

CHAPTER

1

Noun

Exercise

- A.** 1. Proper noun 2. Proper noun
3. Collective noun 4. Abstract noun
5. Collective noun 6. Common noun
7. Proper noun 8. Common noun
9. Countable noun 10. Proper noun
- B.** 1. team 2. flock of sheep
3. bouquet of lilies 4. pack of wolves
5. swarm of bees 6. quiver of arrows
7. litter of kittens 8. army
9. bunch of keys
- C.** 1. orchestra 2. Anthology
3. flock 4. Board of Directors
5. streak 6. constellation
7. colony 8. Pod
9. Pod 10. Deck
- D.** 1. litter 2. choir
3. pride 4. herd
5. swarm 6. flight
7. band 8. troop
9. bunch
- E.** 1. C 2. U
3. U 4. C
5. U 6. C
7. U 8. C
9. C 10. C
- F.** 1. All the mangoes have been eaten.
2. Our school has forty rooms.
3. A cricket ball is made of leather.
4. A young boy went to Italy to study art.
5. Everything the boy did was very clever.
6. That boy grew up to be the greatest painter in Florence.
- G.** **Incorrect** **Correct**
(a) men man
(b) peoples people
(c) churches church
(d) plants plant
(e) everythings everything
(f) drawing drawings
- H.** 1. team 2. river
3. cricketer 4. Honesty
5. Eiffel France.
- I.** 1. honesty 2. sharpening
3. four 4. crowd is
5. women 6. children
7. An army 8. clothes
9. holiday 10. shoes
- J.** 1. lioness — lion 2. actor — actress
3. uncle — aunt 4. father — mother
5. gentleman — lady 6. king — queen
7. Duchess — Duke 8. waiter — waitress
9. prince — princess

CHAPTER

2

Pronouns

Exercise

- A.** 1. She 2. They
3. herself 4. that
5. each other 6. These
- B.** 1. I — Personal pronoun
2. Her — Possessive pronoun
3. She — Personal pronoun
4. This — Demonstrative pronoun
5. yourself — Reflexive pronoun
6. I — Personal pronoun
7. We — Personal pronoun
8. everyone — Indefinite pronoun
9. That — Demonstrative pronoun
10. my — Possessive pronoun

- C. 1. They 2. She
3. She 4. their
5. It 6. it, them
7. She, his 8. them
9. It 10. they, their
- D. 1. I know a lady who has been to London.
2. I saw a girl who was singing.
3. I met a boy who was very cruel.
4. The child whom I saw last week is dead.
5. The horse which we saw was lame.
6. She is a rouge whom no one trusts.
7. The boy who did his best is praised.
8. MF Hussain, who made some paintings, is famous.
9. We met a boy who had lost his way.
10. The lady who is honest is trusted.
- E. 1. John has returned the book which you lent him.
2. The dog followed his master wherever he went.
3. The children have gone for a holiday with their parents.
4. She has misplaced her handbag.
5. These girls are very fond of their dogs.
- F. **Incorrect**
(a) You
(b) my
(c) their
(d) we
(e) she
(f) he
- Correct**
I
your
your
they
they
I
- G. 1. his 2. it
3. its 4. his/her
5. its 6. your
7. them 8. me
- H. 1. who 2. where
3. that 4. which
5. who 6. which
7. that 8. whom
- I. 1. Whom 2. which
3. whom 4. What
5. Whom 6. Which
7. which
- J. 1. She has to prepare her speech herself.
2. He bought a spinning top for her.
3. These cows are hers and those buffaloes are his.
4. He himself drove the car for over twenty kilometres.
5. She and I wrote a letter to him and mailed it ourselves.

CHAPTER

3

Determiners

Exercise

- A. 1. these 2. enough
3. That 4. whose
5. The 6. That
7. any 8. a
9. any 10. a
- B. 1. a 2. the
3. the 4. a
5. an 6. the
7. the 8. a
9. a
- C. X Jog Falls is one of **the** highest waterfalls in X India. It is made by **the** Sharavati river flowing through **the** Western Ghats. It is surrounded by **a** beautiful tropical forest. During **the** summer, there is not much water in **the** river but during **the** monsoon, the river is swollen with water and the falls create **a** fantastic spectacle. Purnima, Neha, Tina and Bidisha visited the Jog Falls last X Saturday. They were amazed by **the** beauty of **the** falls. Bidisha took some X photographs.
- D. **What** kind of a pencil do you use? Do you use **a** pencil made of wood? Have you wondered why **some** pencils have six sides and **few** pencils are rounded? **The** pencils are made of wood. They can make **more** six-sided pencils out of one piece of wood than rounded pencils. It is convenient for **all** users as well. The chances of **such** six-sided pencil rolling off **the** desk or **a** table are fewer. So **such** pencils break less as compared to rounded ones. **This** way, **most** six-sided pencils score over **the** rounded ones.
- E. 1. Whose 2. Whose
3. Why 4. Which
5. Whose 6. Which
7. Which 8. Which
- F. 1. These 2. The
3. my 4. Some
5. our 6. no
7. many 8. the
9. enough 10. each

CHAPTER

4

Adjectives

Exercise

- | | | | |
|---------------|------------------|-------------------|--------------------|
| A. 1. red | 2. eight | C. 1. beautiful | 10. easily |
| 3. delicious | 4. naughty | 3. easier | 2. naughtier |
| 5. boring | 6. fine | 5. interesting as | 4. brighter |
| 7. sultry | 8. great | 7. prettiest | 6. busier |
| 9. fabulous | 10. longest | 9. loveliest | 8. finer |
| B. 1. nervous | 2. confident | D. 1. (a) clever | 10. more expensive |
| 3. excited | 4. uncomfortable | 3. (c) careless | 2. (c) five |
| 5. friendly | 6. well | 5. (a) poor | 4. (a) entire |
| 7. strongly | 8. attractive | 7. (c) great | 6. (c) own |

CHAPTER

5

The Sentences

Exercise

- | | | |
|--|---|------------------|
| A. 1. One living being that I love the most is my pet dog. | C. 1. Interrogative | 2. Exclamatory |
| 2. She was gifted to me on my thirteenth birthday by my dad. | 3. Assertive | 4. Interrogative |
| 3. I look after her as my sibling. | 5. Imperative | 6. Assertive |
| 4. I feed her twice a day. | 7. Imperative | 8. Assertive |
| 5. I take her to the park for short walks. | 9. Exclamatory | 10. Assertive. |
| 6. She is quite adorable yet naughty. | D. 1. Suggestion | 2. Order |
| 7. She chews up anything that she finds on the floor. | 3. Denial | 4. Surprise |
| 8. She tears the house down in the search of little rat. | 5. Enquiry | 6. Request |
| 9. She chases away the birds flying near our house. | 7. Suggestion | 8. Wish |
| 10. She is my partner in crime. | 9. Order | 10. Wish |
| B. Subject | E. 1. Which watches are famous worldwide ? | |
| 1. She | 2. Who bought a lot of dresses from the market ? | |
| 2. No man | 3. Who is a world famous cricket player ? | |
| 3. The sea | 4. Who is an excellent cook ? | |
| 4. A bus | 5. Who is a computer teacher ? | |
| 5. My father | 6. Which is a rich land of spices ? | |
| 6. the bus | F. 1. You can ride a horse. | |
| 7. James | 2. She is not a strong woman. | |
| 8. A healthy body | 3. My mother is not here. | |
| 9. The Earth | 4. It is easy to climb Mt. Everest. | |
| 10. It | 5. You will thank her for the gift. | |
| | 6. Don't get me the book from the library. | |
| | 7. Will you please bake a walnut cake for my birthday ? | |

6

Phrases

Exercise

- A. 1. Horses prefer **living in dark stables**.
2. Have you ever tried **to climb a tree**?
3. He denied **taking money**.
4. He promised **to get me something**.
5. Why do you want **to meet him**?
6. He refused **to answer my question**.
- B. 1. The mouse **was named** Jerry.
2. James always **wants to play** badminton.
3. The five children **are playing** in the park.
4. These jeans **do not fit** me anymore.
5. You **can buy** pizza with that money.
6. Julie **is feeding** some grains to the birds.
- C. 1. We raced our toy cars **on the playground**.
2. The frog jumps **through the tall grass**.
3. The weatherman says it will rain **all day**.
4. Tom and Jerry will walk **on the footpath**.
5. James and John were reading their books **in the car**.
- D. 1. The king was wearing a crown **made of gold**.
2. A man **with a white beard** came to see me.
3. Have you ever seen a mouse with **a white skin**?
4. There, I met a lady **with grey eyes**.
5. Wild beasts **in small cages** are a sorry sight.
- E. 1. The book is **on the shelf**.
2. He waited for her **outside the mall**.
3. He hit the ball **over the fence**.
4. The snake bit him **below the ankle**.
5. The orange fell **off the tree**.

- F. 1. Napoleon was a boy **with a lot of ambition**.
— Adjective phrase
2. We sat there admiring the sunset **without uttering a word**.
— Adverb phrase
3. Mother told the boys **to stop teasing the dog**.
— Noun phrase
4. She was wearing a bangle **made of platinum**.
— Adjective phrase
5. They fought **with all their might**. — Adverb phrase
6. I worked **to the best of my ability**. — Adverb phrase
7. He ran **like wind**. — Adverb phrase
8. A butterfly **with bright wings** sat on the desk.
— Adjective phrase
9. **All of my friends** are non-smokers. — Noun phrase
10. **None of the guests** turned up on time.
— Noun phrase
11. The hostess greeted everyone with a **warm smile**.
— Adverb phrase
12. Give this paper **to the lady in glasses**.
— Adjective phrase
13. **This time tomorrow**, I will be sitting in the sun.
— Adverb phrase
14. We will have finished the job **by this evening**.
— Adverb phrase
15. You should not waste **such a wonderful opportunity**.
— Noun phrase

7

Subject-Verb Agreement

Exercise

- A. 1. is 2. were 3. is 10. has
3. are 4. was 11. does 12. make
5. have 6. seem 13. is 14. is
7. wants 8. is 15. are

- B.** 1. All the pupils in our school learn English.
 2. The owner is very rich and lives in a large house.
 3. Some people dislike travelling by sea as it makes them sea-sick.
 4. Ten miles is a long way to walk.
 5. The Rose and Crown is situated in the High Street.

C. Incorrect	Correct
(a) on	in
(b) the	that
(c) comes	come
(d) hoped	hope
(e) will	would

- D.** 1. was
 3. wait
 5. are
 7. was
 9. has
- E.** 1. (d) was
 3. (c) quarrel
 5. (b) costs
- F.** 1. sings
 3. have
 5. lead
 7. have
 9. runs
2. do
 4. allows
 6. has
 8. is
 10. could
 2. (d) had
 4. (c) came
 2. work
 4. lead
 6. was
 8. live
 10. is

CHAPTER

8

Present Tense

Exercise

- A.** 1. Simple present
 3. Present continuous
 5. Present perfect
 7. Present continuous
 8. Present perfect continuous
 9. Present perfect
 10. Present perfect
- B.** 1. The sun has been shining brightly since morning.
 2. Gopal is eating all the butter.
 3. The artist is mixing the colours.
 4. Jack has been painting the wall.
 5. The ship sails.
 6. We are watching TV.
 7. The headmaster wants to speak to you.
 8. Ross eats all the chocolates.
 9. We have been waiting for the lecture since 4:30 PM.

10. Jay has just went out.

- C.** 1. (i) is travelling
 3. (i) are you arriving
 5. (ii) is drinking
 7. (ii) am seeing
- D.** 1. watch
 3. is
 5. does not go
 7. have, reached
2. (i) is working
 4. (i) does she
 6. (i) walk
 8. (i) does not understand
 2. read
 4. are
 6. Are
 8. has been flying
- E.** Sam's mother gets up at 6 o'clock in the morning. After that, she gets fresh and takes a shower. Then she prepares breakfast for all of them. She works very hard to sustain the family. Every day, she goes down to the market and sells fruits and vegetables. This way, she earns money for the family and sends her children to school.

CHAPTER

9

Past Tense

Exercise

- A.** 1. received
 3. bought
 2. did, saw
 4. rose
 5. broke
 7. was taking off
 9. was shaving
 6. were making
 8. were saying
 10. prepared

- B.** 1. had, taken 2. had gone
 3. had died 4. had stopped
 5. had started 6. had been studying
 7. had been befooling 8. had, been quarrelling
 9. had slept 10. had been trying
- C.** (i) (a) enter, entered (b) arm, armed
 (c) attack, attacked (d) beat, beaten
 (e) loots, looted (f) lock, locked
 (ii) (a) decide, decided (b) meet, met
 (c) tell, told (d) paid, pay
 (e) agree, agreed (f) pay, paid
 (g) is, was
- D.** 1. Simple past 2. Simple past
 3. Past continuous 4. Past continuous

5. Past perfect 6. Past perfect
 7. Past continuous 8. Past perfect continuous
 9. Past perfect 10. Simple past

E.

	Interrogative	Negative
1.	Had my mother gone out for a walk ?	My mother had not gone out for a walk.
2.	Had she read a novel?	She had not read a novel.
3.	Had they eaten lunch?	They had not eaten lunch.
4.	Did the gardener grow vegetables in the kitchen garden ?	The gardener did not grow vegetables in the kitchen garden.
5.	Had she been playing since morning ?	She had not been playing since morning.
6.	Did my father buy a new house last month ?	My father did not buy a new house last month.

CHAPTER

10

Future Tense

Exercise

- A.** 1. Simple future 2. Simple future
 3. Future perfect
 4. Future perfect continuous
 5. Simple future 6. Future continuous
 7. Future perfect 8. Future perfect
 9. Future perfect continuous
 10. Future perfect continuous
- B.** 1. will arrive 2. will continue
 3. will be 4. will have been reading
 5. will paint 6. will be waiting
 7. will be returning 8. will visit
 9. will be 10. will have
- C.** 1. wants 2. smells
 3. has been crying 4. will be lying
 5. have 6. spent
 7. made 8. running
 9. plays 10. taking
- D.** 1. will be started 2. Have, finished
 3. will have, reaped 4. did
 5. learnt
- E.** 1. He left for his native village yesterday.
 2. I had completed the work.
 3. He told me that he had solved all the sums.
 4. I informed you about this before.
 5. I have known you for many years.
 6. She had seen a lion in the circus.
 7. He has passed in English and failed in Mathematics.
 8. If you help me, I will give you a reward.
 9. It has been raining heavily for a week.
 10. The patient had died before the doctor arrived.
- F.** 1. The boy is speaking the truth.
 2. Mr Cooper has spoken about Dinosaurs.
 3. The boat sails.
 4. Amy will be going to school tomorrow.
 5. The baby has been crying for hours.
 6. Robert has eaten all the cookies.
 7. I had finished my assignment.
 8. Mr Bert had been teaching for five years.
 9. Dev will be seeing the Prime Minister tomorrow.
 10. Priya will have finished her stitching by then.

CHAPTER

11

Modals

Exercise

- | | | | |
|-------------|-------------|-------------|------------|
| A. 1. can | 2. May | 3. should | 4. should |
| 3. must | 4. could | 5. ought to | 6. should |
| 5. could | 6. might | 7. must | |
| 7. must | 8. Can | D. 1. must | 2. Can |
| 9. shall | 10. could | 3. might | 4. could |
| B. 1. can | 2. May | 5. should | 6. have to |
| 3. might | 4. may | 7. Can | |
| 5. might | 6. must | E. 1. am | 2. is |
| 7. must | 8. may | 3. are | 4. is |
| 9. ought to | 10. shall | 5. are | 6. am |
| C. 1. must | 2. ought to | 7. has | 8. have |
| | | 9. have | 10. did |

CHAPTER

12

Active and Passive Voice

Exercise

- | | |
|---|--|
| A. 1. The cat was chased by the dog. | 6. When is the mango eaten by you ? |
| 2. The boy was bitten by the dog. | 7. Was the deer killed by the hunter ? |
| 3. The bell was rung by the peon. | 8. Has the money been borrowed by you ? |
| 4. Hockey was played by Ram. | 9. Can this be done by you ? |
| 5. English is taught to us by Miss Mary./ We are taught English by Miss Mary. | 10. Will the truth be told to me by you ? |
| 6. The ball was caught by Raj. | C. 1. Let the voice be changed. 2. Let the door be opened. |
| 7. Sweets are liked by children. | 3. Let him be told to stop. 4. Let your words be kept. |
| 8. A photograph will be taken by Rita. | 5. Let the letter be written 6. Let this task be done. |
| 9. By whom was this poem taught to you ?/ By whom were you taught this poem ? | 7. Let the work be done sincerely by you. |
| 10. The smuggler was arrested by the police. | 8. Let the orders of your elders be obeyed. |
| B. 1. Is the tea liked by you ? | 9. Let it be loved or left. 10. Let him be told to go. |
| 2. Was the job being done by you ? | D. 1. (b) Simple Present (Passive) |
| 3. Had rice been eaten by you ? | 2. (a) read |
| 4. How was it done by her ? | 3. (d) The rat is eaten by the cat |
| 5. By whom was it done ? | 4. (c) Present Perfect (Passive) |
| | 5. (b) will 6. (a) was |
| | 7. (b) been |
| | 8. (a) Doctor will give you some advice |

13

Direct and Indirect Narration (Speech)

Exercise

- A.**

 1. The man said that he was waiting for the bus.
 2. Suma said that she had attended a seminar on the harmful consequences of global warming the previous week.
 3. Julia said that she would be delighted to help.
 4. The plumber said that he had fixed the leakage in the bathroom.
 5. The teacher said that all students should submit their assignments before Friday.
 6. The master told the servant to clean the barn before he leave.
 7. The doctor told to the patient that he had to quit smoking.
 8. The mother told the boy that she was taking him to the doctor.
 9. The girl said that she was hungry.
 10. The clerk told to the manager that he wanted to leave early that day.

B.

1. wrote	2. she
3. rises	4. had
5. if, had	6. to
7. was	8. where, was
9. did, know	10. floated

C.

 1. John said that he loved that city.
 2. Priya said to be nice to others.
 3. He told the boys not to waste their money.
 4. She said that everyone loved her.
 5. She said that he worked in a bank.
 6. Seema said that she didn't have a laptop.
 7. Kanika said that she did not go to the gym very often.
 8. She said that they did not travel much.

D.

 1. She said that she never got up early on Sunday.
 2. Shivam asked his mother where the rain came from.
 3. A crazy man asked me if I knew the way to paradise.
 4. Maria asked her daughter at what time she would come back.
 5. The man asked the mechanic by what time he would have fixed the tyres of his bike.
 6. Varun asks Tarun where he had gone the previous day.
 7. She asked if there was anything special in it.
 8. Mr. Naik told his colleagues that he could smell something there.
 9. Shishir told his friend that they had lost the game.
 10. Manjiri exclaimed to her grandfather how intelligent he was.

E.

 1. Sima told me that she had given me a pen the previous day.
 2. They said that they were happy then.
 3. The teacher said that man is mortal.
 4. He said that he walked in the morning everyday.
 5. Mantu said that iron is a very useful metal.
 6. Dwijen asked Swapan how old he was.
 7. Rupa asked Nipa who she had spoken with the previous night.
 8. You asked me what I wanted from you.
 9. Sipra asked us how long she should wait for our friends to come there.
 10. The boy asked me where I lived.
 11. The teacher asked whose book that was.
 12. The man asked her whom she wanted to see.

14

Degrees of Comparison

Exercise

- Exercise**

A.

1. taller	2. quite	5. colder	6. fattest
3. sweeter	4. wealthiest	7. largest	8. best
		9. farthest	10. hottest

- B.** 1. Penny is not braver than Amy.
 2. No other metal is as expensive as Gold.
 3. Shamu is not as strong as Ramu.
 4. India does not have as high population as China.
 5. No other girl in the class is as lazy as Riya.
 6. No other girl in the class is as sweet as Minu.
 7. Indore is cleaner than any other city in India.
 8. Tina is one of the most intelligent student in the class.
 9. The other knife is sharper than this one.
 10. No other boy is as heavy as Uday.
- C.** 1. better 2. greatest
 3. taller 4. lighter
 5. cleaner 6. easier
 7. older 8. better
 9. hotter 10. heavier
- D.** 1. **Comparative** — Bhim was stronger than any other man.
Superlative — Bhim was the strongest of all men.
 2. **Positive** — No other island is as large as Australia in the world.
Comparative — Australia is larger than any other island in the world.
 3. **Positive** — No other metal is as heavy as lead.

- Superlative** — Lead is heaviest in all the metal.
4. **Comparative** — The Cow is much useful than any other animal.
Superlative — The Cow is one of the most useful animal.
5. **Positive** — Some people do not have as much brain as money.
6. **Comparative** — Rajesh is much stronger than any other man.
7. **Comparative** — You do not know him better than I do.
8. **Positive** — I know him quite as well as you do.
- E.** 1. (b) shorter 2. (a) big
 3. (b) prettier 4. (a) nice
 5. (a) most intelligent 6. (c) smarter
- F.** 1. Sam is not taller than John.
 2. No other metal is as expensive as platinum.
 3. Raju is not as smart as Ravi.
 4. Canada does not have as large area as Russia.
 5. No other girl is as intelligent as Sana in the class.
 6. Bhopal is much greener than any other city in India.
 7. Rina is one of the most diligent student in the class.
 8. The other pencil is sharper than this one.
 9. No other boy is as athletic as Ramesh.

CHAPTER

15

Adverbs

Exercise

- A.** 1. Adverb of Frequency 2. Adverb of Degree
 3. Adverb of Frequency 4. Adverb of Degree
 5. Adverb of Manner 6. Adverb of Time
 7. Adverb of Place 8. Adverb of Frequency
 9. Adverb of Degree 10. Adverb of Frequency
- B.** 1. too 2. very
 3. soundly 4. valiantly
 5. always 6. Surely
 7. soon 8. again
 9. already 10. rather
- C.** 1. (b) before 2. (b) twice
 3. (c) well 4. (b) delightfully
 5. (b) once 6. (a) sometime
7. (a) sometimes 8. (d) newly
 9. (a) hardly 10. (c) usually
- D.** 1. I will surely complete the task on time.
 2. He presented the project nicely.
 3. I have learned the chapters completely.
 4. He is too brave.
 5. I have planned a party secretly.
 6. You should take this entrance exam seriously.
 7. He is well now.
 8. Perhaps I will go to the market this Sunday.
- E.** 1. strangely 2. hardly
 3. quietly 4. cleverly
 5. heavily 6. beautifully
 7. quickly 8. economically
 9. possibly 10. wisely

CHAPTER 16

Conditional Sentences

Exercise

- A.** 1. (a) rains 2. (a) will get
3. (a) will be 4. (a) can
5. (c) had got 6. (b) would help
7. (a) will give 8. (a) will be
- B.** 1. take 2. would have gone
3. didn't get 4. had arrived
5. would not lose 6. will give
7. had listened
- C.** 1. I would help the needy.
2. I would go on solo trip.
3. we will go to temple first.
4. I would improve infrastructure.
5. I will build a hospital for poor people.
6. we will go for a movie.
7. it will create bubbles.
8. I would fly high in the sky.
9. I will invite her for lunch.
10. I would have rested the whole day.
- D.** 1. will succeed 2. will miss
3. would have written 4. got
5. would not have happened.
6. would have gotten
7. would have missed 8. had not rained
9. would have improved 10. would have told
- E.** 1. would have permitted 2. had arrived
3. would have provided 4. would not have died
5. had driven 6. have drowned
7. had learned 8. would have heard

CHAPTER 17

Prepositions

Exercise

- A.** 1. to 2. of
3. in, in 4. in
5. in 6. to
7. for 8. in
9. of, in, for 10. in, near, in
- B.** 1. (d) in 2. (c) in
3. (c) into 4. (b) with
5. (d) for 6. (c) in
7. (b) from 8. (c) of
- C.** 1. on 2. in
3. at 4. in, on
5. in 6. on
7. at, at 8. by
9. on 10. on, at
- D.** (a) neither of them (b) and through a
(c) corner of thatch (d) vessel on the
(e) off to the (f) kitchen to prepare
(g) think about had
- E.** 1. by 2. at
3. at, on 4. by
5. in 6. on, at
7. by 8. on
9. on 10. at

Conjunctions

Exercise

- A. 1. so 2. Although
3. When 4. so
5. Although 6. where
7. but 8. because
9. Since 10. or
- B. 1. whenever 2. where
3. If 4. unless
5. though 6. whether
7. so that 8. as
9. so 10. else
- C. 1. and 2. but
3. but 4. yet
5. for 6. or
7. so 8. but
9. so 10. as
- D. 1. therefore 2. nonetheless
3. otherwise 4. in contrast
5. however 6. meanwhile
7. nevertheless 8. undoubtedly
9. instead 10. therefore

- E. 1. but 2. else
3. but 4. Either
5. nor 6. whether
7. not only 8. therefore
9. Although 10. because
- F. 1. still 2. however
3. and 4. or
5. nevertheless 6. still
7. because 8. therefore
9. and 10. so
- G. 1. Mohan and his father both are illiterate.
2. Since the market was closed, we could not buy anything.
3. Mona was not feeling well so she did not go to school.
4. My friend came while I was doing my homework.
5. He became poor because of his bad habits.
6. As he was badly tired, he could not walk.
7. The tiger runs faster than the deer.
8. His sister is more intelligent than Raghu.
9. Sanjay is both tall and handsome.
10. He ran away at once as soon as he saw the policeman.

Punctuations

Exercise

- A. 1. A grandparent's job is easier than a parent's.
2. It looks as if the Sun goes around the Earth, but of course, the Earth really goes round the Sun.
3. He neither smiled, spoke, nor looked at me.
4. Long ago in a distant country, there lived a beautiful princess.
5. It was my aunt who took Peter to London yesterday, not my father.
6. Ruth was invited to the party, but she was ill, so Jane went instead of her.
7. Sorry to disturb you. Could I speak to you for a moment ?
8. Is it any use expecting them to be on time ?
9. John's going to sleep during the wedding was rather embarrassing.
10. Having lost all my money, I went home.
- B. Dear Samir,
I am sending you a photograph of my newest pet. Frisky is a bulldog and a very playful puppy. By next summer, he should be old enough to go with us on our long walks. I'm sure, you are looking forward to seeing him. I know you will like him.
Warm regards,
Sanju
- C. 1. He is not really nice-looking, and yet he has enormous charm.

2. When I was a child, I could watch TV whenever I wanted to.
 3. It is a fine idea; let us hope that it is going to work.
 4. Mrs. Solomon, who was sitting behind the desk, gave me a big smile.
 5. We were, believe it or not, in love with each other.
 6. "I don't like this one bit", said Julia.
 7. Have you met our handsome new financial director?
 8. If you are ever in London, come and see me.
 9. Michael, in the Ferrari, was cornering superbly.
 10. Looking straight at her, he said, "I can't help you".
- D.**
1. Mary keeps four dogs, three cats and six rabbits in her backyard.
 2. Ram, Shyam, Raju and Veena are going to the park.
3. The magician took a fluffy white rabbit out of his hat.
 4. Yes, I would like to apply for that job.
 5. No, that is not what I meant.
 6. When are you going to pay me back?
 7. What are you doing there?
 8. My favourite colours are yellow, green and blue.
 9. Make, ache, cake, take and break are rhyming words.
 10. She is my best friend.
- E.**
1. I'm your friend.
 2. I don't like ice cream.
 3. They're my friends.
 4. We aren't waiting any more.
 5. She doesn't eat any fruits.
 6. Where's my book?

CHAPTER

20

Vocabulary

Exercise

- | | | | | |
|-----------|-----------------|----------------|-----------|---------------|
| A. | 1. (a) burn | 2. (c) foe | 5. ervant | 6. ld |
| | 3. (a) grin | 4. (b) calm | 7. lowly | 8. ucky |
| | 5. (d) evidence | 6. (a) triumph | 9. ast | 10. nscalable |
| | 7. (c) faith | 8. (d) power | C. | 1. knight |
| B. | 1. nfolded | 2. rong | 3. tale | 2. seem |
| | 3. ar | 4. atives | 5. later | 4. hole |
| | | | 7. bear | 6. scent |
| | | | | 8. accept |

CHAPTER

21

Comprehension

Poem-1

Answer :

1. The tone of the poet in the poem is motivating.
2. We should have positive and sincere attitude towards our work.
3. The message of the poem is that we must give our fullest in the work we do, no matter its a big task or small.
4. size.
5. The task we must do is the near.

Poem-2

Answer:

1. the soliders of our country.

2. They sacrifice their youth, family life for the nation.
3. Simile [comparing soldiers as Yogi]
4. Dr. Kalam express the wish of being protected, healthy and praying to god to keep the soldiers safe.
5. Extreme heat.

Poem-3

Answer:

1. balloons and human beings.
2. unaware of our fate or destiny.
3. colours, shapes, designs and sizes.
4. You can hear them whisper secrets.
5. destiny.

Passage-1**Answer:**

- (a) The demand of lavish lifestyle and freedom by the children.
(b) There is no time for family and studies.
- Parents are responsible according to the passage.
- 'Charity begins at home' means in the passage that the moral values and empathy teachings are taught at the home only to the children.
- Atmosphere in joint families were harmonious, respectful and loveable and moral values were inculcated the kids by grandparents.
- Sanctity.

Passage-2**Answer:**

- The word 'Thank you' is repeated often.
- They do not convey emotion and heartfelt gratitude.
- The golden word is Thank you. The author says that it has lost its true meaning and purpose as it is used multiple times even without realising and genuinely feeling the essence.
- (a) Gratitude
(b) The positive forces are love, appreciation, compassion, humility, hope and joy.
- It provides immense joy and happiness.
- (a) oft repeated (b) gratitude
(c) humility (d) assurance

Passage-3**Answer:**

- Three chief uses of social networking are—
(a) To make connections with friend, family and classmate.
(b) It helps to grow business through online selling using social media.
(c) Expressing our views and ideas online.
- Social networking took off after 2003.
- Currently, internet users have more than 200 social networks to choose from.
- Social networking helps learning by :
(a) Allowing students to explore topics they need info about.
(b) Creating interaction platform from different parts of the world.
(c) Posting blogs, forums on various topics.

- Companies benefit by using social networking by publicity of their brands.
- It increases the crime as online bullying and trolling has increased due to difficulty in identifying offenders.
- It makes us more dependent on mobiles, laptop and tablets.
- Social networking addiction means spending maximum time on phones.
- (a) improve (b) wide
(c) connect (d) publicity

Passage-4**Answer:**

- The carpenter tells his employer that he is retiring and wants to live a leisure life with his family.
- The employer ask for the favour to build a last house from the carpenter before retiring.
- The employer surprised by handing over the key of the house to carpenter.
- The surprised was a shame for the carpenter as he had used inferior material to built the house.
- Workmanship.

Passage-5**Answer:**

- (c) multiple taskers
- (a) independent movement among the disabled
- (b) service, hearing and seizure dogs
- (c) the canines and ordinary dogs.
- (c) training

Passage-6**Answer:**

- (b) with human beings
- (d) all of these
- (b) generosity and kindness
- (d) all flowers
- (c) naturally created influence

Passage-7**Answer:**

- (d) The extreme positive and the extreme negative are alike
- (a) we fail to hear it
- (b) cannot be seen
- (c) strength
- (b) so strong that it cannot be stopped

CHAPTER**22****Story Writing****Exercise**

- Title : The Magic Stick and the Guilty Servant.**
Once upon a time, there lived a very rich man. He

had a very big house with many servants. One day, the purse of the man, full of money was stolen from the drawer of his bedroom. He searched it everywhere

but did not find it. He asked his servants but nobody was ready to answer. He soon filed the complaint to the police station. A wise policeman came and tried to investigate the incidents. He strictly questioned all the servants but had no success. Soon he thought of an idea. He distributed a magic stick to each servant and told them that whoever is the thief, by tomorrow the sticks will be increased by 1 inch. Soon the thief got worried and started thinking a way to hide his crime. He soon cut off 1 inch of the stick so that no one gets to know about him. Next morning, all gathered and his stick was smaller than other servants. He was caught by the wise trick of the police and hence, he was arrested and kept behind the par.

Moral: Truth always comes out in the end.

2. Title: One Rotten Apple Spoils the Whole Bunch

Once there was a boy who was loving and obedient. However, over time, the son fell into bad company. He began to disobey his parents and lost interest in his studies. His parents grew worried about his behavior and future. His father decided to bring the son back to the right path. One day, he gave him a few fresh apples and placed a rotten apple among the good ones. The son was confused but took the basket anyway.

After a few days, he noticed that all the good apples had become rotten. He told his father about it. The father calmly explained, "Just as one rotten apple spoiled all the good ones, one bad friend can spoil your character and future."

The son understood the message. He realized the harm bad company had done to him and tried to mend his ways. Slowly, he got transformed into a responsible and obedient boy again.

Moral: Bad company corrupts good character

3. The Giving Tree

Once upon a time, there was a beautiful apple tree in the backyard of a house. A small boy used to come every day to play around the tree. He would climb its trunk, swing from its branches, eat its apples, and rest under its shade. The tree loved the boy very much and was happy whenever he came.

As the boy grew older, he started visiting the tree less often. He became busy with school, friends, and later, work. The tree felt lonely and missed the boy. One day, the boy came back. The tree was overjoyed and asked him to play. But the boy said, "I'm too big to play now. I want to buy toys, but I need money." The tree said, "Pick my apples and sell them. Then you will have money." The boy did just that. He took all the apples and went away. The tree was happy to help, but the boy didn't return for a long time. After many years, the boy came back. The tree was excited and asked him to play again. But the boy said, "I need a house to live in. I have a family now." The tree said, "Cut my branches and build your house."

So the boy cut off the tree's branches and went away. Again, the tree was happy to help, but it was now just a trunk. The boy didn't return for a long time. Many years later, the boy—now an old man—came back. The tree said, "I have nothing left to give you. No apples, no branches, no shade." The old man replied, "I just need a quiet place to sit and rest." The tree said, "Well, old roots are good for resting. Come, sit with me."

The old man sat down, and the tree was happy again.

Moral: Parental love is selfless; a child's gratitude should not be silent."

4. The Lazy King

Once there was a lazy king who liked to eat and sleep all the time. Over time, he became inactive and started gaining weight. He wanted to cure himself but didn't want to move much. The minister of the king was worried about his health, so he called a doctor. The doctor could not help, so the minister then called a Sadhu (holy man). The Sadhu offers to cure the king but in his own way. He walks all the way to the palace and calls the king to his hut on foot. The king does as he is told and walks to the hut. On the way, he starts sweating. When the king reaches the hut, the Sadhu gives an iron ball to the king and asks him to exercise with it every day. The king does as he is told and continues the exercise regularly. Gradually, he loses weight and gets cured.

Moral: Self-help is the best-help.

5. The Donkey and the Salt

A salt merchant had a donkey who carried heavy loads of salt on its back every day. To transport the salt to other villages, the donkey had to cross a stream. One day, the donkey slipped in the water and some of the salt dissolved. The load became lighter, and the donkey felt happy. Realizing this, the donkey repeated the process of falling into the stream every day to lessen the burden. The merchant began to suspect the donkey's evil intentions, so he planned to teach it a lesson. The next day, he loaded cotton on the donkey's back instead of salt. As expected, the donkey fell into the water, but this time the cotton soaked water and became very heavy. The donkey struggled to walk and repented his actions.

Moral: You may fool someone once, but not always.

6. The Night of Shadows

It was raining heavily, the street lights had gone off, and I was walking home alone after visiting a friend. The streets were silent except for the sound of raindrops and my hurried footsteps. As I turned a corner, I spotted a little girl standing all alone, soaked and shivering. She looked scared and lost. I gave her my jacket and stood by her side under a small shop's shutter. With no one else around, I called the police for help. After a short wait, a police vehicle arrived. A female officer stepped out, ran toward the girl, and hugged her tightly. She was the child's mother, who had been on emergency duty

and lost her in the crowd. That night, despite the cold and darkness, I felt warm inside. Helping someone in need made that stormy night unforgettable.

7. **Midnight surprise**

I jumped out of bed at midnight after hearing a loud crash downstairs. The house was dark, and rain pounded against the windows. Cautiously, I stepped into the hallway, heart racing. The front door was half open, letting in the wind and rain. Another crash came

from the kitchen. With a flashlight in hand, I entered to find our cat sitting proudly beside a shattered glass jar. Just then, our elderly neighbour appeared at the door, drenched from the rain. He had noticed the open door and came to check if we were safe. Realizing it was just the cat's mischief, I laughed and thanked him. We cleaned up the mess, locked the door, and the house felt peaceful once again. What started as a frightening moment turned into a reminder of the safety that comes from caring neighbours—and the chaos pets can cause at midnight.

CHAPTER

23

Paragraph / Essay Writing

1. **Work your way to health**

It is a true saying that "Health is Wealth". To lead a happy life we need to be healthy and real wealth is our only health. To stay healthy, we should exercise regularly and eat healthy food items like fruits, vegetables, nuts and whole grains as they provide us proper nutrients and low carbs that keep us fit. We must also follow healthy and good habits. Once we exercise and meditate we can lead a tension and stress free life.

2. **Pleasures of Watching Television**

Television is the cheapest source of entertainment for people of all ages. Whether you are interested in fun, news, sports, or education, television offers it all. Children enjoy cartoons and learning programs. Adults watch serials, movies, and news. Families gather to watch their favorite shows, which strengthens their bond. In short, television is both entertaining and informative, making it a popular pastime.

3. **A Small Family is a Happy Family**

In a country like ours, where unemployment and poverty are common, a small family is more manageable. More people mean more needs, which are often hard to fulfill. A small family has fewer worries, and each member gets better care and attention. Children are better educated, and parents have less stress. Truly, a small family is a happy family.

4. **Joy of Living in a Village**

Living in a village is peaceful and joyful. There are no noisy crowds, and the air is fresh and clean. People lead a simple life, close to nature. Birds chirp in the morning, and green fields stretch as far as the eye can see. There is little tension, and neighbors care for one another. Life in a village is full of peace and beauty.

5. **Disadvantages of Living in a Big City**

Big cities are full of problems. Life is full of tension and hurry. Everything is expensive, and people are always in a rush. The streets are crowded, and traffic is scary. There is no fresh air, and noise is everywhere. Life becomes unnatural. Though cities offer comforts, their disadvantages make life stressful.

6. **If I Were the Principal of My School**

If I were the principal of my school, I would be a friend, philosopher, and guide to my students. I would not rule by fear but by love and respect. I would make learning fun and meaningful. Discipline would be strict but fair. I would encourage students to show their talents in sports, art, and academics. My school would be a place of joy and knowledge.

7. **My Grandmother**

My grandmother is old but very active. She wakes up early and makes tea. After cleaning her room and taking a bath, she goes to the temple for prayer. She does the shopping and helps me get ready for school. She also helps me with my studies. She loves birds and animals and feeds them daily. She is loving, caring, and the heart of our family.

8. **An Ideal Teacher**

An ideal teacher is rare but precious. He or she loves learning and teaching. Such a teacher is like a missionary, working for the good of students. He lives simply and thinks highly. He teaches not just from books but also from life. Students admire and follow him. He becomes a role model and shapes the future of the nation.

9. **Environmental Pollution**

Pollution is a major global problem today. It affects the air, water, and land, putting all life in danger. Air

pollution from vehicles and factories, water pollution from waste, and land pollution from plastics are major concerns. We must reduce waste, plant trees, and stop harmful practices. Only then can we save our environment and live a healthy life.

10. Need for Moral Education in Schools

Moral education is the need of the hour. Today's society is losing its values. Schools must teach honesty, kindness, and respect. It helps increase brotherhood and reduce fighting. Children learn to love and tolerate each other. By teaching morals from a young age, we build a better, more peaceful future.

CHAPTER

24

Letter and Application Writing

Exercise-1

1. Letter to the Editor - Nuisance by Rickshaw Pullers and Auto Drivers at Metro Stations.

To

The Editor

The Hindustan Times

New Delhi

Subject : Nuisance created by rickshaw pullers and auto drivers at metro stations

Sir/Madam

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards the increasing nuisance caused by rickshaw pullers and auto drivers at metro stations in Delhi.

They often occupy the entry and exit gates, block roads, and overcharge passengers, especially during peak hours. Many of them refuse to go by meter and misbehave with commuters if confronted. Their unruly behavior not only causes inconvenience to passengers but also hampers the smooth flow of traffic.

I request the concerned authorities to take strict action by regulating their movement and enforcing the law so that metro commuters can travel peacefully.

Yours sincerely

Anjali Sharma

Resident, Rohini Sector 7

2. Letter to the Editor - Frequent Traffic Jams Due to Poor Road Conditions

To

The Editor

The Times of India

New Delhi

Subject: Frequent traffic jams due to poor road conditions

Sir/Madam

I would like to highlight the worsening condition of roads in our city, which is causing frequent traffic

jams and inconvenience to the public. Due to potholes, uneven surfaces, and ongoing but delayed construction work, traffic moves at a snail's pace, especially during office hours.

The situation worsens during rains when water gets collected in these potholes, posing a serious risk to drivers and pedestrians alike. Despite several complaints, the local authorities have not taken any permanent measures.

I hope that through your newspaper, this issue will catch the attention of the authorities and prompt them to take immediate action.

Yours faithfully

Rajeev Mehra

Resident, Lajpat Nagar

3. Letter to the Editor - Shortage of Drinking Water

To

The Editor

Amar Ujala

New Delhi

Subject: Shortage of drinking water in our area

Sir/Madam

I am writing to express my concern over the acute shortage of drinking water in our locality, Krishna Nagar. For the past few weeks, water supply has been highly irregular and inadequate. Many households are struggling to meet basic needs. This issue has forced residents to depend on private water tankers, which charge exorbitantly. The situation is even more alarming with the arrival of summer. Through your esteemed newspaper, I request the authorities to look into the matter and take immediate steps to restore regular and sufficient water supply.

Sincerely

Neha Dubey

Resident, Krishna Nagar

4. Letter to the Principal - Complaint about Poor Quality of Canteen Food

To

The Principal
XYZ Public School
New Delhi

Date: 29 May 2025

Subject: Complaint regarding poor quality of food in the school canteen

Respected Sir/Madam

I, as the student prefect of Class X, would like to bring to your attention the declining quality of food served in the school canteen. Many students have complained about stale sandwiches, undercooked meals, and unhygienic conditions in which the food is prepared and served.

Some students have even suffered from food poisoning after eating at the canteen. This is a serious matter concerning the health and well-being of students.

I kindly request you to investigate the issue and take appropriate action. Regular inspections and proper hygiene standards should be ensured.

Thanking you

Rohit Sharma

Student Prefect, Class X

5. Fee Reduction Application - Financial Crisis

To

The Principal
ABC Senior Secondary School
New Delhi

Date: 29 May 2025

Subject: Request for fee reduction due to financial crisis

Respected Sir/Madam

I am Preeti Sinha, a student of Class IX-B. I humbly wish to bring to your notice that my family is going through a major financial crisis, as my father recently lost his job due to company downsizing.

In these difficult times, it has become very hard for my parents to manage household expenses and pay my school fees. I am a sincere student and have always performed well academically.

I kindly request you to consider my situation and grant a fee concession or allow payment in easy installments. This support will greatly help me continue my studies without any hindrance.

Thanking you

Preeti Sinha
Class IX-B

6. Application to Organize a Self-Defence Camp

To

The Principal
XYZ Public School
New Delhi

Date: 29 May 2025

Subject: Request to conduct a self-defence camp for female students

Respected Sir/Madam

I am Sudha Verma, the Vice President of the Sports Association of our school. I wish to request your permission to organize a self-defence training camp for the female students of classes VIII to XII. With increasing concerns over safety, such training will help girls feel empowered and confident. We plan to invite a certified instructor to conduct the sessions during school hours or in the sports period over a week.

I hope you will consider this proposal favorably and grant us permission to hold the camp. We assure you that all necessary precautions and arrangements will be made.

Yours sincerely

Sudha Verma

Vice President, Sports Association

7. Letter to wholesale dealer ordering cricket kits

Preet Vihar, Delhi – 110092

6 August 2025

The Sales Manager

M/s National Sports Distributors
Karna Market, New Delhi – 110006

Subject: Order for Cricket Kits

Dear Sir/Madam,

I hope this letter finds you well. I own a sports shop in Preet Vihar and have been regularly sourcing sports goods from your company. I would like to place an order for the following cricket kits for the upcoming season :

10 Junior Cricket Kits

15 Senior Cricket Kits

20 Pairs of Batting Gloves

15 Pairs of Leg Guards

10 Helmets

20 Cricket Bats (mixed sizes)

Kindly ensure that all items are of standard quality and packed securely. Please send the goods by 15th August. The payment will be made on delivery as per our previous arrangement.

Looking forward to your prompt service.

Yours sincerely,

Ravi Mittal

Proprietor

Mittal Sports Shop

Mobile: 98XXXXXXX

8. Letter to Interior Designer—requesting the latest catalogue

23-B, Industrial Area

Noida – 201301

6 August 2025

The Manager

XYZ Interiors Pvt. Ltd.

Sector-18, Noida – 201301

Subject: Request for Design Catalogues and Price Quotations

Dear Sir/Madam,

We are planning to renovate our entire office premises and are looking for a suitable interior design firm for

the project. Kindly send us your latest design catalogues along with detailed price quotations for various renovation packages.

This will help us finalise a budget and choose a suitable design concept for our office. You may either email or courier the catalogues to our address mentioned above. We look forward to your prompt response.

Yours faithfully,

Ravi Kumar

Manager

Mittal Enterprises

Contact: 98XXXXXXX

Email: mittalenterprises@email.com

Exercise-2

1. Letter to younger brother advising him to grow the habit of newspaper reading

25-SS Street

Jhansi

Date: 29 May 2025

Dear Rohan

I hope you are doing well and studying sincerely. Today, I want to share something important with you that can help you in many ways — reading newspapers regularly.

Reading newspapers is a great habit. It keeps us informed about what is happening around the world. It improves our vocabulary and general knowledge, which will help you in your studies and competitive exams. It also makes us aware of current events, sports, science, and technology.

I suggest you start by reading the headlines and gradually move to the editorial section. Choose a good English and regional language newspaper. Spend at least 15-20 minutes daily, and you will see the difference within a month.

Take care and write to me soon.

Your loving brother

Amit

2. Letter to a friend suggesting the importance of physical exercise

Friends colony

Agra

Date: 29 May 2025

Dear Ankit

I hope you're doing well. I wanted to share some thoughts with you about something we often ignore — physical exercise. In today's lifestyle, most of us are busy with studies or work and don't move around much. But physical exercise is essential. It keeps us fit and active, improves our mental health, and even helps us concentrate better on our tasks. You don't have to do heavy workouts — just a morning walk, jogging, yoga, or cycling is enough to stay healthy. Try to make it a

daily habit, even for 30 minutes. It will keep you fresh and full of energy.

Take care and let me know how it goes!

Your friend

Ritesh

3. Letter to a friend telling her how to use mobile phones positively

Kamla Nagar

New Delhi

Date : 25 May 2025

Dear Priya

Hope you're doing great. I wanted to talk to you about using mobile phones in a smart and positive way. Mobile phones are powerful tools, but many people waste time on social media or gaming, instead, we can use them to watch educational videos, listen to motivational podcasts, read e-books, or stay updated with news. You can also use apps for learning new languages, improving your vocabulary, or staying organized with reminders.

Remember, phones are for our convenience — we should not become their slaves. Use them wisely to grow and learn.

Stay well and keep in touch.

With love

Nisha

4. Letter to younger sister telling her the benefits of time management

Vikaspuri

Ahmedabad

Date: 29 May 2025

Dear Sneha

How are you? I hope your studies are going well. I want to tell you something very useful — the importance of time management.

Time is precious, if you learn to manage it well, you'll achieve success in studies and life. Make a timetable, set priorities, and avoid wasting time on unimportant things. You'll have time for study, play, rest, and hobbies too.

Start with planning your daily tasks. It reduces stress and improves your focus. Time management also helps you become disciplined and confident.

Take this advice seriously and practice it daily.

With love

Your sister

Ritika

5. Letter to a junior friend explaining to him to avoid eating junk food

Janakpuri

Mathura

Date: 29 May 2025

Dear Aryan

I hope you're doing well. I wanted to talk to you about your eating habits — especially about junk food. Eating too much junk food can be very harmful. It leads

to obesity, makes us lazy, and increases the risk of heart attacks. Also, it's often just a waste of money. Instead, you should try to eat healthy food like fruits, vegetables, and homemade meals. These will give you strength, improve your focus, and help you stay fit.

Try to reduce junk food slowly and replace it with healthier options. Your body will thank you later!

Take care and be wise in your choices.

Your caring friend

Samar

Exercise-3

1. Application for Transfer Certificate

To

The Headmaster

Adarsh Vidya Mandir

Chhindwara

Subject : Request for Transfer Certificate

Respected Sir

I am Rashi Chiroliya, a student of Class VIII. I have successfully passed Class VIII from your esteemed school. Now, I wish to continue my further studies in another institution.

Therefore, I kindly request you to issue me my Transfer Certificate at the earliest.

Thanking you.

Yours obediently

Rashi Chiroliya

Date : _____

2. Application for Leave Due to Urgent Work

To

The Headmaster

Pratap Secondary School

Panna

Subject: Application for Leave

Respected Sir

I am Mohan Gupta, a student of your school. I have an urgent piece of work at home due to which I will not be able to attend school for a day.

Kindly grant me leave for _____ (mention the date) so that I can attend to the matter.

Thanking you.

Yours obediently

Mohan Gupta

Class: _____

Date: _____

3. Application for Duplicate Transfer Certificate

To

The Headmaster

Shivaji Vidya Mandir

Raisen

Subject: Request for Duplicate Transfer Certificate

Respected Sir

I am Mohan, a former student of your school. I had my Transfer Certificate issued by your school earlier. Unfortunately, I have lost it.

Therefore, I request you to kindly issue me a duplicate Transfer Certificate. I shall be very thankful to you.

Thanking you.

Yours obediently

Mohan

Date: _____

4. Application for Admission in Class VIII

To

The Headmaster

St. Paul's Sen. Sec. School

Delhi

Subject: Request for Admission in Class VIII

Respected Sir

With due respect, I wish to state that I want to take admission in Class VIII in your esteemed school. I have passed Class VII from my previous school with good marks.

Kindly consider my request and grant me admission. I shall be grateful to you.

Thanking you.

Yours obediently

[Your Name]

Date: _____

5. Application for Leave to Attend Sick Mother

To

The Headmistress

Gyandeep Public School

Rohtak

Subject: Application for Leave

Respected Madam

I am Aditi Sharma, a student of your school. I request you to grant me leave for _____

(mention the date/days) as I have to attend to my sick mother at home.

I hope you will understand my situation and grant me leave.

Thanking you.

Yours obediently,

Aditi Sharma

Class: _____

Roll No _____

Date _____

CHAPTER 25

Notice

1. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Educational Trip to Shimla
The school is organizing a 3-day, 2-night trip to Shimla for students of classes 8 to 12. The cost of the trip is ₹ 6,500, which includes a 3-star hotel stay, DJ night. Bonfire night, three meals per day, and to-and-fro travel from Delhi.
Interested students should give their names to their class teachers by 5th June 2025.
Karan
Head Boy
2. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Lunch Box Found
A lunch box was found lying on the stairs near the sports ground today during the sports period. The box has been kept safely and will be returned to the rightful owner.
The owner can contact Rakhi of Class 8B during the recess period in Room No. 17.
Rakhi
class 8
3. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Trustee Committee Inspection
Students are hereby informed that an inspection by the Trustee Committee will take place tomorrow, 30th May 2025.
All Students must :
 - Wear proper school uniform
 - Maintain discipline and cleanliness
 - Keep their classrooms neat and tidy
 - Avoid making unnecessary noise
your cooperation is expected
School Authorities
4. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Football Trials for Classes 10-12
Football team selections for classes 10 to 12 will be held on 3rd June 2025 at 3:30 PM on the school ground. Interested students must carry their kits.
Yuvraj
Football Captain
5. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Wristwatch Found
A black wristwatch with a leather strap and a silver dial was found today on the stairs near the dance auditorium. The owner can collect it by describing it in detail.
Please contact the Reception Office or report to Room No. 12 during recess.
School Office
6. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Zero Tolerance Policy for Holi Misconduct
All students are strictly warned that any form of misbehaviour related to Holi will not be tolerated.
New Rules for This Week :
 - No use of colours or sprays on campus
 - No physical altercations or pranks
 - Immediate disciplinary action will be taken
Students are advised to follow the rules responsibly.
Karan
Head Boy
7. **Bal Bharati Public School, Rohini
NOTICE**
29th May 2025
Charity Drive for Raunak Helping Hands
The school has set up a charity box for Raunak Helping Hands. Students are encouraged to contribute clothes, toys, storybooks, and activity books for the underprivileged children supported by the NGO. The collection will continue till 10th June 2025.
School Authorities

Message Writing

1. MESSAGE

Date : _____ Time: _____

Dear Rahul

Your friend Mohit called. He has planned a movie outing at PVR, Saket this evening. Tickets are already booked. He asked you to join them at 5 p.m. at the PVR.

Rakesh

4. MESSAGE

Date : _____ Time: _____

Dear Lohit

Your friend Jack called in your absence. He wanted to say that he knows you are moving to a new house and would like to come and help you as a thank-you for all the help you gave him in school.

Rajendra

2. MESSAGE

Date : _____ Time: _____

Dear Mom

I had my lunch after coming back from school I'm now leaving for my tuition class. Please don't forget to pick me up at the usual time.

Nidhi/Navtej

5. MESSAGE

Date : _____ Time: _____

Dear Gautam

Jennie called to inform you that tomorrow's swimming lesson has been cancelled due to maintenance work.

Riya

3. MESSAGE

Date : _____ Time: _____

Dear Tina

Your classmate Rahul, called and asked you to bring Rs 250 for the trip. Tomorrow is the last day to submit the fee.

Jatin

6. MESSAGE

Date : _____ Time: _____

Dear priya

Your friend Alisha called. She asked you to bring her borrowed storybook from the library to school tomorrow, as it has to be submitted to the Librarian.

Anmol