

# Writing and Grammar

## WRITING

### Letter Writing

#### Letters of Complaints

1. You are Shammi/Sapna, a resident of 12, Mall Road, Agra. You have noticed that majority of the water taps in your colony keep on leaking. Also water drips from various joints in the supply pipes. All these lead to a big wastage of potable water. Write a letter of complaint to the Municipal Commissioner, Agra Municipal Corporation requesting him to get the necessary repairs done. (CBSE 2020)

**Ans.** 12, Mall Road

Agra

26 March 20XX

The Municipal Commissioner

Municipal Corporation

Agra

**Subject: To Get the Necessary Water Repairs Done in the Locality**

Sir,

I, on behalf of all the members of our colony, am writing this letter to you to complain about the issue of water leakage from the water taps and various underground joints in the supply pipelines of our society.

We have been repairing the minor water leakages from the community water taps for a long time. However, a major problem has taken a big shape lately as the water drips from various joints in the supply pipelines. Water can be seen at many places on the pavement and the road in the colony. It has led to a big wastage of potable water.

This is a serious issue and it needs a quick solution. An immediate and permanent maintenance must be done at the earliest. We request you to take quick and effective steps to solve the issue.

Thanking you.

Yours faithfully,

Shammi

Address of the sender

Date

Designation and address of the receiver

Complaint about

Salutation

State the issue/problem

Details about the complaint

Mention the required steps/suggestions/solutions

Complimentary close

Signature/Name of the sender

2. You are Tabassum/Tarun, a resident of Satya Nagar Colony, Bhubaneswar, Odisha. You have noticed that some

#### COMMON ERROR

Some students write wrong address, date or signature. You have to write the address and signature as given in the question. You should write the date according to the time or season given or suggested in the question.



#### TIPS

- Follow the format carefully.
- Mention the subject of the letter properly.



residents of your colony are repeatedly flouting quarantine rules laid out during the outbreak of the COVID-19 pandemic.

Write a letter to the SHO of the local Police Station, drawing attention towards the same. Explain how such acts impact the health of the community and request immediate intervention and strict action.

(CBSE SQP 2020)

**Ans.** Satya Nagar Colony

Bhubaneswar

Odisha

10 October 20XX

The SHO

Satya Nagar Police Station

Bhubaneswar

Odisha

**Subject:** Requesting Action against Flouters of Quarantine Rules

Sir,

I am a resident of Satya Nagar Colony and I am writing this letter to draw your attention towards the complaint about some residents who are not following the quarantine rules.

This is really disappointing that in spite of the constant alarming notices, the rules have fallen on deaf ears. This is the non-compliance of rules by those residents who are not staying indoors at all and are disregarding the rules of social distancing. They roam about almost everywhere without the use of masks.

They are so ignorant towards the fact that they are putting everyone's life at risk through their casual behaviour. This has aggravated mental stress and fear in the residents of the colony. In spite of following all the precautionary measures at the personal level, the residents live under the constant threat of getting infected apparently.

We have put our concern in front of our Resident Welfare Association, however, it is not taking any steps to check such behaviour. So, we are knocking your doors for the assistance to take the immediate action regarding our concern.

On behalf of the entire society, I request you to look into the matter at the earliest to prevent the hazards of COVID-19. I hope for a prompt action.

Thanking you.

Yours faithfully,

Tabassum

3. You are Rohan/Roshni, a resident of 14, Hudson Street, Karnal. You have recently been transferred to Ambala. You have shifted your furniture and other household items using the services of Agrasen

Transport Company. You found that some of your furniture has been damaged while being moved. Write a letter to the Manager, Agrasen Transport Company, Hayward Road, Karnal, complaining about the same and demanding compensation for the damaged goods.

(CBSE 2019)

**Ans.** 14, Hudson Street

Karnal

15 March 20XX

The Manager

Agrasen Transport Company

Hayward Road

Karnal

**Subject:** Complaint about the Damaged Furniture

Sir/Madam,

I had availed the services of your transport company to shift my furniture and other household items from Karnal to Ambala. The booking was on 8 March 20XX and the Receipt No. is BR 2001. I had paid the fare through cheque No. 675001.

At the time of booking, I had voiced my concern regarding the safety of my furniture. You assured me that the driver and the attendants are experienced in transporting household items and that they would arrange them in such a manner that they will reach their destination safely.

You also said that if there is any damage then you will compensate for the same. When we took delivery of our items, we found that the sofa and the dining table had been completely broken. You can also come and check the same. I demand a compensation of ₹ 50,000. Please dispense off at the earliest or I will be forced to take a legal action.

Thanking you.

Yours sincerely,

Rohan

4. You are Rita/Rahul living at Sunder Colony, Agra. The stray dogs in your colony are regularly fed and vaccinated by the RWA of the colony. You are disturbed to see your neighbours treating these dogs badly. Write a letter to the President of the Society complaining against the rough treatment meted out to them and how it impacts the behaviour of the dogs who are otherwise very docile. (CBSE 2023)

**Ans.** Sunder Colony

Agra

15 June 20XX

The President

Sunder Society

Agra



**Subject: Complaint against the Rough Treatment Meted out to the Stray Dogs**

Sir,

I am writing this letter to draw your attention towards the rough treatment being meted out to the stray dogs in our colony. As we all know that these dogs are regularly fed and vaccinated by the RWA of the colony, and they have become a part of our community.

However, I have observed that these dogs are treated badly by some of our neighbours. They kick and hit them, causing them pain and trauma. This kind of treatment is not only cruel but also impacts the behaviour of the dogs who are otherwise very docile. They become frightened and tend to become aggressive which can be dangerous for the people around them.

I request you to take strict action against these offenders and ensure that the stray dogs in our colony are treated with the care they deserve. It is our responsibility as members of this community to ensure the safety and well-being of all living beings.

Thanking you,

Yours faithfully,

Rita

5. You are Rohit/Riya of Hauz Khas, New Delhi. You bought a pair of shoes from M/s Shoe Factory, GK-II, New Delhi. On unpacking them, you found to your amazement that both the shoes are meant for your left foot. Write a letter of complaint to the Manager of M/s Shoe Factory asking for replacement at their cost. (CBSE 2023)

**Ans.** Hauz Khas  
New Delhi

6 November 20XX

The Manager  
M/s Shoe Factory  
GK-II, New Delhi

**Subject: Complaint against the Defective Pair of Shoes**  
Sir/Madam,

I am writing this letter to complain against the defective pair of shoes that I recently purchased from your store, M/s Shoe Factory in GK-II, New Delhi. On unpacking them, to my surprise, I found that both shoes were meant for my left foot.

I was very excited to wear these shoes, but unfortunately, I cannot use them as they are not suitable for my feet. I am extremely disappointed with the quality control measures taken by your company, which has led to such a major oversight. I would like to request an immediate replacement of the shoes at your cost, as it has caused me a lot of inconvenience and this is not something that I can overlook.

I hope you understand my frustration with this issue and will take prompt action to resolve it. I look forward to get response from you soon.

Thanking you,

Yours sincerely,

Rohit

## Letters of Enquiries

1. You are Aruna/Arjun, C.C.A. incharge of St Joseph's High School, Pune Cantt. You have read an advertisement by the National Tourist Corporation, offering excellent prices for group tours.

Write a letter to enquire about the following:

- duration of tour
- sightseeing itinerary
- cost of package discount
- mode of transport
- destinations being offered

(CBSE 2023)

**Ans.** St Joseph's High School

Pune Cantt.

17 March 20XX

The Manager  
National Tourist Corporation  
New Delhi

**Subject: Enquiry about the Group Tours Packages**

Sir/Madam,

This is with reference to your advertisement published in The Daily express on 16 March 20XX, offering excellent prices for group tours that I am writing this letter to you. I want to enquire about the group tour packages offered by the National Tourist Corporation.

Address of the sender

Date

Designation and address of the receiver

Enquiry about

Salutation

Information enquired



I would be grateful if you could provide me with the following information regarding your tour packages:

- **Duration of the tour** : So that we can plan accordingly.
- **Sightseeing itinerary** : Which will help us to get an idea of the places we will be exploring.
- **Cost of the package discount** : So that we can assess the feasibility of the tour for our school.
- **Mode of transport** : That will be provided during the tour. Will it be a bus, train or flight? This information will help us to plan for our journey.
- **Destinations being offered** : That will help us to get an idea of the places we will be exploring.

I would appreciate if you let me know the above details at the earliest so that we can make an informed decision about the tour.

Thanking you.

Yours faithfully,

Aruna

C.C.A. Incharge

Mention the purpose of enquiry and information needed

Complimentary close

Signature/Name of the sender

2. You are Reema/Rajesh living at Mayur Colony, Mumbai. Write a letter of enquiry to the Director of National Science Centre, Mumbai, to gather relevant information as you are interested in joining their Astronomy Club. Enquire about eligibility, activities, frequency of meetings and other details. (CBSE 2023)

**Ans.** Mayur Colony

Mumbai

4 June 20XX

The Director

National Science Centre

Mumbai

**Subject: Enquiry about Astronomy Club**

Sir/Madam,

Having read your advertisement in The Times of India, dated 3 June 20XX, I am writing to you as I am interested in joining your Astronomy Club. I would like to enquire about the eligibility criteria, the activities that the club undertakes, the frequency of meetings, and all other relevant details that would be beneficial to me to know before enrolling.

I have always been fascinated by the mysteries of the universe and joining your Astronomy Club would provide me with the opportunity to learn and explore more about it. I would be grateful if you could provide me with the necessary information that I require to make an informed decision about joining your Astronomy Club.

I look forward to a prompt reply.

Thanking you,

Yours sincerely,

Reema

3. You are Kamal/Kanishka living at G-59, Kirti Nagar. Write a letter to the Principal I.T.I. Pusa, enquiring about the diploma course available in the institution, the duration of the course, the fee-structure, placement services and the admission process.

(CBSE 2023)

**Ans.** G-59, Kirti Nagar

New Delhi

7 May 20XX

The Principal

ITI

Pusa

**Subject: Enquiry about the Diploma Course**

Sir/Madam,

I am writing this letter to enquire about the diploma course available in your esteemed Institution. I would appreciate if you could provide me with more detailed information regarding it.

Firstly, I would like to know the duration of the course and the fee structure. Additionally, it would be helpful to have information regarding the admission process and the documents required for it.

Furthermore, I want to know if your institution provides placement services to its students upon completion of the course. I would also like to know about the companies that have visited your campus in the past and the average salary packages offered to the students.

I would appreciate if you let me know the above details at the earliest.

Thanking you,

Yours sincerely,

Kamal



4. You intend to join coaching classes at International Coaching Centre situated in Raipur. The institute specialises in teaching science to classes XI and XII. Write a letter of enquiry addressed to the Administrator in charge of the institute seeking clarification about the timings, duration, staff, transport and other necessary details for joining the institute. You are Rajesh/Rajni of 2, Library Road, Jabalpur. (CBSE 2018)

**Ans.** 2, Library Road

Jabalpur

24 April 20XX

The Administrator

International Coaching Centre

Raipur

**Subject:** Enquiry about Coaching for Classes XI and XII Science

Sir/Madam,

Having read your advertisement in Dainik Jagran, dated 20 April 20XX, I am interested in joining your classes.

I would like to know the following details about XI and XII Science coaching classes:

1. Date of commencement of classes
2. Fees to be deposited
3. Scholarship offered and criteria for the same
4. Class days and timings
5. Transport facility

Kindly send the above details within a week for me to take a decision and enroll.

Thanking you,

Yours faithfully,

Rajesh

5. You are Samina Zaveri, Class X, Vadodara, Gujarat. You come across the following information on a local library's notice board.

### Create Your Own Board Game Competition!

Create an educational board game, and send it to us at Teen-Toggle Games Pvt. Ltd, 307, Satija building, Colaba, Mumbai by July 2022. The top 10 winning board games will be featured on our international portal.

Attractive scholarships for the winners!

You wish to participate but require more information. Write a letter to Teen-Toggle Games Pvt. Ltd., enquiring about rules, scholarship details and deadlines. Also enquire about specifications for solo or group entries. (CBSE SQP 2022 Term-2)

**Ans.** Vadodara

Gujarat

3 April 20XX

The Manager

Teen-Toggle Games Pvt. Ltd.

307, Satija building

Colaba, Mumbai

**Subject:** Enquiry about Board Game Competition

Sir/Madam,

This is with reference to your Board Game Competition notice on the local library's notice board.

I am very excited and wish to participate in the Board Game Competition but I need some more information which is not given in the notice. Kindly let me know the following details:

1. All the rules and regulations of the competition
2. The scholarship details
3. If group entries can be sent or only the solo entries are allowed
4. The deadline of the competition

I would appreciate if you let me know the above details at the earliest. So, that I can send my entry within time.

Thanking you,

Yours sincerely,

Samina Zaveri

## Letters of Placing Orders

1. Write a letter to the Manager, Haldiram's, Nagpur, requesting him to supply sixty lunch packets for your excursion party which would be travelling by the G.T. Express from Delhi to Chennai. Your train will reach Nagpur at 12:15 pm. Mention your coach number and other relevant details. You are Priti/Pritam, Coordinator of the excursion party of Sriram Vidya Niketan, Delhi.

**Ans.** Sriram Vidya Niketan

Delhi

10 December 20XX

The Manager

Haldiram's

Nagpur

Address of the sender

Date

Designation and address of the receiver



**Subject: Order for the Supply of Sixty Lunch Packets**

Sir/Madam,

We are a group of sixty students and teachers going on an excursion to Chennai. We will be travelling by the G.T. Express and will leave Delhi on 20 December at 10:30 pm. Our train will reach Nagpur on 21 December at 12:15 pm.

We would like to place an order for sixty lunch packets to be delivered at Nagpur station at 12:15 pm on 21 December. Our coach number is 54 and our bogle number is A1. I am enclosing here with a Demand Draft of ₹5.000 as advance payment and will make the final payment on delivery of the lunch packets.

I request you to be punctual as the train halts at Nagpur station for fifteen minutes only.

I will be grateful if you confirm acceptance of our order at the earliest.

Yours faithfully,

Priti

Placing the order for  
(mention goods/service)

Salutation

Information

Details of the order

Mode of confirmation of the order

Complimentary close

Signature/Name of the sender

2. You are Harsh Maheshwari, looking after the computer section of your school. During a quality checking done by your computer teacher, it has been noticed that ten out of forty computers are not working. Write a letter, to the Store Manager of Intex Computers and place an order for ten computers for your school.

In your letter, mention:

- the configuration of systems
- the good condition of systems
- timely delivery of systems

**Ans.** XYZ School

Upper Bazaar  
Ranchi

7 June 20XX

The Store Manager  
Intex Computers  
Ranchi

**Subject: Placing an Order for Computers**

Sir/Madam,

This is with reference to our discussion regarding the purchase of ten Intex Computers for our school.

The systems should have 8 GB RAM, 1 TB hard disk, screen size of 17 inches and Windows 10.

Please note that all the payments will be made after the safe delivery of the systems. All the computers should be delivered within a week.

I hope you will adhere to the delivery timeline and will provide the best of the services.

Yours truly,

Harsh Maheshwari  
Supervisor (Computer section)

3. You are Aruna/Arun Kapoor, the Student Prefect incharge of the school library of New Age International School, Sector-12, Alwar, Rajasthan. You are also a part of the newly-formed Reading Club of the school. You have been asked to place an order for children's books for 9 to 14 years of age. Write a letter, to the Manager of AD Book Depot, Madhupur, Jaipur, placing an order for the required books. Provide the necessary details.

**Ans.** New Age International School

Sector-12, Alwar  
Rajasthan

4 May 20XX

The Manager  
AD Book Depot  
Madhupur, Jaipur

**Subject: Placing an Order for Books for the School Library**

Sir/Madam,

We are planning an expansion of our school library so that our students can have better access to books.

We would like to place an order for the following books required by the school library:

S.No.	Item Code	Item Name	Quantity
1	D-2	Gulliver's Travels	15
2	A-25	The Diary of a Young Girl	15
3	H-10	Ignited Minds	20

Kindly note that we require unabridged versions of these books.

A new, Reading Club is about to begin in the second week of May, so you are requested to deliver the books



by 10 May 20XX. Please give trade discount of 25%. The payment will be made in cash upon delivery.

Yours faithfully,

Aruna Kapoor

(Student Prefect Incharge, School Library)

4. You are Sudeshna/Sudesh Garg, the proprietor of Fit Gym, Lajpat Nagar, New Delhi. You recently came across an advertisement of Sportsworld Company Limited, Amar Colony, New Delhi, offering good discounts on some of their sports and gym equipment and wish to purchase some for your gym. Write a letter to the Manager of this company, placing an order for the required goods.

**Ans.** Fit Gym

Lajpat Nagar

New Delhi

15 June 20XX

The Manager

Sportsworld Company Limited

Amar Colony

New Delhi

**Subject:** Placing an Order for Gym Equipment

Sir/Madam,

With reference to your advertisement in the local newspaper Midday Mirror, dated 13 June 20XX, I would like to place an order for gym equipment.

The details of the order are as follows:

1. Three Treadmills
2. Four Dumb-bells
3. One Stationary bike

Kindly note that we want the above to be delivered by 26 June 20XX as we need them urgently. We would also like to avail the 20% discount offered in the advertisement. Payment will be made by cheque after the inspection of goods.

Please acknowledge the receipt of the letter.

Yours truly,

Sudeshna Garg

(Proprietor)

5. You are Vaijanthi/Vijay from Prakasham Nagar, Secunderabad, Andhra Pradesh. Write a letter to Book Haven Store, requesting home delivery of the books, stationery and art materials you had ordered telephonically. Share the reason for being unable to pick up the goods in person. Confirm your address details and a convenient time slot. (CBSE SQP 2020)

**Ans.** Prakasham Nagar

Secunderabad

Andhra Pradesh

10 October 20XX

The Sales Manager

Book Haven Store

Andhra Pradesh

**Subject:** Requesting the Home Delivery of the Ordered Goods

Sir,

This is with reference to the order number RXVI 2025 for the textbooks of class IX and X, stationery and art material ordered telephonically on 5 October 20XX to Mr Mukesh, one of the members of your Sales Department.

I wish to get the books delivered at my home.

To pick up the goods in person is, unfortunately, not possible due to family emergency. So, I request you to kindly deliver the goods at my home as it is already delayed and the items are needed urgently.

I will be thankful to you for the same if the items are delivered to me by 12 October 20XX before 12 noon. My address is:

Flat No. 21/B, Block-2, Prakasham Nagar, Secunderabad.

I hope for the timely delivery.

Thanking you,

Yours faithfully,

Vaijanthi

6. You are Niharika, Incharge of the Neighbourhood Library for children. Write a letter to Manautal Publishers placing an order for books 2 sets each of Panchatantra and Amar Chitra Katha. Mention mode of payment, library discount and date of delivery.

(CBSE 2022 Term-2)

**Ans.** Neighbourhood Library

Subhash Marg

Meerut

15 May 20XX

The Sales Manager

Manautal Publishers

New Delhi

**Subject:** Placing an Order for Books

Sir/Madam,

We wish to place an order for children books for our library. Currently, the following books are required by our library:

S.No.	Item Name	Quantity
1	Panchatantra	2 Sets
2	Amar Chitra Katha	2 Sets

We require these book sets in English. We are expecting long business relations with your company if terms and conditions are favourable. You are requested to deliver the books by 25 May 20XX.

A reasonable library discount of 25% is expected. The payment will be made in cash on delivery.

Thanking you,

Yours faithfully,

Niharika

(Incharge, Neighbourhood Library)



## Letters to the Editors

1. You are Preeti/Pramod residing at Green View Apartments, Pune. The rising prices of daily commodities have added to the problems of the common man who is finding it difficult to meet his daily needs. Write a letter to the editor of a national daily voicing the problems you are facing because of this inflation and requesting the concerned authorities to look into the matter. (CBSE 2023)

**Ans.** Green View Apartments

Pune

12 September 20XX

The Editor

The Times of India

New Delhi

**Subject: The Problem of Rising Prices of Daily Commodities**

Sir,

Through the columns of your esteemed daily, I would like to raise my concern about the rising prices of daily commodities. I have first-hand experience of the problems of the common man due to this inflation.

The cost of essential items such as food, fuel and clothing has increased significantly in recent times, and it has become quite difficult for people like me to meet our daily needs. Many families are struggling to make both ends meet. This situation is more likely to worsen in the future.

I appeal to the concerned authorities to look into this matter urgently and take appropriate actions in this regard. It is essential that steps are taken to control the prices of essential commodities so that the common man can lead a comfortable life.

Thanking you,

Yours truly,

Preeti

Address of the sender

Date

Designation and address of the receiver

Problem addressed

Salutation

Purpose of writing the letter

Important details

Solutions/Suggestions/Request

Complimentary close

Signature/Name of the sender

2. You are Swati/Sohan living at 14, DLF, Phase III, Gurugram. Your streets and roads get waterlogged during the monsoon season every year. Cars stall, drains overflow and traffic comes to a standstill. It is difficult to lead a normal life and this adds to your woes. Write a letter to the editor, 'The Times of India', highlighting the problems and suggesting measures to control the problem. (CBSE 2023)

**Ans.** 14, DLF, Phase III

Gurugram

12 May 20XX

The Editor

The Times of India

New Delhi

**Subject: Waterlogged Streets and Roads during the Monsoon Season**

Sir,

Through the columns of your esteemed daily, I would like to bring to the notice of the concerned authorities the perennial issue faced by the residents of DLF, Phase III in Gurugram during the monsoon season. Every

year, our streets and roads get waterlogged, causing immense inconvenience to the residents. Cars stall, drains overflow, and traffic comes to a standstill. It becomes difficult for us to lead a normal life.

Despite numerous complaints the problem persists. We believe that the root cause of the problem is the lack of proper drainage systems in our locality. It seems that the drains are either clogged or not in condition to handle the excess water during the rainy season.

We request the authorities to take immediate steps to address the issue. The installation of efficient drainage systems and regular maintenance of the existing drains would surely solve the problem.

Also, cleaning of the drains and regular garbage collection should also be undertaken to prevent clogging.

We hope that our plea would be considered and necessary steps would be taken to ensure that we do not have to face this issue again.

Thanking you,

Yours truly,

Swati/Sohan



3. You are Anita/Anil of Panday Park. You recently worked on a school project on the powerful impact of media in promoting national integration. Write a letter to the editor of 'The Hindu' sharing your views on the role of media. (CBSE 2023)

**Ans.** Panday Park  
New Delhi  
23 August 20XX  
The Editor  
The Hindu  
New Delhi

**Subject:** The Role of Media in Promoting National Integration

Sir,

I am writing this letter to share my thoughts on the role of media in promoting national integration. I recently worked on a school project on the powerful impact of media in this regard.

There is no denying that the media plays a vital role in shaping public opinion and promoting a sense of unity and brotherhood among people of different communities. It has the power to challenge stereotypes, nourish intercultural dialogue, and highlight the characteristics that bind us together as a nation.

I have a firm belief that media can be a powerful tool for promoting national integration, and it is important for us to recognise its role in building a more unified and peaceful nation.

Thanking you,

Yours truly,

Anita

4. You are Armaan/Anjali of C-63, Panvel. You recently read a magazine article which highlighted the condition of underage children working in hazardous conditions. Instead of going to school, they are working in dimly lit factories, tea stalls, garages, etc., to supplement family incomes. Write a letter to the

editor of 'The Times of India' drawing attention to this national problem and suggesting solutions.

(CBSE 2023)

**Ans.** C-63, Panvel  
Maharashtra  
13 December 20XX  
The Editor  
The Times of India  
New Delhi

**Subject:** Underage Children Working in Hazardous Conditions

Sir,

I am writing to draw your attention towards the serious issue of underage children working in hazardous conditions. It is regrettable that instead of going to school, they are forced to work in dimly lit factories, tea stalls, garages, and other such places to supplement their family incomes.

This is a national problem that needs immediate attention. The number of child labourers is increasing day by day despite various laws and regulations. It is unfair and agonising that these children, who should be playing and studying are being exposed to dangerous working conditions. This hampers their physical and mental health besides depriving them of a childhood and a bright future.

As responsible citizens, we must play our part in addressing this issue. The government must enforce strict laws against child labour and ensure that every child has access to education. NGOs and other organisations can also play a vital role in spreading awareness about this issue and providing support to these children and their families.

It is high time that we come together to fight against child labour and create a better future for our children.

Thanking you,

Yours truly,

Armaan

5. Technology today is an effective and convenient means of learning.

#### TECHNOLOGY IN EDUCATION

PROS	CONS
• Improves engagement and retention	• Distracting
• Promotes interactive collaborative learning	• Reduces problem solving skills
• Prepares students for the future	• Reduces direct peer interaction
• Reduces costs	• Expensive to maintain
• Promotes technological skills	• Information may not be authentic
• Provides current information	• Communication

You are Meera/Vaibhav and would like to share your views on the pros and cons of technology in education. Write a letter to the Editor of a newspaper expressing your views. (CBSE 2023)

**Ans.** Bharti Vidyapeeth  
Gulmohar Park  
New Delhi  
14 March 20XX



The Editor  
The Hindu  
New Delhi

**Subject: The Pros and Cons of Using Technology in Education**

Sir,

I am writing this letter to bring to your notice the consequences of using technology in education today. In a country populated by mostly young people with handheld devices, it is imperative to be aware of the fact that technology has both pros and cons.

In the modern era, when every nook and corner of our everyday life is dominated by technology, our education system is also being deeply impacted by this phenomenon. If we talk about its merits, it improves student engagement, their retention span, provides learners more ways to collaborate and interact, and prepares students for the future which is definitely going to be technology-governed. However, the technology has some negative aspects too. Technology often causes distraction among young learners who are accustomed to multiple tabs and instant gratification. It makes things like calculation or writing an essay easy and quick which often hampers learning and encourages plagiarism which is exactly the reason why teachers fear ChatGPT. Moreover, online interaction doesn't have the charm and natural spontaneity of face-to-face interaction between teachers and students which obstructs the students' social development. Finally, while technology is undoubtedly an effective and convenient means of learning, it should not completely replace traditional forms of education. A balance should be maintained between the two.

Therefore, I want to highlight these pros and cons of technology in education through the columns of your esteemed daily and create a positive awareness among the masses.

Thanking you,

Yours truly,

Meera

6. **As Armaan Khan, the School Literary Captain of Ujjwal Academy, Old City, Kildarabad, you believe that languages can help bridge regional divides and promote unity. Write a letter to the Editor of a national daily suggesting the introduction of an online regional language learning programme managed and run by student councils and language clubs in the city. The programme aims to help residents who have recently relocated to a new region in picking up the local language organically. Share the importance and credibility of such a programme and suggest a feasible way to execute it along with possible activities.**

(CBSE SQP 2023-24)

**Ans.** Ujjwal Academy

Old City, Kildarabad

21 July 20XX

The Editor

Bhartiya Samachar

Jamnagar, Kildarabad

**Subject: Introduction of Online Regional Language Learning Programmes**

Sir,

As someone who believes that languages can help bridge regional divides and promote unity, I am writing to suggest the introduction of an online regional language learning programme in our city to help the recently relocated residents (of all ages) establish a healthy rapport with the local residents and promote mutual understanding.

This online programme, organised and run by student councils and language clubs, can help these residents pick up the local language organically. This initiative may be conducted only on weekends for three months, making it feasible for participants to attend without hindering their work or studies. Activities such as language exchange programmes, cultural events, and group discussions on the virtual platform can be undertaken to make this programme more engaging.

I hope that publishing of this letter in the columns of your daily shall urge the community to support this programme for its potential to bring people together, promote language proficiency, and foster a sense of brotherhood.

Thanking you,

Yours truly,

Armaan Khan

(Captain, Literary Club)

7. **Recently a serious quarrel took place in a colony in Delhi due to the use of loudspeakers at a public place and caused disharmony among the people. Write a letter to the Editor of *The Hindustan Times* expressing your concern over the unpleasant incident, highlighting the fact that the loudspeakers cause noise pollution and discord, suggesting that the unauthorised use of loudspeakers at public places should be banned. You are Anjana/Arjun, F-112 Kailash Colony, Delhi.** (CBSE 2015)

**Ans.** F-112, Kailash Colony

Delhi

20 February 20XX

The Editor

The Hindustan Times

Bahadur Shah Marg

Delhi

**Subject: Nuisance Caused by Loudspeakers**

Sir,

Through the columns of your esteemed newspaper, I would like to bring to the notice of the concerned authorities the nuisance created by loudspeakers in our city.

A recent incident involving loudspeakers was instrumental in triggering a quarrel among the people. In a religious procession, the loudspeakers were blaring out at a high volume. When some people complained



about it, it led to a fight between them. Around five people were injured and the police had to intervene.

Also, the board exams are about to start. Students are busy in their preparations. They study till late night and during early morning. And it is during these times that loudspeakers blare out loud, disturbing the concentration of the students.

Also, since it is election time, so during daytime also contestants give speeches which are transmitted through loudspeakers causing noise pollution.

I request the religious leaders as well as the contestants to act in public interest and stop the use of loudspeakers.

Also, the concerned authorities should impose heavy fine on those who indulge in such activities. Students are the future of this country. We should ensure that they are allowed to study in peace.

Thanking you,

Yours faithfully,

Anjana

8. **You are Hema/Hemant, 14/9, Hill Apartments, Jaipur. You are not satisfied with the facilities for tourists in Jaipur. Write a letter to the editor of a local daily giving suggestions on ways to improve the facilities for tourists.** (CBSE 2019)

**Ans.** 14/9, Hill Apartments

Jaipur

14 October 20XX

The Editor

Dainik Jagran

Jaipur

**Subject: Suggestions to Improve Facilities for Tourists**

Sir/Madam,

Jaipur is endowed with natural, geographic, cultural and artistic diversity. Therefore, a large number of local and foreign tourists visit Jaipur every year. Tourism has become the highest revenue generator of our city and provides employment to a number of people.

However, the facilities for tourists in our city are not up to the mark. Lack of proper infrastructure, trained human resources and inadequate marketing and promotion hinder the flow of tourists in our city. Cleanliness is also a big issue.

The concerned authorities should take necessary steps to improve the infrastructure. Public transport linkages to major sightseeing sights should be provided. Guides should be properly trained. Cleanliness should be made a mass-driven programme.

If the above measures are adopted then a visit to this city will be a memorable one.

Thanking you,

Yours truly,

Hema

## Miscellaneous

1. **You are Zac Skaria, a resident of # 412, Magna Greens Apartments, Gandhi Marg, Jonpara, Mumbai. Three students of grade 10 from your residential complex have rescued and rehabilitated a few old beggars from the neighbourhood. You think that their work deserves appreciation and recognition. Write a letter to the President of the RWA, seeking recommendation for these youth, to be nominated for 'Serving Citizens Award'. Suggest some other ways so that such acts of kindness could be recognised and awarded in the future.** (CBSE SQP 2022-23)

**Ans.** 421, Magna Greens Apartments

Gandhi Marg, Jonpara

Mumbai

12 October 20XX

The President

RWA

Gandhi Marg, Jonpara

Mumbai

**Subject: Recommending Nominations for 'Serving Citizens Award'**

Sir,

This is with reference to the empathetic social service done by Miss Nitya, Master Jayanti and Master Vibhor (residents of our complex), in rescuing and rehabilitating a few old beggars from our neighbourhood. These students ensured that the beggars were rehabilitated at 'Apna Ghar'—an NGO which takes care of the needy of our city.

This selfless initiative carried out with dedication and responsibility, deserves due recognition. I, therefore, request you to issue a letter of recommendation for these students to be nominated for 'Serving Citizens' Award' organised by the local Municipal Corporation.

I would also like to submit that the RWA takes an initiative to set up a special committee that looks into such acts in the future. This would aid dedicated attention and appropriate screening of nominations. Arrangement of academic sponsorships for such children would also be an encouraging gesture.

I entreat that you address this at your earliest convenience and issue the recommendation letters.

Thanking you,

Yours sincerely,

Zac Skaria

2. **As Vaishali Nathani of 214, Indrayani Apartments, Vaishali Street, Daipur, you believe that forming Ecology clubs and appointing Eco-minders in your city can aid in the preservation and conservation of nature. Write a letter to the MLA of your city area suggesting the need to form such clubs. Share their importance and implications. Recommend the involvement of resident volunteers for implementation of ecoclub activities that nurture and protect the local ecosystem.** (CBSE SQP 2023-24)



**Ans.** 214, Indrayani Apartments

Vaishali Street

Daipur

15 June 20XX

The MLA

Janta Sadan

Daipur

**Subject: Suggestion Regarding the Need to Form Ecology Clubs**

Sir,

I am writing this letter to express my concern about the environmental degradation in our city and suggest a solution that I believe could help in preserving and conserving nature. I believe that forming Ecology clubs and appointing Eco-minders in our city can aid in this endeavour.

Ecology clubs can be run by resident volunteers who may undertake activities such as making bird-houses, planting native trees, water harvesting and creating compost piles to nurture and protect the local ecosystem. By involving the residents in these activities, we can raise awareness about the importance of preserving nature and instil a sense of responsibility towards it.

Some of the implications of forming Ecology clubs are reduction of pollution levels, increase in biodiversity and promotion of sustainable practices. This initiative will enhance the quality of life of the residents by providing them with a green and healthy environment.

You are requested to kindly consider this suggestion to ensure better preservation and conservation of nature.

Thanking you,

Yours sincerely,

Vaishali Nathani

## Analytical PARAGRAPH WRITING

### How to write/attempt an analytical paragraph?

- ▶ Select the part from the available choices that you will be able to comprehend easily.
- ▶ Read the question and understand what it states.
- ▶ Go through the data (which may be in the form of chart, graph, etc.) and try to interpret and analyse it. Figure out the comparisons and similarities that can be drawn out of it.
- ▶ On the basis of all your understanding, write the information that you have gathered in a logical sequence.

### Format of an Analytical Paragraph

- ▶ The first part is the **introduction** that should describe in brief what the graph/chart/report etc. is about.
- ▶ Then is written **the body** or main part which should contain the details. It can be broken into two or three sub-parts.
- ▶ The last part should be **concluding** in nature and act as the closing statement.

1. Read the following excerpt from an article that appeared in the magazine section of a local daily.

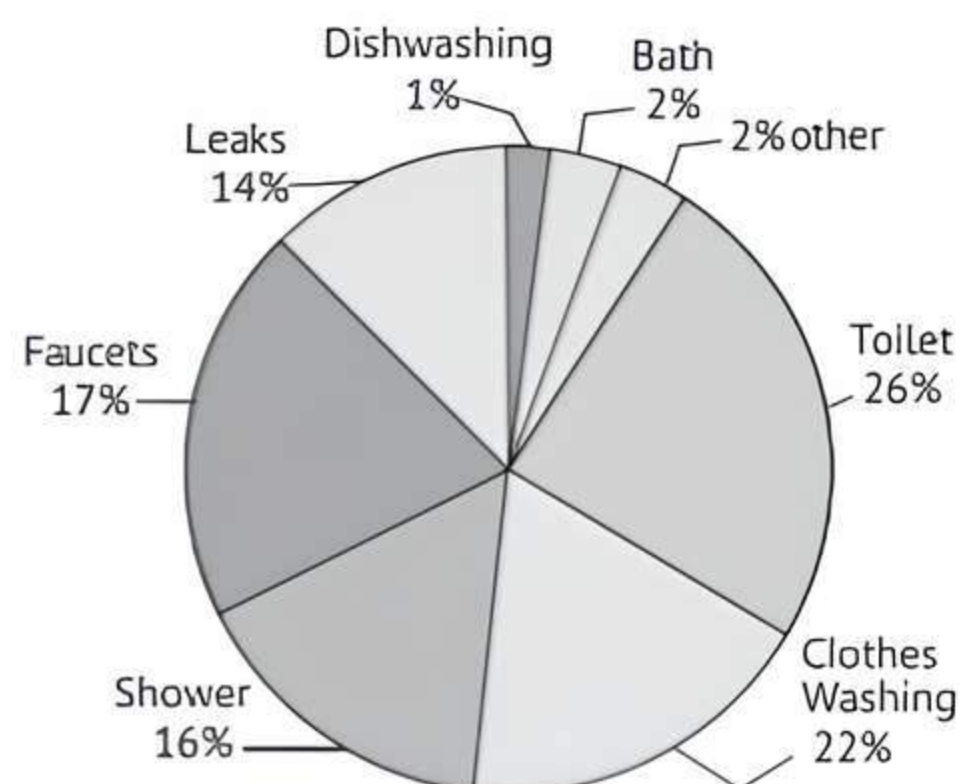
*The ban on single-use plastic is impractical. The purpose of articles such as bags and packing material is ultimately to make human life easier. Plastic articles make this convenient, so they shouldn't be banned.*

**Write an analytical paragraph for the given argument. You could give rationale/evidence that would counter/strengthen the argument.** (CBSE 2023)

**Ans.** The given lines exclaim that the ban on single-use plastic is impractical as it has made human life easier. From the very beginning in the morning and working throughout the day till night, we are surrounded by the substance named plastic. It is unavoidable however it cannot be denied that plastic is a threat even bigger

than that of anything else. Single-use plastic takes hundreds of years to decompose, and much of it ends up in our oceans, harming marine life and disrupting ecosystems. Additionally, the production of plastic requires significant amounts of fossil fuels and contributes to greenhouse gas emissions. Alternatives to single-use plastic, such as reusable bags and biodegradable packaging, are readily available and can provide the same convenience without the negative environmental impact. Therefore, the ban on single-use plastic is not only practical but also necessary for our planet. The need of the hour in India is strict laws and their enforcement. However, plastic even then shall continue to be in use at the ground reality until the perfect substitute of plastic is invented.

2. The given pie-chart shows how water is consumed in households in a metropolitan city in India. Study the information carefully and write a paragraph analysing the given pie-chart data. (CBSE 2023)





**Ans.** The given pie chart shows us the percentage consumption of water in households of metropolitan cities.

The consumption of water is maximum in toilet with a percentage of 26. The modern sewer system has tended the more use of water. 22% of water is used in clothes washing as here also the use of automatic washing machines in these big cities is done in a considerable amount and this implies too much wastage of water than the actual consumption. Likewise, we came to observe that besides water being used in bath for 2%, 16% of water is used in shower. This can be considered an unwise act especially by the educated people of such big cities. Every time when there is an appeal for preserving water for future, shower is always suggested to be replaced by the use of bucket and mug for bathing. Perhaps, it fell in deaf years. Water used generally through taps or faucets is 17%. Water consumption in dishwashing is 1% of the total consumption. Water used for other activities is 2% which might be used for cooking purpose, drinking purpose or watering plants, etc. We come across another grim reality of not the water consumption but actually, the water wastage through the leaks which contribute to 14% and consequently becomes a concern which needs immediate attention. Majority of educated and sophisticated people reside in metropolitan cities yet the situation is astounding.



## TIP

Study the given argument, chart, graph, etc. carefully.

## TR!CKS

- Note down the important facts or points given in the chart, graph, etc.
- Arrange these points and explain them properly to make a paragraph.

3. The table given below contains data related to the annual increase in the number of vehicles in major Indian cities (percentage data has been given). Write an analytical paragraph interpreting the data. (CBSE 2023)

**Annual Increase in the Number of Vehicles in Major Indian Cities (Percentage)**

City (in descending order of population)	Passengers			
	Private		Intermediate	
	Two Wheelers	Cars and Jeeps	Taxis	Three Wheelers
Mumbai	12.7	6.9	—	—
Kolkata	18.2	17.2	10.8	32.7
Delhi	18.7	19.4	3.6	10.2
Chennai	42.5	31.3	36.8	1.3

**Ans.** The given table contains data related to annual increase in the number of vehicles in major Indian cities.

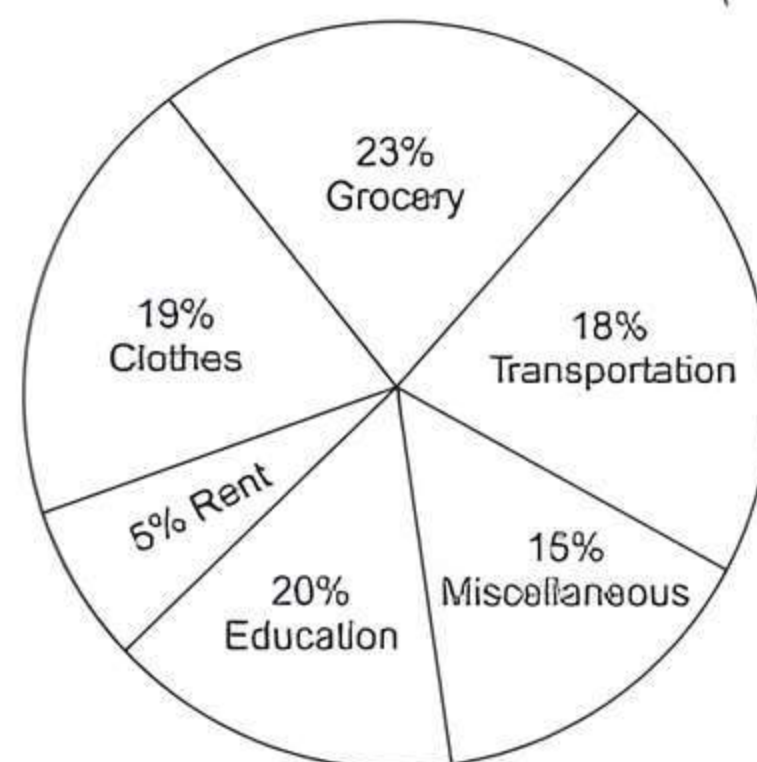
The data has been presented in descending order of population of 4 major metropolitan cities of India, i.e., Mumbai, Kolkata, Delhi and Chennai. The passengers have been categorised into two on the basis of purpose of purchase, i.e., whether a person is making purchase privately or for intermediate purpose. Under private purposes, the two wheelers, cars and jeeps have been taken into comparison. Under intermediate purpose, taxis and three wheelers have been taken into consideration. It can be deemed that the vehicles under intermediate will be used for commercial purpose or for resale purpose.

If the scenario of Mumbai is observed, the increase in number of two wheelers is roughly double the number of increase of cars and jeeps, whereas there is no increase observed in taxis and three wheelers. If we compare and analyse the statistics of Kolkata, the number of private vehicles has been similar with just a difference of 1%.

Whereas the rate at which the annual increase is observed in three wheelers is 3 times the number of taxis in Kolkata.

As far as Delhi's annual increase in the number of vehicles is concerned, the similar increase could be observed in the three wheelers and the two wheelers with just a difference of 0.5%. Delhi reports the minimum number of annual increase in taxis. However, the maximum annual increase in the number of taxis is observed in Chennai with 36.8%. Chennai has the maximum annual increase in most types of vehicles as in contrast with the other three cities. The minimum increase has been observed in three wheelers in Chennai.

4. The given pie chart represents the amount of money spent by a family on different items in a month. Write an analytical paragraph using the information given in the pie chart. (CBSE 2023)



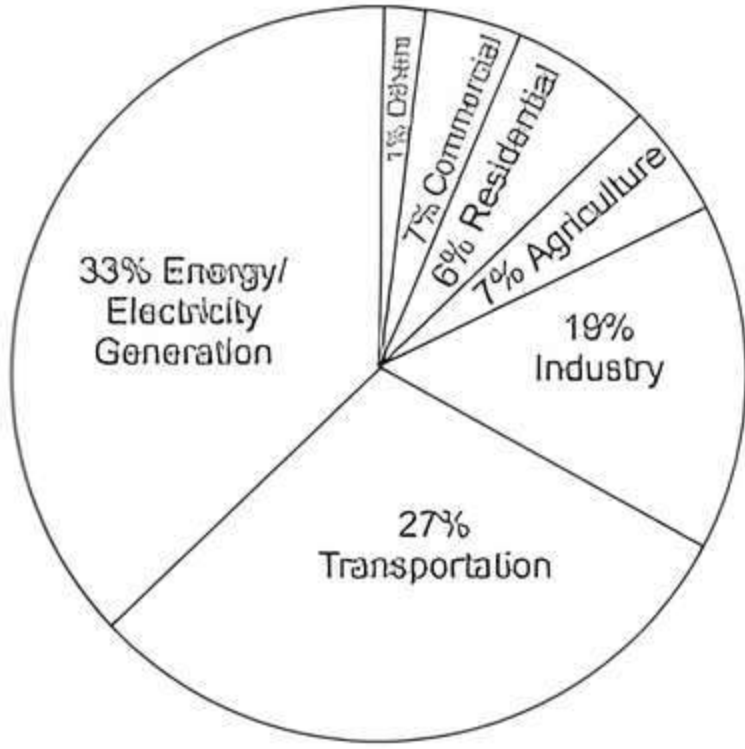
**Ans.** The given pie chart represents the amount of money spent by a family on different items in a month. The highest percentage of the expenses is spent on groceries, accounting for 23% of the total expenses. The next comes education with 20%, followed by



clothes with 19% and transportation with 18%. Only 5% of the monthly expenses is spent on rent, which is the smallest percentage among all categories. Miscellaneous expenses, which may include entertainment and personal care, account for 15% of the total expenses. The chart highlights that the family's priority is to spend a significant amount of money on necessities such as groceries and education, whereas the family does not spend much on non-essential items such as entertainment, etc.

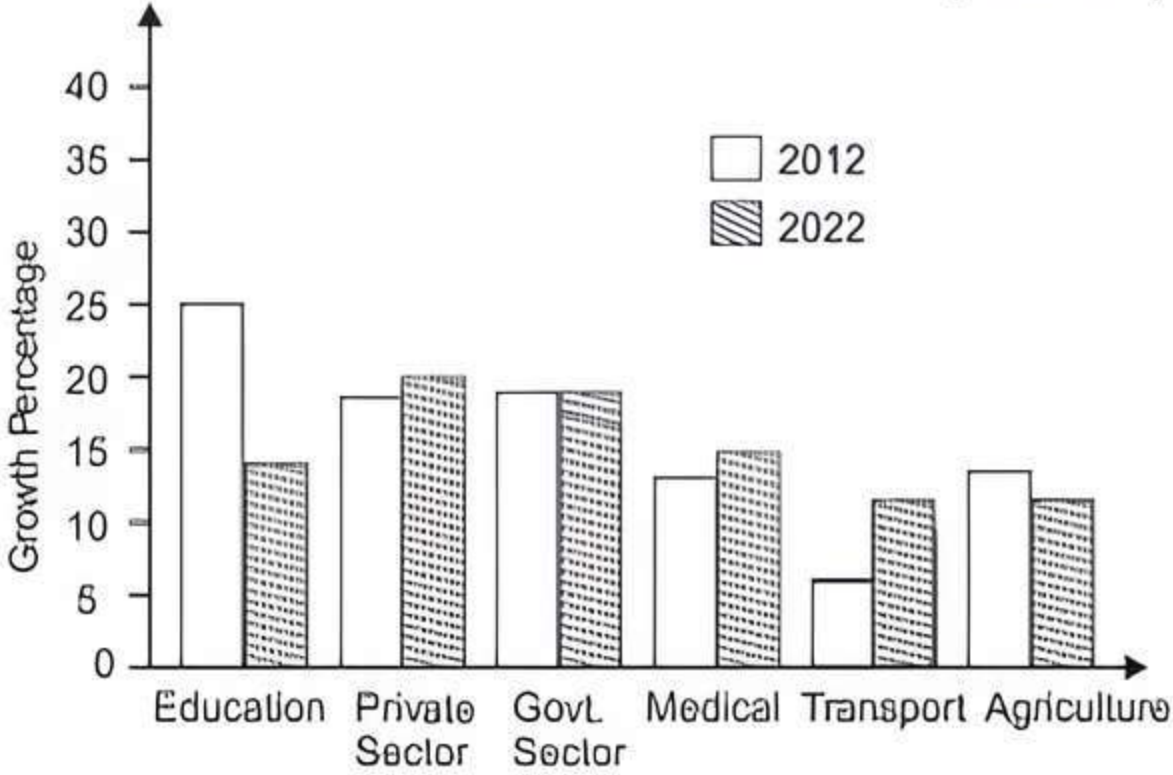
**Ans.** The given information tells us about the pollution figures for suspended particulate matter, sulphur dioxide and nitrogen oxide in major Indian cities. These figures are a cause of concern. The permissible limits for these pollutants are 200, 80 and 80 respectively. However, Ludhiana, Delhi, Mumbai and Chennai have reported higher levels than the permissible limits. Delhi exceeds the permissible limits of suspended particulate matter, sulphur dioxide, and nitrogen oxide by a huge margin and is clearly the most polluted city. The high levels of pollution in Delhi can be attributed to a range of factors such as vehicular emissions, industrial activities and construction work. Mumbai and Ludhiana also report alarming levels of suspended particulate matter. Chennai, on the other hand, is somewhat lower in terms of suspended particulate matter. From the figures it is obvious that the issue of pollution in Indian cities requires immediate attention and action. Measures such as promoting public transportation, stricter regulations for industries, and promoting renewable energy sources will surely help in addressing this problem.

**7. Global weather has been undergoing a drastic change and global warming is responsible for creating arctic melt downs. Use the given pie-chart to write a paragraph analysing the reasons for climate change.** (CBSE 2023)



**Ans.** The given pie-chart shows us the percentage breakdown of the various sources responsible for climate change. According to the chart, energy/electricity generation accounts for the highest share with 33%, followed by transportation with 27% and industry with 19%. Commercial and agricultural sectors share 7% each, while the residential sector accounts for 6%. Other sectors contribute 1%. The given pie-chart suggests that the main culprits behind climate change are the sectors involved in energy production, transportation and industrial activities which rely heavily on fossil fuels, and release greenhouse gases like carbon dioxide and methane into the atmosphere. So, we must shift to cleaner and sustainable sources of energy and promote ecofriendly transportation methods to control climate change and prevent further environmental damage.

**5. Write an analytical paragraph based on the double bar graph showing the percentage growth in different sectors in a developing country from the year 2012 to 2022.** (CBSE 2023)



**Ans.** The double bar graph illustrates the percentage growth in different sectors in a developing country over a ten-year period, from 2012 to 2022. The graph clearly indicates that the education sector experienced the highest percentage growth in 2012, with a percentage of 25%, but decreased to 13% by 2022. On the other hand, the private sector witnessed a modest growth rate of 18% in 2012, which increased to 20% by 2022. The government sector remained stable at 18%. The medical sector recorded a slight increase in growth from 12% in 2012 to 15% in 2022. The transport sector experienced a significant growth rate of 5% in 2012 to 10% in 2022, and the agriculture sector experienced a decline from 13% in 2012 to 10% in 2022. Overall, the double bar graph shows the changing trends in the growth of different sectors of the developing country's economy.

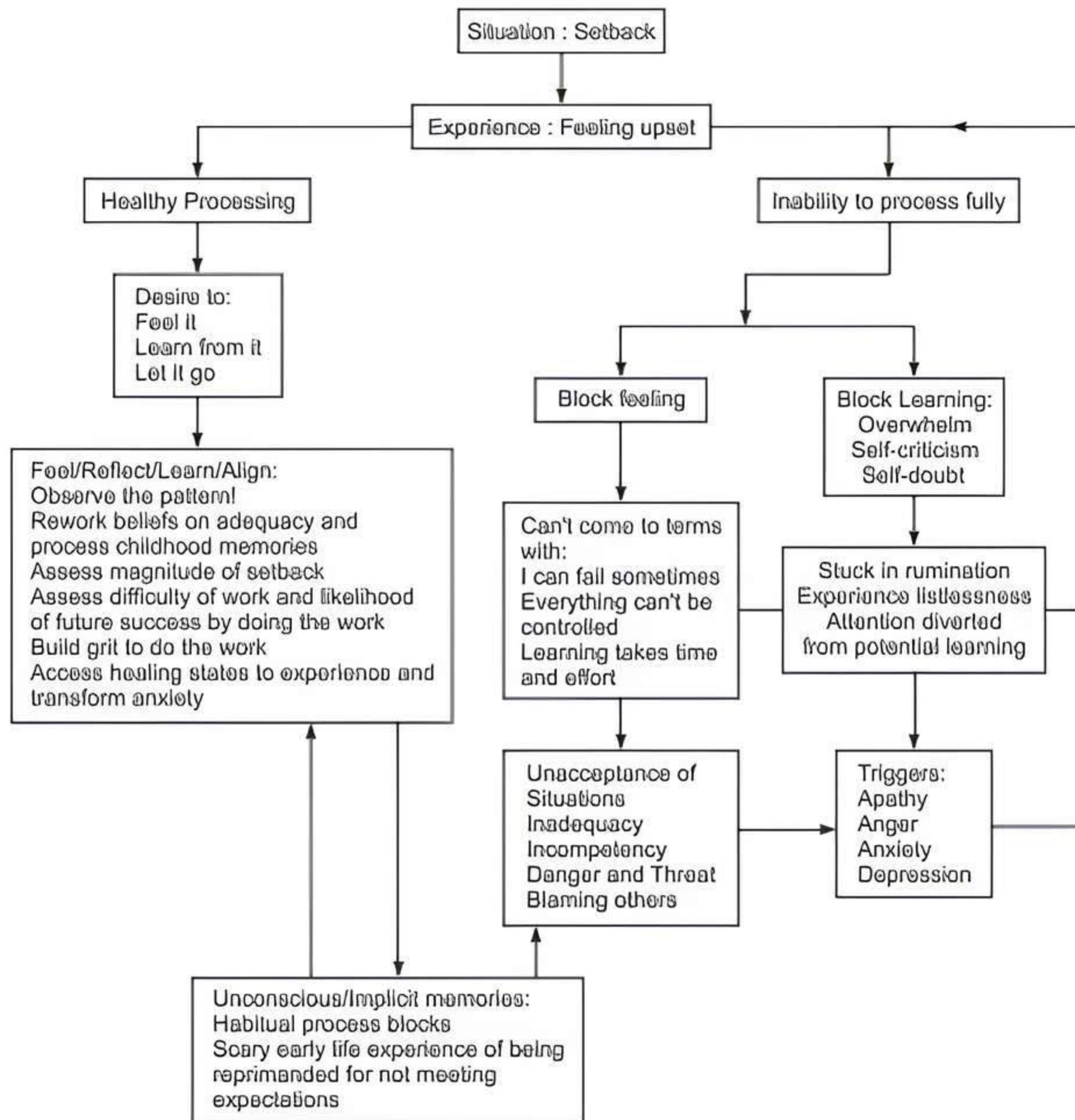
**6. Given below are the pollution figures for some major towns and cities in India:**

	Suspended Particulate Matter	Sulphur Dioxide	Nitrogen Oxide
Permissible Limits	200	80	80
Ludhiana	453	20	64
Delhi	680	124	137
Mumbai	485	27	53
Chennai	262	45	34

Using the information given above along with your own ideas, write an analytical paragraph. (CBSE 2023)



8. Study the concept chart from the self-help magazine section of a monthly publication.



Write a paragraph, analysing the listed responses to the situation when one faces setbacks.

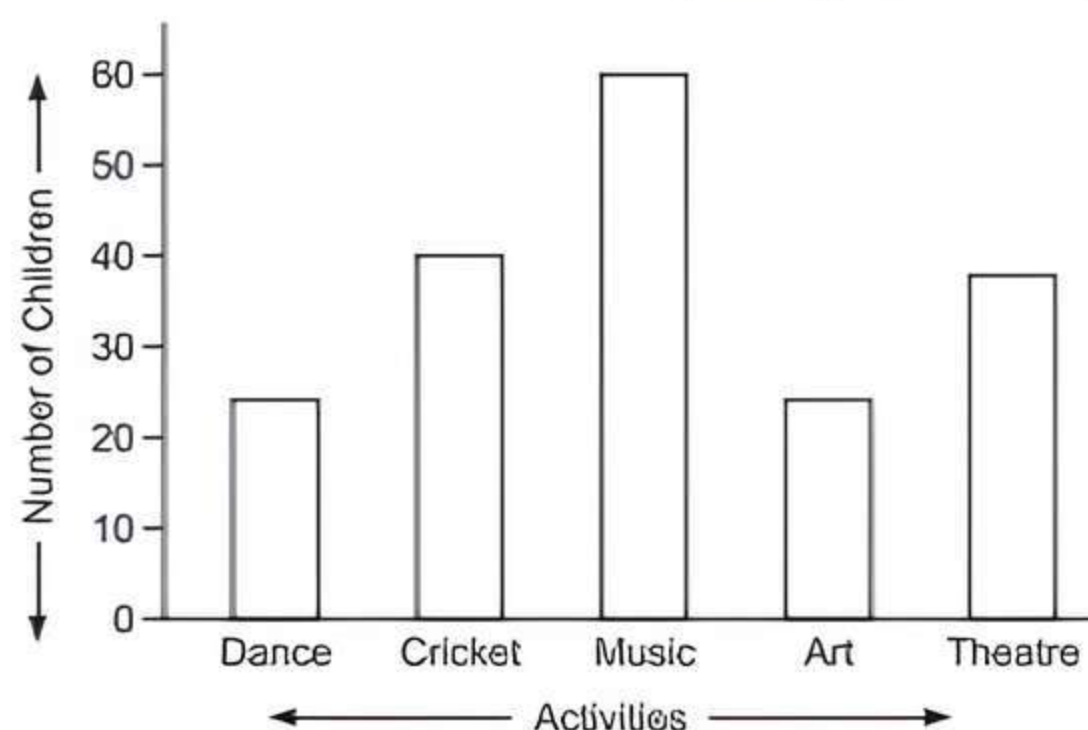
(CBSE SQP 2022 Term-2)

**Ans.** The concept chart indicates two different ways to handle setbacks. The handling of the setbacks, that bring unhappiness with them, can be processed in two ways – healthy and unhealthy.

Healthy processing helps one to feel the failure, learn from it and let the emotion go with a positive approach. One can assess the difficulty of work that will help in getting success in future.

Unhealthy processing on the contrary, leads one to either blocked feeling or blocked learning which can create self-doubt and self-criticism. Unacceptance of setbacks or failures is more likely to trigger apathy, anger, anxiety and depression.

The chart clearly depicts that unhealthy processing or responding to setbacks negatively directs one to a vicious cycle of unwanted and troublesome feelings.



**Ans.** The given bar graph conveys us the information about the different activities that interest the children in the age group of 13 years to 15 years, covering over twenty schools in the National Capital.

The graph clearly shows that the highest number of students prefer music. As indicated in the graph, around 60 students follow music. Cricket and theatre are almost equally liked by the students with around 40 students preferring each of these. Dance and art

9. A survey was conducted in the National Capital in over twenty schools about the different activities that interest the children in the age group of 13 to 15 years. Write a paragraph analysing the following information.

(CBSE 2022 Term-2)



Interest the lowest number of students. Dance and art manage to attract around 25 students each.

Analysing the given information, we can conclude that each child has different interest, hobby and ability. Each child is unique. So, they are extensively and vividly different when it comes to their choice of interest.

10. Read the following excerpt from an online post of a website on educational practices.

Kids who appreciate how much effort, time and care goes into growing food will understand how important farmers are, and why it's important to take care of our Earth. In the world of today, gardening needs to be given more importance than sports, music and dance in all schools because it creates environmental stewards and outdoor learning laboratories that help the child and community for years to come.

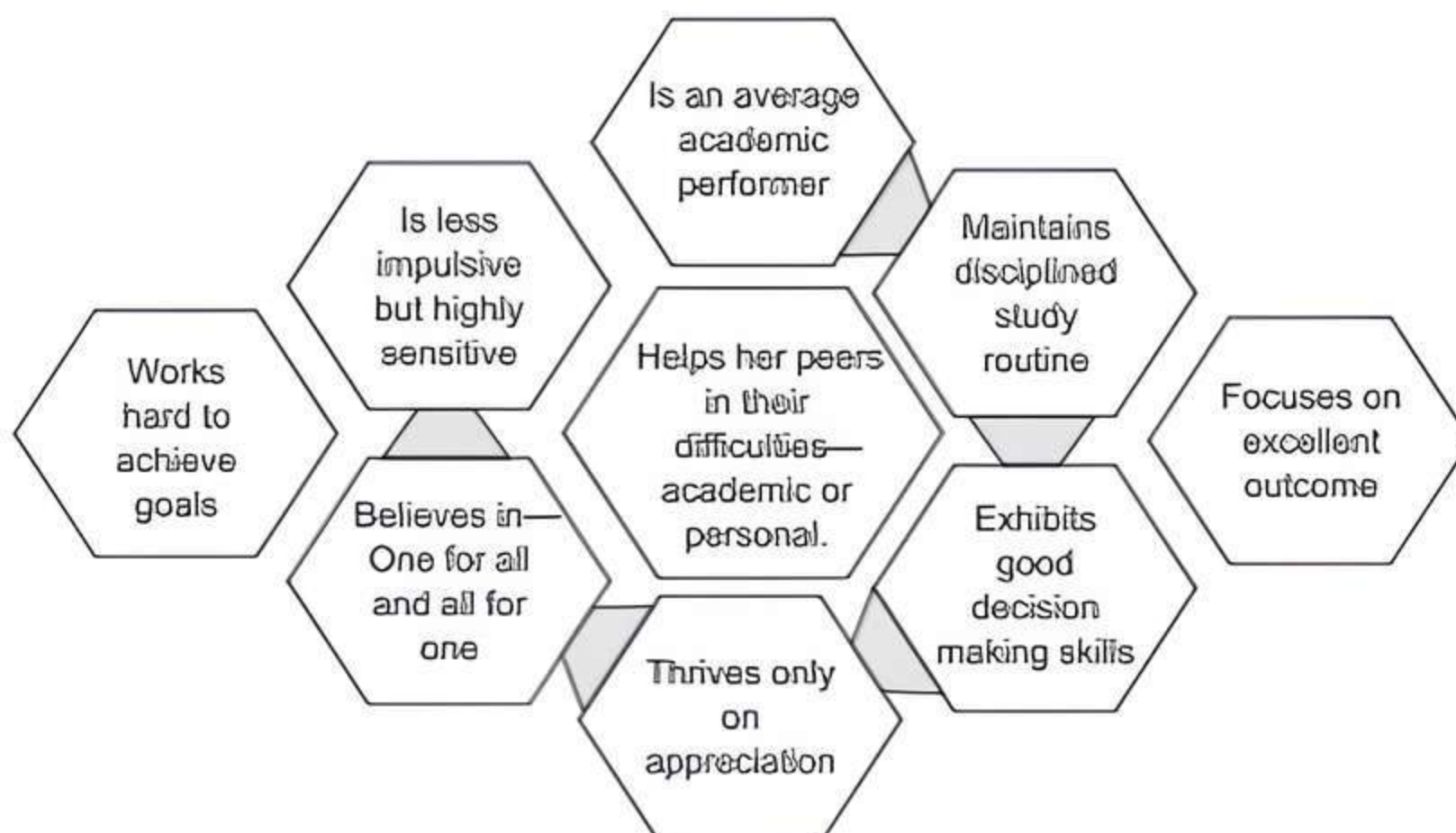
Write a paragraph to analyse the given argument.

You could think about what alternative explanations might weaken the given conclusion and include rationale/evidence that would strengthen/counter the given argument.

(CBSE SQP 2022-23)

Ans. FOR: It is rightly said that in the world of today, gardening needs to be given more importance than sports, music and dance in all schools. Sports, music and dance contribute only towards personal growth while the current times need attention towards an issue

11. Tsering, of class X, is contesting for the post of the Junior School Captain, in the upcoming student council elections. Given below is her character traits' graphic, shared in the public domain, by the school counsellor, for the awareness of student voters, at school.



All Tsering's peers have been asked to write a paragraph, analysing these traits, to either support or oppose her candidature. As one of her peers, write this analytical paragraph, by selecting some of the traits that support your analysis.

You may begin like this:

As a responsible student voter, I believe Tsering possesses/does not possess the necessary traits to be a School Captain.

that is global in nature. With growing food wastage in many homes today, the efforts of the farmers are discredited. Gardening at school will open a world of first-hand learning experiences of sowing, watering and harvesting processes. It will inculcate sensitivity, patience, empathy, gratitude and value for one's hard work. They will feel accountable for Mother Earth. It will make them efficient and create environmental stewards. Unlike sports, music or dance, gardening goes beyond just enjoyment to create aware and responsible citizens of the future.

OR

AGAINST: Gardening, definitely, should not be given precedence over sports, music and dance in all schools. Gardening will require good planning with hands-on guidance and continued supervision by the teachers. The slow growth progress of plants as well as continuous hard work will make students lose interest. Small targets or goals would be missing whereas the danger of destruction of their work due to rains, intrusion of grazing animals or a pest attack is just like to set in a feeling of defeat. On the other hand sports, music and dance are uplifting activities which display faster results, are enjoyable and inculcate team spirit, collaboration and confidence. These activities help students express and de-stress successfully. So, maintaining their due importance in the school's co-curriculum is vital.



You may end like this:

For these reasons, I believe she has/does not have the potential to be a good School Captain and I support/oppose her candidature.

(CBSE SQP 2023-24)

**Ans. Supporting Tsering's candidature:** As a responsible student voter, I believe that Tsering possesses the necessary traits to be an excellent School Captain. Her disciplined study routine and hard work ethic indicate her ability to prioritise and manage her time effectively. Tsering is less impulsive but sensitive and focuses on the excellent outcome of tasks assigned to her demonstrating good decision-making skills. Additionally, her willingness to help peers in academic and personal difficulties highlights her empathetic and caring nature. Furthermore, Tsering believes in the "One for all and all for one" policy, which is pivotal in fostering a sense of community and promoting inclusivity in the school. While she may be an average academic performer, her positive attitude and desire for appreciation will motivate her in her pursuit of excellence. For these reasons, I believe that she has the potential to be a good School Captain and I support her candidature.

OR

**Opposing Tsering's candidature:** As a responsible student voter, I believe that Tsering does not possess the necessary traits to be a School Captain. While she maintains a disciplined study routine, her average academic performance suggests a lack of academic discipline. Additionally, her quest for appreciation may cause her to prioritise recognition over the well-being of the school community. Moreover, Tsering's sensitivity, while admirable, may hinder her ability to make tough decisions and exercise effective leadership skills. While her willingness to help peers is commendable, it may also distract her from her responsibilities as the School Captain. Finally, Tsering's focus on the excellent outcome of tasks assigned to her may cause her to overlook the process and teamwork required to achieve those outcomes which are crucial for the school's smooth functioning. For these reasons, I believe that she does not have the potential to be a good School Captain and I oppose her candidature.

12. As the Captain of the school's Cultural Club, you have been asked to study the given itinerary provided by a tour-organising vendor.

**A 3N/2D Educational Tour for the Senior School Students:  
Jabalpur and Kanha National Park (Madhya Pradesh)**

- Tour Travel and sightseeing by bus
- Accommodation on quad sharing basis
- One staff complimentary for every 20 students
- Bottled mineral water throughout the tour
- Dance Party on 22nd November
- Insurance policy of ₹ 20,000/- per head
- Provision of Tour Manager's assistance to all places

Day	Estimated time of departure from	Estimated time of arrival	Sightseeing Destination/Activity	Time spent at the destination
22 Nov. 2023	8:49 am (Nagpur Junction)-8 hrs. 30 min	5:23 pm	Reporting at the hotel	
23 Nov. 2023	9:00 am (hotel)	10:00 am	Bhawartal Garden	1 hr.
	11:00 am (garden)	11:40 am	Bhedaghat Dhuandhar Falls	1 hr.
	12:40 pm (falls)	1:00 pm	Lunch (nearby restaurant)	1 hr.
	2:00 pm (restaurant)	2:15 pm	Marble Rocks Cable car tour	1 hr. 30 mins
	3:45 pm (Marble Rocks)	4:45 pm	Rani Durgavati Museum	1 hr. 30 mins
	6:15 pm (museum)	7:00 pm	Back to the hotel	
24 Nov. 2023	5:30 am (hotel)-170 kms-4 hrs. drive	9:30 am	Kanha Tiger Reserve	7 hrs.
	4:30 pm (Tiger Reserve)	9:00 pm	Back to the hotel	
25 Nov. 2023	7:54 am (Jabalpur Railway station)-8 hrs. 45 min	4:21 pm	Nagpur Railway Junction	



Analyse this itinerary to either approve or reject the tour proposal, while focusing on the students' safety, interest and physical wellness. Write this analytical paragraph, by selecting features that support your analysis.

You may begin like this:

A thorough analysis of the itinerary provided by the tour organising vendor reveals that the tour proposal should be accepted/rejected.

You may end like this:

Therefore, the tour proposal for the educational trip should be approved/rejected. (CBSE SQP 2023-24)

**Ans.** Accepting the proposal: A thorough analysis of the itinerary provided by the tour organising vendor reveals that the tour proposal should be accepted. It is well-planned and includes an array of educational activities for the students. The inclusion of visit to Bhawartal Garden, Bhedaghat Dhuandhar Falls, Marble Rocks Cable car tour, and Rani Durgavati Museum offers an opportunity for the students to learn about nature, history and art. The tour to Kanha Tiger Reserve adds an element of adventure and allows students to connect with wildlife. The provision of bottled mineral water, insurance policy, and tour manager's assistance ensures the safety and well-being of the students. Inclusion of a DJ party adds

to the entertainment, enjoyment and enthusiasm quotient of the tour. The complimentary staff provided for every twenty students further adds to the security of the students. Therefore, the tour proposal for the educational trip should be approved.

**OR**

**Rejecting the proposal:** A thorough analysis of the itinerary provided by the tour organising vendor reveals that the tour proposal should be rejected. While the tour includes various educational activities, we have concerns about the safety and well-being of the students. The tour includes a long journey of nearly nine hours from Nagpur Junction to Jabalpur and vice-versa. Also, it mentions an early morning departure at 5:30 am to the Kanha Tiger Reserve and late evening arrival back to the hotel, on the last day. Long hours of travel and the hectic schedule may lead to physical exhaustion and hamper the learning experience of the students. Additionally, the inclusion of a DJ party may not be suitable for an educational tour. The tour organising vendor has not provided details on the quality of the hotel and the quad sharing basis may not be comfortable for all students. Hence, considering the well-being of the students, the tour proposal for the educational trip, should be rejected.



## Practice Exercise

1. You are Manju/Manish of G-17, Gomti Nagar, Lucknow. You had bought an electric chimney from M/s D.P. Electrical World, Nirala Market, Lucknow. The chimney is not working properly and is making a lot of noise within 7 days of its purchase. Write a letter of complaint to the Manager of D.P. Electrical World, complaining about the same and asking for replacement.
2. You are Vineeta/Vinay Kapoor, Manager, Group Trip Travel Agency, Lajpat Nagar, Delhi. You recently came across an advertisement of Hilltop Pine Resort, Nainital, Uttarakhand, about various holiday packages offered. Write a letter to the General Manager of this resort to find out about a two-night and three-day stay for a group of 100 children and 10 teachers that your company is organising.
3. You are Vaijanthi/Vijay from Prakasham Nagar, Secunderabad, Andhra Pradesh. Write a letter to Book Haven Store, requesting home delivery of the books, stationery and art materials you had ordered telephonically. Share the reason for being unable to pick up the goods in person. Confirm your address details and a convenient time slot.
4. You are Kritika/Karan. Write a letter to the editor of a leading newspaper voicing your concern about the increasing number of drug users in our country. Using the notes given below, write your letter highlighting the dangers of this new age social evil.

### Notes

**Why drug abuse?**—No single reason—addicts start out of curiosity—for pleasure—to get over boredom—depression symptoms—loss of interest in sports, daily routine, appetite—puffy eyes—unclear vision—mood change—temper tantrums.

5. You came across an advertisement published in public interest by the Ministry of Health. You feel that despite rising taxes and restrictions against smoking in India, there are millions of smokers in the country and the number is still rising. Write a paragraph analysing the advertisement.

**WHEN YOU SMOKE YOU BURN YOUR LUNGS!!!**



# GRAMMAR

## Gap FILLING

### Type I

**Directions (Q.Nos.1-37):** Fill each of the given blanks by choosing the correct option.

1. She ..... be hungry after all that running.

- (i) can (ii) may  
(iii) must (iv) need

2. Somebody ..... to go and meet them.

- (i) have (ii) will  
(iii) were (iv) has

3. He asked her to bring ..... banana and ..... apple.

- (i) the; an (ii) a; an  
(iii) a; the (iv) the; the

4. They met ..... European. He had come to see ..... Taj.

- (i) an; a (ii) the; the  
(iii) an; the (iv) a; the

5. The number of candidates ..... increasing.

- (i) have (ii) is  
(iii) were (iv) are

6. .... rich and ..... famous have many fans.

- (i) The; a (ii) A; a  
(iii) The; the (iv) A; the

7. We ..... for Mumbai tomorrow.

- (i) have leave (ii) left  
(iii) have been leaving (iv) are leaving

8. By the time we reach the school the bell ..... .

(CBSE 2021 Term-1)

- (i) will be ringing  
(ii) will have rung  
(iii) would have been ringing  
(iv) would have rung

9. The dog ..... under the chair before the children arrived.

(CBSE SQP 2021 Term-1)

- (i) has been hiding (ii) was hid  
(iii) have hid (iv) had hidden

10. The inspector ..... the group sitting behind the shed and took them by surprise.

(CBSE 2023)

- (i) walked up (ii) walked away  
(iii) walked into (iv) walked up on

11. Anyas ..... (eat) all the chocolates kept in the tray.

(CBSE 2023)

- (i) ate (ii) eating  
(iii) have eaten (iv) eaten

12. As a true patriot, I ..... lay down my life for my motherland.

(CBSE 2023)

- (i) might (ii) could  
(iii) will (iv) should

13. If I were attending the workshop, I ..... stay on till the end of the second session as well.

(CBSE 2023)

- (i) would (ii) may  
(iii) can (iv) should

14. When I was a very young girl, ..... grocery shopping was considered a major outing for me.

(CBSE 2023)

- (i) to be going (ii) going  
(iii) having gone (iv) went

15. The package ..... (arrive) at nine in the morning, the day after tomorrow.

(CBSE 2023)

- (i) will arrive (ii) would arrive  
(iii) can arrive (iv) cannot arrive

16. The teacher is hoping to ..... an art exhibition before the end of the year.

(CBSE 2023)

- (i) put off (ii) put up  
(iii) put down (iv) put on

17. .... smile and pass it to others.

(CBSE 2023)

- (i) Happy (ii) Short  
(iii) Always (iv) Humble

18. The advertisement read, 'If you smoke, statistically your story ..... end 15% before it should.'

(CBSE SQP 2022-23)

- (i) must (ii) should  
(iii) will (iv) ought to

19. The climate control comment by an activist ..... on social media yesterday.

(CBSE SQP 2022-23)

- (i) blow up (ii) blew up  
(iii) is blown (iv) will be blown

20. As I was standing on the dock, looking out at the lake for the last time, a feeling of emptiness ..... over me like darkness.

(CBSE SQP 2022-23)

- (i) will wash (ii) had washed  
(iii) will have washed (iv) washed

21. Complete the slogan by the Ministry for Child Welfare.

..... WE AFFORD TO NEGLECT CHILDREN? THINK TWICE!!

(CBSE SQP 2022-23)

- (i) WILL (ii) MAY  
(iii) NEED (iv) CAN



22. Complete the advisory by the Health Department.

Schools ..... instruct students to wear full sleeved shirts during monsoon time. (CBSE 2023)

- (i) ought (ii) would  
(iii) might (iv) ought to

23. The treasurer and secretary ..... left from the bank. (CBSE 2023)

- (i) have (ii) has  
(iii) are (iv) is

24. The coach hoped that in his absence the team would ..... with the practice. (CBSE 2023)

- (i) carried by (ii) carry into  
(iii) carry on (iv) carry in

25. Complete the slogan.

..... ONLY WEAPON TO FIGHT INJUSTICE IS EDUCATION. (CBSE 2023)

- (i) THE (ii) A  
(iii) AN (iv) THIS

26. Where were you? You ..... be in the class at the right time. (CBSE 2023)

- (i) shall (ii) should  
(iii) will (iv) would

27. Each of the boys ..... rewarded. (CBSE 2023)

- (i) are being (ii) have been  
(iii) was (iv) were

28. Governments are starting programmes ..... (teach) adults how to read and write. (CBSE 2023)

- (i) that teaching (ii) which taught  
(iii) to teach (iv) were teaching

29. The mud houses are not ..... the buildings in your city. (CBSE 2023)

- (i) comparable to (ii) comparable of  
(iii) comparable as (iv) comparable for

30. The conclave scheduled by the 'Daily Herald' ..... too much time. (CBSE 2023)

- (i) took out (ii) took up  
(iii) took after (iv) took down

31. Tourists are warned that they ..... be fined if they tease animals. (CBSE 2023)

- (i) should (ii) may  
(iii) will (iv) might

32. I was delighted when I ..... my junior school teacher. (CBSE 2023)

- (i) ran away (ii) ran into  
(iii) ran down (iv) ran in

33. My family ..... in the village for many years.

(CBSE 2023)

- (i) have been living (ii) has been living  
(iii) is living (iv) was living

34. Congratulations Change Makers!

The regional competition awards have been announced and our school music club ..... the first prize. (CBSE SQP 2023-24)

- (i) had been won (ii) will win  
(iii) was winning (iv) has won

35. The experience of nursing an injured bird left me ..... grateful for knowing the importance of being kind and compassionate to all creatures.

(CBSE SQP 2023-24)

- (i) feeling (ii) having felt  
(iii) felt (iv) feels

36. A copy of the plan is enclosed and ..... (that/then/this) may be communicated to all team leaders for compliance. (CBSE SQP 2023-24)

37. The river runs through your veins

The trees and mountains ..... your name

The moon and stars watch over

You're guiding your way back home

To dream the night away. (CBSE SQP 2023-24)

- (i) will call (ii) call  
(iii) had called (iv) calls

## Answers

- |                          |                        |
|--------------------------|------------------------|
| 1. (iii) must            | 2. (iv) has            |
| 3. (ii) a; an            | 4. (iv) a; the         |
| 5. (ii) is               | 6. (iii) The; the      |
| 7. (iv) are leaving      | 8. (ii) will have rung |
| 9. (iv) had hidden       | 10. (iii) walked into  |
| 11. (i) ate              | 12. (iii) will         |
| 13. (i) would            | 14. (ii) going         |
| 15. (i) will arrive      | 16. (ii) put up        |
| 17. (iii) Always         | 18. (iii) will         |
| 19. (ii) blew up         | 20. (iv) washed        |
| 21. (iv) CAN             | 22. (iv) ought to      |
| 23. (ii) has             | 24. (iii) carry on     |
| 25. (i) THE              | 26. (ii) should        |
| 27. (iii) was            | 28. (iii) to teach     |
| 29. (i) comparable to    | 30. (ii) took up       |
| 31. (iii) will           | 32. (ii) ran into      |
| 33. (ii) has been living | 34. (iv) has won       |
| 35. (i) feeling          | 36. this               |
| 37. (ii) call            |                        |

## Type II

Directions (Q.Nos.1-30): Fill the blank by choosing the correct option.

From those given in brackets, to complete the sentence.

1. Talk to ..... (few/some/each/a few) boy individually.
2. The condition of these tables ..... (have/is/were) still good.
3. Wood ..... (float/will float/floats) on water.
4. A pair of trousers ..... (is/are/were) required.



5. We have ..... (any/a few/much) books on this topic.
6. She never ..... (need/have to/used to) do this when she was here.
7. You as well as he ..... (is/are/was) going to Delhi.
8. I ..... (has to/might/have to) get the bike repaired. There is something wrong with the brakes.
9. We ..... (dare/ought to/need) be considerate towards our neighbours.
10. .... (May/Might/Can) they enjoy good health!
11. Each of the flowers ..... (are/is/has) fresh.
12. Rice and curry ..... (make/makes/are) a tasty dinner.
13. One of them ..... (are/was/were) trying hard.
14. I don't see why you ..... (should/may/could) borrow his cycle. You have one of your own.
15. My family ..... (lived/lives/has been living) in Chennai for five years now.
16. .... (If/Could/Might) the letter arrives in your absence, would you like me to forward it to you?
17. Three months ago I ..... (was/could be/had been) a student of this school.
18. The hospital board clearly mentioned that you ..... (might not/need not/must not) smoke in the hospital as it is a health hazard for all.
19. There's never ..... (much/many/little) petrol left after Rahul uses the car.
20. I am taking driving lessons now. Hopefully, I ..... (will take/will have taken/would pass) my driving test by November.
21. There is something wonderful waiting ..... (of/about/for) her, when she reaches home. (CBSE 2023)
22. Reena always ..... (speak/speaking/speaks) the truth. (CBSE 2023)
23. Bread and butter ..... (is/are/am) my favourite breakfast. (CBSE 2023)
24. Drivers ..... (must/don't/can't) wear helmets for their safety. (CBSE 2023)
25. Economics ..... (has/is/are) difficult for the students of grade nine. (CBSE 2023)
26. Heena ..... (suffer/suffered/has been suffering) from fever since last Sunday. (CBSE 2023)
27. Complete the slogan by the Animal Welfare Board. .... (MIGHT/MUST/MAY) WE CUT TREES AND DESTROY NATURAL HABITAT? STOP! BEFORE IT IS TOO LATE. (CBSE 2023)
28. If he came late, he ..... (should/will/would) be punished. (CBSE 2021 Term-1)

29. The advertisement read, '..... (Must/Will/Can) we dress your day? Make you special. Pick the perfect look.' (CBSE 2023)
30. The students ..... (will have asked/has been asked/were asked) to participate in the workshop, and submit a report at the end of the day to the English teacher. (CBSE 2023)

## Answers

- |                     |                        |
|---------------------|------------------------|
| 1. each             | 2. is                  |
| 3. floats           | 4. is                  |
| 5. a few            | 6. used to             |
| 7. are              | 8. have to             |
| 9. ought to         | 10. May                |
| 11. is              | 12. makes              |
| 13. was             | 14. should             |
| 15. has been living | 16. If                 |
| 17. was             | 18. must not           |
| 19. much            | 20. will have taken    |
| 21. for             | 22. speaks             |
| 23. is              | 24. must               |
| 25. is              | 26. has been suffering |
| 27. MUST            | 28. would              |
| 29. Can             | 30. were asked         |

## Type III

**Directions (Q. Nos. 1-25):** Fill in the blanks by using the correct form of the words given in brackets.

1. She always ..... (help) the needy.
2. We ..... (watch) a football match now.
3. They ..... (come) to this hotel for ten years.
4. He ..... (leave) for his village yesterday.
5. Ashu ..... (sleep) before you arrive here.
6. She was reading a book when her father ..... (call) her for dinner.
7. If she ..... (practise) well, she will win the dancing contest.
8. The chief guest ..... (inaugurate) the library before they reached the school.
9. By 6 pm, he ..... (play) in the park for two hours.
10. I ..... (spend) my childhood in Jaipur.
11. Everyone knows that water ..... (boil) at 100°C.
12. These days, her brother ..... (learn) to play the guitar.
13. The train ..... (arrive) after we had reached the station.
14. If he had asked for help, I ..... (help) him.
15. Which film ..... (watch) by them yesterday?



16. Has lunch ..... (prepare) by her?  
 17. The pudding ..... (eat).  
 18. Her car ..... (steal) last night.  
 19. They ..... (teach) science by Sarita.  
 20. She ..... (visit) her family every weekend.  
 21. Subject: Request for Permission to Participate in the Meet.

Dear Sir,

I would like to request for permission to participate in the forthcoming inter-school cultural meet. I ..... (interest) in taking part in the dance drama.

(CBSE 2023)

22. The school ..... (is) organise an educational tour to Kashmir in the summer break. (CBSE 2023)

23. Subject: Request for Approval

Dear Sir,

This is to respectfully submit that I ..... (seek) approval for organising a tree plantation drive to be undertaken by the club. (CBSE SQP 2022-23)

24. The film with its exciting soundtrack and classical music ..... (appeal) to the general audiences. (CBSE 2023)

25. Dear Sir,

This is with reference to committee's letter of recommendation that ..... (highlight) the nominations for 'Safe Residential Area' award for this current year. (CBSE SQP 2023-24)

## Answers

- |                            |                       |
|----------------------------|-----------------------|
| 1. helps                   | 2. are watching       |
| 3. have been coming        | 4. left               |
| 5. will have slept         | 6. called             |
| 7. practises               | 8. had inaugurated    |
| 9. will have been playing  | 10. spent             |
| 11. boils                  | 12. is learning       |
| 13. arrived                | 14. would have helped |
| 15. was watched            | 16. been prepared     |
| 17. has been eaten         | 18. was stolen        |
| 19. are taught/were taught | 20. visits            |
| 21. am interested          | 22. is going to       |
| 23. seek                   | 24. appeals/appealed  |
| 25. highlights             |                       |

## Type IV

**Directions (Q. Nos. 1-12):** Fill in the blanks in the paragraphs given below by choosing the most appropriate options from the ones that follow:

1. Communication (a)..... become very effective (b)..... instant due to smartphones. People are able (c)..... convey their messages all around the globe to (d)..... loved ones (e)..... spending hefty sums of money. (any four) (CBSE 2020)

- |              |              |
|--------------|--------------|
| (a) (i) is   | (ii) has     |
| (iii) have   | (iv) had     |
| (b) (i) but  | (ii) as      |
| (iii) or     | (iv) and     |
| (c) (i) for  | (ii) in      |
| (iii) to     | (iv) of      |
| (d) (i) his  | (ii) her     |
| (iii) their  | (iv) your    |
| (e) (i) with | (ii) without |
| (iii) and    | (iv) to      |

## Answers

- (a) (ii) has  
 (b) (iv) and  
 (c) (iii) to  
 (d) (iii) their  
 (e) (ii) without

## COMMON ERROR

Students usually start choosing the answer straightaway for a blank. You should first read the complete paragraph and then choose the answers in the context of the whole paragraph.

## TIPS

- Find out the tense which is required to be filled in the blank.
- Keep in mind that specific prepositions are used with particular words.
- Choose the pronoun carefully according to the noun or the subject.
- Keep the subject-verb concord in mind.

2. Reading books (a) ..... a good hobby. Books open (b)..... vast new world to us. They increase (c)..... knowledge and change our outlook (d)..... the world. (CBSE 2020)

- |                 |            |
|-----------------|------------|
| (a) (i) has     | (ii) was   |
| (iii) are       | (iv) is    |
| (b) (i) the     | (ii) a     |
| (iii) an        | (iv) some  |
| (c) (i) his     | (ii) one's |
| (iii) our       | (iv) your  |
| (d) (i) towards | (ii) for   |
| (iii) by        | (iv) from  |

## Answers

- (a) (iv) is  
 (b) (ii) a  
 (c) (iii) our  
 (d) (i) towards

3. Birds and animals live in the lap (a) ..... nature and can predict the likely changes accurately. Swallows usually fly high (b) ..... the sky. But during a storm, they come down (c) ..... fly close to the ground. If they fly low you



(d) .....be sure of strong winds. Even a toad can be (e) .....reliable weatherman. (any four)

(CBSE 2019)

- |               |             |
|---------------|-------------|
| (a) (i) in    | (ii) of     |
| (iii) on      | (iv) for    |
| (b) (i) in    | (ii) of     |
| (iii) on      | (iv) to     |
| (c) (i) nor   | (ii) or     |
| (iii) but     | (iv) and    |
| (d) (i) would | (ii) should |
| (iii) might   | (iv) could  |
| (e) (i) a     | (ii) an     |
| (iii) the     | (iv) some   |

### Answers

- (a) (ii) of  
(b) (i) in  
(c) (iv) and  
(d) (iv) could  
(e) (i) a

4. A young person (a) ..... a picture (b) ..... both of us with 'selfie'. I could (c) ..... say 'no'. He was overjoyed and (d) ..... an amazing picture. (CBSE 2017)

- |               |              |
|---------------|--------------|
| (a) (i) want  | (ii) wants   |
| (iii) wanted  | (iv) wanting |
| (b) (i) on    | (ii) of      |
| (iii) in      | (iv) for     |
| (c) (i) hard  | (ii) harder  |
| (iii) hardest | (iv) hardly  |
| (d) (i) take  | (ii) taken   |
| (iii) took    | (iv) click   |

### Answers

- (a) (iii) wanted  
(b) (ii) of  
(c) (iv) hardly  
(d) (iii) took

5. Very few people (a) ..... loneliness. It seems to me that most people (b) ..... scared of (c) ..... left on their own. After all, man (d) ..... a social animal. (CBSE 2017)

- |               |               |
|---------------|---------------|
| (a) (i) enjoy | (ii) enjoys   |
| (iii) enjoyed | (iv) enjoying |
| (b) (i) is    | (ii) am       |
| (iii) are     | (iv) was      |
| (c) (i) be    | (ii) being    |
| (iii) been    | (iv) having   |
| (d) (i) was   | (ii) is       |
| (iii) are     | (iv) were     |

### Answers

- (a) (i) enjoy  
(b) (iii) are  
(c) (ii) being  
(d) (ii) is

6. Three parts of this project (a) ..... still unfinished. You will be late (b) ..... you hurry. I decline to say (c) ..... more on this topic. Work hard lest you (d) ..... fail. Sheeman is (e) ..... accomplished musician. (CBSE 2019)

- |                  |                |
|------------------|----------------|
| (a) (i) is       | (ii) are       |
| (iii) has        | (iv) have      |
| (b) (i) until    | (ii) untill    |
| (iii) unless     | (iv) till      |
| (c) (i) anything | (ii) something |
| (iii) lot        | (iv) not       |
| (d) (i) are      | (ii) should    |
| (iii) would      | (iv) had       |
| (e) (i) a        | (ii) the       |
| (iii) some       | (iv) an        |

### Answers

- (a) (ii) are  
(b) (iii) unless  
(c) (i) anything  
(d) (ii) should  
(e) (iv) an

7. The *Vichitra Veena* as (a) ..... name suggests (b) ..... a rare instrument and there are not (c) ..... artistes who can play this instrument. It is a very difficult instrument (d) ..... play. (CBSE 2016)

- |              |                |
|--------------|----------------|
| (a) (i) a    | (ii) an        |
| (iii) the    | (iv) some      |
| (b) (i) is   | (ii) am        |
| (iii) are    | (iv) have been |
| (c) (i) much | (ii) many      |
| (iii) more   | (iv) most      |
| (d) (i) for  | (ii) to        |
| (iii) of     | (iv) to be     |

### Answers

- (a) (iii) the  
(b) (i) is  
(c) (ii) many  
(d) (ii) to

8. Kanishka, the ruler (a) ..... the Kushanas embraced Buddhism. He (b) ..... invited to a Buddhist meeting (c) ..... Kashmir during his reign. It was during his time that Buddhism (d) ..... to Sri Lanka, Myanmar and Java. (CBSE 2016)

- |             |          |
|-------------|----------|
| (a) (i) for | (ii) of  |
| (iii) on    | (iv) at  |
| (b) (i) is  | (ii) was |
| (iii) had   | (iv) has |



- (c) (i) at (ii) of  
 (iii) in (iv) on  
 (d) (i) spread (ii) spreads  
 (iii) spreading (iv) is spread

### Answers

- (a) (ii) of  
 (b) (ii) was  
 (c) (iii) in  
 (d) (i) spread

9. Kingfisher is (a) ..... beautiful bird with attractive colours. It (b) ..... found near lakes, rivers, canals (c) ..... ponds. It is really a sight (d) ..... see it catching fishes. (CBSE 2016)

- (a) (i) a (ii) an  
 (iii) the (iv) such a  
 (b) (i) are (ii) am  
 (iii) is (iv) has  
 (c) (i) and (ii) but  
 (iii) so (iv) or  
 (d) (i) at (ii) of  
 (iii) to (iv) for

### Answers

(a) (i) a  
 (b) (iii) is  
 (c) (i) and  
 (d) (iii) to

10. Yesterday, a rich woman from West Bengal (a) ..... to Delhi to buy jewellery. She was sitting outside (b) ..... jewellery shop. Suddenly, two young boys came there (c) ..... snatched the chain that she was (d) ..... . She called the police (e) ..... the snatchers had run away. (CBSE 2018)

- (a) (i) come (ii) comes  
 (iii) came (iv) coming  
 (b) (i) a (ii) an  
 (iii) the (iv) some  
 (c) (i) and (ii) or  
 (iii) but (iv) how  
 (d) (i) wear (ii) wears  
 (iii) wore (iv) wearing  
 (e) (i) so (ii) because  
 (iii) but (iv) only

### Answers

- (a) (iii) came  
 (b) (iii) the  
 (c) (i) and  
 (d) (iv) wearing  
 (e) (iii) but

11. There are ways and ways (a) ..... tackling a problem. But governments all over the world (b) ..... only one system (c) ..... is : the carrot and stick one. It is high time (d) ..... they tried something else. (CBSE 2015)

- (a) (i) in (ii) of  
 (iii) from (iv) on  
 (b) (i) prefer (ii) prefers  
 (iii) preferred (iv) preferring  
 (c) (i) who (ii) which  
 (iii) what (iv) whose  
 (d) (i) that (ii) then  
 (iii) so (iv) for

### Answers

- (a) (ii) of  
 (b) (i) prefer  
 (c) (ii) which  
 (d) (i) that

12. Today good (a) ..... varieties of tea and tea brands are available in the market. Green tea is popular

(b) ..... China and the far East. In Japan, the tea ceremony is a traditional way of greeting guests, (c) ..... is a social occasion. Tea (d) ..... very popular in India also. (CBSE 2015)

- (a) (i) very (ii) many  
 (iii) much (iv) more  
 (b) (i) on (ii) at  
 (iii) in (iv) for  
 (c) (i) and (ii) it  
 (iii) both (iv) this  
 (d) (i) is (ii) was  
 (iii) were (iv) of

### Answers

- (a) (ii) many  
 (b) (iii) in  
 (c) (i) and  
 (d) (i) is



# Editing

## Type I

**Directions (Q. Nos. 1-25):** Identify the error in each of the given sentences and supply the correction. You can use the format given in each question for your response.

1. Many a man have gone to support her.

Error	Correction
.....	.....

2. Whenever I needed, she gave me an advice.

Error	Correction
.....	.....

3. Either of the roads lead to the colony where my friend lives.

Error	Correction
.....	.....

4. She wondered whether it can be true.

Error	Correction
.....	.....

5. One must not boast of his own success.

Error	Correction
.....	.....

6. I thought she may be at home, but she wasn't.

Error	Correction
.....	.....

7. You fell heavy, and this caused you great pain.

Error	Correction
.....	.....

8. He is already acquainted by the latest developments of the situation.

Error	Correction
.....	.....

9. This is one of the most interesting books that has appeared this year.

Error	Correction
.....	.....

10. He is entirely different of other students of this school.

Error	Correction
.....	.....

11. Each of the performers have performed exceptionally well.

Error	Correction
.....	.....

12. Which is the cheapest of the two cars?

Error	Correction
.....	.....

13. If she were here, she will support you.

Error	Correction
.....	.....

14. The orchestra performed on the central theatre in front of a huge audience. (CBSE 2023)

Error	Correction
.....	.....

15. Do you know that slouching should cause many problems? (CBSE 2023)

Error	Correction
.....	.....

16. A school magazine report.

When I was a child, my grandmother often repetition the story of her childhood days. (CBSE 2023)

Error	Correction
.....	.....

17. A newspaper headline:

Attractive packages for different Tourist destination- Mizoram, Kashmir, Kerala, Goa. (CBSE 2023)

Error	Correction
.....	.....

18. The evil of begging is very common into our country. (CBSE 2023)

Error	Correction
.....	.....

19. Water was vital to human health and fitness. (CBSE 2023)

Error	Correction
.....	.....

20. Latex was a natural polymer found beneath the bark of a mature rubber tree. (CBSE 2023)

Error	Correction
.....	.....



21. In order to balancing the sentiments of the Eagles and the Hawks, the Student Council suggested a rematch between the teams. (CBSE SQP 2022-23)

Error	Correction
.....	.....

**Type II**

**Directions (Q. Nos. 1-20):** In each of the following questions, select the option that identifies the error and supplies the correction.

22. Identify the error on a shop's hoarding and supply the correction, for the following sales offer:

**Gumnaam and Daughters Pvt. Ltd Bindapur, Jharkhand**  
Massive discount for all senior citizen vaccinated with the precautionary dose.

(CBSE SQP 2022-23)

Error	Correction
.....	.....

23. A note in a passengers' flight instruction manual:

**Note:** Passengers will not reach the airport late in order to avoid a fine equivalent to 5% of the basic fare.

(CBSE SQP 2023-24)

Error	Correction
.....	.....

24. A sentence from a recipe review article:

This delightful recipe must keep your hunger pangs at bay with its balanced spices and oriental flavour.

(CBSE SQP 2023-24)

Error	Correction
.....	.....

25. A sentence from a commercial company's current marketing strategy:

The company aimed at increasing authority in areas frequently visited by the clients. (CBSE SQP 2023-24)

Error	Correction
.....	.....

## Answers

- |                                   |                           |
|-----------------------------------|---------------------------|
| 1. have – has                     | 2. an – a piece of/some   |
| 3. lead – leads                   | 4. can – could            |
| 5. his – one's                    | 6. may – might            |
| 7. heavy – heavily                | 8. by – with              |
| 9. has – have                     |                           |
| 10. different of – different from |                           |
| 11. have – has                    | 12. cheapest – cheaper    |
| 13. will – would                  | 14. on – at               |
| 15. should – may                  | 16. repetition – repeated |
| 17. destination – destinations    |                           |
| 18. into – in                     |                           |
| 19. was – is                      | 20. was – is              |
| 21. balancing – balance           | 22. citizen – citizens    |
| 23. will – should                 | 24. must – will           |
| 25. aimed – aims                  |                           |

1. The school will remain closed since Friday.

Option No.	Error	Correction
(a)	remain	remained
(b)	since	from
(c)	The	A
(d)	closed	closing

2. A policeman at the crossing is very sincere.

Option No.	Error	Correction
(a)	at	on
(b)	is	was
(c)	A	The
(d)	sincere	sincerely

3. A lot of sugar have been added to the smoothie.

Option No.	Error	Correction
(a)	have	has
(b)	to	for
(c)	A	The
(d)	added	add

4. She is studying in this school for six years.

Option No.	Error	Correction
(a)	In	at
(b)	is	has been
(c)	for	since
(d)	studying	study

5. She is superior than Richa in martial arts.

Option No.	Error	Correction
(a)	in	for
(b)	is	has been
(c)	than	to
(d)	arts	games

6. The food had already been packing by her.

Option No.	Error	Correction
(a)	by	with
(b)	had	have
(c)	her	she
(d)	packing	packed



7. The wrestler is so strong that he could not be overpowered.

Option No.	Error	Correction
(a)	so	very
(b)	overpowered	overpower
(c)	is	was
(d)	The	A

8. If you boil water, it turned to steam.

Option No.	Error	Correction
(a)	boll	boils
(b)	turned	turns
(c)	if	Whether
(d)	to	of

9. She told him that she will meet him later.

Option No.	Error	Correction
(a)	later	latest
(b)	will	would
(c)	told	told to
(d)	that	if

10. He eats the slice of cake in the evening.

Option No.	Error	Correction
(a)	eats	eaten
(b)	of	to
(c)	the evening	evening
(d)	the slice	a slice

11. He is the more dynamic for our two leaders.

Option No.	Error	Correction
(a)	more	most
(b)	for	of
(c)	is	has
(d)	our	ours

12. He had already met the manager after the guests arrived.

Option No.	Error	Correction
(a)	arrived	arrives
(b)	had	has
(c)	after	before
(d)	the guests	guests

13. My sister lives at the ground floor of a two-storeyed apartment and hates living there. (CBSE 2023)

Option No.	Error	Correction
(a)	lives	living
(b)	at	on
(c)	hates	hate
(d)	there	their

14. The children cheers loudly when their captain scored the winning goal. (CBSE 2023)

Option No.	Error	Correction
(a)	cheers	cheered
(b)	when	by
(c)	scored	scoring
(d)	winning	winner

15. Yesterday, two man were rescued from a deep sewer by a policeman. (CBSE 2023)

Option No.	Error	Correction
(a)	man	men
(b)	rescued	rescue
(c)	from	for
(d)	by	in

16. I can run fast when I was young. (CBSE 2023)

Option No.	Error	Correction
(a)	was	is
(b)	run	ran
(c)	can	could
(d)	when	whence

17. More of the fun and excitement in our lives comes from using our imagination. (CBSE 2023)

Option No.	Error	Correction
(a)	More	Most
(b)	our	their
(c)	from	of
(d)	using	use

18. Last week a child was not allowed to board the plane at Ranchi airport. (CBSE SQP 2022-23)

Option No.	Error	Correction
(a)	child	children
(b)	Last	Previous
(c)	the	a
(d)	at	in

19. At the end of the street stand the tallest building in the city. (CBSE 2023)

Option No.	Error	Correction
(a)	end	ending
(b)	stand	stands
(c)	tallest	taller
(d)	in	on



20. The closing line, from an analytical report:

In conclusion, this study explores the association among short-sleep pattern and overweight youngsters. (CBSE SQP 2023-24)

Option No.	Error	Correction
(a)	explores	explore
(b)	and	or
(c)	among	between
(d)	In	For

Answers


- |         |         |
|---------|---------|
| 1. (b)  | 2. (c)  |
| 3. (a)  | 4. (b)  |
| 5. (c)  | 6. (d)  |
| 7. (c)  | 8. (b)  |
| 9. (b)  | 10. (d) |
| 11. (b) | 12. (c) |
| 13. (b) | 14. (a) |
| 15. (a) | 16. (c) |
| 17. (a) | 18. (c) |
| 19. (b) | 20. (c) |

Type III

1. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (CBSE 2020)

Tallam is situated in an  
altitude of about 550 feet on a southern  
arm of a deep bay of the Western Ghats.  
Tallam boasts of delight forest scenery.

Error	Correction
(a) in	at
(b) a	the
(c) of	in
(d) delight	delightful

 **TiP** — The errors are usually related to the use of determiners, prepositions, verbs, pronouns and modals.

2. The following paragraph has not been edited. There is an error in each line. Write the error along with its correction in the space provided. (Attempt any four) (CBSE 2019)

More than two-thirds in the world's  
large cities are on areas sensitive  
over global warming and rising sea level.  
Millions of people face a risk  
of being swamp by floods  
and storms according by a study.

Error	Correction
e.g. in	of
(a) on	In
(b) over	to
(c) a	the
(d) swamp	swamped
(e) by	to

3. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (CBSE 2017)

I met her by chance then I  
went to getting some medicine  
which Sister Amy use to give.  
It was amazing for meet Mother.  
I start loving just her presence.

Error	Correction
e.g. then	when
(a) getting	get
(b) use	used
(c) for	to
(d) start	started

4. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (CBSE 2017)

We should been proud of ourselves.  
Each one of us have good qualities.

Error	Correction
e.g. been	be
(a) have	has



We can make it better. In this way we can hoped to succeed in life. And that gives me a great joy.

- |     |       |      |
|-----|-------|------|
| (b) | it    | them |
| (c) | hoped | hope |
| (d) | that  | this |

5. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (CBSE 2016)

Research is an detailed study of a subject undertaking on a systematic basis in order to increase a stock of knowledge, including knowledge for man, culture and society, that the use of this stock of knowledge to devise new applications.

- |     | Error          | Correction |
|-----|----------------|------------|
|     | <i>e.g.</i> an | a          |
| (a) | undertaking    | undertaken |
| (b) | a              | the        |
| (c) | for            | of         |
| (d) | that           | and        |

6. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (Attempt any four) (CBSE 2019)

Tokyo was hit by the blgger earthquake on the century but escaped from little damage because an earthquake was centred far away. A earth quake struck short before noon.

- |     | Error              | Correction |
|-----|--------------------|------------|
|     | <i>e.g.</i> blgger | biggest    |
| (a) | on                 | of         |
| (b) | from               | with       |
| (c) | an                 | the        |
| (d) | A                  | The        |
| (e) | short              | just       |

7. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (CBSE 2016)

People of diverse cultures lives together in India. There is many people who exhibit unity on diversity. They celebrated different festivals together. I love being an citizen of India.

- |     | Error             | Correction |
|-----|-------------------|------------|
|     | <i>e.g.</i> lives | live       |
| (a) | is                | are        |
| (b) | on                | in         |
| (c) | celebrated        | celebrate  |
| (d) | an                | a          |

8. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (CBSE 2015)

Most trees has a single woody stem called a trunk who supports a mass of branches carrying leaves. Trees clean an air to removing tiny airborne particles. The leaves of trees give in oxygen.

- |     | Error           | Correction |
|-----|-----------------|------------|
|     | <i>e.g.</i> has | have       |
| (a) | who             | which      |
| (b) | an              | the        |
| (c) | to              | by         |
| (d) | in              | out        |

9. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example. (CBSE SQP 2022 Term-2)

Have you ever learn from a mlstake you have made? Many shouldn't admit doing so. For those who do.

- |     | Error             | Correction |
|-----|-------------------|------------|
|     | <i>e.g.</i> learn | learnt     |
| (a) | shouldn't         | don't      |



there was no need for guilt. We often make mistakes while taking risks, but all brush them aside and learn. With that, they usually don't make mistakes the next time.

- |     |      |            |
|-----|------|------------|
| (b) | was  | is         |
| (c) | all  | some/a few |
| (d) | that | it         |

10. The following paragraph has not been edited. There is an error in each line. Write the error and its correction as shown in the example.

(CBSE 2022 Term-2)

	Error	Correction
A first Indian woman physician	e.g. A	The
Anandibai Joshi graduated at 1886.	(a) at	In
About 125 years later, Indian women had start to outnumber men in	(b) start	started
admissions of medical colleges.	(c) of	to

## Transformation

### Type I

1. Report the given dialogue between a patient and his doctor, by completing the sentence.

Patient: Good morning! I am feeling very sick.

Doctor: You will be fine but I need to examine you first.

The patient greeted the doctor and said that he was feeling very sick. The doctor assured him that .....

Ans. he would be fine but he needed to examine him first.

2. Report the given dialogue between Avni and her mother, by completing the sentence.

Avni: Mother, can I help you to wash the dishes?

Mother: Thank you. It is really nice.

Avni politely offered help to her mother in washing dishes. Mother thanked her and said .....

Ans. that it was really nice.

3. Report the given dialogue between two friends Ajay and Vijay, by completing the sentence.

Ajay: Did you watch the cricket match yesterday?

Vijay: Yes, it turned out to be an exciting match.

Ajay asked Vijay if he had watched the cricket match the previous day Vijay replied in .....

Ans. affirmative and said that it had turned out to be an exciting match.

- Q 4. Report the given dialogue between Ankit and a policeman, by completing the sentence.

Ankit: Please let me go.

Policeman: Park the bike on the roadside.

Ankit requested the policeman to let him go. The policeman ordered .....

Ans. him to park the bike on the roadside.

5. Report the given dialogue between Vipin and Vikas, by completing the sentence.

Vipin: Where are you going?

Vikas: I am going to Mumbai to attend a wedding.

Vipin asked Vikas where he was going.

Vikas informed .....

Ans. him that he was going to Mumbai to attend a wedding

6. Read the conversation given below and complete the paragraph that follows:

Anup: Where can we meet tomorrow?

Atul: I may not be able to meet you tomorrow.

Anup: Are you going to be busy?

Atul: Yes, I will be travelling tomorrow.

Anup asked Atul (a) ..... . Atul replied

(b) ..... Anup asked (c) ..... .

Atul replied in affirmative and said that (d) .....

- Ans. (a) where they could meet the next day  
(b) that he might not be able to meet him the next day  
(c) if he was going to be busy  
(d) he would be travelling the next day



### TIP

For solving such questions, a good command of various rules of reported speech is required.

### TR!CKS

- Look for the appropriate use of tense.
- Watch out for the specific rules as per the type of sentence.
- Be careful while changing the pronouns and words expressing nearness in time or place.

7. Read the conversation given below and complete the paragraph that follows:

Doctor: Have you got the tests done?

Karna: No, I have not.

Doctor: Get them done today itself.

Karna: I will.



The doctor asked Karna (a) ..... He replied that (b) ..... The doctor asked (c) ..... Karna assured the doctor (d) .....

- Ans.** (a) if he had got the tests done  
(b) he had not  
(c) him to get them done the same day  
(d) that he would

8. Read the conversation given below and complete the paragraph that follows:

Tanu: When are you leaving for Mumbai?

Ashu: I will leave immediately after the examination.

Tanu: Would you like me to drop you to the station?

Ashu: Thanks! That would be wonderful.

Ashu went to the school library to study. There he met Tanu. Tanu asked Ashu (a) .....

..... Ashu replied (b) .....

Tanu then (c) .....

Ashu thanked her and said (d) .....

- Ans.** (a) when he was leaving for Mumbai  
(b) that he would leave immediately after the examination  
(c) asked whether he would like her to drop him to the station  
(d) that it would be wonderful

9. Read the conversation between a teacher and student and complete the passage that follows.

Biology Teacher: I instructed you to draw the diagram of bacteria. Why did you submit a blank sheet?

Sameer : Sir, I had drawn the diagram of bacteria, but you can't see it because it is not visible to the naked eye.

The biology teacher had instructed Sameer to draw the diagram of a bacterial cell and asked him

(a) ..... a blank sheet. Sameer respectfully answered that he had drawn the diagram but (b) ..... to the naked eye. (CBSE SQP 2022 Term-2)

- Ans.** (a) why he had submitted  
(b) he (the teacher) couldn't see it because it is not visible

10. Read the conversation and complete the paragraph that follows:

Ritika: Can I borrow your Math book for a couple of days?

Mohit: Yes certainly, I have already studied for the test tomorrow.

Ritika asked Mohit (a) ..... for a couple of days. Mohit agreed and said that (b) ..... (CBSE 2022 Term-2)

- Ans.** (a) if she could borrow his Math book  
(b) he had already studied for the test the next day

11. Read the conversation between a doctor and his patient. Complete the sentence by reporting the patient's reply correctly.

Doctor: Do you feel down from time-to-time Mr Gopalan?

Patient: Yes, I do not stay in a good mood.

The doctor, while trying to figure out his patient's ailment, asked about his well-being, to which, the patient affirmed ..... (CBSE SQP 2022-23)

- Ans.** that he does not stay in a good mood.

12. Report the dialogue between a grandson and his grandfather, by completing the sentence:

Grandson: Grandpa, who are your superheroes?

Grandpa: Anyone who shows kindness and compassion to others.

In response to the question about his superheroes, grandfather says that ..... (CBSE SQP 2022-23)

- Ans.** it is anyone who shows kindness and compassion to others.

13. Read the conversation between a policeman and a driver.

Complete the sentence by reporting the driver's reply correctly.

Policeman: Why did you park your car here?

Don't you see a 'no parking area'.

Driver: Sorry Sir! The engine broke down.

The policeman asked the driver why he had parked his car there and if he didn't see it was a 'no parking area.' The driver felt sorry and explained .....

(CBSE 2023)

- Ans.** to him that the engine had broken down.

14. Report the dialogue between Ashish and his interviewer by completing the sentence:

Interviewer: Why do you want to be a computer programmer?

Ashish: I have always been interested in computers. In response to the question of the interviewer about why Ashish wanted to be a computer programmer, he replied ..... (CBSE 2023)

- Ans.** that he had always been interested in computers.

15. Report the dialogue between the gatekeeper and the visitor by completing the sentence:

Gatekeeper: Whom do you want to meet?

Visitor: I want to see the art and craft exhibition.



In response to the question about whom the visitor wanted to meet, the visitor replied .....

(CBSE 2023)

**Ans.** that he wanted to see the art and craft exhibition.

16. Read the conversation between a policeman and a driver.

Complete the sentence by reporting the reply correctly.

Policeman: Do you need any help to reach your destination?

Driver: Yes, I am not sure which direction to take.

The policeman asked the driver whether he needed any help to reach his destination, to which the driver replied .....

(CBSE 2023)

**Ans.** In affirmative and said that he was not sure which direction to take.

17. Read the conversation between a passenger and the clerk at the ticket counter.

Complete the sentence by reporting the reply correctly.

The clerk at the ticket counter: Where do you want to go?

Passenger: Please give me a ticket to Bhopal.

The clerk at the ticket counter enquired where the passenger wanted to go. The passenger requested the clerk .....

(CBSE 2023)

**Ans.** to give him a ticket to Bhopal.

18. Report the dialogue between a mother and a daughter by completing the sentence:

Mother: Why are you looking so worried?

Daughter: My exams are approaching.

In response to the question of the mother, the daughter replied that .....

(CBSE 2023)

**Ans.** her exams were approaching.

19. Read the conversation between two friends Ravi and Reena. Complete the sentence by reporting Reena's reply correctly.

Ravi: "Reena, lend me a hundred rupees."

Reena: "I don't have it right now, but I will arrange it for you."

Ravi asked Reena to lend him a hundred rupees, to which Reena replied that .....

(CBSE 2023)

**Ans.** she didn't have it right then, but she would arrange it for him.

20. Report the dialogue between Tony and Sarita, by completing the sentence.

Tony: Why did you call me?

Sarita: Will you go to the museum with me?

Tony asked Sarita why she had called him. Sarita wanted to know whether Tony .....

**Ans.** would go to the museum with her. (CBSE 2023)

21. Read the conversation between a tourist and a guide. Complete the sentence by reporting the reply correctly:

Tourist: Where is the exhibit section of the fort?

Guide: In the far corner, on the second floor.

The tourist asked the guide where the exhibit section of the fort was, to which the guide replied .....

(CBSE 2023)

**Ans.** that it was in the far corner, on the second floor.

22. Report the dialogue between Lata and Usha, by completing the sentence:

Lata: What activity did you enjoy the most in the summer camp?

Usha: I enjoyed the art and craft class.

Lata asked Usha what activity she had enjoyed the most in the summer camp. Usha replied that she .....

(CBSE 2023)

**Ans.** had enjoyed the art and craft class.

23. Report the dialogue between a vendor and his customer, by completing the sentence:

Vendor: It is nice to see you, Sir!

Customer: Yes, indeed! Unlike last month, I have been away for quite some time this month.

The vendor greeted his customer respectfully and mentioned that he was pleased to see him. The customer answered in the affirmative and explained that .....

(CBSE SQP 2023-24)

**Ans.** unlike the previous month, he had been away for quite some time that month.

## Type II

1. Read the dialogue between Divya and her teacher.

Teacher: Why are you late for school?

Divya : I missed the school bus.

Select the correct option to complete the reporting of the above dialogue.

The teacher demanded to know why Divya was late for school. Divya explained that .....

- (a) she missed the school bus
- (b) she has missed the school bus
- (c) I have missed the school bus
- (d) she had missed the school bus

**Ans.** (d) she had missed the school bus

2. Read the dialogue between Bunny and his father.

Father: What are you doing, Bunny?

Bunny: I am preparing for tomorrow's exam.

Select the correct option to complete the reporting of the above dialogue.

Father asked ..... . Bunny replied that he was preparing for the next day's exam.

- (a) what you were doing Bunny
- (b) what were you doing Bunny
- (c) Bunny what he was doing
- (d) Bunny what he had been doing

**Ans.** (c) Bunny what he was doing



3. Read the dialogue between Priya and Kashvi.

Priya: What is this strange thing?

Kashvi: I am making a robot.

Select the correct option to complete the reporting of the above dialogue.

Priya asked Kashvi what that strange thing was. Kashvi replied that .....

- (a) she had been making a robot
- (b) she is making a robot
- (c) she had made a robot
- (d) she was making a robot

**Ans.** (d) she was making a robot

4. Read the dialogue between a teacher and her student.

Teacher: Your composition is exactly like your friend's.

Student: I do not know how it happened.

Select the correct option to complete the reporting of the above dialogue.

The teacher told the student that his composition was exactly like his friend's.

The student told the teacher .....

- (a) that he did not know how it happened.
- (b) that he did not know how it had happened.
- (c) that he does not know how it happened.
- (d) that I did not know how it happened.

**Ans.** (b) that he did not know how it had happened.

5. Read the dialogue between Naman and Ankur.

Naman: Will you have some poha?

Ankur: Thank you. I will.

Select the correct option to complete the reporting of the above dialogue.

Naman asked Ankur ..... . Ankur thanked him and said that he would have it.

- (a) that he would have some poha
- (b) whether you would have some poha
- (c) if he would have some poha
- (d) if he will have some poha

**Ans.** (c) if he would have some poha

6. Select the correct option to complete the narration of the dialogue between Latha and her father.

Father: Why ask so many questions, Latha?

Latha: I believe that if you don't know the answer, keep asking till you do!

Father asked Latha the reason for the many questions she was asking. Latha exclaimed good-humouredly that in event of not knowing the answer one should ..... (CBSE SQP 2022-23)

- (a) keep asking till one does
- (b) kept asking till one does
- (c) keep asking till one do
- (d) kept on to ask till one do

**Ans.** (a) keep asking till one does

7. Select the correct option to complete the narration of a dialogue between a passerby and a farmer.

Passerby: Can you tell me the way to Rampur?

Farmer: Drive for four kms and then turn right.

The passerby asked the farmer if he could tell him the way to Rampur. The farmer replied that .....

(CBSE 2023)

- (a) he may drive for four kms and then turn right.
- (b) he should drive for four kms and then turn right.
- (c) he might drive for four kms and then turn right.
- (d) he had to drive for four kms and then turn right.

**Ans.** (b) he should drive for four kms and then turn right.

8. Select the correct option to complete the narration of the dialogue between Shyam and Shivam.

Shyam: Have you seen this actor's latest film?

Shivam: Yes, I have. The actor has done a marvellous job.

Shyam met his friend Shivam and they began talking. Shyam asked Shivam whether he had seen the actor's latest film. Shivam affirmed and said .....

(CBSE 2023)

- (a) that the actor has done a marvellous job.
- (b) that the actor had done a marvellous job.
- (c) that the actor has been doing a marvellous job.
- (d) that the actor could have done a marvellous job.

**Ans.** (b) that the actor had done a marvellous job.

9. Select the correct option to complete the narration of a dialogue between Raj and his wife:

Raj: I have invited my friends for dinner.

Wife: I'll invite my friends too.

Raj told his wife that he had invited his friends for dinner. The wife added that ..... (CBSE 2023)

- (a) she will invite her friends too.
- (b) she would invite her friends too.
- (c) she can invite her friends too.
- (d) she could invite her friends too.

**Ans.** (b) she would invite her friends too.

10. The father said, "I bought a watch". (Change the speech) (CBSE 2023)

- (a) The father said that I bought a watch.
- (b) The father said that he bought a watch.
- (c) The father said that he had bought a watch.
- (d) The father said that he has bought a watch.

**Ans.** (c) The father said that he had bought a watch.

11. Select the correct option to complete the narration of the dialogue between Anil and Sanjeev:

Anil: Where are you going?

Sanjeev: To the airport.

Anil: May I drop you there as I'm going in that direction?



Anil asked Sanjeev where he was going and offered to drop him as ..... (CBSE 2023)

- (a) he could be going in that direction
- (b) he would be going in the direction
- (c) he is going in the direction
- (d) he was going in that direction

**Ans.** (d) he was going in that direction

12. Read the dialogue between Shabnam and her mentor, Sara, regarding her summer internship programme.

Sara: Why did you choose to participate in this internship programme?

Shabnam: Ah! I am convinced this programme has the potential to enhance my abilities.

Select the correct option to complete the reporting of the above dialogue.

Sara asked Shabnam ..... in that internship programme. Shabnam sighed and exclaimed that she was convinced that programme had the potential to enhance her abilities. (CBSE SQP 2023-24)

- (a) why to choose to participate
- (b) to choose participation
- (c) about her choice to participate
- (d) with her choice in participating

**Ans.** (c) about her choice to participate

13. Which option displays the correct change of the following to reported speech?

15. Choose the correct options to fill in the blanks to complete Venu's narration.



I saw Suppandi standing in the field. When I -(a)- doing there, he -(b)- he was trying to win a Nobel prize. I was confused and enquired how standing in the rice field would help him do so. He stumped me by saying that he -(c)- won Nobel prizes had all been outstanding in their fields! (CBSE SQP 2021 Term-1)

- (a) (i) exclaimed what he was  
(ii) told him what he was  
(iii) asked him what he was  
(iv) says to him about what
- (b) (i) ordered that (ii) refused that  
(iii) questioned that (iv) replied that
- (c) (i) has heard that people who has  
(ii) was hearing that people who were  
(iii) had heard that people who had  
(iv) did hear that people who had

**Ans.** (a) (iii) asked him what he was

(b) (iv) replied that

(c) (iii) had heard that people who had

Sunita asked Venkat, "How much is the rent for your flat?" (CBSE SQP 2021 Term-1)

- (a) Sunita asked Venkat how much was his rent for flat.
- (b) Sunita asked Venkat how much the rent for his flat was.
- (c) Sunita enquires from Venkat that how much rent he pays.
- (d) Sunita told Venkat how much the rent for his flat was.

**Ans.** (b) Sunita asked Venkat how much the rent for his flat was.

14. Which option displays the correct change of the following to reported speech?

She said, "I told Damanjit to send you an e-mail three days ago." (CBSE SQP 2021 Term-1)

- (a) She told that Damanjit had mailed you three days then.
- (b) She informed me that Damanjit has mailed me three days before.
- (c) She says that she has told Damanjit to send me an e-mail three days then.
- (d) She said that she had told Damanjit to send an e-mail to me three days before.

**Ans.** (d) She said that she had told Damanjit to send an e-mail to me three days before.

## Type III

1. Rashi and Tarun had a conversation. Report Rashi's request.

Please give me the book that you have bought.

**Ans.** Rashi requested Tarun to give her the book that he had bought.

2. Mithlesh and her father had a conversation. Report Mithlesh's question.

May I go to the library now?

**Ans.** Mithlesh asked her father if she might go to the library then.

3. Ashu and Vishu had a conversation. Report Ashu's advice.

Do not go to the playground today.

**Ans.** Ashu advised Vishu not to go to the playground that day.



4. Aarav and his grandfather had a conversation. Report Aarav's question.

Have you taken your medicine?

**Ans.** Aarav asked his grandfather if he had taken his medicine.

5. Tanya and Aruna had a conversation. Report Tanya's wish.

May you achieve great success!

**Ans.** Tanya wished that Aruna might achieve great success.

6. Punit and Nagesh had a conversation. Report Punit's question.

When will the school bell ring today?

**Ans.** Punit asked Nagesh when the school bell would ring that day.

7. A teacher and his students had a conversation. Report the teacher's order.

Open your books and read the first chapter.

**Ans.** The teacher ordered his students to open their books and read the first chapter.

8. Tanu and her brother had a conversation. Report Tanu's question.

Why are you sleeping here?

**Ans.** Tanu asked her brother why he was sleeping there.

9. Sunil shared some information, with Tariq, about a holiday at sea. Report Tariq's question.

Did you enjoy travelling by sea? (CBSE SQP 2022-23)

**Ans.** Tariq asked Sunil if he had enjoyed travelling by sea.

10. Kabir shared some information with Sahil about his travel plans. Report Kabir's plans.

I will go to Tripura tomorrow. (CBSE 2023)

**Ans.** Kabir told Sahil that he would go to Tripura the next day.

11. Radhika shared some information with Sant about her school trip.

Report Sant's question.

What did you learn from the museum visit?

(CBSE 2023)

**Ans.** Sant asked Radhika what she had learnt from the museum visit.

12. Roma asked Gopal to go by the metro. Report Gopal's question. Which way is the metro station?

(CBSE 2023)

**Ans.** Gopal asked Roma which way the metro station was.

13. Bela shared some information about her visit to her grandmother with Malini. Report Malini's question.

Is your grandmother feeling better now? (CBSE 2023)

**Ans.** Malini asked Bela if her grandmother was feeling better then.

14. Sunil shared some information with Sunita about the story he was reading. Report Sunita's question.

What was the theme of the story? (CBSE 2023)

**Ans.** Sunita asked Sunil what the theme of the story had been.

15. Abhilash and Neha had a conversation about the inauguration of Neha's Dance Academy. Report Abhilash's question.

Is your best friend helping you in this venture?

(CBSE SQP 2023-24)

**Ans.** Abhilash asked Neha whether/if her best friend was helping her in that venture.



## Practice Exercise

1. Fill in the blanks in the paragraph given below by choosing the most appropriate options from the ones that follow:

Our school (a) ..... to be closed for summer vacation (b) ..... the next Monday. I am (c) ..... happy. I plan to go to (d) ..... hill station along with my friends. We (e) ..... to go to Shimla.

- |                  |                |
|------------------|----------------|
| (a) (i) is going | (ii) was going |
| (iii) gone       | (iv) went      |
| (b) (i) from     | (ii) of        |
| (iii) for        | (iv) with      |
| (c) (i) more     | (ii) many      |
| (iii) very       | (iv) too       |
| (d) (i) a        | (ii) an        |
| (iii) the        | (iv) some      |

- |                      |              |
|----------------------|--------------|
| (e) (i) have decided | (ii) decide  |
| (iii) decides        | (iv) decided |

2. Fill in the blanks in the sentences given below by choosing the most appropriate options from the ones that follow:

(a) He asked her to bring ..... banana and ..... apple.

- |              |               |
|--------------|---------------|
| (i) the: an  | (ii) a: an    |
| (iii) a: the | (iv) the: the |

(b) Nobody ..... going to help him.

- |           |          |
|-----------|----------|
| (i) were  | (ii) is  |
| (iii) has | (iv) are |

3. Fill in the blanks by using the correct form of the words given in brackets:

(a) Mr Gupta wants to ..... (meet) you.

(b) Three months ago I ..... (be) a student of this school.



4. The following paragraph has not been edited. There is an error in each line. Write the error and its correction:

We should been proud of ourselves.  
Each one of us have good qualities.  
We can make it better. In this  
way we can hoped to succeed in  
life. And that gives me a great joy.

**Error** **Correction**

- (a) .....  
(b) .....  
(c) .....  
(d) .....  
(e) .....

5. Select the option that identifies the error and supplies the correction for the following sentence:

The modern student understand the importance of physical exercise.

Option No.	Error	Correction
(a)	understand	understands
(b)	the	an
(c)	Importance	Importances
(d)	of	on

6. Identify the error in the given sentence and supply the correction:

Most trees has a single woody stem called trunk.  
Use the given format for your response:

Error	Correction
.....	.....

7. Read the conversation between two friends. Complete the sentence by reporting the reply correctly.

Neeti : When are you leaving for Mumbai?

Geetu: I will leave immediately after the examination.

Neeti asked Geetu when she was leaving for Mumbai. Neeti replied that .....

8. Read the conversation given below and complete the paragraph that follows:

Vivek : Friends, I had sent flowers to many people on Valentine's Day.

Ravi : What do you mean?

Mohan : What did you get in return?

Vivek : I didn't get anything in return.

Ravi : You must have sent cauliflowers.

Three friends were talking and one of them told the other two that (a) .....

Valentine's Day. Hearing this Ravi asked (b) .....

..... while Mohan (c) .....

Vivek answered that he hadn't received anything in return. With a broad smile Ravi suggested (d) .....

9. Read the dialogue between Abhay and Varun.

Abhay: Why are you in a hurry?

Varun: I have to catch a train.

Select the correct option to complete the reporting of the above dialogue.

Abhay asked Varun why he was in a hurry. Varun replied that .....

- (a) I had to catch a train.  
(b) he has to catch a train.  
(c) he had to catch a train.  
(d) I have to catch a train.