



ENGLISH

DIALOGUE WRITING



EDUCATO
LEARNING STUDIO

What is a Dialogue?

A dialogue is a conversation between two individuals on a topic understood and related to by both. It is an exchange of thoughts and opinions on any kind of topic or issue. A dialogue may either aim to form a concurrence of thought or to differentiate one's point of view from the others.

Format of a Dialogue

A dialogue does not have any distinct format. However, some rules need to be followed to avoid confusion while pairing a statement with its speaker.

- When the names of speakers are not mentioned, the dialogues should be written within quotation marks.
Example: "I have an appointment today."
"What time is it?"
- In such cases, attributions like „he said', „she replied' etc. should also be included.
Example: "I do not trust that man," he said.
- An attribution when used at the beginning of a sentence should always be followed by a comma (,).
Example: She said, "This is the clue we were looking for."
- When names of the speakers are included, they should be followed by a colon mark (:).
Example: Rita: How may I help you?
Mr Rao: Could you tell me the way to the boardroom?
- Every time the speaker changes, a new line should be used.
Example: Mother: What time will you be back?
Sara: The class will get over by 4, so I should be home by 4.30.
Mother: I may not be at home when you come, but I will make some snacks for you before leaving.

Tips for Writing a Dialogue

- A written dialogue should appear spontaneous; therefore, do not include elaborate sentences.
- While writing a dialogue, ensure that thoughts are expressed clearly.
- Make a short outline at the beginning so that all important points are given sufficient credit.
- Arrangement of ideas in a logical sequence is equally important. Jumping back and forth with thoughts makes the piece appear immature.

Sample Dialogues



Sample 1

Mahesh: Excuse me sir.
 Rohan: Yes, how may I help you?
 Mahesh: Could you tell me which railway station is the nearest?
 Rohan: Sure! The Grant Road railway station is the nearest one from this place.
 Mahesh: Okay. And how do I reach there?
 Rohan: Oh, it's quite simple. You walk straight for about ten minutes. You will reach a traffic signal. There you will see a small park in the centre of the road.
 Mahesh: And after that?
 Rohan: You cross the road and take the bylane which has Irani hotels on both sides. You walk for another two minutes and there you will see the railway station.
 Mahesh: Thank you, sir. You have been very helpful. Have a good day!
 Rohan: You are welcome.

Sample 2

Jeet: Hello! Am I speaking to Mr Raman Shah?
 Mr Shah: Yes, who is this?
 Jeet: Hello Sir. My name is Jeet. I read your advertisement for a paying guest in today's newspaper and would like to enquire more about it.
 Mr Shah: Oh yes! I have a spare flat which I would like to rent out.
 Jeet: This flat you mentioned, where exactly is it located? Is it close to the station?
 Mr Shah: It is on the second floor of Pravin Apartments which is about a two–three minute walk from the Santa Cruz railway station.
 Jeet: Okay, could you give me some more details of the flat.
 Mr Shah: It is a 1BHK flat, comfortable enough for at least four people. It is furnished with all the necessary facilities and your rent will include the cost of using all of them.
 Jeet: What is the monthly rent of the flat? Will I have to pay a security deposit?
 Mr Shah: The security deposit is twenty thousand, and the monthly rent is fifteen thousand.
 Jeet: If I take the house on rent, can I share it with one or two more people to ease my rent?
 Mr Shah: You may, but you will have to inform me in advance about them and submit a copy of their identity proof to me before they move in. It is needless to say that I will need your ID proof too.
 Jeet: I understand that. Thank you for the information. I will call you back once I make up my mind.

**Sample 3**

Krisha: Rohan, did you sign up for the annual school play?
 Jiya: No, I didn't. I was out of town for a few days. When was the sign up?
 Krisha: It was from Monday to Wednesday. You are a day late.
 Jiya: Oh, that's bad news; I would have loved to be a part of it.
 Krisha: Yes, I know how much you love to act. That's why I found it odd when you did not show up for the auditions.
 Jiya: What can I do now? Do you think I should ask Miss Kumudini for a chance to audition?
 Krisha: Yes, you should. If you tell her your reason for being absent at the auditions she will surely give you a second chance.
 Jiya: Do you really think so?
 Krisha: Everyone has seen you act so well all these years. I am sure there will be no one who thinks you do not deserve it.
 Jiya: Thanks a lot, Krisha. I will go at once and speak to Miss Kumudini. Bye.
 Krisha: Bye and all the best.

Sample 4

Ravi: Hi Amit, Why do you look so sad? Did you lose something?
 Amit: Yes! My pet dog Tommy has gone missing.
 Ravi: When was the last time you saw him?
 Amit: I saw him this morning when he went out for a stroll.
 Ravi: Do you let him go alone?
 Amit: Yes! He is a very smart dog. He always goes down to play with the children and returns after awhile on his own. That is why I am so scared. You see he is of a very good breed.
 Ravi: Do you believe someone must have stolen him? That could be a possibility.
 Amit: I have considered that. We already made a police complaint?
 Ravi: Amit, I am really sorry for your loss. Do let me know if you need any help.
 Amit: Thanks a lot Ravi. I am glad that you are here for me.

Sample 5

Old lady: Thank you dear for you help. It is very rare to find a helping hand in today's world. What is your name dear and where do you live?
 Girl: My name is Martha. I live in the yellow house down this lane.
 Old lady: So, you are the daughter of the McArthurs.
 Martha: Yes, I am. Do you know my parents?
 Old lady: Yes! Very well, I am Mrs Pears. I have known your parents since they got married and moved here. They are the kindest couple known to live in this part of town. No wonder you have the same qualities. If I'm not mistaken, you work abroad, right?
 Martha: Yes, I do. I came to visit my family after a long time. The place has changed quite a lot since I last visited eight years ago.
 Old lady: It sure has. Modernisation is coming down hard on our town too. I fear in a short while it may destroy our unique identity all together.
 Martha: I do not believe so. As long as people like you and me value and nurture our ethnic culture, no external change can destroy it.
 Old lady: I like your spirit, Martha, and for your sake, I will hope for the better. I have to go now. Give my regards to your parents.
 Martha: I will. It was nice speaking to you. Good bye.

**Sample 6**

- Bus conductor: Are you travelling alone, boy? Where are your parents?
 Raju: Yes, I am, and my name is not boy; it is Raju. My parents are busy working in the farm.
 Bus conductor: So Raju, where are you going without them? Do your parents know that you are travelling alone?
 Raju: I am going to visit my grandparents. I don't think they will mind. It is not very far and they know I am a big boy.
 Bus conductor: How are you so sure about it? You should have asked them before hopping onto any bus like this.
 Raju: Well, they make me work in the fields just like they do. Doesn't that mean I am grown up too? Besides, this is the same bus in which my mother goes to meet them.
 Bus conductor: You need money to travel in this bus you know. Also, do you know the name of the place where your grandparents stay?
 Raju: I know. Here, take these five rupees and give me a ticket to Pabal Nagar.
 Bus conductor: Here is your ticket. If you stand at the same spot two hours later, you can catch this same bus and return home. Be safe Raju.
 Raju: Thank you for your concern. I will see you on my way back.

Sample 7

- First Teacher: Miss Joshi, How was your class, how is the new badge of students?
 Miss Joshi: Miss Lily, The class is good. This year's students are very bright and energetic.
 Miss Lily: True. I too have observed a visible improvement in the mental strength of students over the years.
 Miss Joshi: The kind of exposure students receive today has greatly impacted their perception and grasping level.
 Miss Lily: True, but don't you think this kind of exposure is similar to throwing them before the sharks?
 Miss Joshi: These are harsh words. Why do you say so, Miss Lily?
 Miss Lily: I agree that children learn many new things from the media. But they can also be negatively influenced by it. As such tender age, they do not have the discerning power to judge what is right and wrong.
 Miss Joshi: You are right to some extent. But that is where the role of parents and teachers comes in, doesn't it? That is what our jobs demand of us. It is our duty to guide them and help them make the right decisions.
 Miss Lily: Yes, I agree. Though the interference of the media has made our job even more complicated; this is what we are called to do, and so, we have to work towards doing a good job. Thank you, Miss Joshi. Your outlook towards life is very refreshing.
 Miss Joshi: You're most welcome. I have to go for my next class now. I'll see you around.
 Miss Lily: Okay bye.

**Sample 8**

Aakash: Hi Omkar! Why didn't you come to play football this weekend?
Omkar: I had gone to visit my brother with my family.
Aakash: Oh how is Puneet? It's been a long time since he last visited.
Omkar: He is good. It was his birthday last Saturday.
Aakash: So, did y'all have a party? Did you gift him anything?
Omkar: Yes, I got him a book which he was searching for since a long time. Pinkey made origami flowers and a card for him. He loved all of it.
Aakash: I'm sure he did. I know how much he loves you all.
Omkar: We love him too. We stayed with him over the weekend. Mom cooked his favourite food and we had a small party.
Aakash: Sounds like you had a great time.
Omkar: Yes. So much so, that Pinkey began to cry when it was time to return.
Aakash: I'm glad he is well. Give him my regards whenever he calls.
Omkar: I'll assure you I will. I have to rush now; I'll see you around later.

Sample 9

Kajal: Hi Beena! Did you receive a letter from Rohan's school asking for a donation?
Beena: Yes I did, I was going to ask you today itself; what have you thought about?
Kajal: What is left to think? This is preposterous. Such blunt demand for donations is illegal.
Beena: I agree, it is not the parents' duty to fund for the construction work undertaken by the school.
Kajal: Besides, the school already receives funds from the government for repairs and upgradation.
Beena: If it was a small amount it was understandable, but twenty five thousand? And what about those parents who have more than one child studying in the same school. How will they afford it?
Kajal: True. But you see, there will still be people who will pay the amount, especially the ones who are wealthy.
Beena: Such people do not realise that if they pay, the effort of everyone else who are against it will become irrelevant.
Kajal: We will still have to try. Someone has to speak to the school authorities and make them realise the implications of this demand.
Beena: I am glad the PTA meeting is approaching soon. I will surely raise this issue there and vote against it. I am surprised that the school made this decision without consulting the PTA.
Kajal: You are right. I will see you at the meeting this weekend then. Good bye.
Beena: Good bye.

Sample 10

- Teacher: Meena did you submit your History project.
- Meena: No Miss, I haven't. I had jaundice last month, and therefore, I couldn't complete it.
- Teacher: So how long will you take to complete it?
- Meena: Miss, please give me an extension. I am working on it, but I need some time.
- Teacher: Meena since I know that you were seriously ill, I will give you time till this weekend. I cannot give you more time than that.
- Meena: No Miss. This time is sufficient. I am extremely grateful for your consideration.
- Teacher: You're welcome. Work hard and do a good job. I will speak to the assistant principal and inform her. Anyway, what is the topic of your project?
- Meena: It is „Women during and after the Second World War“.
- Teacher: Well, you have chosen a very good topic. I hope you do justice to it.
- Meena: I'll try my best Miss. Thank you once again.





ENGLISH

DIARY ENTRY



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LEARNING STUDIO

What is a Diary Entry?

A diary entry is a personal record of events and feelings affecting the writer. It is written for personal record and reflection; therefore, it may not always be objective in its view. It almost always details the events occurring in the present. It includes facts, observations, perceptions and descriptions all according to the writer's world view.

Format of a Diary Entry

| | |
|-------------|--------------------|
| Day & Date: | |
| Time: | |
| | Heading (Optional) |
| Dear Diary, | Main Body |
| | |
| | Concluding Line |
| Name | |

Tips for Writing a Diary Entry

- The word limit of a diary entry is 150 words. Everything you wish to say should be encompassed within this limit.
- Remember that a diary entry is not a documentary. Include only those things which were the highlight of the day.
- Spend a few moments going over the entire day and categorise the events which affected you the most.
- Focus on the emotions, feelings and thoughts that the day's event(s) triggered.
- Use a personal confessional tone as the entry is a record of your personal life and past.
- Maintain the correct chronological order while noting things. Avoid skipping from one thought to the other.
- An anticipatory note at the end of the entry looking forward to the following day is a good way of concluding it.
- Use grammatically correct sentences and avoid spelling mistakes. Also avoid using long complex sentences.



Sample Diary Entries

Sample 1

Friday, 10th July 2015
8.38 PM

Tuck shop

Dear Diary,

We had tuck shop in school today. My mom made chutney sandwiches which I sold at our stall. Everyone loved them, and they were sold out in no time. My team contained three more girls—Ashwini, Sneha and Jyoti. Ashwini got samosas, Sneha got dhokla and Jyoti got bread pudding. Everything looked so delicious that we felt like eating all of it ourselves. So, we kept a little bit of everything aside for us. We made Rs 365 from the sale of our food items. The money collected from the tuck shop will be used to fund those children who cannot afford to pay the fees or buy school books. We were very proud of our effort.

Gauri

Sample 2

Friday, 10th July 2015
8.38 PM

Singing at the annual day celebration

Dear Diary,

Today at the morning assembly we were all asked to participate in the annual day celebration. This year our school is planning to have a musical. Almost one-third of the school is a part of this novice endeavour. I tried my luck at singing and the teachers loved my song. They selected me at once. We will be singing the opening and the closing song and a few more in the middle. The songs are a little difficult, but I am sure that with practice we will be able to perfect them. The annual day will be held in September. This means that we have only two months to practise. We will be having one hour's singing practice every morning. We will have to work very hard, but it will be a great experience.

Anida

Sample 3

Saturday, 17th October 2015
9.26 PM

Craft Workshop Today

Dear Diary,

I went for my first craft workshop today. It was very enjoyable. I was a little afraid at first, as I had no other friends there. But once the class started, there was no time left for such small worries. I learned to make different types of flowers out of paper today. Tomorrow, we will be learning to decorate and colour flower pots. We will also be learning to make decorative and useful items for our houses like wall hangings, pen stands, notice boards and photo frames. Mummy said that the flowers I made are very beautiful. It made me very happy. I can't wait for tomorrow.

Amrita

**Sample 4**

Friday, 19nd June 2015
8.25 PM

A Very Rainy Day

Dear Diary,

It was awfully gloomy today. The blanketing clouds poured steadily all through the day making me drowsy all day long. It's sad that our vacations end right before the rains. If it was a holiday I would have loved the gloomy weather, but unfortunately wishes are not horses. I had to attend school, then tuitions and finally football practice. The thought of the football practice in the rain was the only thing that kept me going all through the day. I'm glad my mom encouraged me to play football. At first, I did not like it much, but since I've got a hang of it, it's become impossible to separate me from the sport. The pouring rain and the mud puddles just add to the fun. We will be playing the blue team tomorrow. It will be a tough match but I'm sure we will win. I cannot wait.

Raju

Sample 5

Wednesday, 4th February 2015
8.30 PM

Trip to the Vegetable Garden

Dear Diary,

Today I had great fun at school. Our class teacher took us to the vegetable garden this morning where we saw a large number of saplings lined up in one corner. She instructed us to pair up and pick one sapling per pair. Then she taught us how to plant them. It was a very nice experience. For once we were allowed to dirty our hands in the mud. The teacher herself sat by, watching over us all the time.

She then told us that our sapling was our responsibility from now on. Like us, they were also tender and needed protection and care. From now on every day we have to go and look after our own saplings. We have to tend to them and take care of them.

Manju

**Sample 6**

Sunday, 3rd May 2015
8.50 PM

Advice to live by

Dear Diary,

I met an old lady in the park by my school this morning. I was there because I was expelled from the class for not completing my home work. I was crying bitterly for the pressure of my final year was catching up to me. Try as I might, I am constantly lagging in some subject or the other. With the amount of class work and home work we are given, it is impossible to catch up. But the teachers just don't seem to understand; couple that with the pressure from my parents, I feel like I'm living in a furnace. That's when the kind old lady approached me and gave me a small piece of advice. She explained to me how winning should not be the only goal of our lives. Moreover, she said that victory at the cost of our health and happiness brings losses in the long run. I've heard words like these before too. But hearing them coming from an old lady whose eyes reflected that they were words from her own experience had a different effect all together.

Alok

Sample 7

Wednesday, 9th September 2015
7.55 PM

Teacher's Day Celebration

Dear Diary,

As I told you before, today we celebrated teacher's day in school. This year's celebration was different in many ways. Apart from the many songs and dances performed, we also enacted the lives of famous people around the world who taught us great things like Anne Sullivan, E. R. Braithwait, Mahatma Gandhi, Dr Radhakrishnan and Savitribai Phule. The programme ended with a presentation on the teachings of various religious texts. Thus, we highlighted the universality of secular teaching. Everyone loved the show and praised us for our endeavour.

Sakahi

**Sample 8**

Tuesday, 5th December 2015
9.00 AM

Presenting my dream

Dear Diary,

Today is the day I present my big idea before the board. I am professionally an accountant, but very few people know that I am also qualified to be a college lecturer. Since I suggested a few changes to make our product more user friendly the last time, I have been asked to present my ideas before the team. I have been working on this for a week now and am pretty sure that the result is good to go. I hope for a positive feedback from the board. I have worked with school students for a short while right after completing my studies and have a good understanding of the needs of students. This project is my dream and its acceptance will take me to a totally different level in my career. I always wanted to work for the improvement of the education system, but my family commitments prevented me from working actively in that area. This opportunity has come walking towards me so to speak. I cannot wait any longer to stand before the board tomorrow.

Sample 9

Tuesday, 14th July 2015
9.30 PM

Robbery at the Station

Dear Diary,

Today while returning from school I saw an old lady being robbed while boarding the train at Dadar. The thief who was following her boarded the train after her. When the train was about to start, he snatched her gold chain and jumped into the train adjacent to us. Before the old lady figured out what exactly happened, the thief jumped off that train too and absconded. The lady was too shaken by the event and collapsed to the floor soon after. The train had to be stopped at the next station so that medical aid could be given to her and a complaint lodged. Many helpful ladies got down with her and helped her. I too was terrified by this and came home as quickly as I could. Mother says such occurrences are very common and that the lady was very lucky not to be seriously injured.

Komal

Sample 10

Friday, 9th October 2015
7.50 AM

New Home, New School



Dear Diary,

Today was my first day at school. Since we recently shifted to this city, everything here is new to me. It is a little difficult and often frustrating to get adjusted to everything, especially the people. School was great though. My biggest struggle today was to find my class before the assembly began. Once I succeeded in wading through the swarms of students everything was fine. For the most part, the day was uneventful, except for me being asked to introduce myself over and over again by every teacher that came. I made a few new friends too. Raman, my bench partner, plays football. He invited me to play with him after school but I had to decline since I hadn't informed mom. I will go tomorrow though. I am sure I'll have great fun. I have already begun to like this place.

Rajni



ENGLISH

ESSAY WRITING



What is an Essay?

An essay is a piece of writing that revolves around a particular theme and contains the academic opinions of the person writing it.

An essay can perform one or more of the following functions:

- Analyses and critically evaluates a topic
- Presents the writer's argument for or against an idea
- Describes something
- Narrates a story
- Persuades the reader

Aldous Huxley described essay as „A literary device for saying almost everything about almost anything”.

Characteristics of a Good Essay

- **Brevity:** Express what you want concisely. Do not beat around the bush.
- **Coherence:** Every sentence and paragraph should flow smoothly and logically from the previous one. A clumsily written essay reflects not only the lack of preparation but also the absence of clarity of thought.
- **Unity:** The essay should never stray from its main purpose. Different points of view can be introduced, but they should all be used for the same subject.
- **Lucidity:** The essay should be easy to read and understand. Using tough words or difficult phrases may impress a few, but can confuse many others. Great writers are praised not only for their beautiful ideas but also for the simplicity of their language.

Objective of Essay Writing

Essay writing often forms a part of English written exams to test the ability of students to

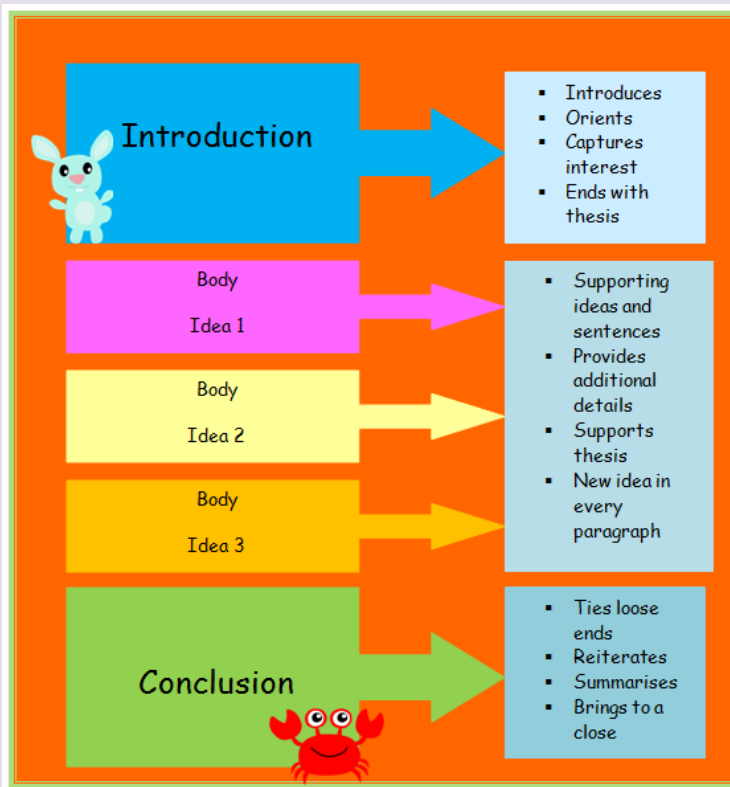
- **Think critically:** Critical thinking involves understanding the task at hand and evaluating it appropriately.
- **Structure ideas logically:** The essay has to be structured and coherent. The ideas have to neatly flow from one paragraph to the other.
- **Express views eloquently:** The student should be fluent in the language he or she is writing in. Ideas when presented shoddily may not make the right impact.

Parts of an Essay

- **Introduction:** It constitutes the opening paragraph of the essay.
 - It helps the reader get oriented with the topic.
 - It states the purpose of the essay.
 - It captures the interest of the reader.
 - It presents the general idea of the essay.
 - It often ends with the thesis or the main idea of the essay.

- **Body (Supporting Paragraphs):** They constitute the supporting sentences and ideas.
 - They provide the reader with additional details about the main idea.
 - They support the thesis of the writer.
 - There is no fixed number of supporting paragraphs.
 - Ideally, every supporting paragraph should contain a different idea.

- **Conclusion:** It constitutes the ending paragraph(s) of the essay.
 - It ties up loose ends of the paragraph
 - It helps in reiterating or highlighting the main idea.
 - It summarises all the arguments.
 - It brings the essay to a logical close.
 - It never ends in a detail.



**Example:****Introduction:**

- The proverb is explained and the reader is oriented.
- The main idea or thesis is stated.

A Stitch in Time Saves Nine

Many of us have the bad habit of procrastinating. We leave for tomorrow what we can do today. A small tear on a garment when left ignored can expand and become a gaping hole. Similarly, small tasks that could be completed promptly can add into a big mountain of responsibilities. The proverb thus implies that the correct measure taken at the right time can help avert bigger troubles.

Body:**Idea 1**

- Supports the main idea through an example.

Imagine your exams were due in a month. What would you do? Would you keep procrastinating and leave all the studies for the last week? Or would you immediately start planning your timetable for exam preparations? If you keep procrastinating till the last date, you would be left with a mountain of studies that may become impossible to scale. You may panic and forget everything you have studied. You would be left with no time for revision. Had you started in advance, you may not only have finished your studies but also have had enough time to revise.

Body:**Idea 2**

- Supports the main idea through an example.

Similarly, people also have a habit of neglecting small health issues. It may be that they fear visiting the doctor or they are loath to do so. But these small health issues if treated at the right time can be life saving. Instead, if the issues are neglected, over time they become more serious and life threatening. Diseases like cancer can be treatable if detected at the right time. Ignoring symptoms for a long time can result in dire consequences.

Body:**Idea 3**

- Supports the main idea through an example.

Bad behaviour in adults is more egregious than that in children. Some people grow up to be obnoxious and cruel because they were not corrected when they were young. Irresponsible adults never encourage their children to rectify their behaviour. Such children grow up seeing no wrong in their actions. They become flawed human beings because they weren't figuratively given a „stitch' in time.

Conclusion:

- The main idea or thesis of the essay is reiterated.
- The essay is brought to a close.

Therefore, the adage, „A stitch in time saves nine' rings true. People suffer when they forget the importance of timely action. Although it may not be advisable to always act in haste, prudent decisions should be taken at the right time to avoid any kind of undesirable consequences.

Types of Essays

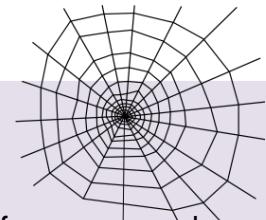


Narrative Essay: A narrative essay tells the reader a story or narrates an incident. This type of composition is addressed in detail in the chapter „Introduction to Story Writing“.

The characteristics of narrative essays are

- They follow a chronological order.
- They may contain firsthand accounts of the narrator.
- They may use first person, second person or third person narrative techniques.
- They may contain dialogues or conversations between characters.
- They use vivid descriptions of scenes, characters and moods in the story.
- They can contain elements of suspense or twists in the conclusion.

Sample 1



Lost and Found

In the summer of 2013, Nakul, Rishab and I went to Misty Valley for our annual summer vacation. There we rented an old colonial style mansion for our stay. The locals tried to dissuade us by saying that unearthly mishaps have been known to happen there in the dead of the night. Nevertheless, we still decided to stay there. The mansion was situated atop a mountain and offered a panoramic view of the entire valley.

We reached there about 10 pm and caught a sight of the mansion drenched in moonlight. We were greeted at the door by a strange looking man who was the housekeeper. He and his assistant unloaded our luggage and took us to our rooms. At dinner, Karamchand, the housekeeper, had a few words for us, “After dinner, kindly retire to your rooms for sleep. I advise you not to loiter around this mansion at night: it is very risky.” I was filled with a sense of curiosity about Karamchand’s words. Rishab said, “Let’s stop dwelling on what he said and quietly go to sleep.” But I wasn’t convinced; I wanted to know the reason for the housekeeper’s warning. My mind was abuzz with thoughts.

After the two fell asleep, I tiptoed out of my room with a torch in my hand. I saw a huge bookshelf with a big book sticking out. As soon as I tried to push the book back in the floor beneath my feet opened and I went down a slide kicking and screaming. I realised that I was stuck in a labyrinth. Huge rats ran past my feet and I was mortally afraid of being lost here forever. I broke into a sweat when I heard the rattling of chains and the sound of footsteps behind me. I prayed for my dear life and scampered through the endless maze. Awaiting a dreadful fate, I lay hiding behind some old boxes.

In the morning, I was amazed to see the faces of my friends staring back at me. I hugged them in happiness since I thought I would be lost here forever. Nakul said, “Good going champ! We notified the police when we couldn’t find you. Little did we know that you would help them uncover Karamchand’s illegal liquor den?” I replied sheepishly, “Yeah, I had a hint. That’s why I ventured out!”



Descriptive Essay: A descriptive essay simply describes something to the reader.

The characteristics of descriptive essays are

- They appeal to one or more of the five senses of the reader—sight, smell, sound, taste and feel.
 - **Sight:** „The light travelled through the canopy of leaves to break into various fragments. The flowers in various colours stood in full bloom.'
 - **Smell:** „As soon as you enter her house, you will be greeted by the fresh, warm and savoury smell of bread baking. You also catch a citrusy whiff of her famous lemon pie.'
 - **Sound:** „The corridor reverberated with the sound of sharp clicks emanating from the heels of somebody's shoes. The sounds were well spaced with a difference of a second between each click.'
 - **Taste:** „As soon as I bit into the exotic-looking fruit, my mouth was flooded with its succulent juices. It was the tastiest thing I had ever had.'
 - **Feel:** „Tinkerbelle my Persian cat brushed against my face in a rare show of affection. Her soft, cottony fur grazed against my chin and her pointy whiskers tickled me.'
- They try to replicate in the reader the emotions or feelings experienced by the writer.

Sample 2

Visit to a Zoo

One of my fondest childhood memories is visiting the City Zoo with my parents and my siblings. This year, I decided to relive those days by visiting the zoo. The City Zoo is just half-an-hour away from my house, so I decided to take the bus. Earlier that day, I had asked Mahesh my friend to come along and he obliged.

We reached there at 10 am and bought two tickets. A big iron gate opened into a wide garden with a cobblestone path. A deep canal ran alongside the path and we spotted some waterfowl in it enjoying a cool bath on the hot day. After walking for a while, we came across a small pool with lily pads floating on it. A large frog with a whimsical pattern on its body let out a low croak. We were momentarily startled but Mahesh and I had a hearty laugh afterwards.

We reached a large mesh enclosure that housed birds some of whose chattering could be heard at the gates of the zoo. There were various birds with attractive plumes and distinct voices. Mahesh, who is an amateur ornithologist, shared some interesting trivia about pelicans with me. After spending some time admiring the birds, we walked further left towards the large enclosures. Distinct growling sounds emanated from that side, and we immediately knew that we were in the regal presence of the king of the jungle, the majestic lion. The cage reeked of raw flesh and blood. Remains of the king's supper were strewn across the floor. The mighty king had been pacing left and right when we saw him. He momentarily looked at our faces and then continued pacing. To his left was the cage of the Bengal tiger who was sprawled across on a lazy bed of hay. Some hyenas were seen conniving like gossip mongers. Across the cages, on the other side of the path was the abode of the gentle giants, the elephants. One was trained to „bless' little children by touching the tops of their heads with its trunk. We promptly stood in line to receive our blessings.

We stayed at the zoo for long hours taking home the beautiful memories of the day. I really hope that we could visit the City Zoo again. Next time, I would persuade my family to come along.

Expository Essay: An expository essay explains an instruction, a process or a method. The purpose of such essays is to orient the reader with the knowledge the writer wishes to share.

The characteristics of expository essays are

- They present facts or details in an objective and organised manner.
- They provide information and analysis.
- They may use compare and contrast features.
- They may use the cause and effect method.



Sample 3

How do Volcanoes Erupt?

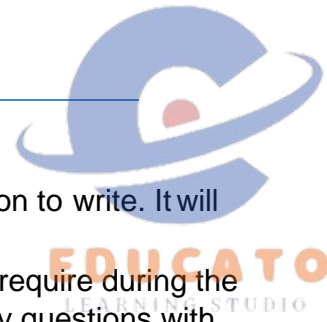
Scientifically speaking, a volcano is a rupture on the crust of a planet that becomes a vent for materials such as lava, volcanic ash and gases. Geographic structures such as volcanoes are connected to a magma chamber that is situated in the bowels of the earth. They are generally found where tectonic plates converge or diverge. Volcanoes have always inspired human curiosity since they have the power to destroy civilisations. How do volcanoes erupt? In this essay, we shall learn the detailed procedure of volcanic eruptions.

The temperature within the earth is extremely high. In such high temperatures, rocks are known to melt slowly. The molten rocks constitute a hot, thick liquid known as magma. Since it is lighter than the solid rock around it, magma rises and collects inside the magma chamber. In due course, some of this liquid pushes itself out of the vents and cracks in the earth's surface. The extreme pressure causes the liquid to exit in spurts. This phenomenon is known as a volcanic eruption.

However, not all eruptions are explosive. Sometimes when the lava is thin, it can flow out of the volcanic vent without any obstructions. Such eruptions seldom kill people because it moves at such a slow pace that people find enough time to escape. But sometimes when the magma is not very runny, it cannot flow out easily from the vent. The buildup of gases under the magma causes tremendous pressure buildup. The gases then burst out of the volcano causing a big eruption. The magma blasts into the air and solidifies into small particles known as tephra.



Tips for Writing an Essay



Preparation

- Read: The more you read, the better you get. Reading essays will give you inspiration to write. It will fill you with knowledge which you can use to enrich your writing.
- Write: Practise writing essays. This will give you the necessary confidence that you require during the exams. Writing also sharpens your thought process preparing you to deal with essay questions with much ease.

Writing

- Think about the idea given in the title or the prompt.
 - What type of essay will be appropriate?
 - What could be the main ideas?
 - How to write the introduction, the body and the conclusion?
 - Write all the ideas.
- Structure your essay.
 - Create an outline of your essay.
 - Do not use more than two sentences for introduction and conclusion.
 - Plan your essay before instead of writing spontaneously.
 - Arrange the ideas in a chronological order if you are attempting a narrative essay.
 - Arrange them in the increasing order of importance while attempting a descriptive or an expository essay.
 - Remember to conclude the essay.
- Use a consistent tense form while writing the essay.
 - Express clearly.
 - Be original in your ideas. Don't be afraid to think out of the box.
 - Use your own memories or your experiences to add to the essay.
 - Recheck for any grammatical errors after having written the paragraph.

Samples



Narrative Essays

Sample 4

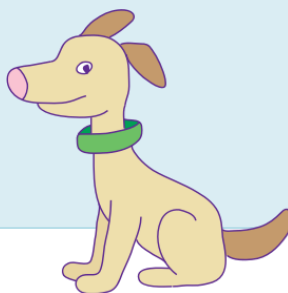
A Morning Adventure

I decided to take my dog Bowwow for a walk one cold December morning. An enthusiastic pup, he always looked forward to morning walks. I once found him in a gutter injured and famished. Being overwhelmed by his condition, I decided to bring him home. My parents and my elder brother were not very happy about the prospects of keeping a pet. I was allowed to keep the pup only under one condition—if I agreed to take its full responsibility. Three months down the line, things are looking up for Bowwow and me; we found in each other a friendship that is true and a love that is unconditional.

Every day, we take a few rounds around the garden. Sometimes, I let Bowwow off the leash and let him go wherever he wants. With me following him closely, there were no chances of him wandering off. He would have a great time socialising with the other dogs who accompany their masters to the park. Sometimes the two of us would race each other to the main gate and back.

The unthinkable happened on that cold December morning. I had let Bowwow off the leash as he explored the garden full of bushes, trees and fresh blossoms intrepidly. I was always two steps behind lest I lose him somewhere. Suddenly the annoying secretary of our housing society Mr. Sharma appeared out of nowhere. He was on his morning walk too. He called out to me from the other side of the garden, "Oh Saurabh! Tell your father to call me. It's urgent!" I turned around to face him for five seconds and when I turned back Bowwow was gone. I could feel my heart beating inside my chest. Here is a tiny pup, weak and helpless, lost in this big maze of trees and bushes. Some older feral dogs are known to attack the tiny ones.

I searched high and low pressing his favourite squeaky toy with the expectation that he would respond to the sound. But there were no signs of the pup. Heartbroken, I headed back home to get some help. When I reached the door steps I saw my furry friend waiting for me. Bowwow had somehow sniffed his way back home. I still don't know how he disappeared under, but I was very happy to see him again!



Sample 5

**A Close Shave with Death**

My cousin's wedding was to be held in a resort in Matheran last year. The whole family had been planning the trip for a long time. I was the least bit enthused since I found family gatherings rather boring. My family consists of boastful aunts and uncles who are obsessed with one upping each other and cousins who only talk about academics. I had a reputation of being negligent towards my studies mainly because I devoted a lot of my time towards sports and extracurricular activities. As you may have already guessed, I was treated like a nincompoop.

When the day of the trip arrived, my relatives decided to book a big van to the hill station. It was the month of July and the rains were lashing in full force. The route to the hill station was tortuous and dangerous, but my family insisted on taking the van. I read in the papers that the infamous route, Snake Pass, had been claiming lives every monsoon since the drivers find it very difficult to negotiate these sharp curves. I presented to my relatives the concerns about travelling by road in the monsoons. I suggested we take the train instead as it may be safer. As expected, my suggestions were shot down.

I would like to believe that an unknown force was at work that day and it was on my side. The van driver who was supposed to take us to our destination cancelled due to some health problems. No other driver was available that day and the bus reservations were full. We were left with the only option of travelling by train which was my original suggestion. Left with no options, the elders had to book train tickets to the hill station.

The journey was pleasant, thanks to the weather outside. My grumbling relatives were now singing and snacking their way to the destination. We reached within two hours which came as a surprise to my relatives. The road journey may have taken 6 hours in the slow moving traffic. Next day, pre-wedding functions were in full swing when someone brought us the morning papers. On the front page was a news article that read, „FIVE ACCIDENTS IN A SINGLE DAY: THE CURSE OF THE SNAKE PASS'. Apparently, the killer road had caused five accidents on the day we were supposed to have travelled by the van.

I accomplished two things that day: One, we cheated death by taking the train instead of a van. Two, my relatives no longer treat me like a nincompoop anymore. They realised that despite my age and my lack of bookish knowledge, I can think more sensibly than they do.

Descriptive Essays

Sample 6



A Circus Show

Last month, „The Great Indian Circus' came to town. They visit my hometown once in five years and always put up a wonderful show for the townsfolk. This time too, it had managed to attract a large crowd. Hundreds of people, young and old, thronged the grounds trying to get tickets to the show. I was never fascinated by circuses since I was born to the era of easy entertainment. Spoilt for choice by the electronic media, I and millions of other children like me would resort to the television, the computer or the smartphone for amusement. My mother insisted on taking me to the circus since I hadn't seen one all my life. I had heard about agile men and women performing death-defying stunts, animals who follow orders from ring masters and clowns who leave the audience in splits with their antics.

So we decided to visit the circus on Sunday. After having purchased the tickets, Mom and I headed towards the circus tent to take our seats. The tent was humungous, colourful and brightly lit. Inside, there was a round arena that was decked up with whimsical lights. The audience sat on the seats arranged around the arena. The show started at 7 pm sharp. A pageant of performers and animals welcomed the guests with fanfare. A group of gymnasts began with a trapeze show. The girls and boys with lithe bodies swung from bars and ropes exhibiting their gymnastic prowess.

A man on a motorcycle performed a death-defying stunt called the „Globe of Death'. He rode his motorcycle inside a huge mesh ball vertically and horizontally. The feats lasted for an hour and then the cyclists appeared on the stage. They performed various feats and left the audience spellbound.

The ringmaster brought his trained lion for the daring „Ring of Fire' feat. On being instructed by the ringmaster, the lion jumped through a series of concentric rings that were set ablaze. The elephant amused the audience by kicking a large football into a goalpost. Later, it even played cricket by striking the balls thrown to it by the clowns.

I went in as a person indifferent to the circus and came out as someone who was thoroughly impressed with the circus. I couldn't help but marvel at the skills exhibited by the performers—human and animal. I thanked my mother for having taken me to the circus.



Sample 7

My Friend Dr Patil

Dr Patil was my best friend. His wife, a woman with a permanent scowl on her face believed that we made strange companions, me a preschooler and he a retired college principal. Our friendship was stranger than fiction. No one in the world could fathom what a 4 year old and a sixty-five year old had in common. But truth be told, he, Patil Uncle as I called him, was the truest friend I ever had.

Dr Patil was an elderly man with a heart that refused to age. Highly learned with multiple degrees and doctorates, he was the principal of a reputed college in the city. Many former students would throng his house on Gurupurnima and Teachers Day to seek his blessings. He would sit with them for hours regaling them and giving them his good counsel. Mr Patil had a beautiful soul that would draw the young and the old towards him.

He had a slight frame and with a slightly protruding belly formed out a habit of slouching against the desk. His countenance resembled a meditative Buddha we see in paintings. His favourite garb was a white vest and a matching pair of pyjamas. He was swarthy and his grey hair grew sparsely on his pate. His daily staple was a glassful of apple juice and the Charminar brand cigarette which he smoked secretly away from the prying eyes of his wife.

In the winter of his life, he found unlikely friends, me and an orange cat named Mani. Mani was a permanent fixture at his house often dozing off at his feet. My day started with a breakfast of milk, apples and a dry bhakri with him. My mother recounts that I refused to eat unless he fed me the first morsel. From his huge treasure trove of books, he picked stories to read out to me. He used to narrate cautionary tales of young boys and girls who disobeyed their parents. Each time I refused to eat my food or take my medicines, he would bribe me with sweetmeats and toys.

Mani the cat was not particularly fond of me. Maybe he thought I was taking Uncle away from him. Uncle taught me that animals were not like humans; they do not respond to kind words and greetings. Only the pure of heart can win the trust of animals. So he asked me to be patient and let the cat come round to me. Eventually Mani did. He taught me the importance of being nice to everyone and laid the foundations for my morals and virtues.

When he passed away in his sleep, I was 9 years old. Back then, I was too young to realise the extent of my loss. I have made many friends since then, but none could come close to the near-perfect relationship that I shared with my mentor, teacher and guide.

Expository Essays

Sample 8



The Importance of Having a Reading Habit

One may have wondered, “Is reading really that important?” Many students are averse to reading mainly because they find it boring compared to the other means of passing time. It requires concentration, it is time consuming and it requires the use of one’s brain. Why to read when there are video games to be played, movies to be watched and music to be listened to.

Reading is one of the most important cognitive skills that we can benefit from all our lives. It is a skill without which human beings cannot function in modern day society. The bane of boredom has pushed many to neglect developing their reading skills from a very young age. Proponents of alternative styles of learning may speak in favour of practical education and disregard inculcating reading ability in students. There is nothing more appalling than that. Let us explore the various benefits of having a healthy reading habit.

Reading helps sharpen the intellect. We indulge in physical exercises to keep our bodies healthy. Reading is the perfect exercise for the mind. Our brain, like our body, can get atrophied if it does not receive proper stimulation. When we read, the brain works hard to help you register the word and understand its meaning. The process enriches our understanding of the language and improves our communication skills. Everyone loves to speak but seldom does anyone want to listen. Listening is an important skill just like reading, and they both employ the same skill, focus. Readers learn to focus on the message conveyed by the writer. This in turn can improve their listening skills.

Reading enriches us with knowledge. We learn new things about the world around us through reading newspapers and magazines. We are introduced to different schools of thoughts and philosophies that help us shape our opinions. It also helps us relay our views to others thus facilitating an exchange of ideas. Today, information is easily accessible thanks to the Internet boom. Therefore, anybody who has a penchant for reading has an edge over the others.

Reading helps us amuse ourselves by fuelling our imagination. Reading a fantasy novel like „The Lord of the Rings’ helps us create worlds and characters inside our minds. It helps us in developing our creativity. Even to do mundane things in life we require reading skills. Imagine not being able to read the dosage for some medication or being unable to read instructions from a cookbook. Imagine taking too long to read and understand a Math problem. Everything requires good reading skills. We can therefore conclude that the importance of developing a healthy reading habit cannot be understated.



Sample 9

To Live on the Moon

Many space experts have pondered about the possibilities of living in outer space. The safest and the most viable option for most is the moon. The idea of building a lunar outpost has tickled the imagination of space explorers for years. This has caused scientists to actually study what it would be like to live on the moon.

In 1959, the Russians photographed the moon for the first time. Ten years later, NASA landed the Apollo 11 on the moon's surface with three astronauts for the first time in human history. Though the idea of living on the moon seems like a romantic one, the data collected through the exploration concludes otherwise.

A single lunar day is equal to two weeks on Earth. The daytime temperature is a hellish 123 degree Celsius and the nighttime temperature, a frigid minus 387 degrees. It is impossible to live under such conditions without any extra aid. It is common knowledge that the moon has no atmosphere and its surface is nothing but a big vacuum. Living without space suits would be impossible on the moon.

Building climate-controlled domes on the moon's surface could be one way of circumventing the problem. The surface under these domes could be supplied with artificially created atmosphere that is saturated with all the gases humans need for survival.

Low gravity poses another problem of living on the moon's surface. It is very difficult to walk on the lunar surface whose gravitational pull is only one-sixth of the Earth's. We may find ourselves tripping and falling trying to adjust to the low gravity. The only way of moving on the moon's surface is by hopping or bouncing.





ENGLISH

FORMAL LETTER



EDUCATO
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What is a Formal Letter?

Formal letters are letters used mainly for impersonal discourses. They are used while communicating with officials or associates with whom the writer does not share a personal relation. These letters can be recognised by their tone which is often a combination of politeness and formality and their short length.

Format of a Formal letter

Sender's Address

Date: (DD/MM/YYYY)

Salutation, (Example: Dear)

Recipient's Name, _____

Designation & _____

Address _____

Subject: (One short sentence stating the purpose of the letter)

Introduction: (Begin by introducing yourself and the purpose of writing the letter)

Body Paragraph: (Explain the situation in detail listing factual information needed to validate your point)

Conclusion: (End the letter by restating your request or an assurance, whichever is the case)

Thanking you.

Complimentary Ending:

(Example: Yours sincerely/faithfully,)

Sender's Signature

Sender's Name

Sender's Designation



Points to Remember

- The date when the letter is written is extremely important as these letters are often saved for further reference.
- Use of modal auxiliaries implies the forcefulness of your request even while maintaining the polite tone.
- Contact details could also include e-mail address and phone number especially where a reply is requested

Types of Formal Letters

These letters can be broadly classified into three wide categories:

- Business letter
- Letter to officials
- Letter to newspaper

Tips to Writing a Formal Letter

- The subject should address the prime purpose of the letter.
- The letter should begin by discussing the matter at hand stated in the subject.
- The letter should be concise and to the point by avoiding unnecessary details.
- Complex professional jargon should be avoided where simple language is sufficient.
- It is important to maintain a polite yet professional tone throughout the letter.
- Cross checking for spelling or grammatical errors is always helpful.

Sample Formal Letters



Sample 1

Rani Dubey
112 Market Road
Jhansi
10th March 2015

The Editor
New Horizon Times
Printers Street
Jhansi

Subject: Popularity of TV affecting stage plays

Dear Sir,

I would like to bring to the readers' notice the sad decline in a much loved art form—the stage play. Once upon a time, these plays would manage to draw in large crowds. Today, however, it would be a surprise if one finds even a handful of viewers for the art form.

The plays were originally made for the masses and centred on socially relevant issues. They often reflected the socioeconomic realities of society. Their importance was recognised and they were widely appreciated. People flocked in large numbers to view plays by famous directors and play writers.

Sadly, we are facing a decimation of this wonderful form of art thanks to the rising popularity of television shows. Our minds are no longer receptive to the thought-provoking excellence of plays. We are trained to relish the vapid melodrama which has been served in the name of television entertainment. Once a powerful instrument of social change, stage plays are now fading into oblivion.

Yours sincerely,
Rani Dubey

Sample 2

Saurabh Sawant
12, Rampat Heights
Pune 400 089
23rd March 2015

The Manager
Eyelit Editors and Publishers
Pune 400 089

Subject: Application for job

Dear Sir/Madam,

With reference to your advertisement in the New Era Newspaper dated 21st March 2015, I would like to apply for the position of copy editor available in your company. I graduated with single majors in English Literature securing 55% in 2012. I also have one year experience in content creation and two years experience in editing.

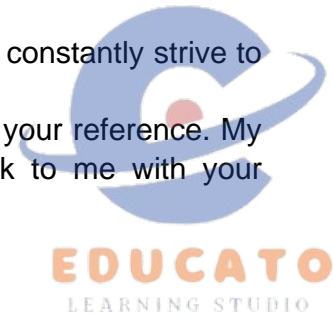
I really hope to be a positive and beneficial addition to your firm should you employ me. I am known for my dedication and resourcefulness which pushes me to give 100%. I am a quick reader and

have a keen eye for detail. I am able to spot errors or discrepancies quite effectively. I constantly strive to achieve excellence and never leave any job unfinished.

I am attaching a copy of my resume along with photocopies of my degrees for your reference. My resume contains my contact details along with my qualifications. Kindly write back to me with your decision. I look forward to receiving your positive reply.

Thanking you,

Yours Sincerely,
Saurabh Sawant



Sample 3

Prakash Kambli
11, Patwardhan Heights
Bandra, Mumbai 400 056
17th September 2015

Mrs Navin
The Principal
New Convent High School
Pali Hill, Mumbai 400 056

Subject: Leave for religious occasion

Dear Madam,

I, the undersigned parent of Anuja P. Kambli studying in Class VII Div. B, request you to grant her leave from 23rd to 29th September as we have to visit our native place for a religious occasion.

The religious function occurs once in every ten years. Therefore, we are forced to make this trip in the middle of the academic year.

I assure you that she will complete her studies once we return and make up for the time spent on leave. Kindly accept my request and grant her leave.

Thanking you,

Sincerely,
Prakash Kambli

**Sample 4**

Kunal Shah
Class VI Div B
Anand High School
Mumbai 400 015
5th June 2015

The Principal
Anand High School
Mumbai 400 015

Subject: Extra Math classes for weak students

Dear Sir,

I am the class leader of Class VI Div B. I wish to bring to your notice that there are quite a few students in my class who are weak in Mathematics. They find it difficult to follow the topics explained. Most of them cannot afford to go for tuitions to catch up with the studies.

I request you to see if anything can be done. I would be grateful if you could arrange for some classes after school to help them catch up with their studies.

In anticipation of your reply, I remain,

Yours obediently,
Kunal Shah

Sample 5

Ajay Gupta
R. J. Internationals
Sterling Chambers
Pune 500 016
2nd June 2014

Ms Pooja Shah
15 Ratan Nagar
Rai Bazaar Marg
Pune 500 016

Subject: Appointment Letter

Dear Pooja,

With reference to your interview held on the 25th of May 2014, we are pleased to inform you that you have been selected to fill in the position of Assistant Sales Manager.

Your joining date is 16th June 2014 (Monday) and you are expected to be present in the office by 10.00 am. A written copy stating the approval of your salary package will be given to you within a week of your joining.

You will also receive a copy of our company's rules and regulations and are expected to abide by them failing which your employment will be terminated. Feel free to contact me in case of any discrepancy or doubt.

We look forward to having a long successful professional relationship with you.

Yours sincerely,
Ajay Gupta
HR Dept.
R. J. Internationals



Sample 6

Amit Arora,
12 Kaushik Nagar, 1st floor
Jain Society Marg
Mumbai 400 089
2nd February 2015

The Editor
The Falcon Times
New Era Press Road
Mumbai 400 065

Subject: Irresponsible Press

Dear Sir/Madam

I write this letter to counterview the article named Shame on your Fame published in your newspaper on 1st February 2015 (Sunday). I wish to bring to your notice that Mr Atul Kamat who was criticised in the aforementioned is in fact not at all the way you have portrayed him. It is shocking to witness a reputed publishing house like yours making such a grave error.

I know Mr Atul Kamat on a personal level and can assure you that he is not a 'Gold digger'. On the contrary, he has been a humble person since childhood. All through his schooling years he was known for his companionate nature and sensitivity towards the underprivileged. Even the knowledge he gained as an engineer was put to use to uplift the people living in the village on the outskirts of Mumbai.

He does not need to resort to corrupt practices for monetary gains. He can easily secure a well-paying job in any multinational company if he wishes. It is not difficult to gauge that his work for the poor is the cause for such anti-publicity. It is not him but the people in power against whom he struggles who are hungry for money.

I request you to look into this matter and get your facts right. I also urge you to print my letter along with an apology from your end. It is extremely important that a publishing house of your stature takes such matters seriously.

In anticipation of a speedy reply, I remain,

Yours sincerely,
Amit Arora

**Sample 7**

Mark Andrew
Class VII Div. D
Model High School
Trinity Road
Bandra, Mumbai 200 046
18th August 2014

The Principal
Model High School
Trinity Road
Bandra, Mumbai 200 046

Subject: Upgradation of library

Dear Sir,

I am the monitor of Class VII Div. D and am writing this letter to request you to consider adding fictional and educational books to our school library.

It has been a recurrent complaint among the students that the school's library does not have enough books. Only about one-third of a class gets the chance to borrow a book during the library period every week. Moreover, the books which are there are very old and tattered. It is very difficult to manage them as they keep falling apart. Most of us are thus deprived of the privilege of reading a good book. Especially the ones who cannot afford to pay for a membership at a local book store. In addition, it becomes the biggest problem when all of us need to refer to them at the same time for project work. Many of the books are so old that their language is difficult to understand.

On behalf of all my classmates and the other students of our school, I urge you to look into the matter and consider upgrading the library with the latest books.

Thanking you,

Yours sincerely,
Mark Andrew

Sample 8

Sumit Trivedi
Bhatya Housing Society, R. No.305
Andheri (East), Mumbai 200 065
18th May 2015

The Editor
New Wave Times
Publishers Complex
Colaba, Mumbai 200 099



Subject: Technology and the future generations

Dear Sir,

I write this letter chiefly to express my deep concern over the future of our younger generations. Apparently, the summer vacations which were meant for fun and games have failed to extricate children from the confines of their homes.

It is great that children today are well acquainted with technology right from an early age. They have a well-developed mind which is quick to comprehend and learn the complex workings of the latest gadgets. However, training the mind is not sufficient for all-round development. One cannot live a healthy life solely on the basis of mental strength.

Physical strength and agility is equally important. In addition, it is our responsibility to nurture the booming talent within our country. This can be achieved only when children are acquainted with the cultural arts and sports of our country at an early age. Familiarity with these from an early age will give children the opportunity to develop healthy hobbies which will accompany them for a lifetime.

Our materialistic lifestyle has driven us away from the true meaning of life. We have in turn imbibed this mindset within our children. It is high time that we take a stand against such superficial upbringing and make an effort to secure the future of our children.

Thanking you,

Yours sincerely,
Sumit Trivedi

**Sample 9**

Priya Trivedhi
603/B, Arvi Heights
Pali Hill, Mumbai 200 055
18th August 2015

Mahesh Glass Decor
Pravin Mills Compound
Delhi

Subject: Delivery of damaged product

Dear Sir,

I wish to bring to your notice that the crystal chandelier which I ordered last week was damaged when it was delivered.

I received the delivery yesterday and realised on inspection that many of its crystals were broken and hanging at odd angles. In addition, its electrical connection was faulty. I have been purchasing articles from your firm from a long time and was very disappointed by such an occurrence. I assume the damage was caused in transit.

I am sending you a copy of the invoice for further reference. Kindly look into the matter and send me a replacement for the same at the earliest as I need it for a grand occasion.

In anticipation of your reply, I remain,

Yours sincerely,
Priya Trivedhi

Sample 10

Jagruti Shetty
House No. 506
Rainat Nagar
Telangana 500 044
3rd March 2015

The Municipal Commissioner
Ward D, Diksha Nagar
Hyderabad, Telangana 500 069

Subject: Rainwater harvesting to solve water shortage

Dear Sir,

The geographic location of our state causes it to face water shortage every year. I believe that purchasing water tankers from neighbouring states is not a solution to this everlasting problem. These short-term measures will not rid us of the problem forever. Moreover, every one living in the state cannot afford to pay his share of money for purchased water.

I would like to suggest the method of rainwater harvesting. A presentation by an NGO in our school made me realise that this method is indeed very effective. We need to remember that we receive

abundant rains every year. The scarcity of natural and artificial means of harvesting this rainwater is our problem.

We the students at Maheshwari High School were so impressed by the idea that all of us contributed and made it happen. The pipelines and the water tank were put in place last year and I am glad to inform you that this year none of the students were forced to miss school due to scarcity of drinking water.

I am confident that if the government considers the idea and proposes that every office building and housing society makes a onetime investment in this project, our state will soon have its own reservoir of water. All we need is a nudge from the authorities and a little guidance to go with it.

I hope that you take my suggestion into account while planning for our city and state.

Thanking you,

Yours sincerely,
Jagruti Shetty



ENGLISH

INFORMAL LETTER



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What is an Informal Letter?

Every person writes a letter at some point of time in his life. Letters not only carry formal discourses but are also means of friendly conversations. How language and vocabulary is used in a letter reflects the skills and finesse of the writer as well. Therefore, it is essential to master the skill of writing a good letter from an early age.

Informal letters or friendly letters help us communicate with our distant friends and relatives which in turn helps us stay in touch with them. It gives us an insight into their lives and experiences, while we share a part of us at the same time. For this mutual exchange to occur satisfactorily, we need to study the basic rules and polish our skills through practice.

Format of an Informal Letter

Sender's Address

(XYZ Society, _____
Room No, Street Name, _____
Land mark, _____
Locality, City/Village Pin code)
Date: (DD/MM/YYYY)

Salutation, (Example: Dear ...)

Introduction: (Greet the person to whom the letter is addressed and reassure of your own well-being. Introduce the purpose behind writing your letter.)

Body Paragraph: (Elaborate on the purpose of writing the letter by giving detailed information regarding the same.)

Conclusion: (Summarise all the points mentioned in the letter without further elaborating upon them.)

Subscription:

(Example: Yours truly/affectionately,)

Sender's Signature

Sender's Name



Points to Remember

- The address of the person writing the letter is noted at the top left-hand side of the sheet.
- The address is followed by the date the letter is written.
- The salutation in an informal letter carries the name of the receiver preceded by an endearment (Example: Dearest XYZ,)
- The salutation is preceded and followed by a blank line.
- The letter should be written (preferably) in three paragraphs.
- Restating your reason for writing the letter in the concluding paragraph is essential.

Types of Informal Letters

Informal letters can be classified into various types based on their content. They include

- Letter of permission
- Letter of condolence
- Letter of invitation
- Letter of information
- Letter of apology
- Letter of appreciation

Tips to Writing an Informal Letter

- Collect all your thoughts before beginning to write the letter.
- Make a rough list of all the important things that you wish to share.
- Take time to write the letter in a neat handwriting with readable letters.
- Maintain a free flow of ideas. Avoid skipping from one point to the other.
- Avoid scribbling or cancelling what has already been written.

Sample Informal Letters



Sample 1

16/B Ashirvad Nagar
B. R. Ambedkar Road
Pune
25th September 2015

Dearest Sarita,

I hope you are in good health and excelling in your professional field. Your decision to move to another state, though praiseworthy, has nevertheless been difficult for all of us to accept. This is the first time that a child from our household has ventured out alone to make a career. We all miss you dearly, especially your grandparents.

To top it all, the recently held family gathering came too soon after your departure. Everyone regretted that we could not have it before your departure. When we sit down to talk and share our stories, you became the main subject of our discussion. You would have loved it if you were here. I know how you love to be pampered by all.

Everyone recollected with fondness your love for food and your exceptional talent at turning random experiments into delicious dishes. This was the first time that you were not present to feed and entertain us. I don't think you need to know how proud you have made all of us by your achievements. I wish for you many such happy achievements. Remember to take care of your health too and do write to us whenever you have the time.

With lots of love,

Your dear aunt,
Kavita

Sample 2

14, Rajput Society
Vinayak Road
Ahmedabad
15th October 2015

Dearest Ravi,

I received a letter from your school updating me on your progress of the last half year. I have observed that your marks have improved. I am extremely proud of you my son. I am glad that you have taken my advice seriously and worked hard this year.

As I always say balance and discipline are the two most important aspects of a person's life. One who masters the two conquers the entire world. Doing the right thing is not sufficient. Doing it in the right time is what counts. I hope you are not taking my advice to the extreme and becoming a bookworm. Studies are essential but balancing them with other activities like sports is equally important. I have always said that you are a smart child. All you needed was some discipline which I now see in your actions. I hope you carry on the good work and excel further in your exams.

My good wishes and prayers are always with you.

Yours lovingly,
Dad

**Sample 3**

Savitri Apartments
1st floor Room no. 105
Khed Nagar Chembur
Mumbai 200 001
7th July 2015

Dearest Uncle Ravi,

We all are in good health and I hope the same is with you. I recently went for a trip to Sanjay Gandhi National Park. It was organised by the Nature Club of my school. As I know your love for nature, I wish to share my experience with you.

There was stark contrast between the weather outside and the weather inside the park. The place was cool all throughout the day. Last night's drizzle brought the place to life making it look more colourful than it already was. We saw climbers and creepers; trees and shrubs; and fruits and flowers. We also saw some reptiles. The cherry on the top was the big crocodile which was crawling across the road. We were scared out of our wits at the sight of it. Luckily, we were clearly instructed not to panic and run away because that would provoke the animal.. We also saw many monkeys who came down to take a closer look at us. I guess they were as inquisitive about us as we were about them. We also heard sounds of rattle snakes but unfortunately we could not spot them. We also went for boat rides.

I just returned from the trip, but I can't wait to visit it again. If you could convince dad, all of us could go for a picnic there. I clicked loads of pictures which I would love to show to you all. Do come home some day with Aunt Jyoti, Pinkey and Puneet. I have to end my letter now. It always feels nice to write to you. I will write to you again soon.

Until then I remain,

Yours truly,
Soham

Sample 4

21, Divan Society
Mall Naka Road
Goregaon, Mumbai
15th August 2015

Dear Anita,

It has been a long time since we spoke. So, I thought of writing this letter to fill you in about something exciting which has happened in my life. I was felicitated in my school for topping in three subjects: English, History and Mathematics.

The felicitation ceremony was held on the 1st of September and students from all grades attended it. The students were felicitated for excellence in not only academics but also extracurricular activities. I felt a rush of excitement as my name was called by the principal, and I wished you were there to applaud for me as I collected my medals. The memory of the function is still etched deep in my mind. Your presence would have made it more special as you have always motivated me to work hard in these subjects.

Hope that you write to me soon. I really miss reading your well written letters.

Yours truly,
Sanchita

**Sample 5**

234, Shanti Nivas
Gokhale Road
Thane
17th March 2015

Dear Sujata,

It's been ages since I've heard from you. Yesterday, while reading a story written by Satyajit Ray titled „Patol Babu, Film Star“, I thought of you and how much you and I would have enjoyed discussing it. That prompted me to write this letter to you.

In the story, the titular character is a minor actor and his mentor offers him a valuable piece of advice: “There is no humiliation in playing a minor role”. It struck a chord in my heart; it meant that no opportunity is worth turning away from no matter how insignificant it may seem. I have always advised you about the same virtue. Remember how I reprimanded you about turning down the seat at VJTI because you were unsure? I hope that you learnt something significant through that episode. Remember, opportunities don't always come knocking on our doors. Be sure to make the most of your life. What are your thoughts? Do write to me.

Yours truly,
Akshaya

Sample 6

M.K Girls Hostel
S. Karve Marg
Andheri (E)
Mumbai 400 009
25th September 2015

Dear Mom,

I know you will be upset to read this letter. I am sorry that I will not be able to come home for Diwali this year.

My first term exams got postponed due to the elections and are now scheduled to be held right after Diwali. Believe me when I say that I am not happy to stay away from you during this festive season but I have no other choice. I promise you that I will come home immediately after the exams. In the mean time, please do not be disheartened. I love you and dad a lot and will keep you in my prayers.

I hope to see you soon. Give my love and my best wishes to all at home and my friends.

Your loving daughter,
Renu

**Sample 7**

A-10, Green Park Society
Opp. P. Naik Bus Depot
Shiv Sagar Nagar
New Delhi 400 005
14th January 2015

Dear Rupali,

I attended Ashwathi's wedding last Wednesday. Both she and I missed you a lot at the wedding. The ceremony was very grand. Had you been there, you could have enjoyed a lot.

There were over a thousand guests and each was well attended. She received many expensive gifts from her family as well as from the business associates of her father who attended the wedding. The banquet was scrumptious, and the entire hall was done up in a traditional style. There were a mind-boggling number of cuisines and we were spoilt for choice. Ashwathi was very tired by the time the rituals ended; nevertheless, her joy knew no bounds when she saw me and the rest of our gang.

She graciously received the greetings of all the guests. The wedding went on till late in the evening. It was a great day, but you were missed by all. I can't wait to see you soon and share more details in person. Till then I remain

Yours truly,
Divya

Sample 8

Reema Joshi
A/508, Gokul Nivas
Tilak Road, Pratap Nagar
Vasai, Mumbai 400 020
5th February 2015

Dearest Aunt Sarita,

It is with great pleasure that I write to you today, and I am sure that you will also be glad to hear what I have to share. I have been chosen by my school to receive the Pandita Ramabai Award for social service and educational aid towards fellow students.

The award will be granted to me at our school's Annual Prize Distribution Ceremony that is to be held on the 5th of March 2015. I am asked to invite my parents to witness the event and to be a part of that joyous moment.. I was recently told by my class teacher that my efforts at helping my classmates in studies had not gone unnoticed by my teachers who recommended my name for it. It is indeed a great honour for me to receive this award which has rarely been bestowed on students before. In addition, my joy was multiplied when I was told that the Principal, who has been my role model, will herself be granting me the award. This occasion will surely be etched in my memory with great fondness.

In addition to my parents, you too have been an instrumental force in shaping my character. I therefore thank you on this occasion for the role you have played in my life and attribute this award to you and my parents.

Thanking you,

Yours truly,
Reema

**Sample 9**

402, Snehasadan
 Vijaykar Wadi
 Malad, Mumbai 400 097
 2nd March 2015

Dear Jhanvi,

I hope this letter finds you well. I write this letter to you to discuss a problem that you and I have often agonised about. Remember our bumpy rides to school in the school bus? Well the stretch between SV Road at Milan Junction and the Link Road, passing through Daulat and Rizvi Nagar, is still a nightmare for commuters. I recently read in the papers that this infamous stretch has 179 potholes! To top it up, the rains have turned many of them into small pools of dirty water, the biggest among them measuring 3 X 3 metres with a depth of 10 inches! Naturally, the motorists struggle every day to commute on this road.

The authorities may take years to act upon this problem. So it is up to us to take the necessary precautions to avoid any fatalities. We need to instruct our bus driver to steer clear of the big potholes. Driving slowly will minimise the inconvenience caused to the passengers. The water-filled potholes have to be avoided since it is difficult to gauge their depth. We can also opt for an alternate route even if it takes longer to get to school. I have decided to distribute these printed instructions to other motorists who use this road. I truly believe that the frequency of accidents can be brought down considerably if everyone adheres to these instructions. Write back to me with your views on this subject.

Yours truly,
 Sanika

Sample 10

Reema Patel
 A/12 Akanksha Flats
 Sola Road
 Ahemadabad 380 012
 2nd January 2015

Dearest Minal,

Many happy returns of the day. I would like to take this opportunity to share with you how important your friendship is to mw. We have been friend since childhood and over these years you have become as important to me as any of my family members.

In today's materialistic world it is very difficult to make friend. True friends are even rarer to find. But when one finally finds a person they can connect with, an extraordinary friendship develops. Such friendship is beneficial for both and helps them grow and mature in the company of the other. You have been just that in my life. We have shared countless moments both joyous and sorrowful and this has strengthened our bond. Recollecting those days we spent together always brings a smile to my face. You have been my confidant and guide through all these years.

It is out of your personal example that I learnt qualities like sacrifice and trust. You are and will always be the most valued treasure in my life. May you have a wonderful birthday..

Wishing you all the happiness in the world.

Yours faithfully,
 Reema Patel



ENGLISH

MESSAGE WRITING



What is a Message?

A message is a short record of information noted for conveying it to the person whom it is for and who is not present at the moment to receive it. The aim of a message is to convey information to its owner as soon as he or she is back. Therefore, it is usually written on a small slip of paper and left at a place easily visible to him or her.

Format of a Message

Message

Date: (When the message is written)

Time: (When the message is written)

Name, (of the person for whom the message is meant)

Body: Important details. Example: Caller's name and reason for calling (where applicable) and other information conveyed by the caller.

Message writer's name

Tips for Writing a Message

- A message should be written in less than fifty words. Therefore, keep it brief and to the point.
- Practise writing messages focusing on conveying more information with few words.
- While cutting down words, important information like date and time when the message is noted and should not be missed.
- Ensure easy understanding of the message by avoiding grammatical errors and spelling mistakes.
- Use simple or compound sentences instead of complex ones where possible.

Sample Messages



Sample 1

Message

25th October 2015
8.30 PM

Brijesh,

Aunt Jaya called to invite us to dinner this weekend. She is upset that you have been so involved in your work these days that you have no time for your family.

Pranali

Sample 2

Message

25th February 2015
5.00 PM

Priyanka,

Your tuition teacher called to inform that she will be having extra classes on Sundays from 4 pm to 7 pm owing to the approaching final exams. The extra classes begin from tomorrow.

Mother

**Sample 3**

Message

1st November 2015
7.30 PM

Hitesh,

Your dentist called to enquire why you did not show up for your appointment. He asked you to call back and reschedule an appointment if you wish to save your teeth from permanent damage.

Rohan

Sample 4

Message

27th August 2015
11.15 AM

Prateek,

The manager of Cloud Nine Restaurant called to inform that they found your wallet left behind at one of their tables. He asked you to visit them personally and collect it.

Maya

Sample 5

Message

11th May 2015
8.00 AM

Mom,

Aunt Sarita called to ask when you will be baking the cookies you promised her. She said that she would drop by this evening with the ingredients and asked you to make some time for it this week.

Heena

**Sample 6**

Message

29th August 2015
5.20 PM

Ashima,

Your friend Maya called to ask if you have her Science Journal. Call her back and let her know as soon as you return. She needs it to prepare for the exams.

Mom

Sample 7

Message

8th December 2015
5.47 PM

Tanuja,

Gayatri called to invite us for the naming ceremony of her son his weekend. She insisted that you attend since you keep cancelling most plans.

Mom

Sample 8

Message

24th May 2015
8.00 AM

Jiya,

You may go to the summer fair with your friends, but you have to be back home my 7 pm. I gave your mother some money which you can take along with you. Be safe and enjoy yourself.

Dad

**Sample 9**

Message

19th October 2015
1.00 PM

Rohan,

Your mother called this morning to inform that your uncle Mr Jain will be in town tomorrow. She asked you to receive him at the station and help him settle the business he will be coming for. Call her back for further details.

Arvind

Sample 10

Message

13th May 2015
9.00 AM

Rashmi,

Remember to book a refill for gas today itself. The one currently in use will get over within a few days. I have kept the money for the same in the kitchen cabinet drawer. In case it arrives when I am not at home, use that money to pay for the refill.

Mom



ENGLISH

NOTICE WRITING



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What is a Notice?

A notice is a kind of an advertisement aimed at informing people about some upcoming event or new openings. They may include announcements about extracurricular activities at schools or public events like discount sales or social service camps.

The main purpose of a notice is to grasp the attention of the masses and encourage them to participate in the event described. It should carry all the relevant information so as to avoid any kind of misunderstanding in the minds of the readers.

Format of a Notice

NOTICE

(Heading of the Notice)

Place (Name of the organisation issuing the notice)

Date

Details of the Event

(Here describe the event and mention all the relevant details pertaining to it)

Contact Details

Name and

Designation (of the person issuing the notice)

Tips for Writing a Notice

- The heading should be self-explanatory and crisp at the same time.
- Ensure that basic information like contact details and the detail of the event are listed accurately.
- The sentences in the body should be short and easy to understand. They should be easy to absorb in the passing.
- Suitable decorative templates could be used to grasp the attention of the readers; however, these templates should not be allowed to interfere with the content of the notice.
- Hard and fast grammatical rules do not apply to notices. You could use capital letters in the middle of sentences to highlight words. Underlining and use of short phrases are also accepted.
- Attempt to make the reader feel involved by using personal pronouns like 'you', 'your' and 'us'.

Sample Notices



Sample 1

NOTICE
INTERNATIONAL FLIGHTS CANCELLED

Chhatrapati Shivaji International Airport, Mumbai
17th June 2015

Please note that all international flights heading west have been cancelled because of the estimated storm over the Arabian Sea. There will be no flights to the west taking off until 19th June 2015 1200 hours.

By Order,
Aviation Ministry

Sample 2

NOTICE
HAND IN YOUR ARTICLES AT THE EARLIEST

Swami Vivekananda High School, Malad
3rd June 2015

This is to inform you that the last date for handing in your articles for Herald Monthly, the school's newspaper, has been extended to the 10th of June 2015. Please hand in your works at the earliest to save them a place in the next edition.

By Order,
Editorial Team

**Sample 3**

NOTICE
INTERSCHOOL DRAWING COMPETITION

Jain High School, Kalyan
5th December 2015

The interschool drawing competition will be held on the 17th of December 2015. All are requested to carry their own colours. Water colours have to be used for all geometric drawings and oil pastel colours for sceneries.

Students are also requested to carry along their enrolment slips.

Mrs Rupali Mehta
Principal

Sample 4

NOTICE
2015 PRIZE DISTRIBUTION CEREMONY

L. Kothari High School, Pune
26th December 2015

The seating arrangement for the annual prize distribution ceremony to be held on the 28th of December 2015 has been put up on the notice board outside the general office.

All merit list holders and recipients of awards are expected to refer to it and be present fifteen minutes in their respective seats before the commencement of the function.

M. N. Kulkarni
Principal

**Sample 5**

NOTICE
SPORTS WEEK

Jayantilal Model High School, Airoli
5th November 2015

All students are hereby informed that it is compulsory for everyone to participate in at least one sport during the annual sports week to be held from 16th to 21st November 2015.

Also, all those who excel in minimum three of the several sports will be awarded a scholarship and be sent by the school to participate at the district-level sports championship.

Mr R. D. Jayantrao
Principal

Sample 6

NOTICE
TRIP TO KARNALA BIRD SANCTUARY

Jai Hind High School, Sanpada
1st March 2015

The nature club is organising a four-day trip to the Karnala Bird Sanctuary in May. The buses for the trip will leave the school on the 12th of May 2015 at 6.30 am sharp and will return on the 15th of May 2015 at 7.00 pm under the supervision of a staff of 10 members.

Registration for the same can be done with Miss Komal Sharma (in charge of the nature club) latest by 10th March 2015 along with Rs 3,000 as fee amount.

Mrs S. Raghavan
Principal

**Sample 7**

NOTICE
FLOWER-MAKING WORKSHOP

New Horizon High School, Wadala
7th October 2015

This is to bring to your notice that the flower-making workshop will be held during the Diwali vacations starting from 24th October 10.30 am. The workshop is free for all school-going children. However, you will have to carry your own craft material to the workshop.

Mr L. H. Garewal
Principal

Sample 8

NOTICE
ANNUAL GENERAL BODY MEETING

I. B. Private Ltd., Mumbai
22nd February 2015

This is to bring to your notice that the annual general body meeting will be held on 8th March 2015. The heads of all the departments are requested to bring along their quarterly reports.

Venue: I. B. Towers, 2nd Floor Boardroom No. 1
Date: 8th March 2015
Time: 10.00 am

Mr R. D. Kulkarni
Managing Director

**Sample 9****NOTICE
NEWSPAPER DRIVE**

J. I. Vidhya Mandir, Chembur
14th July 2015

The school will be holding a newspaper drive on 20th July 2015. The money collected from its sale will be used to buy books for the less privileged students of our school. Students are urged to contribute generously. The class collecting the largest stack will be awarded a prize.

Mrs R. Karuna
Principal

Sample 10**NOTICE
NEW SPORTS CLUB**

A. L. R. High School, Mumbai
2nd June 2015

The school will be inaugurating its first ever sports club on the 20th of June 2015. A new batch of coaches will be training the children in sports such as football, tennis and volley ball. We encourage our students to enroll themselves and make the best out of this opportunity.

Date: 20th June 2015
Timing: Morning: 6.30 am–7.30 am
Evening: 5.30 pm–7.00 pm

Mr B. H. Krishna
Principal



ENGLISH

PARAGRAPH WRITING



What is a Paragraph?

A **paragraph** is a short collection of well-organised sentences which revolve around a single theme and is coherent.

Parts of a Paragraph

- **Introduction:** It constitutes the opening sentences of the paragraph. It introduces the main idea. Good introductions often capture the interest of the reader.
- **Body (Supporting Sentences):** It constitutes the supporting sentences and ideas. It provides the reader with additional details about the main idea.
- **Conclusion:** It ties up loose ends of the paragraph and helps in reiterating or highlighting the main idea.

Characteristics of a Well-written Paragraph

- **Concise:** A good paragraph expresses everything it has to say briefly.
- **Unified:** A paragraph revolves around a single idea. The first line of the paragraph often gives it away. All the other details support the main idea of the passage.
- **Sequenced:** The sentences of the paragraph cannot be written haphazardly. The ideas progress in a sequential order.
- **Coherent:** The sentences in the paragraph do not function independently. They are well-connected to be readable. If a paragraph is not coherent, then it may sound illogical or clumsy to the reader.
- **Complete:** A complete paragraph expresses everything without leaving any gaps as far as the information is concerned. It does not end abruptly without offering a sensible conclusion.

Example:

The Hand that Rocks the Cradle Rules the World

The hand that rocks the cradle is the hand of the mother. The proverb implies that mothers are the ones who rule the world in a figurative sense. A mother is the greatest influence in the life of a child. She is the one who knows her offspring the longest. Her role is not only a biological one but also a spiritual one. The formative years of a child are the ones that shape his or her personality. The role that the mother plays could mould the child into an Einstein or a Stalin. In her nimble hands she holds the staff of power and responsibility. It is undeniable that the hand of the mother rules the world.





- The sentences underlined in **RED** comprise the **introduction** of the paragraph. It simplifies or explains the idea given in the title for the reader.
- The sentences underlined in **PURPLE** comprise the **body** of the paragraph. It provides all the information to support the main idea of the paragraph.
- The sentences underlined in **BLUE** comprise the **conclusion** of the paragraph. It reiterates or highlights the main idea and the final opinion of the writer.
- The paragraph conveys its main ideas briefly. It is therefore **concise**.
- The entire paragraph focuses on a single idea. It therefore has unity.
- In the paragraph, the ideas in the introduction are well connected to the body of the paragraph.
- That in turn is connected to the conclusion of the paragraph. Connectives like „not only...but also...“ are added to connect the ideas smoothly and logically. It is therefore **sequential** and **coherent**.
- The paragraph does not end abruptly. It repeats the idea that is explained in the beginning of the paragraph. By using closing sentences such as „It is undeniable...“ it puts emphasis on the writer’s final opinion. The paragraph is therefore **complete**.
- Hence, we can say that the above paragraph is well-written.

Types of Paragraphs

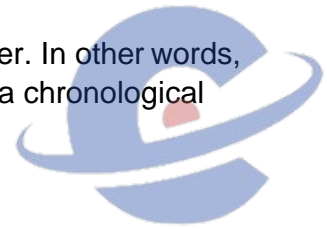
- **Descriptive Paragraph:** As the name suggests, through the **Descriptive Paragraph**, the writer describes something to the reader. It may be based on what the writer has seen, heard or felt. The writer uses rich descriptions that appeal to the reader’s senses. This helps the reader place himself in a world that the writer creates.

Sample 1

The Clown

Dumbo the Clown is an entertainer who often acts foolish for the amusement of the audience. He commonly wears colourful clothes, decorates his face with garish makeup, sports outlandish wigs and wears oversized shoes. His aim is to entertain large crowds at the circus. Traditionally, Dumbo is known to follow stuntmen and unsuccessfully mimic their actions. His failure to replicate complicated circus moves makes him look foolish and hilarity ensues. Once, he followed a trapeze artist all the way to the top and attempted a heroic jump. Although he intended to grab onto a swing, his short stature caused him to miss the mark by a few feet. He came tumbling down into the net causing the audience to roar with laughter.





- **Narrative Paragraph:** This type of paragraph tells a story or an incident to the reader. In other words, it simply narrates a tale that is meaningful. Such paragraphs often follow a linear or a chronological order of narration.

Sample 2

An Evening at the Beach

Yesterday, Aryan and I decided to take a stroll by the beach. The air was cool and the sun turned the skies rosy. We rode our bicycles along the boulevard enjoying the soft caress of the evening wind on our faces. After parking our bikes, we walked barefooted to the waterfront. The sun was now a big red dot on the forehead of the horizon. I closed my eyes and inhaled the salty scent of the sea breeze. The sound of the crashing waves reverberated in the evening air. My feet were being incessantly washed by the waves. At a distance, the distinct chattering of vendors could be heard. My friend and I sat in silence enjoying the last few minutes of the retreating twilight. The evening now constitutes one of the most sublime moments of my life.

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- **Expository Paragraph:** This type of paragraph explains an instruction, a method or a process. The purpose of such a paragraph is to simply explain something to the reader. Often, the writer of such paragraphs does a lot of research on the topics he or she wishes to explain. The writer uses expository paragraphs to share the knowledge that he or she already has with the readers.

Sample 3

How to Make a Nutritious Multigrain Sandwich

Take two slices of multigrain bread and apply white butter on each side. Season the buttered sides with salt and pepper. Cut tomatoes, cucumbers, onions and boiled potatoes into rings and set aside. Prepare a fine paste out of mint leaves, coriander leaves, salt, green chillies and lemon juice. Slather this paste on the buttered sides of the bread. Now neatly arrange the vegetables on the bread slices and season it with salt. A dollop of mustard paste and tomato ketchup can be added to make the sandwich more flavourful. Coat the insides of the toaster with white butter and place the sandwich inside. Toast it for two minutes. Serve hot. This recipe serves one.



Steps to Write a Paragraph

- Step 1: Think about the idea given in the title or the prompt.
 - What type of paragraph will be appropriate?
 - What could be the main ideas?
 - How to write the introduction, the body and the conclusion?
 - Write all the ideas.

Example:

„India: The World's Biggest Democracy“



- In this case, a descriptive paragraph would be appropriate.
- Main ideas would include
 - a) Why India is the biggest democracy?
 - b) What are the hallmarks of Indian democracy?
 - c) India's diversity
 - d) Instances when democracy in India played a definite role
- Step 2: Structure your paragraph.
 - Do not use more than two sentences for the introduction and conclusion.
 - Plan your paragraph before instead of writing spontaneously.
 - Arrange the ideas in a chronological order in a narrative paragraph.
 - Arrange them in the increasing order of importance in a descriptive or expository paragraph.
 - Remember to conclude the paragraph.
- Step 3: Use a consistent tense form while writing the paragraph.
- Step 4: Keep in mind the „Characteristics of a Well-written Paragraph' that we discussed at the beginning of the lesson.
- Step 5: Recheck for any grammatical errors after writing a paragraph.

A Checklist:

- Every idea in the paragraph supports a single point of view.
- The paragraph revolves around the topic given in the prompt.
- All the sentences are written in the correct order and that no sentence is out of place.
- There is no ambiguity in the passage.
- No clumsy or repetitive sentences.
- The main idea shines through.
- The idea is introduced properly.
- Transition words are used correctly to connect sentences.
- Doesn't end abruptly without a proper conclusion.
- Easy to read from the reader's point of view.
- No grammatical errors.

Samples



Descriptive Paragraphs

Sample 4

A Snowy Night

A bird perched on the branch of a hickory tree observed the village on a cold, snowy night. The wind blew gently caressing the tree tops and the window panes. It caused the children out for a nightly stroll to pull their caps over their ears and their shawls to their faces. Worried people closed the open windows to not let the cool breeze snuff out the fireplace. A small brook that usually flowed to meet the river in the east had now frozen completely. Little children had painstakingly built a snowman. Young Susie had procured a big, fat carrot for the snowman's nose. Her brother Philip was making angels in the snow. Their mother was beckoning them inside for supper.



Sample 5

The Mustang

The mustang is an American horse that is feral by nature. Categorised as a wild horse, the mustang represents the freedom of the Wild West. As a mark of their kind, the mustang possesses 17 ribs and 5 lumbar vertebrae. The body of the animal is smooth, sinewy and well-proportioned. Its head is held high and is characterised by a tapering muzzle. The shoulder of the animal is sloping and its neck is crested. The legs are sturdy and strong; its hindquarters are muscular. Its tail is lush and low set. The hooves of the mustang are wide to balance its body weight. Each of its physical traits reflects its royal Spanish ancestry.



Narrative Paragraphs

Sample 6



A Strange Day

I will never forget the 5th of June 2015. It was a day that started like any other. But as the day progressed, I experienced some of the strangest things ever. I woke up to the sounds of clapping thunder and rains. Oddly, it was perfectly sunny the day before and nobody was expecting such a heavy thunderstorm. I went to the kitchen to prepare a cup of tea and there were no tea leaves or tea bags left in the tin. I boiled some water with a few herbs and sipped silently. Suddenly, the doorbell rang and it startled me. When I opened the door, I saw a man drenched in the rain standing with a box in his hand. Expecting him to be a courier boy, I offered him some loose change as a tip. I noticed he wasn't wearing a uniform but a dark-coloured shirt over jeans. He refused the money saying, "I think you are mistaking me for somebody else." After saying those words, the man disappeared into the heavy rain. I shook the box and heard a low rattling sound. I opened it and was stunned to find a tiny box inside it. Inside I found a little note that said, "Call us at the number given below if you want to know your future..."

Sample 7

The First Time I Baked a Cake

I was always intrigued by my mother's electric oven and wanted to try my hand at baking something. But given my clumsy nature, my mother always forbade me from using it. "Learn to tie your shoelaces first!" she would say. One day after a lot of convincing, my mother decided to let me try the oven once. If I did well, I could use it whenever I pleased. I brought out my recipe book that I had been saving all these days for such a moment. I turned the pages to the 'Mincemeat Pie' recipe. Step-by-step, I followed the instructions. Without missing a single ingredient, I crafted the pie, put it in the oven and baked for a full 45 minutes. A strange smell wafted through the house and I was worried. It cannot be; I had followed the recipe to the t. My sister gave me an incredulous look and already started making excuses to skip supper. My mother and father were left with no choice but to taste what I had made. They both took small spoonfuls of the pie and tasted cautiously. My mother winced and made a strange face, while my father dashed to the sink to spit the morsel out. My mother asked me, "Sweetheart, what recipe was it?" I said, "Mincemeat Pie!" with an indignant tone. "Did you put minced meat into this?" she asked me. "Of course! That's what the recipe read!" I bellowed. My mother calmly explained, "Sweetheart, mincemeat is a term for nuts and fruits, not actual meat. You have added sugar and meat in the same recipe." I was dumbfounded. Rest assured I never got to use the oven or the recipe book again.



Expository Paragraphs

Sample 8

How Pearls are Made

Pearls are one of the most sought after items of jewellery. Unlike other precious jewels, pearls are neither excavated nor derived from underground. Instead, they are harvested from living creatures known as oysters. It is a result of the biological process of these creatures. The oysters' bodies are made of two valves or two halves. A ligament holds these valves together. Sometimes, when a grain of sand or a foreign object gets inside the oyster's shell, it reacts to it by coating it with a substance similar to its shell. By doing so, the oyster protects itself from the foreign body. It keeps covering it with the same substance known as nacre and in the end, a pearl is formed. Some pearls turn out to be perfectly rounded, while the others do not. The uneven pearls are known as Baroque pearls.

Sample 9

Why Is Sugar Bad?

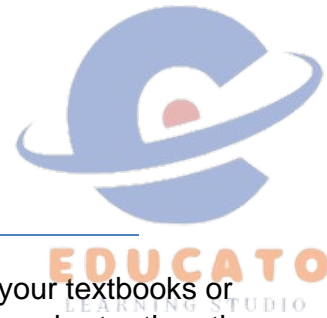
Sugar is something everyone loves. Without which, cakes, chocolates, pastries and fizzy drinks would not be the same. It delights us by lifting our mood. People young and old are often addicted to its taste and those who are diabetic have a hard time resisting anything sugar laden. However, experts will warn you about the deleterious effect it will have on your health. Sugar has always had a bad reputation when it came to dental health. Dentists have always encouraged children and adults to brush thoroughly after enjoying a sugary treat. This is because sugar erodes the tough enamel of the teeth and cause cavities. They contain no nutritional value and can only supply the body with energy. If the sugar is not converted to energy immediately, the body converts it into fat and stores it in the body for future use. This contributes towards obesity. Excessive sugar like fructose tires the liver affecting its smooth functioning. In conclusion, apart from pampering the taste buds, sugar has nothing much to offer health wise.





ENGLISH

PRÉCIS WRITING



What is a Précis?

A précis is a summary of a written work in your own words. A précis writing question in your textbooks or in the exam aims at testing how well you have read the given passage. A précis is always shorter than the original passage. It expresses only the main theme as concisely as possible. While writing the précis, it is recommended to make at least two drafts, a rough one and a fair one. The rough draft contains the main points that capture the essence of the text. The fair draft is the final presentation. Let us examine a few précis writing samples.

Précis Writing Samples

Sample 1

One of our most difficult problems is what we call discipline and it is really very complex. You see, society feels that it must control or discipline the citizen, shape his mind according to certain religious, social, moral and economic patterns.

Now, is discipline necessary at all? Please listen carefully. Don't immediately say YES or NO. Most of us feel, especially while we are young, that there should be no discipline, that we should be allowed to do whatever we like and we think that is freedom. But merely to say that we should be free and so on has very little meaning without understanding the whole problem of discipline.

The keen athlete is disciplining himself the whole time, isn't he? His joy in playing games and the very necessity to keep fit makes him go to bed early, refrain from smoking, eat the right food and generally observe the rules of good health. His discipline and punctuality is not an imposition but a natural outcome of his enjoyment of athletics. (171 Words)

Rough draft:

1. Discipline is not liked by many.
2. It is important to be disciplined as it shapes our mind and habits.
3. Discipline is not an imposition.
4. It is a natural outcome of good habits.

TITLE: Discipline is Important

PRÉCIS: Discipline is not liked by many people. However, it is necessary for all. It moulds our mind and regulates our habits. Discipline and punctuality is not an imposition but a natural outcome of good habits. (35 Words)



Sample 2

There are different types of forests in India. So, the products received from these forests are also several. The following are some forest products which are important in the growth and development of industries.

Forest products and the industries based on them:

- (i) Timber: Timber from the forest is used in building activities, industries and in carpentry workshops. Asia's largest saw mill has been in operation in the Andaman Islands.
- (ii) Rubber: Rubber trees are grown in large numbers on the Western Ghats. As a consequence, there are a large number of industries dependent on rubber in Peninsular India.
- (iii) Wood Pulp: Wood pulp is made of the wood of the forests, and paper is manufactured from the pulp. Paper mills are large in number in Tamil Nadu, Maharashtra, West Bengal and Madhya Pradesh. In Nepa in Madhya Pradesh, there is a newsprint industry.
- (iv) Lac and Wax: Lac and wax are forest products, and they are used in manufacturing paints. Thus, several industries make use of forest products.
- (v) For the growth of the cottage industries, the forests have been responsible in many an instance. (197 Words)

Rough draft:

1. Forest products are useful to man.
2. Timber is used in building and carpentry.
3. Rubber is grown in the Western Ghats.
4. There are many rubber industries in Peninsular India.
5. Wood pulp is used in making paper.
6. Lac and wax are used in making paints.

TITLE: Forest Products

PRÉCIS: Forest products are useful to man. Timber, rubber, wood pulp, lac and wax are some forest products. Timber is used in building and carpentry. The rubber trees from the Western Ghats serve many industries in Peninsular India. The pulp extracted from wood is used for making paper. Lac and wax are used in making paints. There are many industries in India which depend on forest products. (66 Words)

Sample 3

Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils.

Besides, a teacher always remains young. He may grow old in age but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair. (133 Words)

Rough Draft

1. Teaching is the noblest profession.
2. A teacher is responsible for shaping young characters.
3. A teacher inculcates good habits in young citizens.

4. A teacher himself leads a simple life.
5. He remains forever young in the company of innocent children.



TITLE: Being a Teacher

PRÉCIS: Teaching is the noblest profession. A teacher is responsible for shaping young characters. A teacher inculcates good habits in young citizens as he himself leads a simple and disciplined life. A teacher can remain young forever as he is in the company of innocent children. (45 Words)

Sample 4

The Chola kings have contributed significantly to the architectural heritage of India. Their contributions include the Brihadeeswara Temple which is regarded as an architectural wonder by modern day engineers. The Cholas were also famous for their bronze statues and granite sculptures which were carved out of whole rocks. The unique bonding and notching technique which does not involve the use of mortar was another feature of the Chola architecture. The rich cultural tradition of Thanjavur comprising carnatic music, classical dance and traditional handicrafts was the legacy of the Chola emperors. (90 Words)

Rough Draft:

1. The Chola kings have contributed to architecture heritage of India.
2. Their work includes the Brihadeeswara Temple.
3. It is regarded as an architectural wonder by modern day engineers.
4. Their bronze statues and granite sculptures are also famous.
5. Chola architecture had unique bonding and notching technique.
6. The rich cultural tradition of Thanjavur was the legacy of the Chola emperors.

TITLE: The reign of the Cholas

PRÉCIS:

The Chola kings are famed for their architectural contribution to India. The Brihadeeswara Temple and Thanjavur's carnatic music, classical dance and traditional handicrafts are some famed legacies of the emperors. (30 Words)

Sample 5

The festival that I like the most is Diwali. We celebrate it either in October or in November. In Gujarat, it is celebrated for five days. Every house is decorated with rangoli and oil lamps. We start preparing for Diwali a few weeks in advance by cleaning our houses. Sweets and savouries are made and new clothes are bought for everyone. We celebrate it with a lot of pomp and festivity. I love Diwali because we enjoy bursting crackers, visiting our relatives and having lots of fun with our near and dear ones. (93 Words)

Rough Draft:

1. I like Diwali.
2. It is celebrated in October or November.
3. In Gujarat it is celebrated for five days.
4. Houses are cleaned. Rangolis and sweets savouries are made.
5. New clothes are bought and crackers are burst.

**TITLE: My Favourite Festival****PRÉCIS:**

Diwali, my favourite festival, is celebrated around October and November. In Gujarat, it extends for five days. Rangolis, oil lamps and fire crackers are part of Diwali. (27 Words)

Sample 6

In the poem, 'The Cry of the Children', the poet describes the conditions of innocent children enduring hardships while working as child labourers. In the poem, the children lament about their weariness. They say their knees tremble and their eyelids droop out of exhaustion. All day, the children drive wheels of iron. The wind from the turning wheels blasts against their faces making them turn their heads. Their pulses burn and the walls themselves start turning in their places. Out of sheer exhaustion, the children sometimes pray that the wheels go silent for a single day so that they could relieve themselves from the constant din. (106 Words)

Rough Draft:

1. The poem 'The Cry of the Children'
2. Innocent children enduring hardships
3. The children drive wheels of iron
4. Their knees tremble, eyelids droop and pulses burn
5. They pray that the wheels go silent

TITLE: Struggles of a Child**PRÉCIS:**

'The Cry of the Children' entails the struggles of child labourers who drive iron wheels with trembling knees and burning pulses. These children get so exhausted that they pray for the wheels to go silent. (35 Words)

Sample 7

A recent visit to the arctic region brought me face to face with the problem of global warming. It made me realise how massive the change is and how grave its consequences will be for all. The ice caps at the Polar Regions are melting rapidly due to deforestation and the increasing levels of carbon dioxide in the atmosphere. If steps are not taken soon, then the rising water levels will submerge all the land masses. The ozone hole is another serious consequence of global warming. These holes or breaches in the protective cover of our planet let harmful ultraviolet rays reach us unfiltered. They in turn cause health hazards which are very difficult to treat. Awareness of these effects of our actions and sustainable steps to prevent it is the need of the hour. (134 Words)

Rough Draft:

1. Global warming can lead to grave consequences.
2. Ice caps are melting rapidly
3. Rising water will submerge the entire land.
4. Ozone holes are also caused by global warming.
5. They cause health hazards.

**TITLE: Prevent Global Warming In Time****PRÉCIS:**

Global warming, a serious problem today, causes the ice caps to melt and forms ozone holes. If steps are not taken to prevent it, life on Earth, as we know it, will get extinct either by floods or incurable skin diseases. (41 Words)

Sample 8

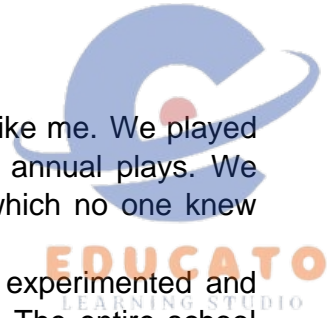
The 66th Republic Day was celebrated with a lot of fanfare and grandeur at Mahatma Gandhi Vidyalaya yesterday. Students and teachers from all the classes participated in the plethora of cultural programmes which took place in the school premises. The day began with the hoisting of the national flag by our Principal Dr Mehta at 7 am. The entire assembly of students sang the national anthem immediately after the flag hoisting. The school band marched past the ground playing drums and trumpets. The members of the band were dressed in the colours of the school's emblem and wore attractive sashes and headgears. The cultural events were kick started with the dance competition where students competed with one another in the solo and group dance categories. Miss Umang from Class 9 won in the solo category. After the cultural events, an environment exhibition was held where the students displayed various models on environmental awareness and solar-powered gadgets. The model for a solar-powered garbage disposal won the first prize. The event concluded with a group song by the teachers. It was truly a spectacular day for all of us at Mahatma Gandhi Vidyalaya. (191 Words)

Rough Draft:

1. 66th Republic Day was celebrated at Mahatma Gandhi Vidyalaya
2. Students and teachers participated in the cultural programmes
3. Flag hoisted by Principal Dr Mehta at 7 am
4. Students sang the national anthem and the school band marched
5. The dance competition had solo and group dance categories
6. Miss Umang of Class 9 won the solo category
7. Environment exhibition held
8. Models on awareness and solar-powered gadgets
9. Solar-powered garbage disposal won the first prize
10. Concluded with a group song by the teachers

TITLE: Republic Day at Mahatma Gandhi Vidyalaya**PRÉCIS:**

The 66th Republic Day celebration at Mahatma Gandhi Vidyalaya began with the traditional flag hoisting, singing the national anthem and the school band's parade. Miss Umang from Class 9 won in the solo category of the dance competition which followed. In the environment exhibition, the solar-powered garbage disposal model won the first prize. The teacher's group song concluded the event. (60 Words)

**Sample 9**

There was no one in the school who did not know Dean Peters and me. He was just like me. We played football, topped the Math class, participated in Science exhibitions and acted in the annual plays. We were both all-rounders and best friends. However, there was one more side to us which no one knew about, a little secret which we hid from all.

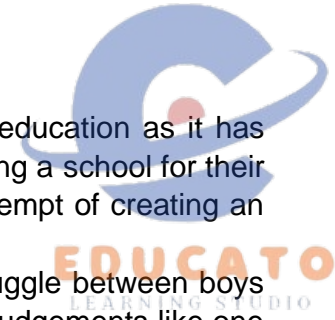
We loved to play pranks on others. Like a science experiment, we planned, experimented and finally implemented it. We were so good at what we did that no one ever suspected. The entire school was left baffled every time we pulled off a prank. On one such occasion, the teachers found that all the attendance registers were missing. All the children cheered with joy when the news reached them. The entire school was searched but to no avail. This trick worked well till our very own friend Jay told the teachers that he heard us speaking about the registers. We were caught and asked to confess. We finally accepted our mischief and apologised for the same. We were forgiven but not before completing the punishment of scrubbing all the trophies in the entire school. That is when we realised that being smart did not give us the right to play pranks on others. We surely improved our mistakes and went back to being the best students in the school. (234 Words)

Rough Draft:

1. Dean Peters and me – well known
2. Both all-rounder players and best friends
3. A little secret we hid from all – pranksters
4. That no one ever suspected
5. Baffled entire school
6. All attendance registers missing
7. Jay told the teachers what he heard
8. Caught – confessed – apologised – forgiven
9. Scrub all the trophies in the school

TITLE: A Lesson we Learnt**PRÉCIS:**

Dean Peters and I excelled in everything we did, even the pranks we pulled off. While we were acclaimed for the former, the latter was a secret we kept to ourselves. The precision with which we played our pranks baffled everyone. But the day Jay, our friend, confessed of having heard us speaking of the teachers' registers which went missing ended everything. We were caught and made to scrub all the trophies in the school and our old habits too. (80 Words)

**Sample 10**

Co-education is the new trend of the age. People are drawn to schools offering co-education as it has become a sign of open mindedness. However, parents need to understand that selecting a school for their child is a very important responsibility which should not be overshadowed by their attempt of creating an image of themselves.

It is observed that in schools offering co-education, there is often a power struggle between boys and girls. Even teachers become a part of this when they compare the two and make judgements like one is better than the other. This is harmful for the mental health of the students who receive negative feedback as it crushes their self-esteem. Also, research states that in co-ed schools, boys are always treated with less care and attention. Right from their childhood, they are expected to be tougher, stronger and better than the girls. This is a disadvantage for both. The girls are not challenged enough which makes them repressed and dependent, while the boys are challenged to such an extent that their childhood is lost. Like a flower, a child grows and blooms best when it's surrounded by its own kind. It is our duty to ensure that our children feel this sense of security and freedom at school. Thus, we can conclude that same-sex schools are better than co-ed schools. (224 Words)

Rough Draft:

1. Co-education is a new trend, sign of open mindedness, parents creating self-image
2. Selecting school is a very important responsibility
3. Such schools see power struggle – teachers too compare and judge
4. Harmful for their mental health
5. Negative feedback crushes their self-esteem
6. Boys receive less care and attention pushed to be tougher, stronger and better
7. Girls are not challenged enough, become repressed and dependent
8. Boys lose their childhood
9. A child grows best surrounded by its own kind
10. Our duty ensure children feel security and free

TITLE: Co-ed Schools for Children**PRÉCIS:**

Admitting children to co-ed schools proves to be a wrong decision. In co-ed schools, boys suffer as they are constantly pushed further than their limits. They lose their childhood in the absence of due nurturing and care, whereas girls are overprotected and do not build the confidence they need for life. It is our responsibility to ensure that our children feel secure and free in the place where they learn. (70 Words)



ENGLISH

READING COMPREHENSION



EDUCATO
LEARNING STUDIO

What is Reading Comprehension?

Reading comprehension is the act of understanding what you are reading. The answers that you provide to the questions asked show how well you have understood the given passage.

Reading comprehension involves

- Reading the lessons and the poems in your textbook
- Understanding the information provided in the lessons
- Understanding the meanings of the words used by the writer
- Forming an opinion on the writer's style
- Answering the questions asked at the end of the passage

Guidelines to Read a Passage

Comprehension: Prose

- Read the lesson thoroughly.
- Note the new words you have come across.
- Identify its main and supporting ideas.
- Understand the author's purpose and viewpoint.
- Read the questions carefully.
- Understand what is being asked in the questions.

Comprehension: Poetry

- Read the poem thoroughly.
- Identify the theme and the rhyme scheme of the poem.
- Identify the figures of speech used.
- Read the questions carefully.
- Understand what is being asked in the questions.
- Identify the imagery used by the poet.



Types of Comprehension Passages

You may come across many types of passages while attempting the reading comprehension section in your paper.

A **factual passage** deals with facts usually shared in the form of reports, scientific articles and historical descriptions.

A **literary passage** consists of extracts from works of great writers and can be in the form of novels, short stories and poetry.

A **discursive passage** consists of articles which present an opinion or a reasoned argument on a topic.

Let us look at some sample comprehension passages.

Sample Comprehension Passages

1. Factual Passage

Enid Blyton was a children's writer born in 1897 in London. Her books have been among the world's best-sellers since the 1930s. She was born to Thomas Carey Blyton and his wife Theresa Mary Harrison Blyton. Her father was a cutlery salesman, and Hanly and Carey were her younger brothers. Although Enid suffered from whooping cough a few months after her birth, she was nursed back to health by her father. Enid liked gardening, art, music, literature and the theatre. Her first book was a 24-page collection of poems named *Child Whispers* which was illustrated by a school friend, Phyllis Chase. *The Rockingdown Mystery* published in 1949 was the first of her fifteen *Secret Seven* novels. *The Secret Seven Society* consists of seven children who meet regularly in a shed in the garden to discuss peculiar events in their local community. *Noddy* was a series about a wooden boy from Toyland, and these books became one of her most successful and best-known series. Blyton's books have been translated into almost 90 languages. In fact, the Pogo channel in India used to air the show *Make Way for Noddy* in Hindi and other regional languages for children. Blyton wrote on several topics including education, natural history, fantasy, mystery stories and biblical narratives, and is best remembered today for her *Noddy*, *Famous Five* and *Secret Seven* series.

Questions

Q 1) Complete the following sentences.

- a. Blyton's books have been translated into _____ languages.
- b. The first *Secret Seven* novel was published in _____.

Q 2) Why did Enid have to be nursed back to health?

Q 3) What were Enid's interests other than writing?

Q 4) Choose the correct alternative.

- a. *The Secret Seven Society* consists of
- | | |
|--------------------|-----------------------|
| i. 24 poems | iii. Fifteen children |
| ii. Seven children | iv. A wooden boy |

Q 4) Which topics did Enid Blyton write on?

Q 5) Who illustrated Enid's first book?

Answers

A 1)

- a. Blyton's books have been translated into 90 languages.
- b. The first *Secret Seven* novel was published in 1949.

A 2) Enid suffered from whooping cough a few months after her birth. Hence, she had to be nursed back to health.

A 3) Enid liked gardening, art, music, literature and the theatre other than writing.

A 4)

- a. Seven children

A 5) Enid Blyton's school friend, Phyllis Chase, illustrated Enid's first book *Child Whispers*, which was a 24-page collection of poems.



2. Literary Passage

The moon has a face like the clock in the hall;
She shines on thieves on the garden wall,
On streets and fields and harbour quays,
And birdies asleep in the forks of the trees.

The squalling cat and the squeaking mouse,
The howling dog by the door of the house,
The bat that lies in bed at noon,
All love to be out by the light of the moon.

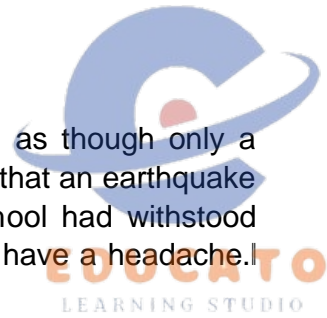
But all of the things that belong to the day
Cuddle to sleep to be out of her way;
And flowers and children close their eyes
Till up in the morning the sun shall rise.

Questions

- Q 1)** Whom does the moon shine on in the garden?
Q 2) Who loves to be awake at night?
Q 3) Give one word from the poem that means 'branches'.
Q 4) Identify the rhyming words from each stanza.
Q 5) What has the moon been compared to in the first stanza?

Answers

- A 1)** The moon shines on the thieves in the garden.
A 2) The cat, the mouse, the dog and the bat love to be awake at night.
A 3) A word from the poem that means 'branches' is 'forks'.
A 4) The rhyming words from each stanza are hall-wall, mouse-house, noon-moon, day-way and eyes-rise.
A 5) The moon has been compared to the clock in the hall in the first stanza.



3. Literary Passage

Lying in bed, Swami realised with a shudder that it was Monday morning. It looked as though only a moment ago it had been the last period on Friday; already Monday was here. He hope that an earthquake would reduce the school building to dust, but that good building Albert Mission School had withstood similar prayers for over a hundred years now. At nine o'clock Swaminathan wailed, -I have a headache. His mother said, -Why don't you go to school in a bullock cart?!

-So that I may be completely dead at the other end? Have you any idea what it means to be jolted in a cart?

-Have you any important lessons today?!

-Important! Bah! That geography teacher has been teaching the same lesson for over a year now. And we have arithmetic, which means for a whole period we are going to be beaten by the teacher. Important lessons!!

And mother generously suggested that Swami might stay at home.

At 9:30, when he ought to have been lining up in the school prayer hall, Swami was lying on the bench in mother's room. Father asked him, -Have you no school today?!

-Headache, Swami replied.

-Nonsense! Dress up and go.!

-Headache.!

-Loaf about less on Sunday and you will be without a headache on Monday.!

Swami knew how stubborn his father could be and changed his tactics. -I can't go so late to class.!

-I agree, but you'll have to; it is your own fault. You should have asked me before deciding to stay away.!

-What will the teacher think if I go so late?!

-Tell him you had a headache and so are late.!

-He will beat me if I say so.!

-Will he? Let us see. What is his name?

-Mr Samuel.!

-Does he beat the boys?!

-He is very violent, especially with boys who come late. Some days ago, a boy was made to stay on his knees for a whole period in a corner of the class because he came late, and that after getting six cuts from the cane and having his ears twisted. I wouldn't like to go late to Mr Samuel's class.!

-If he is so violent why not tell your headmaster about it?!

-They say that even the headmaster is afraid of him. He is such a violent man.!

And then Swami gave a lurid account of Samuel's violence; how when he started caning he would not stop till he saw blood on the boy's hand, which he made the boy press to his forehead like a vermilion marking. Swami hoped that his father would be made to see that he couldn't go to his class tale. But father's behaviour took an unexpected turn. He became excited. -What do these people mean by beating our children? They must be driven out of service. I will see.!

The result was he proposed to send Swami late to his class as a kind of challenge. He was also going to send a letter with Swami to the headmaster. No amount of protest from Swami was of any avail: Swami had to go to school.

By the time he was ready, father had composed a long letter to the headmaster, put in an envelope and sealed it.

-What have you written, father? Swaminathan asked apprehensively.

-Nothing for you. Give it to your headmaster and go to your class.!

Swami's father did not know the truth that Mr Samuel was actually a very kind and gentle man.



Questions

- Q 1)** Give the meaning of each of the following words as used in the passage. One word answers or short phrases will be accepted.
- jolted (line 21)
 - stubborn (line 21)
 - avail (line 45)
- Q 2)** What was Swami's Monday morning wish unlikely to be answered?
- Q 3)** Was Swami's father sympathetic to his son's headache?
- Q 4)** How different was Swami's mother's response from his father's?
- Q 5)** Why did Swami give a colourful account of Mr Samuel to his father?
- Q 6)** In what way did father's behaviour take an unexpected turn?
- Q 7)** What was Swami finally ordered to do by his father?

Answers

- A 1)**
- shook violently
 - adamant
 - be of use or advantage
- A 2)** On a Monday morning, Swami wished that an earthquake would reduce the school building to dust. His wish was unlikely to be answered because the building withstood similar prayers for over a hundred years now.
- A 3)** The sentence, –Loaf about less on Sundays and you will be without a headache on Monday. tells us that Swami's father was completely unsympathetic to his son's headache.
- A 4)** Unlike his father, Swami's mother was concerned about his health as well as his education. She questioned him about his headache and if he had any important lessons that day.
- A 5)** Swami gave a colourful account of Mr Samuel to his father to escape going to school on a Monday morning.
- A 6)** After the account of Mr Samuel, Swami's father suddenly became excited and decided to challenge the teacher by purposefully sending his son late to school. He also decided to write to the headmaster about the matter.
- A 7)** Swami was finally ordered to go to school late with a letter for the headmaster written by his father.



4. Factual Passage

From the danger of losing one leg due to a knee injury to winning an Olympic bronze medal, Yogeshwar Dutt has come a long way. The freestyle wrestler's story is one of passion for the sport and his perseverance and solid determination in realising his dream. Thanks to him, Bhainswal Kalan, a village some 20 kilometres away from Sonapat in Haryana, has become very popular now. Yogeshwar has qualities of a champion, and virtues like humility, respect for others and extending a helping hand to the needy, which make him even more endearing. His dream of winning an Olympic medal was not fulfilled in Beijing in 2008. Going through the injuries was a difficult period for him. The Mittal Champions Trust helped him when he had the knee injury. His intense desire to win a medal worked as a healing agent to all his injuries; he trained hard and God listened to his prayers. After 2008, his sole target was the 2012 Olympics. He wanted to participate in more competitions, but he was pulled down by injuries in 2009 and that robbed him of nearly one year. After that, he could not reduce his weight too often to take part in various events. All the time the Olympics was there in his mind. Even when he was injured he thought of winning an Olympic medal. His back injury was a problem, but he got over it. His friends and family backed him a lot. His brother and friends shared his responsibilities and allowed him to focus on wrestling with a free mind.

Questions

- Q 1)** What are the three qualities of a true champion?
- Q 2)** Why did Yogeshwar Dutt almost lose a year in 2009?
- Q 3)** What kept him motivated despite his injuries?
- Q 4)** What makes Yogeshwar Dutt an endearing person?
- Q 5)** Find words from the passage which mean
- a) dedication: _____
 - b) quality: _____

Answers

- A 1)** Perseverance, determination and passion are three qualities of a true champion.
- A 2)** Yogeshwar Dutt almost lost a year in 2009 because of injuries.
- A 3)** The thought of the Olympic medal kept Yogeshwar Dutt motivated despite his injuries.
- A 4)** Yogeshwar has qualities of a champion, and virtues like humility, respect for others and extending a helping hand to the needy, which make him an endearing person.
- A 5)**
- a) perseverance
 - b) virtue

5. Literary Passage

Margaret, the eldest of the four, was sixteen, and very pretty, being plump and fair, with large eyes, plenty of soft brown hair, a sweet mouth, and white hands, of which she was rather vain. Fifteen-year-old Jo was very tall, thin, and brown, and reminded one of a colt, for she never seemed to know what to do with her long limbs, which were very much in her way. She had a decided mouth, a comical nose, and sharp, grey eyes, which appeared to see everything, and were by turns fierce, funny or thoughtful. Her long, thick hair was her one beauty, but it was usually bundled into a net, to be out of her way. Round shoulders had Jo, big hands and feet, a flyaway look to her clothes, and the uncomfortable appearance of a girl who was rapidly shooting up into a woman and didn't like it. Elizabeth, or Beth, as everyone called her, was a rosy, smooth-haired, bright-eyed girl of thirteen, with a shy manner, a timid voice, and a peaceful expression which was seldom disturbed. Her father called her 'Little Miss Tranquillity', and the name suited her excellently, for she seemed to live in a happy world of her own, only venturing out to meet the few whom she trusted and loved. Amy, though the youngest, was the most important person, in her own opinion at least. A regular snow maiden, with blue eyes, and yellow hair curling on her shoulders, pale and slender, and always carrying herself like a young lady mindful of her manners. The clock struck six and, having swept up the hearth, Beth put a pair of slippers down to warm. Somehow the sight of the old shoes had a good effect upon the girls, for Mother was coming, and everyone brightened to welcome her. Meg stopped lecturing, and lighted the lamp, Amy got out of the easy chair without being asked, and Jo forgot how tired she was as she sat up to hold the slippers nearer to the blaze.

(From *Little Women* by Louisa May Alcott)

Questions

- Q 1)** The four sisters mentioned in the passage are _____.
- Q 2)** What was special about Jo's eyes?
- Q 3)** Why was 'Little Miss Tranquillity' called so?
- Q 4)** What did Jo dislike about herself?
- Q 5)** Find words from the passage which are similar in meaning to
- chubby: _____
 - skinny: _____
 - serenity: _____

Answers

- A 1)** The four sisters mentioned in the passage are Margaret, Jo, Elizabeth and Amy.
- A 2)** Jo's eyes were expressive, sharp and grey. It seemed as if they saw everything and would turn fierce, funny or thoughtful in turns.
- A 3)** Beth was called 'Little Miss Tranquillity' by her father because her face had a peaceful expression which was seldom disturbed.
- A 4)** Jo had the uncomfortable appearance of a girl who was rapidly shooting up into a woman and she didn't like it.
- A 5)**
- Plump
 - Thin
 - Tranquillity



6. Literary poem

I wandered lonely as a cloud
That floats on high o'er vales and hills,
When all at once I saw a crowd,
A host, of golden daffodils;
Beside the lake, beneath the trees,
Fluttering and dancing in the breeze.

Continuous as the stars that shine
And twinkle on the milky way,
They stretched in never-ending line
Along the margin of a bay:
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance.

The waves beside them danced; but they
Outdid the sparkling waves in glee:
A poet could not but be gay,
In such a jocund company:
I gazed—and gazed—but little thought
What wealth the show to me had brought:

For oft, when on my couch I lie
In vacant or in pensive mood,
They flash upon that inward eye
Which is the bliss of solitude;
And then my heart with pleasure fills,
And dances with the daffodils.

Questions

- Q 1)** Where did the poet see the daffodils?
- Q 2)** What does the poet compare the daffodils to?
- Q 3)** Name the figure of speech in the lines 'Fluttering and dancing in the breeze'.
- Q 4)** Give an example of hyperbole from the poem.
- Q 5)** Find words from the poem that mean
- valley
 - merry
 - thoughtful

Answers

- A 1)** The poet saw the daffodils beneath the trees along the lakeside.
- A 2)** The poet compares the daffodils to the shining stars.



- A 3) The figure of speech is personification as daffodils are personified by using the words 'fluttering' and 'dancing' to describe their movements.
- A 4) The lines 'Ten thousand saw I at a glance' is an example of hyperbole.
- A 5)
- a) vale
 - b) jocund
 - c) pensive

7. Discursive Passage

This is the high noon of the Age of Sponsorship. For several years now, we have become used to all kinds of events being sponsored. In many newspapers, every possible feature, barring the editorials, is sponsored. Even the daily weather report is.

Student organisations, which were once content to hold low-key festivals in their college, now find corporate sponsors and get massive media exposure for such events.

Ganesh Chaturthi, the festival was once an affair confined to individual homes. Today, in Mumbai it provides competition for rival sponsors as the size of the idols grows in height and girth every year and the festivities are held with greater gusto and noise.

During Dushera, Mumbai reverberates to the beat of drums. Thousands of young people spend nights dancing to the various versions of the traditional Gujarati 'garba' dance, including the mutant 'disco garba'. It is one of those strange twists of irony that dance, which actually liberated women and gave them a legitimate reason to dance their hearts out, has now become a highly sponsored event in which there is no place for traditional 'garba' dancers. In the past, the dancing was free of both self-consciousness, as it was a women's dance, and commerce as it was held in the courtyard. Thus, each year something precious is being lost—and the worst part of it is that the majority of us are not even aware of it.

Questions

- Q 1) Why is it called the age of sponsorship?
- Q 2) What roles did Garba play in the lives of the women in the past?
- Q 3) How has Ganesh Chaturthi changed over a period of time in Mumbai?
- Q 4) Find a word from the passage that means 'adapted or changed'.
- Q 5) What are most people not aware of according to the writer?

Answers

- A 1) It is called the age of sponsorship because newspapers and festivals in colleges are commercialised.
- A 2) In the past, Garba was a medium of allowing women to get rid of their inhibitions and self-consciousness.
- A 3) Earlier, Ganesh Chaturthi was a festival confined to individual homes. However, in the present, it provides an opportunity for sponsors to invest money.



A 4) Adapted or changed: Mutant

A 5) According to the writer, most people are not aware that the commercialisation of festivals is leading to the loss of the essence of culture.

8. Factual Passage

Valley of Flowers is a national park in Uttarakhand, India. Nestled in the West Himalayas, the valley is located at an altitude of 3,600 metres above sea level and is famous for charming meadows of alpine flowers. Myriad alpine flowers stretched across 87.5 sq kms make this place a colourful paradise. The beautiful valley is also a world heritage site with its pristine beauty and mystical surroundings attracting nature lovers, photographers and botanists. Valley of Flowers is bifurcated by Pushpawati River. The locals believe that the valley was once inhabited by fairies. It is one of the famous trekking destinations in India. One cannot stay at the Valley of Flowers. Therefore, Ghangaria, the base camp for the trek to the Valley of Flowers, remains an ideal place to relax and sleep.

The Valley of Flowers is a 3-km climb from Ghangaria. The Brahmakamal, the Blue Poppy and the Cobra Lily are some flowers that bloom in the valley. The Himalayan Balsam is the most predominant flower of the valley. The woolly white Edelweiss is a captivating site. This flower grows in inaccessible places, at high altitudes in the mountains of Europe, Asia and South America and is associated in Slovenia with mountaineering. The valley is covered with snow for most of the year. The valley opens on 1st June every year for visitors. There are huge glaciers in the Valley of Flowers in June. At this time, snow starts melting and the seeds of the last year's plants start germinating. By July, all the flowers are at full bloom. One can find the maximum number of flowers until mid-August. Snowfall starts in October, and the valley is closed officially for public.

Questions

Q 1) What is special about the Valley of Flowers?

Q 2) Why is Ghangaria an important location for visitors?

Q 3) Which flowers can one find in the valley?

Q 4) The Valley of Flowers is located at an altitude of _____ where myriad alpine flowers are stretched across _____.

Q 5) Find from the passage synonyms of the following words

Spotless: _____

Magical: _____

Distant: _____

Populated: _____

Answers

A 1) The Valley of Flowers is a national park in Uttarakhand, India. It is famous for the charming meadows of alpine flowers stretched across several kilometres and the valley is also a world heritage site.

A 2) Trekkers cannot stay in the valley. Therefore, Ghangaria, the base camp for the trek to the Valley of Flowers, is important as it is an ideal place to relax and sleep.



- A 3) The Brahmakamal, the Blue Poppy, the Cobra Lily and the woolly white Edelweiss are some flowers found in the valley. The best time to visit the valley is from July to September.
- A 4) The Valley of Flowers is located at an altitude of 3,600 metres above sea level where myriad alpine flowers are stretched across 87.5 sq kms.
- A 5)
- a) mystical
 - b) inaccessible
 - c) inhabited
 - d) pristine

9. Factual Passage

School used to be all about writing, whether it was the exercise books we wrote in or the notes we passed around. But not anymore. Now it's all about typing. Learning your QWERTY is almost as important as learning your ABC. So, when my daughter came home last year with cursive handwriting homework, I was nonplussed. Cursive writing was originally developed to make it easier for children to write with a quill. By joining up the letters, it kept the quill on the parchment and minimised ink blots. But my daughter writes with a laptop. I explained as much to her teacher at the next parents' day. But the teacher explained that research suggests that the process of writing information down on paper, by hand, has a more direct effect on the formation of memories in the learning process than typing. Taking notes in class is still the most effective way to learn. It's a better way to store the skills for written language in a child's brain than pressing keys. She went on to say, —But that doesn't mean that one should ditch computers. Children should be taught to touch-type early on. She just feels that learning is aided by the physical act of writing. Authors often write their first draft by hand. Whether it's to do with the pace of thought, or some kind of stimulation the physical act has, we don't know. But it's a fact.

The French would doubtless agree. They love their handwriting. Teachers in France believe that fluency with a pen 'unlocks the mind' and they spend more time on writing than reading between the ages of three and eight. We teach children the formation of letters and the appropriate joining strokes. But after a few years, we leave them on their own devices, just as the written workload starts to increase. That's when the bad habits set in.

But as proper writing becomes rarer, spending some time improving your handwriting is a good investment. In the future, sending a handwritten letter will be a display of affluence and class, which is why the sale of fountain pens is reviving.

Questions

- Q 1) What was the original purpose of cursive writing?
- Q 2) How is writing on paper better than typing?
- Q 3) Why does handwriting become illegible as children grow older?
- Q 4) Spending some time in improving one's handwriting is a good investment as_____.
- Q 5) Find words from passage which mean
- a) encouragement: _____
 - b) plume: _____

**Answers**

- A 1) Cursive writing was originally developed to make it easier for children to write with a quill.
- A 2) Writing is better than typing because handwriting has a more direct effect on the formation of memories in the learning process than typing.
- A 3) As children grow older, the written workload starts to increase, which is a reason why handwriting become illegible.
- A 4) Spending some time in improving one's handwriting is a good investment as in the future sending a handwritten letter will be a display of affluence and class.
- A 5)
- a) stimulation
 - b) quill

10. Factual Passage

Ever wondered about those tall structures that are landmarks along every shore all over the world? Lighthouses. We see them in pictures and in movies and along every seashore. Tall, stately structures looking out to sea, warning the incoming ships of approaching land. Did you know what served as a lighthouse in the early years? The locals from the area would light a fire at a height to warn boats of any impending dangers like rocks or even land. The early constructors of lighthouse included the Greeks, Romans and Phoenicians. How do you think these lighthouses showed the way to incoming ships? Those were the days when technology had not taken over the world. The lighthouses used lamps to guide the ships. However, these lamps could throw light only as far as a few miles into the sea. It was only much later that mirrors, prisms, electricity and the automatic working of a lighthouse came to be. It is indeed amazing what these stately structures out in lonely locations across the world mean to the sailors as they near land after days out at sea. Did you know that the Lighthouse of Alexandria is one of the Seven Wonders of the Ancient World? It was located on the island of Pharos in Egypt and it was built in 290 BC. The lighthouse used fire at night and reflected the sunrays during the day to warn sailors of land. This monument is a legacy in the world today although it was destroyed by several earthquakes that hit it in the 1300s. Today, in its place stands a fort built in 1480 using the marble and stones from the lighthouse, a breathtaking structure that came down ravaged by nature.

Questions

- Q 1) What is the purpose of a lighthouse?
- Q 2) How would lighthouses operate in the early years?
- Q 3) What is unique about the fort built in 1480?
- Q 4) What was so special about the Lighthouse of Alexandria?
- Q 5) Find words from the passage which mean
- a) residents: _____
 - b) demolished: _____

Answers

- A 1)** A lighthouse is a tall structure looking out to sea, warning the incoming ships of approaching land.
- A 2)** In the early years, when technology had not taken over, locals from the area would light a fire at a height to warn boats of rocks or even land. Early lighthouses used lamps to guide the ships.
- A 3)** The fort built in 1480 is made from the marble and stones of the Lighthouse of Alexandria which was destroyed by the earthquakes that hit it in the 1300s.
- A 4)** The Lighthouse of Alexandria is special because it used fire at night and reflected the sunrays during the day to warn sailors of land.
- A 5)**
- a) locals
 - b) ravaged





ENGLISH

STORY WRITING

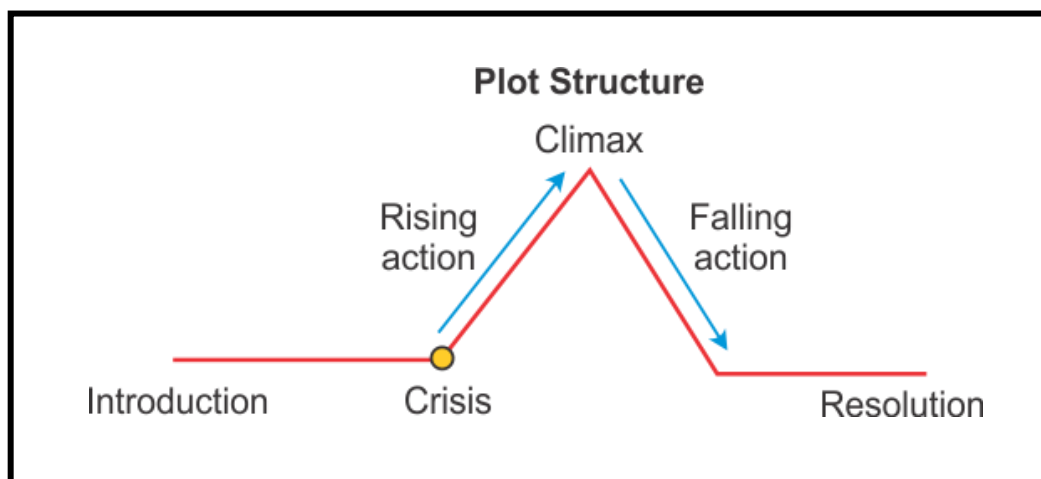


What is a Story?

A **story** is an imaginary account about people or situations that is told for **entertainment**. Everybody loves to read or listen to stories. But writing them is not a simple task. In this chapter, we will learn the guidelines to writing a good story.

Components of a Story

- **Theme:** The theme is the main idea around which the story revolves.
 - What idea do you wish to convey through your story?
 - Good versus Evil, Revenge, Love Conquers All
- **Setting:** The surrounding or the time period where the story unfolds.
 - Where is the story set?
 - When do the events in the story take place?
- **Characterisation:** Characterisation is the process of portraying characters.
 - Who is the main character?
 - What are their/its physical/mental attributes?
 - What is the problem faced by the character?
 - How does the character change or evolve in the end?
- **Plot:** The plot comprises the main events of the story.
 - **Introduction:** Introduction of characters and the situation
 - **Rising action** in the story: The events of the story that lead to the crisis
 - **Crisis:** The main problem faced by a/the character(s) of the story
 - **Climax:** The problem escalates
 - **Falling action:** The intensity of the problem lessens
 - **Resolution:** The stage where everything is resolved





Steps for Writing a Story

- Step 1: Fix a theme that you want to write about. What would be the moral of your story?

The theme of the story is „Hard Work Always Pays“

- Step 2: Establish the setting

- The story is set in a forest.
- The time when the events happen is not specified.

- Step 3: Develop the characters in the story.

- The ant is a sincere and a hardworking character with foresight.
- The beetle is a frivolous and a childish character.
- The two are good friends.



- Step 4: Develop the plot of the story.

| | |
|----------------|---|
| Introduction | Once upon a time, there lived an ant and a beetle who were best friends. |
| | The ant was hardworking, but the beetle was lazy. |
| Rising action | One day, the hardworking ant senses the approaching rain. |
| | He starts building a boat out of a leaf. |
| | The beetle whiles away his time and makes fun of his friend and his seemingly pointless endeavours. |
| Crisis | A torrential downpour causes many insects to lose their homes. |
| Climax | The ant sets sail on the boat he built out of the leaf. |
| | He spots his friend, the beetle, hanging on to a twig in the rain. |
| | He braves the currents and rescues the beetle. |
| Falling Action | The ant rows them both to safety, and they wait in their little boat for the rain to let up. |
| | Soon, the rains stop and the water begins to recede. |
| Resolution | The beetle realises his folly and apologises to the ant for his behaviour. |
| | He thus learns a valuable lesson. |



Samples and Types



Outline of the Story

- In such questions, the outline of the story is provided. Students are expected to connect the points to form a comprehensive narrative.

Sample 1

Ramu got a phone call – his aunt died – she made a will before she died – left everything she had for Ramu – Ramu ecstatic – started daydreaming – dreamed of a big house and an expensive car – dreamed of marrying a beautiful woman – planned to buy acres of land – Day of procuring inheritance arrived – aunt's only possession – her pet dog – Ramu was disappointed – Don't count your chickens before they are hatched.

Steps to Write

- Read the outline clearly.
- Understand the plot and the theme.
- Do not omit any points.
- Stick to the order of the points.
- Use connectors to join the points.
 - Since, Hence, Therefore, Because
 - And, But, So, For, Or, Nor
- Use appropriate words to denote time.
 - Once upon a time, Long ago, Later that day
- Dialogues should sound natural.
- Use the same tense form consistently.
- Add some details of your own, but do not change the course of the story given in the outline.
- Use a good introduction and conclusion to make your story interesting.
- Use simple language.
- Check for grammatical errors.
- Give it a suitable title based on the main character or the theme of the story.



Ramu's Folly

Ramu got a phone call from a distant relative. He informed him that his aunt had died and had made a will before her death. In the will, she left everything she had for Ramu. Ramu, who was a lazy, fanciful man, was ecstatic.

He started daydreaming about the vast fortune he would amass. He dreamed of buying a big house and an expensive car; he also dreamed of marrying a beautiful woman. He even planned to buy acres of land for farming. He envisioned a bright future for him.

The day of procuring his inheritance arrived. He was shocked to know that his aunt's only possession was her pet dog. Ramu's hopes of being rich were dashed and now the responsibility of taking care of the dog was on his shoulders. He learnt an important lesson that day: Don't count your chickens before they are hatched.



When the Opening Line is Provided

Sample 2

- In such cases, the first line of the story is given. Students are expected to use their imagination and their writing skills to create an interesting story.

I could hear the wind howling as I lay in my bed that night...

Steps to Write

- List the possible things that could be related to the starting line.
 - 📖 Ghosts, Impending storm, Fear
- Pick a theme that you find interesting.
- Plan how the events could unfold in the story.
- Put the character in unusual situations in the story.
 - 📖 Frightened in the night, alone at night
- Help the character come out of that situation.
- Arrest the reader's imagination.
- Do not reveal too much in the first sentences.
- Use humour.
- Make sure the story is logical.
- Conclude the story by adding an element of surprise.
- Use simple sentences so that the chances of grammatical errors are reduced.
- Use the same tense form consistently.
- Stick to simple past or simple present tense for the narrative.
- Stick to the word limit.
- Do not introduce multiple plots without logically concluding them.



Things That Go Bump in the Night

I could hear the wind howling as I lay in my bed that night. I was too frightened to walk across the hall to my parent's room. Suddenly I heard a soft thud as if something had landed on my bed. Fearing the worst, I started shivering. My mind started imagining all the evil things that could have ended up in my room that night. "Maybe, it's a monster" I thought. "No, I think it is a vampire or maybe ... it's my Math teacher", I managed to guffaw to myself despite being frightened.

The shadows of trees swaying in the wind were playing on my walls. Suddenly I felt something creep into my blanket. I wanted to shout and run out of my room, but I was paralysed with fear. The thing inside my blanket crept higher and higher. I was about to let out a giant scream when I heard a tiny mewing sound. I lifted my blanket; to my surprise, it was only Fifi our cat. It looked like she was also frightened of the weather outside. I felt relieved now that we had each other for company!



When the Closing Line is Provided

Sample 3

- In such cases, the concluding line of the story is given. Students are expected to use their imagination and their writing skills to create an interesting story.

...And that 'show I managed to get to school on time.



Steps to Write

- Understand the crisis the person is facing in the given line.
 - He/she could be running late for school.
- Imagine why the person could have been in the above-mentioned situation.
 - He/she overslept, he/she missed his/her bus, his/her vehicle broke down
- Now imagine all the possible ways in which the person may have resolved the crisis he/she is facing.
 - Rushed through the morning rituals, Asked a friend for a ride, Helped by a kind soul
- Arrest the reader "imagination.
- Use humour.
- Make sure the story is logical.
- Use simple sentences so that the chances of grammatical errors are reduced.
- Use the same tense form consistently.
- Stick to the simple past or simple present tense for the narrative.
- Stick to the word limit.
- Do not introduce multiple plots without logically concluding them.

My Treacherous Alarm Clock

I was sleeping cosily in bed dreaming about riding on the back of a flying horse, slaying evil dragons and rescuing damsels in distress. I woke up with a start and looked at my alarm clock. The hands were stuck at 3:20 am. Desperately, I pulled the curtains apart and it was bright and sunny outside. My treacherous alarm clock had deceived me; it was already 9 am! I had only 15 minutes to dress up for school as the bus arrived exactly at 9:15. I brushed my teeth with one hand, while polishing my shoes with the other. I rushed to the bathroom and stood under the shower for 3 minutes soaping myself vigorously. After drying myself, I took out my freshly washed uniform. Unfortunately, it was not ironed and I had exactly 7 minutes left. I plugged in the iron box and rushed to the kitchen to grab a bite. After a quick breakfast, I rushed back to the iron box; it was sufficiently hot. I pressed my clothes neatly and wore them. At that very moment, I heard the honking of my school bus. I wore my shoes and rushed out of the house. And that's how I managed to get to school on time.



Samples of Story Writing



Story Outline

Sample 4

A shoemaker – very poor – he and his wife left with leather for one pair of shoes – he cut it out for a pair – he retires to his bed – in the morning he finds shoes already stitched – the pair stitched perfectly – customer pays double the amount for it – shoemaker has money for more shoes – he cuts leather and goes to sleep – he finds two pairs of shoes ready – he and his wife stay awake spying – two elves come at night and stitch shoes for the shoemaker – to show gratitude shoemakers wife stitches clothes for them – the elves find tiny clothes – sings merrily in happiness – the shoemaker and his wife never see them again – are prosperous for life

The Shoemaker and the Elves

Once upon a time, there lived a shoemaker who was very poor. He lived in an old, rickety house with his wife. He was so poor that he only had enough leather left for one pair of shoes. At night, he cut it out to stitch it into shoes. But he was too tired that night, so he retired to his bed. In the morning, to his surprise, he found the shoes already stitched! He was puzzled since he clearly remembered cutting the leather and leaving it at his work table. He admired the shoes for their craftsmanship as they were perfectly stitched.

In came a customer who was immediately enamoured by the shoes. She was ready to pay any amount of money for the beautiful pair. The shoemaker who was still puzzled by the unexplained appearance of the shoes was a little reluctant to part with them. The customer offered to pay double the amount for the pair. The shoemaker, who was well aware of his financial problems, accepted the offer. With the money, he bought more leather enough for two shoes. After cutting them out, he went to bed hoping for a second miracle.

His wish came true when he found two pairs of shoes ready on his work table in the morning. He and his wife were overjoyed but befuddled. They decided to stay awake at night spying on his work station. To their surprise, they found two elves come in through the open window. For the next couple of hours, the duo sang as they stitched the leather into two pairs of shoes. The couple was moved by the elves' selflessness so they decided to stitch clothes for them to show their gratitude towards them. The next night, the elves were surprised to see the sets of tiny clothes, shoes and mittens stitched for them. Overjoyed, they sang merrily and jumped and skipped their way out of the house. Even though the shoemaker never saw them again, he and his wife were prosperous for life.



Sample 5

A crocodile and a monkey were friends – monkey treats crocodile to delicious fruits every day – crocodile valued monkey's generosity – treated him like his own brother – crocodile's wife asks him about the fruits – tells her about monkey – crocodile's wife expresses desire to eat the monkey's heart – crocodile reluctant to betray friend but wife kept insisting – crocodile tries to lure monkey under pretext of introducing him to his wife – crocodile carries monkey on his back – he swims to his house – monkey learns of crocodile's plan – monkey tells crocodile his heart is kept inside the trunk of a tree – takes crocodile there – jumps off his back and escapes – the crocodile realises he lost a good friend

The Monkey and the Crocodile

A crocodile and a monkey were best friends. The monkey would treat his friend the crocodile to delicious fruits every day. He would painstakingly collect them from the deep regions of the jungle. The crocodile was very fond of his friend. He valued the monkey's generosity and treated him like his own brother.

One day, the crocodile's wife asked him about the fruits his friend served him every day. He said that they were delicious and juicy and that the monkey took a lot of pains to procure it for him. The wife said, "The monkey may be eating the fruits every day. I am sure his heart is also as sweet as the fruits he eats." The crocodile did not understand the meaning of his wife's words. She said, "I want you to lure the monkey to our house. I will attack him when he least expects it. You and I can then feast on his heart." The crocodile was reluctant to betray his friend, but his wife kept insisting. Eventually, the crocodile fell prey to his wife's relentlessness and he agreed to lure the monkey into their house.

The next day, he said to the monkey, "Greetings brother. My wife wants to meet you as you have been such a good friend to me. She wants to repay you for all the hospitality and love you have extended towards me." The monkey said, "Surely brother. I would also like to meet her." The crocodile carried the monkey on his back as he swam towards his house. During the journey, the crocodile suffered from a slip of tongue and he absent-mindedly divulged his wife's plans to the monkey. The quick-thinking monkey said, "If it's my heart she wishes to eat, we are moving in the wrong direction. I keep my heart in the trunk of a tree that we left behind on our way. Let us go back and retrieve it." The gullible crocodile fell for the monkey's act. When they reached the tree, the monkey jumped off his back and escaped into the thicket. It took a while for the crocodile to realise that his act of betrayal had cost him a good friendship.





When the Opening Line is Provided

Sample 6

Rahul stepped on the creaky floor...

Rahul stepped on the creaky floor and was startled by the sound it made. A small rat scurried across the room and he jumped up in fright. The old house smelled musty and there were cobwebs everywhere. Two boys outside yelled, "Did you find the ball yet?" "Not yet. I am still looking" he yelled back. The house has been a source of fear and curiosity for Rahul and his friends. Some elder children in the colony had frightened the younger ones about a mysterious old woman living in the house. According to their accounts, she was responsible for the many inexplicable disappearances of children in the locality.

The bullies Varun and Arjun had forced him to retrieve their cricket ball that had fallen inside the house through a broken window. Rahul was petrified of the house, but today, he found himself inside his worst nightmare. He moved carefully trying to locate the bright red rubber ball that had bounced into the bedroom of the supposedly evil woman. As he stood at the dark entrance of the house, he could feel the glimmer of the red ball in the darkness. The boys yelled again, "What is taking you so long?" "I am almost there!" Rahul yelled back.

He walked carefully into the room and grasped at the red shiny ball. Something clammy touched the back of his hand. He screamed loudly and ran out of the house with the red ball in his hand. The bullies standing patiently outside the house saw him rush out. They were impressed by Rahul's feat of entering the infamous house and staying there for a full 15 minutes. He was now their hero. Rahul reveled in the admiration, but he couldn't forget the cold feeling of the touch on his back for a long time to come.

Sample 7

Once upon a time, in a far off kingdom, there was a theft of royal proportions...

Once upon a time, in a far off kingdom, there was a theft of royal proportions. The queen's necklace was stolen. The king called upon his intelligent minister to look into the case. The minister studied the movements of the queen and her maids and concluded that no one except the maids had the access to the queen's chamber. He was of the opinion that one of the maids may have perpetrated the crime. But there were ten maids working in the chamber.

The minister then thought of an ingenious plan to bag the culprit. He called them to the court and offered them an ointment to apply on their noses. The maids applied the ointment as directed. The king asked the minister, "Why have you made them apply the ointment on their noses?" The minister replied, "It is an enchanted ointment given to me by the court magician." He turned towards them and said, "The real culprit it's nose will grow by a centimetre on the application of the ointment." One of the maids broke into a sweat and touched her nose involuntarily in fright.

The minister knew who the thief was. He approached her and told her in a low voice to surrender the necklace or be thrown into jail for the rest of her life. Nervously, she opened a small pouch attached to her apron and surrendered the necklace. The queen and the king were overjoyed. They fired the maid and rewarded the intelligent minister generously.