**SA-2 CLASS 9 NOTES**

**Chapter 3**

**TITLE –THE MAN WHO LNEW TOO MUCH BY ALEXANDER BARON**

“The man who knew too much “is the importance of observing proper code of conduct that must be followed in the army. Some people are incorrigible. No matter how much they are warned, reprimanded, chastised and punished, their behavior or conduct does not change, as is lofty goal and work one’s way to achieving it through intelligence, knowledge and hard work, but in doing so one must follow the set code of conduct and criteria. Being a snob with an attitude of ‘I know in life. Showing off one’s knowledge and humiliating others for not being ‘aware and well informed’ is underestimating the real worth of others. It is nothing short of insulting them-a crime Private Quelch commits much too often. Someone like him is a clear misfit in an organization like Army where strict hierarchy and code of conduct are more important than anything else.

**CHARACTERS:-**

**PRIVATE QUELCH:-**

Private Quelch, a lanky and stooping man, is a always frowning through his horn- rimmed glasses. He is so intelligent that he has knowledge of every subject under the sun, which he loves to flaunt. For eg. On the very first day his training he shocks his trainer as well as fellow cadets by answering all the questions promptly. Because of this peculiar quality of his, he is nicknamed “Professor” by fellow cadets.

He is exceptional at drills and parade, too. The impeccable and energetic manner in which he drills parade and salutes leaves his fellow soldiers green with envy. However, the problem with him is that he is incorrigible and reuses to learn lessons from his mistakes. What is more, he cannot resist the temptation of showing off his superior knowledge and interrupting and correcting others in their work just because he feels they are performing below par.

Private Quelch is neither ashamed nor embarrassed in whatever he does or says, not even in front of the toughest of officers like corporal Turnbull. He is unmindful of all the practical jokes cut on him by his fellow soldiers. What intrigues one however is whether he is thick- skinned or a plain simpleton that he fails to see through the fun others have at his cost and rough treatment he gets from his superiors.

On the whole, I like for his knowledge, enthusiasm and hard work and empathize with him for the rough treatment he is subjected to. I think he is a right man in a wrong profession. Most armies in the world have no place for such geniuses. What an asset he would have proved for the army , had he been used properly by his superiors! It is unfortunately that he does not have many friends, although he is himself to blame for it.

**MESSAGE:-**

People, who lack in grace, show no regards for their superiors. They go about showing off their knowledge to impress others. But rather than being impressed, people dislike popularity they harm their own interest. Showing off stands in the way of their progress and cost them very heavily.

**WORDMEANINGS:-**

Acquire to get or achieve something

Impassive without emotion or calm

Deliberately careful, steady intentional movement

Commission become an army officer

Route marches training marches of battalions

Cowed subdued

Unabashed unashamed

Musketry art of using the infantry soldier’s handgun

Abominably Hateful, handgun

**Chapter 4**

**TITLE:-KEEPING IT FROM HAROLD BY P.G WODEHOUSE**

“KEEPING IT FROM HAROLD” IS THE STORY OF A SIMPLE COUPLE WHO HIDE FROM THEIR CHILD THE fact that his father’s real profession is boxing as they fear that this revelation would upset his sensitive mind. Instead, he is told that his father is a commercial traveller. For quite some time they manage to keep this secret from but before the father is due to fight the last contest with a rival, the boy gets to know it . since the story revolves around the parents’ futile and useless efforts to keep this secret, its ultimate and inevitable revelation and Harold’s surprising reaction to it, the title is appropriate.

**CHARACTERS:-**

**HAROLD:-**

HE was an extraordinarily intelligent child of ten. His is spectacled but scholarly looks, his academic excellence and manners made him a cynosure of all eyes. To his parents he was a prodigy and a model of good behavior. Though they didn’t know about it, he took a keen interest in boxing and was a great fan of ‘young porky’ without knowing that the boxer was, actually, his father. He following the game and discussed the relative merits of different boxers so well that even jerry fisher was impressed with his knowledge. Harold felt hurt at not having been told about his father’s profession. He gave a piece of very sensible advice to his father to fight jimmy murphy. Though he sounded much too mature for his age, Harold was definitely a child at heart however, he was not a kid and he did not like to treat as a baby by his mother. Had he known that he was the son of young porky, he would have flaunted ships status and would have gone to school with his head high. His new identity gave him a great sense of satisfaction for now on no one would dare call him ‘Goggle’ at school.

**Mrs.BRAMBLE:-**

Mrs. Bramble was Mr. Bramble ‘wife and Harold’s mother. This caring wife and doting mother was all the time busy in catering to the needs of her husband and son. A although she was a truth- loving woman, she didn’t mind resorting to falsehood to save her son from the embarrassment of being known as a boxer’s son. She was a practical minded woman . Although she hated boxing, she did not approve of bill’s idea of quitting his last contest. She knew that whether he won or lost, the bout would fetch him a handsome amount of money, which would come handy in providing the best possible education to their son. Mrs. Bramble knew when to put her foot down .for eg. She snubbed her brother Major Percy stokes for persuading bill quit the training session and say no to the bout. She was not a mere hanger-on who would agree with all that her husband said or did. She did not hesitate show her husband the stupidity of his decision of giving up his last fight.

**BILL BRAMBLE:-**

Bill Bramble was proficient professional boxer who was proud of his skills and liked to be admired and appreciated for his technique in boxing. However, a loving father as was, he did not mind sacrificing his name and fame to give a comfortable life to his dear son. Hence, he hid his true identity from him. So much so, he decided to give up his last contest so that his son would not get to know the truth about his profession. A simple and a humble man, he took no time in forgoing the satisfaction of giving a name of his choice to his son and letting his wife have this pleasure. Bill was somewhat rash in taking his decisions and he could be easily influenced by others. For eg. Percy’s arguments that he should give up boxing in the interest of his own son convinced him. Bill earned a lot of name and fame but lived with a false identity for the sake of Harold. Harold’s positive reaction on learning about his father’s real profession revived his enthusiasm and he readily went back to his training as in the heart of his hearts he was keen on fighting jimmy murphy.

**WORDMEANINGS:-**

Amiable friendly

Gravely desperately, intensely

Deliberately on purpose, intentional

Evasions escape, avoidance

Prodigy wonder child, genius

Sobriety soberness,

Feebly weak, meek

Imbued saturated, Inculcated

Scornfully make fun of

Rage wild with anger

Chivalrous gallant, gentlemanlike

**CHAPTER 5**

**TITLE: - BEST SELLERS BY O. HENRY**

**THEME:** “BEST SELLERS “is an account of a plate –glass, which although a commoner, falls in love with a beautiful daughter of a belted colonel and succeeds in winning her hand in marriage. Thus O.Henry gives the theme of an incongruent love –a refreshing treatment –by narrating a story within a story. At the same time he has dig at the popularity of pulp literature best sellers that are full similar but quite predictable love stories. The story has undercurrents of the theme of class differences and conflict of values between cultures and nationalities as represented by heroes and heroines of these romances.

**CHARACTERS:-**

**JOHN A. PESCUD:-**

Pescud –‘a small man with a wide smile’ is a very calculating and shrewd businessman who uses his personal charm to impress people and promote his business. He would have been any company’s delight- an excellent salesman who considers his company and its products best in the world. it is his pushing and enterprising nature that forces even his employers to raise his salary in a couple of years.

Having specific views on romance, business and life he believes in being decent and law-abiding in one’s hometown. Obviously, he doesn’t mind flouting this code of living while away from his hometown. He resorts to sorts of gimmicks to win over his ladylove and later to impress her father. But mind you he is sincere in his love. Although he follows all the way to home but never bothers her and to him she is not somebody very spectacular to ‘flirt with’ but someone to keep all life .he goes out of the way to bring her petunias from Coke town.

He understands bit of literature having read many popular bestselling romance novels on his journey to kill boredom. His analysis of the sameness and monotony of the popular fiction is impressive for someone in salesmanship.

## His origin is humble but he proud of them. As regards his looks, the author’s remarks, “he is of the stuff that heroes are not often lucky enough to be made of.”

His hypocrisy becomes very obvious at times. However he is so thick skinned that he doesn’t mind this exposure. He is such a go-getter that he pushes his way to success without bothering about how he attains it.

**JESSIE:-**

Jessie is a good-looking aristocratic girl. She is not very ‘spectacular’, as Pescud remarks, but she is very graceful and charming .in fact she so charming and graceful that Pescud falls for her and follows all the way to her village to win her favour.

She is the daughter of a colonel, who is a lineal descendent of belted earls and she is well aware of her social status and the pride her father takes in his lineage. She is smart, clever and observant. Although she appears to be oblivious to her surroundings, she is all the time that Pescud is following her and is interested in her, she even expected he would speak to her on board the train but finds him to be, like most men, ‘clumsy’ enough not to have done that.

She is fond of her father, has a strong regard for him and respects his authority, although she finds his habit of story telling a bit awkward. It is only after he gives his approval that she consents to a relation with Pescud. After marriage, she takes her father along to live in her new home. she must have made a wonderful wife that her husband fulfilled all her wishes, even bringing her Petunias from coke town, just because she notices some there and they remind her of her father’s home.

**WORDMEANING:-**

INSERTION lace to be sewn at each edge between parts of other material

Tepidity warmest

Veered to change direction or position,

Sardines type of fish

Capers small green buds of caper plants

1. **The seven ages**

**By William Shakespeare**

**Theme:- “**the seven ages” is an analysis of life by the poet. He takes this world to be a stage and men and women as actors who enact the drama of life. Just as a drama is divided into different acts, man’s life is divided into seven different stages. All these different stages have specific characteristics and they are well-defined and distinct.

**Rhyme scheme: -** the poem is written in free verse; hence it has no rhyme scheme. However, it does have an inner music of its own.

**Literary devices used in the poem:-**

1. **Alliteration**:- Alliteration is’ the repetition of usually consonant sounds occurring recurrently at the beginning of a word or of a stressed syllable within a word”.
2. A world too wide

(‘w’ sound is repeated)

1. For his shrunk shank

(‘sh’ sound is repeated)

**2. Repetition**:- Poet often repeat single words or phrases, lines, and sometimes ,even whole stanzas at intervals to create a musical effect; to emphasize a point ;to draw the readers’ attention or to lend to a piece.

1. In the last line of the poem the word ‘sans’ is repeated four times to show that man is deprived of all his faculties in old age. The word emphasizes his helplessness.

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1. **Metaphor**:- This is rather like a simile except that metaphor is an implied comparison , by which two things are compared without the use of ‘as’ and ‘like’ . The poet does not say that one object is like another. He says it is another.
2. Bubble reputation (short lived)

**4. Simile: -** in a simile, a comparison between two distinctly different things is indicated by the word ‘like’ or ‘as’.

1. Creeping like snail
2. Sighing like furnace
3. Bearded like the pard

**6. oh, I wish I’d looked after me teeth**

**By Pam Ayres**

**Theme:-** the poem is an account of how the poet ruined her teeth due to her negligence and poor eating habits. At a later stage in life when the damage had been done beyond repair, she regretted her carelessness but then it was too late. Through the poem, an effort has been made to convey to the readers not to neglect one’s teeth.

**Rhyme scheme of the poem is aabba.**

**Literary devices used in the poem:-**

1. **Alliteration**:- Alliteration is’ the repetition of usually consonant sounds occurring recurrently at the beginning of a word or of a stressed syllable within a word”.

* Sweet sticky food (‘s’ sound occurs repeatedly)
* Lollies, I licked (‘l’ sound occurs repeatedly)
* Cavities, caps and decay ( ‘c’ sound occurs repeatedly)
* Molars of mine (‘m’ sound occurs repeatedly)

1. **Repetition**:- Poet often repeat single words or phrases, lines, and sometimes ,even whole stanzas at intervals to create a musical effect; to emphasize a point ;to draw the readers’ attention or to lend to a piece.

* Oh, I wish I’d looked after me teeth

**7. Song of the Rain**

**By Kahlil Gibran**

**Theme:-** “song of the rain” is a person account of the rain’s formation and journey from the womb of the sea to the sky and back to the earth again. This autobiography highlights the divinity of the rain. It also reveals how nature makes it an instrument to enhance its beauty and to embellish (adorn) it.

**Literary devices used in the poem:-**

1. **Personification**:- personification is the poetic practice of attributing human qualities, a character or personality to inanimate or non-human beings such that they appear to be living human beings.

* Crying- when I cry the hills laugh
* Bowing- when I bow, all things are elated
* Acting as a messenger- I am a messenger of mercy
* Gently touching- I touch gently at the windows
* Seeing and embracing- when I see field in need,/I descend and embrace the flowers

Clouds and fields projected as lovers have also been personified.

1. **Alliteration**:- Alliteration is’ the repetition of usually consonant sounds occurring recurrently at the beginning of a word or of a stressed syllable within a word”.

* In daughter of dawn; messenger of mercy and sigh of the sea (‘d’, ‘m’,and ‘s’ sound occurs repeatedly)

1. **Onomatopoeia**:- ( sometimes called echoism) It is applied to a word, or a combination of words, whose sound seems to resemble the sound it describes. ‘Bang’, ‘pop’, ‘hiss’, buzz etc. are onomatopoeic words.

* Sigh of the sea
* Laughter of the field
* Tears of heaven

1. **Metaphor:-** This is rather like a simile except that metaphor is an implied comparison , by which two things are compared without the use of ‘as’ and ‘like’ . The poet does not say that one object is like another. He says it is another.

* Dotted silver threads
* Beautiful pearls
* Messenger of mercy
* Sigh of sea
* Laughter of the field
* Tears of heaven

**5. Simile:-** in a simile, a comparison between two distinctly different things is indicated by the word ‘like’ or ‘as’

* ‘I am like earthly life

**DRAMA 2**

**The Bishop’s candle sticks by Norman McConnell**

**The Bishop**

This noble soul is extremely kind, generous and charitable, so much so that he cannot bear anyone suffering and goes out of his way to relieve the sufferings of people around him.

He sells his estate, furniture and personal belongings to raise money for needy people. He is

So loving and all-embracing that he personally visits sick and suffering people to comfort them.

The bishop upholds religion and church and his character brings the values that Christianity and the church stand for .he helps the sinned and battered souls to be liberated from the clutches of the devil and shows them the path to the kingdom of heaven.

Per some does not approve of his reckless generosity but is very fond of him .he has a knack of pacifying her with gentle, good-humored arguments and love. The bishop’s unfathomable kind-heartedness earns him the love, regard and reverence of not only the people around but also that of the readers.

**Per some:-**

A very loving and caring sister per some is extremely fond of her brother, the bishop, .she looks after him as am other looks after her child. So much so, she even scolds him with harmless frivolous rebukes for his foolish liberality and carelessness. She is always worried about his comfort and safety.

The character of per some presents a sharp contrast to that of her brother, who is generous, noble and absolutely selfless.

**The convict:-**

The convict was an innocent man.later on the circumstances made him a petty

Criminal. Immediately after, insensitivity of society and law, and persistent and prolonged suffering in jail turned him into such a hardened criminal that he did not hesitate to kill, rob and steal, however the spark of human goodness still remained alive in his heart. Inside the hard shell of a criminal there existed a tender-hearted human soul who wanted to live a decent life of respect and contentment. Having seen and suffered untold misery, he had lost faith in god and religion. He thought he could not be reformed, but he was mistaken. Least aware that his life would begin yet another new chapter, he tried to rob the bishop but his kindness and magnanimity so touched and overwhelmed him that he saw a new ray of hope, regained his faith and self-esteem and promised to begin life a new.

Message:- the play conveys the message that goodness dwells in all human beings and no one is born a criminal or sinner .

**Writing section**

**MESSAGE WRITING**

**General Instructions for message writing:**

A message does not need an address.

The message must be put in a box.

The key points are to be very brief and precise.

**SAMPLE MESSAGE**

1. You are Vivek. You have received a telephone call for your friend Rajesh from

one of his clients. Mr. Satish, that the meeting fixed for the 5th has been postponed to

10th February at 9am at his chamber. He added that he should also carry his laptop.

Write the message.

**Message**

Feb 5, 2011

8 am

Rajesh

Mr.Satish called up to inform that the meeting fixed for

5th has been rescheduled to 10th Feb at 9 am at his

chamber. You are also required to carry your laptop.

Vivek

**NOTICE**

A notice conveys information in a comprehensive manner.

**Characteristics of a well-written Notice:**

Proper heading /title

Date of issue

Name and designation of the issuing authority

Relevant content

**The content should answer the questions like**

-what

-when

-where

-from whom

-Accurate expression

SOLVED EXAMPLES

Q-1 You are Veena/Vinod ,the cultural secretary of R.M.Public school,

Alkapuri,Vadodara .You have been asked to inform students of class IX to XII about

an Inter School Dramatics Competition. Draft a notice in not more than 50 words for

the students‘ Notice board with all necessary details. Put the notice in a box.

**RM PUBLIC SCHOOL ALKAPURI VADODARA**

NOTICE

30 June, 2011

OPPORTUNITY FOR BUDDING ACTORS

An Inter School Dramatics Competition will be held on 30-7 2011 at Town Hall .An

audition will be held to select students for the school team.

Date: 07-07-2011

Time : 11.30 am

Venue: School Auditorium

Eligibility: Class IX to XII

Last date for giving names : 07-07-2011

Veena

Cultural Secretary

**DIARY ENTRY**

**Purpose**

Diary is a kind of personal document. It records an individual‘s account of a day of

his/her life.

**Format**

Top left- Date, day and time.

Tense Most frequently used- Simple past, Present perfect and future.

First person application.

**Steps**

Begin the entry with general sentence describing the day or momentary feelings.

In the body, you may discuss an event, your feelings towards it. How it is likely

to affect your future plans.

Conclude with final remark and future course of action.

**Solved Example**

1- You are Naresh. You happened to go to Agra in a crowded bus on a hot summer day.

Record your experience in the form of a diary entry.

Date:

Day:

Time:

Today I had the bitterest experience of my life. I never had such an awful experience in

my life before. I had gone to Agra for an urgent work. There were very few buses

plying today as most of them had been put on election duty. I waited for two hours at

the bus-stop to get into the bus. It was much crowded. I somehow managed to get some

space for myself. It was really difficult to breathe. Everyone was sweating. People were

pushing each other. After journey of two hours, I came out of the bus and took a sigh of

relief.

I‘ll never forget this journey in my life.

Naresh

**Tips:-**

Written in third person

Significant and impressive points be included

Special awards or recognitions be mentioned

Be descriptive

**Main Points to be included:-**

Name and age

Main personality traits

Special interests

Education and training

Special contribution or research, if any

Why people like him/her

Such sketches focus on the biographical details besides the achievements and

honours conferred on.

**SOLVED EXAMPLES**:

Q-1 On the basis of the given profile, write short bio sketch of Dr. P.N. Agrawal. (6

marks)

Dr P.N. Agrawal

DM ,FRCS,Cardiac Surgeon

Full Name: PremNarainAgrawal

Father‘s Name : Dr A.N. Agrawal,Cardiac Surgeon

Presently working as:Director,Heart Care Research Institute Agra

Achievements: Govt. of India honour-Padma Vibhushan.

For conducting 300 successful bypass surgeries

and four Human heart transplants.

ANSWER:

Dr.P.N. Agrawal, a renowned Cardiac Surgeon, is son of Dr A.N. Agrawal, a

Cardiac Surgeon of world repute. He is presently the director, Heart Care Research

Institute, Agra.

He has been awarded Padma Vibhushan, India‘s greatest honour, for conducting 300

successful bypass besides four human heart transplant cases, etc.

**Q 2 With the help of the given clues, write a bio sketch of Subhash Chandra**

**Bose in not more than 80-100 words :**

Name: Subash Chandra Bose; Netaji

Contribution: immense, Freedom Fighter

Born: January 23, 1897 in Cuttack, Orissa.

Career: Civil Services

Achievements: Joined struggle; established Indian National Army

Motto: Give me blood and I will give you freedom

Setback: Retreat after the defeat of Japan and Germany.

Death: Air crash over Taipei, Taiwan (Formosa) on August 18, 1945

Subhash Chandra Bose, affectionately called Netaji, was born on January 23,1897 in

Cuttack, Orissa. He was one of the most prominent leaders of Indian freedom

struggle. Deeply moved by the JallianwalaBagh massacre, he gave up a promising

career in the Civil Service to join the Freedom Movement. He founded the Indian

National Army to overthrow British Empire from India. His famous motto was

"Give me blood and I will give you freedom". However, defeat of Japan and

Germany in the Second World War forced INA to retreat and it could not achieve its

objective. Subhash Chandra Bose was reportedly killed in an air crash over Taipei,

Taiwan (Formosa) on August 18, 1945.

**Dialogue Writing**

The aim of the dialogue writing is to enable the students to elaborate upon the given

inputs in a grammatical correct and meaningful conversation.

Dialogue writing does not come easily to everyone. Done well, a dialogue leads to

the advancement of the story and helps in fleshing out the characters while providing

a break from straight exposition or explanation.

Points to remember:

Punctuation

Tense

Subject-verb agreement

Sentence type-declarative or interrogative

Imperatives

Contractions

**Solved example**

**Here is a conversation between a doctor and a patient. The patient has a**

**problem getting sleepless nights.**

**Patient:** Hello Doctor!

**Doctor:** Hello, what is your problem?

**Patient:** Doctor, I have a problem of not having proper sleep at night.

**Doctor:** I‘ll give you medicine.

**Patient:** Thank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctor:** Just take\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Patient:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Patient:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Vocabulary:**

To get a good night‘s sleep

To take medicine

To take a pill

To stay calm

**Solution:**

**Patient:** Hello Doctor!

**Doctor:** Hello, what is your problem?

**Patient:** Doctor, I have a problem of not having proper sleep at night.

**Doctor:** I‘ll give you medicine.

**Patient:** Thank you Doctor. How often should I take the medicine?

**Doctor:** Just take one pill about 30 minutes before you go to bed.

**Patient:** For how long?

**Doctor:** For at least 30 days. Come back, if problem continues.

**Patient:** Anything else?

**Doctor:** Be composed at work.

**LETTER WRITING**

1. FORMAL LETTERS

Formal letters include

(1. Business letters 2. Official letters 3. Applications 4. Letter to Editor of

newspapers

letters of complaints, etc.)

**Format-**

Sender‘s address

Date

Address of the addressee

(Receiver‘s designation

and

Address)

Salutation

Subject Line to focus

attention

Body

Complimentary close

Sender‘s Name

Designation (if

applicable)

**Solved Examples**

1- Anand witnessed an accident near the school gate where a child fell down and was

hurt very badly. Many people were standing around but did not know what to do.

Finally the child was carried to the hospital by a taxi driver. Anand felt the necessity to

enable the students to render the first aid to the victim. He decides to write a letter to

the editor of a local daily about the importance of knowing first aid. Write the letter on

his behalf using your own ideas and the ideas from the unit ‗Health and Medicine‘.

43Z-Ashok Vihar

Mathura-2812005

11 April,2011

The Editor

The Times of India

New Delhi

Sub:-Importance of knowing first aid

Sir,

May I have the honour to draw the attention of the authorities and the people through

the esteemed column of your newspaper about the importance of knowing the first aid?

Today a child met an accident near the school gate. Many people were standing around

but did not know what to do. Finally the child was carried to the hospital by a taxi

driver. The students should be made aware of primary steps of first aid at school. In the

school curriculum, it should be included. Even competitions should be held to make

them efficient at first aid.

At the same time, they should have their own mini first aid box at their home. The

parents should encourage their children for this purpose. They should know what to do

in such situations before the victim is carried to the hospital. At times, the first aid can

be life saving. The government and the concerned educational authorities should

initiate a step towards this.

Thank you

Yours sincerely

Anand

**INFORMAL LETTER**

**(Letters to friends, parents, relatives and acquaintances)**

**Solved Example**

1- Imagine you are Raghav, a class X student of Army School Agra Cantt. You are

living as paying guest at 24-D Sadar bazaar Idgah, Agra. Write a letter to your father

telling him about the prize which you have won by standing first in the Chess

Competition during annual sports day celebration.

24-D Sadar bazaar Idgah

Agra

15 April, 2011

Dear father,

The annual sports day celebration was held on last Monday. Brigadier RP Singh

presided over the function.

You will be glad to know that I got the first prize by winning the inter-house Chess

competition. There were many prize winners. When I was called, the students and the

Yours lovingly

Rajat

**E- Mails**

E-mail, also known as Electronic Mail is a method of exchanging digital messages

across internet or other computer networks. It is the quickest way to communicate in

writing.

E-mail messages consist of two major sections:

1- **Header** consisting of- subject, sender, receiver, date and time.

2- **Body** which contains the message. It can contain formal/informal language

depending on the purpose

**Tips on composing E-mails:**

Subject

It should be brief

It should give a clue to the content of the message

It need not be a complete sentence

Salutation

Dear Sir/first name of the person

Opening Statement

Begin with a pleasantry or greeting

When replying a message- Thank you for your message/ I received your

message

Clarity and tone

When you expect a reply-‗Please let me know‘

When you want help-‗please‘ or ‗kindly‘

Paragraphs

Each main idea should be in a separate paragraph

Use complete sentence. Do not use SMS language.

Complimentary close

Regards/Love

**Formal Email**

**Solved Example**

You are Mr RK Singh, the librarian of KV AFS Baroda. Write an email to Bhatia Book

Depot, Ahmedabad requesting them to cancel your order for English literary books and

books on environment. Give reasons for cancellation of the order.

Send Save

Date

To

CC

BCC

Subject

Dear sir,

I placed an order on behalf of the principal on 15/03/2011 for supply of English literary

books and books on environment. They said that the supply order was supposed to be

received by this school on or before 31/03/2011. But sorry to say that the books have

not been received till date and also no communication has been made from your side

for the delay.

Hence the school has placed the order for these books to other book depot due to

urgency of the books. The said order may be treated as cancelled.

Thank You,

Yours sincerely

RK Singh

Librarian

2.On ‗Mother‘s Day‘ you gifted your mother with ―LenovoA600 Idea Centre‖. Your

cousin wants you to write an E-Mail and describe how your mother reacted when you

gave her the gift. Also describe the functions of the Computer.

You may take the help of hints given below.

Mother overwhelmed, gave blessings, invited her friends to show the new computer-

―LenovoA600 Idea Centre‖----- slimmest computer-HD display—can watch TV, Soap

operas—DOLBY THEATRE SOUND SYSTEM.

Date: 25th July 200X

From: Suresh@ gmail.com

To: Sudhir 15@gmail.com

Subject: Mother and LenovoA600

Dear Sudhir

I hope you are fine. As you desired I am writing this E-Mail about my mother‘s reaction, when I

gifted her the newLenovoA600 on ‗Mother‘s day‘.

You know LenovoA600 is the latest version of laptops. It is the slimmest of laptops with HD

Display. One can watch TV, soap operas on it. It is like theater, with Dolby sound system.

When I gave my mother this laptop, she was simply thrilled. She just hugged me and blessed me

profusely. Tears of joy were there in her eyes.I consider this LenovoA600 as the best gift for my

mother, as I knew she wanted it very badly. Being a great enthusiast for keeping herself abreast ofwhat is happening around and hungry for knowledge, She would enjoy using it. She can notonlysatisfy her hunger for knowledge, but also entertain herself by seeing TV, etc. She can experience

Theatre, as it is fully equipped with Dolby theatre Sound system.

Regards

**Article Writing**

**Tips-**

Read the question carefully

Use CODER

Make some points to be covered

Expand the points in 3-4 paragraphs

Plan, organize and present ideas coherently

Be creative

Take care of grammar

Use proper layout

Writing an article is a challenging task. It needs creativity, good vocabulary, good

knowledge of the subject and skill to organize ideas.

**Purpose**

To focus on themes like social concern, narrating an event, description of a place, etc.

**Format**

Heading/Title- must be catchy and sharp

By- name of the author

Body

**I Para-** Introduction- Start with a slogan, a question, an amazing fact, figure or

statement.

**II/III Para-** Causes, effects, present state of affairs, etc.

**IV Para-** Draw solutions and conclusions

**Solved Example**

1**- You decide to write an article in the school magazine on how it is important to**

**save the planet, Earth. Write the article in about 180 words.**

**Save the planet, Earth**

This is a cause of complete concern across the globe today. The global warming has

accelerated the rise of temperature on earth which is said to have risen by 40 C. The sea

level is also rising. The glaciers are also melting away. There has been very less rainfall

in the recent years resulting in the scarcity of food around the world. The death rate due

to starvation has increased immensely. We, the human beings are solely responsible for

this calamity. We pollute our planet in many ways. Deforestation, industrial pollution,

toxic wastes, vehicular pollution and lack of greenery are the chief causes of imbalance

in the ecosystem.

The urgent need of the hour is that each one of us takes step to save the planet in every

possible way. We should protect our forests, save fuel, plant trees, take care of toxic

pollutants, conserve water and change our life style.

Awareness programmes must be launched by the students and NGOs to make people

aware of environmental problems. The public should avoid the use of polythene bags.

All of us must strive hard to save our beautiful planet for the future generations.

**SPEECH WRITING**

**Purpose**

To express views in the public.

**Format**

Salutation or greeting

Disclosure of topic

Narration of facts, presentation of data, relevant examples, etc.

Sensible deviation from the topic

Draw conclusion in an innovative and imaginative way.

**Solved Example**:

1. Today is women‘s day and you are asked to deliver a speech on changing role of

women in 21st century acknowledging their significant contribution in changing face of

modern era. Your speech should not exceed the limit of 120-150 words.

HINTs: Gone are the days-when women were considered only fit to become home

makers-position remarkably improved-have all rights of equality-possess higher

position without any distinction have made their place in literature ,education

,administration-modern woman- self-confident, Self-respect, we are proud of them.

**ROLE OF WOMEN**

Respected Principal, Learned Teachers and Friends,

I am glad to have this opportunity of expressing my views on the ROLE OF WOMEN

on women‘s day.

Gone are the days when women considered themselves a weaker sex. Today, they are

neither weak nor inferior .They have proved their worth. Name any field of progress

wherein they have not left their mark? They are known for their sincerity, sensibility,

hard work and timely wit. They have never failed in using them in time of need.

Women like BarkhaDutt, Sonia Gandhi, RahatTaslim who won

1 million rupees in KBC Quiz Contest have left their signature style in whatever field

they chose. Being woman myself, I feel tremendous power in myself and see no reason

to lag behind. I am proud to be woman. We know that modern world cannot afford to

leave women as they have time and again made the world realise their strong presence.

I acknowledge the vital role the women play for the emancipation of the society and

their immense contribution in shaping and creating the definition of this era and

therefore, salute them.

**STORY WRITING**

**Purpose**

A story is narration of a set of fictitious events often used to convey a moral message.

**Format**

Context- Use phrases like- ‗Once upon a time…‘, ‗It happened so…‘,

‗Longlong ago…‘

Introduction of characters- through dialogues or narration.

Plot- Description of an event/accident

Climax- end of the story, Most interesting, Unpredictable

**Steps**

Set the context

Introduce characters

Develop plot(s)

Reach climax

End the story

**Practice Questions**

1) Interpret the pictures below and write a short story in about 150 words:

2.You went to your aunt, Mary‘s house for her blessings on your birthday. She asked

you to do one good thing every day. The next day when you were going to your school

you helped an old woman. Write a story how you helped an old woman when you

remembered your aunt‘s advice.

**DEBATE**

**What is debate?**

A debate is a formal discussion, or an argument on a subject on which people have

different opinion.

**Purpose**

To show skills and ability of presenting an argument.

**Format/Steps**

Salutation-‗Respected chairperson, honorable judges and all present…‘.

Introduction- views for/against-topic.

Body- views, facts, Contradiction of opponent‘s argument, rebutting the

statement, questions etc.

Conclusion- clarification of stand made.

**Common phrases**

I‘d like to raise/the question/argue…..

In my opinion………..

Nothing could be more illogical than

I feel very strongly that…….

I would like to draw attention to…..

I fail to understand…….

I submit that…….

May I ask all present…….

I strongly oppose……..

On the contrary…….

**Practice Questions**

1- The motion of the debate is ‗Computers and Children: A boon or a Bane‘. Write the

debate speech for or against the motion in 150-180 words.