

## **BRIDGE COURSE MODULES ENGLISH CLASS 12**

### **Module 1: NOTICE Writing**

#### Learning objectives

- Students identify a NOTICE and understand the structure
- Students understand that the notices are of different kind.
- Students are able to write a NOTICE as per the requirements.
- Students understand the style of language.
- Students understand that the language should be short, pithy and unambiguous.
- Students understand that the NOTICE should be written in box.
- Students understand that they will be penalized for grammar and spelling mistakes.
- Students understand that the word limit for the content of NOTICE is 50.
- Students understand that the title should be short but it should reflect the content clearly.
- Students understand that writing the issuer of NOTICE is must.

#### Teacher Activity :-

1. Students were asked to sit in groups of five.
2. Each group is asked to prepare one question each.
3. The questions received from each group are shuffled and assigned to them back.

#### Student Activity :-

1. One student from each group is called to write the NOTICE on the board.
2. After one student wrote the NOTICE on the board the teacher ask the students to find out the mistakes in the structure ,spelling and grammar.

#### Format for NOTICE writing

A NOTICE should contain all the necessary details such as:

- Name of the issuing agency (school, organization, etc)
- The word ‘NOTICE’ in capital letters
- Date of issue/release of the NOTICE to the extreme left
- Title/subject of the event in the centre
- Content in 50 words that should answer the following
- Who is organising?
- What is being organised?
- For whom (the target audience)?
- When (date/time/duration)?
- Where is it being organised? (venue)?
- Details?
- Person to be contacted and last date (if any)?
- Authorized signatory: name and signature, designation

SCHOOL NAME	
NOTICE	
TOPIC	
Date.....	
.....	
Information.....	
.....	
.....	
Sign	

Points to remember:- use passive voice sentences as far as possible. The sentences should be short and precise. Present the NOTICE in a box. Word limit is 50 word.

A NOTICE can be written for various reasons. The format of NOTICE remains the same in all cases. Here is a list of topics for NOTICE writing that students must prepare-

- A competition
- An excursion trip
- A lost and found NOTICE
- An inauguration to take place
- An exhibition
- A blood donation camp to be held
- Or any such type of event or information to be issued in public interest.

Marking scheme

Format – 1 mark

Content- 2 marks

Expression- 1 mark

Total- 4 marks

NOTICE writing tips

- Do not cross the word limit to avoid penalty of marks. The prescribed word limit is 50 words.
- Repetition of any information should be avoided.
- Always enclose the NOTICE in a box. Make sure you draw the box with a pencil and ruler.
- Keep your NOTICE short, crisp and to-the-point.
- Highlight the word “NOTICE” and “title”. It can be either bold or underlined.
- The title should be captivating and eye-catching.
- Make sure you do not mention your personal information.
- Make use of all the available information in the question.
- Your answer shall include answers to all the 5 w’s – what, why, when, where and who.

- The purpose for which it is being written should be stated clearly.
- Focus on presentation and clarity.
- Avoid the use of personal pronouns.

Example: you are Rachit / Rachna, in charge of cultural club of new public school, Delhi. Draft a NOTICE for your school NOTICE board inviting students to participate in the inter house dance competition which is going to be organised in your school.

<p style="text-align: center;">New public school, Delhi NOTICE Inter house dance competition</p> <p>25th may 2021</p> <p>All the students are hereby informed that an inter house dance competition is going to be organised in our school on 15 December 2021 at 10 am in the school auditorium. The winners will be selected for zonal level. Interested students may give their names to the undersigned for participation latest by 05 June 2021.</p> <p>Rachit / Rachna In charge, cultural club</p>
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Example: draft a suitable NOTICE for your school NOTICE board informing students about the magic show organised by your school in aid of victims of earthquake in Nepal. You are Prachi / Pancham captain of the school D.P.S. Gurgaon.

<p style="text-align: center;">D.P.S. Gurgaon, Haryana NOTICE Magic show</p> <p>12 July, 2021</p> <p>This is to notify that our school propose to organise a magic show on 30<sup>th</sup> December 2021 in the school premises for the aid of earthquake victims in Bihar at 11.00 a.m. All the students are requested to contribute whole heartedly and buy magic-show tickets. The cost of the ticket is rs. 100/- per person. The collected fund will be sent to the prime minister relief fund immediately. Tickets are available at the school counter. Donate for the noble cause. For further details, contact the under signed. (head girl / boy)</p>
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Assessment :-

1. You are Rani, secretary rotary club, Noida. Your club is organizing a blood

donation camp. Draft a NOTICE for your NOTICE board asking everybody to donate blood.

## Module 2: Poster Making

### Learning objectives :-

- i) Guide and motivate students to express and write effectively.
- ii) Develop knowledge and purpose to design a poster.
- iii) Awareness of the form, content and process of writing.
- iv) Able to retain a data and information.
- v) Organize ideas on a particular subject.
- vi) Practice to enhance the skills.
- vii) Create social awareness.
- viii) Design the poster with appropriate expressions and vocabulary.
- ix) Link ideas

### Drafting Posters :-

Posters should be colourful , attractive and tempting.

- (i) They must be drafted carefully to attract the attention of the readers, excite their imagination and influence their minds.
- (ii) Posters are read from a distance. Do not give many details in a poster. Highlight only important issue/ issues.

### Main Features Of A Poster :-

- (a) Layout

- Visually attractive/eye catching
- Title-suggestive/catchy
- Use slogan , jingle or short verse
- Sketch or simple drawings
- Letters of different size and shape
- Proportionate spacing, etc

## **(b) Contents**

- The theme or subject of the poster
- Description or details associated with the theme
- Essential details like time, date, venue (for an event)
- Name(s) of issuing authority/organisation , etc

## **(c) Expression**

- Phrases, slogans, persuasive language
- Creativity in terms of content and design
- Overall organisation and sequencing of the matter
- Observe word limit (usually 50)

## **Teacher Activity: -**

provide words related to the topic and ask the students to draft a poster using the words. Each group can be given a subtopic and will need to decide what their poster must focus on. Teachers will be able to both test the students' knowledge and understand if they have any misconception about making posters.

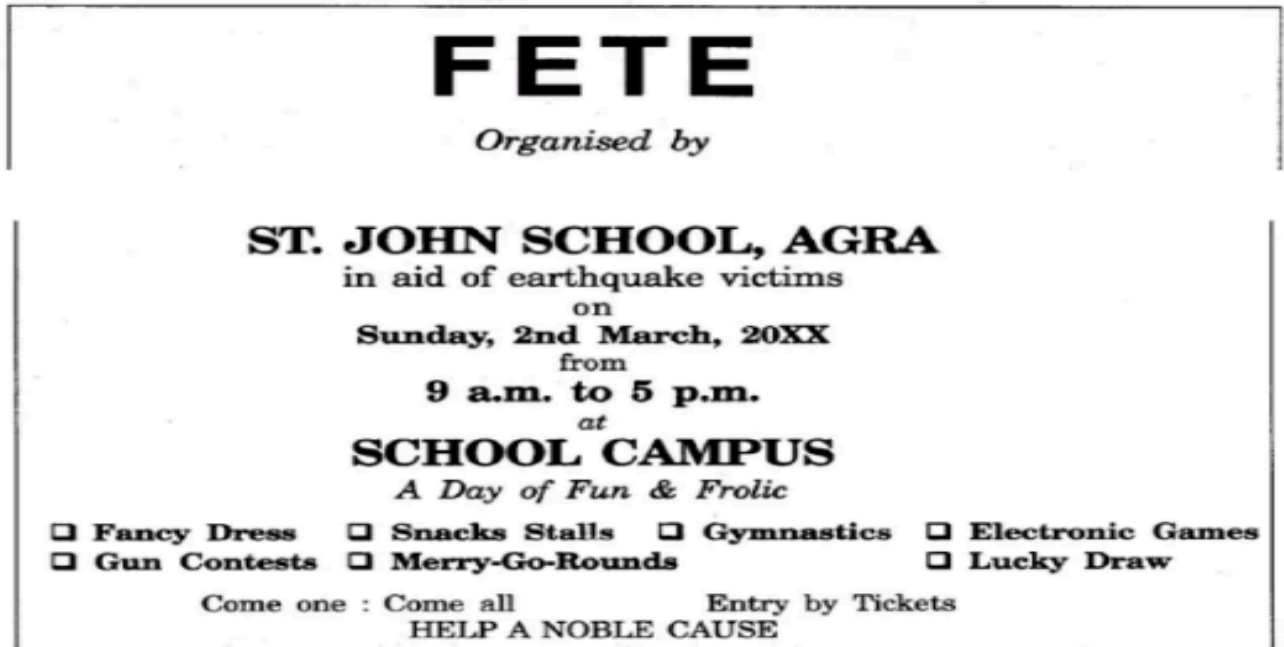
## **Student Activity: -**

Students learn to visually represent the key points while presenting elaborately on the same which enhances their retention and recalling of events and facts.

Question 1:

Design a poster for your school fete. You may use slogans. Do not exceed 50 words .

Answer:



Question 2:

Design a poster in not more than 50 words for your school library on the value of books and good reading habits. You may use slogans.


Answer:

# Books—Our Best Friends

**BOOKS**

- inform
- instruct
- delight
- enrich

Read best  
Speak best  
Think best



**Your School Library  
has ten thousand  
books**

When you are gloomy or lonely  
Your best friend is a book!  
**Don't judge a book by its cover  
– Read it !**

***Reading makes a ready man***

*Take a book  
a day !  
Don't Delay*

*Make reading  
a regular  
habit*

**Question 3:**

As the manager of 'excellent coaching Centre', run by you, prepare a poster calling the attention of students desirous of attending IIT CPMT coaching to join your coaching Centre.

**Answer:**



*Excellent results*

*Sure Success*

## **EXCELLENT COACHING CENTRE**

D-24, Baird Road, Delhi

*announces*

Commencement of Fresh Batch

for

**IIT CPMT & OTHER COMPETITIVE EXAMS**

***Registration begins May 15, 20XX. Enrol Early***

### ***Special Features***

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Specialist faculty           | <input type="checkbox"/> Excellent study material | <input type="checkbox"/> Reasonable fees |
| <input type="checkbox"/> Periodic tests & assessments |   |  |

**OUR TEN STUDENTS TOPPED IN  
IIT/CPMT/GMAT**

*Limited Seats*

**Contact : Dr A.N. Bose, Director**

**Phone 25743256**

#### **Question 4:**

The directorate of education, Orissa state is organising an essay contest for all the students of the state. Prepare a suitable poster which can be sent to different schools for display on their NOTICE-board.

#### **Answer:**

**THE DIRECTORATE OF EDUCATION**

**GOVT. OF ORISSA**

*is organising an*

**ESSAY CONTEST**

**FOR ALL THE STUDENTS OF THE STATE**

*Subject*

***Conservation of Energy***

Length of the essay : upto 1000 words

Language : Oriya/English

Last Date : 10 Nov. 20XX

*Send your entries to :*

The Director

Directorate of Education

Govt. of Orissa

Cuttack

**Win 10**

***Attractive Prizes***

***&***

***Commendation***

***Certificates***

## Assessment

Draft a poster on water conservation issued by Delhi jal board to create awareness about means of saving water.

## Module 3: Advertisement

### Learning objectives :-

- Learn new forms of writing short composition.
- Advertising techniques where key words placed logically are of importance and not so correct grammatical forms are applied because the lesser the words, the better the economy.
- To guide and motivate students to express and write effectively.
- To develop knowledge and purpose of writing an advertisement.
- The students will be able to write advertisements with appropriate vocabulary and expressions.

Teacher activity: cut-outs of different ads shown to the students and discussed the differences

Student activity: - students will speak on the cut outs and understand types of advertisement.

### Types of advertisement

1. Classified
2. Commercial / display / non – classified

Distribution of marks total 04 marks

Format – heading 01 marks

Content 02 marks

Expression 01 marks

### Guidelines for classified advertisements :-

1. To be written in short and in catchy phrases and words.
2. The language used should be simple, factual and formal, concise and to the point.
3. Relevant information should be provided.
4. Provide contact name and address as per content
5. Should be enclosed in a box.
6. Classified ads should be very well covered in a range of around 50 words.

### Categories of classified advertisement under different headings :-

- A. Situation vacant / situation wanted
- B. Sale/purchases of property/ vehicles / household goods/office furniture
- C. Missing person / pet animal

D. Lost and found

E. Travels and tours/packers and movers

F. Education / language course / hobby classes

G. Matrimonial

## Situation vacant

### Points to remember

- keep heading – situation vacant
- begin with 'wanted' or 'required'
- mention the name of the company.
- number of posts lying vacant and name of post.
- required age limit, educational and professional qualifications ,experience.
- job requisites (desirable knowledge of computers, fluency in English, etc.)
- personality requisites (impressive, pleasing)
- salary and perks (commensurate with experience, negotiable).
- mode of applying and time limit for submission
- contact address and phone number
- word limit - (50 words)

### Example

You are Principal, Himalaya Public School. Draft an advertisement for the post of receptionist in the school. Mention qualifications, experience ,requirements suited to the post.

#### SITUATION VACANT

Wanted a receptionist for the school. Candidate should be well qualified, must possess impressive communication skills with fluent English and should have pleasing personality. Interested candidates between 22-30 years may send their resume with latest passport size photograph to Principal, Himalaya Public School, Sector-29, Rohini, Delhi within 10 days. Contact no. 9899xxxxxx.

## Situation Wanted

The individual who seeks a job should include the following essential details after giving the title 'situation wanted'.

- Qualification and experience
- Age and sex
- Nature of job sought
- Minimum salary acceptable
- Contact address and phone number
- Word limit - 50

Example :

You are Sneha F-46, Sec.-9, Rohini, Delhi. You are well qualified in music and dance forms (classical). Draft an advertisement for seeking work/ job to be published in local daily in about 50 words.

### SITUATION WANTED

A well qualified and experienced professional, with a post Graduate Degree in classical music and dance, willing to teach the art to the girls in evening 4 p.m. To 7 p.m., moderate charges, transport facility available. Interested candidates may contact Sneha, director, Indian Musical Centre, f-46, sec-9, Rohini, Delhi or contact 9546xxxxxx.

## Sale / Purchase / Renting Of Property

Points to remember

- Keep heading for sale / purchase / to let
- Begin with 'available' - e.g. 'Available for sale', 'available for purchase', 'available for rent'.
- Types of house (flat, independent floors/offices etc.) Accommodation
- Size, floor, no of rooms etc.

- Fixture & fittings
- Surroundings - centrally located, facing park, nearby market, school, hospital, bank, bus stand etc.
- Company or bank lease preferred (in case of 'to let')
- Expected price : fixed / negotiable
- Contact address and ph. No.
- World limit - 50

## For Sale Of Property

Example :

You are Ranveer / Ravina of 254 greater Kailash, new Delhi. You want to sell the first floor of your newly constructed house. Draft an advertisement for local daily under its classified column "property for sale" in not more than 50 words. Include the relevant details like location, type of accommodation, cost and contact address including telephone number etc.

### FOR SALE

Available for sale the first floor of a newly constructed house at greater Kailash comprising two spacious bedrooms with attached bathrooms, a large drawing room cum dining room and a large

Modular kitchen, east facing, located near shopping plaza, price negotiable. Interested parties may contact Ranveer / Ravina 254 greater Kailash, new Delhi, mobile no. 9818xxxxxx.

## For Purchase Of Property

### FOR PURCHASE

For purchase, a DDA big flat in north Delhi, Rohini with three bedrooms, attached baths, drawing cum dining room with family lounge. Price negotiable, well ventilated, modern facilities, near big market and metro station will be preferred. Owners or dealers may contact Ranveer / Radhika, janta apartments, lajpat nagar, Delhi.

Example: you are Ranveer / Radhika. You want to purchase a flat. Write an advertisement for the newspaper giving full details of your requirements and capacity to pay.

## To Let

To let means available for renting, as the word suggests 'to-let'

- Begin with 'wanted' or 'available'.
- Type of accommodation - size, floor, number of rooms etc.
- Location and surrounding
- Rent expected, bank company lease preferred
- Contact address, email address or telephone number.
- Word limit - 50

## Renting of property

### TO LET

Available, for rent first floor of a newly constructed house in b-block ,Ashok Vihar, Delhi. Two bedrooms with attached baths, well ventilated and spacious with wooden work. Walking distance from market ,school, hospital and metro station. Expected rent rs. 25000/- per month (negotiable). Contact lalaji at 9868xxxxxx (m.)

Example: you want to let out a portion of your newly constructed independent house. Write an advertisement to be published in the 'to let' classified columns of the Hindustan Times. (word limit: 50)to let

Example : You are R.V. Singh looking for an independent house in East Delhi on rent. Draft a suitable advertisement to be published in a stating all your requirements and expected rent.

### ACCOMMODATION WANTED

Required a newly built independent house in east Delhi. Having three bed rooms with attached baths, drawing and dining area along with modular kitchen, and parking. East end park facing, near school, bank and shopping complex. Rent rs. 15,000 per month. Contact Mr. R.V.Singh, 90122xxxxx (m).

## Vehicle For Sale

### Points to remember

- Begin with 'available'
- Model no. Year of manufacturing
- Colour, accessories (new seat cover, mats, music system a/c etc
- Single hand driven, good condition, new tyres, non accidental ,good mileage, authorised cng kit/diesel petrol version
- Insurance, road tax, and pollution certificate.
- Expected price (fixed/negotiable).
- Contact address and telephone no.
- Word limit – 50



Example :You are Mohan / Mohini, a car dealer at Mahindra automobiles Moti Nagar, new Delhi. Draft an advertisement for a Maruti Wagon R that has come to your showroom for sale to be published in a local daily.

#### FOR SALE

Available, Maruti Wagon R 2010 model for sale, metallic grey with new seat covers, new tyres , a/c and stereo fitted. Single hand driven ,non accidental, sparingly used with beautiful interior insurance, road tax and PUC done. Price negotiable. Contact Mohan / Mohini ,Mahindra automobiles, Moti Nagar, new Delhi at 011-27xxxxxx

### House hold / office goods for sale

#### Points to remember

- Begin with 'available'
- Item, brand and year of manufacturing
- General condition - excellent working condition, brand new etc.
- Specify material in case of furniture.
- Price offered / expected
- Contact address and ph. No.

Example :You are going abroad. You want to sell your LCD tv, ac and Refrigerator. Draft an advertisement in not more than 50 words to be published in a local daily. You are Uday / Udit 12, B.G. Lane, Bengaluru.

### FOR SALE

Available a Samsung led tv 32", Voltas golden ac 1.5 ton and Kelvinator refrigerator 320 liters for immediate sale. All items are in excellent condition and bought only few months ago. Price

Reasonable and negotiable. Owner going abroad. Interested parties may contact Uday / Udit, 12, B.G. Lane, Bengaluru. At 97xxxxxxx.

### ● Missing Person / Pet Animals

Points to remember

- o Begin with 'missing'.
- o Physical description
- Person's name, age, sex, height, complexion, built, clothes and other identifying features.
- Pet animal's name, breed, colour of fur or skin
  - o Since when and from where missing
  - o Reward if any
  - o Contact address and phone no.
  - o Word limit – 50

Example 4 :you are the sister of a boy who has been missing from his home for the last two days. Draft an advertisement under the caption 'MISSING' for a local newspaper. Provide necessary details and also offer a reward.

### MISSING

Suresh kumar, 14 years, 5'3". Whitish complexion, average built ,wearing white t-shirt and blue jeans, injury mark over the right eyebrow. Missing since 4 May 2018 from central market, Lajpat Nagar. Informer will be duly rewarded. Inform Lajpat Nagar police station or

Call at : 9010xxxxxx (m.).

## Missing pet

Example : your cat named Tessa is missing since 5th Aug. 2017. Draft an advertisement under the 'missing' column of a local daily news paper providing all details in about 50 words.

### MISSING PET

Lovely cat Tessa, white and brown fur, 1 year old with a red ribbon round its neck, missing since 5th April. 2019 from the central park Dilshad garden, Delhi. Contact A.B. Singh. Finder / informer to be rewarded. Call at 90123xxxxx (m.).

## Lost And Found

### Points to remember

- Begin with 'lost' or 'found'.
- Brief physical description :name of the object / article, brand ,colour, size, condition.
- When / where - lost or found
- Reward if any
- Contact address and phone number
- For 'lost' give all details whereas for 'found' the details need not be given completely.

Example :you lost your briefcase in metro between Uttam Nagar and Dwarka while going for an interview. It contains a file having important certificates. Draft an advertisement for a local daily under column 'lost and found' in not more than 50 words.

### LOST AND FOUND

Lost a black vip bag, 16" x 20" containing certificates and important papers, in metro, between Uttam Nagar and Dwarka on 4<sup>th</sup> April. 2020 between 9 to 9.40 a.m.. If found, kindly contact Mr.Rajeev Kumar 3-B, Sector-2, Rajendra Nagar, Delhi or call at9998xxxxxx (m). Finder will be duly rewarded.

Example : you found a wrist watch in the public park of your area. Draft an advertisement for a local newspaper in not more than 50 words.

#### LOST AND FOUND

Found a ladies wrist watch in diamond park, janak puri on 5th aug.2018 at around 11.30 a.m. The owner can take it from the finder after providing details about the wrist watch. Contact Mr. Sharma at ph.9998xxxxxx (m).

### Travels And Tours

Points to remember

- begin with 'package available' etc.
- destination and duration / dates.
- details of package - food / boarding / lodging / sight seeing, etc.
- cost and special discounts
- name of the travel agency, contact address and phone number.
- word limit 50

Example :you are Amit / Amita, a travel agent with Triveni Travels, Delhi. Write an advertisement to be published in the local daily for a tour package to goa.

#### TRAVELS AND TOURS

Attractive package available for goa, 5 nights / 6 days, breakfast ,dinner, sight seeing and return air tickets included at rupees 20,000 per person. Special discount

of 10% for groups. Booking open till 10 august2019. Contact Amit / Amita, Triveni Travels, Delhi At 98xxxxxxx.

## Education / Language Course / Hobby Classes

Points to remember

- name of the institution
- courses offered, duration
- eligibility condition
- facilities and fee structure
- last date for registration
- contact address and phone no.

Example :you are Geet / Geeta. Your institute has started classes for all foreign languages. Giving all relevant details, draft an advertisement for a local newspaper.

### JEEVAN INSTITUTE OF FOREIGN LANGUAGES

JIFL announces commencement of courses in English, German ,French And Italian. Duration of 3 months. Fresh batches start from 01may 2019. Incentives for early birds. Eligibility 10+2. Computer aided learning. Apply latest by 28 April 2019 to Geet / Geeta, JIFL,wazirpur, new Delhi.

## Matrimonial

### Points to remember

- begin with 'wanted / alliance' or 'proposal invited'.
- physical description : age, height, complexion build (slim/tall).
- academic, professional qualifications, job status, salary etc.
- caste / sub-caste, religion etc.
- contact / post box no.
- word limit 50.

Example : After completing his M.B.A. from a reputed university, your son is working as a manager in an M.N.C. in Noida. He wants to marry a beautiful, educated, well cultured girl. Draft an advertisement for the "matrimonial" columns of a national newspaper.

### Bride wanted

Proposals are invited for 26 years, 5'8" tall, handsome, fair complexioned MBA, MNC executive, settled in Noida from the daughter of reputed and cultured family. The girl, 5'5", 24 years ,science graduate, computer savvy will be suitable match. Caste no bar. Contact at post box 678, times of India, new Delhi-110001

Example :Mr. S.K. Jain is looking for a suitable match in Delhi for his daughter aged 23 years.

Draft a matrimonial advertisement for him to be published in local daily inventing all details.

### Groom wanted

Compatible match for a pretty, sharp, featured, 23/165, convent educational graduate Jain girl of fair complexion. Contact s.k. jain9810xxxxxx(m).

## Assessment

- 1) You own an independent house in west Delhi and want to sell it. Draft an advertisement for a local daily giving all necessary details.
- 2) You got a job in Delhi. You want buy a flat 2 BHK near your office in Dwarka. Draft an advertisement in 50 words
- 3) You want to sell your Honda city as you are going abroad. Draft an advertisement for the classified columns of a local daily giving the necessary details.
- 4) Draft an advertisement for the matrimonial column of a newspaper for your sister who is working in an mnc as a manager.

## Module 4: Letter Writing (Formal)

### Learning Objectives

The students will be able to-

- i) Inculcate values like share ideas, freedom to express and acceptance of ideas.
- ii) Make use of appropriate formats, expressions and vocabulary.
- iii) Write formal letters
- iv) Appreciate the skill of expressing and writing effectively.
- v) Relate with business, issues relating to the environment and the society.
- vi) Writing, reading skill and thinking skill.

### Teacher Activity

Students are asked about their experience of receiving letters addressed to them. They are Asked to share their feelings on receiving these letters.

## Questions

- 1) what was in your mind as you read the letter?
- 2) was it a personal letter or an official letter?
- 2) did you secure letter to read again? Did you read it again? How many times over?
- 3) did you share the letter and your excitement with anyone?

**Student Activity:-** students will speak on the formats of formal letters , on purpose and significance of writing letters

A letter is a form of written communication. Letters are of two types - formal and informal.

Formal letter include

- Business or official letters (for making enquiries, registering Complaints, asking for and giving information, placing / cancelling orders and sending replies).
- Letter to the editor (giving suggestions or opinion on issue of Public interest).
- Letter to concerned authorities regarding civic problems.
- Application for job.

## Distribution Of Marks

Format: sender's address, date, receiver's address, subject, salutation, complimentary

Close, sender's name and designation 1 mark

Content :

3 marks



Expression: grammatical accuracy appropriate words and spelling 1 mark

coherence and relevance of ideas 1 mark

Note : no marks awarded if only format is given.

Points to remember

- Start each new line from left hand margin.
- Sequence of writing in a letter
  - (i) Sender's address
  - (ii) Date
  - (iii) Receiver's address
  - (iv) Salutation : sir / madam
  - (v) Subject content of the letter
- 3-4 paras
- Para i - introductory.
- Para ii and iii - main ideas
- Para iv - complementary close.
  - a) To the Principal : yours obediently.
  - b) To the Employer/Editor. Yours sincerely.
  - c) To the Dealer / Business Vendor : Yours truly.
- Coherence and organisation of ideas
- Think and analyse the subject / topic
- Recall all the ideas and put them on a rough sheet while Brain storming
- Organise the ideas

## Business / Official Letters

### (A) For Making Enquiry- Pattern

Sender's address

.....

Date

The Director/Principal (Name Of The  
Institution)

Address.....

Subject : seeking information about.....

Sir,

In response to your advertisement about the course in.....i hereby seek the  
following information on pursuing the said course.

- |                             |   |
|-----------------------------|---|
| (i) Procedure for admission | (iv) placement opportunities              |
| (ii) Eligibility criteria   | (v) duration of the course                |
| (iii) Fee structure         | (vi) whether hostel facility<br>available |

I am a student of +2 with science stream and have a keen desire to join the course in\_\_\_\_  
after my clearing the board examination.

In case you have a detailed prospectus, mail the same at the earlist. It would help me  
arriving at some decision.

Thanks in anticipation

Yours sincerely

Name

- (ii) Eligibility criteria for the course
- (iv) No. Of students in a batch
- (v) Facility of evening or part time batches

(vi) Whether recognised by any university or not

(vii) Facility for transport

(viii) Future prospect of the course.

Please send me a copy of prospectus as i am sending a self addressed envelope with this letter. Send me the information at the earliest.

Yours sincerely

Rajni / Rahul

## B) For Registering Complaints

self address

Date m/s.....

.....

Subject : complaint regarding newly purchased\_\_\_\_\_ sir,

I may draw your kind attention towards the purchase of .....from your showroom vide case memo no.\_\_\_\_\_Date\_\_\_\_\_.

It worked well for a few days/months but now it has started creating trouble. (explanation of problem/trouble).....

.....i am extremely disappointed as this was a costly purchase. I was to purchase it on your faithful advice. Since it is under the guarantee period of two years, kindly send your engineers to examine and repair it or arrange for its immediate replacement. It will keep in maintaining the prestige of your firm.

Thanking you yours sincerely

name

## Complaint About Defective Items

Example : you are Neha / Naresh g-5, sunder apartment, Rohini. You bought a led tv from Sargam Electronics, Pitampura. Write a complaint letter for its non-functioning to the sales manager seeking immediate replacement or repair.

G- 5, sunder apartment, Rohini

18 may, 2021

The Sales Manager

Sargam Electronics

Pitampura, Delhi

Subject : complaint of defective led tv.

Sir,

I had purchased an led tv 32 inches of sony company last month. Its cash memo no is 1192 dated 15-4-2021. I have purchased it on your recommendation of it being the best brand under LED's. You assured me of its superior quality and functioning. Till 8 may its service was satisfactory. Thereafter it started creating problems. The pictures start flickering on the screen, small lines appear and picture becomes hazy. Irritable noise comes from tv whenever we switch it on.

You have given two years warranty on this set. It is not possible to bear with it for a long time. I request you to either replace it immediately or send your mechanic for its repair as early as possible.

Yours truly,

Neha / Naresh

### Pattern of placing order

Sender address

.....

Date

The sales manager

---

---

Subject - placing an order for supply of .....(name of item) sir,

Kindly arrange for the supply of the following.....(item).....at earliest convenience with discount permissible for the year 2021-2022:

S. No	Name of the products/items	Name of brand/co.	Quantity
1.			
2.			
3.			
4.			
5.			
6.			

Please ensure the quality and condition before dispatching the said articles. Any piece found broken or damaged or wrongly assembled will attract cancellation of the order forthwith.

Payment shall be made by valid cheque no sooner the articles are received in good conditions.

Your s sincerely name

designation

Pattern of cancellation of order

Sender's address

-----

Date

The sales manager

\_\_\_\_\_

\_\_\_\_\_

Subject - cancellation an order for supply of\_\_\_\_\_. Sir,

With reference to our previous order no.....dated.....regarding supply of \_\_\_\_\_may please be treated as cancelled since the same has not been supplied by you till date. In reality you have dishonored the terms and conditions resulting a loss to our company as we could not supply the said material/articles further to our clients. Please treat our order cancelled as we are arranging the supply from some other source.

Your sincerely name

Designation

### Placing order / cancelling order

Example : you are Neha / Naresh in-charge of physical education in Delhi international school, Rohini, Delhi. Write a letter to m/s pioneer sports company, new Delhi, placing an order for sports items / equipment's with details.

Delhi international school Rohini, Delhi

7 July, 2021

The Manager

M/s pioneer sports company new Delhi - 110002

Subject : Placing order for sports items

Sir,

You have a very good reputation of selling quality sports items. Your sports items are of superior quality. After going through your latest catalogue of sports items. I am placing an order for the following items as per school requirement.

S.no	Name of item	Quantit
1.	Footballs	10
2.	Volleyball and nets	10
3.	Badminton rackets	15
4.	Cricket kits including balls	12
5.	Rings	5
6.	Sports track suits (size s-12, m-12, l-12)	3 dozen

All the items should be of good quality sub standard items will be returned. Items should be delivered in school before 1 p.m. On any working day. Please send the bill after deducting maximum discount as applicable for educational institutes.

Yours truly,

Neha / Naresh

Letter to the Editor

These letters give suggestions / create awareness on an issue of public interest or an issue already raised in an article / write up.

Points to remember

- Draw the attention of the concerned authorities/general public  
Towards the problem, not the editor.
- Request the concerned authorities to take the action not to the Editor. It is not a direct request.
- While dealing with social/civic problems provide suggestions to Curb or control it in the end.
- Raise the issue by citing some latest news / items / survey report / Personal experience etc.
- Analyse the issue in terms of its causes and consequences.
- Conclusion to be positive, straightforward with pleasant tone and Use of polite language.

Example : you are Rekha / Rakesh, a student of Bharti public school class xii. The students are required to cope up with a lot of stress in today's competitive environment. Write a letter to the editor highlighting increasing stress faced by students and suggesting ways and means to combat it.

Bharti public school, Delhi

6 July 2021

The Editor

The Times of India

Bahadur Shah Zafar Marg New  
Delhi-110002

Sub. : Problem of increasing stress faced by students

Sir,



Through the columns of your esteemed newspaper i would like to express my views on the problem of increasing stress among the students due to highly competitive environment. Today's world is full of competition. Every now and then a child is assessed on different parameters. Parents expect a lot from their children. They want their children to excel in all the fields such as studies, sports and co-curricular activities. Everyone wants their children to be a doctor or an engineer. The result is that children are unduly stressed and burdened. All day long they are indulged in completing their homework and studies and no time is left for games and sports.

It is high time we should ponder upon this problem. Students should be involved in games, sports and yoga to combat stress. Parents should not pressurise their children for performing excellently in studies. Meditation can be practised for keeping stress at bay.

Yours sincerely,

Rekha / Rakesh

Letter to concerned authorities regarding civic problems.

Example : you are Ram / Rama residing at 152 rail road Narela. You have come to know that an open and well maintained park meant for the residents and children of your area is going to be converted into a shopping complex. Write a letter to the commissioner of municipal corporation, Delhi requesting him not to convert the park.

152, rail road

Narela

10th august, 2021

The commissioner

Municipal corporation Delhi

Subject : regarding conversion of public park into a shopping complex.

Sir,

I, on behalf of the residents of Narela, wish to bring to your kind attention to the decision taken by your office to convert an open park in our area into a shopping complex. I wish to express public resentment regarding this decision.

The park is the only open and well maintained space for the children to play. Morning walkers, joggers and old people pass time in the morning and evening hours. It is the

highlight of this locality the park with its greenery provides solace amidst the pollution filled environment all around. Moreover, there is a vacant plot nearby which can be converted into a shopping complex.

I hope that you would consider this matter and the decision would be revoked in the best interest of the residents.

Yours sincerely,

Ram / Rama

## Assessment

- 1) You are Neeti / Neel, eco club in charge of S.V.C. School Motibagh, Delhi. Place an order with green world nursery, Dayabasti for non-flowering ornamental plants
- 2) Write a letter to the editor of a newspaper drawing attention of the authorities to the evil habit of overcharging by the auto drivers. Invent necessary details.
- 3) You are Jasveer Kaur / Jaideep Singh From C-9, Tilak Nagar. You feel hurt and helpless to read about the accidents caused due to illegal occupation of roads by vendors. Write a letter to the police commissioner. Delhi about the problem of road encroachment by hawkers.

## Module 5: Drafting A Speech

### Learning objectives

- Ability to draft speeches for different occasions and on a variety of topics with the requisite attributes.
- Effective public speaking skills.
- Effective presentation of an introduction, main subject matter, and conclusion of a formal speech.
- An audience-specific style that adapts to the audience, occasion, and time limit of the speech.
- Confidence to deliver the speech with effective eye contact corresponding to the use of presentational aids (when applicable) and the audience.
- Ability to modulate the tone of voice in keeping with the content of the speech and context of the audience.
- Use of appropriate attire, gestures, posture, and meaningful involvement of body movements with restraint as befits the subject, occasion and audience. Right

judgement as to decide what kind of speech to be prepared for what occasion and topic and an impact on the performance in the examination based on the distribution of marks and weightage.

### Teacher activity

teacher will ask any student to address his/her class and share a story/incident from his/her life that you are comfortable sharing to your friends.

### Student activity

The students will be able to express his/her idea by giving a speech.

Speech- a speech is a formal talk or discourse delivered to an audience to express thought / opinions over a particular subject matter. It reflects of thoughts and accuracy of tests in a balanced manner.

The phrases information used should be contemporary, with accurate date, motivational words and phrases.

#### Distribution of marks

Format	1 marks
Content-	4 marks
Expression-	5 marks

#### Further bifurcation of expression

(i) grammatical accuracy, appropriate words and spellings- 2½ marks

(II) Coherence and relevance of ideas and style- 2½ marks

#### Format

(i) Greeting/ salutation/ addressing the audience

(ii) Self introduction (name and designation) and introduction of the topic

(iii) Content–

a. Facts about the topic-cause and effects of the issue

b. Data and examples/ real input

c. Conclusion by giving suggestions

(iv) Thanks giving to the audience – 'thank you'

Points to remember

- Part i – introduction – define the topic
- Part ii – analyse the topic in terms of issue and its causes, Consequences and effects etc.
- Part iii – conclusion – suggestions, remedial measures and steps For improvement.
- Make value points and develop them into paragraphs maintaining A logical order.
- Try to make a rough draft first.
- Mind the word limit.

How to begin a speech ?

Begin with greeting/ salutation and by addressing the audience

Style 1

Honorable Principal, teachers and my dear friends welcome to all in this healthy and joyous morning.

I, ...(name)..... Of class xii wish to speak on some very important topic of

.....

Style 2

Good morning to all,

I ..... (name) ..... Present my views on .....

Please listen and try adopting in your life

Example

Q. 1) write a speech on “Delhi's pollution — a major concern”

Ans. Delhi's pollution — a major concern

Respected principal, teachers and my dear friends, good morning to all !

I am Abinav Sharma of class xii a. It's a matter of great privilege for me to deliver a speech on the topic Delhi's pollution – a major concern.

In may, 2014 world health organization declared new Delhi as the most polluted city of the world. Delhi's pollution has been a great concern over the years. Environmental problems in Delhi are a big threat to Delhi's inhabitants and to the flora and fauna as well.

The city suffers from air pollution, caused by road dust and the gases emitted by vehicles and industries. The growth in the number of vehicles in Delhi, is very high and unexpected. More than 1000 new vehicles are coming on the roads of Delhi every day.

Another reason for city pollution is it's industries. There are over 25 industrial areas in Delhi. Small scale industries and heavy industries throw 3000 ton pollutants into the air; out of which 13% of air pollution is caused by thermal power plants. Most of the small scale industries do not have waste treatment plants; as a result they directly throw their liquid waste into the river Yamuna contaminating its water. These industries release toxic elements which cause ground water contamination. Small hospitals and private nursing homes, to some extent, are also responsible for Delhi's pollution. They are mushrooming day by day. Small hospitals and private nursing homes do to have arrangements to treat hospital waste and it is thrown in the open air causing air pollution.

There should be a certain policy for afforestation, atmospheric pollution, biomedical waste, domestic refuse and water and sewage treatment. An action plan is needed in order to encourage public participation in environmental problems. Odd and even number formula can play an important role to curb the pollution from the capital city of India.

Thank you.

Q.2) write a speech on Underage Driving : A Road To Disaster

Underage Driving : A Road To Disaster

Respected principal, teachers and my dear friends. A very good morning to all of you. Today I am here to present my views on the topic under-age driving is a road to disaster. For school students, it is fun and fashion to zip on a high-powered motor bike to school. For their status-conscious parents, it is a matter of pride. But little do they realise that it is a tragedy waiting to happen. A few days ago, two boys were returning from their classes with another friend on a two-wheeler. They lost control and rammed into a lamp post nearby. The two boys died on the spot, while their friend was battling for life in the hospital.

Minors driving to school, youngsters from wealthy families often take out their parents' car for a drive. A visit to any of the popular urban schools would reveal that almost 90 per cent of the senior students use two-wheelers to commute to school. Children of this age are restless, impatient and have a

shorter attention span. Courtesy their hormones, they drive fast, rash and honk wildly. Their reflexes are not as sharp as the reflexes of the adults and when required to react fast, they bungle. They are unable to control the speeding vehicle in case of emergencies and it leads to accidents.

Checking of driving license should be done stringently. It's time for parents, students, institutions and traffic department to realise that unrestricted under-age driving by school students is a road to disaster.

## Assessment

1. You are Ravi Kishan/ Radhika, head boy/ girl of your school. You feel concerned about increasing complaints of bullying in the school. You decided to deliver a speech on this issue in the morning assembly. Write a speech in 150-200 words on “bullying should be stopped”.

## **MODULE 6:**

### **REPORT WRITING**

#### **OBJECTIVES**

1. Understand the purpose of the report
2. Plan a report
3. Understand the structure of the report
4. Collect information for the report
5. Organize your report
6. Use an appropriate style of writing
7. Present data effectively
8. Understand how to lay out information in an appropriate way

**Teacher activity:** Teacher explains about what is formal report.

**Students' activity:** students start jotting down the main points about report writing.

### **Formal Reports**

A report is a brief account of an event that has already taken place.

The report helps in recording the events of importance that occur in our day-to-day life.

It attempts to present the first hand information of an incident or event.

A report of an event presents a record of events that took place.

A report of an event includes one's ideas, opinions and impressions about the event.

**Teacher activity:** The teacher discusses about important points

**Student activity:** students jot down these points

**Teacher activity:** the teacher announces

### **♦ Points to Remember:**

Provide a suitable title/heading.

Write the name of the reporter.

Mention the place, date, time and other relevant facts about the event.

Include information collected from the people around or affected by the event.

Write in past tense.

Write in reported speech and use passive form of expression.

Develop ideas (causes, reasons, consequences, opinions) logically.

Write in a less formal and more descriptive manner, while writing a report for a school magazine.

Present your ideas and impressions to make the report interesting.

### **Informal Reports:**

Informal reports are usually short messages with free-flowing,

Casual use of language.

We generally describe the internal report/memorandum as an informal report.

### **Teacher activity:**

The teacher asks the students to write about “How did you spend your yesterday? Write in all details in simple past, use passive form of simple past.

### **Student activity:**

Students will start writing about how they spent their day chronologically using simple past form of the verbs, in indirect report and with passive forms.

The teacher explains the following example to students

### **ACTIVITY 1**

**Sample example:** You are Sweety/Suresh of L.M. Jain School, Ajmer. As Secretary of your School Co-curricular Activities Club, you visited a slum area in your city where the people suffered a great loss of life and property in a massive fire. The students of your school rendered their services and material help to the victims. Write a report in 100-125 words for your school magazine.

Answer: -

#### **Students Service To Victims Of Fire**

By: Sweety/Suresh  
L.M. Jain School

14th February, 20xx. A major slum area in Vilas Nagar was gutted by a massive fire on 10th February, 20xx. The fire whose exact cause is still not very clear caused extensive damage to life and property. Ten persons lost their lives, many were injured and about two hundred people were rendered homeless. Our school joined and relief to the victims. The students of our school got together and collected food packets, old clothes, medicines, utensils, etc. to be distributed to these homeless and helpless people. Ten students and three teachers personally visited this slum area to ensure proper and fair distribution of the items that had been collected and thus provided some relief to these unfortunate people in their time of crisis and misery.



## ACTIVITY 2

**Teacher activity:** the teacher gives one more example to students to solve it.

Q.2. Recently your school held a Seminar on Conservation of Water as a part of World Water Day celebrations. As the School Pupil Leader of Maryland School, Gurgaon, write a report in 100-125 words for a local daily. Sign as Pritham/Preeti. (Delhi 2010)

**Student activity:**

**Answer:-**

### **Seminar On Water Conservation**

**By: Preeti**

**Maryland School**

Gurgaon 16th March, 20xx, Gurgaon: Our school organised a seminar on 'Water Conservation' as part of the World Water Day Celebrations on 13th August, 20xx. The main aim of this seminar was to remind us all about the need to save the government and the non-governmental organisations in providing help water as it is a precious source imperative for our survival.

Distinguished environmentalists and eminent personalities were our guest speakers and they reiterated the need not only of conserving water but also spoke at length on how to conserve water by stressing upon the fact that each drop of water is precious. Dr. Yashraj, an eminent environmentalist, suggested rain-water harvesting as one of the best ways to conserve water.

## **ASSESSMENT: -**

Your state government has banned the use of plastic bags. You are Amarjeet, a reporter of The National Herald. Write a report in 100-125 words on how the ban is being ignored and what damage the indiscriminate use of plastic bags is causing to the environment.

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## **MODULE 7:**

### **LISTENING ACTIVITY- I**

#### **Objectives:**

The students will identify main ideas.

The students will identify important details.

The students will distinguish more important ideas from less important ones.

The students will learn to use strategies to listen actively.

The students will learn strategies to take clear notes.

The students will use their notes to organize their ideas.

The students will identify words and/or phrases related to the topic.

The students will draw inferences relying on the context.

The students will express themselves fluently.

The students will express themselves with acceptable accuracy.

The students will convey their ideas clearly.

The students will participate in discussions.

The students will analyse and synthesize information presented in different sources.

## **TEACHER ACTIVITY**

**The teacher asks students to listen to his speech and asks to jot down the main points from his speech**

**Classroom activity:**

**The teacher supplies the students questions based on the audio clip and asks them to listen to the audio and write down the answers of question given in the sheet.**

**Student activity:**

Students sit in a class one desk one student. They are asked to listen to the audio. And also asked to jot down what they could make out from the following audio clip.

### **1. PHONE CALL FROM A CUSTOMER**

<https://learnenglish.britishcouncil.org/skills/listening/intermediate-b1/a-phone-call-from-a-customer>

## **SCRIPT**

Listening: B1

A phone call from a customer

Listen to the phone call from a customer to practise and improve your listening skills.

Before listening

**Do the preparation task first. Then listen to the audio and do the exercises.**

### **Preparation task**

**Match the definitions (a–h) with the vocabulary (1–8).**

<b>Vocabulary</b>	<b>Definition</b>
1. an exception	a. proof that a delivery has been made
2. payment terms	b. the conditions of when a customer should make payment
3. an invoice	c. when more time is allowed for something
4. an extension	d. an official or organisational rule
5. delivery confirmation	e. a document which shows how much a customer has to pay, for what and by when
6. cash flow	f. when something doesn't follow the usual rule
7. a regulation	g. to show someone you are grateful for something they have done
8. to appreciate	h. the timing and amount of money coming in and going out of a Company

### **Tasks**

#### **Task 1**

**Are the sentences true or false?**

#### **Answer**

1. The delivery hasn't arrived yet. (TRUE/FALSE)
2. Andrea is having cash flow issues and needs a payment extension. (TRUE/FALSE)
3. Andrea usually asks for an extension of the payment terms. (TRUE/FALSE)
4. Andrea has a new order to place, even bigger than the last one. (TRUE/FALSE)
5. Junko can extend the payment terms on the last order to 60 days. (TRUE/FALSE)
6. Junko will send Andrea an email confirmation. (TRUE/FALSE)

#### **Task 2**

**Write the sentences in the correct group.**

Let me see what I can do. I'm happy to help you. You'll really be helping us. I need a favour. this time.	I promise this won't become the norm. I'm not sure if I can do that. I appreciate your help. I think we can make an exception
---	--

The customer says:	The supplier says:

## Assignment

Teacher supplies worksheet to write answer in it and plays another audio clip and asks students to listen to it.

## STUDENT ACTIVITY:

Students read the worksheet carefully and listen to the audio and start marking answers in their worksheets.

## 2. STUDENTS DISCUSSION

<https://learnenglish.britishcouncil.org/skills/listening/intermediate-b1/a-student-discussion>

## Listening: B1

### A student discussion

Listen to two students comparing Mars and Earth to practise and improve your listening skills.

### Before listening

**Do the preparation task first. Then listen to the audio and do the exercises.**

### Preparation task

**Write the words and phrases in the correct group.**

to have in common, but, similar whereas, both, to share, while

**Words and phrases for talking about difference: -----**

**Words and phrases for talking about things that are the same: -----**

## **Tasks**

### **Task 1**

**Write the characteristics in the correct group.**

Has more air, Is closer to the Sun, Is colder, Has stronger gravity

Is 50 per cent smaller, Has more nitrogen and oxygen than carbon dioxide

Used to have water, Has a longer day

<b>Earth</b>	<b>Mars</b>

### **Task 2**

**Complete the sentences with words from the box.**

**Astronomical, nitrogen, frozen, support, Gravity, same**

1. Most people think Mars can ..... human life.
2. We measure distances in space using ..... units.
3. The two planets aren't the ..... colour.
4. Most of the water on Mars is probably .....
5. The air on Earth is mostly made up of .....
6. .... on Mars is just over one third as strong as on Earth.

## **Discussion**

## **Do you think people will live on Mars one day?**

### **Transcript**

Teacher: So you've got a few minutes to discuss with your partner.

Student 1: So, as far as I know, the main similarity between Mars and Earth is that they can both support human life.

Student 2: Yeah, but do we know that's actually true? I mean, Mars is much colder than Earth, isn't it? It says here it's about minus 55 degrees most of the time, whereas on Earth only places like Antarctica get that cold.

Student 1: True. Well then, I suppose you could say both planets are a similar distance from the Sun?

Student 2: No way! Mars is much further away! It says here it's about 228 million kilometres, while Earth is about 150 million.

Student 1: Yes, but in space that's not that far. Jupiter is, like, almost 780 million kilometres.

That's why we use astronomical units when we talk about distances in space. Earth is 1 astronomical unit from the Sun and Mars is 1.3. The difference doesn't sound so big when you

look at it that way.

Student 2: I see what you mean. Jupiter is 5.2 astronomical units so I guess you're right. What other similarities are there between the two planets?

Student 1: Let's see ... not the colour, obviously!

Student 2: Yeah! Earth is called the blue planet and Mars is called the red planet for pretty obvious reasons!

Student 1: Their sizes are pretty different. Mars is about half the size of Earth.

Student 2: What about this? It looks like the days on both planets are almost the same length. Earth's day is 24 hours but Mars's is about half an hour longer.

Student 1: You're right. OK, any other things they both share?

Student 2: I suppose you could say they have water in common.

Student 1: Could you? How?

Student 2: Well, Earth is 70 per cent water and Mars probably had huge oceans in the past. It's just that most of the water there now is probably frozen.

Student 1: Ah, I see. I don't think we can say the air is the same, though. Most of Earth's air is nitrogen and oxygen, but Mars ...?

Student 2: Mars doesn't really have air, not compared with Earth. It's got about one per cent as much air as Earth.

Student 1: Right, and it's mostly carbon dioxide.

Student 2: Gravity is another difference. I didn't know this, but Mars has higher gravity than the Moon. But it's much less than on Earth, of course.

Student 1: Oh, yes. It says Mars has about 38 per cent of Earth's gravity.

Teacher: OK, let's see what you've found ...

### **Answers:**

#### **Preparation task**

#### **Words and phrases for talking about difference**

But, whereas, while

#### **Words and phrases for talking about things that are the same**

to have in common, similar, both, to share

#### **ANS OF Task 1**

##### **Earth**

Has more air

Is closer to the Sun

Has stronger gravity

Has more oxygen and nitrogen than carbon dioxide

##### **MARS**

Is colder

Is 50 per cent smaller

Used to have water

Has a longer day

#### **Task 2**

1. support
2. astronomical
3. same
4. frozen
5. nitrogen
6. Gravity

## **MODULE 8:**

### **LISTENING ACTIVITY- II**

#### **Objectives:**

The students will identify main ideas.

The students will identify important details.

The students will distinguish more important ideas from less important ones.

The students will learn to use strategies to listen actively.

The students will learn strategies to take clear notes.

The students will use their notes to organize their ideas.

The students will identify words and/or phrases related to the topic.

The students will draw inferences relying on the context.

The students will express themselves fluently.

The students will express themselves with acceptable accuracy.

The students will convey their ideas clearly.

The students will participate in discussions.

The students will analyse and synthesize information presented in different sources.

#### **TEACHER ACTIVITY**

The teacher asks students to listen to his speech and asks to jot down the main points from his speech

**Classroom activity:** The teacher supplies the students questions based on the audio clip and asks them to listen to the audio and write down the answers of question given in the sheet.



### **Student activity:**

Students sit in a class one desk one student. They are asked to listen to the audio. And also asked to jot down what they could make out from the following audio clip.

### INTERVIEW LISTENING SKILLS

<https://learnenglish.britishcouncil.org/skills/listening/intermediate-b1/an-interview-about-listening-skills>

### **Transcript**

**Presenter:** So, today's expert teacher is Gabriella, a university English teacher from Leeds. Gabriella, hi and thanks for joining us today.

**Gabriella:** Thanks for having me!

**Presenter:** So, I have to confess today's topic is something I am really bad at: listening. Most people say speaking is the most stressful part of learning a new language but, for me, with B1 German, speaking isn't so bad. At least I'm in control of it. But listening ... woah ... people speak so fast and it's like my brain just shuts down. Am I just really strange and bad at listening? Tell me, honestly, I can take it.

**Gabriella:** No, you're not strange. In fact, it's really common. You know, in exams most people do pretty well in speaking compared with listening. Of course, exams are a different situation from real life because in an exam you can't ask for something to be repeated or explained.

You usually have just one or maybe two opportunities to listen to the dialogue and then it's gone.

**Presenter:** Right, but in real life I feel stupid always saying, 'Sorry, can you repeat that, please?', especially if I still don't understand even when they repeat it. And people out there listening, I hope you don't do this – quite often the person just repeats what they said equally as fast and I'm still lost!

**Gabriella:** They do, don't they? In real life, you've got two strategies. One is to pretend to understand and get out of the conversation as fast as you can.

**Presenter:** Yep, sounds familiar!

**Gabriella:** But, obviously that's not going to help if it's a conversation with high stakes. It might have important consequences. I mean, if you're just chatting with a stranger at the bus

stop, it doesn't matter. But imagine you're at a government office or a bank, trying to find out what paperwork you need to get your ID or open a bank account. What can you do then?

**Presenter:** I hope you've got the answer, Gabriella, because I'm coming out in a cold sweat just thinking about either of those situations!

**Gabriella:** The other strategy is to summarise what they said.

**Presenter:** But how can you do that if you didn't understand what they said?

**Gabriella:** Ah, well, you only start the summary, so you might say, in German in your case, 'OK, so the first thing I have to do is ...?' and make it a question. Or, for example, 'And which office is that again?' Break it down into smaller questions and the other person will naturally start answering them. That way you're controlling the conversation a bit more.

**Presenter:** I get you ..

## **An interview about listening skills**

Listen to the English teacher talk about listening to practise and improve your listening skills.

### **Before listening**

Do the preparation task first. Then listen to the audio and do the exercises.

### **Preparation task**

Match the vocabulary (1–8) with the definitions (a–h).

<b>Vocabulary</b>	<b>Definitions</b>
1. high stakes	a. to admit
2. to break something down	b. an action to achieve a result
3. a strategy	c. to behave as if something is true
4. to pretend	d. a situation where the result is very important
5. sweat very hot	e. the water that comes from your skin when you're
6. to confess	f. to give the main points
7. to summarise	g. forms and documents
8. paperwork	h. to make something into smaller parts

## **Tasks**

## Task 1

Are the sentences true or false?

Answer

1. The interviewer finds speaking the most difficult.
2. Gabriella thinks, in some situations, people can find speaking easier than listening.
3. According to the interviewer, asking for someone to say the same thing again is one way to solve the problem.
4. Gabriella recommends pretending to understand if a conversation is too difficult.
5. Gabriella's strategy for managing important conversations sounds strange to the interviewer at first.
6. Gabriella's idea involves asking a lot of questions.

## Task 2

Match the expressions (1–6) with the meanings (a–f).

### Expressions

1. I came out in a cold sweat.
2. I'm still lost.
3. I can take it.
4. My brain shuts down.
5. I get you!
6. I wanted to get out of it.

### Meanings

- a. I can't think.
- b. I won't be upset.
- c. I wanted to escape.
- d. I was really nervous or afraid.
- e. I still don't understand.
- f. I understand what you're saying!

## Assignment

Teacher supplies worksheet to write answer in it and plays another audio clip and asks students to listen to it.

### STUDENT ACTIVITY:

Students read the worksheet carefully and listen to the audio and start marking answers in their worksheets.

## 4. A TEAM MEETING ABOUT DIVERSITY

<https://learnenglish.britishcouncil.org/skills/listening/intermediate-b1/a-team-meeting-about-diversity>

## SCRIPT

**Nina:** As you know, our team has grown a lot in the past year and we feel we need to address the diversity in the team.

**Brenda:** How do you mean, 'address the diversity'?

**Nina:** Well, we all know that diversity in teams is a good thing, but it can also be a challenge for some people to respect and value people's differences. We've got a really diverse team here – people of different nationalities, backgrounds, religions, ages ... and sometimes I don't feel we make the most of this.

**Stefano:** Yes, and even if it isn't specifically challenging, many people are simply unaware of the isolation that some team members may feel because they are different.

**Brenda:** So, what does this mean? What are we going to do?

**Nina:** Well, we need to create a workplace charter. You know, one that promotes equality, diversity and inclusion.

**Brenda:** That sounds like a good idea. But will people just see it as something the management team has created? Maybe they won't even pay attention to it.

**Nina:** I know. That's why we're going to involve everyone in creating it.

**Stefano:** That's a good idea. We could run some workshops and get ideas from the employees about how we can create a more inclusive workplace.

**Nina:** Exactly. I was thinking that before that we could run some team-building sessions so they can experience the value of diversity for themselves.

**Brenda:** Yes, I like that. Many people see diversity as something negative, often because there are different opinions or ways of doing things.

**Nina:** Yes, I know, but if there's no diversity, then the risk is that we all work in the same way, think the same and see the world the same. This makes it hard to be creative and to innovate.

**Stefano:** I completely agree, Nina. OK. So, what do you want us to do?

**Nina:** Stefano, can you look for a successful trainer who specialises in running workshops and team-building sessions on diversity and inclusion?

**Stefano:** Sure. I'll be happy to.

**Nina:** And Brenda, can you find a fun venue? Somewhere that is quite diverse itself. Something that's not the usual seminar-style environment?

**Brenda:** Sure. That'll be fun.

**Nina:** And I'm going to do some further research into how other organisations are benefiting from their diversity. I can share this with the whole team.

### **Listening B1: A team meeting about diversity – 1**

#### **Task 1**

##### **Are the sentences true or false?**

1. The team has grown and become more diverse in the past year. True/False
2. Everyone in the team respects and values everyone else. True/False
3. They're going to create a workplace charter to encourage diversity, equality and inclusion. True/False
4. They're going to involve the whole team when creating the charter. True/False
5. They have already run some successful workshops this year. True/False
6. Nina has already shared some positive research.

### **Listening B1: A team meeting about diversity – 2**

#### **Choose the best answer.**

#### **Task 2**

##### **Circle the best answer.**

##### **1. Stefano is going to ...**

- a. talk to colleagues who feel isolated.
- b. look for a trainer who specialises in running diversity workshops.
- c. look for an unusual venue for the workshop and team-building event.

##### **2. Brenda is going to ...**

- a. talk to people about their different opinions.
- b. look for a trainer who specialises in running diversity workshops.
- c. look for an unusual venue to run the workshop and team-building event.

##### **3. Nina is going to ...**

- a. write the workplace charter before the workshop.
- b. also look for an unusual venue for the event.
- c. research other organisations and their diversity.

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## **MODULE 9**

### **SPEAKING ACTIVITY– I**

#### **LEARNING OBJECTIVES**

- To develop speaking skills and communication skills of students.
- To develop the ability to narrate incidents and events, real or imaginary, in a logical sequence.
- To take active part in group discussions showing agreement or disagreement.
- To participate in spontaneous spoken discourse in familiar social situations.

#### **TEACHER ACTIVITY**

##### **Warm up Activity**

Persuading someone to do something

<https://learnenglish.britishcouncil.org/skills/speaking/upper-intermediate-b2/persuading-someone-to-do-something>

In this video, Noelia tries to convince Paul to DJ at the office party. Listen to the language Noelia uses for persuading Paul to do something and practice saying the useful phrases.

Watch the video and do the exercises to check your understanding and practice the language.

##### **Activity- 1**

##### **Speaking – Role Play**

1. The teacher assigns various roles to students and asks to speak them for 3-4 minutes.

##### **Topics**

1. Imagine you are a river. Express your journey from place of origin to ocean. Add some common problems faced by rivers like pollution caused by humans.
2. Imagine you are a student studying in a slum school. Narrate your views on the unhygienic condition of your school and locality.
3. Imagine you are an old woman of seventy. Your daughter has come to meet you during a festival. She is very worried about your health problems. Convince her not to be worried as aging is natural and you will take care of your health.

### **Activity- 2**

The teacher assigns the following debate topics to students and asks to present their views for or against the motion.

1. Rainwater harvesting is the only solution to water crisis in this present times
2. The Internet cannot replace a classroom teacher
3. Social Media: Boon or Bane
4. Videogames are a reason for violent mind-set
5. Online Teaching is the Future of Education

### **ASSESSMENT**

The teacher divides the class into groups of 4-5 and assigns speaking activity based on one lesson. The topics may include theme / central idea, characterization, plot, Higher Order Thinking Questions, Poetic devices, presentation of PPTs, videos. There can be a group discussion after completion.

## **Bridge course for class XII**

### **Module 10: Speaking Activities – II**

#### **Module 10 : Speaking**

#### **Activities- II**

### **LEARNING OBJECTIVES**

- To develop speaking skills and communication skills of students.
- To develop the ability to narrate incidents and events , real or imaginary , in a logical sequence.
- To take active part in group discussions showing agreement or disagreement.
- To participate in spontaneous spoken discourse in familiar social situations.

## TEACHER ACTIVITY

### Warm up Activity

Students are divided into four to five groups based on the strength of the class. Each group is given a topic. The students are asked to present their views / agreement /disagreements on the given topics.

Group –A	Group-B	Group – C	Group - D	Group- E
Futility of War	Native Language is part of every culture and it must be preserved.	Native Language and Patriotism	Language is the key to Freedom	The Power of Now or Today

### Activity- 1

#### Short Presentation by students

This activity can be taken in the form of PowerPoint Presentation , book reviews, debates , speech etc. The focus of this activity is to develop students' ability to sustain a straightforward , subject-wise description , mapped out in a fluent and cohesive style. The teacher may give each student the choice to pick up a Role Card or a Cue Card with a topic written on it. The student may be given 1 minute time to prepare. The teacher can give a choice of 20 to 30 topics to students so that they can prepare presentation based on the topics and organize their ideas.

#### Topics for Presentation

- Child Labour
- Craze of Social Networking Sites among the Youth
- Dependence on Technology is Making Humanity Less Intelligent
- Digital India
- Tourism in India
- Sustainable Development
- Current Education System in India



- The Covid - 19 Pandemic : Opportunities and Challenges
- Exam Stress Management Strategies during Covid-19
- Lifelong Students' Yearning for Learning
- Environmental Conservation and Climate Change Resilience
- Online Teaching- The Future of Education

## Activity- 2

### Problem Solving Activity

The aim of the Problem Solving Activity is for the students to show that they are able to take part in group discussion , summarize ideas, elicit views and opinions of others, express and argue a point of view and participate in spontaneous spoken discourse.

Problem Solving discussion is a very important 21<sup>st</sup> Century Skill as students must develop their point of views on various incidents/ happenings in day to day life.

### Topics for Problem Solving Activity

- Your classmate is an introvert who spends all his/her free time watching television serials or playing mobile games. With your partner discuss how you will convince him/her to  
Watch selected programmes that would be more suitable.  
Use the time for developing outdoor hobbies.
- Your friend drives his father's car to school and tuitions. Convince him not to do so till he gets a driving licence. Discuss with your partner  
What are the risks involved in teenage driving?  
How will you convince him not to break the law?
- Some of your friends dismiss the elders in their family as being old-fashioned in their thinking and are unable to relate to them. Discuss with your partner  
Why you think it is wrong?  
What you can say or do to change their attitude?
- Your friend wishes to study abroad. He is very good at his subject but weak in English. With your partner discuss  
The problems he could face at the interview.  
How he could improve his English speaking skills.

## STUDENT ACTIVITY

### Activity- 1

The teacher gives topics/ verbal stimulus/ visual stimulus to two students and asks to present Pair Interaction to them. Both the students are given a total of 3 minutes to interact. The teacher can give a short feedback after completion of the pair interaction.

Video link on discussing Advantages and disadvantages:

<https://learnenglish.britishcouncil.org/skills/speaking/upper-intermediate-b2/discussing-advantages-and-disadvantages>

#### Activity- 2

The teacher discusses one major theme of any lesson with students and asks students to identify other subthemes of the same story/lesson.

#### Activity- 3

The teacher names few lessons/poems and asks students to relate the lessons / poems to the present scenario or social problems and present their views in 2-3 minutes.

Eg- My Mother at Sixty- Six- The Plights of Old People

Lost Spring- Child Labour in India, Poverty

#### ASSESSMENT

ALS Practice projects and viva on the following topics.

1. Education of Children in Slums in India
2. War and Peace
3. Women Empowerment in India
4. Conquering Fear is real Freedom
5. The Whole World is a Big Rattrap
6. Champaran Satyagraha: Turning Point in Gandhiji's File
7. Lata Mangeskar's Song: An Endless Fountain of Beauty
8. Generation Gap
9. Prison System in India
10. Kindness and Sympathy can arouse basic human goodness in human beings

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## Module 11: Reading Comprehension- I

### LEARNING OBJECTIVES

- To develop reading comprehension of students.
- To assess or evaluate reading comprehension of students.
- To inculcate reading habit among students.
- To train students to locate main ideas from the passage.

### TEACHER ACTIVITY

#### Warm up Activity

The teacher discusses the importance of reading comprehension and necessity to develop reading comprehension for excellent academic performance.

*“Comprehension “, the noun form of the verb ‘comprehend’, means the power of understanding i.e. an exercise aimed at improving or testing one’s understanding of a language (written or spoken).It is a method in which the understanding of a language by a person is assessed ,judged and evaluated. It is a very important tool to judge the level of understanding or of reading skills of a person through the methods set to test the grasp and the understanding of that person. Apparently , comprehension is there from junior classes to the highest ones , including all the competitive examinations of state or national level.*

#### Activity – 1

### HOW TO PROCEED TO COMPREHEND A GIVEN PASSAGE

There are no set rules to comprehend a given passage. However, since comprehension requires understanding of the passage , one must read the given passage with an open and unbiased mind . There might be difficult words which require one to have a good vocabulary of the language, but it is hardly the matter. Difficult words used contextually give an effervescent flavour of their interconnection of the holistic sense of the passage . Difficult words can be puzzled out by quite perception of the given idea.

#### Activity- 2

### POINTS

1. Read the given passage thoroughly and get at the inherent idea or ideas expanded in it.
2. While reading try to focus on perceiving the overall meaning of the given text.
3. Keep those ideas in the mind while you proceed with your reading.
4. Understand the supporting sub-ideas.

5. Make a holistic overview of the passage with the help of those inter connected ideas or thoughts.
6. Go to the questions and read them while mentally forming their answers from the given passage.
7. Go for second reading after reading questions if required.

## STUDENT ACTIVITY / ASSESSMENT

### Activity- 1

Read the given passage carefully and answer the questions that follow.

1. A dance which is created or choreographed and performed according to the tenets of the NatyaShastra is called a classical dance. The two broad aspects of classical dancing are the tandava and the lasya. Power and force are typical of the tandava ; grace and delicacy , of the lasya. Tandava is associated with Shiva, and lasya with Parvati. Dance which is pure movement is called nritya, and dance which is interpretative in nature is called nritya. The four main schools of classical dancing in India are Bharat Natyam, Kathakali, Manipuri and Kathak.
2. Bharat Natyam is the oldest and most popular dance form of India. Earlier , it was known by various names. Some called it Bharatam, some Natyam , some DesiAttam and some Sadir. The districts of Tanjore and Kanchipuram in Tamil Nadu were the focalpoints in the development of Bharat Natyam. It was danced as a solo performance by devadasis( temple dancers) on all auspicious. Later, kings and rich people lent their patronage to it and it started shedding its purely sacred character.
3. The dancer is directed by the natuvanar, who is a musician and, invariably, a teacher. Another musician plays the cymbals. The music for Bharat Natyam is from Carnatic School of music. The Mridangam( a drum), played on both sides with the hands, provides the rhythm.
4. The home of Kathakali is Kerala. Kathakaliliterally means ‘story-play’. It combines music, dance, poetry, drama and mime. Its present form has evolved out of older forms such a Ramanattam and Krishnanattam.
5. Kathakali dance-dramas last from dusk to dawn. The artists use elaborate costumes; mask-like make-up and towering head-dresses. The dancers are all males. Female roles are usually played by boys. There is no stage – a few mats are spread on the ground for the audience to sit on. The only ‘stage-lighting’ is a brass lamp fed with coconut oil.
6. Two singers provide the vocal music. The chenda, a large drum, which is beaten on one side with two slender curved sticks, is an integral part of the Kathakali

performance. A metal gong, a pair of cymbals and another drum complete the orchestra. Besides providing the beat, they are also the means by which all the sound-effects are created.

- (a) On the basis of your reading of the passage, answer the following questions briefly.
- a) What are the differences between the tandava and the lasya?
  - b) What are the various names by which Bharat Natyam was earlier known as?
  - c) What are the components of Kathakali?
  - d) What instruments provide the music for Kathakali, as mentioned in the passage?
  - e) Which word in paragraph 2 is the synonym of 'central'?
  - f) Which word in paragraph 5 means the same as 'people watching a presentation'?

(b) On the basis of your reading of the passage, answer the following questions by choosing the most appropriate option.

1. What is the NatyaShastra?

- a) A scientific study of classical dance
- b) The science of dances
- c) Shiva's sacred thread
- d) None of these

2. When did Bharat Bharat Natyam start shedding its purely sacred character?

- a) When the devadasis stopped dancing
- b) when it was danced as a solo performance
- c) When kings and the rich patronised it
- d) When they used Carnatic music

3. Which two schools of classical dance are described in the passage?

- a) Bharat Natyam and Kathak
- b) Kathak and Kathakali
- c) Bharat Natyam and Kathakali
- d) Manipuri and Kathak

4. In which drama form the dancers are all males?

- a) Bharat Natyam
- b) Kathakali
- c) Desi Attam
- d) Lasya

5. Which of the following words is the synonym of 'delicacy' in paragraph 1?

- a) Mouth-watering
- b) weakness
- c) difficulty
- d) fineness

6. Which word in paragraph 5 is the antonym of 'simple'?

- a) Complicated
- b) towering
- c) elaborate
- d) integral

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## **Module 12: Reading Comprehension- II**

### **LEARNING OBJECTIVES**

- To comprehend passages with visual and verbal inputs
- To assess or evaluate reading comprehension of students.
- To develop the skill of data analysis

### **TEACHER ACTIVITY**

#### **Warm up Activity**

The teacher explains the meaning of Case Based Factual Passage

Case based Unseen Factual Passage

Passage with visual and verbal inputs of

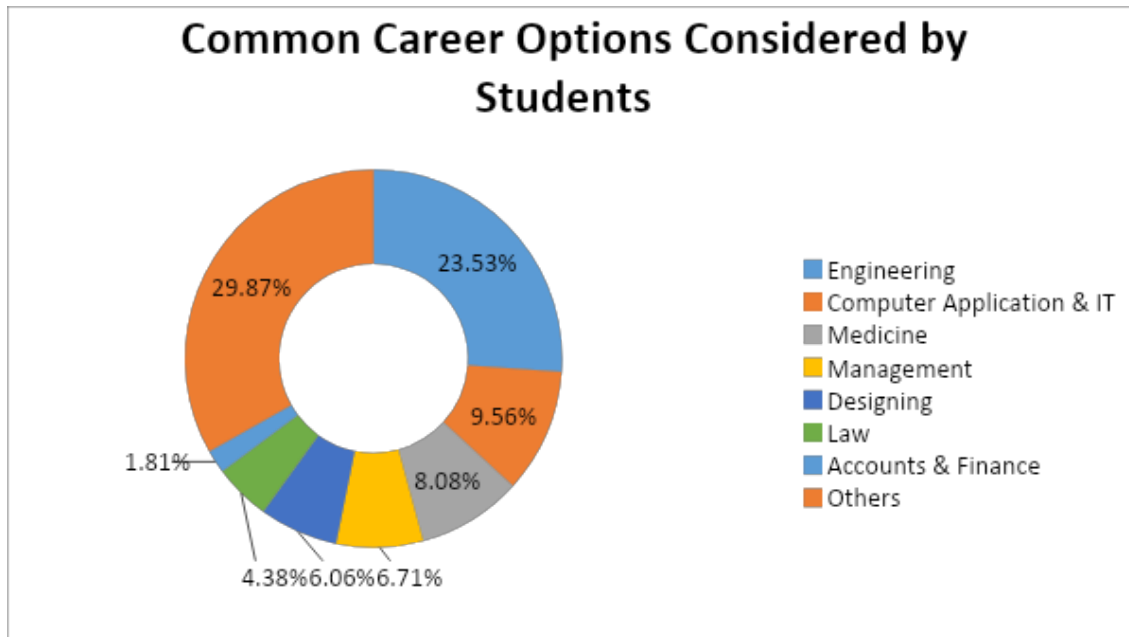
- Statistical data
- Charts
- Graphs
- Newspaper reports
- Magazines
- Reference books

### **STUDENT ACTIVITY / ASSESSMENT**

Activity- 1

Q 2. Read the passage given below.

1. The average age of India will be just 27 in 2020, which means that the majority of the country will comprise young students and youth. But even now with the clock ticking, the unemployment crisis is raging the country and the main reason behind this problem is that there are a huge number of youth passing out from schools and colleges every year, and there are many new career options and job roles being added to various industries in well.
2. However, the youth do not have the kind of skills the new industries want which results in a wide skill gap. A recent survey by Mindler, an online career-counselling platform, has proved that the majority of Indian students are aware of just seven career paths, even though there are 250 career options that can be pursued in India – most new and in-demand.
3. The survey on the awareness of career options among Indian students in the age group 14-20 was conducted among 10,000 participants. The responses collected in the survey showed that a staggering 93% of the students who participated in the survey were aware of just seven career options – law, engineering, medicine, accounts and finance, design, computer applications and IT, and management.
4. According to researchers, India has a variety of 250 career options available across 40 domains covering 5,000 job types. This shocking lack of awareness among Indian students regarding their future career options can spell a death knell for the economic bonus that could have come to India due to its demographic dividend the time period where its population is young and earning.
5. Thus, if parents and teachers can build their own awareness regarding new career options coming up, then they can be very helpful part in their child's career decisions rather than being one of those parents who push their child into one of the most common careers simply because they are unable to understand which area would be perfect fit for their child. If parents utilise the available technology and tools available, they can become more aware of which careers will help their children grow the most, and career counselling can help both parties get the desired satisfaction.



On the basis of the understanding of the passage, answer **ANY EIGHT** of the questions given below with the help of options that follow.

i) What is the main essence of the passage?

- (a) There is a huge gap between education and employment opportunities.
- (b) There is a lack of awareness regarding new professions available.
- (c) Parents must be involved in the process of career selection.
- (d) Only 7 professional fields are popular in India.

ii) What is the basic observation done by Mindler?

- (a) Only 7 career options have been recognised by the youth of the country.
- (b) There are 250 new fields emerging as great career options.
- (c) Both (a) and (b)
- (d) None of the above

iii) What creates a wide skill gap?

- (a) Unemployment problem
- (b) the youth do not have the kind of skills the new industries want
- (c) the youth do not know many career options
- (d) the youth have just degrees, not skills.

iv) According to the passage, the lack of awareness regarding various career options results in \_\_\_\_\_



- (a) unemployment (b) frustration and depression  
(c) economic stagnation without any bonus (d) lack of economic bonus

v) What according to the survey parents not do?

- (a) Help their children in choosing their career.  
(b) Force them to take a career option from the popular seven.  
(c) Get their children into career counselling  
(d) Both (b) and (c)

vi) Which of the following is not a popular option according to the given extract?

- (a) Management (b) Designing (c) Journalism (d) computers

vii) The given passage focuses on \_\_\_\_\_

- (a) the need of awareness among parents  
(b) the need of career counselling.  
(c) the need of students with professional skills  
(d) All of the above

viii) How can parents become more aware?

- (a) By using the available tools and technology.  
(b) By talking to their children.  
(c) By providing career counselling to their children.  
(d) By finding which career options are the best fit for their children.

ix) Which word from the paragraph 4 , means the same as ‘ an area of knowledge or activity’?

- (a) domain (b) demographic (c) awareness (d) bonus

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## Module 13: Article Writing

### LEARNING OBJECTIVES

- To develop creativity, vocabulary and thorough knowledge of the subject.
- To develop students' skills in expressing ideas, planning and organizing, presenting ideas with supportive examples, comprehending concepts and arriving at a conclusion.
- To develop ability to express personal opinions or present information on a variety of themes.

### TEACHER ACTIVITY

#### Warm up Activity

Read the following newspaper article carefully and answer the short questions below:

**TDT Diverse**

# Health Is Wealth

Early to bed and early to rise, makes a man healthy wealthy and wise

**As** we all live in super-fast, crowded and busy time period. We have to perform multiple tasks throughout the day in order to earn more money however we forget that good health is as necessary for our healthy life as air and water for the body. We forget to take proper food in timely manner, daily exercises, proper rest, etc to just earn some false wealth. We should never forget that our health is a real wealth of the life. It is true for all that 'Health is Wealth'.

A good health reduces the stress level and promotes healthy life without any sufferings. We should always be aware of our health and go for regular health check-up. We should eat balanced food having fresh fruits, salad, green leafy vegetables, milk, egg, curd etc in timely manner in order to maintain the good health. A good health also need some daily physical activities, proper rest and sleep, cleanliness, healthy environment, fresh air and water, personal hygiene, etc. In order to reduce our rush between hospital and home, maintain a good health is better idea. It's a good habit which should be practiced from

*Now-a-days, living life has become costly and tough as well as unhealthy as everything like air, water, environment, food, etc has become contaminated, infected and polluted.*



**Payal Agarwal**  
Dietitian  
Certified Health Instructor



childhood.

In earlier days, life was not so hectic. It was quite simple and free of too many challenges with healthy environment in comparison to these days. People were healthy as they had to perform all the daily routine activities by their own hand and body. But now, life in the technological world has become easy and comfortable but hectic because of the competitions. Now-a-days, easy life is not

possible as everyone wants to earn more money to get better life than others.

People have to work for at least 9 to 10 hours in the offices by just sitting on the chair without any physical movement. They come to home in late evening and become too tired to perform any household work or exercise. Again in the morning they get up late from bed, do some necessary works like bath, brush, breakfast, etc and go to the office. They just live their daily routine only to earn money and not their life for themselves. It is necessary to earn money for fulfilling the basic needs however, it is also necessary to live a healthy and peaceful life which needs a good health.

1. What is the title / heading of the article and who is the writer of the article?
2. How is the language of the article?
3. What is the central idea of the article?

## Activity- 1

The teacher discusses the definition of article with its features and points to be kept in mind to write an effective article.

### **ARTICLE WRITING**

An article is a piece of non-fiction prose writing. It evaluates students' skills in expressing ideas, planning and organising, presenting ideas with supportive examples, comprehending concepts and arriving at a conclusion. It is written to express personal opinions or present information on a variety of themes.

#### **Features of an Article**

1. It is written in third person.
2. Language should be objective and to the point.
3. A heading and a byline must be provided appropriate to the subject and according to the question.
4. It should normally consist of three parts: introduction, main body and conclusion. These three parts should be in separate paragraphs wherever possible.
5. Depending on the topic, give examples to support your arguments, use 'compare and contrast' method, or show a cause-effect relationship.
6. It ends with a summing up which gives a suggestion, recommendations, prediction etc.

#### **POINTS TO BE KEPT IN MIND**

1. Language must be formal.
2. Introduction, main body and conclusion should be different wherever possible.
3. Do not forget to give a heading and byline which is appropriate.
4. Maintain the word limit of the article to within 150-200 words.

## Activity – 2

1 Delhi Administration has launched a campaign against use of polythene bags. Write an article on "Hazards of Polythene Bags" in about 150-200 words for your school magazine.

Ans:

### **Hazards of Polythene Bags**

**by Sudha Balmiki**

The recent campaign of the Delhi Administration against the use of plastic bags is a right step in the right direction. The question is : “ Is carrying a polythene bag a convenience or a curse?” It is a common sight to see people leaving a mall or shops carrying a purchase dangling in a polythene bag. Plastic bags have become a growing scourge. Millions of polythene bags choke and block our waterways, drains, lakes and streams. Only five per cent of the hundred billion plastic bags are recycled. Polythene bags take many years to bio-degrade. Some bags get snagged in trees and bushes. Some find their ways into drains and water channels. Animals mistake them for food. In animals, a polythene bag can suffocate, choke, block digestion and even cause death. Plastic and polythene bags and their remnants have been found in the stomachs of birds, cows and dolphins. The pollution from plastic and polythene bags is the fourth most prevalent form of pollution.

The recent campaign of Delhi Administration is a laudable effort to change people’s habits. If the use of polythene bags is not stopped, soon we shall see our drains, water way creeks and streams full of trash.

Polythene or plastic bags are synthetic substances produced by chemical reactions. They are polymers and inorganic materials. They are not biodegradable. The biggest hazard plastic and polythene bags pose is to the agricultural land. They retard the growth of the crops. Plastic wastes stop the passage of oxygen causing soil infertility. Plastic bags stop the flow of rainwater and sewerage. It breeds germs and bacteria causing many diseases. The toxic smoke while burning plastic and polythene kills hundreds every year. Let us awake and discard the use of polythene. Switch over to cloth, jute and paper bags. The choice to be environment friendly is ours. Let us hand over to next generation- a clean, green and healthy earth.

### **Activity – 3**

### **World Water Day**

**by Mohit Upadhyay**

The first World Water Day was celebrated in 1993. It was first proposed at the United Nations (UN) conference on environment and development in Rio de Janeiro in 1992 and has been celebrated annually on 22 March since then. Every year the UN releases its World Water Development Report on or around this date. Each year has a different theme, looking at things like the role of clean water in the world of work, ways to stop wasting water, finding ways to supply water to underprivileged groups and so on.

Clean drinking water is fundamental. But it is also vital for sanitation and hygiene. It is estimated that more than 700 children under the age of seven die every day from illnesses linked to unsafe water and poor sanitation. The right to water and sanitation was recognised as a human right by the UN General Assembly in 2010. However, there are still at least 2.1 billion people around the world who live without safe water in their homes. These include

rural communities, people who have been displaced due to war and local conflicts and areas where climate change is making water more and more scarce.

Apart from the obvious health issues, a lack of accessible clean water means that people – often women and children – spend hours every day walking to and from distant water supplies. This means they don't have time to dedicate to work, studies and other domestic duties. The search for water becomes their main occupation. And people who are not able to walk to get their own water are particularly vulnerable.

For many people, access to water has become increasingly difficult due to increased demand for a finite resource. According to figures released by the UN, around 4 billion people – nearly two-thirds of the world's population – experience severe water scarcity during at least one month of the year. It is believed that by 2030 as many as 700 million people worldwide could be displaced by intense water scarcity.

There are many charities working on creating sustainable supplies of clean water at a grass-roots level for different communities around the world, and this important work needs to continue and to expand. But the fundamental problem of increasing demand for a limited resource can only be addressed by more efficient use of water, especially in industry and agriculture. Waste-water recycling, capturing rainwater, more efficient irrigation techniques and reforestation are all examples of how water can be used more efficiently.

As individuals, what we can do to help is support charities, raise awareness, take part in the World Water Day events that are happening all around the world and, of course, be careful with how we use water in our own lives. Visit the UN World Water Day website to find out about an event near you. Follow #worldwaterday on social media and help spread the word about this incredibly important issue.

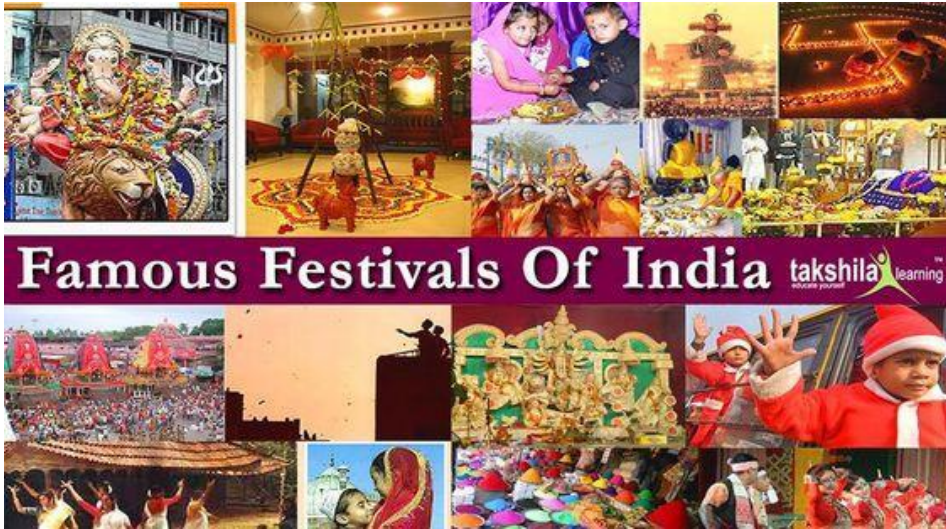
## STUDENT ACTIVITY / ASSESSMENT

### Activity- 1

India is a land of diversity. One way in which it makes us feel proud of it is the number of festivals we enjoy. Write an article in 150-200 words on 'Festivals of India'. You are Sweta / Sudhir.

Clues





## Activity- 2

Rising prices of essential commodities make life difficult for the common man. You are Nidhi / Nitin . Write an article describing the causes , possible solutions and how students can help their parents to cope with the problem.

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## MODULE:14

### DEBATE WRITING

#### LEARNING OBJECTIVES

- ☐ compare and discriminate between ideas x and y,
- ☐ verify the value of evidence for concept x or y,
- ☐ resolve controversies,
- ☐ recognize strengths and weaknesses of arguments,

#### TEACHER ACTIVITY

## Warm up Activity:

The teacher writes a statement on the board and asks the students to agree or disagree to the following statement.

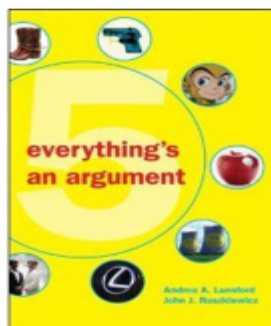
“ACADEMIC EXCELLENCE IS THE ONLY REQUIREMENT FOR A SUCCESSFUL CAREER.”

In this way the class is divided into two groups automatically.

### Introduction to Argument and Debate



## Argument



## Activity 1

The teacher introduces the debate writing in the class. He takes responses from the parents to define the debate and then tells the definition of the debate.

### What Is Debate Writing?

A formal discussion on a particular matter in a public meeting or legislative assembly, in which opposing arguments are put forward and which usually ends with a vote.

When it comes to writing debates during exam, we have to be smart and wise with our choice and length of words. This is because there are time constraints and within that time constraint, we have to impress the person checking it.

It is the formal discussion or argument on a particular matter delivered in favour of or against a subject in a disciplined strong, convincing and refuting manner.

Nature of the debate is argumentative.

## Activity 2: The teacher Explains the format of the debate

### FORMAT

#### Introduction:

- (i) Greeting/ Salutation/ Addressing the audience
- (ii) Introduction of the topic–For or Against

#### CONTENT:

- i) Facts about the topic – cause and effects of the issue
- ii) Data and examples/ real input
- iii) Contradiction to opponent's views- to oppose the opponent's statement
- iv) Conclusion by giving own views

### COMPLIMENTARY CLOSE

#### How to begin a Debate

#### POINTS TO REMEMBER

- Introduction – define the topic
- Analyse the issue/topic/subject in terms of issue and its causes, consequences and effects etc. in a logical manner

Speak in favour or against the motion

- Support your argument with strong statements
- Give some facts in support of your view
- Use powerful expression like
  - I'd like to argue.....
  - At this point I differ from my worthy opponents .....
  - May I ask a very genuine questions from my opponent why/how .....
  - I totally disagree with my opponent .....
- Conclusion – suggestions, remedial measures and steps for improvement.
- Make value points and develop them into paragraphs maintaining a logical order.
- Try to make a rough draft first.
- Mind the word limit.



- Adopt argumentative style while writing a debate.
- Clear agreement or disagreement to be expressed

Begin with greeting/ salutation and by addressing the audience like....

Dear audience, Welcome to all in this healthy and joyous morning,

### **Style 1.**

Respected judges, principal, teachers and friends, I am going to present my views for / against the motion .....

### **Style 2.**

Respected Chair person, members of jury, worthy opponents.

Myself, ...(Name) ..... of class XII is going to speak against/for the motion on the topic .....

### **Style 3.**

Honourable judges and my dear friends, today I stand before you to express my views in favour or against the motion

.....

.....

### **How to end a debate?**

Therefore, in the end, I would like to end my debate by strongly supporting/ opposing the idea of .....

.....

## **Tips to write Debate**

1. Write down all the points (one/two words per point) at the back of your answer sheet (rough sheet) so that you do not forget relevant points while writing. This also helps you in maintaining a sequence, which is very important.
2. Make sure you double check for grammatical accuracy and spellings. They carry marks.
3. Leave adequate number of lines between paragraphs to make it look clean.
4. Underlining the main points is very important. But it is advised to do it after finishing your exam. Use a pencil and scale for underlining.
5. Always have a few general quotes in handy. They help in presentation and shows that you're prepared
6. Presentation is very important.
7. Read a lot of debates to get an idea.
8. Have information about all the major environmental, political, social issues that have taken place during the entire year.
9. Practice previous year Question paper questions.
10. Never mention any of your personal details, i.e., name, school name or address.
11. Never write in one go. Make sure you follow the right format and make paragraphs.
12. Don't use slangs or short forms.
13. Don't write wrong facts.

14. Try not to exceed the prescribed word limit.
15. Do not invest too much time in just this question.

### **Activity 3: The teacher Explains the steps to write the debate.**

#### Steps to write Debate

##### **1. Introduction:**

This includes salutations and the topic (including FOR/AGAINST the motion). For Example: - Good morning everyone. Esteemed judges, honourable guests, respected teachers and my fellow students. I, (name given in the question or else, XYZ) feel honoured to have been given the opportunity to speak (FOR/AGAINST) the topic- (name of the topic).

##### **2. Body (Problem)**

This is the main paragraph or the body of your answer. · Always begin with the meaning of the topic or the explanation of the topic in not more than a line. · Then start quoting the issues. Now here, it is important you follow a sequence. It is possible that you have too many points or very few points. When you have a lot of varied points, it is better you choose a few best ones and write a line on each. In case you have very few already, explain them in at least two lines each. · Make sure you are clear with your thoughts, only then you'll be able to put them into words unambiguously.

##### **3. Solution**

"For every problem, there is a solution." This paragraph needs to be short and crisp whereby; you are supposed to give a rational and practical solution for all the above problems. · In case you are not able to figure one out, keep in mind a few general ones. It could involve spreading awareness, campaigns, stringent laws and their strict implementation, education, etc. · Using a quote never hurts. It can be general ones like, on working together. Every situation can be faced and solved if there is unity. So here are a few handy ones. "Wherever there is unity, there is always victory." "Unity is strength." "United we stand, divided we fall." And many more.

##### **4. Conclusion**

This part involves clarification of your statement and stance along with thanking the audience for being such patient listeners. This paragraph needs to be short and precise. Here also, you could add some glitter to your art piece with some quotes like "The word IMPOSSIBLE itself says, I M POSSIBLE."

#### Examples of Debate

**Q2. "Academic excellence is the only requirement for a successful career."  
Write a debate either for or against the motion.**

# ACADEMIC EXCELLENCE IS THE ONLY REQUIREMENT FOR A SUCCESSFUL CAREER.

## FOR THE MOTION:

"The beautiful thing about learning is that no one can take it from you."

Respected judges and my worthy opponents, I stand before you all to speak in favour of the motion: "Academic excellence is the only requirement for a successful career ". Right to Education is the fundamental right of every child in the age group of six to fourteen years. The education system in the primary years is designed so as to provide basic knowledge of each subject and help the youth of today to choose their subject of interest for its deeper study that can only be provided effectively through universities. It plays a key role in the development of society and nation. Information cannot be converted into knowledge without education. Education makes us capable of interpreting things, among other things. It helps in raising future leaders by providing them clear understanding and developing decision making abilities. It makes them resourceful and competent. Excellence in academics prepares children for the competition ahead and teaches them to work hard as well. Moreover, Excellency will ensure admission to the best universities for higher education that provide exposure and a kick start to their career. To conclude, I would say that one who has it's academic future choices sorted out, has it's career planned out. "The goal of education is the advancement of knowledge and the dissemination of truth."

Thank you.

## AGAINST THE MOTION

Good morning, ladies and gentlemen! My topic for the day is "Academic excellence is the only requirement for a successful career"• and I choose to speak against the motion. "The goal of education is to raise the leaders of tomorrow"•. But my question is, How is it that most of the leaders of today happen to be college dropouts? This is because having degrees cannot ensure success. It fails to impart the life skills and polish personality of an individual. They can surely give you an overview of a subject but fail to provide an overview of how the world works. It does not ensure skills and competencies. It tells people what to think instead of how to think and the end results is that, the society now has just robots who have switched their minds off only to believe what is being taught. One's attitude towards life is what brings success. Undoubtedly, academic Excellencies can provide you degrees or may even land you at a job, but your success depends upon how you think, behave, walk, talk and present yourself. It has been rightly said, "Education produces great employees in the market, not employers"•

Thank you.



## Activity 1

## TOPIC FOR THE DEBATE: “MOBILE PHONE A BOON OR A BANE?”

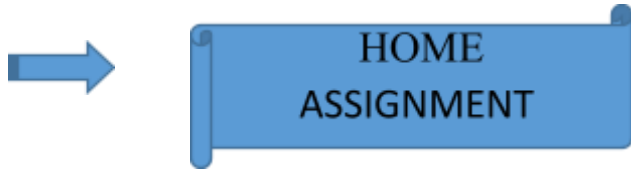
The teacher divides the class into four groups. Then the teacher gives topic for the debate to the students on the board and asks the Group one and group three to write debate for the motion and Group two and four is asked to write debate against the motion. He/she asks one of the students from each group to come forward and present the debate which their group has written.

### Activity 2

In this activity the students write debate individually on the following given topic.  
“online smart classes are the future education style.”

The teacher can also organize a group discussion as a doubt clearing session finally after evaluating individual work.

### Activity 3



1. "Social media has always negative impact on the children ". Write a debate either for or against the motion.

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MODULE:15

NOTE -MAKING



LEARNING OBJECTIVES

- ☐ Students will be familiar to new study skill.

- ❑ Students will be aware about the effective process of preparing notes.
- ❑ Students will be able to keep a lot of information at their disposal for ready reference.
- ❑ To make the students able to record a speech, seminar, or dictation while listening or after reading any book.
- ❑ To help the students to reconstruct what was said or written in the process of remembering and recalling.
- ❑ To help them to prepare the vast subject matter of different subjects briefly.

## WHAT IS NOTE MAKING?

Note Making is a way of recording important details from a source. This source can be any book, article, or any oral discussion. In note making, the writer records the essence of the information. It helps us to understand and clarify thinking. Note making saves a lot of time by going through the notes made. One can get a glimpse of a lot of information from a short note.

### Advantages of Note Making

A note making is a skill which improves by practicing. There are some advantages of note making. Let us get to know some of them.

- It has great importance in exams or in academic writing
- It is an organization of main points for future use
- It helps in keeping the information handy whenever we require
- It helps in recollecting and recalling the past events said or heard
- It helps in concentrating, understanding and provides a permanent record
- Note making format helps a writer to go through bulky documents quicker
- It helps in understanding a material if the notes are in own words
- It distinguishes between main points and details

### ALSO USEFUL FOR...

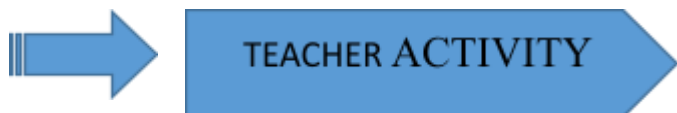
- ❖ **Preparing a REPORT**
- ❖ **Delivering a SPEECH**
- ❖ **Participating in a DEBATE/ DISCUSSION**
- ❖ **Writing an ESSAY**
- ❖ **Taking an INTERVIEW**
- ❖ **Revising LESSONS**

## ❖ Summarising a TEXT

## ❖ Doing SURVEY

### POINTS TO REMEMBER:

- ☐ Avoid using long sentences as heading /title.
- ☐ Never lose the main idea of the passage.
- ☐ Ignore the information which is less important.
- ☐ Be brief, clear, and specific.
- ☐ Notes are written only in phrases, not sentences.
- ☐ Use logical sequence & proper indentation.
- ☐ Do not include your own version or understanding.
- ☐ Use abbreviations & symbols.
- ☐ Give the list of abbreviations and also their complete form in a box.



### Warm up Activity

Students are divided into three to four groups based on the strength of the class. Each group is asked to observe the following situations given in the two images. They are asked to jot down the points about their observation.

The teacher also can hold the group discussion on these two situations and then responses or points about the observation of the situations are recorded.

The teacher then introduces the note making.

Look at the Situations:

Situation :1



Situauation:2





## STEPS to MAKING NOTES

- Read the passage to get the idea what it is about (skim).
- Read the passage carefully (Scan) and underline important information/words and phrases.
- Identify and note down the main points to be put down as main headings.
- Add the sub points/sub-sub points which may support the main points.

- Two or three related ideas can be combined or grouped in one point.
- Verbs can be changed to noun forms and main points can be begun with them.
- Skip examples if there are too many.
- Do not write complete sentences.
- Use of colons and long dashes may be made.
- Indent the notes properly.
- Use minimum 3-4 sub points and maximum 5 headings.



**ACTIVITY:1** – The teacher discusses the steps to making Notes

## Heading/Title

### 1. Main Point

(a) Sub-Point

(b) Sub-Point

(i) Sub-Sub Point

(ii) Sub-Sub Point

(c) Sub-Point

### 2. Main Point

(a) Sub-Point

(b) Sub-Point

(c) Sub-Point

### 3. Main Point

(a) Sub-Point

(b) Sub-Point

(c) Sub-Point

(i) Sub-Sub Point

(ii) Sub-Sub Point

## Heading/Title

### 1. Main Point

1.1 Sub-Point

1.2 Sub-Point

1.2.1 Sub-Sub Point

1.2.2 Sub-Sub Point

1.3 Sub-Point

### 2. Main Point

2.1 Sub-Point

2.2 Sub-Point

2.3 Sub-Point

### 3. Main Point

3.1 Sub-Point

3.2 Sub-Point

3.3 Sub-Point

3.3.1 Sub-Sub Point

3.3.2 Sub-Sub Point



As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants.

### Point

Below subheading, there are some points which are the part of the main topics.

### Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

### Indentation

It refers to the proper alignment and spacing in the written matter. Indentation means shifting from the margin. It indicates the subheadings, points, sub-points, sub-subheadings, etc. clearly. Indentation offers a well-defined structure for a note. It makes it readable and increases the objectives of the content.

### Key or Keywords

The key portion of the note shows the various codes, symbols or the abbreviation used. It helps to get a clear understanding of the keys used in the note making format.

### Abbreviations

These are used in order to save time and space when you write notes. Their use makes it easier to read. An abbreviation can be made by·

#### Using the beginnings of words

*Info.* – *Information*

*Stat.* – *statistics*

*Max.* – *Maximum*

*Min.* – *Minimum*

#### · Using the beginnings of words with the last letter

Dept. – department

Govt. – government

Prodn. – Production

#### · Omitting Vowels

Prblm. – Problem

Wrd. – word

Schl. – school

#### · Using the first and the last letter of a word

Mt – mount

Mr – Mister

#### · Shortening the suffix at the end of the word

Productn – Production

Distributn – Distribution

## II. Symbols

You may also use some commonly used symbols when you write notes. These symbols save a lot of time and easy to understand.

Symbol	Meaning
→	leads to
←	caused by
↑	Increase
↓	decrease
>	greater than

<  
=  
∴  
@  
%  
100  
e.g.  
i.e.,  
viz.  
&  
/

## HELP WITH ABBREVIATIONS

- || Use standard recognizable abbreviations and symbols as far as possible.
- || Capitalized first letters of words e.g. UP, USA, UK., etc.
- || Common abbreviations: Sc(for science) .Mr., Mrs., Dr., Govt., etc.
- || Common symbols e.g. \ , +ve, -ve, (rising) ↑, (falling) ↓, =, etc.
- || Measurements and figures e.g. :100 ,100, 100 kg, 1000mm, 100ml, etc.
- || Do not get overenthusiastic about abbreviations. You should not abbreviate every word.
- || As a general rule ,the **heading should not be abbreviated**. You may use abbreviations in sub-headings.

### III. A

They  
Acro

thing.

CBSL: Central Board of Secondary Education

NCERT: National Council of Educational Research and Training

CM: Chief Minister

PM: Prime Minister

UNO: United Nations Organization

UNESCO: United Nations Educational, Scientific and Cultural Organization

WHO: World Health Organization

COD: Cash On Delivery

FIFO: First In First Out

PTO: Please Turn Over

DOB: Date of Birth

SUV: Sports Utility Vehicle

HR: Human Resources

PR: Public Relations

CEO: Chief Executive Officer

CFO: Chief Financial Officer

UK: United Kingdom

USA: The United States of America



## STUDENT ACTIVITY

The teacher now divides the class into three to four groups and ask them to make notes on the given passage. The students make the notes on the given passage.

Occasional self-medication has always been part of normal living. The making and selling of drugs has a long history and is closely linked, like medical practice itself, with belief in magic. Only during the last hundred years or so, as the development of scientific techniques made it possible diagnosis has become possible. The doctor is now able to follow up the correct diagnosis of many illnesses-with specific treatment of their causes. In many other illnesses of which the causes remain unknown, he is still limited, like the unqualified prescriber, to the treatment of symptoms. The doctor is trained to decide when to treat symptoms only and when to attack the cause. This is the essential difference between medical prescribing and self-medication.

The advance of technology has brought about much progress in some fields of medicine, including the development of scientific drug therapy. In many countries public health organization is improving and people's nutritional standards have risen. Parallel with such beneficial trends are two which have an adverse effect. One is the use of high-pressure advertising by the pharmaceutical industry which has tended to influence both patients and doctors and has led to the overuse of drugs generally. The other is emergence of eating, insufficient sleep, excessive smoking and drinking. People with disorders arising from faulty habits such as these, as well as well from unhappy human relationships, often resort to self-medication and so add the taking of pharmaceuticals to the list. Advertisers go to great lengths to catch this market.

Clever advertising, aimed at chronic sufferers who will try anything because doctors have not been able to cure them, can induce such faith in a preparation, particularly if steeply priced, that it will produce-by suggestion-a very real effect in some people .Advertisements are also

aimed at people suffering from mild complaints such as simple cold and coughs which clear up by themselves within a short time.

These are the main reasons, why laxatives, indigestion-remedies, painkillers, cough-mixtures, tonics, vitamin and iron tablets, nose drops, ointments and many other preparations are found in quantity in many households. It is doubtful whether taking these things ever improves a person's health, it may even make it worse. Worse, because the preparation may contain unsuitable ingredients; worse because the taker may become dependent on them; worse because they might be taken excess; worse because they may cause poisoning, and worst of all because symptoms of some serious underlying cause may be asked and therefore medical help may not be sought. Self-diagnosis is a greater danger than self-medication.

## NOTE MAKING

### Heading/ Title: Self-Medication

#### 1. Self medication

- (a) part of normal living—last 100 yrs
- (b) Advance in diag tech..
- (c) Drs reqd. for diag .& treatmnt of disease
- (d) self medication differs from medical prescription

#### 2. Technological Advmmt in medicine

- (a) drug therapy
- (b) impvt. In pub. Health org's
- (c) increase in nutri'l standards.

#### 3. Clever advertising by pharma'l companies

- (a) take advantage of people's need
- (b) chronic suffers
- (c) mild complaints like cold and coughs
- (d) Faulty life style
  - (i) Lack of exercise, over eating, insuff't sleep etc.
  - (ii) stress, unhappy rela'ps etc.

#### 4. dangers of self – medi'n. ss

- (a) Prep'n contain unsuitable ingre
- (b) Taker becomes dependent
- (c) Taker consumes medi. In excess
- (d) Prep'ns may cause poison'g
- (e) Real cause of illness gets suppressed or untreated.

KEY TO ABBREVIATIONS
1. medic'l -medical
2. ding tech-diagnosis technology
3. treat –treatment
4. deve – development

5.input-improvement
6.pub – publics
7.rqd - required
8.org's - organisations
9. insuff't - insufficient
10.nutri'l-nutritional

### Students activity:2

## HOME ASSIGNMENT

1. Prepare a note on any chapter of your choice from your English textbook. Follow all the steps of note making.

.....

**MODULE:16**

**SUMMARISING**



**LEARNING OBJECTIVES**

**Students will be able to:**

- Define summarizing and list main components
- Apply strategies for summarizing
- Distinguish between relevant and irrelevant facts
- Summarize a passage of reading
- Review a long text, speech or video
- Write an abstract
- Prepare notes for study guide
- Write a research paper
- Record the result of experiments



- Create an annotated bibliography
- Describe the plot of fictional text or film
- Use a scaffolding technique to correctly identify main ideas and other essential information to include in a concise manner
- Determine what information should be excluded and the rationale for this.

## What is Summarising?

A summary is a short, concise statement of the most important information in a text. In particular, a summary identifies the topic and most important textual details of a text. When you write a summary, you write the information in your own words.



### TEACHER'S ACTIVITY

As a warm up activity, the teacher will tell a story very briefly.

Begin with a discussion of what a summary is and why we summarize. Students and teacher openly discuss topic together and teacher will encourage student ideas and thoughts.

### TEACHER'S ACTIVITY: 1

The teacher explains the procedure and the steps to make summary

### Procedure/steps of summarising:

1. Read the selection carefully, more than once. Before you begin to write, make sure you understand what the selection says.
2. Highlight or make a list of the most important information in the first paragraph, including the main idea.
3. Try to rewrite one or two sentences that include all of the important information in the paragraph.
4. Use your own words.
5. Do not include your own opinion.
6. Do not change the author's meaning.
7. Repeat steps 2 and 3 for each subsequent paragraph, keeping them in the same order in which the information appears in the reading selection.
8. Copy your summary sentences into a paragraph, keeping them in the same order in which the information appears in the reading selection.

### Step 2: Teaching Summary Writing

Provide students with a handout of text from a short story of your choosing. Show students on the overhead projector how to break down and digest one paragraph of the reading.



- Show them how to read through the material several times and highlight or outline anything that stands out to them.
- Demonstrate how to place asterisks (\*) by the phrases or sentences that may prove to be the main point of their summaries.
- Encourage students to flush out the text by reading carefully — paying special attention to what the author conveys stylistically as well as texturally and thematically.

### Step 3: Creating a Summary

Ask the students to either come up with an original hypothesis or pull a lead sentence to propel the summary. Work through the remainder of the story paragraph-by-paragraph using the skills outlined above.

### Step 4: Summary Writing Activity

Review the rules for creating a summary. Provide students with a new short story handout. Have them create a brief summary on their own, using the steps outlined in the group activity. Move around the class to assist as needed.

## How to Summarize:

### Step 1: Skim the text.

Use your THIEVES elements to help you get a sense of the central ideas.

### To Summarize Nonfiction:

Step 2: Perform a close reading Distinguish important information from unimportant information Learn the central ideas

### To Summarize Nonfiction:

Step 3: Write your summary

Stick to the Facts!

## Example of Summarising:

1. There is a clear dichotomy between Jayashankar Prasad's daily life and the one that found expression in his literature. In his literary formulations, Prasad advocated an escape- from personality ideals and categorically stated: "An artist's art, and not his person, is the touchstone to assess his work . . . it is only after losing his personality that he emerges in his art as an artist".
2. In Prasad's works – his poems, short stories, novels, dramas etc. – what emerges is life as shaped in the writer's inner self by his emotions, fancies, dreams, reveries . . . His writings are a record not of outer reality, but of the artist's inner world. As such, of a proper appreciation and understanding of his works more emphasis needs to be placed on the working of his mind, than the events of his day-to-day life.
3. Prasad was born in a renowned family of Varanasi. His grand-father Shiv Ratan Sahu, a dealer in high quality perfumed tobacco (snuff). Besides being an astute businessman, he was

endowed with a marked cultural taste. His home was the meeting place of the local poets, singers, artists, scholars and men of religion. Prasad's father Devi Prasad Sahu carried forward this high tradition of family. Prasad, therefore, had a chance to study the various phases of human nature in the light of the business traditions, artistic taste and religious background of his family.

4. When the business had somewhat recovered, Prasad planned the publication of a literary journal. Prasad started the "Indu". The inaugural number appeared in July 1909. By this time Prasad's notions of literature had crystallized into a credo. In the first issue of Indu, he proclaimed, "Literature has no fixed aim; it is not a slave to rules; it is a free and all-embracing genius, gives birth to genuine literature which is subservient to none. Whatever in the world is true and beautiful is its subject matter. By dealing with the True and Beautiful it establishes the one and affects the full flowering of the others. Its force can be measured by the degree of pleasure it gives to the reader's mind as also by the criticism which is free of all prejudice". The words sound like the manifesto of romanticism in literature.

5. Even while recognizing the social relevance of literature, Prasad insisted, "The poet is a creator . . . he is not conditioned by his milieu; rather it is he who moulds it and gives it a new shape; he conjures up a new world of beauty where the reader for the time being, becomes oblivious of the outer world and passes his time in an eternal spring garden where golden lotuses blossom and the air is thick and pollen". Thus, the chief aim of literature according to Prasad is to give joy to the reader and to create a state of bliss in him. Later under the impact of Shiv Advaitism, this faith of Prasad got further strengthened.

**Write a summary of the passage in about 80 words.**

### Summary

#### Jayashankar Prasad- His life

Jayshankar Prasad found expression in literature and created an escape only after losing his personality. His writings are a record of the writer's inner world with more emphasis on mind than body. He was from a renowned family of Varanasi where home-meetings of poets and singers would take place. His grandfather was an astute businessman and therefore Prasad had a chance to study phases of human nature. In July 1909, he started 'Indu', in which he proclaimed that literature has no fixed aim, is free and all-embracing genius and gives birth to genuine literature. He recognised the social relevance of literature as the poet is the creator who moulds it, conjures up a new world and becomes oblivious to the outer world. The chief aim of literature is to give joy to the reader and create a state of bliss.

### **STUDENT ACTIVITY: 1**

The Students are divided in four groups. Every group is asked to complete the Summary. One of the students from the group come forward and read aloud the summary they have written

. How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world; there are high quality programmes that help us understand many fields of study, science, medicine, the different arts and so on. Moreover, television benefits very old people, who can't leave the house, as well as patients in hospitals. It also offers non-native speakers the advantage of daily informal language practice. They can increase their vocabulary and practice listening.

2. On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries, people watch television for an average of six hours or more a day. Many children stare at the TV screen for more hours a day than they spend on anything else, including studying and sleeping. It's clear that TV has a powerful influence on their lives and that its influence is often negative.

3. Recent studies show that after only thirty seconds of television viewing, a person's brain 'relaxes' the same way that it does just before the person falls asleep. Another effect of television on the human brain is that it seems to cause poor concentration. Children who view a lot of television can often concentrate on a subject for only fifteen to twenty minutes. They can pay attention only for the amount of time between commercials.

4. Another disadvantage is that television often causes people to become dissatisfied with their own lives. Real life does not seem so exciting to these people. To many people, television becomes more real than reality and their own lives seem boring. Also, many people get upset or depressed when they can't solve problems in real life as quickly as television actors seem to.

5. Before a child is fourteen years old, he or she views eleven thousand murders on the TV. He or she begins to believe that there is nothing strange about fights, killings and other kinds of violence. Many studies show that people become more violent after viewing certain programmes. They may even do the things that they see in a violent show.

**Make a summary of the above passage in about 80 words.**

### HOME ASSIGNMENT

Well-being is not just the absence of disease or illness. It is a complex combination of a person's physical, mental, emotional and social health factors. Well-being is strongly linked to happiness and life satisfaction. In short, it could be described as how one feels about oneself and one's life. Every aspect of one's life influences the state of one's well-being. Researchers investigating happiness have found the following factors which enhance a person's well-being: network of close friends, enjoyable and fulfilling career, enough money, regular exercise, nutritious diet, sufficient sleep, fun hobbies and leisure pursuits, healthy self-esteem, optimistic outlook and so on.

2. The factors that influence one's well-being are interrelated. For example, a job provides not just money but purpose, goals, friendships and a sense of belonging. Some factors also make up for the lack of others; for example, a good marriage can compensate for a lack of friendship, while religious beliefs may help a person to accept physical illness. Money is linked to well-being, because having enough money improves living conditions and increases

social status. But various international studies have shown that it is the quality of our personal relationships, not the size of our bank balance, which has the greatest effect on our state of well-being. Believing that money is the key to happiness can also harm a person's well-being.

3. Understanding the well-being of the population is very important. Measuring well-being, however, in a population is difficult because the interpretation of well-being is so subjective — how one feels about peoples' lives largely depends on the way one sees it. Like the saying goes: 'one person's problem is another person's challenge.'

4. Keeping track of a population's well-being helps governments to decide on particular policies. It also acts as an indicator for various population trends. For example, knowing the average weekly income of a population helps to set the 'poverty line', which may then influence decisions on social welfare reforms. Well-being can be achieved through a variety of means. Some are as follows : developing and maintaining strong relationships with family and friends, making regular time available for social contact, trying to find work that is enjoyable and rewarding, rather than just working for the best pay, eating healthy, nutritious foods, doing regular physical activity, involving oneself in activities that interest the people, joining in local organisations or clubs that appeal, setting achievable goals and working towards them and trying to be optimistic and enjoying each day.

**Make a summary of the above passage in about 80 words.**

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## MODULE:17

## APPLICATION FOR JOB

### LEARNING OBJECTIVES

- ☐ Students will be able to explain the purpose of sending a application letter along with a resume.
- ☐ Students will be able to explain a basic, effective letter format used for job application letters.
- ☐ Students will be able to demonstrate job seeking skills.
- ☐ Students will be able to create an effective cover letter utilizing proper format.
- ☐ Students will be able to review letter writing techniques
- ☐ . Students will be able to examine a letter of application for job/work experience to determine best practice.
- ☐ Students will be able to create their own letter of application for work/work placement.

### TEACHER ACTIVITY

## Warm up Activity:

The teacher holds a group discussion as a warm up activity.

The following points are discussed

- Explore background knowledge among students by asking how many have applied for jobs.
- Ask if any have written a resume or cover letter.
- The teacher asks the following questions in the discussion questions:
  - What does an application letter for job contain?
  - Why are cover letters important?
  - Why do cover letters need to be short and direct?
  - What is a selling point and why is it important?
  - What are some examples of selling points?

## Activity 1

The teacher introduces the letter for job application writing in the class. He takes responses from the students to define the letter for job application and then describes it.

### What is a job application letter?

A job application letter is essentially a detailed pitch to convince a prospective employer of your eligibility for the open position for which you are applying. Together with expressing your interest in the job, the letter will highlight your qualifications, skills, experience and achievements. It will explain why you might be the best person for the job and convince the recruiter to shortlist you for an interview. Overall, a well-written application will present a creditable picture of you as an individual and professional and can make a favourable impression on employers.

Int

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1. C

2. S

3. (i) S

(ii) Explaining action taken/supplying information

4. (i) Urging action to be taken

(ii) Offering assistance in future

This is the basic structure of a letter. It has to be modified according to the purpose for which it is written, and the person to whom it is addressed.

When you write a letter, you should keep in mind the following points.

1. Purpose

2. Person to whom it is addressed

3. The tone you should adopt

4. Completeness of the message

5. Action required

6. Conciseness of expression

## **Activity 2: The teacher Explains the format of the letter for job application**

### **FORMAT OF THE LETTER FOR JOB APPLICATION**

1. Name and address of the sender –

2. Name and address of the addressee

3. Date

4. Mode of address or salutation

(i) Dear Sir/Madam (when you are writing to a total stranger whom you do not know at all).

5. Reference to previous correspondence, if any. Most official letters carry a subject line just above the salutation. This is for quick reference to the subject.

6. Content of letter – The content of the letter begins on the next line and is arranged in two or three paragraphs.

7. Complimentary close and signature – Letters usually end politely with the following phrases: Thank you, with regards, with best wishes, Hope to see you soon, Hope to receive an early reply etc. The complimentary close is followed by ‘Yours sincerely/ Yours truly’, and the writer’s signature in the next line

### **LETTER FOR JOB APPLICATION**

#### **(i) FORMAT**

Sender’s Address.....

.....

.....  
Pin .....

.....  
Date.....

....  
Address of the addressee  
.....  
.....  
.....

.....  
Pin .....

.....  
Subject .....

.  
Sir,  
Introductory Para  
.....  
.....  
.....

.....  
Main body of the letter  
.....  
.....  
.....

.....  
Concluding Para  
.....  
.....  
.....

.....  
(Complimentary close)  
Yours faithfully  
Signature  
(Sender's Name)  
Designation (if needed)

## POINTS TO REMEMBER

1. Be brief, clear, concise and to the point.
2. Use a proper layout/format for these formal letters. The layout may be in block format or indented format (as in informal letters).
3. Use of punctuation marks is adopted in the indented form but it is dispensed with in the block format.



4. Do not mix the two formats. It would be better for you to practise and follow the block format which is in vogue after introduction of computers.
  5. Convey facts briefly but impressively. Indicate the theme in the initial para of the body of the letter. Develop your points in the middle paragraph and conclude/give suggestions in the final part of the body of the letter.
  6. Use simple and direct language. Avoid the use of long and high sounding words and ambiguous constructions.
  7. Be courteous. Even while lodging a complaint or criticising, you should be polite and charming.
  8. Remember the following points about block format:
    - ☐ There is no indentation.
    - ☐ Each block begins with the margin on left hand side.
    - ☐ Extra space should be left between different sections and paragraphs.
    - ☐ Omit punctuation marks in address, date or salutation. In case you put a comma in the address, use it throughout. Do not mix the two systems.
  - 9 . Golden Rule: Always use
    - (a) suitable format
    - (b) well-organised content
    - (c) appropriate language
- Study the formats given below, observe their use in solved examples and adopt them in the exercises given for practice:

### **Activity 3:**

The teacher Explains the application for a job and steps to write it with an example.

The application for a job may be written with or without a bio-data. In case it is written without a bio-data, the main body of the letter should contain the following information:

1. Personal information, e.g. age, health, sex etc.
2. Educational / professional qualifications
3. Experience / suitability for the job.

The format is the same as that of an official letter.

### WHAT IS C.V. / BIO-DATA?

The application for a job is sometimes accompanied by a Bio-data of the applicant. The Bio-data is also called resume or curriculum-vitae (C.V.). It contains full information about the candidate pertaining to the job requirement.

The letter with bio-data will have the bio-data as an enclosure. The relevant information will be included under the heading 'Bio-Data'. The covering letter will be a formal official letter



having the same kind of format, language and style. The following features must be mentioned in the bio-data:

## **STEPS TO WRITE LETTER FOR JOB APPLICATION**

### **FORMAT**

Marks may be deducted for not using proper layout. Layout should include date, receiver's designation and address, salutation, subject, complimentary close and designation of writer. However, no marks are awarded for format alone if there is no content or if the content is wrong.

### **CONTENT**

It includes your creativity in presenting ideas which are relevant to the topic of the letter. The content of the letter must be well-organised to ensure clarity and effective communication.

The content is divided into three main parts:

1. Introductory part
2. Main part
3. Concluding remarks
  - o The introductory paragraph introduces the theme.
  - o The main part deals with the problem/issue. It is the real content of the letter.
  - o The closing part of the body gives conclusions or offers suggestions.

Some Tips:

- Be brief and to the point
- Mention specific issues only
- Tone : polite but formal

### **EXPRESSION**

(a) Fluency is your ability to present your ideas in a coherent and organised way. Before answering in the 'fair', you must prepare a rough draft and jot down your ideas. You may follow the process detailed below:

- Think about the letter/topic.
- Collect all the ideas and put them down roughly.
- Organise the ideas by putting common ideas together.
- Arrange them sequentially.
- End on a positive note.

(b) Accuracy involves grammatical correctness as well as structuring of sentences. Your effort should not be to use complex, long and unwieldy sentences, but to present your content

in simple, straightforward language.

## EXAMPLE LETTER FOR JOB APPLICATION

### Job Application

Unnati Public School, Surat, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Indian Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Surat. Draft a letter including a CV, applying for the advertised post.(120 – 150 words)

Answer:

21, Vasant Marg

Surat

01 March, 20XX

The Principal

Unnati Public School

Surat

Subject- Application for the post of a post-graduate teacher

Sir/Madam

In response to your advertisement in The Indian Express, dated February 25, 20XX for the post of a

political science teacher in your renowned school, I wish to offer my candidature.

I am enclosing a copy of my bio-data for your perusal and kind consideration.

I am available for the interview on any day of your convenience. If given a chance to serve you, I

assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank you

Yours faithfully

Sanjay/Sanjana Sharma

Encl.: Bio-data

### BIO- DATA

NAME- Sanjay/Sanjana Sharma

FATHER's NAME- Mithun Sharma

DATE OF BIRTH- 25 July, 1984

ADDRESS- 21, Vasant Marg, Surat

PHONE-98100XXXXX

E-MAIL- sanjsharma@gmail.com

MARITAL STATUS- single

AGE- 28 years

NATIONALITY- Indian

ACADEMIC QUALIFICATIONS-

i. B.A. in Political Science

ii. M.A. Political Science

iii. B. Ed

HOBBIES- Trekking and reading

STRENGTHS- Good communication skills, computer literate, proficient in English, Hindi and German

NAMES AND ADDRESSES OF REFERENCES-

i) Mr. Vijay Mathur, Principal

D.A.V. School, Gurudwara Rd., Ahmedabad

ii) Mr. Satish Arya

Head of Commerce Department

Gujarat University, Ahmedabad



## STUDENT ACTIVITY

### Activity 1

#### TOPIC FOR JOB APPLICATION:

##### Question 1:

You are Anand/Arti of 14, Model Town, Delhi. You have seen an advertisement in The Hindu for the post of Chief Chef in a 5-Star Hotel. Apply for the job with complete biodata. Write in 125-150 words.

The teacher divides the class into four groups. Then the teacher gives topic for the job application to the students on the board and asks every Group to write job application. He/she asks one of the students from each group to come forward and read out the job application which their group has written.

### Activity 2

In this activity the students write job application individually on the following given topic.

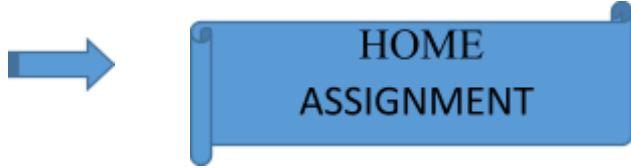
##### Question 2:

You are Prem/Parul of 16, TT Nagar, Bhopal. You would like to apply for the post of

Marketing Manager in a reputed firm in Mumbai. Write a letter to the Public Relations Officer, Chantac Enterprises, Mumbai, applying for the job. Write the letter in 125-150 words giving your biodata.

The teacher can also organize a group discussion as a doubt clearing session finally after evaluating individual work.

### Activity 3



2. You are Chetan Sharma, a commerce graduate from Delhi University. You are seeking a suitable job. You came across an advertisement in The Times of India, inviting young and dynamic fresh graduates as sales assistants in a reputed company. Apply for the said job to Box No. 8365, C/o The Times of India, New Delhi.

Prepared by:

M N. PATIL

PGT ENGLISH

K V NO-1 DEVLALI

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## Module 18. Formal Invitation (Printed Card)

Invitations are extended to relatives, friends, acquaintances etc., on auspicious occasions like marriage, birthday, engagement, house- warming ceremony etc. There are two types of invitations, formal and informal.

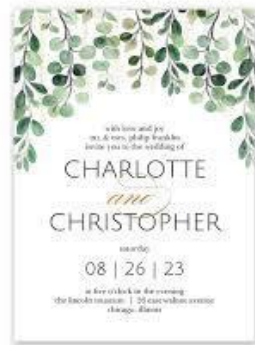
## LEARNING OBJECTIVES-

- ☐ Students will be able to identify the various types invitations
- ☐ Students will be able to write read and describe an invitation.
- ☐ Students will be able to create an original invitation
- ☐ Student will know certain words that usually used in an invitation

### TEACHER ACTIVITY-

## Warm up Activity-

The teacher shows some pictures and asks the students to describe them.



Students are asked to describe the pictures/images. Students try to describe the things visible on it.

## Activity 1

The teacher discusses the characteristics of formal invitation (Printed card)

- ❖ Written in a box format
- ❖ Written in third person
- ❖ Name of host
- ❖ Date, time , Venue
- ❖ Occasion/function
- ❖ Formal language

## Activity -2

**The teacher explains the following points with the help of an example followed by them-**

- ❖ Printed card is preferred
- ❖ Written in third person
- ❖ Short forms and abbreviations are avoided except for RSVP written at the bottom meaning “Reply if you please”. (RSVP is a French word, its full form is ‘Repondez, sil vous plait’.) It is written on the extreme left corner of the invitation, along with sender’s name, address & phone number.
- ❖ The subject matter is written in the middle with clear details of what, when and where of the function.
- ❖ Does not include the name of the addressees.
- ❖ The occasion, name of invitee, name of host, day, date, time, the venue is in this order.
- ❖ Details like name, address of organizer, sponsor, the host must be included.
- ❖ If a VIP is invited, then the name of the VIP should appear prominently.

### **Sample Question-**

You are the Cultural Secretary of K V MIRC, Ahmednagar. The school is holding its Annual Function at 10.00 a.m. on 20<sup>th</sup> December 20XX. The Education Minister of the state, Hon’ble R S Patil has consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees. Do not exceed 50 words.

Host	→	<b>The Principal, Staff and Students</b>
Name of the Institute	→	of Kendriya Vidyalaya MIRC, Ahmednagar
Occasion	→	request the pleasure of your company on the occasion of THE ANNUAL FUNCTION of the school
Date, Time, Venue	→	At 10:00AM on 20 <sup>th</sup> December 20XX In the school auditorium
Chief Guest	→	<b>Hon’ble R S Patil</b> Education Minister of the State, Maharashtra has kindly consented to be the Chief Guest and give away the prizes
		RSVP The Principal Kendriya Vidyalaya MIRC, Ahmednagar

## **STUDENT ACTIVITY-**

The teacher divides the students into four groups. One group prepares a formal invitation on the occasion of Annual Sports Day . The second group writes invitation on House Warming Ceremony. The third group makes an invitation card on Wedding Ceremony. The fourth group prepares a Birth Day Celebration Card.

## **ASSESSMENT-**

- 1) Sunshine Public School, Mumbai is going to organize a one-act play competition in the school auditorium. You have decided to invite noted stage artiste, Nalini to grace the occasion. Draft a formal invitation for her in about 50 words. You are Karuna/Karan, Cultural Secretary. Invent necessary details. (in about 50 words)
- 2) M/S Sukh Lal & Sons are opening a new general store ‘Galaxy Novelties’ in Geetanjali Enclave, Dwarika, Delhi. The inauguration ceremony is fixed on Sunday, the 19<sup>th</sup> of October 20XX at 11 a.m. Prepare a draft of formal invitation card for the purpose. (in about 50 words)
- 3) Your sister Sanjeevani is going to marry Sanjay (S/o Mr. & Mrs SM. Patel, Ahmedabad) Your father Mr. S D Shah has planned to hold the wedding at Hotel Kunal, Jaipur on 20<sup>th</sup> May 20XX at 8 p.m. Write a formal invitation on behalf of Mr. & Mrs. S D Shah inviting guests to the auspicious occasion. Give other details. (in about 50 words)

## **Module 19. Informal Invitation.**

Informal Invitations are extended to relatives, friends, acquaintances, and clients on a number of social occasions such as marriages, births, engagements, or other public functions.

## **LEARNING OBJECTIVES-**

- ☐ Students will be able to identify the various types invitations
- ☐ Students will be able to write read and describe an informal invitation.
- ☐ Students will be able to create an original invitation
- ☐ Student will know certain words that usually used in an informal invitation

## TEACHER ACTIVITY-

### Warm up Activity-

On the basis of the discussion on Formal Invitation, the teacher asks students about different informal situations/functions. Students are asked to describe the informal functions/meeting they have attended/experienced. Students describe birth day celebration party, wedding party, etc.

### Activity 1

The teacher discusses the characteristics of informal invitation (letter)

- ❖ Written in letter form
- ❖ It is written in the first person (I/we).
- ❖ The sender's address is written as usual but the receiver's address is not mentioned.
- ❖ Date, time, venue are mentioned as per question/topic
- ❖ Occasion/ function is mentioned as per question/ topic
- ❖ Informal language/ The vocabulary is less formal.
- ❖ Various tenses of the verb are used unlike the formal invitation.
- ❖ The complimentary close is 'Yours sincerely/ Yours lovingly'

### ❖ Activity -2


The teacher explains the above characteristics with the help of the following example.

You are Aditi/Adiya living at 45/A Gurusen Apt., Sector 2, Udaipur . The wedding of your elder sister Sushila is going to be held on the 15th May, 20XX at Hotel Lake View, Udaipur. Write out an informal invitation to your friend, Jyoti requesting her to attend the function.

Ans. -

45/A Gurusen Apt.,  
Sector 2,  
Udaipur.

Sender's address

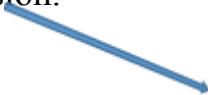
05<sup>th</sup> May, 20XX       Date



Dear Jyoti,  Salutation

You will be pleased to know that the wedding of my elder sister, Sushila, is going to be held on the 15th May, 20XX at Hotel Lake View, Udaipur. The whole family will move there in the morning. invite you to join us at lunch in the hotel on the 15th. The wedding ceremony will take place at 8 in the evening.

I do hope you will join us on the auspicious occasion.

 Body of the letter

Yours lovingly  Complimentary close  
Aditi.

### STUDENT ACTIVITY-

The teacher divides the students into four groups. One group prepares an informal invitation on the occasion of Birthday Celebration . The second group writes on House Warming Ceremony of newly constructed house. The third group makes an informal invitation on Wedding Ceremony of elder sister. The fourth group prepares on successfully qualifying the I.I.T Entrance Examination.

### ASSESSMENT-

- 1) Ashish/Ashwini living at 105, Seven Sky Apt., Nehru Nagar, Nasik Road, has passed out JEE Main with flying colours. He/She wishes to celebrate the occasion by hosting a party for his/her friends. Write an informal invitation on her behalf giving details of the date, time, and venue. (50 words)
- 2) You are Sameer Verma, 52/D, Kunj Vihar, New Delhi. Your friend, John, from Malaysia is staying in the hostel. Invite him to join Diwali celebrations with you at your residence. (50 words)

### Module 20. Letter to Editor-

A letter to the editor is a formal letter written to the editor of a leading newspaper by an individual (representing a group) who wishes to highlight some core issues that a group of people are facing for a period of time in order to see some rectification of the addressed problem. These letters raise issues of social, political and economic interest and generally centre round public reaction. Sometimes a reader expresses personal clarification or issues denial. In short, 'Letters to Editor' provide a forum to the readers to express their strong feelings and reactions to local, national and international issues.

### LEARNING OBJECTIVES-

- ☐ Students will be able to write letters – letter to the editor, business letter, etc. with clarity and purpose.

- ☐ Students will be able to identify the elements of a formal letter/letter to the Editor.
- ☐ Students will be able to recognize and demonstrate use of appropriate vocabulary, style and tone in formal letters.

## TEACHER ACTIVITY-

### Warm up Activity-

The teacher shows some pictures and asks the students to describe them.



Students describe the images in their own words.

### Activity 1

The teacher discusses the characteristics of a letter to the Editor/formal letter.

- ❖ **Open the letter with simple salutation-** It tells readers what you are writing about, and make them want to read more. State what the letter is about at the start. Beginning line in the content of the letter: (Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards \_\_\_\_\_)
- ❖ **Explain why the issue is important-** Explain the issue and its importance simply. Use simple language that most people understand.
- ❖ **Give evidence for any praise or criticism-** Explain a past or pending action, be clear in showing why this will have good or bad results.
- ❖ **State your opinion about what should be done-** Support or criticize a certain action or policy, but you may also have suggestions about what could be done to improve the situation.
- ❖ **Keep it brief-** Write it in about 120- 150 words.

### Activity -2

#### Points to remember-

- ☐ Draw the attention of the concerned authorities/general Public towards the problem
- ☐ Request concerned authorities to take the action
- ☐ Raise the issue by citing some latest news items / Survey report etc. –
- ☐ Analyze the issue, try to find causes.
- ☐ Offer suggestions to solve the problem.

**The format of a letter to the Editor of a Newspaper is as follows –**

1. Sender's address: The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.

2. Date: The date is written below the sender's address after Leaving one space or line.
3. Receiver-Editor's address: The address of the recipient of the mail i.e. the editor is written here.
4. Subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected sir / Madam)
6. Beginning line: Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards\_\_\_\_\_
- Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
- Paragraph 2: Give a detail of the matter.
- Paragraph 3: Ending Line (Conclusion)
7. Complimentary Closing
8. Sender's name, signature and designation (if any)

### **Marking scheme of letter writing (6 marks)**

**Format-** 1 mark: Proper Layout – Sender's address, Date, Receiver's address, Subject, Salutation, Complimentary close.

**Content-** 3 marks: Relevant ideas to be presented in a coherent way.

Use connectors appropriately, Divide into paragraphs There should be minimum three paragraphs.

**Expression-**2 marks: Grammatical accuracy, spellings 1 Mark.

Coherence, relevance of ideas and style 1 Mark.

Note: No mark is awarded if only the format is given. Credit is given for the candidate's originality and creativity in presenting his/her ideas. Mixing up of the traditional and modern layout is not acceptable.

❖ **The teacher explains the above characteristics and format with the help of the following example.**

### **Sample Question-**

You are Sanjay, a resident of 25/G, Range Hill Apt. Nehru Nagar, Hyderabad-05. Write a letter to the Editor of the Hyderabad Times, P.O. Box 350 Hyderabad-1, about water scarcity in your locality suggesting ways to improve the position of water supply.

Ans.-

25/G, Range Hill Apt.,  
Nehru Nagar,  
Hyderabad-05.



Sender's address

22<sup>nd</sup> April 20XX.

Date

The Editor,  
Hyderabad Times,  
P.O. Box 350,  
Hyderabad-01.

Recipient's Address

Sub- Water crisis in Nehru Nagar.

Subject statement

Sir/Madam,

Salutation

Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities towards the problem of water scarcity in our locality.

It is still early summer and the residents are already facing acute water shortage in the area. The supply is cut off at 8.30 a.m. and is restored only for half an hour in the evening between 6:30 p.m. to 7 p.m. Since the timings are erratic, many people, especially, the working couples are unable to store water. Frequent complaints to the Jal Board haven't yielded any result as the authorities express their helplessness saying that one of the tanks of the Kasipura Water Treatment Plant is under repair and has been shut down for a month or so thereby affecting the water supply in the area. But it is nearly one and a half months since the problem began, yet there is no respite to the residents.

The Jal Board should, in the meantime, make provisions for water tankers at different horns of the day. Also, measures must be taken to expedite the repair work.

Body of the letter

Thanking you,

Closing

Yours sincerely,  
Sanjay.

Signature

### STUDENT ACTIVITY-

The teacher divides the students into three groups. These groups write letter to the Editor on different topics/issues assigned by the teacher.

### ASSESSMENT-

1) As Sameer/Sameena, a resident of 25/D, Indira Colony, Mumbai, write a letter to the Editor of The Times of India, regarding the long power cuts your colony has to face

everyday. Also mention the problems faced by the residents owing to the commercialisation of residential space.

2) You are Supriya of 12/B, Gajanan Villa, Indira Nagar, Jabalpur. Write a letter to the Editor of The Times of India, Jabalpur about the misuse and poor maintenance of public parks in your city.

3) Write a letter to the Editor of The Times of India, complaining about the air pollution in your city drawing the attention of the local authority and government to take steps to check the same. You are Gaurav/Gauri, living at 108, Durga Apt., Janata Nagar, Surat.

## Module 21. Placing order

Letters for placing order are written to place orders for goods or items. They are written in a very well-formatted and specific manner. The language of the letter is very formal. You should be very careful to impart complete and accurate information because incomplete information results in delayed deliveries.

### LEARNING OBJECTIVES-

- ☐ Students will be able to write letters – business letter/letter for placing order etc. with clarity and purpose.
- ☐ Students will be able to identify the elements of a letter for placing order.
- ☐ Students will be able to recognize and demonstrate use of appropriate vocabulary, style and tone in formal letters.

### TEACHER ACTIVITY-

#### Warm up Activity-

The teacher shows some pictures and asks the students to describe them.



Students describe the pictures in their own words.

#### Activity 1

The teacher discusses the format of a letter for placing order.

Sender's Address

---

---

Date.

Receiver's Address

---

---

Subject: \_\_\_\_\_

Dear Sir/Ma'am,

Body of the Letter

Paragraph 1 – Introduction and Purpose of Writing the Letter.

Paragraph 2 – List of items required with the quantity in bullet points or tabular columns.

Paragraph 3 – Concluding paragraph stating when you expect the delivery of items and thanking them for their service.

Complimentary closing

Yours sincerely,

Sender's Name

### **Marking scheme of letter writing (6 marks)**

**Format-** 1 mark: Proper Layout – Sender's address, Date, Receiver's address, Subject, Salutation, Complimentary close.

**Content-** 3 marks: Relevant ideas to be presented in a coherent way.

Use connectors appropriately, Divide into paragraphs There should be minimum three paragraphs.

**Expression-** 2 marks: Grammatical accuracy, spellings 1 Mark.

Coherence, relevance of ideas and style 1 Mark.

Note: No mark is awarded if only the format is given. Credit is given for the candidate's originality and creativity in presenting his/her ideas. Mixing up of the traditional and modern layout is not acceptable.

### **Sample Question-**

You are Gaurisha/Giriraj, Hostel Warden, Blue Bell Public School, Nehru Road, Kolkata. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd., New Delhi, placing an order for a few fans, microwaves, ovens and geysers that you wish to

purchase for the hostel. Also ask for discount permissible on the purchase.

Ans.-

Blue Bell Public School  
Nehru Road,  
Kolkata.05

26<sup>th</sup> March 20XX

The Sales Manager,  
Bharat Electronics and Domestic Appliances Ltd.  
New Delhi 02

Subject: Order for domestic appliances

Sir,

We are pleased to place an order for the following items. Kindly send these at the above mentioned address through transport carefully as per the prices already quoted in earlier correspondence.

<b>S No.</b>	<b>Name of the items</b>	<b>Quantity</b>	<b>Brand</b>
1	Fans	30	Bajaj
2	Microwave oven	15	LG
3	Television set LED 43”	05	Samsung
4	Tube lights 40 W	30	Wipro

Kindly ensure that all the items are in good condition and packed properly. We appreciate 15% discount on the total purchase. Further kindly note that the transportation will be paid by you. The items must be delivered within 15 days of the issue of this letter. Any damage charges during transportation will be borne by you.

Yours sincerely,  
Gaurisha.  
Hostel Warden

### **STUDENT ACTIVITY-**

The teacher divides the students into three groups. These groups write letter for placing order on different topics/orders assigned by the teacher.

### **ASSESSMENT-**

- 1) Write a letter to The Sales Manager, Pioneer Sports, Mart Avenue, Nashik, placing an order for sports articles to be supplied to your school, Wisdom Public School, Sector-5, Nasik. You are Neha/Nihal, Sports Secretary.
- 2) You are Sumit/Suman, Principal, Savarkar Public School, Pune. Your school has just started a music department. Write a letter to the Manager of Melody House, Pune, wholesale suppliers of musical instruments, placing an order for musical instruments for the school. Ask for a discount on the catalogue prices.

## **Module 22. Letter for Cancellation of order.**

A letter of cancellation (order) is written from one organization to another or from an individual to an organization. However, it can be written from a company to an individual.

### **LEARNING OBJECTIVES-**

- ☐ Students will be able to write letters – business letter/letter for cancelling order etc. with clarity and purpose.
- ☐ Students will be able to identify the elements of a letter for cancelling order.
- ☐ Students will be able to recognize and demonstrate use of appropriate vocabulary, style and tone in formal letters.

### **TEACHER ACTIVITY-**

#### ☐ **Warm up Activity-**

The teacher asks some questions on cancellation of order; questions are co - related with real life situation.



Students answered the questions based on their previous knowledge.

### **Activity 1**

The teacher discusses the characteristics and format of a letter of cancelling order.

- ❖ The language we use in a cancellation letter should be formal, and the tone should be polite.
- ❖ A letter of cancellation demands clarity and being specific. You must add the reason you are writing this letter.
- ❖ A cancellation letter should be to the point. You need to be precise and add important information.
- ❖ Letter of cancellation should have specific reasons for cancellation.
- ❖ You should add a period after which the cancellation will be effective.



❖ Format of a formal letter is followed

### **Marking scheme of letter writing (6 marks)**

**Format-** 1 mark: Proper Layout – Sender's address, Date, Receiver's address, Subject, Salutation, Complimentary close.

**Content-** 3 marks: Relevant ideas to be presented in a coherent way.

Use connectors appropriately, Divide into paragraphs There should be minimum three paragraphs.

**Expression-** 2 marks: Grammatical accuracy, spellings 1 Mark.

Coherence, relevance of ideas and style 1 Mark.

Note: No mark is awarded if only the format is given. Credit is given for the candidate's originality and creativity in presenting his/her ideas. Mixing up of the traditional and modern layout is not acceptable.

### **Sample Question-**

You are Sumit/ Suman, the Sales Manager of Crown Mall, Sector-05, Chandigarh. You had placed an order with M/s Jain Woollen Mills, Amritsar for the supply of 400 blankets. As the firm has delayed the execution of the order, you no longer wish to stock the blankets. Write a letter canceling the order.

The Sales Manager,  
Crown Mall,  
Sector-05,  
Chandigarh.

22<sup>nd</sup> March 20XX

The Manager,  
M/s Jain Woollen Mills,  
Amritsar.

Subject- Cancellation order of blankets

Sir,

We placed an order with your firm vide order No. KSD 547/258, dated 15<sup>th</sup> Feb 20XX to be delivered by 15<sup>th</sup> March 20XX.

Till date we have not received consignments nor have we heard from you. Due to your failure to send the goods within time required, we hereby cancel the said order, reserving

such further rights as we may have. In case the goods arrived, we shall be unable to accept them.

We shall, of course, be forced to reconsider whether any further orders should be placed with your company.

We look forward to your prompt reply.

Thanking you,

Yours sincerely,  
Sumit.

### **STUDENT ACTIVITY-**

The teacher divides the students into three groups. These groups write letter of cancellation of order on different topics/ cancellation orders assigned by the teacher.

### **ASSESSMENT-**

- 1) You are the Sales Manager of Rainbow Shoes House, M G Road, Andheri East, Mumbai 05. You placed a bulk order with Pioneer Shoes Company, Subhash Road, Andheri West, Mumbai-02. The firm failed to execute the order in spite of your repeated reminders. Write a letter of cancellation to the sales Manager, Rainbow Shoes House in about 120-150 words.
- 2) You are the Sales Manager, Vihan Clothes Store, Sector-25, Chandigarh. Write a letter to M/s Laxmi Textiles Ltd., Surat, informing them to cancel the bulk order for the supplies of shirting and suiting fabrics that you placed with them two months ago. Invent necessary details that led you to take unpleasant step.