

दिनांक :

समय :

संबोधन

विषय (जिस विषय हेतु सन्देश दे रहे हैं).....

अपना नाम

(2) अनौपचारिक संदेश लेखन का प्रारूप
संदेश

दिनांक :

समय :

विषय (जिस विषय हेतु सन्देश दे रहे हैं , वो लिखें)

और अपना नाम

संदेश लेखन के कुछ उदाहरण

अनौपचारिक संदेश व औपचारिक संदेश लेखन के कुछ उदाहरण

उदाहरण - 1

स्वतंत्रता दिवस के शुभ अवसर पर देशवासियों के लिए एक संदेश लिखें।

स्वतंत्रता दिवस पर शुभकामना संदेश



दिनांक 15 अगस्त 2020

समय 6:00 a.m.

समस्त देशवासियों को स्वतंत्रता दिवस की हार्दिक शुभकामनाएं।

आइए स्वतंत्रता दिवस के शुभ अवसर पर हम सब मिलकर अपने देश को बहुमुखी विकास के मार्ग पर अग्रसर करने का ठह संकल्प लेते हैं।

मुख्यमंत्री

किसी एक विषय पर अनुच्छेद (80 से 100 शब्दों में) अपनी उत्तरपुस्तिका में लिखिए।

(i) वृक्ष हमारे मित्र (ii) स्वतंत्रता दिवस

अनौपचारिक पत्र- वाद-विवाद प्रतियोगिता में प्रथम आने पर मित्र को बधाई पत्र लिखें ।

(i) संकेत के आधार पर कहानी लेखन

कहानियाँ सुनना और पढ़ना सबको अच्छा लगता है । बच्चे बड़े लोगों से कहानी सुनने के लिए हमेशा आतुर रहते हैं । कहानी सुनने के साथ-साथ कहानी लिखने में भी उन्हें आनंद आता है । कहानी लेखन से बच्चे की कल्पनाशक्ति और सृजनात्मक प्रतिभा का विकास होता है । बच्चे अपनी संवेदना और कल्पनाशक्ति के सहारे बहुत अच्छी कहानी का सृजन कर सकते हैं।

संकेत (आलसी लड़का,पैसों से भरा एक थैला ,बिना प्रयास के ही इतने सारे पैसे,व्यर्थ खर्च,कार्य करने की कोई आवश्यकता ही नहीं ,कद्र और उपयोगिता)

मेहनत की कमाई

सोन् एक आलसी लड़का था । वह अपना समय यूँ ही आवारागर्दी करने में व्यतीत करता था ।इस कारण वह हमेशा कार्य करने से जी चुराता था । एक दिन उसे पैसों से भरा थैला मिला ।वह अपने भाग्य पर बहुत खुश हुआ ।वह यह सोच-सोचकर खुश हों रहा था कि उसे इतने सारे पैसे मिल गए ।सोन् ने कुछ पैसों से मिठाई खरीदी ,कुछ पैसों से कपड़े व अन्य सामान खरीदा ।इस प्रकार उसने पैसों को व्यर्थ खर्च करना प्रारंभ कर दिया ।तब उसकी माँ बोली ,”बेटा पैसा यूँ बर्बाद न करो । इस पैसे का उपयोग किसी व्यवसाय को शुरू करने में करो ।”सोन् बोला माँ मेरे पास बहुत पैसा है ।इसलिए मुझे कोई कार्य करने की आवश्यकता ही नहीं है ।” धीरे-धीरे सोन् ने सारा पैसा खर्च कर दिया । अब उसके पास एक फूटी कौड़ी भी नहीं थी । इस तरह वह एक बार फिर अपनी स्थिति में आ गया ।सोन् को एहसास हुआ कि यदि उसने वह धन परिश्रम से कमाया हुआ होता तो उसने अवश्य उसकी कद्र और उपयोगिता समझी होती ।

ENGLISH

Topic:

Literature

- **Adrift! A Little Boat Adrift! by Emily Dickinson**
- **When I Was Twelve by RK Laxman**

Language

- **Articles**
- **Verbs**
- **Past Tense**
- **Future Tense**
- **Active And Passive Voice**
- **Letter Writing**

LITERATURE

ADRIFT! A LITTLE BOAT ADRIFT! (POEM)

About Author- Emily Dickinson (1830-1886) is one of America's most important poets. She lived a solitary life away from much social interaction and yet wrote poetry of great power. Her poems are mainly lyrics dealing with life and its many shades as well as death and immortality.

Summary

In the poem, 'Adrift! A Little Boat Adrift!' two competing versions of what happens to the little boat – Sailors said that the little boat sank at dusk. While angels said that the little boat fixed itself and 'shot' on exultantly. The tension in the poem comes from the beginning where we see the little boat adrift with night coming and no help in sight. We read this to mean a soul floundering with death at hand. Other citizens of the sea only see a sad death, sadder when we think of the soul gurgling 'down and down' as opposed to ascending to heaven. But! Even though the soul was tired and had even been defeated by the storms of life, it managed to right itself at the end and go on, we assume, to heaven. Dawn is the arising of the sun, life and birth; whereas dusk is nightfall or death. The figure of speech symbolism has been well executed by Dickinson in these lines. The poet wants the reader to understand that people view different circumstances in their own different perspectives. Some may view circumstances negatively while some positively.

Synonyms:

- a. strife- struggle
- b. gales- extremely strong wind
- c. retrimmed- adjusted again
- d. exultant- showing great pride or happiness

Antonyms:

- a. adrift x purposeful
- b. dusk x dawn
- c. yesterday x today
- d. deck x simplify/ disfigure
- e. guide x trail

Make sentences:

- a. adrift –
- b. exultant –
- c. gale –
- d. dawn –
- e. overspend –

Reference to the Context:

I. Adrift! A Little Boat Adrift! And night is coming down!

- a. What is the figure of speech used in the above lines?
- b. What do you understand by the clause 'night is coming down'?
- c. Write the two synonyms for adrift?

II. One little boat gave up its strife, And gurgled down and down.

- a. Write the poem and poet's name of the above line.
- b. What type of strife boat is going through?
- c. In the above lines 'gurgled down and down'. What does the word 'down' symbolize?

Answers:

- I.
 - a. The figure of speech used in the above lines is imagery.
 - b. The little boat adrift with night coming and no help is in sight or without any guidance.
 - c. The two synonyms for adrift are afloat, unanchored.

II.

- a. The name of the poem is Adrift! A Little Boat Adrift! The poet's is Emily Dickinson.
- b. The boat was struggling through gales.
- c. The word down shares a quality with the word drown. This phrase depicts how boat was drowning due to strong wind.

Answer the following questions:

1. Explain the analogy used behind the word dawn and dusk used in the poem.
2. What are the imagery used in the poem are related to our real life? Name them.
3. What does the poet tried to say in the poem?
4. How do you think that will-power and determination can save one from disasters?
5. Would you say this poem is an allegory? Give reasons.

Answers:

1. The dawn is compared with one's life for being alive while the dusk is compared to death and dying.
2. The imagery drawn out from the poem are – the sea of life, the little boat of the soul, the storms of life, the need to adjust the sails.
3. 'Adrift! A Little Boat Adrift! ,' is written by Emily Dickinson. This poem is about the little boat which sank at night with no external help. The poor souls inside it faced death. Here poet shows her point of view in two contexts. From the first point of view, it says that the boat sank with no help to the poor souls. While the angles say that boat found peace in the water. The souls tried and in the end hopefully, they managed to go to heaven.
4. To attain goal strong determination is required and this intensity of determination can be increased by will-power. Will-power ultimately helps in triggering motivation. If we want to achieve goals in our life for that we need to have positive thoughts and finally this optimistic nature will save one from disasters.
5. Yes, this poem is an allegory because it contradicts two different contrasting views of the soul. Humans, the 'Sailors' who share our 'voyage' through physical life, see only the demise of the body and the death/loss of human being at the end of his/her life, the dusk. The angel see the liberation of the soul, the dawn of a new stage of life, and the continuation of the being on the seas of a different plane.

CHAPTER – When I Was Twelve (PROSE)

About the writer: RK Laxman (1924 – 2015) was one of modern India's most important political cartoonists. From 1951 till his death, his pithy, satirical attacks on the trials and tribulations of ordinary Indians, based in his character, The Common Man, appeared in the Times of India. His skills as a humorist were also evident in the few novels and many short prose sketches that he wrote over his career. He was a recipient of the Ramon Magsaysay Award and the Padma Bhushan.

Word Meanings:

- i. formidable – extremely impressive in strength or excellence, fearsome
- ii. caricature – a funny drawing of someone that makes her or him look silly
- iii. bristling – containing short, stiff, spiky hair
- iv. subconsciously – unintentionally
- v. porch – an entrance covered by a roof
- vi. compulsive – behaviour that is very difficult to stop or control
- vii. woo – persuade, seek someone's favor

Antonyms:

- i. excellent x poor
- ii. relax x anxious
- iii. scolded x complemented
- iv. proud x ashamed

Answer these questions with reference to the context:

1. It was the most elegant school and not the kind of Municipal schools we have today.

a) Which school is the most elegant?

Ans. The Kannada Municipal School where Laxman went was the most elegant school.

b) Who went to this school?

Ans. RK Laxman, India's most famous political cartoonist went to this school.

c) What does the speaker think about present day municipal schools?

Ans. The speaker feels that present day municipal schools are not up to the mark.

2. So we mumbled and he twisted our ears and shouted.

a) What did they mumble?

Ans. They mumbled the answers while speaking.

b) Who is the 'he' referred to here?

Ans. 'He' is the Arithmetic teacher.

c) Why did he twist their ears?

Ans. He twisted their ears because they could not answer his questions and in addition, kept mumbling.

3. A man with bristling moustache, teeth and all that developed as the questions went on.

a) Who was this man?

Ans. That man was the Arithmetic teacher.

b) What does 'all that developed' refer to?

Ans. 'All that developed' refers to the caricature that Laxman was drawing.

c) What is the significance of 'as the questions went on'?

Ans. 'As the questions went on' refers to the fact that Laxman had become quite obvious to the fact that he might get caught caricaturing his teacher.

Answer these questions in brief:

1. Who do you think are referred to as 'we' at the beginning of the extract by the author?

Ans. 'We' probably refer to the author's contemporaries.

2. How did Laxman relate things and creatures to personality?

Ans. Laxman felt that a personality gets rubbed off onto in-animated objects. By figuring that out, he was able to relate things and creatures to personalities.

3. Why did Laxman think that his school was better?

Ans. Laxman thought his school was good because of the quality of the teachers and the fact that even the Maharaja of Mysore took an interest in it.

4. How did the teacher react to Laxman's caricature?

Ans. The teacher was not happy about Laxman's caricature at all. Laxman had his ear boxed and got some further punishment as well.

5. Why did the caricature amuse everyone but not the cook?

Ans. Not everyone is sporting enough to see the humor in one's own caricature and the cook certainly was one such person.

6. How did the cook react to his caricature?

Ans. The cook refused to cook for the wedding.

Answer these questions:

1. Do you think Laxman and his classmates were really weak in Arithmetic? Give reasons.

Ans. Laxman and his classmates were weak in Arithmetic and they performed even worse because they were so scared of their teacher. We can say it with a surety because Laxman and his friends were afraid that they would be punished even if they got the answer correct.

2. How did Laxman's fear of his teacher get reflected in his caricature?

Ans. Laxman's fear of the teacher was evident to the fact that his caricature also took the shape of a scary tiger.

3. What did he mean when he said, "I got nothing out of the $2 + 4 - 1$ "?

Ans. Laxman implies that Arithmetic was not his strong suit and it was not that helped him lead his life later on.

4. How does a cartoonist rub people on the wrong side?

Ans. A cartoonist work is of great fun, until we ourselves become the subject of his or her caricatures. When that happens, the subject inevitably gets rubbed the wrong way.

5. How did Laxman's family make the cook feel important?

Ans. It was like, the people who never stood up for anyone also stood up when the cook arrived. Everyone hung upon the cook's words. They flattered him by telling him that it was he who knew best of what was needed. Then, overcoming nerves, they even offered him coffee.

6. Why was Laxman not scolded for making a caricature of the cook?

Ans. Laxman's family was the enlightened one and always supported his unique skills. They neither encouraged nor discouraged him, but allowed him to pursue his talents and when he made progress, took great pride in him.

7. How did Laxman's family support him in becoming a cartoonist?

Ans. As an enlightened family, Laxman's parents neither encouraged him nor discouraged him. They allowed him to work at his talents. They left him with a piece of chalk at the age of three and then a pencil at the age of six or seven and then color pencils and paint boxes. And as he progressed from class to class, they always showed pride in his achievements.

8. What does RK Laxman think about the art of caricaturing?

Ans. For Laxman, the secret of caricaturing is in finding extensions of people's personalities in other creatures or objects. In addition, he also realizes that a caricaturist should make peace with rubbing people the wrong way all the time.

Think and answer:

1. Can humor be good or bad? Justify your answer in your own words considering your real life experiences.

2. What is the importance of cartoonist and comedians in a society? Discuss with your family and friends.

CREATIVE CORNER:

Heading: CORONATOON

Activity: Draw a caricature based on the theme of COVID –19 out-break in your English notebook with a social message depicting its impact on society and world economy.

LANGUAGE ARTICLES

Introduction: A, an and the are articles and they are used with nouns. They are used to point out things, people, animals and places.

Articles are of two types:

a) Indefinite Articles b) Definite Article

A and an are indefinite articles because they do not point at any particular person or thing.

'The' is the definite article which indicates a particular object, thing or person.

NOTE:

- Read and understand the articles, its kinds and the rules from the book.
- Solve exercise A, B, C, D and E in the text book.

Write the following in your notebook.

Q.1. Fill in the blanks with appropriate articles.

- a. She is _____ doctor.
- b. Rita is _____ honest girl.
- c. _____ University of Calcutta is holding _____ seminar today.
- d. He is _____ MBA from IIM Ahmedabad.
- e. My grandfather presents me _____ brand new car on my birthday.
- f. Shiva lives in _____ big bungalow in Delhi.
- g. It is _____ interesting topic for today's discussion.
- h. Eating _____ plate of salad before lunch is her habit.
- i. Give me _____ pencil and _____ pen.
- j. Don't make _____ noise.
- k. I will not come for _____ lunch today.
- l. They started their meeting late in _____ night.
- m. Where did you buy _____ painting?
- n. January is _____ first month of _____ year.

Q.2. Underline the articles in the following sentences.

- a. He will announce the winner of the game.
- b. Copper is a useful metal.
- c. We went to the science lab today.
- d. The poor are often happier than the rich.
- e. I eat an apple every morning.

Q.3. Insert articles where necessary. One has been done for you:

- a. No, I have not seen him since he was child.
- b. How blue sky looks! _____
- c. I got a kilo of sugar from nearest grocer. _____
- d. The poor woman does not have rupee. _____
- e. The doctor says it is hopeless case. _____
- f. Set back clock; it is hour too fast. _____

NOTE: Solve exercise A, B, C, D and E in the text book.

VERBS

A Verb is a word that is used to denote an action, the condition of the subject or what is possessed by the subject. No sentence can be formed without a verb. A verb may consist of one word or more than one word.

Example: (a) Zoha studied in the night.

(b) She is a hard -working girl.

OBJECT OF A VERB:

If we ask what or whom after a verb, the answer we get is the object of a verb, as shown in the following examples: **Example:** (a) Neha kept the money carefully, (kept what? indicates the money)

KINDS OF VERBS

- TRANSITIVE
- INTRANSITIVE
- INCOMPLETE

A verb that requires an object to complete its meaning is called a **TRANSITIVE VERB**. Example: The little boy is flying a kite.

A verb that does not require an object to complete its meaning but makes good sense by itself is called an **INTRANSITIVE VERB**. Example: The dog barked.

Transitive and intransitive verbs which need the help of some word or words to complete the sense of the sentence are called verbs of **INCOMPLETE PREDICTION**. Example: The dancers performed enthusiastically.

A word or a group of words that completes the complete the sense of a sentence is called the complement of a verb. Example: Nina is a friendly girl.

MAIN AND AUXILIARY VERB

Verbs which are formed by adding an ending to words (example: dance + d-danced, work + ing - working) or we change them to form other forms (example: awake-awoke, begin-began) are called **MAIN VERB**.

It is the base form of the verb or the principle verb. Example: cry- cried dive-dived **AUXILIARY VERB OR HELPING VERBS** are forms of verbs like be and have. The verb be can be used as is, am, are, was and were. Helping verbs are used to form tenses, questions, negative sentences or to show the manner of actions expressed by the principal verb. Example: She has danced gracefully. He is playing outside.

NOTE-

Exercise- A, B, C, E and G to be done in the textbook.

Exercise- D, F and H to be done in the notebook.

PAST TENSE

It expresses action in the past time.

The four forms of past tense are:

1. Simple Past Tense
2. Past Continuous Tense
3. Past Perfect Tense
4. Past Perfect Continuous Tense

NOTE:

There are three important forms of some verbs (Present, Past and Past Participle). In different tenses we use different forms of verbs.

The verb 'be' is used in various forms - is, am, are, was, were, will be and shall be.

I. Put in am/is/are (present) or was/were (past):

1. Last year she _____ 10, so she _____ 11 now.
2. I _____ hungry. Can I have something to eat?
3. 'Where _____ the children?' 'I don't know. They _____ in the garden ten minutes ago'.
4. Today the weather _____ nice, but yesterday it _____ very cold.
5. I feel fine this morning but I _____ tired last night.

II. Use the correct form of the verb:

1. We _____ (watch) the cricket match, when we met Vimal.
2. I _____ (wait) outside the theatre when I saw Om.
3. When Vijay arrived, Soma _____ (study).
4. When he saw Ramesh in the library, he _____ (return) his books.
5. When I saw them at midnight, they _____ (try) to find a taxi.

III. Fill in the blanks with suitable verb:

1. You had been _____ till now since morning. (slept, sleeping, sleep)
2. She _____ sun-bath for a month. (have been taking, had taken, had been taking)
3. I _____ this car for four years. (have driven, had driven, had been driving)
4. The players had been _____ for three hours. (running, ran, run)

IV. Write the three forms of the following verbs:

come, eat, sit, drink, fall, stand, go, do, send, take, write, put, choose, give, shake

FUTURE TENSE

It expresses actions which are likely to occur in future.

The four forms of future tense are:

1. Simple Future Tense
2. Future Continuous Tense
3. Future Perfect Tense
4. Future Perfect Continuous Tense

Fill in the correct future tense:

1. They (drive) to New York tomorrow morning.
2. I hope the weather (be) nice.
3. I offered him this job. I think he (take) it.
4. I promise I (not tell) your secret to anyone.
5. Take your umbrella with you. It (rain).
6. They (play) cards this evening.
7. I (go) to the cinema tomorrow.
8. They (fly) to Seattle next summer holidays.
9. I (invite) 50 people to the party, and I hope everyone (come).
10. That exercise looks difficult. I (help) you.
11. he (go) to the football match?
12. Are you sure they (win) the match?
13. She probably (stay) till Thursday.
14. He (not leave) tomorrow.
15. We think he (come) home late in the night.

ACTIVE AND PASSIVE VOICE

Introduction- Voice is that form of the verb which indicates whether the subject is the doer of the action or something is being done to it.

Active Voice- When the subject of a sentence does an action we say that the sentence is in the active voice.

Example- He will finish the work in a fortnight. Structural formula for active voice- Subject + Verb + Object.

Passive Voice- When the subject is not the doer of an action but something is done to it, the sentence is said to be in the passive voice.

Example- The work will be finished by him in a fortnight.

I. Rewrite the following changing the active sentences to passive and vice-versa—

1. She accepted their invitation with pleasure.
2. The car has been fixed by the mechanic.
3. They are painting the walls.
4. The readers like the latest book of the writer.
5. A girl from Chennai won the first prize.
6. The child impressed everyone with his polite manners.
7. The guests enjoyed the party.
8. We have shipped your order.
9. The girl recited the poem beautifully.
10. He has been invited to their party.

II. Fill in the blanks with the passive form of the verbs in simple present tense, present continuous tense, present perfect tense:

1. The library list _____. (update)
2. His trip by a well-known company. (sponsor)
3. The guests _____ warmly by the organizers. (receive)
4. The fruits _____ (pluck)
5. Yoga classes _____ by an expert. (conduct)

III. Fill in the blanks with the passive form of verbs in the simple past, past continuous tense, past perfect tense, simple future tense and future perfect tense:

1. Admission form _____ by Ravi by the next week. (fill)
2. _____ he _____ by her? (guide)
3. We thought the plan _____. (drop)
4. Food packets _____ among the flood victims. (distribute)
5. The play _____ at the Kamani auditorium. (present)

LETTER WRITING

Before the advent of modern technology made communication so easy, the art of writing a letter was considered an important requirement. Even today a letter is an important means of communication in both the workplace as well as our personal lives. So let us educate ourselves with the nuances of letter writing. Letter writing is broadly divided into two categories based on their contents, formalities and purpose of the letter.

Two types of letter

- **Informal letter**
- **Formal letter**

INFORMAL LETTER

These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or a written conversation. These are generally written to friends, acquaintances, relatives, etc. E.g.:-

Imagine that you stay in a boarding school. Write a letter to your father informing him about the date when your summer break will start.

Jerkins School, 25 Station Road
New Town, Jalpaiguri
West Bengal

4 May 2020

Dear father

Hope you and mother are keeping well. I am fine, Though a little busy with the Science project. We need to submit it before the school closes for the summer break.

You would be happy to know that my school will be closed for the summer vacation from the 15th May to 30th June. Hence, you can come and take me home on 14th May afternoon, after my school gets over.

I am really excited at the thought that within a fortnight, I would be there midst you both. I have already made plans for the vacation and I would tell you all the details, once I meet you. Tell mother the good news and give her my love. I am looking forward to meeting you.

Thanking you

Yours lovingly

Ishan

Home Assignment - Write a letter to your friend telling him how you are spending your Lockdown days. (Write this letter in your fair notebook as homework)

FORMAL LETTER

These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities fall into this given category. E.g.:-

Write a letter of apology to the Principal of your school as you have not adhered to the rules of the uniform of the school.

The Principal
DAV Public School
Pitampura, New Delhi

26 May 2020

Subject: Apology letter for not adhering to the rules of the schools.

Respected Ma'am/Sir

I would like to sincerely apologize for breaking the code of conduct of the school. I know I should not have worn improper uniform school and should have maintained its decorum by wearing only what is allowed. I apologize for disappointing my teachers.

I would like to explain you the reason for my improper uniform and hope that you will understand my situation. Due to some unavoidable situation my mother was not present at home and by mistake she took the keys of my room along with her. So I was compelled to attend the school in P.T uniform.

I promise I will never do it again so that the discipline of our esteemed school is maintained. I would accept any action taken against me as a punishment. I request you to spare me this time and will be highly obliged to you for this.

	<p>Thanking you</p> <p>Yours obediently (your name)</p> <p>Home Assignment - Write an application to the class teacher requesting you to exempt you from attending the games period since you are unwell. (Write this letter in your fair notebook as homework)</p>
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<p>SOCIAL STUDIES</p>	<p style="text-align: center;">Ch -3:GOVERNMENT</p> <ul style="list-style-type: none"> ● I. Read the chapter and underline the difficult words in the textbook ● . II. Quick revision 1 and 2 to be done in the textbook. ● III. Write down the key words in the notebook after writing the title of the chapter and date. ● IV. Do the exercises in the notebook: ● 1. Tick the correct options. ● 2. Fill in the blanks ● . 3. Write true and false ● .V..WRITE SHORT ANSWER TYPE QUESTIONS: ● What is a government? ● Ans. A government comprise of a group of people who manage the country and look after our welfare. It frames policies and exercises control at various levels ● . 2. What is the main role of the Judiciary? ● Ans.The main role of the judiciary is to protect the rights of the people and ensures that the government works according to the constitution. ● What do you understand by Universal Adult Franchise? ● Ans.According to Universal Adult Franchise all the citizens of India above the age of 18 years can cast their vote to elect the candidate of their choice.
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- 4. Which body is responsible for managing the affairs at national level?
- Ans. The Central government manages the affairs of the country at the national level.
- 5. What power does a government have?
- Ans. A government has the power to settle disputes, to administer the land, to make laws and enforce them as well as, whenever necessary so as to protect the interest of citizens.
- 6. Differentiate between direct and representative democracy.
- Ans. In direct democracy, people directly make laws and policies by which they are governed. It is suitable for a country with small population. In representative democracy, elected representatives form the government. In this type of government the leaders chosen form a body called the legislature. It is followed by highly populated countries like India.
- **LONG ANSWER QUESTIONS:**
- What are the functions of a government?
- Ans. The government has many functions to perform. They are: *It maintains law and order. *It deals with criminal and civil cases and solves its disputes through courts. *It works to maintain peaceful relations with neighboring countries. *It protects our international borders with the help of armed forces. *It organizes search and rescue operations relief work, rehabilitations and provides help by giving food, shelter and health care services during natural calamities.
- What are the three organs of the government of India? Explain their functions. Ans. There are three organs of the government, they are: 1. Legislature – It is the law making body of the government. It includes the Union Parliament, which is made up of the Lok Sabha and the Rajya Sabha. The members of the parliament together make the laws of the country. 2. Executive – It is the second organ of the government that puts into effect the laws made by the legislature. 3. Judiciary – It is the third organ of the government. It is the guardian of the constitution and ensures the government abides by the rules laid down in the constitution.
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- 3. What are the different types of government? Explain along with examples.
- Ans. Different countries have adopted different types of government. Three most common types of government are Monarchy, Dictatorship and democracy: Monarchy – It is the oldest form of government. In Monarchy, a country is ruled by a monarch or a single ruler, it could be a king or a queen. In this form of government power is hereditary. eg. Britain. Dictatorship – In dictatorship, one individual or a small group of people assume control of a country. Such power is obtained by force. People who challenge the dictator are often punished. eg. Dictatorship of Adolf Hitler. Democracy – It is most popular type of government. It is based on freedom and equality. The power lies with the common people who cast their vote to elect their representatives. eg. India.
- 4. Explain different forms of representative democracy.
- Ans. There are two types of representative democracy, Parliamentary form and Presidential form. Parliamentary form of government – There are two heads of state in the parliamentary form of government. The first is the Prime Minister who is directly elected

by the voters and is also the leader of the majority party. The other is the President who is indirectly elected. In parliamentary form of government, real power lies with the parliament. The Prime minister and his Council of Ministers are the defacto head of the government. The President is the formal head of the state. This form of government is followed in India, Australia, and Germany etc. Presidential form of government – In this form of a government legislature and Executive are separate. The President is chosen independently through presidential elections like in USA. The President is the actual head of the state and enjoys all the powers. The president is the policy maker and legislature is the law maker. Eg. USA.

Geography ch-3:- Motions of the Earth

I. Quick Revision 1:- Only Answers 1. Rotation causes Ocean tides.

2. Geoid

3. The movement of the Earth on its axis is called rotation. Rotation causes day and night. The earth gets its Geoid shape because of rotation. Ocean tides also caused due to rotation. The movement of the Earth around the Sun is called revolution. Revolution causes variation in the length of day and night. Change of season also.

4. True 5. Day and night Quick revision

II.:- Only Answers 1. 30 kilometers per second 2. When the earth is at the maximum distance from the sun it is called Aphelion. 3. Inclination, revolution 4. False 5. Summer solstice Tick the correct:- 1. Dusk 2. 365 days 3. Rotation 4. 21st June. 5. Winter solstice

III. Fill in the blanks:- 1. $23\frac{1}{2}$ 2. Revolution 3. 22nd December 4. Equator 5. Equinox

IV. True and false 1.. True 2. True 3. False 4. False 5. True

V. Short answer questions:-

1. Movement of earth around the Sun is called Revolution.

2. The line that separates the lighted part from the darker part is called the circle of illumination.

3. Season caused due to the revolution of the Earth and by the inclination of the Earth on its axis.

4. The places near equator do not experience seasonal changes and remain hot throughout the year.

5. Perihelion:-Earth is at minimum distance from the Sun. It happens on 4th of January every year. Aphelion:- Earth is at maximum distance from the Sun. It happens on 4th of July every year.

Long answer questions

1. It will be disastrous if the earth stops its rotation. The side of the earth facing the sun will always experience day while the other side will always remain dark. Furthermore, the lighted side it will become extremely hot and the darker side will become freezing cold. In such extreme conditions life form with not be able to survive.

2. The movement of the Earth on its axis is called rotation. Effects of rotation:-Rotation causes day and night. The earth gets its geoid shape because of rotation. It bulges out at the equator as it spins faster there. The ocean tides are also caused due to the rotation of the Earth.

3. During this time the South pole is inclined towards the sun and the sun rays fall vertically over the Tropic of Capricorn. So, the greater part of the southern hemisphere receives direct rays of the sun. The northern hemisphere receives less sun rays which results winter season. The reverse happens in Southern hemisphere as a large part of it received light. On 22nd December the sun reaches its lowest and the southernmost point this is known as winter solstice.

4. The year is called leap year. Earth completes one Revolution around the sun in 365 days and 6 hours. For convenience we take 365 days to make one year and 6 hours are ignored. However,

after 4 years, the 6 hours added up to become 24 hours, i.e., one day. This one day is added to the month of February, as February has 28 days so it is easy to add one day in this month. Now February has 29 days and the year gets 366 days which is called leap year. 5. The revolution of the Earth around the Sun results in variation in the length of day and night and changes of seasons. Revolution and inclination of the Earth's axis causes unequal length of days and night the number of daylight hours is different, in different latitudes. The change of season also caused by the inclination of the Earth on its axis and its Revolution around the sun with the change in season there is also a change in temperature and the duration of days and night The four seasons are spring, summer, autumn and winter.

Shortcut keys:-

1. Ctrl+N : To open a new document
2. Ctrl+O : To open a document
3. Ctrl+W : To close a document
4. Ctrl+S : To save a document
5. Ctrl+F : To find a text
6. Ctrl+H : To replace text
7. Ctrl+G : Go to a page
8. Ctrl+Z : Undo last action
9. Ctrl+Y : Redo last action
10. Ctrl+P : Print a document
11. Ctrl+X : Cut selected text
12. Ctrl+C : Copy selected text
13. Ctrl+V : Paste text
14. Ctrl+A : Select entire document
15. Alt+F4 : Close application
16. Ctrl+I : Make a text Italic
17. Ctrl+B : Make a text Bold
18. Ctrl+U : Underline a text
19. F12 : To open the Save as dialog box
20. ESC or C : To cancel Print or Layout Preview

COMPUTER

Presentations in PowerPoint 2013 - APPLICATION BASED QUESTIONS:

- a. Name all objects that are on the slide given below:
Ans. Video, SmartArt, Shape, Audio, Image
- b. i. What is the significance of the numbers that appear next to each object?
Ans. The numbers show the sequence in which the animations will run in the slide.
- ii. The first object has two numbers. What does it mean?
Ans. It means it has two animations added to the same object.
- iii. Which symbol appears next to slide in Slide Navigation pane after you add an animation effect?
Ans. A star symbol appears next to the slide indicating that an animation has been applied to the slide.
- iv. What are the three ways to start an animation?
Ans. On click – To start the animation after the mouse button is clicked.
With Previous – To start the animation at the same time as previous one.
After Previous – To start the animation immediately after the previous one.
- c. i. Ans.
 - To play the audio after 20 seconds, Mannan should click on the PLAYBACK tab under AUDIO TOOLS.
 - Then he should go to the Start option in the Audio Options group and select On Click option. This will allow him to play the audio according to his time.

ii. To hide the audio icon during the slideshow, he should select Hide During Show option in the Audio Options group.

18. JEWELLERY TRADITIONS OF INDIA

1. Bangles and bracelets of various types were worn in the North such as Chri, Naugari , Kangan. It could be hollow, solid or filled with lac.

Ans. **Kada**

2. A nose ring from Maharashtra. This is made up of alloy with gold plated and simulated pearls.

Ans. **Nathh**

3. An adornment for the feet and is generally made of silver.

Ans. **Payal**

4. This is a traditional head piece worn most often at weddings, traditionally by the hindu bride. It consists of a metallic string, with an attractive pendant attached at one end.

Ans. **Maangtika**

5. These are traditional armllets worn on the upper arm. They often have to be secured in place with a gold string.

Ans. **Bajubandh**

19. WOMEN OF CORPORATE INDIA

1. She was the Chairperson of IBM India.

Ans. **Vanitha Narayanan**

2. She was the first women Managing Director and CEO of the National Stock Exchange.

Ans. **Chitra Ramakrishna**

3. She is a renowned lawyer and a managing partner of one of India best law firms AZB & Partner.

Ans. **Zia Mody**

4. This eminent banker won acclaim and renown as the Chairperson of the State Bank of India (SBI).

Ans. **Arundhati Bhattacharya**

5. She was the Managing Director of Britannia Industries, an Indian corporation manufacturing food products.

Ans. **Vinita Bali**

6. She was the country head of HSBC India and was also the first woman President of FICCI.

Ans. **Naina Lal Kidwai**

20. HEROES AND THEIR FOES

1. Get busy living, or get busy dying.

Ans. **Tim Robbins, The Shawshank Redemption**

2. I'll be back.

Ans. **Arnold Schwarzenegger, The Terminator**

3. Frankly my dear, I don't give a damn.

Ans. **Clark Gable, Gone with the wind**

4. You're exactly as big I let you be.

Ans. **Albert Finney, Miller Crossing**

5. They may take our lives, but they'll never take our freedom.

Ans. **Mel Gibson, Brave heart**

6. What we do in life... echoes in eternity.

Ans. **Russell Crowe, Gladiator**

21. INDIAN MUSIC

1. India classical music has two parts. The music that is developed in the South Indian states Known as

Ans. **Carnatic**

2. The culture diversity of Indian can best be felt through the aspect of its regional music which

G.K

is known as

Ans. **Folk music**

3. The poetry turning into song. It has turned out to be a popular form of music in India and Pakistan.

Ans. **Ghazal**

4. The most popular Indian music forms is the Filmi music and is known as

Ans. **Indian film music**

पुनरावृत्ति

वाक्यों को अनुवाद करें --

- 1) एतत् दुग्धम् । (यह दूध है)
- 2) तत् द्वारम् अस्ति । (वह दरवाजा है)
- 3) एतत् जलम् निर्मलम् अस्ति । (यह पानी निर्मल है)
- 4) श्वेतौ हंसौ भ्रमतः । (दो सफ़ेद हंस घूम रहे हैं)
- 5) श्यामा कोकिला गायति । (काली कोयल गा रही है)
- 6) ते आम्रले । (वे दो अमरूद हैं)
- 7) ताः छात्राः उत्तमा सन्ति । (वे छात्राएँ उत्तम हैं)

संस्कृत में अनुवाद करें --

- 1) वह दुष्ट आदमी है । (सः दुष्टः नरः अस्ति)
- 2) यह विशाल भवन है । (एतत् विशालम् भवनम् अस्ति)
- 3) ये दो कमल हैं । (एते कमले स्तः)
- 4) वे कई गेंदे हैं । (तानि कन्दुकानि सन्ति)
- 5) ये अमरूद हैं । (इमानि आम्रलानि सन्ति)
- 6) पानी गिरता है । (जलम् पतति)
- 7) दो कमल खेलते हैं । (कमले विकसतः)

वाक्य बनाए --

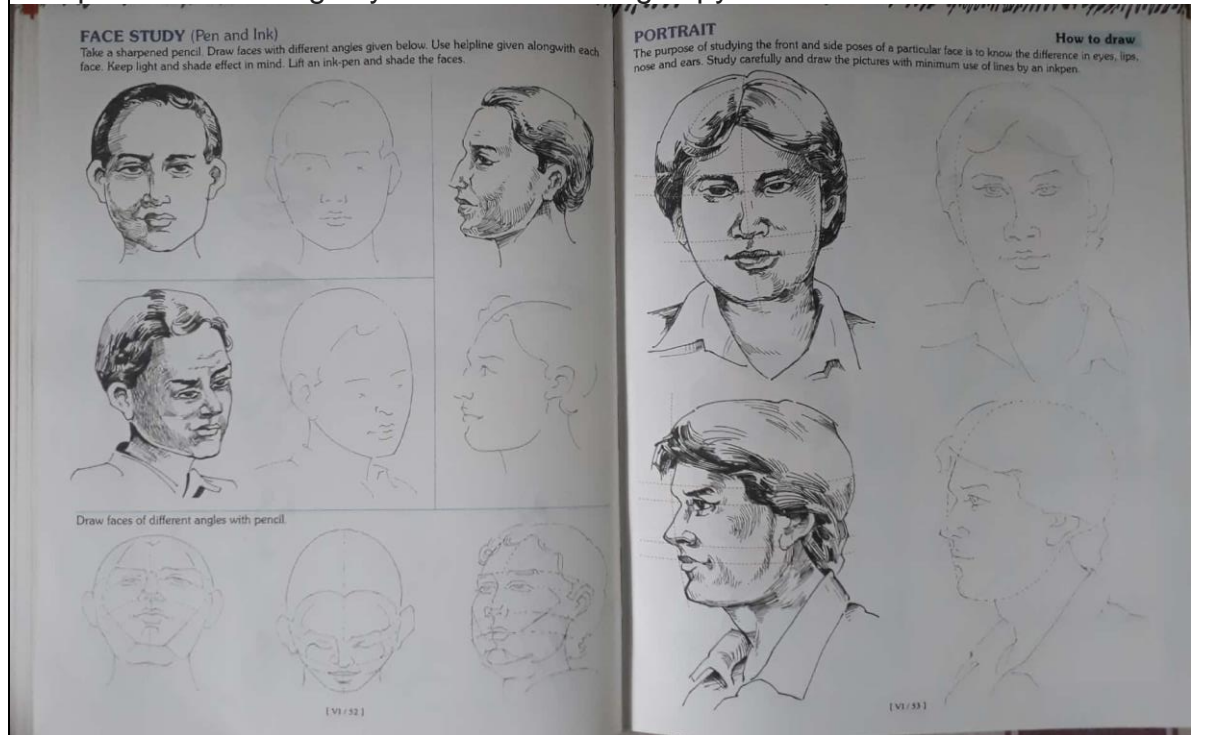
- 1) शीतलम् – सा शीतलं जलं पीबति ।
- 2) मधुरम् – एषः मधुरम् फलम् खादति ।
- 3) सुन्दरौ – सुन्दरौ मयूरौ नृत्यतः ।

SANSKRIT

Topic- human figure and face

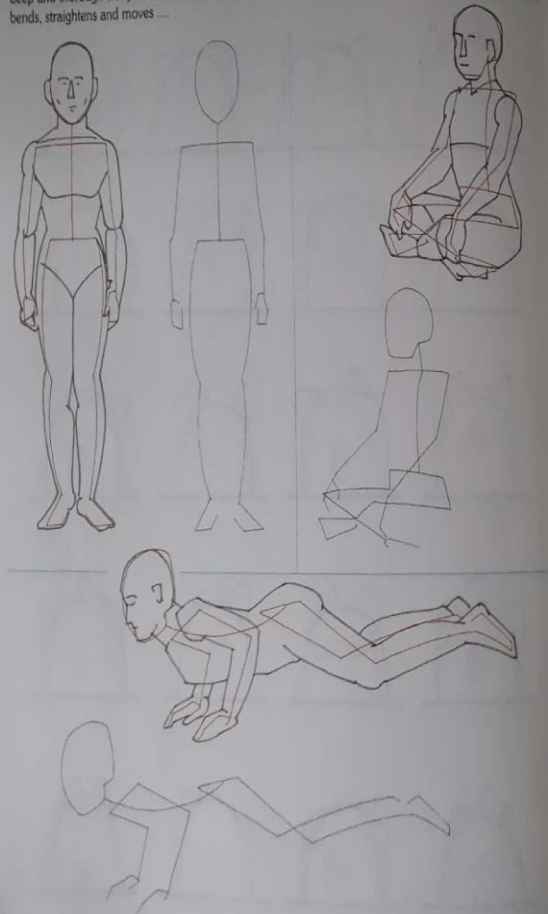
Complete this drawing in your school drawing copy.

DRAWING



FIGURES (Blocks and Lines)

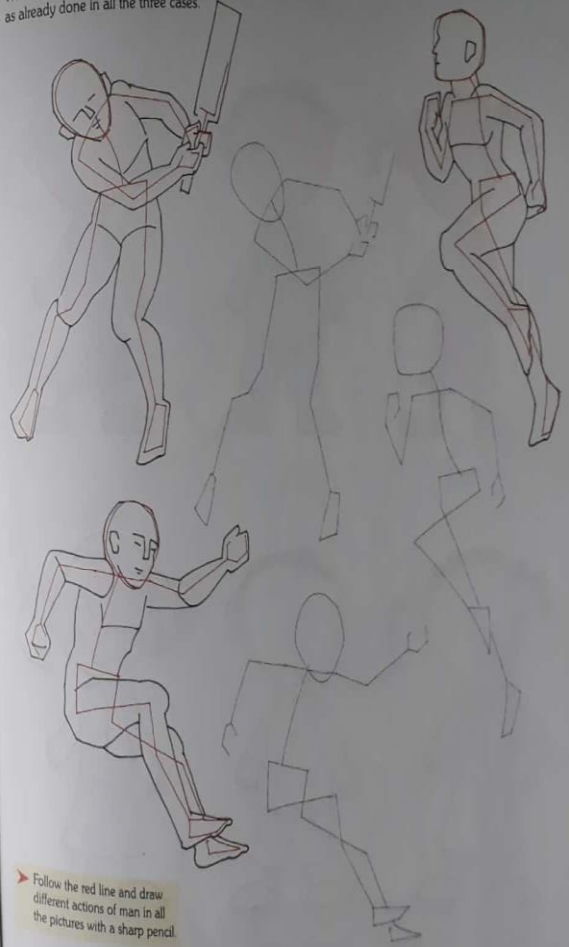
Drawing activities of human body is complex but interesting exercise. To achieve this milestone, we need a deep and thorough study of human psychology and rhythm of body movements e.g. how the human body bends, straightens and moves



[VI/60]

...All these gestures can be captured in drawings with the help of blocks, curves and lines, as shown in the following pictures of human figures. What you have to do is to give body shapes to the skeletons, as already done in all the three cases.

How to draw



➤ Follow the red line and draw different actions of man in all the pictures with a sharp pencil.

[VI/61]

Dr. Rachana Nair
Director Academics