____

For Office Use Only

Tran ID. No. _____

CASH DEPOSIT DENOMINATION

Notes	No.	₹
2000 X		
500 X		
200 X		
100 X		
50 X		
20 X		
10 X		
5 X		
Coins		
TOTAL		

Entered by with ID No: _____ Posted / Verified by with ID No: _____

Instant Credit Required: Yes ☐ No ☐ Phone: _____

Deposited by _____

Note: 1) For Cash Deposits ₹ 10 lacs and above please submit a declaration in the prescribed format about source of funds.
2) Bank is committed to implement BCSBI codes*

C) APPLICATION FOR A DEMAND DRAFT

The Demand Draft is drawn in favour of an institution or person or a business firm to whom the payment is to be made. It is necessary to mention the place where the DD is payable, the total payment for the draft includes the amount for which the DD is taken and the commission (also called Exchange).

Study closely the filled in Draft application form' and attempt the exercise which follows.

सिंडिकेट बैंक Syndicate Bank

आइक का रिकॉर्ड पर्चा / Customer's Record Slip

शाखा / Branch _____ तारीख / Date _____

मां.ड्रा./ड्रा.अं./ता.अं./पु.आ. / DD/MT/TT/PO on _____

शाखा पर / Branch _____

Favouring _____ के पक्ष में _____

रकम / Amount _____

विनिमय / Exchange _____

विशेष/ता.अ. / Miscellaneous/Tel. Chg. _____

कुल / Total _____

रुपय (शब्दों में) / Rupees (in words) _____

मात्र / only _____

अधिकृत हस्ताक्षर / Authorised Signatory _____

आवेदक का नाम / Name of applicant: **D. Manohar**

पता / Address: **Bradi peta, 2nd line, Guntur**

आवेदक के हस्ताक्षर और दृग्भाष सं. / Signature of Applicant & Telephone No.: **8884465652**

अधिकृत हस्ताक्षर / Authorised Signatory _____

सत्यापित / Verified _____

दिनांक / Date: **09/03/2019**

स्थान / Place: **Ambedkar Nagar**

नमा आई. नो. ए. सं. / Number of Cr. IBA _____

मां.ड्रा./ड्रा.अं./ता.अं./पु.आ. / Draw DD/MT/TT/PO on **Lakshmi Nagar**

किसके पक्ष में (डा.अं. के लिए खते का प्रकार और खाता संख्या का उल्लेख करें) / Favouring (for MTs state type of account and number)

मां.ड्रा./ड्रा.अं./ता.अं./पु.आ. सं. / DD/MT/TT/PO no.	मां.ड्रा./ड्रा.अं./ता.अं./पु.आ. सं. / Amount of DD/MT/TT/PO	विनिमय / Exchange	विशेष/ता.अ. / Misc/Tel. Chg.	योग / Total
	₹ 4200	₹ 00	₹ 50	₹ 4250
				₹ 00

रुपय / Rupees **four thousand two hundred** कुल / Total _____

मात्र / Only _____

स्था.खा.सं./सा.सु.र.सं. / PAN / GIR No. _____

(₹ 50,000/- और उससे अधिक राशि के लिए) / (For ₹ 50,000/- & above)

खाता सं. / Account No.: _____

Exercise

You are Mr. K. Sudheendra, resident of Kacheri Street, Tekkali. Apply (today) for a DD Rs.5500 (in Rs.500/- & Rs.50/-denomination) to be paid towards admission fee to The Registrar, Andhra University, Visakhapatnam- payable at Andhra University Campus Branch, Visakhapatnam.

The exchange to be paid as commission for Rs.5500 is Rs.50/-.

आन्ध्रा बैंक Andhra Bank
शाखा / BRANCH

मांग ड्राफ्ट आदायगी आदेश आवेदन फार्म
DEMAND DRAFT / PAY ORDER APPLICATION FORM

ड्राफ्ट नं./Draft No. _____ दिनांक/Date _____

ड्राफ्ट Draft On _____ पर

के पक्ष में In Favour of _____

₹ के लिए for Rupees _____ only

ड्राफ्ट / अ.आ. Draft / Pay Order				
विनिमय Exchange				
जोड़ Total				
कैशियर / Cashier				
अधिकारी / Officer	(रबड़ मोहर / Rubber Stamp)			

आन्ध्रा बैंक Andhra Bank

मांग ड्राफ्ट आदायगी आदेश आवेदन फार्म
DEMAND DRAFT / PAY ORDER APPLICATION FORM

मां. ड्रा. सं. / D.D. No. _____

शाखा / BRANCH दिनांक/ Date _____

ड्राफ्ट/अ.आदेश / Wanted DEMAND DRAFT / PAY ORDER On _____

शाखा / Branch पर _____

In Favour of _____ के पक्ष में चाहिए

₹ / for Rupees _____ only मात्र के लिए

ड्राफ्ट / अ.आ. Draft / Pay Order				
विनिमय Exchange				
जोड़ Total				
कैशियर / Cashier				
अधिकारी / Officer	प्रबंधक Officer / Manager			

नकद/Cash जंतण/ Transfer

क्रॉलिंग अधिकारी के हस्ताक्षर / Scrolling Officer's Signature

नोट Notes	सं. No.	₹
2000 x		
1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
जोड़ / Total		

आवेदक के हस्ताक्षर / Applicant's Signature

नाम NAME _____

खाता सं. A/c No. _____

D) DEPOSITING CASH IN A POST OFFICE ACCOUNT

Money can be saved in a Post Office also under different schemes. One of them is 'Post Office Savings Bank' in which money can be deposited and withdrawn as we do in a bank.

Study the filled in 'Post Office Savings Bank' form and attempt the exercise that follows.

डाकघर बचत बैंक
POST OFFICE SAVINGS BANK

Type of A/c SB/RD/MIS/TD/PPF —

LAWYER PETA

खाता संख्या/ Account No. **1234655430** दिनांक/Date **16-04-2019**

के नाम प्रदत्त/Paid into the credit of

नाम/Name **V. LAKSHMI DEVI**

रुपये/Rupees (in words) **NINE HUNDRED ONLY** **Rs. 900/-**

नकद/चैक/By cash/Cheque No. _____ दिनांक/Date _____ drawn on

बैंक के विवरण/(Bank name) _____

दण्ड रकम/Including default fee of Rs./आग्रिम जमा पर छूट/taking into account rebate of Rs. _____

जमा के पश्चात बकाया/(Balance after transaction) _____ DLT _____

बचत बैंक सहायक का हस्ताक्षर
Sing of the accepting official: _____

एस. बी.-103/S.B-103

Denomination

नोट Notes	सं. No.	रकम/Amount
2000 x		
500 x	1	500
100 x	4	400
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
सिक्के/Coins		
कुल/Total:		900

द्वारा/Deposited by **V. Lakshmi Devi**

Exercise

You are Mr. Rami Reddy. Your employer Mr. Rama Mohan has asked you to deposit Rs.3400/- (in Rs.2000 and Rs.100 denomination) in his Post Office Savings Account in Kadapa post Office. His account No. is 1200563. Fill in the form and deposit the money.

डाकघर बचत बैंक
POST OFFICE SAVINGS BANK
 Type of A/c SB/RD/MIS/TD/PPF → ①

एस. बी.-103/S.B-103

डाक घर/Post Office. ②

खाता संख्या/ Account No. ③ दिनांक/Date ④

के नाम प्रदत्त/Paid into the credit of नाम/Name ⑤

रुपये/Rupees (in words) ⑥ Rs. ⑦

नकद/चैक/By cash/Cheque No. ⑧ दिनांक/Date drawn on

बैंक के विवरण/(Bank name)

दण्ड रकम/Including default fee of Rs./आग्रिम जमा पर छूट/taking into account rebate of Rs.

जमा के पश्चात बकाया/(Balance after transaction) DLT.

बचत बैंक सहायक का हस्ताक्षर
 Sing of the accepting official.

द्वारा/Deposited by ⑧

Denomination	
नोट Notes	सं. No.
रकम/Amount	
2000 × 1	⑨
500 ×	
100 ×	
50 ×	
20 ×	
10 ×	
5 ×	
2 ×	
1 ×	
सिक्के/Coins=	
कुल/Total:	⑩

E) WITHDRAWING MONEY FROM A.P.O. ACCOUNT

You are Ms. Savithri. You have a post office savings bank account in Markapuram post office. You have sent Mr. Murali as a messenger to withdraw (today) an amount of Rs.1500 from your account. Your account No. is 1214563478.

WITHDRAWAL FORM (SB-7)

PASSEBOOK MUST ACCOMPANY THIS FORM
APPLICATION SIDE
 (To be filled by depositor)

Name of Post Office _____ Date _____

Type of account - SB/RD/TD/MIS/PPF/NSS/SCSS/PPF etc. _____

Account No. _____

NATURE OF WITHDRAWAL (Please Tick)

Interest _____

RD Half withdrawal _____

Any other (Please specify) _____

Please pay to self/messenger (whose name and signature are given below) the sum of Rs. _____ (In figures) Rs. _____ (In words)

Balance after withdrawal Rs. _____ (in figures)

Signature or thumb impression of depositor _____

Name of Messenger _____

Signature of Messenger _____

Signature or thumb impression of depositor _____
 [Required only if payment is required through messenger]

Initial of PA _____ Initial of APM _____

PAYMENT ORDER
 (For office use only)

Date _____

Pay Rs. _____ (in figures) _____ (In words)

Signature of Postmaster _____

Date Stamp _____

Acquittance
 (To be filled by depositor / Messenger)

Received Rs. _____ (both in words and figures)

Signature or thumb impression _____

Date _____

F) RAILWAY RESERVATION FORM

The railway reservation form is filled with relevant details to reserve seats or berths to perform journey by train. Indian railways introduced IRCTC that handles the catering, tourism and on-line ticketing operations for passengers introduced a mobile application through which one can reserve ticket online.

While filling in a railway reservation form, the details of the stations you desire to travel must be properly entered. The train number and name must also be written in the given column.

Study the filled in reservation form and attempt the exercise that follows:

RAILWAY RESERVATION / CANCELLATION REQUISITION FORM

If you are a Medical Practitioner Please tick () in Box ☒ (You could be of help in an emergency)					
If you want Sr. Citizen concession, please write Yes/No in box ☐ NO (if yes, please carry a proof of age during the journey to avoid inconvenience of penal charging under extant Railway Rules)					
Do you want to be upgraded without any extra charge? Write ☐ Yes/No in the box. (If this option is not exercised, full fare paying passengers may be upgraded automatically)					
Train No & Name: 18464, PRASANTHI EX.			Date of Journey: 12/10/2019		
Class: SLEEPER			No. of Berth / Seat: 4		
Station From: VIJAYANAGARAM			Station To: BENGALURU CANT		
Boarding At: VIJAYANAGARAM			Reservation Upto: BENGALURU CANT		
S.No.	Name in Block Letters (not more than 15 chars)	Sex (M/F)	Age	Concession / Travel Authority No.	Choice if any
1	Dr. M. APPALA NAYUDU	M	49		Lower / Upper Berth
2	M. PARVATHI	F	45		
3	M. PRIYANKA	F	20		
4	M. SAI LKESH	M	15		
					Veg / Non-veg Meal for Rajdhani / Shatabdi Express only
CHILDREN BELOW 5 YEARS (FOR WHOM TICKET IS NOT TO BE ISSUED)					
S.No.	Name in Block Letters	Sex	Age		

ONWARD / RETURN JOURNEY DETAILS

Train No & Name _____ Date _____
 Class _____ Station From _____ To _____
 Name of Applicant _____
 Full Address _____

M. Appala Nayudu
 Signature of the Applicant

FOR OFFICE USE ONLY

S.No. of Requisition _____ PNR No. _____
 Berth/Seat No. _____ Amount Collected _____

Signature of Reservation Clerk

- Note:
1. Maximum permissible passengers are 6 per requisition.
 2. One person can give one requisition form at a time.
 3. Please check your ticket and balance amount before leaving the window.
 4. Forms not properly filled or in illegible forms shall not be entertained.
 5. Choice is subject to availability.

Exercise

Reserve two berths for the following persons by Rayalaseema express (Train Number 17429) from Hyderabad to Tirupati on 04.04.2019 by Sleeper class. 1. Dr. Vijay Kumar (Age: 38 yrs.) Smt. Anusha (Age: 34yrs) 3. Master Nihal (Age: 3yrs). The name and address of the applicant are: Mr. Vijay Kumar, H.No. 242-5, Vidya Nagar, Tirupati.

RAILWAY						CM257
RESERVATION / CANCELLATION REQUISITION FORM						
If you are a Medical Practitioner Please tick () in Box (You could be of help in an emergency)						Dr. ☐
Train No & Name _____			Date of journey _____			
Class _____			No of Berth/Seat _____			
Station from _____			To _____			
Boarding at _____			Reservation upto _____			
S.No.	Name in Block letter(not more than 15 chars)	Sex (M/F)	Age	Concession/Travel Authority No.	Choice if any	
1					Lower/Upper berth	
2					Veg./Non-veg. Meal for Rajdhani/Shatabdi	
3						
4						
5						
6						
CHILDREN BELOW 5 YEARS (FOR WHOM TICKET IS NOT TO BE ISSUED)						
S.No.	Name in Block Letters	Sex	Age			
1						
2						
ONWARD/RETURN JOURNEY DETAILS						
Train No. & Name _____			Date _____			
Class _____			Station from: _____ To _____			
Name of applicant _____						
Full Address _____						
Signature of the Applicant/Representative						
Telephone No., _____		Date _____		Time _____		
FOR OFFICE USE ONLY						
S.No. of Requisition _____		PNR No. _____				
Berth/Seat No. _____		Amount collected _____				
Signature of Reservation Clerk _____						

G) APPLICATION FOR BUS PASS

APPLICATION FOR BUS PASS

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Application Form for Student Concessional Bus/Pass/ General Bus Ticket/ Physically Handicapped Bus Pass

Name of the applicant S/O, D/O

Age Residential address

journey particulars from To

(in case of student Bus Passes Only).

I do hereby apply for a student Concessional Bus Pass/ General Bus Ticket/
Physically Handicapped Bus Pass subject to the Rules and Regulations of APSRTC
by paying the requisite charges..

I certify that the particulars are true and correct.

Signature of Applicant.

CERTIFICATE OF THE HEAD OF THE SCHOOL / COLLEGE (in case of students)

I hereby certify that Sri/Kum./Smt

is a bonafide student of studying in class

His/Her date of birth is as per this Office Records.

Students Concessional Bus Pass/ General Bus Ticket/ Physically Handicapped Bus
Pass may be issued.

Admission No.

*Signature of the Head of the
School/College with Office Seal.*

Station Date

NOTE Physically handicapped person shall submit a certificate issued by a Government
Medical Officer not below the Rank of Civil Assistant Surgeon, indicating the
nature of disability, i.e Blind, Deaf & Dumb or Lane.

H) APPLICATION FOR ADMISSION TO A UNIVERSITY COLLEGE

JAIPUR NATIONAL UNIVERSITY, JAIPUR

School of Distance Education & Learning

Jagatpura, Jaipur-Agra Bypass Road, Jaipur (Raj.) - 302017

Programmes Approved by joint committee of UGC-AICTE-DEC

ADMISSION-CUM-EXAMINATION FORM

Note: All entries must be filled by the candidate himself / herself in capital letters.

Programme Name :

Specialization (Wherever applicable):

Lateral Entry ☐

Session:

January ☐ Calendar Year Batch

July ☐ Academic Year Batch

Paste your latest passport size photograph.
Avoid use of pin or stapler.

(Put a Tick mark ✓ in the appropriate box.)

Signature of the candidate (in box)

(Fill information below as per Secondary School Marksheet Only)

Name of the Candidate

Father's Name

Mother's Name

Mobile: E-mail:

Date of Birth (Attach proof of age): Nationality: INDIAN ☐ Others ☐ Specify Name.....

Male ☐ Female ☐ Category: GEN ☐ OBC ☐ SC ☐ ST ☐ SBC ☐ Others ☐

Urban ☐ Rural ☐ Married ☐ Unmarried ☐ Widow ☐ Emp. ☐ Un-emp. ☐

(Put a Tick mark ✓ in the appropriate box.)

Educational Qualifications :

S. N.	EXAMINATION	BOARD / UNIVERSITY	YEAR	% MARKS	SUBJECTS
1	10th (Secondary)				
2	10 + 2 (Senior Secondary)				
3	Graduation				
4	Post Graduation				
5	Any Other Qualification				

Attach self attested Photocopy of Marksheets

DECLARATION BY THE CANDIDATE

Ihereby declare that the information furnished in this form is true to the best of my knowledge and belief.
I understand that my candidature is liable to be cancelled by the University if any information given above by me is found incorrect or misleading.
at any stage. I shall abide by the norms of territorial jurisdiction of the University.

Signature of the Candidate

D) DONATION FORM

Donation Form Template

Donation Form

I would like to support the children development campaign started by your organization

My Donation is: Rs. 500/-

I am Paying By: ☐ Cheque ☐ Cash ☒ Visa ☐ MasterCard

Card #: 51000100063828

Expiry Date: 03/2023

Signature: N. Vidyapathi

Name: N. VIDYAPATHI

Address: H.No. 15-48, Weaver's Colony, Ananthapuramu

City: ANANTHAPURAMU Postal Code: 515002

☒ Please Don't Acknowledge My Donation Publicly

☐ Please Mail My Tax Receipt

Contact Address

Street address with city, state and zip cod

SUBSCRIPTION FORM

The Equator Line

SUBSCRIPTION FORM

Yes, I want to subscribe to The Equator Line for 1 year for ₹100.*

PERSONAL DETAILS

Please complete this order form, detach and return to the address

☐ Mr
 ☒ Mrs
 ☐ Ms
 ☐ Other title

First name DANDEBOINA Last name PARVATHI DEVI

Address 1-113, VISWASAI APARTMENT, DOCTOR'S COLONY
CHITTOOR

City CHITTOOR Pin 517001

Telephone _____ Mobile 9393575787

Email _____

Pay via Cheque / DD CHEQUE

Cheque No./DD No. 223464 of SBI

(Payable to The Equator Line Pvt. Ltd.)

Date : 26/02/2019 Bank : SBI MAIN BRANCH, CHITTOOR

*Please add another ₹ 700 for overseas subscriptions.

The Equator Line Pvt. Ltd.

16 Community Centre, 3rd Floor, Panchsheel Park, New Delhi 110017

www.theequatorline.co.in | info@equator.net.in | 011 40503956

Exercises

Read the information given above each of the following forms. Then fill in the forms by writing your answers against the numbers given in blanks.

Mr. Kiran went to the Treasury Branch of SBI to deposit an amount of Rs.22500/- (10 notes of 2000/- and 5 notes of 500/-) in Chandrasekhar's account on 2 Jan, 2019. Mr. Chandrasekhar holds an SB account in that branch with account No. 10878827556 and his mobile number is 9441844435.

DEPOSIT / PAY IN SLIP																																													
State Bank of India Branch : _____ (SECCARD/POSTOFFICE/Any No Credit Card No) Name _____ Tel.No./Mobile No. _____ E-mail ID _____ Rupees in words _____ Cheque No./Date/Name of Bank & Branch _____	PAN NO. [] [] [] [] [] [] OR Form 6B [] [] For Cash Deposit of ₹ 50,000/- & Above <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Notes</th> <th style="width: 10%;">No.</th> <th style="width: 10%;">₹</th> <th style="width: 10%;">P.</th> </tr> </thead> <tbody> <tr> <td>2000x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>500x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>200x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>100x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>50x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>20x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Coins</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td></td> <td></td> </tr> </tbody> </table>	Notes	No.	₹	P.	2000x				500x				200x				100x				50x				20x				10x				5x				Coins				Total			
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Mr. Mahaboob Basha has an SB account in V.R.Colony Brach of Andhra Bank, Nellore bearing account No. 022310011000778. His father Mr. Abdul Sattar went to Kavali Branch of Andhra Bank on 12th February 2019 and credited online an amount of Rs.2500/- (5 notes of 500/- denomination) in Mahaboob Basha's account.

KPSPL 12-02-2019

आंध्र बैंक Andhra Bank Counterfoil	
Date	(1)
Branch	(2)
Name of A/c Holder	(3)
A/c No.	(4)
Deposited Cash/Tendered Cheques/DDs etc to the credit of the above said A/c	
Instalment For	Rupees
(7)	Only
Details of Cash/Cheq/DD	
₹	(8)
TOTAL	(9)
Cashier	Authorized-Signatory
Note : Cheques are subject to Realization	
Round Stamp	

आंध्र बैंक Andhra Bank		Use separate slips for Cash, Tr, Clearing & Outstation Cheques Pay-in-Slip CA/SB/OD/CC/Loan accounts		Comp No. 11104 D D M M Y Y Y Y	
Branch	(2)	Nature of A/c	(5)	with Branch	
Name of A/c Holder	(3)			For Office Use Only	
ACCOUNT NUMBER	(4)			Tran ID. No.	
PAN No. :	or Form 60/61 as applicable to be submitted			Instalment For	
Bank & Branch	Chq/DD No.	Date	Amount	₹	Notes
					No.
					2000 X
					500 X
					200 X
					100 X
					50 X
					20 X
					10 X
					5 X
					Coins
					TOTAL
					(9)
Entered by with ID No :	Posted / Verified by with ID No :		Instant Credit Required		
Yes		No	Phone :		
Deposited by		(10)			
Note : 1) For Cash Deposits ₹ 10 lacs and above please submit a declaration in the prescribed format about source of funds. 2) "Bank is committed to implement BCBSI codes"					

3. Ms. Meenakshi Aakula went to Main Branch of Andhra Bank, Rajampet on 28th August 2019 for purchasing a demand draft for rupees 3500 (in 7 notes of 500/- denomination) in favour of the Director, SV University, Tirupati to be payable at SVU branch of AB. The exchange to be paid is Rs.20/-(1 note of 20/- denomination).

आन्ध्रा बैंक Andhra Bank
1 शाखा / BRANCH
मांग ड्राफ्ट आदायगी आदेश आवेदन फार्म
DEMAND DRAFT / PAY ORDER APPLICATION FORM

ड्राफ्ट सं. / Draft No. _____ दिनांक / Date 2
ड्राफ्ट / Draft On 3 पर
के पक्ष में In Favour of 4
₹ के लिए for Rupees 5b

only

ड्राफ्ट / अ.आ. Draft / Pay Order	₹	5a
विनिमय Exchange		6
जोड़ Total		7
कैशियर / Cashier		
अधिकारी / Officer	(रबड़ मोहर / Rubber Stamp)	

क. सं. / Comp. No. 31101

आन्ध्रा बैंक Andhra Bank मांग ड्राफ्ट आदायगी आदेश आवेदन फार्म
DEMAND DRAFT / PAY ORDER APPLICATION FORM नकद / Cash अंतरण / Transfer

मांग ड्रा. सं. / D.D. No. _____

1 शाखा / BRANCH दिनांक / Date 2
ड्राफ्ट / अ.आ. / Wanted DEMAND DRAFT / PAY ORDER On 3
3 शाखा / Branch पर
In Favour of 4 के पक्ष में चाहिए
₹ / for Rupees 5b

only मात्र के लिए

ड्राफ्ट / अ.आ. Draft / Pay Order	₹	5a
विनिमय Exchange		6
जोड़ Total		7
कैशियर / Cashier		
अधिकारी / प्रबंधक Officer / Manager	(रबड़ मोहर / Rubber Stamp)	

नोट / Notes

Notes	No.	₹
2000 x		
1000 x		
500 x		8
100 x		
50 x		
20 x		9
10 x		
5 x		
जोड़ / Total		7

आवेदक के हस्ताक्षर / Applicant's Signature
नाम NAME 10
खाता सं. A/c No. _____

Mr. V. Pranav wants to withdraw (today) an amount of Rs.12000/- from his savings bank account bearing A/C No. 10755677822 with SBI, Market yard Branch, Vijayawada. His mobile No. is 8500002143.

Name of the Account Holder (s) ①

STATE BANK OF INDIA SAVINGS BANK WITHDRAWAL FORM Date ②

Note : This form is not a Cheque. Payment will be refused if The pass book is not produced with this form. This payment will be made only at the Home Branch.

Account Holder
..... ③

Please pay self / Ourselves ④ Rupees ⑤

..... only

Mobile / Tel No. ⑥

Signature(s) of the Account Holder(s) ⑦

FOR OFFICE USE

Passed by	Signature	Passed by	Signature
SWO		PASSING OFFICER	

Mr. Rajesh Kumar wants to subscribe to the Textile Magazine for a period of two years. He is enclosing a Cheque for the mentioned amount bearing No.244261 dated 12.06.2019. He lives at H.No. 124/2-B, Prakash Nagar, Narasaraopet.-522601. His mobile No. is 944164901 and his mail Id is rkumar1995@gmail.com.



THE TEXTILE MAGAZINE

Have you recharged yet?

Subscribe to **The Textile Magazine**, india's largest circulated and widely read magazine & stay on track with the industry's top news & analysis

Lifetime subscription ₹5000* only

1. I/We would like to subscribe to **THE TEXTILE MAGAZINE** as per the details given below

☐ 5 years (60 issues) - ₹ 1500 *	☐ 2 years (24 issues) - ₹ 800 *
☐ 3 years (36 issues) - ₹ 1000 *	☐ 1 year (12 issues) - ₹ 500 *

Name: _____ **2**

Company Name: _____ **3** Designation: _____ **4**

Address: _____ **5**

Tel: _____ **6** E-mail: _____ **7**

Cheque/ D.D./ M.O. No.: _____ **8** drawn on: _____ **9**

for Rs. _____ **10** in favour of '**GOPALI & Co**' is enclosed.

**Please add ₹50/- for non-Chennai cheques. Please mention subscription number in case of renewal*

Mail this form to - **Gopali & Co.**, Quanta Zen Building, No.38, (old No. 2) Thomas Road, 2nd Street, off. South Boag Road, T.Nagar, Chennai – 600 017. **Phone:** +9144 24330979 /42024951. **E-mail:** textile.magazine@gmail.com

175

Ms Lisa D/O Mr Leo lives in Surat. She wanted to donate her organs after her death. Hence she approached Donate Life Trust on 8th March 2019 to fill in a Registration form. Her date of birth is 08/08/1995. Her mobile No. is 1234567890 and her father's is 9123456789



"Donate Life"

An initiative for organ donation

Opp. IDBI Bank, Nr. Kasanagar, Katargam, Surat-395 004. Gujarat, India.

Phone No. : +91-75730 11101/03/06/07

Email : info@donatelife.org.in | Web : www.donatelife.org.in

Donate Life Trust :    

Download Donate Life Trust Mobile App :  | 

Toll Free Number : 1800 233 1944

BODY & ORGAN DONOR REGISTRATION FORM

Form No. :

Full Name :
(First Name) (Father's Name) (Last Name)

Address :

City : State : Phone No. :

Mob. No. : E-mail :

Gender : ☐ Male ☐ Female Date of Birth :/...../.....

I want to donate my : ☐ Body ☐ Organ

Blood Group:

Photo

Contact Details of Family Members :

Sr. No.	Name	Relation	Email	Phone/Mob. No.
8				

Date :

Signature :

Receiver's Signature :

&

Full Name :

Answers

Answers to Comprehension passages.

Reading Comprehension

1. The mind

- 0 solve a crossword puzzle or build an atom bomb
- 1 b
- 2 delusion
- 3 destruction

1. pleasure or fulfilment, validation, security, love, strength

- 0 just like the beggar in the passage we never opened the treasure box until told, we never look inside ourselves.
- 1 A
- 2 Depression
- 3 Inside ourselves/ within ourselves

1. an endangered species is an animal, plant or any other kind of wildlife that is likely to face extinction in its natural habitat

- 0 Global warming is a form of climate change caused by increased levels of carbon dioxide and other greenhouse gases that become trapped in the atmosphere
- 1 live off
- 2 This results in a shorter feeding season for the polar bear.
- 3 True

1.The pupil

- 0 The iris
- 1 False
- 2 Concave
- 3 The retina

1.Taxila, Nalanda

- 0 Arts, culture, philosophy, religion, medicine, law, martial sciences
- 1 The United States of America
- 2 The revenue from foreign students
- 3 Aggression

1.Nutrition is the process of how people get the food that is needed to grow strong and healthy along with obtaining the necessary vitamins and nutrients to help bodies grow and function.

- 0 A child will not grow as tall and as strong as they could be.
- 1 5
- 2 C
- 3 Cabbage, Potato, Cauliflower, Tomato, Brinjal, Bitter gourd, Snake gourd, Bottle gourd etc. (any three options)

1.Bob Ballard

- 0 1985
- 1 Largely because of the horror that took place that night with 1522 passengers and crew losing their lives
- 2 Maiden
- 3 April 15, 1912

1.B

- 0 Social life, family time, participation in sports and other activities
- 1 To reinforce what is learnt at school and ultimately help the students learn the subject better.
- 2 False
- 3 World is becoming increasingly competitive

1.To attend a conference

- 0 Perplexed, bewildered
- 1 To catch 65 number bus/ to catch a bus to the Charminar
- 2 Yes
- 3 True

1.Genetic modification (GM) is the science by which the genetic material of a plant is altered, perhaps to make it more resistant to pests or killer weeds, or to enhance its nutritional value.

- 0 GM
- 1 Skirmishes
- 2 In Europe
- 3 Large number of opponents in Europe

11.

- 4 Craig and Peyton West
- 5 False
- 6 Some 200 miles away from Serengeti
- 7 Leonine
- 8 Estimation

1.Nerve tonic/French wine Cola – Ideal Nerve Tonic

- 0 Carbonated water, sugar, acid and flavourings
- 1 Because of the presence of high amounts of sugar and phosphoric acid
- 2 Coca Cola
- 3 Fade/ short-lived

1.3, Iron man of India, Bismark of India, Patron Saint

- 0 Due to extensive diversity and multiple cultures and languages
- 1 Because he was instrumental in the unification of 555 princely states and setting up a democratic federal set up in the country
- 2 Indian Administrative Services
- 3 C

1.33%

- 0 The divine can be attained through work
- 1 The food we eat, the clothes we wear, the shelter we live in, and luxuries of comfort
- 2 Sanctity
- 3 Work is worship/the divine can be attained through work

1. They expected the revelation of a great universal truth that would enable them to create wealth, health and purpose for the world but instead they were given a menial task that made no sense to them at all.

- 0 They were glad that they had diamonds. They were sad that they had not gathered enough shells.
- 1 Events
- 2 Expectation/ prediction/forecast
- 3 True

1.Two, chaotic packers and the military meticulous packers

- 0 False
- 1 Meticulous
- 2 B
- 3 Internal

1.A tiger

- 0 The tiger
- 1 It had thought that human beings were sturdy and fearless.
- 2 Placidity
- 3 Timid/ cowardly

1. Pragmatism is the study of 'invisible' meaning, or how we recognize what is meant even when it isn't actually said (or written).

- 0 shared assumptions and expectations
- 1 explanation/simplification/clarification/evaluation
- 2 invisible
- 3 the influence of context

1. Duke Frederick

- 0 To make amends to Rosalind for the injustice
- 1 B
- 2 Thinking it would amuse Rosalind
- 3 Amendment

1. Desire, belief and expectation

- 0 The narrator used to watch cranes and seagulls soar into flight and longed to fly
- 1 C
- 2 Teacher
- 3 The narrator/ Abdul Kalam

1. Chinese

- 0 True
- 1 Because it has 35 cases
- 2 Because of the influenced by the uniqueness of the characters of Chinese script and their pronunciation.
- 3 When it is similar to our first language. Yes.

1.4, Coinage, Barrowing, compounding, Blending

- 0 bandicoot (from Telugu pandikokku), bamboo (from Kannda bambu)
- 1 Coinage
- 2 False
- 3 C. Coinage

1. Our-self image is the blueprint which determines exactly how we will behave, who we will mix with, what we will try and what we will avoid; our every thought and every action stem from the way we see ourselves.

- 0 – a. how much we like the world and how much we like living in it and b. exactly how much we will accomplish in life.
- 1 To change the way we think and talk about ourselves.
- 2 When we hate ourselves, we hate everybody else. When we love being who we are, the rest of the world is wonderful.
- 3 The picture we have of ourselves is coloured by our experiences, our successes and fail-ures, the thoughts we have had about ourselves and other people's reactions to us.

1. He was born on 22 December 1887, in Erode, Tamil Nadu

- 0 Enigmatic, befuddled
- 1 G. H. Hardy
- 2 arithmetic geometry and number theory
- 3 because he mastered trigonometry by the age of 12 and exhibited wonderful knowledge at a very young age.

1. Fires burn mineral-storing parts of plants into ash. Rain or snow dissolves the ash into the soil, providing essential minerals to the soil. (or) forest fires can produce nutrient-rich soil.

- 0 the National Park Service at Bandelier National Monument in New Mexico
- 1 pine trees cannot reproduce without the help of fire. Their cones will not open and release seeds unless heated.
- 2 Strong winds and hot weather caused the fire go out of control.
- 3 Many natural forest fires are started by lightning.

1. Indus / Sindhu

- 0 Because they had difficulty in pronouncing the initial s in Sindhu
- 1 Jambudvipa (the continent of jambu tree) or Bharatavarsha (the land of the sons of Bhara-ta, a legendary emperor)
- 2 Muslim invaders/ Muslims
- 3 Punjab means five rivers. It is watered by the five great tributaries of the Indus – the Jhelum, Chenab, Ravi, Sutlej, and Beas

Interpretation of Non-verbal Information

Pie charts

1. The amount of water we use for different purposes

5. American Water Works Association, Research Foundation

1. The major sources of energy for our requirement in India

- 2. True
- 3. Coal
- 4. Six (6)
- 5. Electricity produced with water

1. The recommended diet for a normal, healthy person.

- 2. Fruit
- 3. True
- 4. Milk, curd, buttermilk, ghee, cheese, paneer etc.
- 5. 18%

1. Languages in the Indian subcontinent spoken in the US

- 2. 12/ more than 123. Hindi/Urdu
- 4. Fifth position
- 5. Sri Lanka

E. 1. Marissa's exercise time each week

- 2. Walking
- 3. 20%
- 4. Swimming and bowling
- 5. Jogging

Tree Diagrams

- A.** 1. NP and VP 2. Determiner and noun 3. Determiner
Preposition and noun phrase
Three (3), noun phrase, verb phrase and prepositional phrase
- B.** 1. Six types (6) 2. Primary auxiliary 3. True 4. Auxiliary
Will, can, may, must, would, could etc.
- C.** 1. Good food, good service, good surroundings 2. Quality ingredients and good recipe
3. False 4. Quick, fast, immediate, instant, speedy
Recipe – a set of instructions for preparing food dishes

Increases energy improves sleep, no special talent needed to succeed

From Aerobic Research Magazine

Needs little equipment, good at any age, do it any place

- E.** 1. Three (3) 2. Long-term memory 3. True
4. Events and experiences 5. Less than one minute/ < 1 min

Tables

- A.** 1. Six (6) 2. False 3. Tourist House boats
4. Passenger boats (tourist doonga) 5. $1152 + 275 = 1427$
1. The immigrant population from India living in metropolitan cities of US.

Emigrant, native, non immigrant

- C.** 1. No 2. Haryana 3. Sixth place 4. Parliament questions 5. False
1. Stick margarine, shortening, fast foods, commercial baked foods
2. Yes 3. False 4. White sugar, white flour 5. Long life/ having long life
- E.** 1. Helsinki 2. New York 3. False 4. Milan and Chicago 5. Ten (10)

Bar graphs

- A.** 1. The favourite sports of a group of students 2. Soccer 3. True
4. Basket ball 5. Four (4)
1. Week-wise sales of a certain product in the months of July and August
2. July – 900, August – 900 3. 1st week of July
4. True 5. 4th week, 2nd week
- C.** 1. Five (5) 2. Pencil 3. Eraser 4. False 5. 22
1. 2014
Poaching increased from 2007 to 2014 and decreased a bit in 2015.
3. 2012 to 2013 4. Poacher 5. True
1. Comparison between three types of cars relating to some chosen features
2. Audi 3. Ford 4. Audi 5. Fiat

Flow charts

1. Ten (10)
 2. Cow's milk, soy milk, sugar, inoculum, yoghurt, whey, chakka, flavour
 3. Curd
 4. 9th step/ last but one step
 5. Two hours
1. Understand the title of the topic

Brain storm/ brain storm and gather as much information as possible

 3. Identify the missing points
 4. Twelve (12)
 5. After revising the outline
1. How water is purified before it is supplied to the public in a place.
 2. Chlorine
 3. Coagulation
 4. Six (6)
 5. Clear well
1. The sensory receptors in the skin of your hand detect heat. 2. The impulse is first carried to the spinal cord.
 3. False
 4. Motor nerves
 5. Spinal cord
1. Jaggery manufacturing process/ the preparation of jaggery
 2. With a fine mesh
 3. While slow heating in open tank is being done

Scum is a layer of dirt/ impurity/ a layer of impurities that accumulates at the surface of a liquid

110 degrees to 115 degrees C

Vocabulary

- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1. 1. d
2. a
3. e
4. b
5. c | 2. 1. e
2. d
3. a
4. b
5. c | 3. 1. c
2. e
3. b
4. a
5. d | 4. 1. c
2. a
3. e
4. b
5. d | 5. 1. e
2. c
3. b
4. a
5. d | 6. 1. d
2. e
3. a
4. b
5. c | 7. 1. c
2. d
3. a
4. e
5. b | 8. 1. d
2. e
3. a
4. c
5. b |
| 9. 1. d
2. e
3. b
4. c
5. a | 10. 1. e
2. d
3. a
4. b
5. c | 11. 1. b
2. e
3. d
4. c
5. a | 12. 1. c
2. e
3. d
4. b
5. a | 13. 1. c
2. a
3. e
4. b
5. d | 14. 1. c
2. f
3. g
4. a
5. b | 15. 1. e
2. c
3. d
4. a
5. b | 16. 1. c
2. e
3. b
4. a
5. d |
| 17. 1. d
2. e
3. a
4. c
5. b | 18. 1. d
2. e
3. a
4. b
5. c | 19. 1. b
2. f
3. g
4. e
5. a | 20. 1. b
2. d
3. e
4. c
5. a | 21. 1. a
2. e
3. b
4. c
5. d | 22. 1. b
2. e
3. d
4. c
5. a | 23. 1. e
2. d
3. a
4. b
5. c | 24. 1. e
2. c
3. a
4. b
5. d |
| 25. 1. c
2. a
3. e
4. b
5. d | 26. 1. c
2. d
3. e
4. a
5. b | 27. 1. c
2. e
3. d
4. b
5. a | 28. 1. d
2. e
3. b
4. a
5. c | 29. 1. d
2. c
3. e
4. b
5. a | 30. 1. e
2. c
3. a
4. b
5. d | | |

MODEL QUESTION PAPER

Part-I

Time: 3 Hours

English Paper– II

Max Marks:50

SECTION – A

I. Answer ANY TWO of the following questions in 10-15 lines each : **2 x 4 = 8**

0 How did J.C. Bose record the heart beats of a plant?

1 What lessons did Dr. Baranard's learn from the two children?

What were the lessons that Narayana Murthy feels we should learn from the west?

II. Answer ANY TWO of the following questions in 10-15 lines each : **2 x 4 = 8**

The poem 'Any Woman' is a celebration of the glory of womanhood. Illustrate.

Why are people generally afraid of fate? How did Sarojini Naidu challenge such a fearful fate?

What is the central idea of the poem 'The Builders'?

SECTION – B

III. Read the following passage carefully and answer the questions that follow: **4 x 1 = 4**

The Titanic, is in its watery grave. It is a great museum of human history and is at risk of being lost forever because of curious voyagers and treasure hunters, fears Bob Ballard, who first discovered the remains of the iconic ship in 1985. Famous for discovering the great ship, Ballard is a former US Navy Officer and a professor of oceanography. He presented a documentary called "Save the Titanic" on the 100th anniversary of the sinking of the great ship – April 15, 1912. The ship and her fate continue to fascinate, largely because of the horror that took place that night, with 1,522 passengers and crew losing their lives. Ballard says, "The story has all the ingredients to make it timelessly fascinating. You have this revolutionary ship that's unsinkable and carrying a cross section of people in society. And then it goes and hits an iceberg and sinks on its maiden journey. It's an irony personified in history."

Who discovered the Titanic ship?

When were the remains of the iconic ship discovered?

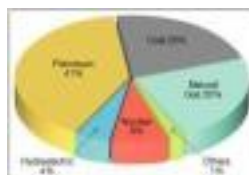
Why does the ship fascinate people even today?

Pick out the word from the passage that means "being a first occurrence or event".

The Titanic sank on -----

IV. Study the Pie Chart carefully and answer the questions that follow : **5 x 1 = 5**

Major sources of energy for our requirement in India.



What does the pie chart show?
 What is the second major source of energy in our country?
 How many sources of energy are taken into consideration?
 What is hydroelectric power?

V. Write a letter to your friend describing the college Annual Day celebrations conducted recently in your college **1 x 4= 4**

Hints Annual Day– colourful decorations in college premises- speech by Chief Guest and the principal- Message by seniors-Prize distribution – Cultural Programmes.

OR

Write a letter to the Editor of a local News paper complaining about the bad condition of roads and drains in your area

Hints Resident of Ambedkar colony, Vijayawada -roads damaged -pot holes are formed- man holes are displaced- difficult for travellers during night times- request for publish this in news paper.

VI. . Fill in the Bank Credit Form based on the following information: (It is not necessary to draw the form. Write the numbers 1 to 10 and answer any 8 of the corresponding blanks) **8 x ½ = 4**

Credit (today) an amount of Rs.15000/- (In Rs.2000x5, 500x10 notes denomination) in the savings account of P.Harinath whose Saving Bank Account no. is 0598101001044 in Andhra Bank S.V.University Branch, Tirupathi.

SAVINGS BANK ACCOUNT PAY-IN-SLIP		Cash		Transfer	
Andhra Bank					
① Branch					
Date ②					
PAID IN TO THE CREDIT OF :		Signing Officer's Signature			
S.B Account No ③		Notes/ Rs. ⑦			
Name ④		Rs. ⑧			
LF/VOL No.					
Rupees ⑤					
/ Only					
RS. ⑥					
Cashier / Clerk					
/ Clerk					
Rubber Stamp		⑨			
Officer / Manager		Deposited by ⑩			
		Mobile No			

VII. Read the following passage and make notes: **1x 4 = 4**

Yoga is good for the mind and body. Regular practice of yoga helps people to improve their balance and stamina. Although you won't really get out of breath, like you might playing football or running, it does help to keep your heart healthy and you can lose weight. It can also help with back pain.

The breathing taught in yoga can help people to reduce stress and anxiety. There are lots of different possible breathing patterns you can do. Yoga also improves concentration and helps people to sleep better, so it's great for anyone who's under pressure at work or in their studies.

There are lots of different types of yoga, so you can choose what suits you best. Hatha Yoga is often good for beginners, because you hold each position for a few breaths. In Vinyasa Yoga you change position much more quickly and you might get out of breath. It's quite challenging if you haven't done much yoga before. Bikram Yoga is sometimes called 'hot yoga', because the room must be heated to around 40 degrees. As well as these and other more traditional forms of yoga, there are also some more unusual modern forms of yoga. For example, you might enjoy 'laughter yoga', where people do breathing exercises and laugh about nothing in particular – laughing is very good

for your health. Or what about ‘Aeroyoga’, where you do yoga while you are hanging from the ceiling? It’s supposed to be very good for your back. Or ‘Doga’, where you do yoga together with your pet dog? Whatever kind of yoga you choose, there are definitely some health benefits, and you should have fun too.

VIII. Prepare a Curriculum Vitae in response to the following advertisement **1x 4 = 4**

M.Suman Karthik-aged 28 years- MA(English) B.Ed.,- good communication and problem solving skills- M.A.from S.V.University,Tirupati,72% marks-B.A.(Adv. English) from Govt. Degree College, Ananthapuramu, 76% marks- B.Ed, S.K. University, Ananthapuram- Intermediate (HEC),Govt.Junior College, Ananthapuram- Worked as a teacher in English for three years- Apply for the post of Junior Lecturer in English in St. Joseph Junior college, Ongole.

IX. Imagine you are a customer and have gone to Big- C, a mobile show room to buy a new mobile phone. Construct a dialogue between yourself and the shop keeper **1x 4= 4**

OR

The principal is complaining to the parent about the poor performance of the student. Construct a telephonic conversation between the principal and the parent

X. Match the words with their meanings/definitions **5 x 1 = 5**

A

1. Chronological
2. Seismograph
3. Egomaniac
4. Bankrupt
5. Precise

B

- a. a harsh, unpleasant sound
- b. burst bank account(unable to pay one’s debts)
- c. accurate with nothing extra
- d. writes (records) earth’s movements
- e. time sequence
- f. abnormally self-absorbed
- g. slave to a habit