



## DISCURSIVE PASSAGE

### About the Chapter

A passage where the writer rambles from topic to topic is called a discursive piece of writing. The adjective discursive is often used to describe a speech or writing that tends to stray from the main point, but the word can also have almost the opposite meaning.

A discursive passage includes argumentative, interpretative and persuasive text. Such passages may include opinions or feedback. It allows students to arrive at a conclusion through reasoning and understanding rather than intuition. It presents a balanced and objective approach towards the subject being discussed.

Passages of this kind are analytical. Sometimes the author presents his views with great depth of reasoning or force of argument with the intention of convincing the reader to his point of view. Such texts have great persuasive power.

Discursive writing expresses opinions. It can be argumentative, i.e. may give reasons, explanations, or explore cause and effect relationship. Passages of this kind are analytical.

Sometimes the author presents his views with great depth of reasoning or force of argument with the intention of convincing the reader to his point of view. Such texts have great persuasive power.

### Sample - 1

Read the passage given below.

1. Roshni Bairwa remembers running all the way from her home in Tonk's Mahmoodnagar Dhani village to the room where the 'bal samoo'h' (children's group) met. "My grandparents are getting me married, you have to do something," she then 12-year-old told the 20 or so children sitting there.
2. The children, all aged between eight and 16, trooped up to Roshni's house and urged her grandparents to stop the impending wedding. Others, including village elders and teachers, joined in. The wedding was stopped. She had discovered a way out of the quagmire with the help of a local NGO and the village children.
3. When she was in class XII, the pressure to get married returned. This time her uncle found a match for her. When she resisted, she was taunted, and beaten. People would point to her as the girl who brought shame to her family and asked their children not to speak to her. "I was 16 years old and alone in the world. I walked to school with my eyes fixed to the ground. I would think sometimes, what have I done that is so terrible for everyone to hate me so much? to sleep," recalls Roshni, who lost her father when she was two and had been abandoned by her mother shortly after. But even in those dark moments, Roshni didn't give up, moving out of the village to Peeplu tehsil in Rajasthan where she rented a room and attended college.



4. With education and independence came a sense of confidence. "I kept in touch with the children in the village. Every time there was a child marriage, they would call me and I would go to stop it. I realized I had already been thrown out of the village, the worst had already happened, what else could the villagers do? So I went and fought with everyone who was getting their child married," she says with a laugh. So far she has stopped over a dozen marriages.
5. Even without the support of the law, young girls have been crusading against the practice. Earlier this month, 19-year-old Sushila Bishnoi from Barmer succeeded in getting her marriage annulled, submitting photographs and congratulatory messages from her husband's Facebook account to the court. The court accepted these as evidence that the union took place when oth bride and groom were 12 years old, and declared the marriage invalid.
6. Seema Bairwal (name changed) was 15 when she was married to a man a few years older. Later when she started attending 'bal samoooh' meetings with NGO Shiv Shiksha Samiti and Save the Children, it dawned on her that she had a choice. "I learnt that my life is mine. I have the power to say no to marriage.
- 1.1** On the basis of your reading of the passage, answer the following questions by choosing the best of the given choices.
- The brides mentioned in the passage are rebels against .....
    - the dowry system
    - child marriage
    - purdah system
    - arranged marriages
  - When Roshni was twelve years old, she succeeded in her mission with the help of .....
    - 20 children aged between eight and sixteen
    - her grandparents
    - 20 children, her grandparents, village elders and teachers
    - children and an NGO
  - When she was sixteen the people of the village .....
    - taunted her and beat her up
    - boycotted her
    - were angry with her
    - were sympathetic and understanding
  - Roshni moved out of the village in order to
    - seek a job
    - escape the villagers
    - attend college
    - marry a boy of her choice
  - "Give up' in para 3 means .....
    - stop attending classes
    - stop doing something
    - very eager
    - voluntary help
  - 'Annulled in para 5 means .....
    - To state officially that something is not legally valid
    - Help somebody
    - impending doom
    - social works

1.2 Answer the following.

- The children, all aged between eight and 16, trapped to ..... and urged her grandparents to stop the impending wedding.
- Roshni lost her father when she was only ..... years old.
- Education and independence made Roshni confident. [True/False]
- “Bal Samoooh’ meetings with NGO Shiv Shiksha Samiti and ‘Save the Children’ encouraged child marriage. [True/False]

1.3 Find words/expressions from the passage that have a meaning similar to the following.

- about to happen soon (paragraph 2)
- realised (paragraph 6)

## Answer

1.1

- (ii) child marriage
- (ii) 20 children, her grandparents, village elders and teachers.
- (i) taunted her and beat her up
- (iii) attend college
- (ii) stop doing something
- (i) To state officially that something is not legally valid

1.2

- Roshni’s house
- two
- True
- False

1.3

- impending
- dawned upon her

## Sample - 2

The problem of unemployment is a serious problem in our country. If millions of people are without any jobs, its effect is very bad. A man without any employment is a burden on others. If he has got to maintain a family, the situation is worse. Such unemployed persons are reduced to poverty. It demoralises them and they are forced to do undesirable things. They may commit crimes. They may create trouble and spread discontent. In fact, they are a source of danger to society and the state.

The causes of unemployment are mainly the rapid growth of population, the prevailing system and underdevelopment of industry and trade. The population of India is growing very rapidly. It is very difficult to get jobs for all who are in need of it. The British Government had introduced a system of education in this country for carrying on administration only. It is being continued in free India also with very slight changes. The system of education prepares most young men to be clerks. But neither the Government nor private firms can absorb all the educated unemployed persons in their offices for clerical work. Industry and trade have not yet properly developed.

Cottage industries in the villages have been ruined owing to the establishment of large mills and factories in towns. Consequently, many artisans have been thrown out of employment. There has been great pressure on agricultural land because of the growth of population; consequently, many cultivators have got no land for cultivation. All these are mainly responsible for this acute problem of unemployment.

The acute problem of unemployment is a cause of unrest in the country. So the Government is seriously thinking over the matter and trying to find out a remedy. The remedy is to find work for the people. The Government had



earlier undertaken five-year plans for the material prosperity of the country. For carrying out these plans many mills and factories had been set up both by the Government and by industrialists. Many new offices had been started. Many educated young men were absorbed in offices as clerks and in mills and factories as skilled workers. Uneducated and unskilled men were being absorbed in mills and factories as labourers. But these measures have been proved inadequate.

Our government is now encouraging the revival of cottage industries in the villages. This will help many villagers to earn a living. Our Government is also trying to develop agriculture. But as yet, it has not been able to cope with the situation fully. The number of unemployed persons is increasing. So our Government should allow establishment of a large number of large and small technical and vocational institutions in the country. Only a limited number of bright young men should try to get higher education in the universities. Most young men try to enter technical or vocational institutions. After coming out of these, they may find jobs in factories and commercial firms. For this, of course, more factories must be set up throughout the country. Unskilled labourers should be taught various traits in technical institutes. They may find jobs in factories as skilled labourers. They may also set up cottage industries in their villages. Government will have to help them with loans to start their work. It is heartening to find that our Government has already taken some steps in this direction. Nationalised banks are now giving lump sum loans to intending young persons under self employment schemes.

### QUESTIONS

- a. On the basis of your reading of the above passage make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. Supply an appropriate title to it.
- b. Write a summary of the above passage in 80-100 words.

### Answer

(a) Title Unemployment: A Serious Problem

### Notes

1. Consequence of Unemployment
  - a) Poverty
  - b) low morale
  - c) high crime rate
  - d) discontent
2. Causes of Unemployment
  - a) rapid growth of ppltn
  - b)
  - c) plan
  - d) prevailing system of edu
    - prepares young people to be clerks
  - e) underdevelopment of industry & trade
3. Remedy: Role of Government
  - a) follow up 5-yr plans
    - set up many factories
    - create more job opportunities
  - b) allow vocational & technical institutions to open
  - c) help unskilled to become skilled
  - d) revive cottage industries
  - e) give loans for self-employment



### Key to Abbreviations

Abbreviations	Words
ppltn	Population
edu	Education
indty	Industry
yr	Year
&	And
optnts	Opportunities

### (b) Summary

The consequences of unemployment, a serious problem in India, are poverty, low morale, high crime rate and discontent in the population. The causes of unemployment are rapid growth of population, the prevailing system of education which prepares young people to be clerks, and underdevelopment of industry and trade. The remedy is that the role of Government should change: it should follow up the 5-yr plans by setting up many factories to create more job opportunities. It should allow vocational and technical institutions to open to help the unskilled become skilled. Government should revive cottage industries by giving loans for self-employment.

### Sample - 3

Depression is a common problem of modern times. Both the rich and poor suffer from it. According to the World Health Organisation, by the year 2020, depression will become the second leading cause of disease in the world. Many solutions have been prescribed for the problem of depression but most have proved to be ineffective as a complete cure. They may offer temporary relief but fail to resolve the problem permanently.

Meditation is often advised to treat this problem of depression. But meditation focuses on the heart and modern science has established that the heart is merely an organ that pumps blood, whereas many kinds of depression stem from the mind. It is the mind that controls the heart and not vice-versa. In many cases, depression is non-physical and the heart is physical. How can a physical organ resolve a non-physical problem?

We also often hear about physical techniques to counter depression. But the reach of physical techniques is confined to the body and does not extend to the mind.

Many kinds of depression are the result of non-acceptance of reality. The real solution to this problem is the acceptance of reality. While non-acceptance creates the problem, acceptance of reality will solve it.

Our world is one of freedom, competition, challenge and clash of interests. This nature of human life is bound to create problems. No one is exempt from this process. This being so, to de-stress, learn the art of stress management rather than trying to eliminate the stress.

A person may become sad upon facing a loss in business or feeling discriminated against at work. He may give in to anxiety and frustration if he suffers a loss in an election, his love marriage turns into a problem or if he is offended by criticism. In all such cases, a person becomes negative because of being unaware of the real cause. He attributes the cause to another person and holds this person responsible for his difficulties. He fails to realise that all these are due to the law of nature. If you attribute the cause of the problem to the divine law of nature, it will arouse no negativity, but when you attribute it to a person, it brings on negative thinking. This is because the law of nature is not your rival, whereas you see a person as your competitor. When you attribute the cause of your problem to a rival, it will invariably arouse negative thoughts and cause anger. But when you attribute the cause to the law of nature, because it is not your rival and is equal in its treatment of all, it will lead to introspection.

When you follow nature-based thinking instead of man-based thinking, you will try to discover its wisdom and will realise that whatever has happened is for your betterment. It was to activate your mind and enhance its creativity. It was a means of developing a realistic approach, fostering incentive, making you realise your mistake and helping you to re-plan practically.

When this thought comes to you, your mind will automatically change from negative to positive. You will be grateful towards the law of nature for bestowing this blessing in disguise. This thought will eliminate your stress and you will be able to live normally. This is a good way to help de-stress the mind.



### QUESTIONS

- On the basis of your reading of the above passage make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. Supply an appropriate title to it.
- Write a summary of the above passage in 80-100 words.

### Answer:

(a) Title Depression: Accept It, Tackle It

### Notes

- Depression
  - common prblm of modern times
  - acc to WHO, will soon become second leading disease
  - prescribed soln
    - offer temporary relief
  - no permanent cure
- Kinds of Depression and its Cure
  - non-acceptance of reality
    - soln - acceptance of reality
  - Clash of interests
    - soln - learn stress mgmt
- Causes of Stress / Depression
  - atrbt to another person cause of prblm
  - fail to realise law of nature
- Ways to De-Stress
  - atrbt prblm to the divine law of nature
  - don't atrbt cause of problem to a person
  - follow nature-based thinking
  - this causes realisation that
    - whatever hpnd is for betterment
    - means of dvlpg a realistic approach
    - fostering incentive
    - helping you to re-plan
    - understanding mistake
  - realisation eliminates stress

### Key to Abbreviations

Abbreviations	Words
prblm	Problem
Acc	According
WHO	World Health Organisation
Soln	solution
Mgmt	Management
Atrbt	Attribute
Hpnd	Happened
Dvlpg	developing





***(b) Summary***

According to the World Health Organisation, depression is expected to become the second leading cause of disease in the world. Prescribed solutions offer temporary relief but offer no permanent solution. The cause is non-acceptance of reality or clash of interests.

Solutions are acceptance of reality and learning to manage stress. Stress is caused by attributing problems to other persons instead of understanding the law of nature. One should realise that whatever has happened is for the betterment. This enables development of a realistic approach to the problem and helps in re-planning. This realisation eliminates stress.





# FACTUAL PASSAGE

## About the Chapter

*Factual passages convey information in a straightforward and direct manner about a particular subject.*

*A factual passage provides clear clarification on the topic under discussion. The entire passage gives the reader a clear description of what's being discussed.*

*It provides a detailed overview of the subject discussed by offering step-by-step explanation of the same*

*There is less complexity to a discursive section. The passage must spontaneously address different subjects that do not seem to be connected to one another. Tracking the shifts in subject also is a difficult task.*

*Usually, the language and the style are simple and clear. Factual passages may give instructions or descriptions or report of an event or a new finding.*

## Sample - 1

The work of the heart can never be interrupted. The reason is that the heart's job is to keep oxygen rich blood flowing through the body. All the body's cells need a constant supply of oxygen, especially those in the brain. The brain cells live only for four to five minutes after their oxygen is cut off, and then brain death occurs, leading to the entire body dying.

The heart is a specialized muscle that serves as a pump. This pump is divided into four chambers, two called atria and two called ventricles, connected by tiny doors called valves. The chambers work to keep the blood flowing round the body in a circle with a detour to the lungs to purify the blood by removing carbon dioxide from it and adding oxygen to it.

At the end of each circuit, veins carry the blood to the right atrium, the first of the four chambers. Two-fifths of the oxygen by then is used up and it is on its way back to the lungs to pick up a fresh supply and to give up the carbon dioxide it has accumulated. From the right atrium the blood flows through the tricuspid valve into the second chamber, the right ventricle. The right ventricle contracts when it is filled, pushing the blood through the pulmonary artery, which leads to the lungs. In the lungs the blood gives up its carbon dioxide and picks up fresh oxygen. Then it travels to the third chamber, the left atrium. When this chamber is filled, it forces the blood through the mitral valve to the left ventricle. From here it is pushed into a big blood vessel called aorta, the main artery, and sent round the body through the various arteries.

Heart disease can result from any damage to the heart muscle, the valves or the natural pacemaker' of the heart. Electrical impulses from the heart muscle cause our heart to beat (contract). This electrical signal begins in the sino-atrial (SA) node, located at the top of the heart's upper-right chamber (the right atrium). The SA node is sometimes called the heart's 'natural pacemaker'.

If the muscle is damaged, the heart is unable to pump properly. If the valves are damaged blood cannot flow normally and easily from one chamber to another, and if the pacemaker is defective, the contractions of the chambers will become un-coordinated.

Until the twentieth century, few doctors dared to touch the heart. In 1953 all this changed. After twenty years of work, Dr John Gibbon in the USA had developed a machine that could take over temporarily from the heart and lungs. Blood could be routed through the machine, bypassing the heart so that surgeons could work inside it and see what they were doing. The era of open heart surgery had begun.

In the operating theatre, it gives surgeons the chance to repair or replace a defective heart. Many parties have had plastic valves inserted in their hearts when their own was faulty. Many people are being kept alive with tiny battery operated pacemakers; none of these repairs could have been made without the heart-lung machine. But valuable as it is to the surgeons, the heart-lung machine has certain limitations. It can be used only for a few hours at a time because its pumping gradually damages the bloods cells.



**QUESTIONS**

- (a) On the basis of your reading of the above passage make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. Supply an appropriate title to it.
- (b) Write a summary of the above passage in 80-100 words.

**Answer:**

(a) Title Depression: Accept It, Tackle It

**Notes**

1. Functions of Heart
  - a) vital for living
    - never stop wrkg
  - b) supplies oxygen rich blood to diff parts of body
2. Structure of Heart
  - a) divided into 4 chambers connected by vlvs
  - b) blood purified in lungs
  - c) arteries carry pure blood to diff parts of body
3. Causes of Heart Disease
  - a) weak heart muscles
  - b) defective vlvs
  - c) defective natural pacemaker
4. History of Open Heart Surgery
  - a) 1953: Dr Gibbon invents Heart lung m/c
    - blood could pass through m/c bypassing heart and lungs
  - b) enabled open heart srgy
  - c) m/c limitations
    - used only for few hrs at a time because it damages blood cells

**Key to Abbreviations**

Abbreviations	Words
Wrkg	working
Diff	Different
Vlvs	Valves
Dr	Doctor
m/c	Machine
srgy	Surgery
Hrs	Hours

**(b) Summary**

The heart is a vital organ of the body which never stops working. It supplies oxygen rich blood to all parts of the body. It is divided into four chambers inter-connected by valves. Blood is purified in the lungs and arteries carry it to different parts of the body.

Heart disease has various causes such as weak heart muscles, defective valves or a defective natural pacemaker. The era of open-heart surgery began in 1953 when Dr Gibbon developed the heart-lung machine. Replacement of valves and other areas of a damaged heart is now possible.



## Sample - 2

The Maasai tribe live on the wide plains in southern and northern Kenya and northern Tanzania. They are among the best known local populations due to their residence near the many game parks of the African Great Lakes, as well as their distinctive customs and dress. The Maasai were famous fighters. They used to raid the neighbouring tribes and carry away their cattle. All the other tribes were afraid of them because of their skills in war.

The Maasai are handsome people, tall and slim with light brown skins, straight noses and long hair. They do not belong completely to the Negro race. They belong mostly to the same race as the people of ancient Egypt. The ancient Egyptians probably looked like the Maasais of today.

The Maasais live in a very beautiful part of Africa. It consists of miles of rolling grassland, on which you can find thorny bushes and here and there a rocky hill. The people move from one place to another according to the seasons, looking for the grasses and other plants on which their cattle can graze. They have no permanent home. When they want to settle in a place for some time, they build a kind of camp called a 'Manyatta', where a few families live for a few weeks or months. Then they move on again, taking their few belongings with them, and burning the old 'Manyatta' to the ground.

To make a hut, they take a number of long thin wooden poles and plant them in a circle. Then each pole is bent into a shape of a 'U' and its other end is also planted in the earth. Now the framework for the hut is ready.

Next, the space between the poles is filled with leaves, and small branches of tree and mud. Then the outside of earth hut is covered or plastered with cow-dung, which quickly becomes hard in the sun. An opening is left for the door but there are no windows. The hut is about 5 feet high, so that grown-up men cannot stand up straight inside his hut.

There is no furniture, except perhaps a small wooden stool for the head of the family.

The huts are arranged in a big circle. Around the outside of the circle the Maasais build a thorn fence, about 7 feet high, with several openings so that the people can go in and out with their cattle. After dark, all the openings are closed. Then all the people and cattle in the 'Manyatta' are safe from wild animals.

Nowadays there are no wars between the tribes. So a Maasai warrior has very little to do now. But they sometimes go hunting. The Maasais like to kill lions with spears, and a lion-hunt is a great test of courage. The warrior who first kills a lion is given great honour, and he wears the lion's mane round his neck to show that he is a lion-killer.

The Maasais are fairly well-to-do and intelligent and live comfortable lives. However, most of them are happy to live as their ancestors lived hundreds of years ago. The Tanzanian and Kenyan governments have instituted programmes to encourage the Maasai to abandon their traditional semi-nomadic lifestyle, but the people have continued their age-old customs. Many Maasai tribes throughout Tanzania and Kenya welcome visits to their village to experience their culture, traditions, and lifestyle.

### QUESTIONS

- (a) On the basis of your reading of the above passage make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. Supply an appropriate title to it.
- (b) Write a summary of the above passage in 80-100 words.

### Answer:

(a) Title The Maasai Tribe - Life and History

### Notes

1. Maasai Tribe- Famous Fighters
  - a) live in Kenya & northern Tanzania
  - b) carried away cattle of nbrg tribes
2. Maasais Handsome People
  - a) tall & slim with light brown skins
  - b) straight noses & long hair
  - c) don't blg to Negro groups
  - d) blg to people of ancient Egypt

3. Maasais are Nomadic Cattle Herders
  - a) move from place to place looking for grass for cattle
  - b) build 'Manyatta' - a camp
  - c) use wdn poles to build huts
    - plant U shaped wdn poles in circle on earth
    - fill frmwk with leaves, branches & mud
    - plaster outside with cow-dung
    - opening kept for door - no windows
  - d) no furniture-won stool for family head
  - e) put thorn fence around Manyatta'
    - keeps them safe from wild animals
4. Nowadays- No War Between Tribes
  - a) Maasai warriors go hunting for lions
    - Lion hunt- test of courage
  - b) lion killer wears lion's mane as sign
  - c) Maasais live comfortable life
  - d) invite people to experience their lives

### Key to Abbreviations

Abbreviations	Words
&	And
Nbrg	Neighbouring
blg	Belong
wdn	Wooden
frmwk	Framework

### (b) Summary

The Maasai tribe live in Kenya and northern Tanzania. They were famous fighters and attacked other tribes for cattle. They were handsome people and belong mostly to the same race as that of ancient Egypt, and not to the Negro race.

They move from place to place looking for grass for their cattle. When they settle in a place they build a camp called 'Manyatta' with dome shaped wood-frame huts in a big circle. They put a thorn fence around the 'Manyatta' to save themselves from wild animals. Lion hunting is a test of courage for them. They are intelligent and live comfortable lives.



# LITERACY PASSAGE

## *What is a literary passage?*

A literary passage is an excerpt from a written text. It can be as long as a chapter, or as short as a sentence. Usually, the length of a literary passage is several paragraphs long. This excerpt can be any genre of literature, from poetry to fiction.

## *Passage - 1*

**Read the following passage and answer the questions that follow:**

Too many parents these days can't say no. As a result, they find themselves raising children who respond greedily to the advertisements aimed right at them. Even getting what they want doesn't satisfy some kids; they only want more. Now, a growing number of psychologists, educators and parents think it's time to stop the madness and start teaching kids about what's really important: values like hard work, contentment, honesty and compassion.

The struggle to set limits has never been tougher- and the stakes have never been higher. One recent study of adults who were overindulging in children paints a discouraging picture of their future: when given too much too soon, they grow up to be adults who have difficulty coping with life's disappointments. They also have a distorted sense of entitlement that gets in the way of success in the workplace and in relationships.

Psychologists say that parents who overindulge their kids set them up to be more vulnerable to future anxiety and depression. Today's parents themselves raised on values of thrift and self-sacrifice, grew up in a culture where 'no' was a household word. Today's kids want much more, partly because there is so much more to want.

The oldest members of this Generation Excess were born in the late 1980s, just as PCs and video games were making their assault on the family room. They think of MP3 players and flat-screen TVs as essential utilities, and they have developed strategies to get them. One survey of teenagers found that when they crave for something new, most expect to ask nine times before their parents give in. By every measure, parents are shelling out record amounts.

In the heat of this buying blitz, even parents who desperately need to say 'no' find themselves reaching for their credit cards. Today's parents aren't equipped to deal with the problem. Many of them, raised in the 1960s and 70s, swore they'd act differently from their parents and have closer relationships with their own children.

Many even wear the same designer clothes as their kids and listen to the same music. And they work more hours; at the end of a long week, it's tempting to buy peace with 'yes' and not mar precious family time with conflict. Anxiety about the future is another factor. How do well-intentioned parents say no to all the sports gear and arts and language lessons they believe will help their kids thrive in an increasingly competitive world?

Experts agree: too much love won't spoil a child, too few limits will. What parents need to find, is a balance between the advantages of an affluent society and the critical life lessons that come from waiting, saving and working hard to achieve goals. That search for balance has to start early. Children need limits on their behaviour because they feel better and more secure when they live within a secured structure.

Older children learn self-control by watching how others, especially their parent's actions. Learning how to overcome challenges is essential to becoming a successful adult. Few parents ask kids to do chores. They think their kids are already overburdened by social and academic pressures. Every individual can be of service to others, and life has meaning beyond one's own immediate happiness. That means parents eager to teach values have to take a long, hard look at their own.

**QUESTION 1.** What values do parents and teachers want children to learn?

**Answer:** Parents and teachers want children to learn the values like hard work, contentment, honesty and compassion.

**QUESTION 2.** What are the results of giving the children too much too soon?

**Answer:** Future anxiety and depression are the results of giving the children too much too soon.

**QUESTION 3.** Why do today's kids want more?



- Answer:** Today's kids want much more because there is so much more to want.
- Question 4.** What is the balance which the parents need to have in today's world?
- Answer:** It is between the advantages of an affluent society and the critical life lessons that come from waiting, saving and working hard to achieve goals.
- Question 5.** What is the necessity to set limits for children?
- Answer:** Children need limits on their behaviour because they feel better and more secure when they live within a secured structure.
- Question 6.** How can children become a successful adult?
- Answer:** Children can become a successful adult by learning how to overcome challenges.  
Pick out words from the passage that mean the same as the following:
- Question 7.** A feeling of satisfaction
- Answer:** Contentment
- Question 8.** Valuable
- Answer:** Precious
- Question 9.** Important
- Answer:** Critical

## Passage - 2

Read the passage given below and answer the questions that follow:

Prince Siddhartha, the son of king Suddhodan, lived a very happy life in the pleasure-palace. He was married to a beautiful princess, Yashodhara. There were music, dancing and pleasure all around him. He knew nothing of want, pain, disease, old age or death.

One day a veena was put on the window sill. The wind touched the strings and it produced music. The prince heard that the Devas were playing on the veena. He heard them giving a message. The voices of the wind told the prince that he was born to save mankind. The world was waiting for him. He should leave worldly love to save humanity from miseries of life. He felt a great desire to see the vast world outside the pleasure-palace.

When the king came to know of the prince's desire, he ordered that the whole city should be decorated beautifully. The prince should not see any ugly and painful sight. No blind, sick, old person or a leper should come out. So the city of Kapilvastu was decorated in a very fine way. It looked quite clean and attractive – 'a capital of some enchanted land'. The people welcomed the prince joyfully. The prince also felt happy to see people's joy.

Then the prince saw an old man. He was wearing dirty and torn clothes. He was very lean and thin. He looked very tired and weak. He had no teeth. The prince asked his charioteer, Channa, who that man was. Channa told him that he was an old man. The prince asked if old age would come to all. Channa told him that it would. This made the prince very sad.

He ordered Channa to return to the palace. He did not take food. The entire night he was sleepless, uncomforted. That night the king saw a very fearful dream. He dreamed seven signs of fear. He was much disturbed. He lost all peace of mind. He called dream-readers to explain the meaning of the seven visions but none of them could explain the meaning.

At last, an old hermit came to the palace. He said that the seven fears were seven joys. The prince would shine like the sun. He would leave the world and give a new message of hope and love for the suffering of humanity. The king became very sad. For the prince's second trip, he doubled the number of guards at all the doors of the palace. He tried his best to divert the mind of the prince but his efforts were of no use.

The Prince desired to see the city once more. The king gave permission for it. The next day, the prince dressed like a merchant and Channa in the dress of his clerk went out to see the city once more. The prince saw all kinds of people and all the common things. The prince saw a sick man. He was painfully crying for help. He asked Channa why the man was crying. Channa told him that he (the sick man) was suffering from a fatal disease. The disease would destroy all his powers. Then he would die.



Channa further told the prince that all grow old, fall sick and die. Then the prince saw a dead body being carried towards the river bank. He saw a group of people. They were crying, 'Ram, Ram Satya hai'. The sight of the dead man and his cremation moved the prince deeply. Channa told him that no man is immortal. All must die. The prince was greatly troubled in mind. He said that he would try to remove suffering from the world. He then asked Channa to return home as he had seen enough.

**Question 1.** How was the old man looking?

**Answer:** The old man was wearing dirty and torn clothes. He was very lean and thin. He looked very tired and weak. He had no teeth.

**Question 2.** What did the prince decide finally?

**Answer:** The prince decided that he would try to remove suffering from the body.

**Question 3.** Why did the king order to decorate the whole city beautifully?

**Answer:** The king ordered to decorate the whole city beautifully because the prince felt a great desire to see the vast world outside the pleasure-palace.

**Question 4.** What did the prince not know initially?

**Answer:** The prince initially knew nothing of want, pain, disease, old age or death.

**Question 5.** What did the old hermit say?

**Answer:** The old hermit said that the seven fears were seven joys and the prince would shine like the sun and leave the world and give a new message of hope and love for the suffering humanity.

**Question 6.** What did the voices of the wind tell the prince?

**Answer:** The voices of the wind told the prince that he was born to save mankind.

Find out a word from the passage which means:

**Question 7.** Influenced as by charms

**Answer:** Enchanted

**Question 8.** The incineration of a dead body

**Answer:** Cremation

**Question 9.** Turn aside

**Answer:** Divert

STEP UP  
ACADEMY





## ARTICLES

*In this composition (article) the student can combine information with his own opinion and suggestions. In articles one should give one's own experience and point of view. This part of the writing section is the most interesting and, at the same time, the most challenging part of your English syllabus. Writing an article is the most interesting because it allows you to show the originality of your thoughts as well as to express opinions on the current issues and problems faced by people at large. It is challenging for the same reason. Your ideas are presented to the reader reflecting your maturity, your awareness, your control over language. It is best to approach this question calmly, logically and systematically so that you showcase your ideas, opinions and language abilities in an impressive way. It is desirable that you keep yourself reasonably well informed about current affairs, ports, social issues and have an opinion about them. It is also necessary to practice writing articles and essays so that you can refine your expressions and overcome grammatical irregularities that may be lurking in your writing. You should first plan your article in a rough draft before you put your thoughts finally on paper.*

### Types of Article Writing

An article is a piece of writing which explicates ideas, thoughts, facts, suggestions and/or recommendations based on a particular topic. There are different kinds of articles, namely:

- **Expository article:** The most common type of article which allows you to put out information on any particular topic without the influence of your opinions.
- **Argumentative article:** An article in which an author poses a problem or an issue, renders a solution to the proposed problem and provides arguments to justify why their suggestions/solutions are good.
- **Narrative article:** An article in which you have to narrate mostly in the form of a story.
- **Descriptive article:** An article written with the aim of providing a vivid description that would allow the reader to visualise whatever is being described; using the right adjectives/adjective phrases is what will help you write a descriptive article.
- **Persuasive article:** An article aimed at persuading or convincing the readers to accept an idea or a point of view.

Writing an article takes a lot of effort on the side of the writer. Content writers/creators, bloggers, freelance writers and copywriters are people who have mastered the art of article writing, without which they would not be able to make their mark as a writer of any kind.

An article is written for a specific purpose like informing, persuading, convincing or entertaining the reader.



## The Format of Article Writing

An article must be organized in a proper way so as to draw the attention of the readers. The basic outline for an article writing format is

1. Heading / Title
2. A line having the writer's name
3. Body (the main part of the article, 2 – 3 paragraphs)
4. Conclusion (Ending paragraph of the article with the opinion or recommendation, anticipation or an appeal)

## Steps for Article Writing Format

Think of the topic you want to write the article about. Only after you've decided your topic you can go ahead and undertake the further steps in the process one by one:

1. **Target Audience:** Identify the concerning reading group.
2. **Purpose:** Find the objective or aim of writing the article.
3. **Collect & Select:** Gather as such information as possible. Also, identify the details that are most significant.
4. **Organize:** Arrange the information and the facts in a logical way.

## Writing

Once you've taken care of all the Above steps you move forward to the final step- Writing.

1. While writing an article, always use proper grammar, spelling, and proper punctuations.
2. Use vocabulary skill.
3. Keep the introduction of the topic catching, interesting, and short.
4. Discuss the opinion and the matter in an organized and descriptive manner.

- Every activity that man indulges in creates pollution and waste of some kind. In fact, the need of the hour is to reduce pollution in all possible ways. Write an article on the topic 'Reducing Pollution-Need of the Hour'in 150-200 words. You are Brinda, an environmentalist.

## Ans.

### **REDUCING POLLUTION-NEED OF THE HOUR**

by Brinda, Environmentalist

Pollution is contamination of land, water and air. It is increasing daily due to human activities performed in day-to-day life in order to live conveniently. But this gradually leads to the dangerous depletion of the environment. Plastic used by man is a big nuisance because it causes pollution. Plastic never decays. If we burn it, it pollutes the air we breathe. If we dump it in rivers or the sea, it pollutes the water and kills marine life. Chemical fertilisers are another source of pollution of land and water.

In order to check pollution, the polluted effluents from factories should be treated suitably before being disposed off in water bodies. Plastic and other materials should be recycled wherever possible. New techniques should be adopted in motor vehicles to reduce pollution from engine exhausts. We should use environmentally safe cleaning liquids for use at home and other public places.

To trap solid particulate matter emitted by chimneys, appropriate filters should be used. Lofty smokestacks should be built. Gases should be discharged through exhaust pipes higher in the air. Chemical industries should not be allowed to be set up on the banks of rivers.

### *Ingredient of Writing an Article*

*Title of the Article*

*Writer's name*

*Body (main part of the article)*

- *Introductive Paragraph*
- *Descriptive Paragraph*
- *Additional Information (if needed)*

*Conclusion (ending part of the article)*

In view of the great danger to mankind, many countries in the world including India have passed laws to prevent pollution. But it has been seen that anti-pollution laws are not being obeyed rigorously, pushing pollution up to new levels.

- Write an article for a newspaper in 150-200 words on the topic "The Problem of Unemployment in India.' Your are Nayan/Namita.

**Ans.**

### ***THE PROBLEM OF UNEMPLOYMENT IN INDIA***

by Namita

The problem of unemployment in India means the problem of providing work to those who are willing to work. A large number of educated and uneducated people, who are capable of working and are also willing to do it, roam here and there without any job. So, the problem has assumed an acute form.

The population is increasing by leaps and bounds, leaving a large section of the people unemployed. Even highly educated persons fail to get employment in India. The economic and educational policy of the country should thus be reframed. Avenues for employment for the abundant labour should be provided by encouraging entrepreneurship. Besides this, stress must be laid on family planning. Every effort must be made to check the rapid rise in population. More stress should be laid on technical and vocational education.

Our country can advance economically, politically or socially only when the unemployment problem is solved. Frustration, drug addiction, even suicides, are by and large the evil results of unemployment. Unrest and disorder has increased in society. It is, therefore, the duty of the government to make every possible effort to solve this problem.

- You are concerned about the ongoing controversy regarding the media's role in sensationalising news, moulding public opinion and moral policing. Write an article for a newspaper in 150-200 words on the topic 'Role of Media-What Should it be?'. You are Mallika/Manish.

**Ans.**

### ***ROLE OF MEDIA-WHAT SHOULD IT BE?***

by Mallika

The role of media is extremely vital in a country like India. But are the different media like press, print and electronic, playing a constructive role in shaping our society and nation? This question needs a positive answer. It is apparent that media has strayed from the required path and absolved its responsibility due to commercial pressures. Profit is all' is the dictum for them, whether it is the newspapers, magazines, news channels or the mushrooming FM radio stations.

They prefer to sensationalise every bit of information. Be it the marriages or reported affairs of popular movie stars or even the rescue operation of a child from a narrow ditch, they over-dramatise and exaggerate everything. Is this constructive?

The new trend of showing sting operations on the news channels has become an everyday occurrence. It is an easy but cheap way to gain popularity and increase the TRP of their channels. By resorting to such tactics, they are exploiting the freedom granted to them. Is this constructive?

The media should understand its responsibility and get down to the right business, leaving behind the alluring target of being number one. It should only focus at passing on correct and exact information without any comments for or against anyone.



# FORMAL LETTER

*Letter writing is an essential skill. In spite of the prevalence of e-mail and text messages letters are still one of the most important and popular means of communication, Trade, official correspondence, public representation, complains and other dealings, transactions and communication with people are still conducted through letters. **Formal Letters** include business letters, applications for jobs, letters to editors, letters to Principal/Officers and letters of complaints to authorities.*

Formal letters are written for a specific purpose. Therefore, they are serious compositions and provide no scope for irrelevant matter or frivolous language. Students should keep in mind the following when they actually start writing a letter:

- The purpose of the letter should be clear to the writer. The content, language and style of the letter are determined by this.
- Do not write anything unrelated to the subject. Extra, unnecessary statements weaken the letter.
- The tone of the letter should be polite but not unduly humble. Expressions like 'I beg to state...' are outdated.
  - In job applications, do not beg for the job or go to the other extreme of being boastful.
  - In letters to the editor, the tone of the letter need not be excessively formal as you are expressing your opinion/problem. However, no irrelevant content should be allowed to creep in.
  - The tone in a formal letter should never be sarcastic or frivolous. Do not attempt to be humorous.
- The detailed information about format, content and language is given below. The indented format is not in use nowadays; The block format is almost universally used these days. The examples given are of the block format. No commas are to be used in the address.

## Types of Formal Letter

**Different kinds of formal letters are:**

### A. Business/Official Letters

- Making enquiries/asking for information.
- Replying to enquiries/giving information.
- Sending quotations in response to enquiries.
- Placing orders.
- Registering complaints.
- Cancelling orders.
- Making requests/appeals.

### B. Letters to the Editor

- Giving suggestions on an issue of public interest.
- Expressing views on an issue already raised in an article/ writeup in a published letter.

### C. Letters of Job Application.

- Application for a job (includes resume).

### D. Letters to Principal/School or College Authorities.

- Regarding admission.
- Schools issue's like leave for illness.
- Requirement or suitability of course.

## Steps to Write a Letter

**To write an effective letter, one must follow the correct format and the steps given below:**

1. **Sender's Address:** Make sure that the sender's address is clear and precise. Specify the house number first, followed by the street, town/ state and pin code.

**Example:** 2334/31, Mangal Pandey Nagar  
Ekta Park  
Meerut-250002

This portion includes the sender's full address. While writing the address, one must not use a comma at the end of each line.

2. **Date and Receiver's Address:** Next comes the date on which the letter is written, followed by the receiver's address which comprises the receiver's name/ designation and address.

**Example:** 12th December, 20XX The Editor  
The Times of India  
Daryaganj  
New Delhi-110002

**Note:** The full address need not be written (it is optional).

3. **Subject:** One of the most important parts of a letter is the subject. One must ensure that the subject expresses the main theme or crux of the letter clearly.
4. **Salutation:** The salutation used in formal letters is a greeting to the person to whom the letter is addressed.
5. **Body of the Letter:** The body of the letter is a complex part which contains all the information the writer (you) wants to convey. For this, start with introducing the purpose of writing. Then, build up the topic to develop the interest of the reader by stating the causes, effects and solutions to the problem being discussed.

The body includes three main parts:

- (i) **Introductory Paragraph/ Sentence** States the purpose of writing.
- (ii) **Informative Paragraph** Gives details of the problem, cause, effect, possible solution etc.
- (iii) **Concluding Paragraph/ Sentence** States your hope, comment, request, suggestion etc.
6. **Complimentary Close:** This is a courteous way of ending a letter. For this, we write Yours sincerely/ Yours faithfully/ Yours truly. The first letter of the second word (here 's', 'f', 't') is never written starting with a capital letter.
7. **Sender:** Just below the complimentary close, sender's name is written as a mark of signing off. If applicable, the sender's designation may be added.

### Sample

#### Sample Business/ Official Letters

- Write a letter to Lightways Sports, Amrapalli, Thane, placing an order for sports articles (minimum 4) to be supplied to your school, ABC Matriculation School, Civil Lines, Pune. Sign as Ravi/Raveena, Sports Secretary.

#### Ans.

ABC Matriculation School  
Civil Lines, Pune-411013  
11th March, 20XX  
Lightways Sports  
Amrapalli, Thane-400203

**Subject:** Sports Articles for the School

Dear Sir

As the Sports Day of the school is being held next month, we want you to supply the following sports articles as soon as possible, so that the students can practice for the various sports tournaments.





	Item	Brand	Quantity
I.	Footballs	Nivea	4
II.	Cricket bats	SVG	6
III.	Cricket balls	SVG	6
IV.	Batting	SVG	8
V.	Basket balls	Spalding	4
VI.	Tennis balls	Cosco	12

Please send the goods to the school on any weekday between 8 am and 2 pm. You are also requested to send the bill after allowing the discount permissible for schools. Payment will be made after the consignment is received and checked by the Games department of the school.

Further, please ensure the quality of the consignment. If defects are found in the goods, the whole consignment will be returned without any payment.

Thanking you

Yours faithfully

Ravi

- Write a letter to the Chairman of the National Library to open a furnished library in your locality.

**Ans.**

C/10, Sector 12  
 RK Puram  
 New Delhi-110022  
 7th January, 20XX  
 The Chairman  
 National Library  
 J-17, Saket  
 New Delhi-110017

**Subject:** Request for a Library

Respected Sir,

I request you to arrange a public library in our locality. It will become a part of better civic amenities in the area. The library will help the school children as well as the college students to upgrade their knowledge for competitive exams. It would provide them a quiet peace to study. Moreover, it will be beneficial to the residents of the area for improving their knowledge. The library should have a separate section for issue and return of the books.

I therefore earnestly request you to look into the matter and open a branch of your esteemed library in this area. I hope to receive a positive response from your end.

Yours faithfully

Seema Yadav

### **Sample Letters to the Editors**

- Write a letter to the Editor of an English daily, appealing for help for the victims of flood. You are Rohit/Reena.

**Ans.**

43, Surat Street  
 Jorhat – 785002  
 1st July, 20XX



The Editor  
The Hindustan Times  
7, Kasturba Gandhi Marg  
New Delhi-110001

**Subject:** Help for the victims of Flood Sir,

I shall deem it a great favour if you publicise, in the columns of your esteemed daily, the miserable condition of the flood-stricken people of Bhrindan and other adjoining villages in Jorhat district of upper Assam. Also issue an appeal for help to these hard-hit people.

Due to heavy rains for three days and the breach of the Shanpur Bandh, the flood, all of a sudden, entered these villages on the 27th of June. It caused havoc, as many huts were washed away. Many people died as they were trapped inside their homes by the rising flood water. Some of the affected people are passing their days on trees and are without food, clothing and shelter. Parents have been separated from their children. Help has not yet reached these villages. Rescue teams with medicine and food are yet to arrive.

I therefore, request you to publish this letter so as to appeal to the public to come forward and help these homeless victims of the flood before it is too late.

Yours faithfully  
Rohit

- You have noticed many stray animals on the road during the busy hours of the day. These animals cause traffic jams as well as accidents. You have already written to the concerned authorities but no action has been taken so far. Write a letter to the Editor, The Hindu, drawing attention of the Municipal Commissioner, Chennai to this problem. You are Shantha/Suresh, 12 MG Road, Chennai.

**Ans.**

12, MG Road,  
Chennai-600001  
9th March, 20xx  
The Editor  
The Hindu  
Chennai-600001

**Subject:** Problems Caused by Stray Animals

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the Municipal Commissioner to the problems caused by stray animals on city roads. Not a single day passes when we don't witness traffic jams on the roads. The reason for these jams are not heavy traffic movement, but stray animals roaming about on the roads.

These animals not only cause traffic jams but also create severe accidents. Just three days ago I witnessed a biker chased by dogs. He tried to drive away, in the process jumping a red light and meeting with an accident. Yesterday a bull gored a person so badly that he needed to be admitted to a hospital.

Despite many complaints to the concerned authorities, no action has been taken so far. These stray animals are becoming a nuisance. They are a danger to not only us but to themselves also. It is my request to the Municipal Commissioner to please take a note of the situation and rectify it as soon as possible.

Thanking you  
Yours sincerely  
Suresh



### Sample Letters to the Editors

- You are Priya/Aditya Roy living in House No 7322, Sector 12, RK Puram, New Delhi. You have seen an advertisement in the newspaper for the post of a 'Software Engineer' in National Software Company. Write an application with complete bio-data to the Manager of the company.

#### Ans.

House No 7322  
Sector 12, RK Puram  
New Delhi-110022  
14th January, 20XX  
The Manager  
National Software Company  
25, Saket Road  
New Delhi-110017

**Subject:** Application for the post of Software Engineer

Respected Sir

With reference to your advertisement in 'The Indian Express' dated 12th January, 20XX, I would like to offer myself as a candidate for the post of Software Engineer in your esteemed organisation. I will be highly obliged if you kindly select me for the said post. My curriculum vitae are enclosed herewith for your kind perusal.

Yours faithfully

Aditya Roy

Encl: CV

#### CURRICULUM VITAE

Name - Aditya Roy  
Father's name - Amit Roy  
Address - House No 7322, Sector 12, RK Puram, New Delhi-110022  
Date of birth - 4th October, 1987  
Health status - Medically fit  
Marital status - Unmarried

#### Educational qualifications

Exam	College/Board/University	Year	Percentage
High School	CBSE	2004	85%
10 + 2	CBSE	2006	90%
B.Tech	IIT, Kharagpur	2010	92%
M. Tech	IIT, Kharagpur	2012	92%

Work experience	Presently working as Senior Programme Developer with Alpha Tech since July, 2012
Programming	C, C++, .Net, Java, Fortran
Strength	Good time management
References	(i) Dr. S Kumar (HOD Computer Science), IIT Kharagpur-721302 (ii) Dr. PS Gupta (HOD Mathematics), St Stephen's College, New Delhi-110007

- You are Simran Gupta. Write an application for the post of HR Executive in a reputed company, enclosing your bio-data.

**Ans.**

66, Anand Vihar  
 New Delhi-110092  
 16th January, 20XX  
 The Recruitment Manager  
 Vivid Colours Pvt Ltd  
 Ghaziabad-201004

**Subject:** Application for the post of HR Executive

Respected Sir

This is in reference to your advertisement published in 'The Hindustan Times', dated 15th January, 20XX for the post of HR (Executive). I wish to apply for the said post in your esteemed organisation. If given a chance, I can prove my worth and will be never shy of hard work. I am enclosing my resume for your perusal

Yours faithfully

Simran Gupta

Encl: Resume

**RESUME**

Name - Simran Gupta  
 Father's name - KK Gupta  
 Address - 66, Anand Vihar, New Delhi-110092  
 Date of birth - 10th December, 1988  
 Marital status - Single

**Educational qualifications**

Exam	College/Board/University	Year	Percentage
High School	CBSE	2005	83%
10 + 2	CBSE	2007	84%
BA	St Mary College	2010	65%
MBA (HR)	University of Delhi	2012	60%

Work experience	Presently working in National Crates Company Pvt Ltd since July, 2012 as Personnel Executive
Languages known	English, Hindi
Strength	Positive attitude to work
References	(i) Dr. S Roy, HOD, Business Administration Department, University of Delhi (ii) Dr RM Singh, Director, National Crates Company Pvt Ltd, Ghaziabad

**Sample Letters to Principal/School or College Authorities.**

- As the Head Boy of your school, write a letter to the Principal requesting him to arrange programmes of career counselling for the students of class XI and XII. Request him to invite experts from several professions to speak to the students to give insights and information.

**Ans.**

The Principal  
 National High School Model Town, Amritsar-143001  
 15th November, 20XX



**Subject:** Request to Arrange Career Counselling Programs

Respected Sir,

I shall deem it a great favour if you kindly arrange programs of career counselling for the students of class XI and XII as soon as possible. As the Head Boy of your esteemed institution, I consider it a great opportunity for the higher secondary section. We, the students will be highly obliged if you kindly arrange such programs.

I therefore earnestly request you to invite professionals and scholars from different fields to interact with the students to give insights and share information. They can spend an hour or two with the concerned students so that students can decide on what career to pursue.

Thanking you

Yours obediently

Suresh Banerjee

Head Boy, Class XII-B

- You have borrowed some books from your school library. Unfortunately you have to go away to visit a sick relative and cannot return the books in time. Then you find that you cannot even locate them. Write a letter to the library incharge. Explain what has happened and propose what you can do in this regard.

**Ans.**

The Library Incharge

St Thomas School

Rajouri Garden

New Delhi-110027

17th January, 20XX

**Subject:** Failure to Return Library Books

Respected Sir

This is to inform you that I, Suresh Roy, a student of class XI, have failed to return the two books of Science borrowed by me on 27th December, 20XX in time. My library card number is RL110012. The due date for the books was 15th January, 20XX. Unfortunately the books have been misplaced by me at home. Now, I have been forced to stay away from home for a few days to tend to my sick relative who has been hospitalised.

I will be able to search for the missing books at my home only after my relative gets well enough to be discharged from hospital. I am really sorry for the inconvenience caused. Kindly inform me what action I should take in this regard. I can buy the copies of the lost books from the market if you kindly allow me.

Thanking you

Yours faithfully

Suresh Roy, Class XI

# INFORMAL LETTER

## **Introduction:**

*Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance or a friend. The language used in an informal letter is casual and personal.*

*Nowadays, it's quite rare to receive or write a letter to your friend. This is due to the use of instant messaging, emails and other technologies that make communication more immediate.*

*But, the excitement of receiving a letter remains. And, the act of writing a letter has its benefits too.*

*Setting time aside to write a letter to your friend, shows them you have been thinking of them and makes them feel special. Taking the time to write is also a great chance for you to express yourself and order your thoughts.*

## **Types and Reasons to Write Informal Letters:**

You can literally write about anything you feel or think you want to convey. Informal letters can be written to inform your dear one about your success in a competition, about a movie you watched recently, about the trip that you would be going on, etc. It can also be to enquire about their well-being, to invite them to go along with you on a trip, to congratulate them on their new job, to convey your regards, etc. You can be as personal as you want when writing an informal letter.

Informal letters are written for a whole range of reasons you might write a letter to your friend to:

- Share news
- Say thank you
- Wish them a happy birthday
- Invite them to an event
- Congratulate them on something
- Apologise
- Tell them about a holiday

## **Types and Reasons to Write Informal Letters:**

Informal letters have different features in comparison to formal letters. They aren't as rigid in the way they are structured or written. And this means when you write a letter to your friend you can have some fun by breaking the usual letter writing rules.

The way you structure your letter will depend on the type you are writing. But there are a few common features that are noticed when writing informally. These are:

- A friendly opening and close
- A date
- Informal and chatty language
- Written in first person
- Paragraphs
- Addresses of the sender and recipient (depending on the type of letter)

## **Format and Key Points to Write an Informal Letter**

Like any letter, there is a format to write an informal letter in English. Unlike a formal letter, an informal letter does not need to state something specific. It can be written in an easy, conversational style. They are in the nature of a friendly chat, so it can include a variety of topics. It can have all that you want to tell your dear one about. You can use colloquial expressions, unlike formal letters. There are a few easy guidelines that you can follow to be able to write impressive informal letters.



**Address and Date:** If you are thinking about how to start writing an informal letter, here is what you should know. To get your informal letter format right, you have to begin it with the sender's address. The address is written on the left-hand side of the paper. It is necessary that you write the complete address so that the receiver can write back to you. So, see to that you give the correct address along with the pin code. In case you are writing to someone in a different country, make sure you include your country in the address. For example,

29, NBC Garden  
Coimbatore – 641053

This is followed by the date. Writing the date is important as it would help the receiver know when exactly you had written the letter. You can write the date in either of the following formats:

For example,  
15/11/2021 or 15th November 2021 or November 15, 2021

**Forms of Greeting/Salutation:** In informal letters to friends and family, you can address them by their names prefixed by qualifying terms such as Dear, My dear, Dearest, etc. You can also address them by their pet names (Eg: Dearest Rosy, Dear Andy, My dear Sweetie...) or by their relationship with you (Dear Uncle, Dearest Grandma, My dear Cousin...). If you are writing to an ordinary friend who is older than you are, or of superior rank, it is respectful to use prefixes such as Mr, Mrs, Ms, etc. For example, Dear Mr Reddy.

**Introduction and Body of the Letter:** The words you use determine the nature of your letter. You can start your informal letter with an introduction to set the tone of the matter that is going to be discussed. You can begin by enquiring about the health and well-being of the recipient. For instance, I hope this letter of mine finds you in the pinkest of health. You can then explain the reason behind the letter and provide the details as elaborate as you wish to, unlike formal letters. The letter can be more like a friendly chat than an essay. You can write in a very casual and personal tone. If you are writing to an older person, do not use disrespectful terms or sentences.

**Conclusion:** End the informal letter on a friendly note. Use words in such a way that the recipient feels like they have had a wonderful time chatting with you. See to that you make sure you let them know that you would be awaiting their response to your letter.

**Forms of Subscription/Signature:** You can use the following in informal letters to relatives and near friends. Yours affectionately, Yours lovingly, Your loving friend, With love, etc., followed by your name (mostly your first name).

If you are writing to a close acquaintance whom you have addressed as Dear Mr, Mrs, etc., you can use Yours sincerely, Kind regards, etc.

### Sample

**Sample 1** - Letter to a friend about arranging a get-together

BB Street,  
Allahabad – 211005  
12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon.

Love,  
Sreya





**Sample 2** - Reply, regretting inability to join.

144, Stark Lane  
Mumbai – 400054  
15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I can definitely make it happen.

I hope we can reschedule the get-together and not miss the chance to meet up. Waiting to hear from you.

With love,

Surya





# INVITATION

**Invitation** – An invitation is a written or verbal request inviting someone to go somewhere or to do something. An invitation is a request, a solicitation, or an attempt to get another person to join you at a specific event. When you ask people to attend a party, visit your beach house, or witness your marriage, you invite them by giving them an invitation.

To invite someone for an occasion, we use the written form Invitation.

Invitations are generally printed cards through which we invite our guests on some auspicious occasions like wedding, birthday, wedding anniversary, house warming, the inauguration of a shop/factory, etc.

## THERE ARE TWO TYPES OF INVITATION

- i. Formal invitations
- ii. Informal invitations

It can be in the form of an invitation card, which is a formal way of inviting people. It can be also in the form of a note or a letter, which is an informal way of inviting people. For instance, inviting relatives, friends, colleagues etc. to attend some particular function or an occasion such as engagement, marriage, birth, death or public function is an informal invitation. It is an essential part of social etiquette. Informal invitations are addressed in freehand writing to friends and relatives. Formal invitations may be in the form of

(a) Card or (b) Letter. They are addressed in a fixed format to a person in a department having a designation, with proper salutations.

### Formal invitations:

- Formal invitations are written in the third person. The person who extends the invitation.
- Start with the designation of the organiser. writes his name.
- Then comes the name of the person, who is being invited.
- Details of date, time, venue of the even function. Date, venue, time should be clearly mentioned.
- In case, the party is organized at some other place, like a hotel, etc., then the complete address of the person, along with his contact number, has to be clearly mentioned.
- Some formal invitations like the wedding invitations carry the expression of RSVP, which means Rdpandez S'il vous, plait'; please reply.
- The address of the person who extends the invitation must always be given even if the function is organized at some other venue.

### Informal invitations:

- These are like short informal letters.
- The salutation, subscription, address on the top are the same, like in an informal letter.
- These are always written in the first person.
- These letters are first/second person presentations.
- Fire writes address is given in the ueual place.
- The style and tone are relaxed and informal.
- Different tenses are used as the sense demands
- The date of writing is given, but the year is generally omitted.
- Personal feelings and emotions find an expression.

### Formol (Refusal and Acceptance)

- I' A formal reply is like a formal invitation, but it is not a card. It is a handwritten reply to the Invitation.

- It is written in the third person.
- The format will be the same as given in the invitation.
- No specific reasons are given for refusal. Only expressions like prior commitment, etc. are used.
- In an acceptance reply, expressions like 'will be delighted to attend it, are used.

### **Informal (Refusal and Acceptance)**

- These are written in the same format as in the informal invitation.
- These are written in the first person.
- A specific reason for refusal can be given

### **Value Points:**

- Simple and elegantly printed
- Formal invitations are in 3rd person [she, he, they]
- Do not use abbreviations for the guest names, titles, days, and dates.
- Write the subject matter in the Centre. Other details like dress code may be put on the bottom corner L or R.
- A route map at the back if required.

### **SAMPLE**

- The Literary Club of your school is putting up the play 'waiting for Godot'. As secretary of the club, draft an invitation inviting the famous writer Sudeesh Gupta to be the guest of honour at the function. Write the invitation in about 50 words. You are Suyash/Shivani.

#### **Answer.**

Sahran Public School  
Rajinder Nagar  
New Delhi 1100XX  
29th January 20XX

Respected Sir

The Literary Club of our school is going to present the play 'Waiting for Godot' on 1 February 20XX in the school auditorium. We would be pleased if you accept to be the guest of honour for the same.

Kindly confirm.

Hoping for a positive reply.

Thank you,

Yours faithfully

Shivani Sethi

(Secretary, Literary Club)

- You have received an invitation to be the judge for a literary competition in St Ann's School. Send a reply in not more than 50 words, confirming your acceptance. You are Vikash Kajal

#### **Answer.**

Mr. Vikash Sharma thanks the Principal, St. Ann's School for their kind invitation for judging the literary competition on 14th March 20XX. He accepts the invitation with pleasure and will reach the venue at 8 a.m. to judge the event.

Regards

Vikash Sharma



- Mr. Ankit Mathur wishes to invite his friend Mr. Ritesh Sharma to his brother's engagement party. Draft an informal invitation in about 50 words,

**Answer.**

12/16 Rajendra Nagar

New Delhi

16th Jun 20XX

My Dear Ritesh

You. Will be very\_ glad. to know that my brother is getting engaged on 26th July 20XX. you and your family are cordially invited.

My parents are looking forward to having you with us at the engagement ceremony at our residence at 9 p.m.

Your friend

Ankit Mathur

- Ms. Sonia Anand wishes to invite her friend for Bhoomi Puja at her residence in Karol Bagh. Design a formal invitation in about 50 words on her behalf.

*Ms Sonia Anand*



requests the pleasure of your gracious presence  
on the auspicious occasion of the

**Bhoomi Puja**  
**of her New house**

at plot no. 15/12, Karol Bagh  
at 10 a.m.  
on May 24, 20XX

You blessings and best wishes are required  
for this new beginning.

With best complements and wishes

RSVP – 2336XXXX



## JOB APPLICATION

Applications for jobs are written in a very formal, precise, and to the point manner. In case the applicant has to focus on his qualifications and experience, a bio-data is enclosed. It includes important information regarding the candidate such as Name, Date of Birth, Contact Address, Educational Qualifications, Professional attainments, Experience, Hobbies, Marital Status, Salary Expected, and the References. The forwarding letter has the same format as an official letter. In case, the information about the applicant is not a detailed one, it is included in the body of the letter itself.

The biodata format or curriculum vitae (C.V.) is written in a standardized format. The forwarding letter reflects the personality of the writer. It must be brief and polite. While stressing personal qualities such as habits, manners, health, physique, etc., it should avoid the two extremes of bragging and ingratiating.

### SAMPLE

- You are Priya/Aditya Roy living in House No 7322, Sector 12, RK Puram, New Delhi. You have seen an advertisement in the newspaper for the post of a 'Software Engineer' in National Software Company. Write an application with complete bio-data to the Manager of the company.

### Ans.

House No 7322  
Sector 12, RK Puram  
New Delhi-110022  
14th January, 20XX  
The Manager  
National Software Company  
25, Saket Road  
New Delhi-110017

**Subject:** Application for the post of Software Engineer

Respected Sir

With reference to your advertisement in 'The Indian Express' dated 12th January, 20XX, I would like to offer myself as a candidate for the post of Software Engineer in your esteemed organisation. I will be highly obliged if you kindly select me for the said post. My curriculum vitae are enclosed herewith for your kind perusal.

Yours faithfully

Aditya Roy

Encl: CV

### CURRICULUM VITAE

Name - Aditya Roy  
Father's name - Amit Roy  
Address - House No 7322, Sector 12, RK Puram, New Delhi-110022  
Date of birth - 4th October, 1987  
Health status - Medically fit  
Marital status - Unmarried

### Educational qualifications

Exam	College/Board/University	Year	Percentage
High School	CBSE	2004	85%
10 + 2	CBSE	2006	90%
B.Tech	IIT, Kharagpur	2010	92%
M. Tech	IIT, Kharagpur	2012	92%



Work experience	Presently working as Senior Programme Developer with Alpha Tech since July, 2012
Programming languages known	C, C++, .Net, Java, Fortran
Strength	Good time management
References	(i) Dr. S Kumar (HOD Computer Science), IIT Kharagpur-721302 (ii) Dr. PS Gupta (HOD Mathematics), St Stephen's College, New Delhi-110007

- You are Simran Gupta. Write an application for the post of HR Executive in a reputed company, enclosing your bio-data.

### Ans.

66, Anand Vihar  
New Delhi-110092  
16th January, 20XX  
The Recruitment Manager  
Vivid Colours Pvt Ltd  
Ghaziabad-201004

**Subject:** Application for the post of HR Executive

Respected Sir

This is in reference to your advertisement published in 'The Hindustan Times', dated 15th January, 20XX for the post of HR (Executive). I wish to apply for the said post in your esteemed organisation. If given a chance, I can prove my worth and will be never shy of hard work. I am enclosing my resume for your perusal

Yours faithfully

Simran Gupta

Encl: Resume

### RESUME

Name - Simran Gupta  
Father's name - KK Gupta  
Address - 66, Anand Vihar, New Delhi-110092 Date of birth - 10th December, 1988  
Marital status - Single

### Educational qualifications

Exam	College/Board/University	Year	Percentage
High School	CBSE	2005	83%
10 + 2	CBSE	2007	84%
BA (Hons)	St Mary College	2010	65%
MBA (HR)	University of Delhi	2012	60%

Work experience	Presently working in National Crates Company Pvt Ltd since July, 2012 as Personnel Executive
Languages known	English, Hindi
Strength	Positive attitude to work
References	(i) Dr. S Roy, HOD, Business Administration Department, University of Delhi (ii) Dr. RM Singh, Director, National Crates Company Pvt Ltd, Ghaziabad



## LETTER TO EDITOR

Letter writing is an essential skill. In spite of the prevalence of e-mail and text messages letters are still one of the most important and popular means of communication. Trade, official correspondence, public representation, complains and other dealings, transactions and communication with people are still conducted through letters. Formal Letters include business letters, applications for jobs, **letters to editors**, letters to Principal/Officers and letters of complaints to authorities.

A **letter to the editor** is written in the format of a formal letter. **Letter to editor** is for giving suggestions on an issue of public interest to an editor or to Expressing views on an issue already raised in an article/ writeup in a published letter.

### Components of Letter to editor

**Sender's address:** Give the complete address of the sender.

**Date:** The date on which the letter is written comes next, immediately after the sender's address.

**Receiver's address:** The address of the recipient (the editor of the newspaper or magazine you intend to send your letter) should be written.

**Subject line:** The main purpose of the letter is mentioned in the subject line.

**Salutation/Greeting:** The salutation can be Sir, Ma'am, Respected Sir, Respected Ma'am, etc.

**Body of the letter:** The body of the letter should explain the purpose of the letter. Introduce yourself and provide all the details of the matter being discussed.

**Complimentary closing:** Thank you very much, Thank you or Thanking you can be the complimentary closing that you can use.

**Ending the letter:** End the letter with your signature, name in block letters and designation, if there is any.

### Sample

- Write a letter to the Editor of an English daily, appealing for help for the victims of flood. You are Rohit/Reena.

### Ans.

43, Surat Street  
Jorhat – 785002  
1st July, 20XX  
The Editor  
The Hindustan Times  
7, Kasturba Gandhi Marg  
New Delhi-110001

**Subject:** Help for the victims of Flood

Sir,

I shall deem it a great favour if you publicize, in the columns of your esteemed daily, the miserable condition of the flood-stricken people of Bhrindan and other adjoining villages in Jorhat district of upper Assam. Also issue an appeal for help to these hard-hit people.

Due to heavy rains for three days and the breach of the Shanpur Bandh, the flood, all of a sudden, entered these villages on the 27th of June. It caused havoc, as many huts were washed away. Many people died as they were trapped inside their homes by the rising flood water. Some of the affected people are passing their days on trees and are without food, clothing and shelter. Parents have been separated from their children. Help has not yet reached these villages. Rescue teams with medicine and food are yet to arrive.

I therefore, request you to publish this letter so as to appeal to the public to come forward and help these homeless victims of the flood before it is too late.

Yours faithfully

Rohit



- You have noticed many stray animals on the road during the busy hours of the day. These animals cause traffic jams as well as accidents. You have already written to the concerned authorities but no action has been taken so far. Write a letter to the Editor, The Hindu, drawing attention of the Municipal Commissioner, Chennai to this problem. You are Shantha/Suresh, 12 MG Road, Chennai.

**Ans.**

12, MG Road,  
Chennai-600001  
9th March, 20xx  
The Editor  
The Hindu  
Chennai-600001

**Subject:** Problems Caused by Stray Animals

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the Municipal Commissioner to the problems caused by stray animals on city roads. Not a single day passes when we don't witness traffic jams on the roads. The reason for these jams are not heavy traffic movement, but stray animals roaming about on the roads.

These animals not only cause traffic jams but also create severe accidents. Just three days ago I witnessed a biker chased by dogs. He tried to drive away, in the process jumping a red light and meeting with an accident. Yesterday a bull gored a person so badly that he needed to be admitted to a hospital.

Despite many complaints to the concerned authorities, no action has been taken so far. These stray animals are becoming a nuisance. They are a danger to not only us but to themselves also. It is my request to the Municipal Commissioner to please take a note of the situation and rectify it as soon as possible.

Thanking you  
Yours sincerely  
Suresh

**STEP UP**  
ACADEMY



# NOTICE

*A notice is an official communication, which announces or conveys some information. A notice is usually affixed on the noticeboard by an organization or institution to announce an event, celebration, or some important information.*

*A notice may contain news /information about something that has happened or is likely to happen' It may be a formal announcement of public importance, or an advance warning meant for compliance and information. A notice can 'be about a meeting, an event, an excursion /a historical trip/a picnic, Lost and found, change of name/address/uniform/timings/venue etc. Notices are generally meant to be put up on specific display boards, whether in schools or in public places. Notices issued by the government appear in newspapers.*

A notice is displayed at a prominent place, usually on a noticeboard where everyone can see it. As with all compositions, you have to take care of the following:

- (a) Format
- (b) Content
- (c) Language

## **Format:**

- A notice should be written in the following format:
- A heading to introduce the subject of the notice
- The name of the organisation issuing the notice
- The title 'NOTICE'
- The date
- The body of the notice
- The writer's signature, name (in block letters) and designation

A notice should contain all the items shown in the format given below. The signature may be put in the right corner too. The date is sometimes put at the bottom of the page, in the left corner. people/organizations can show some variations. But it is ideal to follow a somewhat similar format for ease of understanding and uniformity. Let us look at the most used format of notices.

## **Content:**

Notices should cover some important points that are to be communicated to the readers. Let us summarize the five points that the content of the notice will cover, the five W's

You can see in the format given below that the content is put in two paragraphs. In the first paragraph, give all the information about the activity /event. In the second paragraph, write what the readers of the notice are expected to do.

1. **What:** What is the notice about? The notice should be clear about what is going to happen (event), or what has already happened (occasion). This is the crux of the message and should be written clearly. There should not be any ambiguity.
2. **When:** This is the time and the date of the event or meeting. If possible, the duration of the event should also be mentioned to people can schedule their time accordingly.
3. **Who:** This will be who the notice is addressed to? Who all are supposed to adhere to the notice should be clearly mentioned to avoid confusion?
4. **Whom:** And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.
5. **Where:** If the notice is about an event, then the location of such an event must be written clearly. The venue or the location are important details, so make sure to include this in the notice.



### Language:

The language of the notice should be simple, clear, and formal. All notices should have a box around them.

### TYPES OF NOTICE:

- Notice for meeting.
- Notice for events like competition/celebration/annual sports event/cultural festival/winter carnival etc.
- Notice for lost or found.
- Notice For tours /fairs/exhibitions/campaigns/seminars/workshops/debates/group talk etc.
- Notice for appeal/warning/guideline/message in-public interest.
- Notice for Change of name/residence/company/ bank account/timings etc.

### Sample

- Draft a notice in not more than 50-words for your school notice board, informing the students about the sale of old sports goods of your school. You are Rohini/Rohan the secretary of sports club of Alka Public School, Indira Nagar Faridabad.

**Alka Public School, Indira Nagar, Faridabad**

20.04.20XX

**NOTICE**

**Sale**

The Sports Department is offering old sports equipment for sale to the students at the school Cricket, tennis, badminton, table tennis, football, basketball and hockey is available.

Sale will be held on Sunday 28-04-20XX from 10 am to 1 pm. Students should bring their identity cards.

Rohan  
Secretary, Sports Club.

- You are Amit/Anita, Head Boy/Head Girl of your school. You are organizing a career counseling session for class XI and XII students of your school. Write a notice giving details to be displayed on your noticeboard in about 50 words.

**Gandhi Senior Secondary School, Rohni, Delhi**

28 July 20XX

**NOTICE**

**Career Counselling Session**

The students of classes 11 and 12 are hereby informed that a career counselling session has been organized for them on 4 August 20XX from 11 a.m. to 1 p.m.

Science students will proceed to the Auditorium and commerce students to Lecture Theatre No. 1 at 10:45 a.m.

Attendance is compulsory.

Amit Pandey  
Head Boy

3. As Secretary of the Activity Club of your school, draft a notice for the school noticeboard, informing students of the Inter-class Quiz contest being organized by the school. You are Nafisa/Pankaj. [Word limit: 50]

**St. Teresa Secondary School, Lucknow**

3 August 20XX

**NOTICE**

**Inter-class Quiz Contest**

The annual Inter-class Quiz will be held on 4th September at two levels - classes 7 & 8 and 9 & 10. The teams will be selected on the basis of the preliminary written tests.



Those interested should give their names to the undersigned by 8 August 20XX.

Nafisa Rehman

Secretary

Activity Club

4. You are Man/Mani, secretary of the History Club of K.V. Sr. Sec. School, Badodhra. Draft a notice in not more than 50 words informing the students of class XI and XII about a proposed tour to Rajasthan during the coming summer vacations.

**K.V. Senior Secondary School, Badodhra**

3 August 20XX

**NOTICE**

**Rajasthan Tour**

This is to inform the students of classes 11 and 12 of a trip to Rajasthan from 12 to 17 May 20XX. The trip will cover Jaipur, Udaipur, Jaisalmer and Bikaner.

Those who wish to join the trip should submit written permission from their parents and a draft for 3000 latest by 12 April 20XX to the Vice Principal.

Mani

Secretary, History Club



**STEP UP**  
ACADEMY



## REPLIES

*A formal reply is usually very short. It is brief and to the point. The quality of a good reply is that it must always be pleasant. Even while declining the invitation or expressing inability to attend one must be polite and courteous. Formal replies demand a formal tone and treatment. There is no room for unnecessary details or superfluous matter in them.*

An informal reply or private letter may, however, express personal feelings or desires in an intimate style and informal tone.

### ***Main characteristics:***

#### (a) Formal Replies

- Acknowledge the invitation.
- Express thanks in third person.
- Mention acceptance/regret.
- Specify the reason for refusal.
- Be brief and specific.
- Be formal in tone and treatment.
- Do not exceed the word limit.

#### (b) Informal Replies

- Acknowledge the invitation in first person.
- Use second person for the sender of invitation.
- Mention acceptance/regret.
- Specify the reason in case of refusal.
- Use warm and simple language.
- Do not exceed the word limit.

### ***Replies***

- Replies Accepting or Declining
- Formal Follow a set formula:
- formal words: 'kind invitation', 'great pleasure', 'regret', etc.
- Use third person ('they') instead of first person (I, 'We')
- Address of the writer and the date to be written.

### ***Sample***

- As the principal of a reputed college, you have been invited to inaugurate a Book Exhibition in your neighborhood. Draft a reply to the invitation in not more than 50 words, expressing your inability to attend the function. You are Tarun/Tanvi.



### Reply To Invitation:

The principal  
ABC College  
March 25th, 20xx

**Subject:** Inability to accept the Invitation Sir

I would like to express my gratitude to the Civil Lines Book Club for inviting me to inaugurate the first edition of the Civil Club Book Exhibition. But I regret my inability to attend the function due to a prior commitment. I have to attend a meeting with the governing body of our college on the same day for which the inauguration is scheduled.

Yours faithfully  
Tanvi  
Principal

- You have received an invitation to be the judge for a literary competition in St. Ann's School. Send a reply in not more than 50 words, confirming your acceptance. You are Mohan/Mohini. (All India)

### Answer

Confirming Acceptance:

16, XYZ Lane  
ABC Nagar,  
Chennai  
St. Ann's School  
TVS Nagar  
Chennai

**Subject:** Acceptance of invitation for judging the literary competition.

Sir,

I would like to express my gratitude to St. Ann's School for inviting me to be the judge for a literary competition in your school. I confirm my acceptance for the same and will make sure that I am present there at the scheduled date and time.

Yours sincerely  
Mohini

- You are Aakash/Varsha. You have been invited to attend the wedding of your friend's sister during summer vacation. Respond to the invitation, regretting your inability to attend it.

### Answer

205, Vasant Kunj  
New Delhi  
4 March, 20XX  
Dear Neha

Thank you for your cordial invitation on the occasion of your sister's wedding. I, however, regret my inability to be with you on this happy occasion as we shall be leaving for Shimla for summer holidays on 1 May, 20XX. Please excuse my absence. Do convey my regards and best wishes to the couple.

Yours sincerely  
Varsha/Aakash



- You are Sachin / Shama. You have been selected to represent your school in a seminar on 'Education for All', organised by NCERT. Write a letter to the Professor In charge requesting her to send you a copy of the working paper prepared for the seminar to enable you to prepare yourself on the subject.

### Answer

ABC School

New Delhi

7 March, 20XX

The Professor In charge

NCERT

New Delhi

Madam

**Sub:** Education for All

I would like to thank you for inviting our school for the proposed seminar on 'Education for All' being organised by your Institute.

Kindly send me a copy of the working paper prepared for the seminar so that I can prepare myself properly and make a meaningful contribution in the deliberations at the seminar.

Looking forward to an early response.

Yours sincerely

Sachin/Shama



# REPORT WRITING

*A Report is a written composition or, in other words, we can say it is a prepared talk about a particular subject. It is a vivid expression of a personal experience on account of something heard, seen, done, studied etc. meant to be published or broadcasted. The most common example is the news reports we read in the newspapers, every day.*

**Reports can be of many types, such as:**

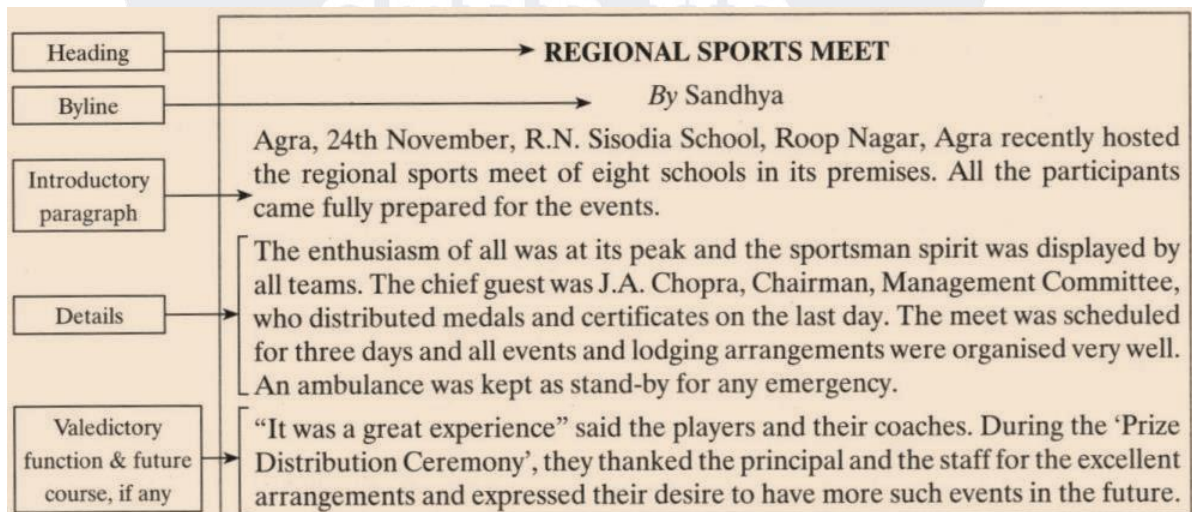
1. A newspaper report
2. A report about an event or function at school/institute/ organization
3. A report about an accident/happening that you have witnessed
4. A report about an enquiry or survey

## **While Writing a Report**

- be factual and do not add any information on your own that may seem fictitious.
- write in indirect speech and preferably in passive voice.
- write in third person form and avoid using pronouns like I, me or you.
- avoid imposing your personal opinions and do not make any conclusions.
- answer the questions to 'when', 'where', 'why', 'what', 'who' and 'how'.

## **Format of a Report**

1. Headline
2. Byline (Name of the reporter)
3. Opening paragraph (Introductory Paragraph)
4. Details (Next two paragraphs)
5. Conclusive statement or Valedictory function & future course, if any





### Sample

- The Principal of your school retired after rendering 35 years of meritorious service. A grand function was held to give him a hearty send-off. Write a report in 150-200 words for publication in your school magazine describing the celebrations. You are Sudha of XI A.

#### Ans.

A Grand Farewell

(by Sudha, XI A)

Our esteemed Principal Sh. R.R. Gupta retired on 30th September this year after rendering 35 years of meritorious service. On the day of his retirement a grand function was held to give him a hearty send-off. Students and teachers organised a cultural show. Songs and poems dealing with his qualities were recited. Our Vice Principal delivered a thought-provoking speech. He praised the outgoing principal for his contribution to education and sports. Students garlanded the principal and escorted him to his car. Some of them became emotional. They began to weep. We bade him farewell with tears in our eyes.

- Your school has recently opened a computer wing. The facility of computer training and access to Internet connections has been made available to students. As Rakesh/Rashmi of XI B, write a report on the new computer wing in 150-200 words for your school magazine.

#### Ans.

NEW COMPUTER WING

(by Rashmi, XI B)

The new computer wing of our school on 25th April constructed at a cost of two crore rupees was inaugurated by the Director of Education, yesterday. This wing with five halls on first floor has twenty computers with access to internet connections. The ground floor has facility of computer training for the beginners. It has nine rooms with five computers in each room. Our school authorities have now fulfilled a long felt need of the students. Computer training facilities will arouse and sustain the interest of the students in IT industry and new technology.

- You were a member of your school cultural club which participated in the zonal inter school music and dance competition and won the trophy. Write a report in 150-200 words for your school magazine describing the items presented, preparation, costumes, music, performance and efforts of the participants and teachers. You are Neha/Navin of XI D.

#### Ans.

CULTURAL CLUB BAGS TROPHY

[by Navin, XI D]

The cultural club of our school added another feather to its cap when it won the trophy in inter-school music and dance competition held at Sophia School, Meerut. Our school team participated in solo as well as group items of music and dance. Kathak dance by Mohini, ghazal by Renu, folk song by Urvashi and group song were highly acclaimed. We were rated second in group dance, bhajan and geet. We won the trophy for our overall best performance. The students and teachers had worked hard for a month. They hired costumes and rehearsed three to four hours a day for each item. In spite of initial nervousness, the performance on stage was splendid.

- The Environment Club of your school organised a campaign to celebrate cracker-free Diwali. Posters, placards and banners were prepared. Then a long march was organised. Write a report in 150-200 words for publication in your school magazine about the campaign describing the efforts put in by staff and students to make the campaign successful. You are Mohini/Mayur of XI C.

**Ans.**

TO CAMPAIGN AGAINST CRACKERS

[by Mayur, XI C]

Environment club is fairly active in our school. It organised a campaign to celebrate cracker- free Diwali. Posters, placards and banners were prepared. Posters were displayed at prominent places. Then a long march was organised. Teachers and students assembled at

9.00 a.m. All the students were in their school uniform. They carried banners and placards in their hands. They stopped near the posters and notices displayed along the road. The aim was to create awareness among the public in general and the young children in particular. Crackers create sound pollution. Being expensive, they are a wasteful luxury. The money ends in smoke and fire. Moreover, child labour is involved in cracker industry. Thus exploding crackers indirectly leads to exploitation of child labour. The response of the general public was good.





# Literature

## MY MOTHER AT SIXTY-SIX

### Summary

- by Kamala Das

#### Stanza- 1

*"Driving from my parent's  
home to Cochin last Friday  
morning, I saw my mother, beside me,  
doze, open mouthed, her face ashen like that of a corpse"*

**Explanation:** The poet had gone to visit her parents' home near Cochin. On Friday morning, she was returning. On her way to the airport, she noticed her mother sleeping beside her in the car. Her mouth was open. Her face was pale and lifeless, just like a dead body. It perhaps expressed the pain she felt because of separation from her daughter.

#### Stanza- 2

*"And realized with pain that she was as  
old as she looked but soon put that thought away  
and looked out at young Trees sprinting,  
the merry children spilling out of their homes"*

**Explanation:** The poet was alarmed by the sudden realization that old age had crept upon her mother. It was a reality she found hard to accept. The poet was pained to see her mother's colorless pale face. To take her attention away from the disturbing thought, she looked outside the car.

Because the car was moving, the young green trees appeared to be running in the opposite direction. She also saw a group of children rushing out of their homes to play.

All this probably reminded her of her childhood when her mother was young. The young sprinting trees represented how fast time had flown by. The children represented youth, which was full of life and energy. Both the young trees and the children presented a sharp contrast to the mother sitting beside her who was old and suffering from ill-health.

#### Stanza- 3

*"But after the airport's  
security check, standing a few yards  
away, I looked again at her, wan, pale  
as a late winter's moon"*



**Explanation:** The young children and trees were able to divert her thoughts away. But after reaching the airport and passing through security check, the poet again looked at her mother, who was standing a few yards away from her. Her mother looked lifeless and dull like a late winter's moon, which cannot be seen clearly because of mist and fog.

### Stanza- 4

*"And felt that old  
familiar ache, my childhood's fear,  
but all I said was, see you soon, Amma,  
all I did was smile and smile and smile ..."*

**Explanation:** Once again, she was pained to see her mother in this condition. As she was going away and leaving her mother, her old familiar pain, her childhood fear that she would lose her mother, suddenly came back to her. So she tried to hide her emotions behind her smile. She did not want to reveal her feelings to her old mother and bade her farewell with a smile. She gave hope to her mother and herself by saying that they would meet again and kept on smiling.

### Questions

**Question 1.** What is the kind of pain and ache that the poet feels?

**Answer:** When the poet sees the corpse-like and pale face of her mother, her ache or the old familiar pain returns. Perhaps this fear was entertained by her since her childhood. Ageing is a process which occurs naturally. Ageing and time spare none. Ageing and time have not spared the mother of the poet and may not spare her as well. By ageing, death and separation becomes inevitable.

**Question 2.** Why are the young trees described as 'sprinting'?

**Answer:** While driving to the Cochin airport, she observes outside the young trees which seemed to be walking across them. They seem to be sprinting or running fast with the speed of the car. The poet provides a contrast – the 'sprinting' young trees and her 'dozing' old mother.

**Question 3.** Why has the poet brought in the image of the merry children 'spilling out of their homes'?

**Answer:** To present a contrast, the poet brought in the image of the merry children 'spilling out of their homes'. The merry children who are coming out from their houses in huge numbers explain the spontaneous overflow and happiness of life. It is different from the old mother 'dozing', whose 'ashen' face looks pale and lifeless, similar to a corpse. The description of the poet's mother highly indicates passivity, decay and ageing in the poem. The contrast between these two images strengthens the effect of the poem.

**Question 4.** Why has the mother been compared to the 'late winter's moon'?

**Answer:** The mother of the poet is sixty-six years old. Her 'ashen' face which is shrunken is similar to that of a corpse. She has lost the strength of youth and her shine. The late moon in the winter looks obscure and hazy. It also lacks strength and shine. This comparison is appropriate and quite natural. The simile which is used here is effective and apt.

**Question 5.** What do the parting words of the poet and her smile signify?

**Answer:** The parting words of the poet such as her smiles and assurance present a sharp contrast to the fear of childhood or the old familiar ache. Her smiles and words are a conscious attempt to hide her feelings. The parting words – "See you soon, Amma" provides an assurance to the old woman whose 'ashen face' is similar to a corpse. In the same way, her continuous smile is an attempt to overcome the fear and ache which is present in her heart.



# KEEPING QUIET

## Summary

- by Pablo Neruda

### Stanza- 1

*"Now we will count to twelve  
and we will all keep still.  
For once on the face of the Earth  
let's not speak in any language,  
let's stop for one second,  
and not move our arms so much."*

**Explanation:** The poet urges each one of us to count upto twelve and then be quiet. The poet might have used the phrase 'count to twelve as there are 12 hours represented on a clock or as there are twelve months in a year. He might have wanted the people to keep still as long as they could. He wants a moment of silence on the Earth when no language is spoken. In this way, there will be no language barrier between people. No harsh words will be spoken. In this moment of silence, the poet doesn't want anyone to move their arms. He wants us to remain motionless.

### Stanza- 2

*"It would be an exotic moment  
without rush, without engines,  
we would all be together  
in a sudden strangeness."*

**Explanation:** The poet feels that such a moment of silence would be an unusual and exciting one. It will have miraculous consequences. There will be no hurry or the sound of machines to pollute the atmosphere. It will be a strange and unfamiliar moment with stillness all around. In this unusual period, the bonds of humanity will get stronger.

### Stanza- 3

*"Fishermen in the cold sea would not harm whales  
and the man gathering salt would look at his hurt hands."*

**Explanation:** In this moment of inactivity, the fisherman would not be catching fish. Hence, the whales in the sea will be safe. This idea is suggestive of the thought that human beings would not destroy nature. The man who gathers salt will be able to tend to his wounded hands for which he had no time earlier. Thus, both nature and humans will be able to recover from their wounds.

### Stanza- 4

*"Those who prepare green wars,  
wars with gas, wars with fire,  
victory with no survivors,  
would put on clean clothes  
and walk about with their brothers in the shade,  
doing nothing."*

**Explanation:** The poet now speaks of those who wage wars against humanity or environment, wars of all kinds, including the use of chemicals or poisonous gases, wars that bring death and destruction, wars that leave none to celebrate victory. He says that such men should stop their activity shed their clothes stained with the blood of humanity, put on new clothes and walk with their brothers, building brotherhood. The poet implies that the war-torn world should be replaced by one with an atmosphere of peace, brotherhood and harmony.

### Stanza- 5

*"What I want should not be confused  
with total inactivity.  
Life is what it is about;  
I want no truck with death."*

**Explanation:** The poet makes a clarification that though he is advocating the need for silence, his advice should not be confused with total inactivity. He does not want any association with death. He says that life is meant to be lived.

### Stanza- 6

*"If we were not so single-minded  
about keeping our lives moving,  
and for once could do nothing,  
perhaps a huge silence  
might interrupt this sadness  
of never understanding ourselves  
and of threatening ourselves with death."*

**Explanation:** The poet further advises that people should stop being self-centered and selfish. For one moment they should not think of keeping their lives moving, meeting their ends or fulfilling their duties. That huge silence, which will arise from such a moment, will only serve to help the people. It will help them introspect and overcome their sadness of failing to understand themselves. People have been threatening themselves with death by their activities. This moment of silence will give them time to understand themselves better.

### Stanza- 7

*"Perhaps the Earth can teach us  
as when everything seems dead  
and later proves to be alive.  
Now I'll count up to twelve  
and you keep quiet and I will go."*

**Explanation:** The poet feels that the Earth can enlighten us and guide us in this process of keeping quiet. He wants us to observe that there is some activity under apparent stillness; for instance, a seed appears to be dead', but huge fruit-bearing trees are born' from such seeds lying 'dead here and there.

Finally, the poet thinks that he has said what he intended to. Now he wants us to keep quiet while he is counting to twelve, after which he will leave.



## Questions

**Question 1.** What will counting upto twelve and keeping still help us achieve?

**Answer:** Counting upto twelve takes a short time. Staying still for this duration of time provides us a momentary pause to review and introspect the course of action. It is normally seen that most of the troubles and ills of the world are caused due to our hurry or rush.

Violence is often the result of anger. Keeping still and quiet ensures peace and provides us necessary respite.

**Question 2.** Do you think the poet advocates total inactivity and death?

**Answer:** No, he does not advocate death or total inactivity. He says that 'stillness' shouldn't be equated to or confused with 'total inequality' which brings death. Neruda has 'no truck with death'. His stillness indicates the halting of hostile and harmful human activities.

**Question 3.** What is the 'sadness' that the poet refers to in the poem?

**Answer:** The sadness of a man is formed by his own thoughts and actions. It is ironic to notice that a person who can understand so much fails to understand his actions and himself. Rash actions are always disastrous and harmful. All disasters are created by man. He is threatening himself with death by his actions and thoughts. This is the disaster of his life.

**Question 4.** What symbol from Nature does the poet invoke to say that there can be life under apparent stillness?

**Answer:** The poet wants to show that under apparent stillness life can still exist. To prove his point, he invokes the earth as a living symbol. The earth will never attain total inactivity.

Nature remains at work at all times, even under apparent stillness and keeps the earth alive. This idea is illustrated beautifully in the following lines – "as when everything seems dead and later proves to be alive".



# A THING OF BEAUTY

## Summary

- by John Keats

### Stanza- 1

*"A thing of beauty is a joy forever  
Its loveliness increases, it will never  
Pass into nothingness; but will keep  
A bower quiet for us, and a sleep  
Full of sweet dreams, and health, and quiet breathing."*

**Explanation:** The poet speaks of the permanent nature of beautiful things which give us eternal joy. Their loveliness keeps on increasing and never fades away. The everlasting beautiful sight of beautiful things is stored in our memory. They give us peace, just like a quiet shady place gives us a sleep full of sweet dreams. A sound sleep results in the good health of our body and mind, as it provides us tranquility and mental peace.

### Stanza- 2

*"Therefore, on every morrow, are we wreathing  
A flowery band to bind us to the Earth,  
Spite of despondence, of the in human dearth  
Of noble natures, of the gloomy days,  
Of all the unhealthy and o'er-darkened ways  
Made for our searching: yes, inspite of all,  
Some shape of beauty moves away the pall  
From our dark spirits."*

**Explanation:** When we wake up the next morning after a sound sleep, all the beautiful memories of our sweet dreams help us to strengthen our bond with Earth. That is why the poet feels that every morning we prepare a wreath of flowers that binds us to Earth more strongly.

Hopelessness, sadness and lack of noble ways are a part of human life. Life is full of trials and tribulations, lost faith and disappointments, which result from our own doings. We harm ourselves by following unhealthy and wicked paths. But inspite of all this, some wonderful sights of nature help us to shed sad and grim thoughts. They remove the veil of gloom, bringing about hope and optimism in our lives.

### Stanza- 3

*"Such the sun, the moon,  
Trees old, and young, sprouting a shady boon  
For simple sheep; and such are daffodils  
With the green world they live in; and clear rills  
That for themselves a cooling covert make  
'Gains the hot season; the mid forest brake,  
Rich with a sprinkling of fair musk-rose blooms;"*

**Explanation:** The poet now goes on to list these objects of beauty. He says that the sun, the moon, old and young trees which provide shade to sheep, the daffodils, the greenery surrounding them, the cool and clear streams which provide respite in the heat of summer and the bushes growing in the forest with musk-roses blooming amidst them, are all eternal sources of joy and pleasure.



### Stanza- 4

*"And such too is the grandeur of the dooms  
We have imagined for the mighty dead;  
All lovely tales that we have heard or read;  
An endless fountain of immortal drink,  
Pouring unto us from the heaven's brink."*

**Explanation:** The poet adds on further to his list. According to him, there is beauty even in death. He finds beauty in imaginary stories people have made about our dead ancestors who were deemed as heroic and mighty. The poet goes on to say that all the lovely tales that we have heard can also be placed among such things of beauty, as they have a sublime effect on the human spirit. All beautiful things are like an endless fountain from the heavens, sent by God himself, so that mankind may enjoy these precious gifts.

### Questions

**Question 1.** List the things of beauty mentioned in the poem.

**Answer:** Everything which is present in nature is a source of pleasure and a thing of beauty. A few of them are – the moon, the sun, young and old trees, small streams with clean water, daffodil flowers, blooming musk-roses and the mass of ferns. All of these are the things of beauty. They are a source of constant pleasure and joy.

**Question 2.** List the things that cause suffering and pain.

**Answer:** There are numerous things which cause us pain and suffering. Disappointment and malice are the biggest source of our suffering. The lack of noble qualities is the other one. Our evil and unhealthy ways give birth to many sufferings and troubles which dampen our spirits. In our lives, they act as a pall of sadness.

**Question 3.** What does the line, 'Therefore are we wreathing a flowery band to bind us to earth' suggest to you?

**Answer:** The poet is a beauty lover. In order to discover beauty, he uses his senses. The link between nature and man is everlasting. The 'things of beauty' are similar to the beautiful flower wreaths. Every day, we seem to weave a flowery band which keeps us connected with the beauty of the earth.

**Question 4.** What makes human beings love life in spite of troubles and sufferings?

**Answer:** There are numerous things which bring us sufferings and troubles and dampen our spirits. In spite of such unpleasant things, some form of beauty brings happiness and love in our lives. A thing of beauty eliminates the pall of sufferings and sadness, which makes us love life.

**Question 5.** Why is 'grandeur' associated with the 'mighty dead'?

**Answer:** The 'mighty dead' were very dominating and powerful people during their own times. They were 'mighty' and great because of their achievements. Our eyes are dazzled by their noble works. We imagine that the mighty dead forefathers will achieve grandeur on the doomsday. Therefore, 'grandeur' and 'mighty dead' are associated with one another.

**Question 6.** Do we experience things of beauty only for short moments or do they make a lasting impression on us?

**Answer:** By being in contact with the things of beauty, we feel happy as they create a lasting impression on us. At the outset, the poet makes it clear that a thing of beauty is happiness forever. It is a source of constant pleasure and joy. Its beauty never diminishes or declines. Its loveliness keeps increasing with every moment. Its value stays undiminished and never passes into nothingness. The pall of sadness which covers our dark spirits is removed.

**Question 7.** What image does the poet use to describe the beautiful bounty of the earth?

**Answer:** A very beautiful image is used by John Keats to explain the beautiful bounty of the earth. It is the everlasting fountain with immortal drink. From heaven, it constantly pours into our hearts. Therefore, the beautiful bounty of the earth is known as 'an endless fountain of immortal drink'.



# A ROADSIDE STAND

## Summary

- by Robert Frost

### Stanza- 1

*The little old house was out with a little new shed  
In front at the edge of the road where the traffic sped,  
A roadside stand that too pathetically pled,  
It would not be fair to say for a dole of bread,  
But for some of the money, the cash, whose flow supports  
The flower of cities from sinking and withering faint.  
The polished traffic passed with a mind ahead,  
Or if ever aside a moment, then out of sorts  
At having the landscape marred with the artless paint  
Of signs that with N turned wrong and S turned wrong  
Offered for sale wild berries in wooden quarts,  
Or crook-necked golden squash with silver warts,  
Or beauty rest in a beautiful mountain scene,  
You have the money, but if you want to be mean,  
Why keep your money (this crossly) and go along.*

**Explanation:** On the roadside there is an old house which has an extended shed. This shed is towards the edge of the road. The owners have made this towards the edge so that the fast-moving vehicles speeding by may notice and stop there to buy the food and refreshments sold there.

This shed made a pitiable sight, it almost seemed as if it was begging for food but that was not so. Rather it was made so that the rich people who passed by the shed in their beautiful cars would stop there and buy something, so that some cash would flow into the hands of the owners, who then would be able to buy some of the things that are sold in the city.

The poor feel that the money the rich spend to adorn their gardens with flowers can be used to better the lot of the less privileged. But, the rich people passed by without paying any attention to the shed. If anyone cared to stop, it was only due to the irritation at the paint and decor in poor taste that was marring the picturesque scenery of the area. Also, the shed had a board on which the word STAND was painted such that the letters S and N in it were written in reverse, displaying the carelessness of the local people. This shed sold wild berries in wooden boxes and gourds with twisted necks and silver lumps on them

Besides these things, the place also offered a stay in the scenic surroundings. However, the travellers felt that these poorly kept stands spoiled the pristine beauty of the landscape. The rich who passed by the place had the money but had no desire to spend it. According to them, persons who looked after the roadside stand, they were mean and miserly. They wanted to keep the money with themselves.

### Stanza- 2

*The hurt to the scenery wouldn't be my complaint  
So much as the trusting sorrow of what is unsaid:  
Here far from the city we make our roadside stand  
And ask for some city money to feel in hand To try if it will not make our  
being expand, And give us the life of the moving-pictures' promise  
That the party in power is said to be keeping from us.*



**Explanation:** The poet does not want to accuse the rustics of marring the beauty of the landscape. He is more worried about the untold pain that unsaid words cause to the faith of the people belonging to the countryside. The rustics have installed a roadside stand so far away in the countryside just to earn some hard cash. They long to have a comfortable lifestyle as depicted in movies. They hope against hope that the city citizens may fulfil the promise of giving them economic independence although it was within the purview of the party in power to do so.

### Stanza- 3

*It is in the news that all these pitiful kin  
Are to be bought out and mercifully  
gathered in To live in villages, next to the theatre and the store,  
Where they won't have to think for themselves anymore,  
While greedy good-doers, beneficent beasts of prey,  
Swarm over their lives enforcing benefits  
That are calculated to soothe them out of their wits,  
And by teaching them how to sleep they sleep all day,  
Destroy their sleeping at night the ancient way.*

**Explanation:** It is in the news that these countryside folk are to be relocated in the villages where they will have all comforts. They will enjoy privileges of the theatre and the local store just like their urban counterparts So busy will be these people in enjoying these comforts that they will have no time to think about themselves or fight for their rights. The 'haves' are called 'beasts of prey' because, in the garb of benefits that they will provide to the rustics, they will exploit them no end. Later the privileged ones will easily forget their promises they made, leaving these poor people more impoverished.

### Stanza- 4

*Sometimes I feel myself I can hardly bear  
The thought of so much childish longing in vain,  
The sadness that lurks near the open window there,  
That waits all day in almost open prayer  
For the squeal of brakes, the sound of a stopping car,  
Of all the thousand selfish cars that pass,  
Just one to inquire what a farmer's prices are.  
And one did stop, but only to plow up grass  
In using the yard to back and turn around;  
And another to ask the way to where it was bound;  
And another to ask could they sell it a gallon of gas  
They couldn't (this crossly); they had none, didn't it see?*

**Explanation:** The poet is very disturbed and feels very helpless when he sees their childish longing for money which is never fulfilled. These people keep their windows open all day as if in prayer waiting desperately and uselessly for someone to stop at the stand. Sadness at their disappointment can be noticed all around the place when no one stops there. Out of thousands of cars passing by, just one stopped only to inquire the prices of things sold there. Another stopped just to use the backyard of the place to reverse their car. Yet another stopped just to inquire about the directions for where it wanted to go. The fourth stopped to know if they could sell them a gallon of gas (petrol). The farmer grumbles in an angry manner that they could see for themselves that it was not sold there. Actually, the country people are upset over the callous attitude of city dwellers. Moreover, it shows the contrast between the thinking of the city denizens and the stark reality of the rural people.

### Stanza- 5

*No, in country money, the country scale of gain,  
The requisite lift of spirit has never been found,  
Or so the voice of the country seems to complain,  
I can't help owning the great relief it would be  
To put these people at one stroke out of their pain.  
And then next day as I come back into the sane,  
I wonder how I should like you to come to me  
And offer to put me gently out of my pain.*

**Explanation:** Finally, the poet bemoans that the spirit to scale new heights to break the shackles of economic dependency is not present in the rustics. That is why they do not stop complaining against the economic inequalities. The poet strongly feels that the countryside people should be freed from the pain of poverty and deprivation. Next morning when the poet gains his senses, he wonders what if someone else thinks in the same manner for him so that he is gently relieved from his pain and agony of seeing the miserable condition of these people.

### Questions

**Question 1.** The city folk who drove through the countryside hardly paid any heed to the roadside stand or to the people who ran it. If at all they did, it was to complain. Which lines bring this out? What was their complaint about?

**Answer:** "The polished traffic passed with a mind ahead,  
Or if ever aside a moment, then out of sorts  
At having the landscape marred with the artless paint.  
Of signs that with N turned wrong and S turned wrong"  
According to the city folk, the stalls having inartistic signboards blemish the landscape with scenic beauty.

**Question 2.** What was the plea of the folk who had put up the roadside stand?

**Answer:** The rural folks pathetically pleaded for customers to stop and buy their goods. City folks passed by on this road and therefore the rural folks set up the stand on the roadside to grab their attention and sell the goods.

**Question 3.** The government and other social service agencies appear to help the poor rural people, but actually do them no good. Pick out the words and phrases that the poet uses to show their double standards.

**Answer:** The poet criticizes the government for the double standards and the social service agencies, which promise to improve the living standards of the farmers and guide them to the right side of life. But when it comes to delivering the promise, they forget them or fulfill them by keeping in mind their own benefits. The poet calls them as "beneficent beasts of prey" and "greedy good-doers", who "swarm over their lives". The poet says that these people make well thought out and calculated shrewd moves, to which farmers who are unaware and innocent fall prey. These clever people rob off the peace of mind of these simple and humble farmers. The poet says,

"..... enforcing benefits

That are calculated to soothe them out of their wits, And by teaching them how to sleep they sleep all day,

Destroy their sleeping at night the ancient way."

**Question 4.** What is the 'childish longing' that the poet refers to? Why is it 'vain'?

**Answer:** According to Robert Frost, the people running the roadside stand suffer from 'childish longing'. They always expect customers and wait for them. Their windows are always kept open to attract them. When no one turns up, they become sad. They always wait to listen to the squeal of brakes and the sound of a car stopping but all their efforts go in vain.



**Question 5.** Which lines tell us about the insufferable pain that the poet feels at the thought of the plight of the rural poor?

**Answer:** Being filled with empathy, the poet is not able to bear the plight of the innocent and unassuming rural people. The lines which tell us about the insufferable pain is:

“Sometimes I feel myself I can hardly bear  
The thought of so much childish longing in vain,  
The sadness that lurks near the open window there,  
That waits all day in almost open prayer”



# AUNT JENNIFER'S TIGERS

## Summary

- by Adrienne Rich

### Stanza- 1

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

**Explanation:** Aunt Jennifer's tigers prance and move across a screen or panel. The poet describes them as bright-coloured like the shining golden-yellow jewel topaz free inhabitants of the green forests, and are not scared of the men standing under the tree. These tigers move about with grace, elegance and confidence. Aunt Jennifer's tigers are not real or living tigers. They are images created by her on tapestry. Aunt Jennifer, who is held captive by the oppressive hand of a patriarchal society, creates in her art an alternate world of freedom. The tigers represent her dreams, her desire to be free from constant fear and oppression that govern her life. These majestic and fearless tigers also present a sharp contrast to Aunt Jennifer herself, who is bound by the constraints of married life.

### Stanza- 2

*"Aunt Jennifer's fingers fluttering through her wool;  
Find even the ivory needle hard to pull.  
The massive weight of Uncle's wedding band;  
Sits heavily upon Aunt Jennifer's hand."*

**Explanation:** In the second stanza, Aunt Jennifer appears to be creating beautiful images of the tigers by using wool. But she finds it quite hard to pull even the ivory needle. She is so terrorized and tortured that she is unable to carry the weight of the wool. Her fingers flutter. The uncle's wedding band seems heavy on her hand. It suggests that she feels burdened with her marital responsibilities.

Through this stanza, the poet wants to convey the fact that a woman throughout her lifetime works to glorify the tiger', i.e., her husband, but she feels so much subjugated that the marital bond becomes a burden on her. This is also the reality of Aunt Jennifer's life.

### Stanza- 3

*"When Aunt is dead, her terrified hands will lie  
Still ringed with ordeals she was mastered by.  
The tigers in the panel that she made  
Will go on prancing, proud and unafraid."*

**Explanation:** The final stanza reveals a sad truth. The poet says that even death will not be able to release Aunt Jennifer from the trauma she had to undergo during her lifetime. Her life will be a story of her ordeals and the oppression that she was subjected to. However, the tigers created by her will be eternal. They will always be proud and unafraid." Here we get a glimpse of an oft-quoted conventional theme in poetry that art endures beyond human life.

Perhaps the poet wants to say that the women themselves are creating these tigers. They need to break their shackles and be unafraid like the tigers themselves. One more thing that can be inferred from the poem is that Aunt Jennifer, who for long has borne the miseries she was subjected to, now longs for freedom from dominance and male chauvinism.



## Questions

**Question 1.** How do 'denizens' and 'chivalric' add to our understanding of the tiger's attitudes?

**Answer:** Like the beasts of prey, the denizens of the forest are the tigers. They lead their lives far from the human settlements and are known as 'chivalric'. This highlights the honourable and majestic position they occupy in the animal world. So, the usage of words 'chivalric' and 'denizens' adds to our knowledge of the attitude of the tiger.

**Question 2.** How do 'denizens' and 'chivalric' add to our understanding of the tiger's attitudes?

**Answer:** Like the beasts of prey, the denizens of the forest are the tigers. They lead their lives far from the human settlements and are known as 'chivalric'. This highlights the honourable and majestic position they occupy in the animal world. So, the usage of words 'chivalric' and 'denizens' adds to our knowledge of the attitude of the tiger.

**Question 3.** What is suggested by the image 'massive weight of Uncle's wedding band'?

**Answer:** The image of 'massive weight of Uncle's wedding band' suggests the weight of the tough and harsh experience of married life of Aunt Jennifer. The image is suggestive and the wedding band is symbolic. It indicates the marriage bond which is unbreakable between the wife and the husband.

**Question 4.** Of what or of whom is Aunt Jennifer terrified with in the third stanza?

**Answer:** The poet refers to the 'terrified hands' of Aunt Jennifer" in the third stanza. The unhappy memories which are old remain fresh in her mind. During her married life, she has gone through many horrible times and tests. These ordeals suppressed and crushed her, the effect of which is still visible. She is stuck with the ordeals which dominated her life.

**Question 5.** What are the 'ordeals' Aunt Jennifer is surrounded by? Why is it significant that the poet uses the word 'ringed'? What are the meanings of the word 'ringed' in the poem?

**Answer:** The marriage experiences are addressed by the poet in the middle of constrictions. The word 'ringed' suggests that her unhappy married life or vicious grip is still holding her tightly. The word 'ringed' is used in two ways. First way is the conventional use where the ring symbolises the sacred bond of marriage. The second way is the figurative use of 'ringed' which means surrounded or encircled.

**Question 6.** Why do you think Aunt Jennifer created animals that are so different from her own character? What might the poet be suggesting, through this difference?

**Answer:** The tigers are 'prancing'. In 'sleek chivalric certainty' they pace and 'do not fear' the men under the tree. So, they are the symbols of beauty, fierceness and strength. On the other side, Aunt Jennifer is terrified and weak. Her hands are finding it hard to pull the needle through the wool. The huge weight of her wedding band is heavy on her hands. Her terrified hands are still ringed by the ordeals of her married life. The intensity is heightened by the contrast.

**Question 7.** Why do you think Aunt Jennifer created animals that are so different from her own character? What might the poet be suggesting, through this difference?

**Answer:** The tigers are 'prancing'. In 'sleek chivalric certainty' they pace and 'do not fear' the men under the tree. So, they are the symbols of beauty, fierceness and strength. On the other side, Aunt Jennifer is terrified and weak. Her hands are finding it hard to pull the needle through the wool. The huge weight of her wedding band is heavy on her hands. Her terrified hands are still ringed by the ordeals of her married life. The intensity is heightened by the contrast.

**Question 8.** Do you sympathise with Aunt Jennifer? What is the attitude of the speaker towards Aunt Jennifer?

**Answer:** Yes, we sympathise with Aunt Jennifer as she has gone through ordeals and hardships during her married life. The speaker's attitude towards Aunt Jennifer is sympathetic. Many suggestive symbols and images are given by the poet to present a lady who has gone through terrifying and unpleasant periods and painful experiences during her married life.