



## Chapter

# 6

## Mystery And Adventure

### Mission ~~X~~ Impossible



## Warm Up



a. The pictures given above are places of mystery. Find out where they are and what is mysterious in these places.

**b. It is scientifically proved that solving detective riddles everyday will develop your reasoning skill. Now put on your thinking hat and solve the riddles given below logically.**

1) A detective comes to a crime scene. A man is said to have jumped out of a window of an abandoned building and committed suicide. The detective goes inside the building to the first floor, to the room at the front. He goes up to the window through which the man had jumped, opens it and looks at the dead man. Then he goes to the second floor and does the same. He continues until he has visited all the floors and repeated the

action. Then he returns to his team and says that it's by no means a suicide, but a murder. **How did he find it out?**

2) Two young ladies stopped at a fresh fruit juice stall and ordered sweet lime juice with ice. One of them was very thirsty and drank very fast and ordered one more. She had two glasses during the time, the other drank only one. Tragically the girl who was drinking the juice slowly dies while the other stayed alive. But it turned out that all the drinks they had been served contained poison. **How is it possible that the girl who drank more survived?**

1) When a person commits suicide by jumping out of a window, he doesn't tend to close the window behind him. But in this case, none of the windows which faced the dead man were left open. It means that the man wouldn't have jumped out of the window.

2) In fact, the poison was in the ice. The young lady who escaped death drank the juice before the ice cubes could melt completely. But the ice cubes in the other lady's drink melted completely, releasing the poison into the juice.

## Answers

c. The dictionary defines 'adventure' as an 'unusual and exciting or daring experience'. The following are some of the popular adventure sports. Identify them as land sport, air sport and water sport and list them under the appropriate headings.

Aquajogging	Bird watching
Mountaineering	Para gliding
Skiing	Snorkeling
Sky diving	Rafting
Scuba diving	Rock climbing
Bungee jumping	Kayaking
Wildlife safari	Surfing

Land Sport	Air Sport	Water Sport



## Reading

a. Read the following story of how some young boys and their coach were saved from a cave in Thailand.

### Mission Impossible

1. On 23<sup>rd</sup> June, 2018, 12-boys of a football team – 'the Wild Boars' went exploring in Thailand's Chiang Rai **province** with their football coach and ended up being trapped for two weeks, deep inside a cave underneath a mountain.

2. What happened over those two weeks is a remarkable story of friendship, human **endurance** and selflessness in saving lives. The dramatic rescue operation gripped the world.

3. The team and their young coach had often **ventured** deep into Tham Luang cave, sometimes as far as 8 km for initiation rites where they would write the names of the new team members on a cave wall.

4. In high spirits, they **clambered** into the cave that fateful day with just their torches. After all, they were planning to be there only for an hour. They never thought that they would not emerge until two weeks later.

5. Deep in the cave, the Wild Boars found themselves in trouble. It had been raining for the last few days, and all the water falling on the mountain was fast filling up the Tham Luang cave system. The group was caught off guard by a flash flood. They had no choice but to scramble even deeper into the cave.



6. The Wild Boars eventually found themselves **marooned** on a small rocky shelf about 4 km from the cave entrance, past a dry point known as Pattaya Beach which by now was flooded. Surrounded by darkness, the boys lost all sense of time. But they were determined to survive. They used rocks to dig deeper into the shelf to create a **cavern** where they could huddle together and keep warm. Coach Aken, a former monk, taught the boys meditation techniques to help them stay calm and use as little air as possible and told them to lie still to conserve their strength. They had no food but they had water in the form of moisture dripping from the caves' walls. They had the right conditions to survive at least for a little while. And most importantly the team had the support of each other.

7. Outside the cave, a full blown rescue operation was quickly unfolding. The Thai Navy Seals, the National Police, other rescue teams and local volunteers pitched in.



People are coming from hundreds of kilometers away on bikes or cycles just for cooking and delivering food for the rescue team for free for 2 weeks and counting.

8. Exploring the cave was a challenge. Weather was merciless and the heavy rainfall and flooding chambers hindered the rescuers.

9. Engineers desperately tried to pump water out of the cave – but struggled initially.

10. At the start no one had any idea what to do. They even tried drilling into the mountain side and used **drones** with thermal sensors to locate the boys.

11. Outside the cave, the boys' worried families offered prayers for their lives. The group gradually expanded to include teachers, administrators, classmates and villagers who rallied together, donating money and hundreds of packages of food to the relatives of the boys and their coach. A sense of community soon began to spread, volunteers from other parts of Thailand flew in, while social media lit up with expressions of love and support.

12. International cave divers from UK, USA, Belgium, Australia, Scandinavia and many other countries arrived by Thursday, 28th June. Over the next few days, the divers faced a constant battle with the elements. Two British divers John

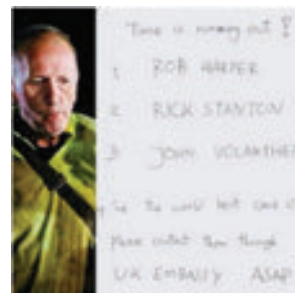
Volanthen and Rick Stanton had been braving Than Luang's narrow, murky passage ways for several days laying out guide ropes and by 2<sup>nd</sup> July Monday, the lost Wild Boars and their coach had been found. The two divers spent some time trying to boost their morale. They left lights, and promised to return with food. The parents of the boys were **ecstatic** to know that their children had miraculously survived.



These 2 British men who are leading the rescue operation are John Volanthen and Rick Stanton. They are universally regarded as the best cave divers in the world. They are the first pair of cave divers to be named around the world to lead rescue missions & do not seek fame, money or praise. Rick Stanton is a retired firefighter awarded honors for bravery in rescuing people from a burning building. John Volanthen has been recognized with honors by France, Mexico, US and others for his bravery in cave rescue missions. The role these men took to save these boys is nothing short of awe-inspiring. The support they received from international divers & Thai Navy Seals was beautiful. The best of humanity.

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This mission probably wouldn't have started without him. He's a British explorer who has discovered this cave before. He was the one who wrote the map for the rescue team and the one who wrote the letter asking for help from the 2 British divers (the world's best cave divers).

13. After nine days, the group received medicated liquid food and mineral water with vitamins.



14. The rescuers set to work in figuring out how to extract 13 people – from a winding, flooded 4 km stretch of caves that even experienced divers would struggle with.

15. Overnight a small makeshift town mushroomed at the rural country park by the cave entrance. Food stalls were set up and no job was too small to do. People began cleaning the toilets, offered free lifts and a local laundromat cleaned the rescuers' clothes every night. Spirits were high but the death of a navy seal diver Saman Gunan devastated the community.

16. Time was running out. Finally on 6th July, rescuers set up an oxygen supply and the boys communicated with their parents, by writing letters. On Sunday 7th July, the Thai authorities announced they were pulling out the boys. It was a super human effort involving 100 Thai and foreign divers.

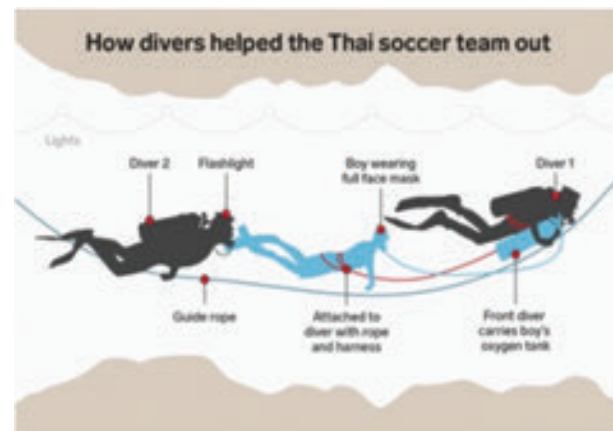


17. Each boy was given a full face air mask to ensure he could breathe and was clipped to a diver. Another diver accompanied them. An oxygen cylinder was strapped to the front of the child, while a handle was attached to their backs – and they were held face down to



ensure water would run away from their faces. It was like a “shopping bag” that allowed them to **manoeuvre** the boys around the obstacles. The boys were sedated to ensure that they would not panic.

18. Rescuers had to **winch** the boys up a steep slope using a pulley system, passing the boys hand to hand. One by one, all the Wild Boars were brought out of the darkness of Tham Luang. By the time the last batch of boys and the coach were out, water levels started rising again. But there were the Navy Seal divers and a medic who had looked after the Wild Boars, as well as Richard Harris, a famed Australian cave diving expert and doctor, still in the cave. They emerged shortly and soon the flood waters rushed in.



19. It was an astonishing feat - after two agonizing weeks, the Thai Cave boys and their coach were finally out at last, safe and sound.

20. It's a story of ordinary people coming together in a remote town with one mission: to save 12 young boys and their coach; and the impossible mission was accomplished.





## Glossary

1. **province (n)** - area governed as a unit of a country
2. **endurance (n)** - stamina, strength
3. **venture (n)** - risky undertaking
4. **clambered (v)** - climbed awkwardly
5. **marooned (v)** - abandoned
6. **cavern (n)** - large cave
7. **drones (n)** - unmanned aircraft
8. **ecstatic (adj.)** - overwhelming happiness
9. **manoeuvre (n)** - planned movement
10. **winch (n)** - lifting device

a. Complete the blanks in the boxes below by reading the passage carefully.

12 boys and  
coach went into  
.....

1

They would go  
often .....

2

But this time  
they got caught in  
.....

3

They kept  
themselves warm by  
.....

4

The coach taught  
the boys ..... and  
..... to save their  
energy.

5

.....  
prevented the rescuers  
from entering the cave.

6

Engineers tried  
..... and  
..... to find the  
location of the boys.

7

Two divers reached  
the boys by .....  
and .....

8

They received  
..... and .....  
after .....

9

The boys wrote  
letters to their parents  
on ..... and on the  
next day .....

10

..... were  
strapped to the boys  
and a ..... helped the  
divers to move the boys  
away from obstacles.

11

The boys were  
brought out of the cave  
by .....

12

b. Number the following statements as they occur in the passage.

1. International cave divers arrived ( )
2. The two divers spent some time, left lights and promised to return with food. ( )
3. Engineers tried to pump water out of the cave. ( )
4. Thai National Police, Thai Navy Seals and local rescue teams pitched in. ( )
5. The last Wild Boars and their coach had been found. ( )
6. Two British divers laid out guide ropes for several days. ( )



**c. Find the words from the passage which mean the same as the following.**

- a. risk undertaken (para 3)
- b. to protect (para 6)
- c. temporary (para 15)

**d. Make sentences of your own using the words given below.**

- a. sedated                      b. agonising
- c. manoeuvre                d. accomplished

**e. Read the following poem carefully:**

**Hard Is The Journey**  
**By Li Po**

Gold vessels of fine wines,  
thousands a gallon,  
Jade dishes of rare meats,  
costing more thousands,

I lay my chopsticks down,  
no more can banquet,  
I draw my sword and stare  
wildly about me:



Ice bars my way to cross  
the Yellow River,  
Snows from dark skies to climb  
the T'ai-hang mountains!

At peace I drop a hook  
into a brooklet,  
At once I'm in a boat  
but sailing sunward...

(Hard is the journey,  
Hard is the journey,  
So many turnings,  
And now where am I?)

So when a breeze breaks waves,  
bringing fair weather,  
I set a cloud for sails,  
cross the blue oceans!



- 1. **gallon (n)**                - liquid measure of eight pints or 4.55 litres
- 2. **jade (n)**                    - semi precious stone of dark green colour
- 3. **chopsticks (n)**        - pair of thin sticks used to eat Chinese food
- 4. **banquet (n)**              - elaborate formal dinner

**f. Answer the following questions carefully.**

- 1. What is the first stanza of the poem about?
- 2. Why do you think the poet's tone changes in the second stanza?
- 3. What obstacles create the tension in the poem?
- 4. On what note does the poet end the poem?



**g. Find a word from the poem which means the same as the following:**

- a) unusual                      b) glare  
c) truce                         d) sunny

**h. On the basis of your understanding of the poem, fill in the blanks of the summary given below.**

The poet begins by describing ..... fine wine and ..... rare meats. When he says that he lays the ..... down, he means to say that he cannot ..... and ..... . Anymore because he has to ..... on the ..... ahead of him. When he says he drops a hook into a ....., it means that his journey has many ..... and he is bewildered and ....., but towards the end of the poem, the poet seems to take an ..... approach. He describes good weather as, "A breeze breaks waves", and because of this ....., the journey does not seem as ..... . The good weather brings a sense of joy and happiness, so he sets sail to, "....." .....

### LANGUAGE STUDY

**a. Choose the expressions from the boxes to complete the sentences given below:**

gripped the world	caught off guard
in high spirits	running out of time

- Many residents were ..... by the fury of the storm.
- The joyful man, Tony appeared ..... despite his injury.

3. We were ....., so we decided to return home.

4. The Thai cave rescue story which ....., had a happy ending.

**b. Fill in the blanks in the sentences given below with the correct alternative chosen from the pairs provided in the brackets.**

- The French doctor understood the full importance of the ..... now being performed and never questioned the religious..... of his patients. (rights, rites)
- The ..... of the story was clear but it did not help in restoring the ..... of the sailors listening to the story. (morale, moral)
- The employers must always ..... the lives of their employees so that they ..... increased productivity. (ensure, insure)
- The monk's ..... to teach meditation to the young boy's was appreciated but the young boy's ..... into the monastery was a surprise to their parents. (initiation, initiative)

**c. Replace the underlined words with one word which means the same.**

Every year, on August 15, Cochin Adventure foundation arranges systematically a white water rafting event on Tejaswini river in Pilingome, Kannur. Pilingome, is a two hour drive from Payyannur. The three-hour rafting ride will extend over a distance of 10 kilometers. Each raft will carry greatest

number of seven people. The persons who take part will be briefed on safety measures by people who train them and provided with safety equipment.

River Tejaswini is also known as Karimkodu and starts from the Brahmajiri hills of Coorg forest in Karnataka. The river flows through Kannur and Kasargod in Kerala before meeting the Arabian Sea near Nileswaran. According to the Kerala Tourism Board about 20 kilometers of the 64 kilometers long river is considered the most suitable for rafting.

**d. Fill in the blanks by choosing the most appropriate word from those given in brackets.**

Britain recently .....  
(announced, celebrated, abolished)  
National Park Week during which a poll was conducted to find out the .....  
(haunted, favourite, hated) parks of Britons. Lake District in North West England ..... (emerged, declared, stood out) the winner, with 27% votes, which was thrice that of the second most ..... (disliked, unpopular, famous) sites. Lake District region is home to a ..... (breathtaking, unbearable, ugly) mountainous area that is ..... (wellknown, unknown, familiar) for having inspired William Wordsworth and was declared a UNESCO World Heritage Site in 2017. The region has 12 of the ..... (biggest, tallest, shortest) lakes in England. Families can take part in walking, cycling, swimming activities and in winter can head to the mountains and take up one of the many ..... (summer, cold, winter) skills courses.



**Integrated Grammar Exercises**



**a. Fill in the blank with one appropriate word. One has been done for you.**

No one knows his name. No one knows the name of the town he came from. He appears to have lived in the jungles ..... Brazil, Amazon ..... 22 years. A video was released for the first time ..... Brazil's Indian Foundation, an agency that supports indigenous communities. The video shows the images of the so-called uncontacted indigenous man ..... is believed to be the last living member of ..... tribe. Anthropologists say the man who is believed to be in his fifties, has lived alone for years in the jungle. .... agency tried to establish contact with this man a few times starting in 1996 ..... he responded to outsiders with hostility.

**b. The following passage has not been edited. There is one error in each of the lines indicated with a blank. Underline each error and write the correct word in the space provided. The first correction has been done as an example.**

- ❖ Krishna's Butterball is an curious tourist attraction in Mahabalipuram, .....a.....
- ❖ a town about 60 km south of Chennai famous by its stone carvings. ....
- ❖ The "butterball" is a giant balancing rock, 5 meters of diameter, .....





- ❖ perched at a smooth slope, seemingly defying all laws of physics. ....
- ❖ It's a common sight to seeing visitors placing hands under the stone ....
- ❖ posing for pictures, which looks as though they were holding it up. ....
- ❖ The rocks provides welcome shade if you dare to sit underneath it, ....
- ❖ and local kids has discovered that the slippery nearby hillside also ....
- ❖ make a great natural slide. ....

**c. Punctuate the given passage.**

are cherry seeds lucky i asked of  
course said grandfather what can i do with  
a seed i asked plant it said grandfather so  
i found a small space and began to dig up  
a flower bed

**d. Fill in the blanks using the correct form of the word given in brackets.**

1. Ram \_\_\_\_\_(give) his maiden concert at the Music Academy that evening. As he \_\_\_\_\_(get) ready to leave the house, his mother \_\_\_\_\_(call) him and \_\_\_\_\_(ask) him if he \_\_\_\_\_(offer) his prayers to the Goddess of learning. Ram \_\_\_\_\_(answer) in the affirmative and \_\_\_\_\_(reach) for the keys of his car. He \_\_\_\_\_(practice) well and \_\_\_\_\_(look) forward to the concert as an opportunity to establish his talent. He \_\_\_\_\_(know) that

he \_\_\_\_\_(have) to surmount great blocks at every stage. Yet he \_\_\_\_\_(undaunt) and \_\_\_\_\_(determine) to prove that he \_\_\_\_\_(will) shortly be a force to reckon with in the world of music.

**e. Complete the following poem by filling the blanks with the appropriate form of the words given below in the brackets. The first one has been done for you. Supply a suitable title of your own.**

- ❖ Education (educate) is the light of our life
- ❖ A gift of \_\_\_\_\_( academy) rife
- ❖ The key to a bright and \_\_\_\_\_(reward) future
- ❖ A glue that \_\_\_\_\_( join) our dreams like a suture.
- ❖ A path to divine \_\_\_\_\_(succeed)
- ❖ A smooth drive to our \_\_\_\_\_(great)
- ❖ Gives our thinking a different \_\_\_\_\_(appear)
- ❖ And helps drive away all our \_\_\_\_\_(ignore)

**f. Change the following into Indirect Speech.**

1) The little boy said to his mother, "It is a celebration mother, but we don't eat. All winter long my teacher has been teaching us songs and dances. Now she wants to celebrate our achievements and invite our honourable parents to celebrate with her. She is proud of us and wants to make our parents proud too."



2) Biju said to her brother, “My teacher says there is more than we really understand. This is a great big country now, but it wasn’t always so. People from many different nations have come here with many different ideas. Now we all belong to the same nation and sing songs like one big happy family.”

**g. Combine the following pairs of sentences into one single sentence as shown in the example.**

**Example:** My friend was cheerful. This made me forget my sorrow.

**Ans:** The cheerfulness of my friend made me forget my sorrow.

1. The furniture was removed. The room looked spacious.
2. He depends on my salary. This worries me.
3. Log everyday. It is a good exercise.
4. The umpire handled the match well. It was appreciated.
5. Health care has improved. It is surprising.
6. All like Sheetal. Her qualities are admired.
7. I respect Mr Das. He is a simple person.
8. Fossil fuels are burnt. It adds to the environment being polluted.
9. The building’s foundation is strong. Hence it prevented it from collapsing during the earthquake.

**h. Some words are missing in the following passage. Insert a slash where the word is missing and write the missing word in the blank provided against each line. The first one has been done for you.**

One day, many years ago,/ mother  
of 56 year old British diver Rick Stanton  
asked him to watch TV programme  
about two cave divers who taking the  
longest cave dive the world. Stanton  
was hooked and decided cave  
diving his future. He soon  
became one the world’s  
leading cave divers had an  
uncanny knack seeing what  
other people missed. was his  
ability to see obvious that  
helped Stanton, along fellow  
diver John Volanthan, find soccer  
players and coach who  
had gone missing the most dangerous caves.

the \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

i. Rearrange the following phrases to make meaningful sentences. The first word has been given in bold letters.

1. /To follow / and / food sources / to hunt. / **Our** earliest / a / nomadic drive /ancestors/had/
2. /Starving to death. / to move / and / **They** needed / explore / literally avoid / to find/herds / and / the best/
3. /Conquests / **Since** then / adventure/ and refinement. / has fuelled / human/
4. /Embrace / thrive / adventure. / **People** /when / seek out /and / they/
5. /Adventure / almost / as well. / accompanies / **Desire** of growth/



### Listening

You are going to listen to a tour guide who guides the tourists and explains the anti – gravity spot in Santa Cruz, California, in USA, popularly known as Mystery Spot.

### Mystery Spot Defies Gravity And Logic



Take a minute to observe the given pictures before you proceed with the listening task.



Now listen to the tourist guide sharing a lot of information about the Mystery Spot. Based on your listening complete the following with appropriate words.

1. The speaker is a .....
2. The name of the tourist attraction is .....
3. Mystery Spot is surrounded by .....and .....
4. It is in the midst of .....
5. It is located in the .....
6. It covers an area of .....diameter
7. The spot defies the laws of .....
8. The visitors will find themselves in ..... environment.
9. Balls rolling uphill and people leaning farther are the proofs of .....



10. Some of the speculations that centre around the Mystery Spot are

- i. ....buried within the ground.
- ii. Cones of metal buried to ..... spacecrafts.
- iii. .... permeating from the earth.
- iv. A hole in the .....



## WELCOME SPEECH



### Essential elements

- ❖ Specifically acknowledge and welcome important guests
- ❖ Details of event
- ❖ Brief introduction of the Chief Guest
- ❖ Details of the occasion

### SAMPLE WELCOME SPEECH

Occasion – Inaugural Ceremony of a new school

Good morning Mr. Bharat, Chairman of Pencil India & Co., Board members, guests, parents and the well wishers of the school. Our Chief Guest, Mr. Bharat, is

an eminent entrepreneur who takes keen interest in the welfare of the students as they are the future citizens of a bright India. Sir, has to his credit, many awards in the field of business. He heads the Pencil India company. We take pride in welcoming our Chief Guest.

I take this opportunity to welcome you all.

The opening day of our new school is certainly a moment that we should all savour and enjoy. It all started as a dream to start a world class educational institution that would mould and guide future generations of enlightened minds.

Today is the day, which marks the occasion – the inauguration of our school.

You are welcome to go around the campus and visit the various departments.

Thank you all for having graced the inauguration of our new school.

### Task:

You are the Cultural Secretary of your school. Write a welcome speech to be delivered at the Annual Day or Independence Day Celebrations.

### VOTE OF THANKS

A vote of thanks speech is a 'thank you', given on behalf of the organisation, to a group of people. It can also be given to the individuals who are responsible for the technical arrangements, catering, event managers etc.

A 'thank you' speech should be short and crisp. While drafting the speech, make sure to keep the language simple and to the point.





### Sample 1

Good morning everyone!

I deem it a great honour and privilege to propose the vote of thanks on this memorable occasion.

Let me first thank the Almighty for the resounding success of today's function.

First and foremost, I thank our special guest, Mr. Anand Mohan, the President of Tara Industries, who, despite his busy schedule, has found time to grace this occasion, and I also express my heartfelt thanks to Mrs. Anand Mohan for her presence and for distributing the prizes.

We are grateful to our respected Correspondent for his words of encouragement. His able guidance has always encouraged us. I thank him for his presence and continued support.

I thank our revered Management members, our Principal, Vice Principal for their unstinted support.

My heartfelt thanks to the Heads of various departments and the faculty for their valuable contribution and guidance.

I owe my special thanks to the special invitees and parents who are present here for having accepted our invitation.

I thank the members of the media for covering the event and all the other good hearts, who worked behind the screen.

My special thanks are also due to the supporting staff, who have worked hard to ensure that this occasion becomes

a memorable one. Last but not the least I thank all the students in making this function a grand success.

Once again I thank you all for your valuable presence.

Thank You.

### Sample 2

#### Sample Vote of thanks for Conferences and Seminars

Good Evening all,

I feel honoured and privileged to propose a vote of thanks on this special day.

Today we have hosted the biggest education conference in our city. 200 delegates and 500 participating colleges have made this event a grand success.

On behalf of the hosting council I convey my regards and hearty thanks to our Chief Guest, Union Education Minister Mr. XYZ for his valuable presence. I wholeheartedly thank all the delegates for their encouraging participation.

I especially thank all the great speakers for their exemplary presentation.

I thank the organizing team, teachers, volunteers, non teaching staff for their untiring efforts.

I thank our digital partners and media for their coverage.

I once again thank our respected Chief Guest, delegates, audience and others for making this conference a grand success. Thank you.



## Writing

### Dear Sir/ Madam

#### Salutations

Dear Sir or Madam  
Hello  
Dear Mr., Mrs., Ms...

#### Opening sentence

I'm (just) writing to/ Just a quick note to confirm/  
inform you/ follow up on/ thank you/request

#### Attaching files

Please find attached..  
I'm sending you the .....as an attachment.  
I'm afraid you forgot to attach the file.  
I'm afraid I can't open the file/document.  
Can/could you send it again in .. format, please?

#### Making an enquiry

Could/can you please send me..  
Please send me...  
We would be grateful if you could....  
I'd appreciate a reply asap.

#### Replying

Thank you for your e-mail  
In reply to your e-mail, here are...  
I'd follow up the points mentioned in your  
email...

## E-MAIL

#### Requesting action

Can you send .... To me by Friday, please?  
I need ....by Thursday

#### Making arrangements

I'm writing to arrange a meeting.  
How about /what about Tuesday?

#### Confirming arrangements

I'd like to confirm...  
Just writing to confirm..  
Please send me an e-mail by 5 pm.

#### Changing arrangements

I'm afraid I can't make ...  
How about .....instead?

#### Giving news

We are pleased to inform you...  
We regret to inform you...

#### Complaining

I'm writing to complain about..  
I was disappointed to find....

#### Apologising

We apologize for any inconvenience caused.  
Please accept our apologies.

#### Close

Yours sincerely  
Regards  
Best wishes

## Writing an Email

#### Informing

I'd like to inform you of..  
Just to update you on..  
FYI: This is to let you know...  
Let me know if you need anything else

In this era of social media and texting conversation, e-mail is still the most popular means of communication in business and corporate world. It uses technology to convey a digital message over the Internet. It is a sort of a letter sent electronically from one computer user to one or more recipients via a network. There are many software platforms available to send and receive emails. Popular e-mail platforms include g-mail, hotmail, yahoo etc.

Your e-mail writing skill can be improved by following simple rules that are listed below:

- ❖ use suitable greeting
- ❖ introduce yourself
- ❖ divide the content into three parts - Opening – Main – Closing
- ❖ Use formal language

### Email etiquette

The use of formal language while writing an e-mail is known as E-mail Etiquette. It refers to the principles of behaviour that one should use when writing and the code of conduct for e-mail communications. E-mail etiquette depends upon the person one writes to - friends, relatives, partners, customers, superiors and subordinates.

Formal and Informal expressions used when writing an e-mail

Formal	Informal
<ul style="list-style-type: none"> <li>❖ Dear Sir / Madam,</li> <li>❖ Dear Mr / Mrs (surname)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Dear (first name), Hi</li> <li>❖ Hello</li> </ul>
Beginnings	Beginnings
<ul style="list-style-type: none"> <li>❖ With reference to our telephone conversation yesterday</li> <li>❖ Thank you for your email regarding</li> <li>❖ I am writing on behalf of</li> </ul>	<ul style="list-style-type: none"> <li>❖ It was nice to hear from you</li> <li>❖ It's been ages since I've heard from you</li> <li>❖ How are you ? Hope you and your family are doing well</li> <li>❖ I am writing to draw your attention to</li> <li>❖ I am writing to let you know</li> </ul>



Making a request	Making a request
<ul style="list-style-type: none"><li>❖ I would appreciate if you could</li><li>❖ I would be most grateful if you would</li><li>❖ Would you be so kind to</li><li>❖ I was wondering if you could</li></ul>	<ul style="list-style-type: none"><li>❖ You don't mind ... ing (form) , do you?</li><li>❖ Do me a favour, will you?</li><li>❖ Would it be possible for you to ?</li><li>❖ Can / could I ask you to..?</li></ul>
Apologising	Apologising
<ul style="list-style-type: none"><li>❖ We apologize for any inconvenience caused</li><li>❖ Please accept our sincere apologies</li></ul>	<ul style="list-style-type: none"><li>❖ Sorry for any trouble caused</li><li>❖ We are very sorry</li></ul>
Complaining	Complaining
<ul style="list-style-type: none"><li>❖ I am writing to express my dissatisfaction with</li><li>❖ I find it most unsatisfactory that</li><li>❖ I'd like to complain about</li></ul>	<ul style="list-style-type: none"><li>❖ I am fed up with (someone / something)</li><li>❖ I am not happy with</li><li>❖ I'm rather annoyed with</li></ul>
Endings	Endings
<ul style="list-style-type: none"><li>❖ I look forward to hearing from you</li><li>❖ If you require any further information, please don't hesitate to contact me</li><li>❖ Please feel free to contact me if you have further questions</li></ul>	<ul style="list-style-type: none"><li>❖ Give my love to...</li><li>❖ Hope to hear from you soon...</li><li>❖ Just give me a call if you have any questions</li></ul>
Signing off	Signing off
<ul style="list-style-type: none"><li>❖ Yours sincerely (name)</li><li>❖ Yours faithfully ( name)</li></ul>	<ul style="list-style-type: none"><li>❖ Lots of love</li><li>❖ All the best</li><li>❖ Best wishes</li></ul>

1. You are an NRI who is eager to visit your place of birth with your family. You come across an advertisement by a tourist agency organising tours in Tamil Nadu. You wish to gather the following information by writing an e-mail to the agency.

Destination – organisers – duration – boarding and lodging – sight seeing and adventure activities – recreation

programmes – travel guides – total trip cost inclusive of all taxes – discount if any – mode of payment

2. Imagine you emerged as a topper in the Civil Services Examination. You have fond memories of your school, teachers without whom you would not have realised the dream of becoming an I.A.S. officer. Convey your gratitude to



Mrs Malathy, your English teacher, through an e-mail, thanking her for all the support and guidance in shaping your future.

## INFORMAL LETTER

### Writing to a friend

#### Opening

Hi Vijay, / Hello Mani, / Hey Prashanth,  
It's been ages since we last spoke / Sorry for not being in touch for so long.  
How are you? / How's life treating you? / How's life?  
How are things? Any news? / Anything strange? / What are you up to these days?

#### Expressing Thanks

Thanks a million for / Thanks a lot for / Cheers for / I really appreciate it

#### Giving News

Guess what..... I've / I've got some good news / Great news Vijay,  
I've unfortunately, I've got bad news / I'm afraid I have some bad news /  
Bad news Vijay.....

#### Responding To News

I'm so happy for you / That's fantastic news / I was delighted to hear that..... /  
I'm glad to hear that you..... / I'm thrilled for you / What great news! / Congrats!  
Sorry to hear that / That's awful news / Poor you / Is there anything I can do?

#### Offering, Accepting And Declining An Invitation

I'd love you to come to..... / Have you any plans for.....? / 1<sup>st</sup> July, save the date!  
Do you fancy.....? / Fancy coming to? / Would you like to?  
I'd love to / Count me in / I'll be there / I wouldn't miss it for the world  
I'm afraid I can't / Count me out / I wish I could but..... / I'll take a rain check

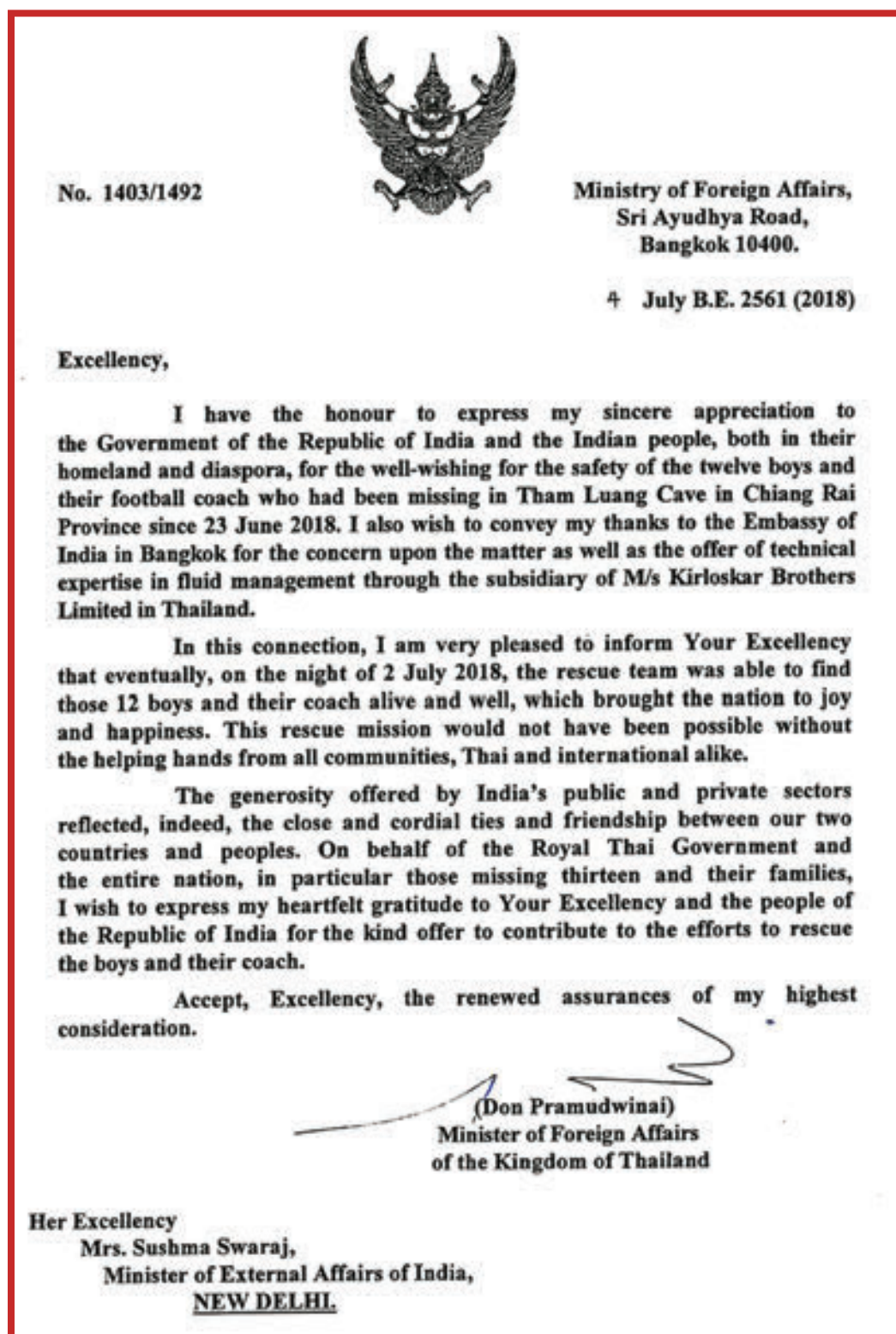
#### Offering Advice And Making Suggestions

If I were you, I'd..... / If I were in your shoes, I'd..... / You should..... /  
You simply have to.....  
Why don't you.....? / Have you thought about? / What about.....? / How about.....?  
I'd recommend that you..... / I'd suggest that you..... / The best thing to do is.....

#### Closing

Well, that's all for now / I'd better get back to work here / I must go / I must.....  
Do write soon / Hope to hear from you soon / Can't wait to..... /  
Looking forward to ..... Pass on my regards to your family / Give my love to..... /  
Tell Anna I was asking about her.....  
Take care / All the best / All my love / Lots of love / Love

1. You are one of the volunteers (divers) of the team that rescued the trapped boys in ThamLuang cave. You feel elated on receiving the following letter of appreciation from the Ministry of Foreign Affairs, Bangkok.



Now write a letter to your friend recalling the ordeal you faced in navigating the boys through the dark in the murky water.

Refer to the text under Reading section and write your letter in not more than 150 words.

### LETTER OF ENQUIRY (Business Letter)

Your school has planned for a one week trekking trip of Kurangini Hills near Madurai. Write a letter to the manager of a travel agency in Madurai asking for details about their package. Mention the proposed dates for the trip and the number of students participating in it. (word limit- 100 words)

### ARTICLE WRITING

Adventure sports are popular outdoor activities among the youngsters all over the world. No doubt such sports are both exciting and challenging but a minute of reckless excitement can lead to a lifelong disability or even turn fatal. Write an article for your school magazine highlighting the charm of adventure sports in about 150 words.

### DESCRIPTION OF AN EVENT

Descriptive writing is a piece of writing

- ❖ written to describe an event, place, person or an object
- ❖ uses the five senses – see, hear, smell, touch, taste
- ❖ helps readers to imagine where you are and what you are sharing
- ❖ includes the reader to be a part of the text
- ❖ includes descriptive words and details

### Task

Anything we can't understand or explain holds a magical fascination for us. Imagine you went to your native place for your vacation. Every night you heard some mysterious voices at a particular time and grew restless. Write a description of that event that baffled you in about 100 words. Remember to include how you investigated it and solved the mystery.

### Extensive Reading

Treasure Island	-	R.L. Stevenson
Origin	-	Dan Brown
Sherlock Holmes Series	-	Sir Arthur Conan Doyle
Harry Potter Series	-	J.K. Rowling
Star Wars: Thrawn Trilogy	-	Timothy Zahn
Kubla Khan	-	S.T. Coleridge
Listeners	-	Walter de la Mare
Kraken	-	Tennyson
The Raven	-	Edgar Allan Poe
Jabberwocky	-	Lewis Carroll