

Worksheet 2

SECTION A – READING

A1. Read the passage and answer the questions

Conversation is the most teachable art. All you need to do is find a subject of interest to you and your listeners. There are numberless hobbies to talk about. But your popularity lies in the fact that you talk about the things that interest your friends than you. Now you will earn a good reputation for yourself and be considered a charming wit.

You should also know the subjects to avoid and select. If you don't want to be called a wet blanket, avoid unpleasant subjects. Don't talk of yourself. People are interested in their own problems and not yours. Sickness and death bores everybody except a doctor.

To be a good conversationalist you should be mentally quick and witty, don't hurt others and avoid mannerisms. Don't bite your lips or click your tongue or roll your eyes.

A1.1 Make notes of the above passage

A1.2 Find words and phrases that mean the same as follows

- a. Delightful b. A gloomy person c. Full of clever humour

SECTION B – WRITING

B1 Factual Description

- a. A cell phone

B2. Process Writing

- a. How to log on the internet

SECTION C – GRAMMAR

C1. Fill in the blanks in the following letter with any of the following words

would, could, can, may, must, will

Dear Sapna,

I was reaching Bhopal on 13 Sept. by the Shatabdi Express on an official trip with my father. I (i) visit you on 14 Sept. I cannot see you before as I (ii) see the ENT specialist as I have a very bad throat. (iii) you please reach Dr. Avinash's clinic at 6 p.m.? We (iv) have additional time to discuss several things. I hope you would reach there by the stipulated time. More when we meet,

With love,

Anubha

C2. Rewrite the following sentences shifting emphasis.

- (i) Your younger brother broke the teacher's chair.

Begin

The teacher's chair

- (ii) His behaviour annoyed me.

I

- (iii) Too many books have been written on public speaking by her.

She

- (iv) He has won a gold medal in swimming.

A gold medal

C3. Fill in the blanks in the following sentences with appropriate form of the words given in brackets.

We often (i) (go) for a morning walk. Yesterday, my younger brother also (ii) (accompany) us. He got up early in the morning and (iii) (knock) at my door. I (iv) wake up with a start and (v) started for the walk. While I (vi) (come) out of the room I saw my grandmother coming out of her room. She (vii) (tell) us it was just three o'clock. My brother (viii) (lose) count of time in excitement.

CHAPTER 3 – DISCOVERING TUT: THE SAGA CONTINUES BY A.R.WILLIAMS

1. Answer the following questions in about 30-40 words each:

- (a) Why has King Tut's body been subjected to repeated scrutiny?
 - (b) The mummy is in very bad condition because of what Carter did in 1920s. Who said this and why?
2. Answer the following questions in about 100-125 words
- (a) Who was King Tut and why has there been such widespread speculation about him in modern times?
 - (b) How has scientific intervention helped in unearthing mysteries surrounding King Tut?

THE LABURNUM TOP BY TED HUGHES

1. Read the extracts given below and answer the questions that follow:

The Laburnum top is silent, quite still in the afternoon yellow September sunlight. A few leaves yellowing, all its seeds fallen.

- (a) How is the afternoon described?
 - (b) Which is the dominant colour and with which items is it associated?
 - (c) Why is the laburnum silent?
2. Answer the following questions in about 30-40 words each
- (a) Describe the cyclic pattern of the poem.
 - (b) Why is the goldfinch compared to a lizard?

CHAPTER 3 – RANGA'S MARRIAGE BY MASTI VENKATESHA IYENGAR

1. Answer the following questions in about 30-40 words each:
- (a) Why have not anyone heard of Hosahall village?
 - (b) Who was Ratna and what did the narrator decide about her?
 - (c) How did he arrange a meeting between the two?
2. Answer the following questions in about 100-125 words
- (a) Comment on the influence of English language and the English way of life on Indian society. What is the narrator's attitude to English?
 - (b) Astrologers' perceptions are based more on hearsay and conjecture than what they learn from the study of the stars. Comment with reference to the story.

READING SECTION A

1. Read the following passage and answer the questions that follow:

Allergy is a disease caused by hypersensitivity to certain substances but not everyone reacts in the same way to the same antigen or allergen. These are substances like pollen, garlic, fungi, even sulphur drugs which cause a violent reaction in the body. Allergies are triggered off by what one breathes, eats or touches. The body cells of both allergic and non-allergic persons recognise substances which are identical in composition, and accept them as harmless, while others, which differ in composition, are recognised as harmful. Foreign substances like bacteria and foreign proteins are prevented from entering the body by the skin and the lining of the breathing, digestive and reproductive tracts. These surface covers protect the inner cells from too much moisture loss, from our own fluids, from cold, heat, bacteria, chemicals and other pathogens.

Bacteria may get entry through skin broken by injury or puncture for injections etc. Most antigens can be expelled easily enough through the kidneys, the intestines, or the lungs. But bacteria or proteins (antitoxins) cannot be eliminated without being broken down into smaller units. So certain body cells produce antibodies which combine with specific foreign material to neutralise them such antibodies can be manufactured much more rapidly with the next invasion of the same or a similar material. The antibodies combine with foreign proteins and release ferments, which split the foreign chemical units into smaller units and can be eliminated from the body more easily. Antibodies are defensive in nature against bacteria and viruses.

When antibodies combine with proteins, the body cells are injured in the process of splitting and getting rid of the foreign material. In this process, ferments, histamine and other substances are produced, which injure the body cells causing illness we know as allergy. The same processes also occur in lower animals as well.

The people and most animals can become allergic, if a large enough amount of foreign proteins gets past one of the body's defensive barriers. About 10 to 20% of the population is capable of producing special antibodies called 'skin sensitising antibodies' which combine with foreign material e.g. pollen for food protein. So histamine and similar substances are released during the process and allergy symptoms occur every time.

Allergic people inherit the tendency. If people from two allergic families marry, the children will become allergic in the ratio of 3:1. If only one parent comes from an allergic family, the chances for allergy in the children are reduced to 2:1. The symptoms of the allergy involve primarily the surface lining of the body but other deeper tissues can also be affected as in the joints, liver, brain or blood.

Hay fever is a nasal allergy involving the eye linings as well. It may be due to pollens (a seasonal condition), house dusts or the dust particles from feathers or animals can cause the same symptoms all year round. Symptoms may be seasonal or throughout the entire year and include irritation, sneezing attack and itching; running nose or eyes; headaches and temporary or permanent loss of smell due to swelling of nasal lining. One can get hay fever from a dog, a cat, feathers, moulds or pollens. Acute attacks can be controlled with steroid drugs.

In asthma, the irritation continues from the lining of the nose into the bronchial tubes. Thus it is an extension of the nasal allergy. About 40% of patients who have a nasal allergy develop asthma. The bronchial tube passages narrow due to the swelling of their linings, causing difficulty in breathing and include coughing attacks. Treatment includes injection of epinephrine solution under physicians' guidance and hormones and cortisone treatment. But it should be used under medical supervision for a limited period.

Eczema includes all types of itching and skin rashes. When the antigen causing the rash comes from outside sources, the eczema is called 'contact dermatitis. Poison ivy, poison oak or sumac; are strong sensitizers and almost everyone can become allergic to them. Many other substances produce less severe rashes that cause itching and redness in the affected areas. These could be dyes (to colour clothes or hair), chemicals in cosmetics, shampoos, creams, lacquers, plastics, mercury and nickel compounds, furniture polishes, detergents and a host of other substances. If you suspect a substance to be allergenic, do a skin test: apply the suspected material to normal skin area for 24 to 48 hours.

Certain common drugs like aspirin, sleeping medicines and laxatives and foods like onion, garlic, seasonings are main causes. In all cases it is not the substance but the sensitivity of the person that matters.

Ulcers in the gullet, stomach and intestines, appendicitis, gall bladder disease – most of these are triggered off by drugs and foods. Symptoms could vary from bloating and constipation or diarrhoea to severe abdominal pain. Abdominal allergy may resemble one of many diseases of the abdominal system. For instance, when the lining of the gall bladder becomes swollen because of allergy, the resulting pain may closely resemble that from gallstones. The only effective treatment is to avoid the substances causing the condition.

V.N. Gaur : HT City

(a) *Answer the following questions briefly:*

- (i) What is allergy? How is it caused?
- (ii) What is the role of antibodies?
- (iii) Is allergy acquired or inherited? How?
- (iv) What are the two common allergies of the respiratory system?
- (v) How are digestive system allergies triggered?

(b) *Find words in the above passage which convey a similar meaning as the following:*

- (i) Take away the effect or special quality of something by using something with the opposite effect or quality.
- (ii) Signs of the existence of something bad
- (iii) Quality or degree of being easily hurt or damaged.

2. *Read the following passage and answer the questions that follow.*

Archaeology is the scientific study of the remains of past human culture. Archaeologists investigate the lives of early people by studying the objects those people left behind. Such objects include buildings, artwork, tools, bones and pottery. Archaeologists may make exciting discoveries, such as tomb filled with gold or the ruins of a magnificent temple in the midst of a jungle. However, the discovery of a few stone tools or grains of hardened form may reveal even more about early people.

Archaeological research is the chief method available for learning about societies that existed before the invention of writing about 5,000 years ago. It also provides an important supplement to our knowledge of ancient societies that left written records. In America, archaeology is considered as a branch of anthropology, the scientific study of humanity and human culture. European archaeologists, however, think

of their work as closely related to the field of history. Archaeology differs from history in that historians mainly study the lives of people as recorded in written documents.

Archaeologists look for information about how, where, and when cultures developed. Like other social scientists, they search for reasons why major changes have occurred in certain cultures. Some archaeologists try to understand why ancient people stopped hunting and started farming. Others develop theories about what caused people to build cities and to set up trade routes. In addition, some archaeologists look for reasons behind the fall of such early civilisations as the Maya in Central America and the Romans in Europe.

Archaeologists examine any evidence that can help them explain how people lived in past times. Such evidence ranges from the ruins of a large city to a few stone flakes left by someone making a stone tool long ago.

The three basic kinds of archaeological evidence are artefacts, features and ecofacts. Artefacts are objects made by people and can be moved without altering their appearances. Artefacts include objects like arrowheads, pots and beads. Artefacts from a society with written history may also include clay tablets and other written records. Features consist mainly of houses, tombs, irrigation canals and other large structures built by ancient people. Unlike artefacts, features cannot be separated from their surroundings without changing their form. Ecofacts are natural objects found with artefacts or features. Ecofacts reveal how ancient people responded to their surroundings. Examples of ecofacts include seeds and animal bones.

Any place where archaeological evidence is found is called an archaeological site. To understand the behaviour of the people who occupied a site, archaeologists must study the relationship among the artefacts, features and ecofacts found here. For example, the discovery of stone spearheads near the bones of an extinct kind of buffalo at a site in New Mexico showed that early human beings had hunted buffalo in that area.

If objects are buried deep in the ground, their position in the earth also concerns archaeologists. The scientists study the layers of soil and rock in which objects are found to understand the conditions that existed when the objects were placed there. In some places, archaeologists find many levels of deposits called strata. The archaeological study of strata, called stratigraphy, developed from the study of rock layers is geology.

Archaeologists use special techniques and equipment to gather archaeological evidence precisely and accurately. They also keep detailed records of their findings because much archaeological research destroys the remains being studied. Locating sites is the first job of the archaeologist. Sites may be above ground, underground or underwater. Some large sites are located easily because they are clearly visible or can be traced from descriptions in ancient stories or other historical records. Such sites include the pyramids of Egypt and the ancient city of Athens in Greece.

Archaeologists use systematic methods to discover sites. The traditional way to find all the sites in a region is through a foot survey. In this method; archaeologists space themselves at measured distances, and walk in preset directions. Each person looks for archaeological evidence while walking forward. Scientific methods are used to help discover underground sites. Aerial photography, for example, can reveal variations in vegetation that indicate the presence of archaeological evidence.

Archaeologists describe, photograph and count the objects they find. They group the objects according to type and location. Three steps are followed to interpret the evidence found. They are classification, dating and evaluation.

(a) *Answer the following questions briefly:*

- (i) What do archaeologists do?
- (ii) What is archaeological research?
- (iii) How does archaeology differ from history?
- (iv) Describe the different kinds of archaeological evidence studied by archaeologists.
- (v) What methods do archaeologists employ to discover archaeological sites?

(b) *Select the appropriate sentence ending from the options given below:*

Aerial photography is useful to an archaeologist because it can

- (i) help determine the spread of an archaeological site.
- (ii) reveal variations in vegetation that indicate the presence of an archaeological site.
- (iii) help determine the age of an archaeological site.

(c) Find words in the above passage which convey similar meanings as the following:

- (i) A thing made by human workmanship (para 5)
- (ii) System of arranging in classes (para 9)
- (iii) Exactly (para 7)

3. Read the passage given below:

It is an unpretentious structure tucked in a corner of Chandni Chowk. It could be missed by a passer-by but for the chirping which gives away its unique mission. The Charity Birds Hospital is the only of its kind in the country. Many people arrive here daily with injured birds which they may have found lying by the roadside. After a quick inspection, an attendant makes a simple entry in the register: name of the person, kind of bird and date and 'admits the patient' for treatment free of cost. The bird then becomes the sole responsibility of the hospital.

The ailing bird is administered first-aid and then kept in an isolated cage. Often medication and proper care is all that is needed. After the wound heals, the bird is moved to a common section with other birds of its kind. Soon it will be healthy enough to fly-away though it may keep visiting the terrace for food and water. The work began way back in 1929 in a small one-room structure. One Lala Lachuman Jain, along with others, decided to start a medical facility for birds. A few years later it became increasingly difficult to treat the large number of birds being brought in. In 1957 the present building was inaugurated.

The progress of the hospital has been slow but steady. Till 1968 only ayurvedic treatment was being administered. Allopathy was adopted that year. And it was as recently as in 1992 that a laboratory was set up to conduct pathological tests. Though surgery is conducted at times and doctors try their best to save the bird's life, it is often too late. The mortality rate is quite high: around five to six birds die every day.

The hospital survives only on Charity. The trustees proudly claim that there is a steady flow of donations. Rich businessmen, visitors and even tourists donate generously. Till date they have never approached the government for funds. However, the hospital has drawbacks. It does not accept carnivorous birds and does not admit pet birds. Moreover, the bird is subjected to a lot of stress as, being in old Delhi, the place is not easily accessible. Since it survives on charity, it is unable to take up research work.

But work goes on. The staff says, they have received as many as 50-60 cases a day. The hospital has an emergency ward and stays open round the clock. It spends approximately Rs. 6 lakh to Rs. 7 lakh annually and at any given time looks after 4000 to 5000 birds. (432 words)

Adapted

from an article by Savita Tambwekar in the Times of India

- (a) On the basis of your reading of the passage make notes on it, using recognizable abbreviations wherever necessary. Use a format you consider suitable. Supply a suitable title.
- (b) Write the summary of the passage in 80 words.

SECTION B – WRITING

Poster Writing (50 words)

1. Draft a poster for a school fete.
2. Draft a poster for an Anti smoking campaign.
3. 'Say no to Plastic Bags' Prepare a poster to bring out the harmful consequence of using plastic bags.
4. Your school is celebrating 'Traffic Safety Week'. Design a poster for the same.
5. Your school is organising an Inter School Debate Competition – "Vibrations". Design a poster for the same.

Invitations and Replies (Formal)

Draft an Invitation for the following:

- (a) On behalf of your school to invite parents for the Annual Sports Day
- (b) Draft an invitation for a Science Fair.
- (c) You are the President of the PTA of your son’s school. A special programme has been arranged for the teacher on Spt 5 Teacher’s Day. Draft an invitation for the teachers.
- (d) Draft for 25th wedding anniversary of your parents.
- (e) Mr A.N. Shah & his family have shifted into a new house. Draft an invitation for House Warming Party being given by them.

Replies(Formal)

- 1. Mr. Archit Bajaj has invited you for his son’s wedding. Accept the invitation.
 - (a) Write an informal reply for the same.
 - (b) Write a formal reply for the same.
- 2. Write a formal and an informal reply refusing the invitation for the birthday party of your neighbour’s son.
- 3. You are Mayank Chopra. You have been invited to participate in a seminar on ‘The Importance of Water Conservation’ by X.Y.Z. Public School. Write a formal reply accepting the invitation.

SECTION C – GRAMMAR

C1. *Underline the error and write correction*

(a) Coffee comes of coffee beans, and these **from**
 beans grows on trees. Coffee trees need
 sun shine & water. So they grew well in
 hot countries of South America, South Africa.
 Coffee tree are very delicate & difficult to
 grow & pick the beans is a long process.
 The workers has a hard job because they
 pick the beans with hand & this can
 take the long time. There are million of
 people who drinks coffee in restaurants
 While taking coffee they talked about day’s news.

(b) Fishing is commonly accessory of hunting **to**
 And as widely distribute but more restricted
 in its range since purely fish people
 are find only on the banks of large rivers,
 lakes or sea coasts. If the fish is abundant
 fisher are able to maintain a more settled
 life than hunters in the land, they entirely
 depended on their catch for food and trade
 primitive fishing methods consisted of collecting
 catching the fish with hand, speared or
 shot by a bow and arrow.

COMPLETING GIVEN DIALOGUES

A. Look at the words and phrases given below. Rearrange them to form meaningful sentences to complete the dialogues which follow. Write each sentence in the space provided. The first has been done as an example in each dialogue.

1. Ex. fully / illness / when / from / recover / well / she / will?

(a) about / from the disease / can you / me tell / is she /

(b) that don't / hallucination / about things / she is / happen / suffering / and / thinking / starts / from /

(c) telling / leave / anything / don't / avoid / serious / alone / and / her.

Mohan : Good morning , Dr. Verma.

Dr. Verma : Good morning, how can I help you?

Mohan : I am Reeta's brother I came here to enquire **when will she fully recover from her illness?**

Dr. Verma: I hope she will be O.K. by next week.

Mohan: I am very much worried (a) _____

Dr. Verma: Don't worry. As a matter of fact.

(b) _____

Dr. Verma: Why not (c) _____

2. Ex. a picnic / let us / Badkhal lake / go / for / to.

(a) be / take / very convenient / will be / it / if / your car / you /

(b) and she / for the music / will manage / a good singer / system also / in and will.

(c) Hamburgers / carry / some sweets / sandwiches / and / also

Rita : What a fine weather the sky is covered with thick clouds. **Let us go for a picnic to Badkhal lake.**

Gita : It is very nice idea (a) _____

Rita : yes I agree because Meena (b) _____

Gita : We should take ice and cold drink also.

Rita: We wish, to stay till evening. Let us (c) _____

Gita : Let us go.

B. Complete the dialogue using Subordinate clauses:

1. Customer: Will you tell me (what)

2. Shopkeeper: the price of this watch (which) is Rs. 900/-

3. Customer: I want to know (if)

4. Shopkeeper: Yes sir, the guarantee is of one year (if)

5. Customer: Of course, No one (who) damage it purposely.

C. Fill in the blanks in the following conversation with meaningful clauses:

Sheela : Tomorrow is my birthday. I want to prepare a cake myself. Please tell me how (a)

Radha : I can make many types of cakes. Tell me what (b)

Sheela : I am very fond of chocolates and want to prepare a chocolate cake.

Radha : Please let me know when (c), so that I can come and help you.

Sheela : Oh! Thank you.

D. Complete the letter given below with suitable clauses:

Dear son,

I am well. Hope you are taking good care of yourself. You must lock the doors properly at night (because)

You are alone (and so)

There is no need to be afraid (because) I shall come back (when)
..... I miss you (and)

Yours affectionately

Dad.

Assignment III

Reading Section A

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

Today's woman is a highly self-directed person, alive to the sense of her dignity and the importance of her functions in the private domestic domain and the public domain of the world of work. Women are rational in approach, careful in handling and want to do things as best as possible. The Fourth world conference of women held in Beijing in September 1995 had emphasised that no enduring solution of society's most threatening social, economic and political problems could be found without the participation and empowerment of the women. The 1995 world summit for social development had also emphasised the pivotal role of women in eradicating poverty and mending the social fabric.

The Constitution of India had conferred on women equal rights and opportunities-political, social, educational and of employment with men. Because of oppressive traditions, superstitions, exploitation and corruption a majority of women are not allowed to enjoy the rights and opportunities bestowed on them. One of the major reasons for this state of affairs is the lack of literacy and awareness among women. Education is the main instrument through which we can narrow down the prevailing inequality and accelerate the process of economic and political change in the status of women.

The role of women in a society is very important. Women's education is the key to a better life in the future. A recent World Bank study says that educating girls is not a charity; it is good economics and if developing nations are to eradicate poverty, they must educate the girls. The report says that the economic and probably greater than those for boys. As the female population forms half of the national population, the poor performance on the front of female literacy considerably affects the human development index of the nation. Society would progress only if the status of women is respected and the presence of an educated woman in the family would ensure education of the family itself. Education and empowerment of women are closely related.

It is a paradox and although women constitute half of the Indian population and supposedly enjoy a high social position in the family as also in society, not much attention has been paid to give them the benefit of education. Women's education has not received due care and attention from planners and policy makers. The National Commission for Women had rightly pointed out that even after 50 years of Independence; women continue to be treated as the single largest group of backward citizens of India. The role of women in overall development has not been fully understood nor has it been given its full weight in the struggle to eliminate poverty, hunger, injustice and inequality at the national level. Even when we are at the threshold of the 21st century, our society still discriminates against women in matters of their rights and privileges and prevents them from participating in the process of national and societal progress.

Various committees and commissions have been constituted before and after the independence to evaluate the progress in women's education and to suggest ways and means to enhance the status of women. The female literacy rate has gone up in the 20th century from 0.6 percent in 1901 to 39.99 per cent in 1991 but India still possesses the largest number of illiterate women in the world. According to 1991 census the number of illiterate women in the country from seven years and above is 202.14 million – 60.6 per cent of the total illiterate population in the country. There are 70 districts in the country having female literacy below 20 per cent. The female literacy index for the year 1991 shows that there are eight states which fall below the national average. The most populous states of the country (UP, MP, Bihar and Rajasthan) fall in the category of most-backward states as far as female literacy is concerned.

The prevailing cultural norms of gender behaviour and the perceived domestic and reproductive roles of women tend to affect the education of the girls. Negative attitude towards sending girls to schools, restrictions on mobility especially after puberty, early marriage, poverty and illiteracy of parents affects the girls' participation in education. Today nobody can deny the need for women's education but still some persons feel that providing education for girls is a luxury which only the rich can afford. The gender bias existing in society has a direct bearing on many aspects of the education system. To overcome discriminatory attitude towards women and to improve their status in society, grassroots awakening is needed.

Women's political empowerment got a big boost with the Panchayati Raj Act of 1993, which gave them 30 per cent reservation in village panchayats, block samities and Zila parishads throughout the country. A National

Commission for Women was also set up in 1992 to act as a lobby for women's issues. At the recently held Global Interparliamentary Conference in New Delhi, the Prime Minister, Mr. H. D. Deve Gowda, declared that the government was formulating a national policy on empowerment of women to make gender equality a reality. He termed the bill to reserve 33 per cent seats in legislatures for women as a revolutionary step. But he also said laws alone could not lead to social transformation. Several delegates demanded that the women should be associated with all decision-making bodies starting from the grassroots to the national levels.

The educational system is the only institution which can counteract the deep foundations of inequality of sexes that are built in the minds of people through the socialisation process. Education is the most important instrument of human resource development. Educational system should be used to revolutionise the traditional attitudes and inculcate new values of equality. Deep foundations of equality should be built in the minds of people. The investment in education of women is a better investment in human capital than investment in education of men. The education system must play a positive interventionist role in the empowerment of the women. The empowerment of women is necessary for sustainable development of a community. - H.S. Dhanoa: The Tribune

- (a) Answer the following questions briefly
- (i) What are the two attributes of a modern woman?
 - (ii) Why is women's participation and empowerment considered necessary?
 - (iii) What are the two benefits ensuing from education of girls?
 - (iv) What factors have affected the education of girls?
 - (v) How can the women empowerment help the community?
- (b) Find words in the above passage which convey a similar meaning as the following:
- (i) Field of activity
 - (ii) Thing that is expansive and enjoyable, but not enjoyable
 - (iii) Fix firmly in somebody's mind especially by repetition.

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

A nervous mind and exam-related tensions can lead to most devastating results—a mind that refuses to concentrate. There is nothing more frustrating than when you sit down at your table to study with the most sincere of intentions and instead of being able to finish the task at hand, you find your thoughts wandering.

However, there are certain techniques that you can use to enhance your concentration. A few simple steps and strategies can help you focus and use for precious time in an optimal fashion. "Your concentration level depends on a number of factors," says Sumati Ghosh, a social counsellor who has previously been associated with Springdales School and Bhartiya Vidya Bhawan. "In order to develop your concentration span, it is necessary to examine various facets of your physical and internal environment," she adds.

To begin with, one should attempt to create a physical environment that is conducive to focused thought. "Whether it is the radio, TV or your noisy neighbours, identify the factors that make it difficult for you to focus on your task. For instance, if you live in a very noisy neighbourhood, you could try to plan your study hours in a nearby library."

She disagrees with the notion that people can concentrate or study in an environment with distractions like a loud television or blaring music. "If you are distracted when you are attempting to focus, your attention and retention powers do not work at optimum levels," cautions Ghosh. "Not more than two of your senses should be activated at the same time," she adds. What that means is that music that sets your feet tapping is not the ideal accompaniment to your books.

If you feel music helps you concentrate, soothing melodies that do not have any strong beats and loud music would be more appropriate, she feels. In fact, it may help block any outside noises that may be distracting you.

Also, do not place your study table or desk in front of a window – you just may be able to bore your mind into submission! "While there is no cure for a mind that wants to wander, one should try and provide as little stimuli as possible. Looking out of a window when you are trying to concentrate will invariably send your mind on a tangent," says Ghosh.

The second important thing, she says, is to establish goals for oneself, instead of setting a general target and then trying to accomplish what you can in a haphazard fashion. "It is very important to decide what you have to finish in a given span of time. The human mind recognises fixed goals and targets, and appreciates schedules more than random thoughts. Once your thoughts and goals are in line, a focused system will follow," says Ghosh.

She recommends that you divide your schedule into study and recreation hours. When you study, choose a mix of subjects that you enjoy and dislike and save the former for last, so that you have something to look forward to.

For instance, if you enjoy verbal skill tests more than mathematical problems, then finish maths first. Not only will you find yourself working harder, you will have a sense of achievement when you wind up.

Timing is crucial when it comes to enhancing your concentration. "Quantity is not necessarily better when studying; it is the quality of effort that you put in," says Ghosh. Try not to sit for more than 40 minutes at a stretch. Take a very short break, to make a cup of tea or listen to a song, and sit down again. Under no circumstances should one sit for more than one-and-a-half hours.

Short breaks build your concentration and refresh your mind. However, be careful not to overdo the relaxation; it may have undesired affects. When despite trying, you are not able to focus, it is best to get up and walk away, after you promise yourself that you will return at a given time. At this point, some positive thinking about what lies ahead after all the slogging is over may help.

More than anything else, do not get disheartened. Concentration is merely a matter of disciplining the mind. It comes with practice and patience, and doesn't take very long to become a habit for life.

-JM : The Hindustan Times

- (a) Read the above passage and make notes in points only using abbreviations wherever necessary.
- (b) Write a summary of the above passage in 80 words. Also give a suitable title to it.

SECTION B – WRITING

Factual Description

- (a) A cell phone
- (b) A television set
- (c) An airport
- (d) Your classroom
- (e) Your school gym
- (f) A cycle rickshaw
- (g) A microwave oven
- (h) your new car

Process Writing

- (a) How to polish your shoes
- (b) How to log on to the internet
- (c) How to organise a debate
- (d) How to prepare for the Board Exams
- (e) How to look after the plants in your garden
- (f) How to make a cup of tea

Letters to Editor

- (a) Role of Advertisement
- (b) Cell phone nuisance among children
- (c) Communal harmony is essential for progress
- (d) Menace of power cuts in peak summer season
- (e) Clean your city campaign – need of the hour

SECTION C – GRAMMAR

C1. Fill in the blanks in the following letter with any of the following words

would, could, can, may, must, will

Dear Sapna,

I was reaching Bhopal on 13 Sept. by the Shatabdi Express on an official trip with my father. I (i) visit you on 14 Sept. I cannot see you before as I (ii) see the ENT specialist as I have a very bad throat. (iii) you please reach Dr. Avinash's clinic at 6 p.m.? We (iv) have additional time to discuss several things. I hope you would reach there by the stipulated time. More when we meet,

With love,

Anubha

C2. Fill in the blanks in the following sentences with appropriate form of the words given in brackets.

We often (i) (go) for a morning walk. Yesterday, my younger brother also (ii) (accompany) us. He got up early in the morning and (iii) (knock) at my door. I (iv) wake up with a start and (v) started for the walk. While I (vi) (come) out of the room I saw my grandmother coming out of her room. She (vii) (tell) us it was just three o'clock. My brother (viii) (lose) count of time in excitement.

C3. Rewrite the following sentences shifting emphasis.

(v) Your younger brother broke the teacher's chair.

Begin

The teacher's chair

(vi) His behaviour annoyed me.

I

(vii) Too many books have been written on public speaking by her.

She

(viii) He has won a gold medal in swimming.

A gold medal

C4. Use the following instructions to describe how you wash clothes.

1. Collect dirty clothes and sort as per the texture/fibre – silk, cotton, woollen.
2. Prepare soap solution using the washing powder or detergent and soak the clothes.
3. Set the machine as per the required programme.
4. Allow the machine to take its own time for washing and running.
5. Remove the clothes from the machine to spread them in the sun to dry.