

Appendix - I

(Listening Texts)

Chapter 1 : Value of Money



Activity 13

Text (Listening) :

Birds are very important for human beings. They are friends of farmers because they eat the insects. If there were no birds, the insects would be crawling everywhere and would eat the crop. Let's know more about some common birds.

1. The first is Common Myna. Its size is 26 cms. It has a brown body, black head and yellow beak. Mynas are bold and aggressive and very noisy. Mynas are found around human habitation.
2. The Black Kite is comparatively a big bird. Its size is 40 to 60 cms. It has dark brown plumage with a forked tail. Like Mynas, Kites are found around human settlements in farms, cities, villages and at the forest edge.
3. Rock Pigeon is smaller. It is 33 cms. It is steel blue-grey with 2 broad wings, broad blackish band at tip of tail. Rock pigeons widely occur in cities.

Lesson 2 : The Earth Needs You



Activity 8

Text (Listening) :

Words

1. table
2. chair
3. desk
4. bench
5. bed
6. sofa
7. cupboard
8. settee
9. furniture (head word)

Lesson 3 : The Aged Mother



Activity 8

Text (Listening) :

Dictation

The Lion and the Boar

It was a hot summer day. A lion and a boar reached a small water body for a drink. They began arguing and fighting about who would drink first. After a while they were tired and stopped for breath, when they noticed vultures above. Soon they realized that the vultures are waiting for one or both of them to fall, to feast on them. The lion and the boar then decided that it were best to make up and be friends than fight and become food for vultures. They drank the water together and went their own ways.

Lesson 5 : Don't Quit



Activity 6

Text (Listening) :

The Titanic

The Titanic was a British passenger ship that sank to the bottom of the ocean during its first voyage. The ship was constructed during the 1900s by a transportation company known as White Star. With this they wanted to introduce a new set of luxury passenger ships that would transport wealthy people across the Atlantic Ocean. White Star finished building the Titanic in 1911. At that time, it was the biggest ship that had ever been built. The Titanic was designed with safety compartments that could fill up with water if any issues occurred. For this reason, many people believed that the Titanic was unsinkable. In April 1912, the Titanic began its trip from England to the United States, carrying over two thousand passengers. While at sea, the ship collided with an iceberg and began to overflow. The passengers and the crew evacuated the ship but there were not enough boats to save everyone. Out of 2000 passengers, only 705 survived. The sinking of the Titanic is one of the greatest tragedies of the 20th century.

Lesson 6 : The Old Sage and the Brothers



Activity 10

Text (Listening) :

Did you know that a Cheetah is the fastest animal in the world? It can reach a top speed of 114 kph. It is three times faster than the speed of a human. The Cheetah has a very beautiful coat for which people have been killing these beautiful animals. In India, the Cheetah has become extinct. In the world, it falls under critically endangered animals. Other endangered animals are tigers, cheetahs, black bucks and asiatic lions. We must protect these animals so that our environment remains balanced.

Lesson 7 : The Punjab : A Glimpse



Activity 8

Text (Listening) :

1. February
2. Wednesday
3. clothes
4. desk
5. library
6. suite
7. April
8. arithmetic
9. bear
10. plumber
11. cleanliness
12. creature
13. debris
14. depot
15. develop
16. hotel
17. photography
18. democracy
19. police
20. tortoise

Lesson 8 : We who Love Books

Activity 9

Text (Listening) :

Story

Once upon a time, there was a shepherd who bought a flock of sheep. He also had a dog who helped him to control his sheep. When the sheep grew up a little, the shepherd realised that these sheep just would not stop bleating. All day long, the sheep bleated "*Baaah baaah.*"

What a deafening sound they made; and they just ignored the shepherd's commands. He used all the means he could to get the sheep to listen to him and to his dog, but the sheep didn't care. Finally, seeing as the sheep wouldn't stop bleating, the shepherd decided to at least have some fun with it. He bought an enormous ear and transported it out to his fields on the back of his wagon. Surprisingly, on seeing the ear, they all stopped bleating to each other and began telling the ear all their woes and complaints. When the shepherd drove his wagon, the sheep would even follow him about, just so that they could carry on talking to the ear. And so it was, that the shepherd understood that even sheep have something to say and just want to be listened to.

Lesson 9 : Charge for Love

Activity 11

Text (Listening) :

Voicemail Message

Satish: Hello, this is Satish. Thanks for calling. I'm not here at the moment, so please leave a message and I'll call you back.

Mohan: Hi, Satish, this is Mohan Kumar calling from Bell Digital. Your colleague, Sandhya gave me your phone number. She said you can help me.

I wanted to give you some information about our new products. We would like to give a demonstration of our new products in your office. Could you please call me when you are back in the office? My phone number is 0-6-0-8- 6-5-2-7-8-2-0.

Also, can you please send me your e-mail? I would send you the new brochure of our company and information about our prices. My e-mail address is Mohan, that's M-O-H-A-N, dot K-U-M-A-R, at B-E-L-L hyphen D-I-G-I-T-A-L- dot com.

Thanks a lot. I look forward to hearing from you.

Lesson 10 : Safety while Driving



Activity 9

Text (Listening) :

Safety Tips for Driving

Safety is something that drivers should keep in mind at all times. After all, when you are operating a motorized vehicle, you have a responsibility to do your part to keep the roadways safe for yourself, other drivers, passengers and others who may be affected by traffic accidents.

1. You must always stay alert. Pay attention to your actions and those of the drivers around you when you are driving.
2. You should always wear your seatbelt. Not only are you more likely to get injured in an accident if you aren't wearing a seat belt, you can also be fined for failing to do so.
3. You must always follow traffic signals and pay close attention to and obey stop signs and traffic lights.
4. When you see a stop sign or a red light, it's important to stop, even if you think no other vehicles are coming.
5. You must never text and drive. It is never acceptable to write text messages when driving.
6. You must always avoid distractions. Changing CDs, using cell phones, eating and interacting with passengers are some examples of distractions that you should avoid when driving.
7. You must never drink and drive. Driving when you are under the influence of alcohol can be very dangerous for the driver and also for others on the road.
8. You must always give right of way. When other drivers have the right of way, be sure to give to them. Also, don't make the mistake of assuming that everyone else will yield to you.
9. You must always share the road. Remember that you are not the only driver on the road. An important safety tip that everyone needs to follow is the need to share the road with others graciously, recognizing that all drivers deserve to be treated with respect.

Lesson 11 : My Dear Soldiers



Activity 7

Text (Listening) :

Alternative Text 1

I have a pet. It is dog. It is small. But it is very greedy. It can eat one kilo of rice and twelve eggs for a single meal. It eats its rice with a spoon. When I come from outside, it jumps on me and talks to me in English. It scolds me if I reach home late. My father is very happy with my dog because it helps him in cleaning the house.

Alternative Text 2

I went to Simla for a vacation. It is a very big city. It is a very warm place. I went there on a ship. I did a lot of shopping there. I bought juices from there. I also bought an aeroplane from there and came home on that aeroplane. I keep the aeroplane in my garage and go to my school on my plane everyday.

Lesson 12 : Marco Polo



Activity 11

Text (Listening) :

Announcement 1

Attention please : This is an announcement to inform the travellers going to Jammu that the Patna Jammu Express departing from New Delhi will now depart from platform number 13 at 5: 23 pm and not from platform 10. Thank you!

Announcement 2

Your safety is very important to us. We have 24 hour CCTV recording in operation. Please do not leave your luggage unattended on the station. Luggage left unattended may be removed without warning or destroyed or damaged by the security services. If you spot any suspicious items, please call the staff of the Indian Railways. Whilst waiting for your train please stand back behind the yellow line. Thank you!



Appendix - II

(Translation)

1. ਆਪਣਾ ਬਸਤਾ ਖੋਲੋ। / अपना बस्ता खोलो। / Open your bag.
2. ਆਪਣਾ ਨਾਮ ਦੱਸੋ। / अपना नाम बताओ। / Tell your name.
3. ਗੱਲਾਂ ਨਾ ਕਰੋ। / बातें मत करो। / Do not talk.
4. ਬੁਰੀ ਸੰਗਤ ਤੋਂ ਬਚੋ। / बुरी संगत से बचो। / Avoid bad company.
5. ਵੱਡਿਆਂ ਦਾ ਕਹਿਣਾ ਮੰਨੋ। / बड़ों का कहना मानो। / Obey the elders.
6. ਕੂੜਾ ਨਾ ਖਲਾਰੋ। / कूड़ा मत बिखराओ। / Do not litter.
7. ਆਪਣੇ ਹੱਥ ਉੱਤੇ ਚੁੱਕੋ। / अपने हाथ ऊपर उठाओ। / Raise your hands.
8. ਕਦੇ ਝੂਠ ਨਾ ਬੋਲੋ। / कभी झूठ मत बोलो। / Never tell a lie.
9. ਆਪਣਾ ਕੰਮ ਪੂਰਾ ਕਰੋ। / अपना काम पूरा करो। / Complete your work.
10. ਆਪਣੀਆਂ ਗਲਤੀਆਂ ਸੁਧਾਰੋ। / अपनी ग़لطियों को सुधारो। / Improve your mistakes.
11. ਮੈਂ ਥਕਿਆ ਹੋਇਆ ਹਾਂ। / मैं थका हुआ हूँ। / I am tired.
12. ਉਹ ਮੂਰਖ ਨਹੀਂ ਹੈ। / वह मूर्ख नहीं है। / He is not a fool.
13. ਮੇਰੇ ਮਾਤਾ-ਪਿਤਾ ਜੀ ਅਧਿਆਪਕ ਹਨ। / मेरे माता-पिता जी शिक्षक हैं। / My parents are teachers.
14. ਅਸੀਂ ਭਾਰਤਵਾਸੀ ਹਾਂ। / हम भारतीय हैं। / We are Indians.
15. ਉਸਦੀ ਭੈਣ ਬਹੁਤ ਅਕਲਮੰਦ ਹੈ। / उसकी बहन बहुत बुद्धिमान है। / Her sister is very wise.
16. ਮੈਨੂੰ ਤੁਹਾਡੇ ਤੇ ਮਾਣ ਹੈ। / मुझे आप पर गर्व है। / I am proud of you.
17. ਪਾਣੀ ਸਾਫ਼ ਹੈ। / पानी साफ है। / Water is clean.
18. ਉਹ ਬਹੁਤ ਮਤਲਬੀ ਹੈ। / वह बहुत स्वार्थी है। / He is very selfish.
19. ਘਾਹ ਹਰੀ-ਭਰੀ ਹੈ। / घास हरी-भरी है। / Grass is green.
20. ਮੈਂ ਅੱਜ ਠੀਕ ਮਹਿਸੂਸ ਨਹੀਂ ਕਰ ਰਿਹਾ ਹਾਂ। / मैं आज अच्छा महसूस नहीं कर रहा हूँ। / I am not feeling well today.
21. ਮੈਂ ਰੋਜ਼ ਸਕੂਲ ਜਾਂਦਾ ਹਾਂ। / मैं रोज़ स्कूल जाता हूँ। / I go to school daily.
22. ਮੇਰੀ ਮਾਤਾ ਜੀ ਸਵਾਦੀ ਭੋਜਨ ਪਕਾਉਂਦੇ ਹਨ। / मेरी मां स्वादिष्ट भोजन बनाती हैं। / My mother cooks delicious food.
23. ਸਭ ਨੇ ਪਾਠ ਯਾਦ ਕਰ ਲਿਆ ਹੈ। / सभी ने पाठ याद कर लिया है। / Everyone has learnt the lesson.
24. ਮੈਂ ਆਪਣਾ ਜਨਮਦਿਨ ਮਨਾਇਆ। / मैंने अपना जन्मदिन मनाया। / I celebrated my birthday.

25. ਮੇਰੇ ਪਿਤਾ ਜੀ ਬਜ਼ਾਰ ਜਾਣਗੇ। / ਮੇਰੇ ਪਿਤਾ ਜੀ ਬਾਜ਼ਾਰ ਜਾਏਗੇ। / My father will go to the market.
26. ਪਰਮਾਤਮਾ ਮੇਰੀ ਮਦਦ ਕਰਣਗੇ। / ਭਗਵਾਨ ਮੇਰੀ ਮਦਦ ਕਰੇਗੇ। / God will help me.
27. ਉਹ ਤੇਜ਼ ਦੌੜ ਰਿਹਾ ਹੈ। / वह तेज़ दौड़ रहा है। / He is running fast.
28. ਚਪੜਾਸੀ ਘੰਟੀ ਨਹੀਂ ਵਜਾ ਰਿਹਾ ਹੈ। / चपड़ासी घंटी नहीं बजा रहा है। / The peon is not ringing the bell.
29. ਵਿਦਿਆਰਥੀ ਪੜ੍ਹ ਰਹੇ ਹੋਣਗੇ। / छात्र पढ़ रहे होंगे। / The students will be studying.
30. ਕਿਸਾਨ ਅਰਾਮ ਨਹੀਂ ਕਰ ਰਹੇ ਹੋਣਗੇ। / किसान आराम नहीं कर रहे होंगे। / The farmers will not be taking rest.
31. ਸੁਸ਼ੀਲ ਨੇ ਆਪਣਾ ਕੰਮ ਕਰ ਲਿਆ ਹੈ। / सुशील ने अपना काम कर लिया है। / Sushil has done his work.
32. ਮੇਰੇ ਅਧਿਆਪਕ ਨੇ ਕਾਪੀ ਚੈਕ ਕਰ ਲਈ ਹੈ। / मेरे शिक्षक ने कॉपी जाँच ली है। / My teacher has checked the notebook.
33. ਮੁੰਡਿਆਂ ਨੇ ਕੁਰਸੀ ਨਹੀਂ ਤੋੜੀ ਹੈ। / लड़कों ने कुर्सी नहीं तोड़ी है। / The boys have not broken the chair.
34. ਮੈਨੂੰ ਇੱਕ ਨੌਕਰੀ ਮਿਲ ਗਈ ਹੈ। / मुझे एक नौकरी मिल गई है। / I have got a job.
35. ਕਿਸੇ ਨੇ ਮੈਨੂੰ ਬੁਲਾਇਆ ਹੈ। / किसी ने मुझे बुलाया है। / Someone has called me.
36. ਮੋਹਨ ਨੇ ਇੱਕ ਗੀਤ ਗਾਇਆ ਹੈ। / मोहन ने एक गीत गाया है। / Mohan has sung a song.
37. ਕੁੜੀਆਂ ਜਮਾਤ ਵਿੱਚ ਚਲੀਆਂ ਗਈਆਂ ਹਨ। / लड़कियाँ कक्षा में चली गई हैं। / The girls have gone to the class.
38. ਪੁਲਿਸ ਨੇ ਚੋਰ ਨੂੰ ਨਹੀਂ ਫੜਿਆ ਹੈ। / पुलिस ने चोर को नहीं पकड़ा है। / The police has not caught the thief.
39. ਉਹ ਇਸ ਸਾਲ ਪਾਸ ਨਹੀਂ ਹੋਇਆ ਹੈ। / वह इस वर्ष पास नहीं हुआ है। / He has not passed this year.
40. ਮੇਰੇ ਚਾਚਾ ਜੀ ਨੇ ਮੈਨੂੰ ਤੋਹਫ਼ੇ ਵਿੱਚ ਇੱਕ ਘੜੀ ਦਿੱਤੀ। / मेरे चाचा जी ने मुझे उपहार में एक घड़ी दी। / My uncle gave me a wrist watch as a present.
41. ਉਸਨੇ ਸੱਚ ਨਹੀਂ ਬੋਲਿਆ। / उसने सच नहीं बोला। / He did not speak the truth.
42. ਮੈਨੂੰ ਉਸ ਦਿਨ ਬੁਖਾਰ ਸੀ। / मुझे उस दिन बुखार था। / I had fever that day.
43. ਅਸੀਂ ਡਾਕਟਰ ਨੂੰ ਬੁਲਾ ਲਿਆ ਸੀ। / हमने डॉक्टर को बुला लिया था। / We had sent for the doctor.
44. ਬੁੱਢੇ ਆਦਮੀ ਨੇ ਇੱਕ ਘਰ ਬਣਾਇਆ। / बूढ़े आदमी ने एक घर बनाया। / The old man built a house.
45. ਅਸੀਂ ਬਹੁਤ ਮਜ਼ਾ ਕਰ ਚੁੱਕੇ ਸੀ। / हम बहुत मज़ा कर चुके थे। / We had enjoyed a lot.
46. ਸੁਧਾ ਨੇ ਖੇਡ ਖੇਡੀ। / सुधा ने खेल खेला। / Sudha played a game.
47. ਮੇਰੀ ਸਹੇਲੀ ਨੇ ਮੇਰੀ ਮਦਦ ਕੀਤੀ। / मेरी सहेली ने मेरी मदद की। / My friend helped me.

48. ਬਿੱਲੀ ਨੇ ਦੁੱਧ ਨਹੀਂ ਪੀਤਾ। / ਬਿਲਲੀ ਨੇ ਦੂਧ ਨਹੀਂ ਪਿਆ। / The cat did not drink milk.
49. ਸੋਨੂੰ ਨੇ ਤੈਨੂੰ ਧੱਕਾ ਨਹੀਂ ਮਾਰਿਆ। / ਸੋਨੂ ਨੇ आपको ਧਕਕਾ ਨਹੀਂ ਦਿਆ। / Sonu did not push you.
50. ਦਾਦੀ ਨੇ ਚੰਗੀ ਕਹਾਣੀ ਸੁਣਾਈ। / दादी ने अच्छी कहानी सुनाई। / The grandmother told a good story.
51. ਤੁਸੀਂ ਕਿੱਥੇ ਰਹਿੰਦੇ ਹੋ ? / आप कहाँ रहते हो ? / Where do you live ?
52. ਤੁਸੀਂ ਝੂਠ ਕਿਉਂ ਬੋਲਿਆ ? / आप ने झूठ क्यों बोला ? / Why did you tell a lie ?
53. ਤੁਸੀਂ ਆਪਣੀ ਛੁੱਟੀ ਕਿੱਥੇ ਬਿਤਾਈ ? / आपने अपनी छुट्टी कहाँ बिताई ? / Where did you spend your holiday ?
54. ਜਮਾਤ ਵਿੱਚ ਕੌਣ ਸੀ ? / कक्षा में कौन था ? / Who was there in the class ?
55. ਤੁਹਾਡਾ ਪੱਕਾ ਮਿੱਤਰ ਕੌਣ ਹੈ ? / आपका घनिष्ठ मित्र कौन है ? / Who is your best friend ?
56. ਅਧਿਆਪਕ ਨੇ ਕੀ ਪੜ੍ਹਾਇਆ ? / अध्यापक ने क्या पढ़ाया ? / What did the teacher teach ?
57. ਉਸਨੇ ਜਵਾਬ ਕਿਉਂ ਨਹੀਂ ਦਿੱਤਾ ? / उसने उत्तर क्यों नहीं दिया ? / Why did he not give the answer?
58. ਤੁਸੀਂ ਕਿੱਥੇ ਜਾ ਰਹੇ ਹੋ ? / आप कहाँ जा रहे हो ? / Where are you going ?
59. ਤੁਸੀਂ ਰੌਲਾ ਕਿਉਂ ਪਾ ਰਹੇ ਹੋ ? / आप शोर क्यों मचा रहे हो ? / Why are you making a noise ?
60. ਤੁਸੀਂ ਕਦੋਂ ਆ ਰਹੇ ਹੋ ? / आप कब आ रहे हो ? / When are you coming ?
61. ਤੁਸੀਂ ਕਿਤਾਬ ਕਦੋਂ ਪੜ੍ਹ ਰਹੇ ਸੀ ? / आप पुस्तक कब पढ़ रहे थे ? / When were you reading the book?
62. ਤੁਸੀਂ ਕੱਲ੍ਹ ਕੀ ਕਰ ਰਹੇ ਸੀ ? / आप कल क्या कर रहे थे ? / What were you doing yesterday ?
63. ਤੁਸੀਂ ਕੰਮ ਕਦੋਂ ਕਰੋਗੇ ? / आप काम कब करोगे ? / When will you do the work ?
64. ਉਹ ਪ੍ਰਸ਼ਨ ਕਿਵੇਂ ਹੱਲ ਕਰੇਗੀ ? / वह प्रश्न कैसे हल करेगी ? / How will she solve the question ?
65. ਤੁਸੀਂ ਹੁਣ ਕਿੱਥੇ ਜਾਉਗੇ ? / आप अब कहाँ जाओगे ? / Where will you go now ?
66. ਉਹ ਪਾਰਟੀ ਤੇ ਕਿਉਂ ਨਹੀਂ ਆਵੇਗੀ ? / वह पार्टी में क्यों नहीं आएगी ? / Why will she not come to the party ?
67. ਕੀ ਤੁਸੀਂ ਜਵਾਬ ਲਿੱਖ ਲਿਆ ਹੈ ? / क्या आपने उत्तर लिख लिया है ? / Have you written the answer?
68. ਕੀ ਉਸਨੇ ਪਾਠ ਯਾਦ ਕਰ ਲਿਆ ਹੈ ? / क्या उसने पाठ याद कर लिया है ? / Has she learnt the lesson?
69. ਉਸਨੇ ਆਪਣਾ ਘਰ ਕਿਉਂ ਵੇਚ ਦਿੱਤਾ ? / उसने अपना घर क्यों बेच दिया ? / Why did he sell his house?
70. ਕੀ ਉਹਨਾਂ ਨੇ ਮੈਚ ਜਿੱਤ ਲਿਆ ਸੀ ? / क्या उन्होंने मैच जीत लिया था ? / Had they won the match ?
71. ਉਹ ਪਰੀਖਿਆ ਵਿੱਚ ਕਿਸ ਤਰ੍ਹਾਂ ਪਾਸ ਹੋ ਗਿਆ ? / वह परीक्षा में किस तरह पास हो गया ? / How did he pass in the examination ?
72. ਕੀ ਮੈਂ ਅੰਦਰ ਆ ਸਕਦਾ ਹਾਂ ? / क्या मैं अंदर आ सकता हूँ ? / May I come in ?
73. ਕੀ ਮੈਂ ਬਾਹਰ ਜਾ ਸਕਦਾ ਹਾਂ ? / क्या मैं बाहर जा सकता हूँ ? / May I go out ?

74. ਕੀ ਉਹ ਤੈਰ ਸਕਦੀ ਹੈ ? / क्या वह तैर सकती है ? / Can she swim ?
75. ਕੀ ਹੁਣ ਮੈਂ ਜਾ ਸਕਦਾ ਹਾਂ ? / क्या मैं अब जा सकता हूँ ? / May I go now ?
76. ਸਾਨੂੰ ਭੋਜਨ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਆਪਣੇ ਹੱਥ ਧੋਣੇ ਚਾਹੀਦੇ ਹਨ । / हमें अपने हाथ भोजन से पहले धोने चाहिए ।
/ We should wash our hands before having food.
77. ਮੈਨੂੰ ਹੁਣ ਸੌਣਾ ਚਾਹੀਦਾ ਹੈ । / मुझे अब सोना चाहिए । / I must go to sleep now.
78. ਕਿਰਪਾ ਕਰਕੇ ਪੇਜ ਪਲਟੋ । / कृपा करके पृष्ठ पलटो । / Please turn the page.
79. ਮਿਹਨਤ ਕਰੋ ਨਹੀਂ ਤੇ ਤੁਸੀਂ ਫੇਲ ਹੋ ਜਾਉਗੇ । / परिश्रम करो नहीं तो तुम फेल हो जाओगे । / Work hard lest you should fail.
80. ਸ਼ਾਬਾਸ਼ ! ਤੁਸੀਂ ਬਹੁਤ ਵਧੀਆ ਕੀਤਾ । / शाबाश ! आपने बहुत बढ़िया किया / Well done !



Appendix - III

(Teachers' Resources)

I. Letters

1. Suppose you're Manjul. You live at 1806, 34D Chandigarh. Write a letter to your uncle requesting him to buy you a bicycle on your birthday.

1806 Sector 34 D
Chandigarh
November 11, 20....

Dear Uncle

Thank you very much for your letter. You have asked me about the gift I wanted on my birthday. I was overjoyed to receive your letter as it shows your love for me.

This birthday, I would like to get a bicycle. All my friends have nice bicycles and every morning they ride together. When they talk about it I feel that I should also be a part of that group. It will give me good exercise and an opportunity to be with my friends. This gift will be useful as I can also go to school on my bicycle.

Thank you once again.

Yours lovingly
Manjul

2. Suppose you are Arnab. You live at 8 Lodhi Road Complex near Jawahar Lal Nehru Stadium, New Delhi. Your friend Niranjana has met with an accident. Write a letter to your friend to enquire about his condition.

8 Lodhi Road Complex
Near Jawahar Lal Nehru Stadium
New Delhi
March 26, 20__

Dear Niranjana

I have just come to know that you have met with an accident. I was shocked to hear about your accident and came to know that you have fractured your ankle. The fracture in the ankle generally takes six weeks to heal. So be very careful with your foot. You must take diet full of calcium as it is very important for you. Please be very regular with your medicines. You must also go for physiotherapy after the plaster is removed. It is very important. I can understand the pain you must be going through as I also had ankle fracture once and it took me a lot of time before I could walk properly.

Take care and be very careful about your health.

Yours sincerely
Arnab

Practice Exercise

1. You are Pardeep Kumar. You study in Yadavindra Public School, Mohali and live in its hostel. Write a letter to your father informing him about the school trip to the Science Museum and that you need to pay ₹ 1000 to the School for the same within a week. In the letter you should tell him to deposit ₹ 1000 in the School Bank Account. The account number and the name of the bank is the same in which he deposits your school fee.
2. Write a letter to your friend telling him/her about what steps you are taking to stay safe from Covid-19.
3. Write a letter to your cousin to tell him about the new mobile phone that you are going to buy.

II. Notices

How to write a Notice

A notice is an information regarding some thing about to happen or that has happened. It is usually a kind of advance order/request/warning meant for compliance and information. Important points to be kept in mind while writing notices.

1. The language of a notice should be impersonal and objective.
2. 'I' and 'you' should not be used in a notice.
3. It must contain complete information. The purpose of the notice should also be clear.
4. The order of presentation should be clear and to the point. The date of writing the notice should also be mentioned on it.
5. The content should carry all the information e.g. the time, venue, date, agenda etc.
6. It must carry the name and designation of the person issuing the notice.
7. The word limit, if specified, should be adhered to.

Format of a Notice

NAME OF SCHOOL / ORGANISATION	
NOTICE	
DATE	HEADING/TITLE
	CONTENT
SIGNATORY	

Given below are some examples of notices the likes of which students can be expected to write.

Notice for a Lost Item

You have lost a bag in your school. Write a notice about the loss giving the particulars of the bag. Also announce a reward for the finder.

GOVERNMENT HIGH SCHOOL
NOTICE

October 12, 20..

LOST! LOST! LOST!

This is to inform all the students that I lost my bag yesterday in the school premises during the recess period. It is a blue colour bag with leather straps. It has some books and important papers. Anybody who finds it should contact the undersigned. She/he will be suitably rewarded.

Jyoti Singhanian
Roll No 16
Class 8 B

Notice for Sports Day

You are Akshay Khanna. You are the Sports Captain of your school. Your school is organising sports day in a week's time. Write a notice for students to be put up on the notice board to inform them about the date, time and venue of the sports day in 50 words.

GOVERNMENT SENIOR SECONDARY SCHOOL
NOTICE

February 29, 20..

ANNUAL SPORTS DAY

The Annual Sports Day of the school is going to be held on 5th and 6th March. Students who wish to participate in any event should give their names to the undersigned by 3rd March positively. The list of the events will be put up in the sports room by 2nd March.

Akshay Khanna
Sports Captain

Practice Exercise

1. You have found a purse lying in one of the school grounds. Write a notice asking the owner of the purse to contact you.

2. Your school is organising a trip to Delhi and Agra. You are the Secretary of the tour organising committee. Draft a notice asking the students to give their names to you.
3. You are the captain of your school house. Your school is organising an inter-house debate competition. Draft a notice inviting the participants to give you their names within a week.

III. Newspaper Headlines

This section is meant to give the students practice in reading newspaper headlines with an ability to guess the content in the article. The students are expected to explain the newspaper headlines in 10 - 15 words in the form of complete sentences, here are a few examples:

1. **Headline :** PM Leaves for Texas
Explanation : The Prime Minister has left for Texas.
2. **Headline :** India Beats Australia in the Finals
Explanation : India defeated Australia in the World Cup finals and won the tournament.
3. **Headline :** Cyclone Hits Odisha; Hundreds Killed
Explanation : A Cyclone hit Odisha. Hundreds of people were killed.
4. **Headline :** Gold Rises Further
Explanation : The price of gold in the market has increased again.
5. **Headline :** PM Launches New Education Policy
Explanation : The Prime Minister has launched a New Education Policy.

Practice Exercise

Explain the following newspaper headlines in 10- 15 words each.

1. Government Fills 300 Posts of Teachers
2. Tsunami Hits Japan
3. Student Held for Stealing Mobile Phone
4. People Educated on Road Safety
5. Senior Party Member Quits
6. Husband Gets RI in Dowry Case
7. Earthquake Rocks Nepal
8. Defence Minister Reaches Moscow
9. 14 Year Old Claims to Have Cured Covid
10. CM Calls for Education Reform in Punjab

IV. Stories

Destiny of a Donkey

A gardener had a donkey to load his flowers on him and go around to sell them. One day, the donkey thought that his master made him overwork. So he went to the Lord and said, "My present master makes me overwork. So please change my master. The Lord sent him to a potter. His condition was even worse there. The potter loaded earthen pots on him and went around selling them in the market. Being tired, the donkey again went to the Lord and requested him to change his master again. But now the Lord was very angry with him. He sent him to a butcher. The butcher saw the donkey and said, "Your skin will yield good leather." Listening to the butcher, the donkey wept for his foolishness.

Moral : Wherever you are at present is the best place for you.

The Moneylender and his Purse

Once a village moneylender lost his purse. He announced a reward of one hundred rupees to the person who found it and returned it to him. A poor farmer found it. It contained one thousand rupees. The farmer was poor and needy but at the same time, he was an honest man. He went to the moneylender and returned the purse to him. The moneylender opened the purse and counted the money in it. It was one thousand rupees. Then he said to the farmer, "You are a smart fellow. You have taken your reward beforehand. The farmer angrily asked, "What do you mean?" The moneylender said, "I mean what I say. The purse contained eleven hundred rupees. But now there are one thousand rupees in it. This means that you have already taken the reward money from the purse. The farmer said, "I have not taken any money from the purse." Let us go to the Sarpanch and settle the matter. So they went to the Sarpanch. The Sarpanch heard both the parties. He felt sure that the moneylender was dishonest. He asked the moneylender. "Are you sure that your purse contained eleven hundred rupees?" The moneylender said, "Yes, Sir." Then the Sarpanch said that this purse can't be yours as it contains one thousand rupees. And gave away the purse to the farmer.

Moral : A wrongdoer has to pay a heavy price for his wrong act.

