

**Enhanced Edition
NEP 2020 Guidelines*

GRAMMAR

TWEAK

Teacher's Manual



6



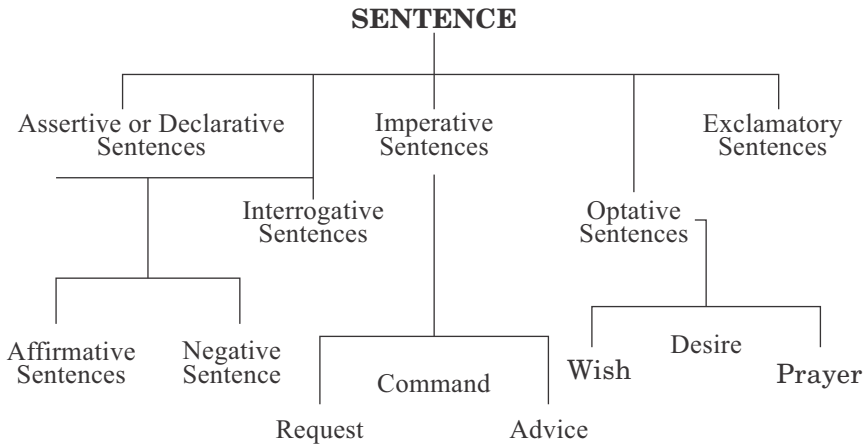
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The Sentence and Its Kinds

- A.** 1. (c) sentence 2. (c) five 3. (a) Affirmative
4. (b) exclamation mark 5. (a) optative
- B.** 1. My mother gave me 200 rupees.
2. Rohan is wearing a blue shirt.
3. Will you marry me?
4. Honesty is the best policy.
5. We should love our country.
6. We went to Mumbai, the film city, during the holidays.
7. Water boils at 100 degree Celsius.
- C.** 1. She is not my friend.
2. He never taught me Maths.
3. She did not tell me anything about him.
4. The boys are not fighting.
5. I do not love to play cricket.
6. They do not work very hard.
7. I shall not go to Manali.
8. Everybody does not love children.
9. No one called me.
- D.** 1. I have something to give him.
2. Everyone shouted in the hall.
3. We tried our best.
4. I studied today.
5. Aakash loves sweets.
6. He will come tomorrow.
7. Go there.
8. I have money in my purse.
- E.** 1. (iv) 2. (vi) 3. (vii) 4. (ii)
5. (iii) 6. (i) 7. (v)

Task to Do



Phrases and its types

- A.** 1. (b) Phrase 2. (b) Adverb 3. (b) Adjective
 4. (b) Adjective 5. (a) how?
- B.** 1. Phrase 2. Phrase 3. Sentence
 4. Sentence 5. Phrase 6. Phrase
 7. Sentence
- C.** 1. Phrase 2. X 3. Phrase
 4. Phrase 5. X 6. Phrase
 7. Phrase 8. X 9. Phrase
 10. Phrase
- D.** 1. without water. Adverb Phrase
 2. under the ground. Adverb Phrase
 3. after the sunset. Adverb Phrase
 4. of silver. Noun Phrase
 5. at six O'clock. Adverb Phrase
 6. for his son. Noun Phrase
 7. a man of great wealth. Noun Phrase

8. **against a bolster.** Adverb Phrase
9. **at once.** Adverb Phrase
10. **to help her.** Noun Phrase



3 Subject and Predicate

- A.** 1. (b) The cleaner 2. (b) Cow 3. (a) The tiger
4. (a) The teacher
- B.** 1. The different parts of a sentence are subject and predicate.
2. Subject is that part of a sentence which names the person or thing we talk about.
3. Predicate is that part of a sentence which tells something about the subject.
- C.** 1. Aizawl 2. A beggar 3. The elephants
4. man 5. God 6. My car
- D.** 1. is also called a Blue Planet.
2. is the best season.
3. opens at 7:45 a.m.
4. cooks delicious food.
5. is sitting on the branch of a tree.
- E.** 1. The ground was beautifully decorated.
2. Barking dogs create fear in our mind.
3. The sky looks beautiful with stars at night.
4. Some people are hard working.

5. The park was full of children.

- F.**
1. Sunil is playing cricket.
 2. He is going home for Diwali.
 3. The doctors had given up all hope.
 4. She loves running races.
 5. They saw the old man standing there.

Task to Do

Do it yourself.



4 Interrogative Sentences

- A.**
- | | | |
|--------------|-------------|-------------|
| 1. (b) Which | 2. (b) What | 3. (a) What |
| 4. (a) How | 5. (a) What | |

- B.**
1. Did we arrive late?
 2. Did they have a bad time?
 3. Did he do his work well?
 4. Did he sing at the concert?
 5. Did she die for her country?

- C.**
1. Do you have three brothers?
 2. Did you attend the seminar on globalisation?
 3. Do you love fruits and vegetables?
 4. Does your uncle read the Times of India?
 5. Do you like to play chess?
 6. Do Deepali and Lakshita like to watch the Discovery Channel?

Task to Do

Do it yourself.

- D.** 1. Goods 2. trouts 3. jeans 4. hair
 5. Economics 6. Measles 7. shorts
- E.** 1. is 2. are 3. were 4. is
 5. are 6. is 7. was 8. are
 9. is 10. is
- F.** 1. There are beautiful flowers in my garden.
 2. Damini said that her feet were aching.
 3. Their children are very active.
 4. These boys have books.
 5. They switched on all the lights.
 6. Old houses were often made of mud.
 7. Our rings are made of gold.

Task to Do

- Our kitchen drawer contained knife, fork and spoon.
- There is a loaf of bread on the table.
- Tina brought a boiled potato, a tomato, a cucumber and an onion to make a salad.
- The passers-by noticed that the calf was eating the grass in the meadow.
- The farmer looks after goose, sheep, buffalo, horse and cow on his farm.



The Genders and Their Kinds

- A.** 1. (b) Masculine Gender 2. (b) Neuter Gender
 3. (d) Masculine Gender 4. (d) Feminine Gender
 5. (b) Common Gender
- B.** 1. Masculine 2. Feminine 3. Common
 4. Feminine 5. Common 6. Masculine
- C.** 1. God 2. Host 3. Man
 4. Boar 5. Nephew 6. Sir

Task to Do

Common	Neuter	Masculine	Feminine
doctor	train	lord	hen
teacher	tree	father	empress
child	book	horse	tigress



The Pronouns and Kinds of Pronouns

- A.** 1. (b) Personal 2. (b) Distributive
3. (b) Indefinite 4. (b) Reflexive
5. (a) Interrogative
- B.** 1. Each one of you get out of the room. (distributive)
2. We are going to restaurant for dinner tonight.(personal)
3. Which is your cap? (interrogative)
4. The neighbours take care of each other. (relative)
5. I myself completed all my work. (emphatic)
- C.** 1. He left **us** alone.
2. The teacher punished **them**.
3. She is going by **herself**.
4. Are you sure it was not **him**?
5. The boy laughed at **me**.
- D.** 1. **Which** of these dictionaries will you take?
2. **What** is better, honour or wealth?
3. **What** are you saying?
4. **What** do you want?
5. **Whom** do you wish to see?
6. In **which** school were you taught, and by **whom**?
- E.** 1. (D) 2. (B) 3. (A) 4. (A) 5. (B) 6. (A)

Task to Do

1. A Personal Pronoun is used for a person or a thing.

Examples

1. Shruti is a girl. Her mother is a teacher.
 2. Rita and Gita study together. They are good friends.
2. An Interrogative Pronoun is a pronoun used to ask a question about the noun for which it stands.

Examples

1. Which is your book, Heena?
2. Who has made my table?



Articles – A / An / The

- A.** 1. (a) a 2. (c) the 3. (c) The and a 4. (c) The
5. (c) The
- B.** 1. An article is a word that signals the coming of a noun.
2. 'The' is called a definite article because it is used to refer to a particular or definite person or thing.
- C.** 1. He is **a** European but his wife is **an** Indian.
2. Yesterday I saw **a** one-eyed man riding on **an** ass.
3. There is **a** hotel in **the** center of **the** town.
4. **An** umbrella is **a** useful thing.
5. I met **an** honourable man **an** hour ago.
6. **The** farmer bought **an** ox, **a** cow and **a** goat.
7. We see **the** moon at night.
8. Mini has **a** new raincoat. **The** raincoat is blue in colour.
9. **The** Ganges is **a** holy river.
10. **The** book you want is not in **the** library.
- D.** 1. X French is **the** language of **the** people of France.
2. There is **a** broken table in **the** corner of **the** room.
3. We can write **a** letter on **a** piece of X paper in X ink or with **a** pencil.
4. X Bread is made from X flour, and flour is made from X wheat.
5. We make X butter and cheese from X milk.

Task to Do

Do it yourself.

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The Verbs and Their Kinds

- A.** 1. darted 2. singing 3. fell
4. plunged 5. howled 6. swooped
- B.** 1. The main verbs are those verbs which change to get other forms, whereas auxiliary are helping verbs.
2. The thing is called direct object and the person is called indirect object. Usually the indirect objects come first.
- C.** 1. She **spoke** loudly. X
2. He ran **away quickly**. X
3. She flies **her kite**. her kite
4. The ship **sank**. X
5. She **received** a prize. a prize
6. I **met** a little cottage girl. a little cottage girl
- D.** 1. I **like** blue oceans and tall, green trees.
2. I **told** my mother the truth.
3. The acrobats **performed** some amazing stunts.
4. The P.T. master **asked** the class to **get back** to the school field.
5. A rattle snake **slithered** across the grass.
6. The teacher **spoke** to the new girl about her previous school.
7. "I will **come** back late from home," **said** Rakhi.
8. Mukesh **wrote** a letter to his friend.
- E.** 1. were 2. frowned 3. admired
4. wanted 5. bought
- F.** **Direct Object** **Indirect Object**
- | | |
|---------------------|-------------|
| 1. a place | for me |
| 2. that table | me |
| 3. a hundred rupees | Anil |
| 4. a wrist watch | me |
| 5. a loan for car | her |
| 6. all her property | them |
| 7. a prize | our monitor |

Task to Do

- Sunita likes **to dance**. (Direct Object)
- Pilots fly **an aeroplane**. (Direct Object)
- Kumar Sanu sings **songs**. (Direct Object)

4. The watchman rang **the bell**. (Direct Object)
5. Our teacher teach **us** English. (Indirect Object)
6. Can you help **me**? (Indirect Object)
7. I love to eat **mangoes**. (Direct Object)
8. I will boil **the eggs**. (Direct Object)
9. I love **my mother**. (Indirect Object)
10. He is going **to school**. (Direct Object)



Verb – Conjugation

- | | | | | |
|----|---------------|------------------|-------------------|--------------|
| A. | 1. (a) ridden | 2. (c) stung | 3. (b) laid | |
| | 4. (b) drew | 5. (b) borne | 6. (c) rained | |
| B. | 1. Buy | Bought | Bought | |
| | 2. Flee | Fled | Fled | |
| | 3. Awake | Awoke / Awakened | Awoken / Awakened | |
| | 4. Bring | Brought | Brought | |
| | 5. Dig | Dug | Dug | |
| | 6. Grind | Ground / Grinded | Ground / Grinded | |
| | 7. Sell | Sold | Sold | |
| | 8. Come | Came | Come | |
| | 9. Ring | Rang | Rung | |
| | 10. Set | Set | Set | |
| C. | 1. foreseen | 2. forgot | 3. became | 4. had risen |
| | 5. froze | 6. threw | 7. began | 8. sworn |
| D. | 1. turned | 2. had laid | 3. frozen | 4. went |
| | 5. sown | 6. bled | | |

Task to Do

- | | |
|--------------------------|-----------------------|
| 1. cost - cost - cost | 2. hurt - hurt - hurt |
| 3. quit - quit - quit | 4. fit - fit - fit |
| 5. set - set - set | 6. bid - bid - bid |
| 7. bet - bet - bet | 8. let - let - let |
| 9. burst - burst - burst | 10. put - put - put |

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The Adverbs and Their Kinds

- A. 1. (d) Adverb of Degree 2. (c) Adverb of Place
 3. (b) Adverb of Manner 4. (d) Adverb of Time
- B. 1. occasionally 2. unexpectedly 3. hurriedly
 4. gradually 5. willingly 6. silently
 7. politely 8. cautiously 9. magnificently
 10. attentively

C. Adverb	Kinds
1. earlier	Adverb of time
2. everywhere	Adverb of place
3. twice	Adverb of frequency
4. often	Adverb of degree
5. here	Adverb of place
6. usually	Adverb of degree
7. well	Adverb of manner
8. too	Adverb of degree
9. fairly good	Adverb of degree

- D. 1. Quickly : I quickly ate my lunch.
 2. Lately : Lately I have started going to the gym.
 3. Rather : I would rather study than go to the park.
 4. Yet : He worked hard yet he could not succeed.
 5. Simply : I simply denied his request.
 6. A lot of : In spite of washing a lot of clothes, she did not earn much.

Task to Do

- Producer : The problem is that you are not very good at acting.
 Actress : Though I can't act very **perfectly**, I can sing **nicely**.
 Producer : But singing cannot replace acting.
 Actress : I know that **very well**, but my looks are **quite** charming.
 Producer : Then you must be good at dance.
 Actress : I can dance **pretty well** but not for a long time.
 Producer : Which instrument can you play?
 Actress : I can play on a harmonium **perfectly** well.
 Producer : May I know your name?
 Actress : That is **fairly** sweet, indeed.
 Producer : What is it, after all?
 Actress : It is Sweety! **How** do you like it, Sir?
 Producer : You are likable. So, I have selected you. You can come **tomorrow** to have your cheque.



14 The Prepositions and Their Kinds

- A.** 1. (c) of 2. (c) in 3. (a) to 4. (a) behind
5. (c) at
- B.** 1. over 2. into 3. at 4. in 5. by
- C.** 1. Ritika is senior to Rashmi by two years.
2. Pradeep may be allowed to sit in the class.
3. There are trees on either side of the road.
4. It is very difficult to deal with Mr. Raj.
5. I saw the gardener with his spade in the garden.

Task to Do

- Between : There is a lane between both the houses.
Inside : The bird is inside the cage.
Out : She went out of the room.
Since : Since the bird is inside the cage, it cannot fly.
Near : There is a toy shop near my school.
Beyond : Do not go beyond the park.
Into : The goat fell into a well.
During : Many people died during the Bengal famine.
At : We reach school at 7:30 a.m.
About : This is all about English grammar.



15 Punctuation Marks

- A.** 1. (a) question mark 2. (b) comma
3. (b) mark of exclamation 4. (b) inverted commas
- B.** 1. Bharat said to me, "Will you lend me a hundred rupees? I shall return the money tomorrow." "Yes," said I.
2. "It's a sin to waste food", said the mother.
3. Sankalp's sister asked, "Where are you going?"
4. "What an easy paper!" said Prashant. "Was it set by a kind examiner?"
5. Som's uncle is tall, fair and thin.
6. "Hurry up! The train leaves at six O'clock."
7. "Are you going?" she asked. "We are not," I replied.

8. One day, Emperor Akbar asked Birbal, "Which river contains the coldest water?"
 9. The peon asked, "Where does he live?"
- C.**
1. India celebrates Republic Day on the 26th January every year.
 2. Sumit, one of your old friends met me in Sultanpur.
 3. "When did you lose your wallet?", asked Arpita. "I lost it on my way to school", answered Shurti."
 4. Marshal compares and contrasts the Inca civilization with those of Egypt and Mesopotamia.
 5. Sharmila said to Madhuri, "How beautiful she looks!"
- D.**
1. "Do you have anything to eat?", asked the little girl.
 2. "I am very busy", said Ms. Lohiya, "Please come later."
 3. "This city reminds me of home", said Grandma happily.

Task to Do

Do it yourself.



The Tenses—The Present Tense

- | | | | |
|-----------|-------------------------------------|-----------------|---------------------|
| A. | 1. (a) is | 2. (c) am | 3. (b) are |
| | 4. (c) is | | |
| B. | 1. are decorating | 2. been waiting | 3. comes |
| | 4. working | 5. write | 6. are making |
| | 7. is arriving | 8. is reaching | 9. has arrested |
| | 10. going | 11. is showing | 12. is coming |
| | 13. is preparing | 14. cook | 15. buy |
| C. | 1. is wearing | 2. am running | 3. has been waiting |
| | 4. has been studying | 5. is standing | 6. runs |
| | 7. has, been doing | 8. are going | 9. have come |
| | 10. is doing | 11. has given | 12. writes |
| | 13. been writing | 14. have bought | 15. deposits |
| D. | 1. We are reading books. | | |
| | 2. The men are riding horses. | | |
| | 3. They are playing games. | | |
| | 4. The girls are looking beautiful. | | |
| | 5. The boys are weeping loudly. | | |

Task to Do

- A.**
1. Simple Present Tense:
I play badminton.
 2. Present Continuous:
I am playing badminton.

3. Present Perfect Continuous:
The sun has been rising in the east.
- B.**
 1. Simple Present Tense:
I walk in the morning.
 2. Present Continuous:
I am walking in the morning.
 3. Present Perfect Continuous:
I have been walking in the morning.
- C.**
 1. Simple Present Tense:
We study in this school.
 2. Present Continuous:
We are studying in this school.
 3. Present Perfect Continuous:
We have been studying in this school.
- D.**
 1. Simple Present Tense:
She sings loudly.
 2. Present Continuous Tense:
She is singing loudly.
 3. Present Perfect continuous Tense:
She has been singing loudly.
- E.**
 1. Simple Present Tense:
Bolt runs fast.
 2. Present Continuous Tense:
Bolt is running fast.
 3. Present Perfect Continuous Tense:
Bolt has been running fast.

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The Past Tense

- A.** 1. (a) Indefinite 2. (c) Perfect
3. (c) Perfect Continuous
- B.** 1. done 2. told 3. visited
4. died 5. finished
- C.** 1. was studying 2. was going 3. was walking
4. crossing 5. was teaching
- D.** 1. finished 2. had been knocking
3. came 4. had cost
5. had repaired 6. had left, reached
7. had been waiting 8. had run
9. Had, gone 10. had taken off , went

Task to Do

1. R 2. W 3. W 4. R 5. R

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The Future Tense

- A.** 1. (c) Future Tense 2. (a) Present Tense
3. (a) Past Tense 4. (c) Present Tense
- B.** 1. shall 2. will 3. will 4. will
5. shall 6. shall 7. will 8. will
- C.** 1. will 2. will , be 3. will be 4. shall do
5. will be 6. will do 7. will , finish
- D.** 1. shall have been 2. will have been
3. will have been 4. will have been
5. shall have been 6. shall have been

Task to Do

Future Indefinite Tense

1. Sheena will dance next week.
2. I will go to the market tomorrow.
3. If you do not take rest you will fall sick.

4. I will never tell anything to you.
5. I shall not be in the team any more.

Future Continuous Tense

1. We shall be visiting our uncle next month.
2. Rohan will be coming back home next week.
3. I shall be going to the market tomorrow.
4. They will be playing a match in future.
5. I will be going to the swimming classes tomorrow.

Future Perfect Tense

1. You will have listened to the teacher.
2. You shall have shifted to a new house.
3. You will have spent your money today.
4. They shall have enjoyed a good time in the park.
5. We will have finished the work by tomorrow.

Future Perfect Continuous Tense

1. I will have been going to the gym in the holidays.
2. I shall have been reading for three hours by evening.
3. He shall have been feeling better if he had followed the doctor's advice.
4. Rohit will have been doing his work all the time.
5. Rachna shall have been serving as a teacher if she had wished.



19 Modals

- | | | | |
|-----------|----------------|------------------------|----------------|
| A. | 1. (d) Would | 2. (b) might have rung | 3. (c) may |
| | 4. (b) Can | 5. (b) ought | |
| B. | 1. will | 2. will | 3. may |
| | 4. Could | 5. can | 6. can |
| C. | 1. May | 2. might | 3. might |
| | 4. may | 5. May | 6. might |
| | 7. might | 8. May | |
| D. | 1. Can | 2. could | 3. Can |
| | 4. Can | 5. could | 6. can |
| E. | 1. dare to | 2. need to | 3. needs to |
| | 4. need not | 5. need to | 6. dare to |
| | 7. need not to | 8. dare | 9. need not to |
| | 10. dare | | |

- F. 1. must 2. have to 3. have to 4. ought to
 5. must 6. have to 7. must 8. ought to
 9. have to 10. have to

Task to Do

1. With all his ability, he can be a great man.
2. May I go home now?
3. Could you close the door, please?
4. I may be joining yoga classes.
5. We must respect our National Flag.
6. It might rain tomorrow.
7. We ought to sacrifice our life for our country.
8. May God grant you all the happiness!



The Voice – Active and Passive

- A. 1. (a) transitive 2. (c) both 3. (a) first
 4. (c) present
- B. 1. Active 2. Passive 3. Active 4. Active
 5. Passive 6. Active 7. Active 8. Active
 9. Passive
- C. 1. A cheque was handed over to Ravi by him.
 2. Her admission was refused by her.
 3. My old house has been sold by me.
 4. His name was asked from him by them.
 5. He was laughed at by all his friends.
 6. The light has been cut out by someone.
 7. A ticket will be given to you by the clerk.
 8. He was made the king by us.
 9. An old toy was given to him.
 10. I wrote a letter to him.
- D. 1. I lent him a hundred rupees.
 2. She was writing a letter.
 3. Someone has stolen her shoes.
 4. Who teaches him?
 5. Does the shopkeeper sell rice?
 6. They told me the truth.
 7. Did her sister invite her?
 8. Do it at once.

- E.
1. The dusting of the cupboard will be done by us.
 2. Volleyball is being played by them, right now.
 3. The exhibition was visited by them yesterday.
 4. The thief was being chased by the people.
 5. That toy shall be bought by us.
 6. Books and newspapers are edited by editors.
 7. The cupboard will be decorated by Rati tomorrow.
 8. The car was repaired by the mechanic on time.

Task to Do

1. Table of Formation of Active and Passive Voice in all tense.

Tense (or Modal+base)	Active Voice	Passive Voice	Formation
Simple Present	take, takes	is taken, am taken, are taken	is/am/are + V3
Present Continuous	is taking, am taking, are taking	is being taken, am being taken, are being taken	is/am/are + being + V3
Present Perfect	has taken, have taken	has been taken, have been taken	has/have + been + V3
Simple Past	took	was taken, were taken	was/were + V3
Past Continuous	was taking, were taking	was being taken, were being taken	was/were + being + V3
Past Perfect	had taken	had been taken	had + been + V3
Simple Future	will take, shall take	will be taken, shall be taken	will be/shall be + V3
can/may/must etc. + base	can take, must take	can be taken, must be taken	can be/must be + V3

- 2.
1. Can do – can be done
 2. Could write – could be written
 3. Shall go – shall be gone
 4. Should take – should be taken
 5. Will write – will be written
 6. Would push – would be pushed
 7. May eat – may be eaten
 8. Must solve – must be solved
 9. May sing – may be sung
 10. Might play – might be played

21

Word Formation

- A.** 1. (e) invented 2. (e) idealist 3. (c) explosion
 4. (b) hurt 5. (e) imprison 6. (a) impede
 7. (e) necessity 8. (c) relieve 9. (e) confusion
 10. (d) listed
- B.** 1. (a) unfair 2. (c) improper time 3. (c) plain
 4. (d) establish 5. (e) avail 6. (c) easy
 7. (d) boycott 8. (e) susceptibility

Task to Do

Do it yourself.

22

Idioms

- A.** 1. (a) listen to
 2. (a) in full details
 3. (a) occasionally
 4. (b) to keep quiet
 5. (b) keep a watch
- B.** 1. To play false 2. Ins and outs
 3. Over head and ear 4. To give a cold shoulder
 5. To give ear 6. To pay through nose
 7. To hold one's tongue 8. To take to the heart
 9. To give false colouring 10. By hook or by crook
- C.** 1. To be a favourite 2. Born in a rich family
 3. Did not turn into reality 4. Ignore others' facts knowingly
 5. To support 6. Proved to be successful
 7. To be very happy 8. Not to be offensive
 9. To be self dependent 10. To do one's best
- D.** 1. (d) 2. (a) 3. (b) 4. (e) 5. (f) 6. (c)
- E.** 1. **Over head and ears** – Deeply involved
 Seeing the lion, the deer ran, over head and ears.
 2. **Ended in smoke** – Did not turn into reality
 All his efforts to get elected ended in smoke.
 3. **To play false** – To betray
 I believed his words but he played me false.
 4. **Made his mark** – To be successful

- Through his hard work, he made his mark.
5. **To fall flat** – to have no effect
The joke’s fell flat.
 6. **To pay through nose** – to pay heavily
He had to pay through nose for his mistake.

Task to Do

1. Do all that is possible.
2. Pretend as if undisturbed.
3. To boast.
4. To console or comfort.
5. To help.
6. To be successful.
7. A matter of dispute.
8. To work very hard.
9. Because of the prevailing situation.
10. The last resort.
11. To reveal someone’s secret.
12. On rare occasion.



Narrations – Direct and Indirect Speech

- A.
 1. (a) Direct Speech
 2. (b) Indirect Speech
 3. (b) Direct Speech
- B.
 1. Indirect speech
 2. Direct speech
 3. Direct speech
 4. Indirect speech
 5. Direct speech
- C.
 1. I told Ganesh that the fruit-seller had come.
 2. The leader informed the people that the enemy had attacked their country.
 3. Somnath told Sita that the drama was very interesting.
 4. I informed Rita that the train was late.
 5. He told Rashid that the match was very slow.

Task to Do

1. Joyish said, “My sister will get married on the 29th of December.”
2. The teacher said to Varika, “why are you late in coming to the class?”
3. Ragini said, “I bought a new pup yesterday.”
4. He said to him, “Please wait till I come back”.
5. My friend said to me, “Please bring a book for me.”

3. Football Match

Football is played in a plain ground of about 150 x 100 yards. The outside borders, centre circle, the penalty lines, far end corners are all boldly lined. At the middle of both the last lines are set up goal posts with nets behind. Two linesmen look after the balls, going out of the field and a referee guides the match. After toss, the winner selects either side or kick off. Eleven players in their Club uniforms take positions. There are the goalkeepers, stoppers, half backs, linkmen, strikers and others to run up and down to create an opening for a score. As a ball crosses the goal post into net, a goal is scored. Football teaches the players team spirit, selflessness, agility and sportsmanship.

4. Your Favourite Leader

My favourite leader is Mahatma Gandhi, called the 'Father of the Nation'. He was born on 2nd October, 1869 at Porbandar in Gujarat. His full name is Mohandas Karamchand Gandhi. His father, Karamchand Gandhi, was the Diwan of Rajkot. His mother Putli Bai, was a simple and religious lady. Gandhi completed his early education at Rajkot. Then he went to England. He returned to India as a barrister. He went to South Africa. There he fought for the rights of the Indians living there. He left his practice as a lawyer and worked for the freedom of India. He went to jail several times. He believed in truth and non-violence.

5. Pleasures of Reading Books

Reading offers us several pleasures and they are not at all expensive. It does not cost much to have them. If time hangs heavy on our hands, we may pick up a book of short stories. We shall soon get lost in the story without knowing how time is passing. The companionship of books is sincere and faithful. Reading also stimulates our brain and widens our outlook. A well-read man cannot afford to be shallow, narrow and fanatical in his outlook.

6. My Childhood

The best years of one's life are the childhood days. The sweet memories of this period are glorious. They have the freshness of a dream. A child has no responsibilities; he is looked after by his parents. He gets everything without doing anything. A child enjoys perfect freedom. He has no worries, no hardships and no troubles. He can say anything to anybody. If a child does something wrong, he is generally excused. Even his meaningless chatter is a source of joy for the growing. A child's life is full of innocence. He builds castles of sand and feels very happy. He gets joy in floating paper boats. He often quarrels with others small things but soon forgets about it. Childhood is really the golden period of one's life. My childhood too was filled with all what is described above. It was like a fun-filled phase of life.

7. Annual Day Celebration

The annual function of our school was held on 6th December. The Director of Education was the Chief Guest. He presided over the function and gave away

the prizes. Preparations for the annual function were made a few days in advance. The school building was white-washed. The main hall was decorated. Those who were invited started coming for the function. The Chief Guest was the last to arrive. He was welcomed by the school Principal. He was garlanded. The Principal read out the Annual Report. The Chief Guest gave away prizes to brilliant students and sportsmen. He congratulated the Principal and staff on the progress made by the school. The Principal thanked him and the function came to a close with the singing of the National Anthem.

8. A Cloudy Day

A cloudy day is a day when clouds are visible in the sky all day long during the rainy season. The sky is overcast with thick black clouds and the sun remains hidden behind them. The weather is foul. The sun is not seen. Sometimes, dusty wind blows with rain. Normal life is disrupted due to heavy rain. One does not generally come out without compulsion. The common people cannot attend their respective places in time. If anybody wants to go outside, he has to take an umbrella with him. A cloudy day is most welcomed to the students. It brings joyous mood to the young boys of the same age and they are seen enjoying with merriment. Those who have imaginary bent of mind enjoy the beauty of nature being drenched in clouds. A cloudy day has good effect on the soil. It helps plants to grow, flowers to bloom and nature looks fresh and beautiful.

9. A Sleepless Night

I was uneasy and disturbed all night. The humming of mosquitoes in my ears added to my irritation. They were busy sucking blood. The night watchman came on regular rounds. He would bang his stick hard outside and the noise would wake me up. How could I be expected to sleep in such circumstances? I felt that my blood was boiling. It was indeed very hot. I rolled about in my bed and decided to take my shirt off. No sooner had I done this, the mosquitoes attacked me and pierced their sharp needles ruthlessly in my body. All this was becoming terrible and no longer bearable. Sleep is a balm and sleeplessness is the worst punishment. Sleeplessness brings horrible figures before you and it becomes a problem to pass the time. 'Tick' 'Tick' the clock marked the passage of time and every 'tick' brought me near cherished dawn.

10. Fear of Exams

Examinations are a horror to students. They are a necessary evil. Many students do not like examinations. Every student has fear of the examination. Examination is like a fever. If a student feels nervous, he cannot learn anything. He spends sleepless nights. Examinations are not the sure test of students' ability. It is not possible to test in three hours what a student has learnt during the whole year. It is a matter of chance if a student gets the same questions which he has learnt by heart. Those students, who do not study the whole year, try to copy in the examination. There are both advantages and disadvantages of examination system. But we cannot remove examinations.



Letter and Application Writing

- A. 1. 14 / Ridge Road
New Delhi

15th March, 20XX

The Commissioner
Municipal Corporation
New Delhi

Subject: Requesting to start a campaign to catch monkeys.

Sir

This is to bring to your notice that the monkeys have become a menace in our locality. They have bitten many old people and children.

It would be kind of you if you could arrange to start a campaign to catch the monkeys and save the residents from the nuisance, created by them.

Thanking you

Yours sincerely

Rupesh Tandon
(Secretary, R.W.A)

2. The Principal
Vidya Mandir School
Delhi

5th March, 20XX

Subject: Requesting to arrange evening games.

Sir

Most respectfully, I request your goodself to kindly arrange for regular evening games. It would give the students a chance to play games after school hours and attain proficiency in the games of their choice.

This would also result in better performance by our students in various competitions.

Thanking you

Yours obediently

Sunil Sharma
Class VI A

3. 16, Hill View Road
Mount Colony
New Delhi
Subject: Requesting to increase the number of milk booths..
15th June, 20XX

The General Manager
Mother Dairy
New Delhi

Sir

Through this letter I would like to bring to your notice that there are very few milk booths in our locality and they are located at great distance. This is causing a lot of problem for the residents. I would request you to increase the number of milk booths in the locality for the convenience of the residents.

We shall always be grateful for this kindness of yours.

Yours sincerely

Amreet Singh

4. 14, Pleasant view Tower
Pitampura
New Delhi
3rd October, 20XX

The Editor
The Hindustan Times
New Delhi

Subject : Irregular power supply in our area.

Sir

Through the columns of your esteemed newspaper, I would request you to draw the attention of the officials of the electric supply department towards the irregular power supply in our area.

Regular power cuts in our area have greatly added to the discomfort and problems of the residents. The worst sufferers, of course, are the students. All our complaints to the power supply office have yielded no results so far.

Kindly help the residents by taking up the issue in your newspaper.

Thanking you

Yours faithfully

Rishabh Saxena

(President R.W.A)

5. The Principal
Rose Mary Convent
Greater Kailash
New Delhi

15th November, 20XX

Subject: Asking for leave for eight days.

Respected Sir

My uncle's marriage is going to be held in Mumbai on the 25th of November, 20XX.

Kindly grant me leave from 20th of November to the 27th of November (eight days) so that I can attend the marriage ceremony.

Thanking you

Yours obediently

Reeta Mehta

6. 16, Faridpuri

Patel Nagar

New Delhi

22nd June, 20XX

The Officer-in-charge

Patel Nagar Police Station

Patel Nagar

New Delhi-110008

Subject : Theft of my bicycle

Sir

I would like to bring to your notice that my bicycle was stolen today in the morning from the local market, where I had gone to buy medicines. The bicycle is red in colour and it has several stickers on it. Please help me recover my bicycle at the earliest.

Thanking you

Yours faithfully

Akash Verma

7. The Principal

Siddharth Public School

New Delhi-110008

13th March, 20XX

Subject : Request for grant of free ship

Sir

I beg to state that I am a student of your school and have fared well in all my examinations.

My father is a primary school teacher. He has no other source of income except his meagre salary. As such it is quite impossible on his part to maintain a large family and bear my educational expenses.

It would be very kind of you, if you could grant me full free studentship and enable me to continue my studies.

I would always be grateful for this kindness of yours.

Yours obediently

Suresh Mahajan

Class VI / -B

Roll No. 42

8. The Principal

M.S. Public School
New Delhi

16th October, 20XX

Subject: Request for school living certificate.

Sir

I request you to kindly issue me the School Leaving Certificate as my father has been transferred to Jaipur.

I would like to thank you as well as my teachers for making my stay in school memorable.

Thanking you

Yours obediently

Ajeet Singh

Class VI / B

Roll No. 35

9. 7, Friends Colony

New Delhi

27th June, 20XX

The Commercial Officer

BSNL

New Delhi

Subject : My dead telephone no. 2715XXXX

Sir

I would like to inform you that my telephone no. 2715XXXX is lying dead for about a week. Its non-functioning has caused a great death of inconvenience in my day to day activities.

Kindly get it activated at the earliest.

Thanking you

Yours faithfully

Sushant Jaiswal

10. The Principal

Shivam Public school

Rohin, New Delhi

4th February, 20XX

Subject : Request for changing my section from B to A

Sir

Most respectfully I would like to state that I am studying in class VI-B. Since my cousin brother is studying in VI-A, I would request you to kindly change my section to A from B so that we both can study together.

I would be very grateful for this kindness of yours.

Yours obediently

Vineet Verma

Class VI-B

Roll No. 7

B. 1. 14 Sushant Lok

Gurgaon

Haryana

16th September, 20XX

Dear Smriti

Let me first congratulate you on your success in I.A.S competition. We all are proud of you.

We all hope you must be in fine spirits and good health. With lots of love

Yours lovingly

Seema

2. 13, Mahendra Park

New Delhi

14th February, 20XX

Dear Mrinal

I am shocked to receive information about your accident through your letter which was received by me yesterday. We all were sad to know about your broken leg. Now, you must be under the doctor's care. Take all your medicines regularly.

We all wish you a speedy recovery. If there is anything we can do for you, please let us know about it.

With love and best wishes

Yours lovingly

Mukesh

3. Boys' Hostel

Girdhar School

Sonipat, Haryana

21st December, 20XX

Dear father

I am fine here and wish the same for you all.

Our class is going on an educational tour to Agra in the month of January for which the entire expenses will be borne by the school authorities.

Would you please allow me to join the tour?

Please send your consent letter which has to be submitted to the class teacher.

Convey my regards to mummy.

Yours lovingly

Kunal

4. 96, Maurya Vihar

Delhi

15th June, 20XX

Dear Ramesh

We have not met ever since the holidays have begun and I am missing you a lot.

I would be happy if you could come and spend some time with us during the holidays.

I have got a videotape of 'The Lion King' which I know none of us have seen. I am sure we will have a really good time seeing it and playing in the park near my house. Mummy has promised us a Chinese lunch, whenever you come. Do write soon that you will come, or telephone, if your telephone is in order again.

I am already looking forward to being with you again.

Yours sincerely

Rohit

5. 13 D West Block

Delhi Cant Area

Delhi

13th May, 20XX

Dear Aunty

I hope you all are fine by the grace of God. I received your gift on my birthday. How did you know that I wanted skates so badly? I am sure you know some magic. I was thrilled to get such a lovely birthday present.

Thank you for your gift.

Yours lovingly

Arvind

6. 17, High Rise Appartments

New Road

Kolkata

25th July, 20XX

Dear Jatin

Hope you all are fine by the grace of God.

My birthday is on the 2nd of August, 20XX and I have arranged for a party on the occasion at my residence from 6 O'clock in the evening.

All my friends are coming. You are also invited to attend the party.

I am sure you will make the party more lively with your presence.

Your best friend

Mohit

7. Girl's Hostel

St Emanuel School

Jodhpur

Rajasthan

27th December, 20XX

Dear Mother

Hope my letter reaches you amidst good health. I shall not be coming home during the winter holidays because extra classes are being organised in the school which I do not wish to miss. Though I'm also going to miss you all a lot, but there is no choice.

Convey my regards to Papa and love to Micky.

Yours lovingly

Ruchika

8. 16 Boy's Hostel

Ratnagiri School

Bengaluru

24th May, 20XX

Dear Mummy

I received your letter yesterday and was glad to know about you all. I was much worried to know about your concern regarding my accident.

It was just a minor sprain in my left ankle. I had just slipped while playing football. The games teacher had immediately arranged for a proper treatment and now I am hale and hearty.

Convey my regards to Papa.

Yours lovingly

Ratnesh



27 Story Writing

A.

1. The Golden Touch

Once upon a time, there was a greedy king. His name was Midas. Every day he prayed to God to give him more and more wealth.

One day, God Mercury appeared before him. God said, "I am happy with your prayers and will grant any one wish you ask for." King Midas was very happy. He said, "Dear God, give me the power to turn anything that I touch into gold." God Mercury granted his wish and disappeared.

King Midas could not eat anything because the food he touched turned into gold. One day, he touched his daughter. She, too, turned into gold. All this made King Midas very unhappy.

He again prayed to God Mercury. God appeared again. He requested God Mercury to take back the boon, which God Mercury did. Now, his daughter became alive again. He could eat food.

King Midas realised that too much greed was not good. He was a happy man again.

2. Unity is Strength

Once upon a time, there was a farmer. He had three sons. The farmer was very much worried because his sons kept on quarrelling among themselves. This pained the farmer a lot.

He advised to his children not to quarrel but there was no effect on them. The farmer wanted to teach them a lesson.

One day, he fell ill. He asked his children to bring a bundle of sticks. He asked each child to break the bundle of sticks, but no one could break the bundle. Then, he gave each of them a stick to break. All of them broke the sticks easily.

Even the youngest son could break the stick.

He told his sons that none of them could break the bundle because all the sticks in it were united and tied. But when the sticks were not untied, each one of them could break it.

The children learned a lesson and never quarrelled again.

B.

1. Traffic Rules

One day, Ravi was going to school on his bicycle. He was happy to be riding on his bicycle. On the way, a truck came and hit him. He was not hurt but his cycle got trapped under the front portion of the truck.

The driver of the truck was very alert and had put the brakes on time to save Ravi. The people on the road rushed to help Ravi.

Ravi was an honest boy. He told the people that it was totally his fault. The accident took place because he had not followed the traffic rules.

2. A Journey by Train

The train was standing at the platform when Seema reached the station with the porter, carrying her luggage. Many other people were waiting on the platform.

She went straight to her berth as her seat was reserved. She paid the porter and thanked him.

The train left the station. This time Seema was going to her grandparents in Kolkata. She was comfortably seated on her berth. The ticket collector came and checked her ticket. He was a nice man. He talked to Seema for sometime and asked to call him if she needed any help.

Next morning, the train reached the Howrah station. She was glad to see her grandfather standing on the platform. They both boarded a taxi and reached their house in Kolkata.

She told the entire story of her train journey to her granny.

3. My Day in a Zoo

One Sunday morning, we all went to the zoo. My parents and my brothers and sisters all were very much excited. We reached the zoo at 10 O'clock in the morning.

We went around the zoo watching different animals. We saw the lion standing alone in his cage. The elephant was standing in a pool of water. The giraffe was in its cage all alone.

The most we enjoyed was the tricks of the monkeys. There were many monkeys in a cage. All of them were playing with each other.

Then we all sat down in the park and enjoyed the food which mother had cooked and brought with her.

The day was a memorable day. All of us enjoyed a lot.

4. Basketball Match

Basketball is a popular game in the world. Watching a basketball match is a different experience. Last Sunday our school played a basketball match against the team of Adams Public School. It was played on our school basketball court. A large number of students of both the schools witnessed the match. We all were very excited. The players were dressed very smartly. Both the teams appeared equally strong. After the toss, the referee blew the whistle and the match began. Our school basketball team played very well from the beginning. We scored three baskets before the half time. After the interval, the teams changed the sides. Adams Public School got the ball and scored an easy basket. The referee blew the whistle and the game came to an end. The exciting match ended in a draw. It was really an exciting match to watch.



28 Report Writing

1.

Fatal Accident
By Sumit

A fatal accident took place at Faridabad Railway Station at 10:30 a.m. Five friends were going to celebrate their success in the Board's examination. Four of them had boarded the train. The fifth friend, Kamleshwar was trying to board the moving train when his hand slipped and he fell down. One of his legs got crushed under the train. Crowd collected and the train was stopped. The police came and took the victim to the city hospital.
2.

Leopard Attack
By Amit

A leopard had entered the village on the outskirts of Delhi. It caused a great panic among all the people. The residents as well as the people from the forest department were trying to trap the animal. Two people had been killed and seven injured by the leopard.
3.

Science Exhibition
By Ravi

The students of XYZ Public School, Mathura Road, Delhi organised a Science Exhibition. The Chief Minister graced the occasion as the Chief Guest. A lot of models, prepared by the students, were put up for display. The visitors were full of praise for the students.
4.

Road Condition of Mayur Vihar
By Gaurav

The condition of the roads in the densely populated locality of Mayur Vihar is very bad. There are many areas where drains overflow, causing stink. People are always afraid of the outbreak of epidemic. The local authorities have visited the areas and are trying to get the roads repaired.
5.

Annual Sports Day
By Gagan

The XYZ Public School, Andheri, Dehradun, organised their Annual Sports Day in the school playground. The celebration was inaugurated by Honourable Health Minister.

The prizes were distributed to the winners by the Principal of the school.
6.

Republic Day Celebration
By Himani

The students of Shivam Public School, Delhi, celebrated the Republic Day in the School campus. The National Flag was hoisted by the Principal. A colourful cultural programme was staged by the students. Sweets and fruits were distributed among the students.
7. Do it yourself.
8. Do it yourself.
9. Do it yourself.
10. Do it yourself.