



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
NOTE MAKING
ONLINE ASSIGNMENT

DATE-29.01.2021

LINK- <https://www.thefreshreads.com/note-making/>

Getting enough sleep is an important as taking time out to relax. A good night's sleep is essential for preserving the health of your brain and gives you the best chance to meet the coming day with a razor sharp mind. An average person needs about six to eight hour sleep a night—although it is also true that you need slightly less than this, as you grow older-another advantage of aging stress and sleep deprivation often feed on each other, since stress tends to make it harder for you to fall asleep at night and sleep deprivation in itself causes stress. Eventually, too little sleep can dramatically interfere with the performance of your memory-something you obviously want to prevent. If you are not getting enough sleep, try going to bed 30 to 60 minutes earlier than your normal bed time for a few days. Lie down on the bed and try to relax by dissociating yourself from your daily routine work. This is normally enough to catch up on any sleep deprivation.

If, however, you suffer from insomnia you should seek the advice of your doctor. The chances are it is already affecting your ability to remember and recall information – and if you are struggling to improve your memory scores, this could be at the root of your problem. Prolonged periods of insufficient sleep can deplete your immune system, make you more accident prone and even cause depression—this can also reinforce a more negative outlook on life, which can contribute to your stress burden. The good news is that your memory and mood should automatically improve once you improve your sleep patterns. Tackle your sleep issues and everything else should fall into place.

Because stress management is so essential to maximize your brain power, if you are not in the habit of setting aside time to relax, make it a priority to do so. Even a minute or two of deep breathing can start to work wonders. Often the best ideas and memories can come to you when you are in a state of relaxation as it is during these moments that you brain stores, processes and plays with the information it has received.

Meditation has long been part of religious and spiritual life, specially in Asia. Today, more and more people are adopting it in Western countries also, for its value of developing peace of mind and lowering stress. There is some evidence that regular

meditation can have real sleep gain and health benefits particularly in terms of protecting your brain against aging.

Q. On the basis of your understanding of the above passage, make notes on it using headings and subheadings. Use recognizable abbreviations (wherever necessary-minimum four) and a format you consider suitable. Also supply an appropriate title to it.

Humour is infectious. The sound of roaring laughter is far more contagious than any cough, snuffle, or sneeze. When laughter is shared, it binds people together and increases happiness and intimacy. Laughter also triggers healthy physical changes in the body. Humour and laughter strengthen your immune system, boost your energy, diminish pain, and protect you from the damaging effects of stress. Best of all, this priceless medicine is fun, free, and easy to use.

The ability to laugh, play, and have fun with others not only makes life more enjoyable but also helps you solve problems, connect with others, and be more creative. People who incorporate humour and play into their daily lives find that it renews them and all of their relationships.

Life brings challenges that can either get the best of you or become playthings for your imagination. When you “become the problem” and take yourself too seriously, it can be hard to think outside the box and find new solutions. But when you play with the problem, you can often transform it into an opportunity for creative learning.

Playing with problems seems to come naturally to children. When they are confused or afraid, they make their problems into a game, giving them a sense of control and an opportunity to experiment with new solutions. Interacting with others in playful ways helps you retain this creative ability.

Here are two examples of people who took everyday problems and turned them around through laughter and play:

Raman, a student, was excited to finally have time to devote to golf, his favourite sport. But the more he played, the less he enjoyed himself. Although his game had improved dramatically, he got angry with himself over every mistake. Raman wisely realized that his golfing buddies affected his attitude, so he stopped playing with people who took the game too seriously. When he played with ‘friends who focused more on having fun than on their scores, he was less critical of himself. Now golfing was as enjoyable as Raman hoped it would be. He scored better without working harder. And the brighter outlook he was getting from his companions and the game spread to other parts of his life, including his work.

Richa worked at home designing greeting cards, a job she used to love but now felt it had become routine. Two little girls who loved to draw and paint lived next door. Eventually, Richa invited the girls in to play with all the art supplies she had. At first, she just watched, but in time she joined in. Laughing, colouring, and playing pretend with the little girls transformed Richa’s life. Not only did playing with them end her loneliness and mild boredom, it sparked her imagination and helped her artwork

flourish. Best of all, it rekindled the playfulness and spark in Richa's relationship with her family.

As laughter, humour, and play become an integrated part of your life, your creativity will flourish and new discoveries for playing with friends, co-workers, acquaintances, and loved ones will occur to you daily. Humour takes you to a higher place where you can view the world from a more relaxed, positive, creative, joyful, and balanced perspective.

Q. On the basis of your reading the passage, make notes using recognisable abbreviations wherever necessary. Use a format you consider suitable, supply a suitable title.



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
NOTE MAKING
ONLINE ASSIGNMENT

DATE-21.01.2021

LINK- <https://www.cbsepapers.com/cbse/sample-papers/cbse-note-making-class-11>

Read the following passages carefully and answer the questions that follow.
What actually is a robot? When different persons have different concepts of robots, the only way of deciding what really is a robot is to look for a definition of the term robot.

The dictionary meaning of a robot is that it is an automatic apparatus or device that performs functions ordinarily ascribed to human beings or operates with what appears to be almost-human intelligence. It is interesting to observe that this meaning does not give a human shape to the robot. In order to dramatise the fact that the robot does the work of a human being, a human shape is given to the robot in science-fiction stories and movies. The human shape is irrelevant as far as the functions of the robot are concerned.

The Robot Institute of America, which is an association of several robot manufacturers gives the following definition of an industrial robot.

“An industrial robot is a reprogrammable, multifunctional manipulator designed to move material, parts, tools or specialised devices through variable programmed motions for the performance of a variety of tasks.”

The key word in this definition is ‘reprogrammable’. This means that a robot is capable of being reprogrammed. This feature is the one that distinguishes it from a fixed automation. A fixed automation is designed to do one, and only one, specific task. If the specifications of the tasks change even slightly, the fixed automation becomes incapable of performing the task it was designed to perform according to one fixed specification. However, a robot can be reprogrammed to perform even when the specifications are changed drastically. The original program is simply erased and the new program takes care of the changed tasks.

The characteristic that a robot can be reprogrammed to handle a variety of tasks makes the robot a flexible device. Because of the flexibility offered by robots, manufacturing systems which use robots are called Flexible Manufacturing Systems (FMS).

Karel Capek was responsible for introducing the word robot. Sir Isaac Asimov is the one who coined the word robotics. According to Asimov, robotics is the science of dealing with robots. Hence robotics involves a scientific study of robots. The study includes design, selection of materials of proper quality for the components, fabrication, study of various motors required for moving the components, design of electronic circuits, computers and computer programming, and control of robots. Since robots and robotics are still in the developing stages, a considerable amount of research is required and is being pursued. Robotics involves various disciplines—mechanical engineering, material science, electronics, computer science, computer engineering, and control systems, to name just a few. Depending on the area in which robots are to be used, robotics includes disciplines such as biology, medical science, psychology, agriculture, mining, outer space engineering etc.

Basically, there are two types of robots: fixed and mobile. A fixed robot is attached to a stationary platform. A fixed robot is analogous to a human standing or sitting in one fixed location while doing his work with his hands. A mobile robot moves from place to place. Mobility is given to robots by providing wheels or legs or other crawling mechanisms. A mobile robot can be given a human shape, but the actual shape has nothing to do with the functions of the robot. Wheeled locomotion is good for smooth terrains. For rugged terrain, legged locomotion is preferable. A mobile robot should have at least three wheels or legs for stability.

Questions

(a) On the basis of your reading of the above passage make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. Supply an appropriate title to it.

Answer:

(a) Title Robots and Robotics-Introduction Notes

I. Robot Definition

(i) Diet meaning

(a) auto apparatus

(b) performs funcs ascribed to humans

(c) human shape irrelevant for functioning

(ii) RIA defines robot

(a) reprogrammable – different from fixed automation

(b) Flexible – used in FMS

II. Robotics

(i) Karel Capek introduced word robot

(ii) Isaac Asimov defined Robotics – science dealing with robots

(iii) Study includes steps:

Design → Selection of mtrl → fabrication → motor selection → EC design → Computers and comp progmg Robot Ctrl

III. Disciplines involved in Robotics

- (a) Electronics
- (b) Material Science
- (c) Computer Engineering
- (d) Control Systems
- (e) Mechanical Engineering
- (f) Computer Science

IV. Robot Types

- (i) Fixed
 - (a) stationary
 - (b) analogous to standing human
- (ii) Mobile – mobility due to
 - (a) wheels – good for smooth terrain
 - (b) legs – good for rugged terrain
 - (c) another crawling mech

Key to Abbreviations

Abbreviations	Words
diet	dictionary
auto	automatic
funcs	functions
RIA	Robot Institute of America
FMS	Flexible Manufacturing Systems
mtrl	material
EC	electronic circuits

comp progmg

computer programming

Ctrl

control

mech

mechanism

(b) Write a summary of the above passage in 80-100 words.

Answer:

A robot is a flexible reprogrammable automatic device that works just like human beings and operates with almost man-like intelligence. Robotics is the scientific study of robots. It includes design, selection of proper materials, design of electronic circuits, computers and computer programming and controls.

Robotics is a combination of many disciplines – electronics, material science, computer engineering, computer science, mechanical engineering etc. Robots can be fixed or mobile. A mobile robot moves from place to place with the help of wheels or legs or other crawling mechanisms.



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
NOTE MAKING
LESSON PLAN-IV

DATE-20.01.2021

LINK- <https://www.cbsepapers.com/cbse-note-making-class-11>

Note-making is an advanced writing skill which is acquiring increasing importance due to the knowledge explosion. There is a need to remember at least the main points of any given subject. Making notes is a complex activity which combines several skills. Note-making is useful as it saves time, energy and the space at the working place, while attending a lecture at school or in college, in a meeting etc. It enhances the confidence to revise the topic whenever we want.

Note-making basically involves noting the main points of whatever is read or heard, as one cannot be expected to remember all that one has read.

Types of Passages

The Note-making passage could be anyone of the following types

(i) Factual (550-600 words) A factual passage includes some facts about the physical aspects of a subject. It includes instructions, descriptions and reports. It helps the students to get a detailed view of the subject and develop a complete mental picture of a specific person, place, object or being.

(ii) Discursive (550-600 words) A discursive passage includes argumentative, interpretative and persuasive text. Such passages may include opinions or feedback. It allows students to arrive at a conclusion through reasoning and understanding rather than intuition. It presents a balanced and objective approach towards the subject being discussed.

Types of Questions

The Note-Making passage in the examination carries and is 550-600 words in length. It consists of two types of Questions

(i) Making Notes of the Given Passage This carries 5 marks split up into 3 marks for the actual notes, 1 mark for the title and 1 mark for the abbreviations listed (minimum 4 abbreviations). We can use title, heading, sub-headings and abbreviations while answer this question.

(ii) Write a Summary of the Given Passage The summary carries 3 marks. It should be grammatically correct and cover all the important points given in the notes. Word limit of the summary should be 80-100 words.

How To Make Good Notes And Summary Of The Given Passage

The following points will help you in making good notes

- Read the passage quickly but carefully. Try to understand main points and supporting details.
Underline the keywords as you read.
- Notes should be in points and in an appropriate format.
- Organise your ideas into main heading, sub-headings and sub-sub-headings (if possible).
- Abbreviations and symbols are freely used.
- Give title to your notes. Avoid a long sentence.
- While making summary sure that your summary does not exceed 1/3 of the length of the original text.
- The summary should contain only the main ideas and the supporting details.
- Refer back to the original to ensure that your summary is a true reflection of the writer's ideas.

Uses of Abbreviations in Note-Making

Abbreviation helps in writing the information briefly. The following are some of the ways in which you can use abbreviations.

First few letters of the word are enough to remember what the abbreviation stands. For example:

- imp for 'important'
- info for 'information'
- eval for 'evaluation'

Remove all (or most of) the vowels from the word and use just the key consonants bunched together.

For example

- mngmt for 'management'
- mkt for 'market'
- mktnng for 'marketing'
- dvpt for 'development'

Some Common Abbreviations

Abbreviations Words

Abbreviations Words

+ Positive, Plus

e.g. for example

- Minus, Negative

ie that is

= equals, is the same as,

w/o without

* does not equal, is not the same as

etc. etcetera

≈ is approximately equal to

♂♀ male / female

< is less than, is smaller than

Viz namely

> is greater than, is larger than

Asap as soon as possible

↑

increase, rise, growth

Mr.

Mister

↓

decrease, fall, shrinkage

Mrs.

Mistress

&

and

Dr.

Doctor

★

special, important, notable

Govt.

Government

/

per, each



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
NOTE MAKING
ONLINE ASSIGNMENT

DATE-21.01.2021

LINK- <https://www.cbsepapers.com/cbse-note-making-class-11>

Read the following passages carefully and answer the questions that follow.
What actually is a robot? When different persons have different concepts of robots, the only way of deciding what really is a robot is to look for a definition of the term robot.

The dictionary meaning of a robot is that it is an automatic apparatus or device that performs functions ordinarily ascribed to human beings or operates with what appears to be almost-human intelligence. It is interesting to observe that this meaning does not give a human shape to the robot. In order to dramatise the fact that the robot does the work of a human being, a human shape is given to the robot in science-fiction stories and movies. The human shape is irrelevant as far as the functions of the robot are concerned.

The Robot Institute of America, which is an association of several robot manufacturers gives the following definition of an industrial robot.

“An industrial robot is a reprogrammable, multifunctional manipulator designed to move material, parts, tools or specialised devices through variable programmed motions for the performance of a variety of tasks.”

The key word in this definition is ‘reprogrammable’. This means that a robot is capable of being reprogrammed. This feature is the one that distinguishes it from a fixed automation. A fixed automation is designed to do one, and only one, specific task. If the specifications of the tasks change even slightly, the fixed automation becomes incapable of performing the task it was designed to perform according to one fixed specification. However, a robot can be reprogrammed to perform even when the specifications are changed drastically. The original program is simply erased and the new program takes care of the changed tasks.

The characteristic that a robot can be reprogrammed to handle a variety of tasks makes the robot a flexible device. Because of the flexibility offered by robots, manufacturing systems which use robots are called Flexible Manufacturing Systems (FMS).

Karel Capek was responsible for introducing the word robot. Sir Isaac Asimov is the one who coined the word robotics. According to Asimov, robotics is the science of dealing with robots. Hence robotics involves a scientific study of robots. The study includes design, selection of materials of proper quality for the components, fabrication, study of various motors required for moving the components, design of electronic circuits, computers and computer programming, and control of robots. Since robots and robotics are still in the developing stages, a considerable amount of research is required and is being pursued. Robotics involves various disciplines—mechanical engineering, material science, electronics, computer science, computer engineering, and control systems, to name just a few. Depending on the area in which robots are to be used, robotics includes disciplines such as biology, medical science, psychology, agriculture, mining, outer space engineering etc.

Basically, there are two types of robots: fixed and mobile. A fixed robot is attached to a stationary platform. A fixed robot is analogous to a human standing or sitting in one fixed location while doing his work with his hands. A mobile robot moves from place to place. Mobility is given to robots by providing wheels or legs or other crawling mechanisms. A mobile robot can be given a human shape, but the actual shape has nothing to do with the functions of the robot. Wheeled locomotion is good for smooth terrains. For rugged terrain, legged locomotion is preferable. A mobile robot should have at least three wheels or legs for stability.

Questions

(a) On the basis of your reading of the above passage make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. Supply an appropriate title to it.

Answer:

(a) Title Robots and Robotics-Introduction Notes

I. Robot Definition

(i) Diet meaning

(a) auto apparatus

(b) performs funcs ascribed to humans

(c) human shape irrelevant for functioning

(ii) RIA defines robot

(a) reprogrammable – different from fixed automation

(b) Flexible – used in FMS

II. Robotics

(i) Karel Capek introduced word robot

(ii) Isaac Asimov defined Robotics – science dealing with robots

(iii) Study includes steps:

Design → Selection of mtrl → fabrication → motor selection → EC design → Computers and comp progmg Robot Ctrl

III. Disciplines involved in Robotics

- (a) Electronics
- (b) Material Science
- (c) Computer Engineering
- (d) Control Systems
- (e) Mechanical Engineering
- (f) Computer Science

IV. Robot Types

- (i) Fixed
 - (a) stationary
 - (b) analogous to standing human
- (ii) Mobile – mobility due to
 - (a) wheels – good for smooth terrain
 - (b) legs – good for rugged terrain
 - (c) another crawling mech

Key to Abbreviations

Abbreviations	Words
diet	dictionary
auto	automatic
funcs	functions
RIA	Robot Institute of America
FMS	Flexible Manufacturing Systems
mtrl	material
EC	electronic circuits

comp progmg

computer programming

Ctrl

control

mech

mechanism

(b) Write a summary of the above passage in 80-100 words.

Answer:

A robot is a flexible reprogrammable automatic device that works just like human beings and operates with almost man-like intelligence. Robotics is the scientific study of robots. It includes design, selection of proper materials, design of electronic circuits, computers and computer programming and controls.

Robotics is a combination of many disciplines – electronics, material science, computer engineering, computer science, mechanical engineering etc. Robots can be fixed or mobile. A mobile robot moves from place to place with the help of wheels or legs or other crawling mechanisms.



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
NOTE MAKING
LESSON PLAN-IV

DATE-20.01.2021

LINK- <https://www.cbsepapers.com/cbse/sample-papers/cbse-note-making-class-11>

Note-making is an advanced writing skill which is acquiring increasing importance due to the knowledge explosion. There is a need to remember at least the main points of any given subject. Making notes is a complex activity which combines several skills. Note-making is useful as it saves time, energy and the space at the working place, while attending a lecture at school or in college, in a meeting etc. It enhances the confidence to revise the topic whenever we want.

Note-making basically involves noting the main points of whatever is read or heard, as one cannot be expected to remember all that one has read.

Types of Passages

The Note-making passage could be anyone of the following types

(i) Factual (550-600 words) A factual passage includes some facts about the physical aspects of a subject. It includes instructions, descriptions and reports. It helps the students to get a detailed view of the subject and develop a complete mental picture of a specific person, place, object or being.

(ii) Discursive (550-600 words) A discursive passage includes argumentative, interpretative and persuasive text. Such passages may include opinions or feedback. It allows students to arrive at a conclusion through reasoning and understanding rather than intuition. It presents a balanced and objective approach towards the subject being discussed.

Types of Questions

The Note-Making passage in the examination carries and is 550-600 words in length. It consists of two types of Questions

(i) Making Notes of the Given Passage This carries 5 marks split up into 3 marks for the actual notes, 1 mark for the title and 1 mark for the abbreviations listed (minimum 4 abbreviations). We can use title, heading, sub-headings and abbreviations while answer this question.

(ii) Write a Summary of the Given Passage The summary carries 3 marks. It should be grammatically correct and cover all the important points given in the notes. Word limit of the summary should be 80-100 words.

How To Make Good Notes And Summary Of The Given Passage

The following points will help you in making good notes

- Read the passage quickly but carefully. Try to understand main points and supporting details.
Underline the keywords as you read.
- Notes should be in points and in an appropriate format.
- Organise your ideas into main heading, sub-headings and sub-sub-headings (if possible).
- Abbreviations and symbols are freely used.
- Give title to your notes. Avoid a long sentence.
- While making summary sure that your summary does not exceed 1/3 of the length of the original text.
- The summary should contain only the main ideas and the supporting details.
- Refer back to the original to ensure that your summary is a true reflection of the writer's ideas.

Uses of Abbreviations in Note-Making

Abbreviation helps in writing the information briefly. The following are some of the ways in which you can use abbreviations.

First few letters of the word are enough to remember what the abbreviation stands. For example:

- imp for 'important'
- info for 'information'
- eval for 'evaluation'

Remove all (or most of) the vowels from the word and use just the key consonants bunched together.

For example

- mngmt for 'management'
- mkt for 'market'
- mktnng for 'marketing'
- dvpt for 'development'

Some Common Abbreviations

Abbreviations Words

Abbreviations Words

+ Positive, Plus

e.g. for example

- Minus, Negative

ie that is

= equals, is the same as,

w/o without

* does not equal, is not the same as

etc. etcetera

≈ is approximately equal to

♂♀ male / female

< is less than, is smaller than

Viz namely

> is greater than, is larger than

Asap as soon as possible

↑

increase, rise, growth

Mr.

Mister

↓

decrease, fall, shrinkage

Mrs.

Mistress

&

and

Dr.

Doctor

★

special, important, notable

Govt.

Government

/

per, each



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
UNSEEN PASSAGE (READING)
ONLINE ASSIGNMENT

DATE-28.01.2021

LINK-<https://www.cbsetuts.com/cbse-class-11-english-passages-comprehension-discursive-passages/>

Dear students The following comprehension passage is based on the CBSE pattern for classes XI and XII.

Q. Read the passage given below and attempt the questions that follow.

1. Reading Comprehension (RC, as it is normally called) is the most peculiar section in almost all scholastic, entrance and employment tests. The skills in RC make a lot of difference to one's chances of good grades/selection.
2. Most students find it difficult to tackle topics that are diverse from the field they are in or they are comfortable with. So one needs to develop a taste for even the most obscure and boring topic on this planet. For success in RC one should be able to understand. And even with an average speed one can succeed if one implements the strategies.
3. Broadly speaking, RC passages can be classified in a few categories. Fact based RC is the simplest form of RC. These types of passages have lot of information in the form of names, numbers etc. In this type of passages one should read very fast.
4. Don't try to memorize any facts, numbers or names etc. In fact there is no need to even remember them. Just make yourself familiar with the structure of the passage. Just see in which paragraph author is talking about what. Mark it. Then when you go to the questions, identify in which paragraph information regarding that question is mentioned. Go to that paragraph, read the numbers, names etc. and mark the answer.
5. Inference based RC is the toughest form of RC. Here the passage is fairly tough to understand. This includes passages on topics like Religion, Spirituality, Philosophy, etc. Most of the students will be comfortable attempting these passages at least in RC. The reading speed is fairly slow in this type of passages. The way to master this type of passages is to read them again and again while practising.

6. Topic based RC includes passages on any particular topic like economics, astrology, medical science, etc. Generally what makes -these passages tough is usage of technical terms. If a topic is new to us then presence of technical term scares us even if they are defined in the passage. For success in this type of passages we need to have a fan-understanding of the definition of the term if it is defined in the passage. Read that definition twice if you need to. But don't worry about technical terms if they are not defined in the passage. Assume them to be non-existent and proceed. Key principle in these passages is that don't go to the next line unless the previous line is clear.
7. Reading passage first and then questions is the most popular strategy for RC. While answering the question you may come back to the passage to find answer as you have just read the passage initially and not crammed it. But you should not come back for each and every question. If you come back for majority of questions then you haven't read the passage properly. The key to success for this strategy is that you should understand the passage very well. We will suggest students to follow this technique from the beginning and work upon this.
8. Reading questions first and then passage is the strategy followed by a few students. They just look at the questions and not options. The objective is that after seeing the questions when you read the passage then you read only that part carefully where the answer is given. The flaw with this is that you will not be able to remember all the questions. Besides this, this strategy fails when there are questions that require understanding of the passage.

A. Answer the following questions by choosing the most appropriate option: 6

1. **Most students find Reading Comprehension difficult because.....**
 - (a) the language is tough
 - (b) the vocabulary is difficult
 - (c) the style is too involved
 - (d) the topics are unrelated to their interest
2. **Fact based RC is the easiest because.....**
 - (a) it is written in simple language
 - (b) there are no allusions
 - (c) it contains information
 - (d) it can be memorised easily
3. **For answering a question on RC, one should.....**
 - (a) memorise the facts, figures, etc.
 - (b) mark what the author is talking about in the para
 - (c) mark the essential details of the passage
 - (d) remember the names, numbers, etc.
4. **Topic based RC is tough as.....**
 - (a) it contains technical terms
 - (b) it is based on different topics

- (c) it demands instant understanding
- (d) one can't read them fast enough
- 5. **Careful reading of the passage is essential for.....**
 - (a) answering difficult questions
 - (b) saving time and effort
 - (c) proper understanding and answering correctly
 - (d) selective identification of relevant parts
- 6. **The word 'diverse' in para 2 means.....**
 - (a) similar
 - (b) same
 - (c) variety
 - (d) different

B. Answer the following questions in brief: 6

- 7. What should one do for finding the right answers?
- 8. Why is topic based R C tough?
- 9. Which step is considered more essential for finding right answers? Why?
- 10. What is the most popular strategy for solving Reading Comprehension(RC)?
- 11. Find the words similar in the meaning from passage.
 - (a) Different (para 2)
 - (b) Accept as true (para 6)



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH (CORE)
TEXTBOOK-SNAPSHOTS
LESSON- THE SUMMER OF THE BEAUTIFUL
WHITE HORSE
AUTHOR-WILLIAM SAROYAN
ONLINE ASSIGNMENT

DATE-27.01.2021

LINK-<https://www.learninsta.com/the-summer-of-the-beautiful-white-horse-extra-questions-and-answers/>

Q1 What does the writer suggest by beginning the story with the following words, "One day back there in the good old days...?"

Ans1 The beginning of the story is suggestive of the fact that the episode that is going to be narrated is not one from the recent past. On the contrary, it is something that happened years back. The words 'good old days', suggest that the times in the past were better than what they are at present.

Q2 What does the writer say about the 'good old days'?

Ans2 The 'good old days' refer to a time when the narrator was about nine years old. Then, to him, the world was full of all possible kinds of splendour. Life then seemed charming and was as alluring as a mystifying dream.

Q3 What was the narrator's first reaction to the horse?

Ans3 When the narrator's cousin, Mourad, came to his house at four in the morning and woke him up, Aram couldn't believe what he saw. Mourad was riding a beautiful white horse. He stuck his head out of the window and rubbed his eyes to make sure that he wasn't dreaming.

Q4 What did the narrator think of Mourad?

Ans4 Unlike the rest of the world, it was only Aram who did not feel that Mourad was 'crazy'. Aram knew that Mourad enjoyed being alive more than anybody else, and 'who had ever fallen into the world by mistake'.

Q5 What were the chief traits of the members of his family that the narrator could recall?

Ans5 The narrator felt that although the people of his clan were poverty stricken, yet

they were honest. They were proud, honest, and they believed in right and wrong. None of them would take advantage of anybody in the world, let alone steal.

Q6 Why was the narrator both delighted and frightened at the same time?

Ans6 The narrator was delighted at the magnificence of the horse. He could smell it, hear it breathing, which excited him but what frightened him was that Mourad could not have bought the horse. The narrator realized, if he had not bought it, he must have stolen it.

Q7 How did the narrator establish that Mourad had stolen the horse?

Ans7 When the initial fascination and surprise wore out, Aram asked Mourad where he had stolen the horse from. Aram was certain that no one in their family could afford one. When Mourad did not deny having stolen the horse, and evaded that question, Aram was sure that he had stolen the horse.

Q8 How did Aram justify the act of stealing the horse?

Ans8 Aram felt that stealing a horse for a ride was not the same thing as stealing something else, such as money. Perhaps, it was not stealing at all because they were crazy about horses. He felt it would not be called stealing until they offered to sell the horse, which they would never do.

Q9 What did Aram feel about Mourad's temperament?

Ans9 According to Aram, Mourad had a crazy streak. That made him the natural descendant of Uncle Khosrove who had a crazy element in him. This crazy streak was common in their tribe and need not be passed on from a father to the son. The people of the tribe had been, from the beginning, unpredictable and unrestrained.

Q10 What happened when Aram tried to ride the horse?

Ans10 When Aram kicked into the muscles of the horse, it reared and snorted. Then it began to run. It ran down the road to the vineyard of Dikran Halabian where it began to leap over vines. The horse leaped over seven vines and Aram fell off but the horse continued running.



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH (CORE)
TEXTBOOK-SNAPSHOTS
LESSON- THE SUMMER OF THE BEAUTIFUL
WHITE HORSE
AUTHOR-WILLIAM SAROYAN
LESSON PLAN-VI

DATE-25.01.2021

LINK-<https://www.toppr.com/guides/english/english-snapshots/the-summer-of-the-beautiful-white-horse-summary/>

The summer of the beautiful white horse summary gives a brief account of the story using easy language. In this story, the author describes a childhood incident. He gets very nostalgic when talking about this incident. The incident is about his cousin Mourad and a beautiful white horse. One fine summer morning, Mourad brings a white horse for riding. Thus, he explains how the horse riding was full of thrill. We learn about the author's cousin, Mourad, in detail. He goes on to tell about his nature and how everyone loved him in the village. We learn that Mourad had a very eccentric demeanour. Moreover, he also tells us that he had a speciality of remaining calm in the most stressful situations. Thus, we also learn about the incident of the horse. Moreover, it tells how they got the horse and the story behind it.

The Summer of the Beautiful White Horse revolves around two Armenian boys. The boys belong to the Garoghlanian tribe. We learn that even though they were poor, they never sacrifice their honesty. In fact, even in the worst of situations, they were always honest.

Similarly, the boys never steal or lie, whatever the situation may be. This story describes the particular incident about the white horse they once got. Aram is 9 years old and his cousin, Mourad is 13 years old. Aram is very fascinated by the world as things are easy in childhood. Moreover, Mourad is the crazy one, as everyone calls him.

The story begins with Mourad visiting Aram's house in the morning at 4. To Aram's surprise, Mourad has brought a beautiful white horse which he is riding. Mourad assures him that it is indeed a horse and he is not dreaming. Aram did not believe it because he knew that they were poor and wouldn't be able to afford a horse.

Therefore, the two boys kept the horse with them for weeks. They use to ride it and sing to it. However, the boys did not let the world know they have a horse. They were keeping him at a barn of a deserted vineyard. After a while, Aram finds out that Mourad stole the horse from John Byro. Thus, they made a plan of not returning it to him, although they had second doubts about keeping it due to their ethics.

Finally, on one day, John sees the boys with the white beautiful horse. However, as his family was known for their honesty, John did not accuse them of stealing. On the other hand, his belief was so strong he just said that their horse resembles his horse a lot.

Consequently, this was a very poignant experience for the boys. They decide to return the horse and John found it at the vineyard the next day. John gets very happy and shares the news with Aram's mother. We also see that his horse is now healthier, well-behaved and more decent than before.

Conclusion of The Summer of the Beautiful White Horse

To sum up, The Summer of the Beautiful White Horse Summary, we learn the significance and necessity of honesty even in the face of greed and desire.



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
BUSINESS LETTER
ASSIGNMENT

DATE-23.01.2021

LINK- <https://www.learninsta.com/business-letter-class-11/>

The most common form of written communication is the letter. Letter writing is an indispensable activity of human society. We write letters to friends and relatives to maintain contacts with them. However, in the present times with the boom in methods of communication, many of us don't have the time or the inclination, or the temperament and the art to write letters. So telephone, fax and e-mail have replaced personal (informal) letters.

However, formal letters are still in vogue. Commerce, trade, official correspondence, public representation, complaints and other dealings, transactions and communication with the people are still conducted through letters. Students are therefore advised to cultivate the art and skill of letter writing. It must be remembered that different kinds of letters follow different conventions. So, the format should suit the type.

The syllabus includes writing letters based on a verbal input. This verbal input may contain broad hints, an outline or a suggested beginning. So, read it carefully. This will enable you to judge the scope of your answer. The syllabus includes business or Official letters, letters to editors and application for a job.

These may be classified as under:

I. BUSINESS LETTERS

- Making enquiries/asking for information
- Replying to enquiries/giving information
- Placing orders and sending replies
- Cancelling orders
- Letters making complaints

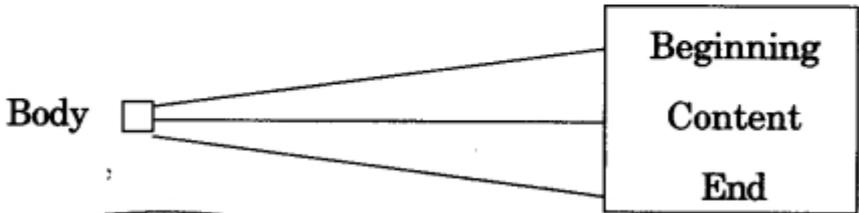
Sender's Address
Date

Inside /
Addressee's
Address

Salutation

Sir/Madam

Sub:



Subscription

Yours sincerely
Yours truly

The block-wise format of different kinds of letters are given below:

(a) BUSINESS LETTERS

Tel. No

Our Ref.....

Your Ref. (if needed).....

Sender's Address

.....

.....

Pin

Date

.....

Inside Address.....

.....

.....

Pin.....

Sir/Madam

.....

Subject

.....

.....

Introductory para

.....
.....
.....
.....

Main body of the letter

.....
.....
.....
.....
.....
.....
.....
.....
.....

Concluding para

.....
.....
.....

Yours faithfully

.....

Signature

Full Name

Designation

end. (if needed)

c.c. (if needed)

EXAMPLE

SPORTS FIRM —ASKING FOR CATALOGUE

You are Sahil Tuteja, the Sports Secretary of your school. Write a letter to Globe Enterprises, New Delhi, a leading firm dealing in sports goods, requesting them to supply their trade catalogue. You may mention the items you intend to buy and ask for a discount on the catalogue prices.

ABN School

Mathura

10 March, 20XX

Messrs Globe Enterprises

F-4, Greater Kailash-II

New Delhi

Dear Sirs

Sub: Trade Catalogue for Sports Goods

We have to buy sports material in bulk for various games and sports for our school for the new academic session beginning w.e.f. 1st April.

We are interested in cricket bats and balls, hockey sticks, balls, goalkeeper's full kit,

footballs, volleyballs, basket balls, table tennis balls and bats etc. We also need items for uniform namely, sports T-shirts, shorts and vests of different sizes. Your firm has been mentioned to us as one of the best dealers in sports goods. I shall be glad if you send me your catalogue together with quotations for large quantities. Please do mention the time required to effect delivery and the terms of payment.

I hope you will facilitate business by quoting the lowest possible rates. I am confident that you will patronise us by giving some discount also. Please mention the rate of discount on the catalogue prices.

Yours faithfully
Sahil Tuteja
Sports Secretary

PRACTICE QUESTIONS

Q1 RATES OF STATIONERY ITEMS

You are Anand Kumar Bhonsle, Purchase Manager of Apple Telesystems, 9th Street, Mahim, Mumbai. Write to Ganapati Stationery Mart, Churchgate, Mumbai asking for rates and terms of supply of stationery items such as pencils, papers, ribbons, carbon papers etc.

Q2 CATALOGUE OF BOOKS

You are Ashwini Meena of C-23, Chitra Park, Jaipur. Write a letter to M/s Full Marks Pvt. Ltd., Daryaganj, New Delhi asking for a catalogue of books, terms and conditions of supply and mode of payment, etc.

Q3 TERMS FOR CONDUCTED TOURS

You are Vivek/Varsha Malhotra, Head Boy /Girl of Zenith Public School, Ashok Vihar, New Delhi. You have to organise short tours to Agra, Jaipur and Chandigarh. Write a letter to Globe Tours and Travels, 235, Nehru Place, New Delhi, enquiring about their terms for conducted tours by deluxe buses. Also ask about the fare, boarding and lodging charges and arrangements, total time of the trip and mode of payment.



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
LETTER WRITING
LESSON PLAN-V

DATE-22.01.2021

LINK- <https://www.cbsepapers.com/cbse-note-making-class-11>

There are many types of letters. In class 11 and 12, you will learn how to write formal technical letters. You have done these in class 10 too. We are going to review and revise different letters. First, let us revise letters of inquiry.

Letter of Enquiry

This is a formal letter written to enquire about numerous facilities, products , services etc.

Format

Sender's address Date

Receiver's Address

Subject Note- Both are right - Subject followed by Sir / OR Sir followed by Subject

Sir

First Paragraph should answer the following questions who are you, what do you wish to inquire about, how did you come to know about the firm/ institute that you are writing to. You can then state the objective for writing the letter.

Second paragraph First state what your requirements are. Then make 5-6 queries .Try to write the enquiries in complete sentences. E.g eligibility criteria, price, duration, fees etc.

Third Paragraph - Request them to send a catalogue [in case of a product]

Prospectus [in case of an educational /academic institution]

Yours faithfully

Signature

Name

[Designation - in case given]

Let us write a sample letter with guided value points.

Q1. Imagine that you are Anil/Asha of Kamraj Nagar, Chennai. Write a letter to the director of Apex Communications Chennai enquiring about their French Language course.

Ans:

13,
Kamraj Nagar
M. G.Road
N. Chennai
March 29 2020
The Director
Apex Communications
KR Road
Chennai

Sir Subject : Enquiry about French Speaking Course

As a receptionist [Give yourself some identity] working with a reputed hotel, I have to interact with international tourists. I wish to improve my communication skills [objective for learning] . I came to know about your institute through a colleague/ advertisement in the paper. I wish to enquire about the course.

I am a working person and so I am looking for weekend classes [your requirements] . I wish to know whether you have any weekend batches. I also wish to know the eligibility criteria.

I will appreciate it if you let me know whether I need to have some prior knowledge of the language. Further, I wish to know the duration of the course and the fee structure. Moreover, I would like to know if a diploma will be awarded after successful completion of the course. I also wish to know whether the institute will provide us with some audio visual aids to learn the language. I will appreciate it if you could

send me the prospectus of your institute so that I will be able to decide and make arrangements to join your institute.

Yours faithfully

Asha/Anil

Enclosed: Self addressed envelope

Q2. Using guidelines from the above sample letter,now you write a letter to the Director of MultiMedia Incorporated enquiring about their Advance Level Computer Course. You are Arti/Arjun of 23 A,Pocket 4,Malviya Nagar,N.Delhi and you are interested in joining the course.

Value Points

Eligibility criteria

Type of course.

Duration

Fees Timings

Audio visual aids used



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
NOTICE WRITING
ASSIGNMENT

DATE-15.01.2021

[LINK-https://www.learnbse.in/notice-writing-class-12/](https://www.learnbse.in/notice-writing-class-12/)

Q1 As Principal of Sardar Patel Vidyalaya, Lucknow, draft notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change. (Delhi 2009)

Sardar Patel Vidyalaya, Lucknow
NOTICE

22nd September, 20xx

Change in School Timings

All students are hereby informed about a change in school timings from 1st October, 20xx. The school will now start at 9 a.m. & end at 3 p.m. In the past few years, it has been seen that winters are rather severe and it becomes quite difficult to start early due to the extreme cold weather and the dense fog. So these new timings will be followed till further notice.

Principal

Q2 You are Secretary of the History Club of Vidya Mandir School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city. (Delhi 2009)

Vidya Mandir School
History Club
Notice

22nd September, 20xx

Visit Historical Sites

Members of the club are hereby informed of a proposed educational visit to a few important historical sites in our city which is likely to be scheduled between the 28th and the 30th of Sep. Interested members are required to pay ? 550 (inclusive of transport and snacks) during the zero periods to the undersigned by the 25th of September.

Secretary
History Club

Q3 As Sports Secretary of G.D.G. Public School, Pune, draft notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school. You are Rohini/Rohit. (Delhi 2010)

G.D.G. Public School
Pune
Notice

29th July, 20xx

Sale of Old Spoils Goods

Students are hereby informed that our school is organising a sale of its old sports goods like cricket bats, badminton & lawn tennis rackets, footballs, cricket & football gear etc. in the P.E. Room on 2K1 August, 20xx. Those interested in purchasing these can visit the P.E. Room on the assigned date during their free periods or recess time.

Rohit
Sports Secretary.

Q4 You have found an expensive geometry box in the school playground. Draft a notice in not more than 50 words for the school notice board. You are Ra'Rani, Class XII, Angel School, Faridabad. (Delhi 2010)

Angel School, Faridabad
Notice

31 October, 20xx

Found A Geometry Box

Have found a red-coloured 'Faber-Castle' Geometry Box in the school playground during the 8th period yesterday. Owner may please contact the undersigned in her class between the 6th and the 71 periods.

Rani
XII-C

Q5 You are Srinia Srinidhi of D.P. Public School, Nagpur. As Student Editor of your school magazine, draft notice in not more than 50 words for your school notice board inviting article sketches from students of all classes. (Delhi 2011)

D.P. Public School, Nagpur
Notice

Bring in your Articles and Sketches

29e" July, 20xx

Students of all classes are hereby invited to submit their articles and sketches for the school magazine to the undersigned Latest by the 6th of August in Room No. 102 during the V period. Please ensure that your articles are neat and legible and your sketches are clearly drawn.

Srinidhi
Editor
School Magazine



Mount Abu Public School

H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH (CORE)
TEXTBOOK-HORNBILL
LESSON- WE'RE NOT AFRAID TO DIE...., IF WE
CAN ALL BE TOGETHER
AUTHOR-GORDON COOK
LESSON PLAN-II

DATE-16.01.2021

[LINK-https://www.toppr.com/guides/english/english-hornbill/we-are-not-afraid-to-die-if-we-can-all-be-together-summary/](https://www.toppr.com/guides/english/english-hornbill/we-are-not-afraid-to-die-if-we-can-all-be-together-summary/)

We are not afraid to die if we can all be together summary tells about the extreme bravery and skill exhibited by Gordon Cook. Gordon Cook's family and crewmen in a war with water and the waves for existence. In the month of July in the year 1976, the writer, his wife Mary, his son Jonathan and his daughter Suzanne set sail from Plymouth, in England to duplicate the round-the-world journey made 200 years ago by Captain James Cook. They took the trip in their professionally designed ship, named the Wavewalker, accompanied by 2 sailors. Larry Vigil, who was an American and Herb Sailor, a Swiss, to tackle one of the world's coarsest oceans – the Southern Indian Ocean.

The first portion of the journey that is about 1,05,000 kilometres up to Cape Town passed off very enjoyably. On the 2nd day out of Cape Town, they started to encounter strong windstorms. Windstorms did not worry about the narrator. But the height of the waves was alarming up to fifteen meters above that was as high as the mainmast. On the 25th of December, the writer's ship reaches in the southern Indian Ocean that was about 3,500 kilometres to the east of Cape Town. The family welcomed the New Year on the ship.

At the dawn of 2nd January, the waves were huge in size. Unfriendly weather and massive waves forced the sailors to slow the speed of the ship, drop the storm jib and take various other precautions. The risk was so obvious that the sailors accomplished a life-raft drill, attached the lifeline boats and the life jackets. Unexpectedly at 6 pm, a terrific explosion shook the Wavewalker and the writer was thrown overboard. The Wavewalker was about to overturn when another massive wave hit it throwing it upright one more time. The writer was thrown back again on the deck, his head and ribs were smashing touching the walls of the Wavewalker. In spite of a lot of injuries, the writer

took charge of the situation and decided to handle it on his own. Larry and Herb started pumping out water from the ship.

The author somehow managed to cover the canvas across the gaps to stop the water from entering into the ship. Moreover, their hand pumps stopped functioning and the electric pumps short-circuited at the same time. Luckily, the writer found a spare electrical pump that was in a working condition. The entire night everyone was pumping, steering, repairing and sending radio signals for help. The author checked the charts and found that He Amsterdam, a French scientific base was their last hope.

Sue and Jon got heavily injured. But, they were not afraid to die if they were all together. Sue's head got swelling and she was having a deep injury. Moreover, the writer became extra determined to see the courage of his children. Finally, they were able to touch the lie Amsterdam. It was a volcanic island where 28 inhabitants were ready to receive them.

Conclusion of We're Not Afraid to Die... if We Can All Be Together

To sum up, we are not afraid to die if we can all be together summary, we can say the collective power of unity and the never-failing confidence of the sailors made it possible for them to survive and come out from the jaws of death.



Mount Abu Public School

H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH (CORE)
TEXTBOOK-HORNBILL
LESSON- WE'RE NOT AFRAID TO DIE...., IF WE
CAN ALL BE TOGETHER
AUTHOR-GORDON COOK
ONLINE ASSIGNMENT

DATE-18.01.2021

LINK-<https://www.learninsta.com/were-not-afraid-to-die-if-we-can-all-be-together-extra-questions-and-answers/>

Q1 Who was the narrator? What adventurous task did he take on?

Ans1 The narrator was a thirty-seven-year-old businessman, who along with his family, set from Plymouth, England, on a round-the-world voyage like Captain James Cook had done 200 years earlier in a 30-ton wooden-hulled boat.

Q2 How did they prepare for this onerous task?

Ans2 For sixteen years, they spent all their leisure time improving their seafaring skills in British waters. They bought a boat, Wavewalker, a 23-metre, 30-ton wooden-hulled vessel that had been professionally built. They spent months fitting it out and testing it in the roughest weather that they could find.

Q3 How many people were there in the boat?

Ans3 The four of them the narrator, his wife Mary, son Jonathan, and daughter Suzanne sailed for 105,000 kilometres to the west coast of Africa to Cape Town. They took on two crewmen with them an American, Larry Vigil, and a Swiss, Herb Seigler, before settling sail on the southern Indian Ocean.

Q4 What was the first indicator of rough weather?

Ans4 On their second day out of Cape Town, they encountered strong winds. For the next few weeks, the gales blew continuously. The gales did not worry the narrator but the sizes of the waves were disturbing.

Q5 What ordeal awaited them on 2 January?

Ans5 After they celebrated Christmas, the weather changed for the worse. On the early morning of 2 January, the waves became huge. As the ship rose to the top of each wave, they could see the vast sea rolling towards them. The wind seemed to be howling.

Q6 What measures did they take to counter this ordeal?

Ans6 They dropped the storm jib and lashed a heavy mooring rope in a loop across the stem to slow the boat, and then double-lashed everything, went through their life-raft drill, attached lifelines, put on oilskins and life jackets.

Q7 What happened on the evening of 2 January?

Ans7 On the evening of 2 January there was a lull before the storm. As the sky grew dark, they heard a growing roar, and saw a massive cloud rising at the rear of the ship. To their dismay, it was a huge wave, almost twice the height of other waves, with a fearsome breaking top.

Q8 What happened when they tried to ride over the wave?

Ans8 When they tried to ride over the wave, there was a loud blast that shook the deck. Water gushed over the ship, the narrator's head hit the wheel and he was thrown overboard into the water. He accepted his impending death, and while he was losing consciousness, he felt peaceful.

Q9 How did the narrator get back to the ship after having been thrown into the sea?

Ans9 After the narrator felt he was losing consciousness, his head suddenly popped out of the water. A few metres away, he saw Wavewalker, nearly overturned. Then, a wave threw it upright. He grabbed the guardrails and sailed through the air into Wavewalker's main boom. The waves tossed him onto the deck like a rag doll.

Q10 How did they manage to throw out water from the ship?

Ans10 With the narrator's wife, Mary, at the wheel, the narrator half-swam, half-crawled into the children's cabin, where he found a hammer, screws and canvas, and struggled back on deck. He secured waterproof hatch covers across the wide-open holes. With Herb and Larry's assistance, he managed to throw out the water



Mount Abu Public School
H-Block, Sector-18, Rohini, New Delhi-110085

CLASS-XI
SUBJECT-ENGLISH
ADVERTISEMENT
LESSON PLAN-III

DATE-19.01.2021

LINK- <https://www.cbsetuts.com/cbse-class-11-english-writing-grammar-advertisements/>

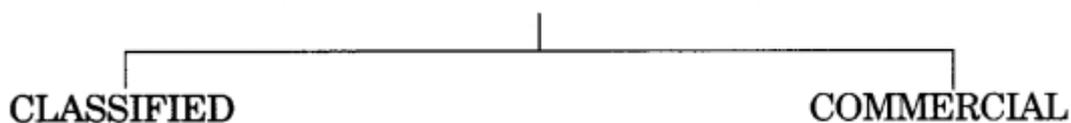
WHAT IS AN ADVERTISEMENT?

An advertisement is a paid, non-personal, public communication about causes, goods and services, ideas, organisations, people and places, through means such as direct mail, telephone, print media like newspapers and magazines, radio, television, and the internet. Their content is brief, words limited and sentences not necessarily grammatically correct. A brief description of the products or services advertised and contact address/ phone number/ e-mail must be included in advertisements.

An advertisement for the classified columns in a newspaper should be brief as the price to be paid for the advertisement very much depends on the space taken.

An advertisement is a kind *of* public announcement asking for or offering services or buying and selling property, goods, etc. or giving information about missing persons, pets, etc. It is a potent medium deliberately used to influence the minds, tastes, and even motives of the masses. It is an announcement made through a popular medium to target a large number of people.

TYPES OF ADVERTISEMENT



Look at the following classified ads from the newspapers:

COMPUTER

RENT/Sales/Purchase Computer, Also Buy/Sales Computer Parts, Upgrade, AMC, Repair, UPS, Printer & Internet. Ph: 27184842, 27181315, 98190179169, 522114-L

SALE Pentium-III @ 14800, Celeron 500Mhz @ 10900, Pentium-II 266Mhz @ 9800, Pentium-I 166Mhz @ 7500, 486 @ 3500. 27181315, 27184842, 9810179169, 522115-L

HEALTH & PHYSICAL FITNESS

FEEL Frozen, full range of world-class beauty services, credit card accepted also. Contact Majid 9810585626. 9810561813. 521019-L

ENTER the world of paradise relaxing, soothing, mind-blowing tension-free massage, "Relax" Contact 9810217510. 521532-L

HORTICULTURE

LANDSCAPING OF FARMHOUSE, Factory, houses & terrace garden etc. All type of plants & seasonal flowers variety available. Krishan Kumar 9811072404, 26804352. HK-574-RD

INTERIOR DECORATION

RARE Crystal porcelain curios stone, wood, books, paintings Connoisseurs only, Vijay 9810110671 and 26464660, 26473217, Delhi IM-410-CA

SPECIALIST Aluminium Door/Window Partition. Devendra Industries Sarai Rohilla. Ph: 25758224, 9811397642, 25054122 AC-2063-CA

KENNEL & LIVESTOCK

GENUINE pedigree dogs from Delhi's genuine Kennel pick any Lhasa Dalmatian, Spitz, Boxer, German Shepherd, Labrador, Dachshund. Ph: 25176456, 25119180, 9811172134. KP-876-CA

VINAKO offer cute toy black & golden Pom, Poodle, Tan Dachsund, Black Cocker Spaniel, Dalmatian, Golden Retriever, Labrador; GSD Greatdanes Boxer pups. A-2 Naraina 25796911-22, 9810037770 NV-1204-CA

LOST & FOUND

LOST Lease Deed of Property No-15A/4, East Patel Nagar, New Delhi. If found return it to Owner on this same address. Shakuntla. 62538-CA

We Lost From C-102501 to 102510 & Form E-161236. Finder PI. Cont. Jyoti Farm Eqp. & Fab., C-160, Naraina Ind. Area Ph-I, Nd-28 NV-1199-CA

MATRIMONIAL

RC GIRL fair & slim from reputed family working in KSA as staff nurse 27/163 coming on leave. Contact 011-27284177, 0482-643439 AC-2045-CA

ALLIANCE invited for Keralite Christian CSI boy 27/175, working in Ltd Co from employed girl. Apply with Photo to Box 62684-CA Hindustan Times, New Delhi – 110001

MOTOR VEHICLE

FOREIGN Consultants Cielo Gle 1996 last. Original single owner, beautiful excellent condition. 50,000 kms. Fully loaded. # 25738697. MK -2156-CA

PACKERS & MOVERS

GEETA Packer & Movers for household goods car by Maruti Trailer, local shifting, branches all over India. 011-23521510, 9810200793. 520927-L

GLOBAL Packer & Mover (R) h. hold Indl. cars dom/Intl by sea & Air Br in all main cities 011-23625665 9810410548 Noida 9868064138. 521619-L

PROPERTY

DLF/Sushant Lok, plots/bungalow/flats, shops/ showrooms/offices. Kashyap Estate Consultant: 26101326, 26108165, 9810006767, 9810053788. 521432-L

FOR SALE

PHOTOCOPIERS xerox 102RE Rs. 18000/- quality product, all makes, rental also Cont: Manish Tel- 25790211. Xerox Rs. 8000/- onwards, moneyvalue. NV-1155-CA

BRAND New, German Dish Washer (Famous Miele), with original packing, also Three Year used, Large size Deep Freezer (German Miele) and some Vietnamese Furniture with fine Mother of Pearl work for Sale. Contact- 9810111112/26857738/26862277. 62388-CA

TRAVEL & TOURS

4N/5DYS Manali Rs. 5999/- P. cpl. inclusive Del- Manali-del Trfs on Map plan. Goa 3n/4d Rs. 5999/- on CP. Contact:- 26155610, 26140308. 522249-L

19% off on Indian Airlines, 11% off on Jet Airways, 17% off on Air Sahara, free home delivery. Contact: 27481609, 27481610 (24 hours). 522116-L

SITUATION VACANT

Wanted a smart lady personal secretary for Director. Convent Educated, Handsome Salary and Perks. Contact : Saraswati House (P) Ltd., Darya Ganj, New Delhi- 110002 55216-SK

Main Characteristics of Classified Advertisements:

- They are categorised into columns according to different classes.
- They are written in short catchy phrases and words.
- The language used is simple, factual and formal.
- They are short, concise and to the point.
- All the relevant information is provided.
- Contact name and address is given.
- They are written in a box to attract attention.

Let us study various types of classified advertisements with the help of solved examples and note the essential details which must be included in each category.

1. SITUATION VACANT

Include these Essential Details:

- Begin with 'Wanted' or 'Required'.
- State the name of the company.
- Mention the post and the number of vacancies.
- State minimum qualifications and experience desired.
- Give age, sex, and preferential qualifications.
- Mention Payscale and Perks.
- State the mode of applying clearly.
- End with contact Address and phone numbers.

Question 1:

You are Krishna/ Tisha, Secretary, Greenland Enterprises Ltd, Delhi-110006. Your Chairman has asked you to draft an advertisement for a local daily under the classified columns for the vacant posts of one accountant and two office assistants. Draft an advertisement.

Answer:

SITUATION VACANT

Required one accountant and two office assistants for a renowned firm. Minimum qualification: Bachelor's degree in commerce and work experience of minimum one year. Remuneration—best in the industry. Interested candidates can send their CVs by courier/speed post to Greenland Enterprises Ltd, 4436/16, Daryaganj, Delhi-110006. Contact Krishna, Secretary, Mobile no 98111XXXXX

Question 2:

Hotel Lake View, Udaipur, needs young & smart lady receptionists. Write an advertisement to be published in the 'Situation Vacant' column of a local newspaper.

Answer:

SITUATION VACANT

Wanted convent educated, smart and young ladies in the age group 21-25 with pleasing personalities and fluency in communication to work as receptionists for a reputed five star hotel. Knowledge of a foreign language besides English will be preferred. Handsome salary and Perks. Apply upto 30th June with complete bio-data and recent passport size photograph to Personnel Manager, Hotel Lake View, Udaipur.

Question 3:

You need two lady checkers for Globe Exports, Virat Nagar, Kolkata 700085. Write an advertisement to be published in the 'Situation Vacant' column of The Morning Star, Kolkata.

Answer:

SITUATION VACANT

Wanted two smart, impressive young lady checkers for a renowned export house based in Kolkata. Fresh graduates with good communication skills can apply. Attractive salary besides other benefits. Apply to Manager (HRD), Globe Exports, Virat Nagar 700085 up to 15 Nov.

Question 4:

You are P. Sharma of Varanasi. You want an English (a Mathematics) tutor for your daughter. Write an advertisement to be published in the classified columns of a local newspaper.

Answer:

WANTED LADY TUTOR

Wanted a lady tutor to coach a girl of class XII in English. Only ladies with a minimum five years' experience of teaching S.S.C.E will be considered. Emoluments: travelling expenses plus 2000 to 2500 p.m. depending upon the calibre and experience. Contact: P. Sharma, 128L, Ring Road, Varanasi.

Question 5:

You are the Managing Director of Varun Enterprises, a leading garments export house. You need accountants for your Meerut office. Write an advertisement for the 'Situation Vacant' column of a local daily.

Answer:

ACCOUNTANTS WANTED

Wanted a competent and experienced accountant capable of handling accounts independently. Commerce graduates having at least five years experience in a reputed firm will be preferred. Salary and perks according to the efficiency and performance of the candidate. Apply in confidence to Asstt. Manager (HRD) Varun Enterprises, Meerut upto 25 March.