RESOURCE MATERIAL
Lessons No. 1: Model Text 1

Emerson is right in saying that friendship can’t be hurried. It takes time to ripen. It needs a background of humorous, wearisome, or even tragic events shared together, a certain tract of memories shared in common, so that you know that your own life and your companion’s have really moved for some time in the same channel. It needs interchange of books, meals together, discussion of one another’s whims with mutual friends, to gain a proper perspective. It is set in a rich haze of half-remembered occasions, sudden glimpses, ludicrous pranks, unsuspected observations, midnights: confidences when heart spoke to candid heart.


Model Text 2

Edward William Bok began as a poor Dutch immigrant boy and through hard work rose to fame and fortune. He was born in the Netherlands in 1863, but his parents moved to the United States when he was six. His father died soon after that. By the time Bok was 10, he had a part-time job. I didn’t have my first part-time job until I was fifteen. He was later a stenographer for New York publishing firms, and at 21 was editor of ‘The Brooklyn Magazine’.

It was in 1889 that Bok became editor of the Ladies’ Home Journal’. In 1957, the Journal’s circulation was over 50,00,000 copies-greater than that of any other magazine except the header’s Digest and Life. Under his management, this magazine became one of the most successful publications in America. For thirty years, Bok and the Journal worked for such causes as the better-babies movement, beautifying American cities, improving home architecture, and modernizing rail-road cars. The Journal’s campaigns against the evils of patent medicines were partly responsible for the passage of the Pure Food and Drug acts by Congress. Samuel Hopkins Adams’ articles on patent medicines in Collier’s Weekly Taken from: Teacher’s Manual for Language for Language. Arts and Skills, Pollock, T.C; Sheridan, M.C; Roody, S.I etc, Macmillan Co-,N.V,1961.also helped bring about consumer protection.

Lessons No. 2: Model Text 1

The most dangerous animals on the Indian sub-continent, are not lions, tigers or wolves, but poisonous snakes. Attacks occur more frequently than most people suspect with the result that 2,000 humans are bitten by venomous snakes in India each year. Unfortunately, the death rate from snake bites is high largely because of widespread ignorance about snakes and snake-bite prevention. Also, proper medical treatment is often delayed or is not possible. According to an estimate, nearly half the world total of deaths from snake bites occur annually in India and this despite the fact that only about 50 of the more than 200 species of snakes in India are venomous. Of these, only four are really dangerous.
Adapted: Test items in English language for Secondary classes; Mamta Aggarwal NCERT, 1987.

MODEL TEXT 2
Arrange the following sentences logically to make a coherent paragraph.

1. We pack all our belongings in a jeep and pile in.
2. We give up hope and get ready to walk.
3. Laughing boisterously, we go bumping and clattering down the road.
4. But she suddenly begins to purr loudly like a guided missile taking off into space.
5. But the car won't start until the boys give her a shove.
6. Then she stops.
7. She starts.

LESSON NO. 3 MODEL TEXT
These things are good.
The flowers in the park,
The song of a lark,
The wind in the trees,
The dew on the leaves,
The child and the mother,
The love of a brother,
These things are good.

LESSON NO. 4 MODEL TEXT
I have always loved hats since I was a little kid. My parents always told me that I used to go nowhere without some type of a hat on my head. It would have been a baseball cap, a plastic army helmet, a cowboy hat, a wool hat or a pirate hat, I didn't care. I was so possessive about my hats that I would not let any of the servants dust them. I looked after them myself and could never lend one of my hats to any of my cousins, except Lucy.

LESSON NO. 5 MODEL TEXT

But I was still shy and half paralyzed in the paralysed in the presence of a crowd and my first day at the new school made me a laughing stock of the classroom. I was sent to the blackboard to write my name and address. I knew my name and address, knew how to write it, how to spell it; but standing at the blackboard with the eyes of the many boys and girls on my back made me freeze inside and I was unable to write a single letter. 'Write your name,' the teacher called to me. I lifted the white chalk to the blackboard and I was about to write, my mind went blank; I could not remember my name, even the first letter. Somebody giggled and I stiffened. 'Just forget us and write your name and address,' the teacher called. An impulse to write would flash through me, but my hand would refuse to move. The children began to titter and I flushed hotly. 'Don't you know your name? the teacher asked.

I looked at her and could not answer. The teacher rose and walked to my side, smiling at me to give me confidence. She placed her hand tenderly upon my shoulder. 'What's your name?' She asked.

'Richard,' I whispered.

'Richard what ?'

'Richard Wright.'

'Spell it.'

I spelled my name in a wild rush of letters, trying desperately to redeem my paralysing shyness.

'Spell it slowly so I can hear it.' She directed me.

I did.

'Now, can you write?'

'Yes, Ma'am.'

'Then write it.'

Again I turned to the blackboard and lifted my hand to write, then I was blank and void within. I tried frantically to collect my senses but I could remember nothing. A sense of the boys and girls behind me filled me to the exclusion of everything. I realized how utterly I was failing and I grew weak and leaned my hot forehead against the cold blackboard. The room burst into a loud and prolonged laugh and my muscles froze. I sat and cursed myself. Why did I always appear so dumb when I was called upon to perform in a crowd? I knew how to write as well as any pupil in the classroom, and no doubt I could read better than any of them, and I could talk fluently and expressively when I was sure of myself. Then why did strange faces make me freeze? I sat with my ears and neck burning, hearing the pupils around me whisper, hating myself, hating them.
LESSON NO. 6 MODEL TEXT

People are not always talking but they are thinking to themselves all the time. Have you ever tried to note down all the various thought that were passing through your head at a given time?

Read the following:

My store is small, but equipped with anything a person needs. Now I sit and wait for the customers to come in. Shelves are piled high with rolls of printed and plain material-cotton, terrycot and terene. The salesman looks smart enough to catch the customers. I ordered several shirts for the executive type but where is he? Only one customer in the store and he does not seem to be the type to buy anything. Rent is due next week, so I better get up and attract some customers. Last week I had ordered half a dozen denim jeans that are popular with the college going crowd. I should make profit on their sale, enough for going to the hill-station in the coming vocation. May be I will take the family out for dinner tomorrow. Those jeans should go pretty fast. I will order jackets next.

LESSON NO. 7 MODEL TEXT

Natasha began to teach in a school attached to a weaving mill but teaching alone did not occupy her. Several times a month she disguised herself as a nun or pedlar of laces, well-to-do towns woman or a pious pilgrim and wandered through the province. She always opened the conversation with strangers fearlessly, drawing their attention to the enormous problem facing the masses in general. During the course of her travels, the drama in real life-an anxious struggle for daily bread-unfolded itself. On every hand she saw shockingly open efforts to cheat people, to drink their blood. She saw there was an abundance of everything on the earth, yet masses lived in dire need and they were half-starved. The churches in the towns were filled with silver and gold for which God had no use while at the gates beggars stood shivering, waiting in the rain for a few coins to be dropped into their outstretched hands. Earlier she had accepted it as a natural state of affairs, now she found it intolerable. She dreamed of a world in which people would be free of greed and malice and where life would not be so dark and terrible for so many but simpler, brighter and nobler for all.

Adapted from: Test items in English Language for Secondary classes, Mamt a Aggarwal, NCERT, N. Delhi, 1987.

LESSON NO. 8. MODEL TEXT 1

I Read the following passage:

He was a tall, straight backed man who had the appearance of someone who had known the discipline of military service. It was not only his urgent stride which made the suggestion. There was the close-cropped hair, the neatlygreying moustache, the crisp manner of his speech like that of a man accustomed to giving orders that were meant to be obeyed.
MODEL TEXT 2
She was knitting, knitting, always knitting. The constant clicking of her needles seemed to match the nodding motion of her old, white head. Despite her hard work, her own woollen garments were threadbare but it was not difficult for the many friends who visited her to guess the reason why. The children of the village, snug in their double-knit pullovers and polo-jumpers, were evidence of her skill and her charity. Don't you ever stop knitting? A small child had once asked. 'Lord, no', chuckled, the old woman, 'It keeps me young'. 'Keeps you young?' 'Of course. It makes me, contented, you see'. 'And contentment keeps you young'. And indeed, she was young for all her years. Her hair might be sparse, her face not free from wrinkles, her thin back no longer straight but her dark eyes and gentle voice were fresh with the happiness of years past and remembered.

LESSON NO. 9 MODEL TEXT
Read the following passage, which is part of a letter from Mrs. Singh to her sister.

Our new home is a very pleasant flat. It is on the fourth floor of a tall building which is quite near to a large park.

We have a living room, a dining room, two bed-rooms, and a kitchen. There is also a small balcony off the dining room.

The Living room is large, with two windows on opposite walls. We have a desk near one of the windows and a table on the other side of the room. There are plenty of chairs, and our television set stands in the corner.

The dining room is not very big, but it is comfortable and near the kitchen. The kitchen is very well fitted with cupboards and a proper niche in one wall for the fridge.

LESSON NO. 10 MODEL TEXT
Here are some notes that Gavin Young, a writer, later included in his book. Read them.

A long low line of trees and houses Fishing boats bobbing around us everywhere, we almost run one or two down, and the captain shouts at the fisherman angrily. A lighthouse ashore, blue and white striped like a barber's place.

Beaches ahead backed by palms, a patchwork of red roofs. More sails, Arab style, very white. Many church spires. The last meal-tuna, cabbage, eggs, rice—is served by the little cooks, I can't complain about the quantity or quality of food on the HERMAN MARY.

Now the great sails are down, the bamboo looms—their 'bark' an inch thick-stowed, the huge mainsail lowered by means of a hand-turned iron winch. Suddenly the Herman Mary has a bare, plucked-chicken look. It is a hulk with two masts, a moth without wings.
LESSON NO. 11 MODEL TEXT 1

Boarding House 2,
St.Xaviers School,
Lonavla.

Dearest Mother,

I was so glad to get your letter yesterday. Thank you so much! I read it just after-
 morning school, but it made me feel very homesick. It seems years since I left home
 though it is really only about a month. I keep dreaming of the Diwali holidays when I
 shall be able to come home. It was much nicer when I was at the day- school, and
 came home every afternoon.

I do hate being a boarder. I am in a big dormitory, with about twenty other boys. Some
 of them are all right, but the bigger boys are always playing nasty jokes on us smalle-
 r ones; and we daren’t say any thing or we should get a most awful licking. The master-
 comes round to see all lights out, but all the larking goes on after he has gone, so he
 knows nothing about it. And I don’t like the masters. They simply make you work all
 day, and cane you for every fault. Most of the boys are horrid; but I like two or three.

Please ask father to readmit me into a day school again. I should be much happier
 there.

With love,
Your loving son,
Tinkle Gulati.

MODEL TEXT 2

Total Insurance Company Limited,
P.O.Box 1234,Independence Avenue,
Calcutta-710003.
31 May,1990.

Universal Office Supplier Ltd, J.C.Road,
Calcutta-700001.

Sub: Typewriter order missing items

Dear Sirs,

Please refer to our order No. A 621/78 and our letter CAL/16/2 of April 21,1990.

All the machines were delivered to us yesterday and were inspected by our supervisor.
The following items were missing:

lxx
1. There cleaning kits.
2. One 18" machine cover.

We should be pleased to receive these items as soon as possible. We also hope that any future orders will be more carefully checked before they leave your store.

Yours faithfully,

MODEL TEXT 3

To
The Editor,
The Sunday Times.

Sir,

Our Municipality wants waking up; and as private appeals to their office have had no effect, perhaps a little publicity will do no harm. For the last month Chetty Road has been almost impassable. The surface is badly broken up by the heavy rains, and on a dark night it is positively dangerous for cars and other vehicles to pass that way. Moreover, there are heaps of road metal on both sides of the road, which leave very little room in the middle. It is scandalous that we should be inconvenienced in this way for weeks, and I hope the public will bring pressure to bear on those responsible so that the road may be put in through repair without further delay.

Yours Truly,
Anuradha Singh.

LESSON NO. 12

You are to write a letter to a local newspaper appealing for support for a project to help old people in the city of Chandigarh. Newspapers prefer short letters but you have collected the following points. They are not, however, all equally important. Working in groups of two or three, decide which of the points are important enough to be included, and then group them into paragraphs. Then plan each paragraph carefully & finally write the letter.

There are at least-----------People over the age of 65 in your city.

Many old people play golf.

There is a golf club and six cinemas in your city. Cinemas are cheap for old age pensioners in the morning.

Old age pension is only-----------.

bxxi
Old people need a recreation centre. Old people need food and comfort and companionship. Many old people can't move around a lot. Old people are easily irritable and often bad-tempered.

You are going to organise a voluntary visiting service for old people. You need volunteers to help in your various projects. You know a large number of old people. You are going to organise a scheme to help old people decorate their houses. Old people drive very slowly and often obstruct the smooth flow of city traffic. Your group now has 15 voluntary members.

Some old people don't have cars. You have organised an emergency telephone service, which is manned all day. The local authority does very little for the old people. There are many old age pensioners in your street. People's reaction time slows down considerably when they get older. Many old people fought in the 1965 and 1971 wars. You need money to help with your expenses, especially the emergency phone. You visit the hospital every week. Old people vibe well with children and tell them stories. Donations can be sent to Panjab & Sind Bank, Zonal office, Sector 17-B, Account No.__________

You started your action group by talking to friends. The first meeting of the group will be at Tagore Theatre at 8 P.M. on__________

You have plans to build a community centre for OAP's if you can get enough money. Many old people need special attention and this requires a lot of patience & tolerance on the part of the volunteer helper.

NOTE: Teacher asks the students to read the source material carefully twice. She then divides the class into groups of 3 or 4 and asks each group first of all to underline the sentences that give the main theme of the letter - what the writer wants to accomplish/achieve by sending the letter to the newspaper.

Q. - Can you now find out and group all the sentences that should form the introductory paragraph of the letter.
Q. - Now take out the sentences that should form the main theme of the letter.
Q. - Now group the sentences to form the concluding paragraph.

LESSON NO. 13
Read briefing sheet 1 and 2.

Briefing sheet 1.

Your role Principal of primary school.

Age of pupils 5 to 11 years.
School day
8.45 to 12.00
Lunch break 12.00 to 13.00
13.00 to 15.45

Travel to and
Most children walk, some with from school parents, others with other
children, some are driven to school by parents. Over half the children
go home for lunch.

Situation
School is near a busy railway line carrying passenger and freight
trains.

Neighbourhood
Over half the children come from housing on the other side of the
railway line from the school. There is a very popular-park and
recreation area on the same side of the railway line as the school.

Briefing sheet 2

Proposal by railway management

To replace the existing railway crossing gates. The present gates consist of full-width
barrier which is controlled by a signalman. The new gates will each be half the width
of the road, and they will be controlled automatically.

Extra information
(i) In 1983, 430 automatic, half width crossings were in use in U.K. Only five persons were
killed in accidents at automatic crossings in six and half years.
(ii) The installation of full-width automatic crossing, controlled by close-circuit TV, would
cost Rs.18 lacs more than the cost of half-width automatic crossing.

Home Assignment

Briefing sheet 3.

Your role : An official of the railway company.

Information : During the last six and a half years, only 5 people have been killed
at automatic half width barriers.

There are strict guidelines for such installations. The Railway Inspectorate advises the
department of Transport on such installations. Proper procedures were followed before
finalising the proposal.

Note: Utilize the information provided in Briefing Sheet 3 and write a letter on behalf
of the official of the railway company to the editor, presenting the counter arguments
against the criticism levelled by the Principal of the Primary School.
LESSON NO. 14 MODEL TEXT

Read the following advertisement and the response. Wanted smart, young summer salesperson, 9-6, Mon-Sat. Some heavy lifting. Previous experience and good health essential. Apply: The Manager, English Book Shop, Sector 17-C, Chandigarh.

301, Sector 3-A, Chandigarh

The Manager,
English Book Shop,
Sector 17-C, U.T.
Chandigarh.

Dear Sir,

I would like to apply for the job of summer salesperson, which you advertised in today's 'Indian Express'. I have just passed twelth class from Government Senior Secondary School, Sector 20-D with good grades in English and history. I was the editor of the school magazine and a leading debater in all inter-school competitions. I read a lot in my spare time and last summer I even worked in the Navyug Book Store in my grandparents' home town of Patiala, Punjab. I was born in Patiala on December 6, 1974 and have been living at the above address for twelve years.

I am 5.8 tall and weigh 62 kg. I was a member of my school football and swimming teams, so I am a strong, healthy and energetic person.

If you require a letter of reference about my work and ability, please write to Ms Rahul Gupta, the manager of Navyug Book Store in Patiala.

Hoping to receive a favorable reply from your esteemed self.

Yours truly,

(ABHINAV BHANDARI)

Adapted from: A. Raimes-Techniques in Writing, 1983.
Chandigarh Summer Employment Registration form

Name------------------------
First                  Middle                        Last

Address----------------------

Date of Birth------------------ Birthplace------------------
Month/Day/Year

Height---------------------- Weight---------------------- Health----------------------

Schools attended----------------------

Hobbies----------------------

References----------------------

LESSON NO.15

Read the text carefully and complete the letter suitably.

Dear Nikita, I hear you are changing your job shortly. I have a suggestion. Why don't you come and live with us? At the moment, there are four of us sharing this flat, but one person is leaving at the end of the month.

It works out very well. And of course there's one great advantage—you can do what you like here. Let me know about it as soon as possible.

Your friend,
Karishma.

LESSON NO. 16

Task: You are a reporter for the Tribune. The phone on your desk rings and when you answer it, you hear your editor telling you to go and report on an explosion in the main shopping block. You pick up your notebook and go. Time is 5.00 p.m.

When you return, your editor tells you to write the report as quickly as possible since he is holding space on the front page. He needs the headline immediately.

Provide one...............................................................................................................

bxxv
The relevant two pages of your notebook are reproduced below:

Page 1

5.20 p.m. - textile store wrecked glass scattered allover; big hole in front wall of store; police blocking road; traffic; anguished screams of pain can be heard; someone brought out on stretcher; seems a middle-aged woman; badly hurt; face contorted in pain; begun -doctor, nurses moving in and out.

Page 2

Fireman comes out; muttering under breath; 'lot of rubbish in there' '8 badly hurt-'coffee house opposite; look for eye witnesses there; two college students say they heard a loud bang and the store, as if, burst; meet store manager; loss in thousands; none dead since rush hour not yet.

Note: First write a rough draft by referring to the notes, see if you want to add anything else.

LESSON NO. 17 MODEL TEXT

One cyclist was killed and another badly injured when they collided with a motorcycle on the road to Palam Airport yesterday afternoon. The collision occurred near a sharp bend in the road about two miles from the airport. According to the driver of the lorrya, which was travelling towards the airport at the time, the two cyclists were chattering gaily and the attention of the motor cyclists was distracted by a Boeing 727 that was landing. As he braked hurriedly to stop his vehicle, he saw one of the cyclists dash against the oncoming motorcycle. In a split second, the road was littered with broken glass, running engine of the motorcycle, the two motorcyclists sprawled in the middle of the road, groaning and half-unconscious while the unluncky cyclist lay dead on the road, his head having hit the road. The other cyclist was bleeding profusely and though not hit in the head, one of his legs seemed to have broken. Luckily, an ambulance was passing by. It took the injured and the dead boy to the nearest hospital.

LESSON NO. 18 MODEL TEXT 1

Is it justice?? Are they justified??

'The plight of an old couple'

Tonight one couple, 80 years old Mr. and Mrs. Nadkar ni are making final stand against local authority. The house in which they have lived for the last 55 years and to which Mrs. Nadkarni came as a newly married young bride, is the last one standing in Central Square in the town of Navtal. All the rest were pulled down one after the other during the past fortnight. Why were they all pulled down??- to make way for a five-star hotel for foreign tourists. The local council has offered Mr. and Mrs. Nadkarni alternative accommodation in another part of the town but they refuse to move.
"They want us to move to another part of the town", Mr. Nadkarni told our reporter when he interviewed him in the early hours of the morning yesterday. "I have no friends there and I have millions of memories attached to nooks and corners of this ancestral house of mine", he added.

An official of the council stated that Mr. & Mrs. Nadkarni would be out of the house tomorrow, one way or another.

**MODEL TEXT 2**

The local council of the town of Navtal is determined to evict Mr. and Mrs. Nadkarni, an 80 year old couple, from their ancestral house in Central Square. All the other houses have been pulled down one by one in the past fortnight to make way for a five star hotel. The couple has been offered alternative accommodation but is unwilling to move.

**LESSON NO. 19 MODEL TEXT**

**Read the following report:**

When the fire engine left the fire station on Minto Road at 8.00 p.m. on Saturday, the fireman Rahul Dwivedi did not know that he would return a hero. Flames were leaping out of a first floor window of the corner house on Kasturba Gandhi Marg. Neighbours, police and firemen stood outside on the side walk. Suddenly they all looked up as they heard a scream, and their hearts froze. Lo and behold. A boy, about ten years old, appeared at a third - floor window which wouldn't open. He was very frightened. Rahul Dwivedi dropped the hose, stepped forward, jumped and grabbed the bottom rung of the metal fire escape ladder. Then he climbed up to the window, broke it, pulled the boy out of the window and carried him down the ladder. At last both were safe, and the crowded cheered.

Adapted from A Raimes; Techniques in Teaching writing---------".

**LESSON NO. 20 MODEL TEXT 1**

If one fine morning you happen to find a butterfly inside a room near a window,. What do you do? You probably think 'What a lovely thing' and open the window to let it fly away. Well, that is quite a virtuous action to take for a past which will lay a lot of eggs, which will in turn change to caterpillars, which will then start to eat your cabbage, other vegetables and flowers.

Now suppose that, instead of a butterfly, it is a spider that you see. What do you do now? You may cry out, "Oh, look at the horrible spider". You may cry out, "Oh, look at the horrible spider". You may even run for a broom or a happendal and kill it. If you do, you will have killed one of your best friends.

Why are spiders among our best friends? Simply because they destroy many harmful insects, including some of our worst insects. These are the insects that devour our crops, cause diseases both to us and to farm animals, and torment our skins. Spiders do
not have specific in sects which they prey on. They kill and eat whatever insects are available, though they do not usually prey on the large ones.

There are two main groups of spiders: the weaving spiders and the hunting spiders. These two groups differ in various ways. The weavers have bigger spinnerets (those parts of the body from which the silk comes out) and their legs are generally much longer, with special claws at the end. The hunting spiders (which do not spin webs) have smaller spinnerets and strong thicker legs. They have better eyesight than the weavers, but the weavers sense of touch is more developed, and they are more highly evolved than the hunters. The weavers do not take the trouble to hunt their prey, instead they set a trap and wait for the prey to get caught with. This trap is, of course, the web, which is made from the spider's silk. The silk is produced in glands in the back half of the body and pushed out through jets or nozzles called spinnerets. These can be moved in any direction, and they also control the quantity of silk that comes out. It is liquid when it comes out and hardens when it meets the air, though it remains sticky. This is very important for the spider, because the stickiness helps to prevent his prey from escaping. The spider itself however, can run across the web because it has a kind of oil on its feet, which therefore do not stick to the web.

MODEL TEXT 2

Noise can cause widespread damage to the human mind and body. Environmental noise affects nervous system in a number of ways. Temporary deafness can be caused by brief exposure to intense noise. Excessive noise exposure can result in headaches, fatigue, dizziness, inefficiency, high blood pressure, tense muscles, abnormal heart rhythms.

Congenital defects can be caused in an unborn child by intense and sustained noise as experienced by female construction workers. Noise is measured in decibels (DB) and psychological research has proved that 90 DB can cause deafness & 140 DB madness.

While concern has been shown about air and water pollution, noise pollution has not yet received much attention. Research reports show that it can be controlled by segregation of slow-moving and fast-moving traffic, planting of trees like neem, banyan, casurina and tamarind which actually absorb noise and creating a green belt 50 meters wide between industrial and residential areas.

Notes:

Intro : Noise can cause widespread damage to human minds and body.

A. How noise affects human system.

1. intense noise, brief exposure-temporary deafness.

2. excess exposure-
a) headache.
b) fatigue.
c) dizziness.
d) inefficiency.
e) high B.P.
f) tense muscles.
g) abnormal heart rhythms.

3. intense + sustained noise—Congenital deafness in unborn children.

4. \[ \begin{align*} 
90 \text{ DB} & \rightarrow \text{deafness} \\
140 \text{ DB} & \rightarrow \text{madness} 
\end{align*} \]

noise measured in decibels (DB)

B. How noise pollution can be controlled.

1. Segregation of slow moving and fast moving traffic.

2. Planting of trees known to absorb noise, eg. neem, banyan.

3. Green belt 50m wide between industrial and residential areas.

**Lesson 21 Resource Materia:**

Alok Trivedi and Seerat Chaudhary, his girlfriend, are planning to go on holiday together. They want to travel around India because Alok, who was in a boarding school all through his school years, has not seen much of Southern India. They are at Seerat’s home and they are talking about their plans. Alok works at a bookshop and Seerat works at a record shop.

Seerat. Well, I don't want to go by train. But why don't we hire a taxi to take us around?

Alok Him, it's very expensive, you know. And you can't drive!.....But you've given me an idea? Perhaps we could get a van.

Seerat You mean ....... buy one?

Alok Yes, a second hand one. One of those big ones.

Seerat But alok, they cost a lot..... and besides, there are only two of us.

Alok Look, we only need about six people. You, me and four more. We can share expenses. It's a marvellous way to see the country camping, staying in hostels.

Seerat Mm, But how do we find four people? Put an ad in the paper?
Alok  No, too expensive. Listen, I'll put a notice up on the notice board at the University. There is one near the bookshop. And what about that newsagent's near the record shop? They have ads in the window.

Seerat  Ok, then well, I suppose we ought to make some notes-----------------. 

Alok and Seerat continue to talk. Seerat makes notes. Note: Read on, and make a note of the important points.

Seerat  Right, here's some paper--------and a pen. I'll make the notes.

Alok  Ok Well, first--------must be able to drive. After all, you can't and I don't want to drive all the time.

Seerat  --------has to be able to drive. And we want people who like a simple life. After all, we're going to camp and stay in hostels.

Alok  Yes, definitely. No luxuries! Have you got that down?

Seerat  Hang on! Yes and another thing--------they ought to share the cooking too. I'm not going to do it all.

Alok  Should be able to cook, then. Right. What else?

Seerat  Shall we tell them about the cost of the trip?

Alok  Mm, yes. Let's say about 1000/- each. Plus expenses.

Seerat:  Rs 1000/- and Share all expenses. What about age?

Alok  Good point. How about--------eighteen to twenty five? And not all Indians!

Seerat  So--------eighteen to twenty five--------any nationality or community. That should encourage people.

Alok  Do you think that's all?

Seerat  Can't think of anything else. We've got quite a few notes.

Alok  Ok then. I will write out the notice for the board at the University.

Seerat  ------And I'll do the one for the newsagent's--------.

LESSON NO. 23 MODEL TEXT

Read the following advertisement inserted by someone in the newspaper.

I am a sincere, khatri hindu, unattached male, aged 35 and 5'8" tall. I am young looking and not unattractive. I have no ties, and I have my own house and car. I am reasonably secure financially. I am considered humorous, warm-hearted, understanding and generous. I have many and varied interests. I wish to meet an
intelligent, attractive female, aged between 25 and 32. Her status is unimportant but a child is welcome. She should live within a fifteen-mile radius of Chandigarh. I wish to meet her with a view to friendship and marriage. A photograph would be appreciated. All letters will be answered. Discretion is assured. Box 4621.

LESSON NO. 24 MODEL TEXT
Read the following letter and condense the matter of the letter in the form of a telegram to be sent to the candidate.

Talent Search Unit, Department of Education, Govt of Tamil Nadu, Madras.

Rajesh Sharma, Head.


Ref: Summer Course for Talent Search Awardees.

Dear Miss Savita,

We are going to organize a 15 day summer course for the Talent Search Awardees at I.I.T. Madras, from 1st to 15th June, 1991.

Since you are also an awardee of the scholarship, we would be glad if you could join the course. Let us know about your participation telegraphically so that we can make arrangements for your stay. Second class T.A and D.A of Rs 25 will be paid to you by us.

Yours sincerely,

(Rajesh Sharma)

Miss Savita,
Bel Air Lodge,
Conoor Ooty Highway,
Ottacamund.

Adapted from Mamta Aggarwal, Test items in English language for Secondary Classes, NCERT, New Delhi, 1987.

LESSON NO. 24
MODEL TELEGRAM

Write a telegram to your friend at Ferozepur city, Punjab, whose admission card for entrance test for B.ED. examination has been received by you at Chandigarh. You can't send the card as you are short of time.
To be telegraphed.

Raminder Aujla
416 B, New Street
Ferozepur (Pb.).

B.Ed ENTRANCE TEST ON TENTH MAY ADMISSION CARD RECEIVED
ARRIVE NINTH DEFINITELY.

SUNEETA

Not to be telegraphed. Sender’s name and full address

Suneeta Tiwari
26 Sector 16-A,
Chandigarh.

LESSON NO. 25 MODEL TEXT
Go along North Road and take the first turn left into Mall Road Continue along Mall Road, passing a temple on your left. Go through one set of traffic lights and drive on until you come to a large garage on a corner. Turn left there into West Road and stay on that road for about half a mile. Take the third road on your right and you will find House B on the first corner.
Lesson no 25

Sketchmap No. 1

Sketchmap No. 2