APPENDIX L-1

SPECIMENS OF TEXT-BOOK MATERIAL FOR PRE-UNI.COM.: PASSAGES

1. MY FINANCIAL CAREER

When I go into a bank I get upset. The clerks upset me; the wickets upset me; the sight of the money upsets me; everything upsets me.

The moment I cross the threshold of a bank I am a hesitating fool. If I attempt to transact business there I become an irresponsible idiot.

I knew this, but my salary had been raised to fifty dollars a month, and I felt that the bank was the only place for it.

So I walked in, awkwardly, and looked timidly around at the clerks. I had an idea that a person about to open an account must consult the manager.

I went up to a wicket marked "Accountant". The accountant was a tall, cool devil. The very sight of him upset me. My voice turned gloomy.

"Can I see the manager?" I said, and added, "alone." I don't know why I said "alone."

"Certainly," said the accountant, and fetched him.

The manager was a grave, calm man. I tightly held the ball of fifty-six dollars in my pocket.

"Are you the manager?" I said. God knows I didn't doubt it.

"Yes," he said.

"Can I see you?" I asked. "Alone?" I didn't want to say "alone" again, but without it the thing seemed self-evident.

The manager looked at me in some alarm. He felt that I had a terrible secret to reveal.

"Come in here," he said, and led me to a private room. He turned the key.
"We are safe from interruption here," he said, "sit down."

We both sat down and looked at one another. I found no voice to speak.

"You are one of Pinkerton's men, I presume," he said.

He had gathered from my mysterious manner that I was a detective. I knew what he was thinking and it made me worse.

"No, not from Pinkerton's", I said, seemingly to imply that I came from a rival agency. "To tell the truth," I went on, as if I had been compelled to lie about it, "I am not a detective at all. I have come to open an account. I intend to keep all my money in this bank."

The manager looked relieved, but still serious; he concluded now that I was a son of a very rich man.

"A large account, I suppose," he said.

"Fairly large," I whispered. "I propose to deposit fifty six dollars now, and fifty dollars a month regularly."

The manager got up and opened the door. He called to the accountant.

"Mr. Montgomery," he said unkindly loud, "this gentleman is opening an account; he will deposit fifty six dollars. Good morning."

I rose.

A big iron door stood open at the side of the room.

"Good morning," I said, and stepped into the safe.

"Come out," said the manager coldly, and showed me the other way.

I went up to the accountant's wicket, and poked the ball of money at him in a quick movement.
My face was frightfully pale.

"Here," I said, "deposit it." The tone of the words seemed to mean, "Let us do this painful thing while the fit is on us."

He took the money and gave it to another clerk. He made me write the sum on a slip and sign my name in a book. I no longer knew what I was doing. The bank swam before my eyes.

"Is it deposited?" I asked, in a vibrating voice.

"It is," said the accountant.

"Then I want to draw a cheque."

My idea was to draw out six dollars of it for present use. Someone gave me a cheque-book through a wicket, and someone else began telling me how to write it out. The people in the bank had the impression that I was an invalid millionaire. I wrote something on the cheque and thrust it in at the clerk. He looked at it.

"What! Are you drawing it all out again?" he asked in surprise. Then I realised that I had written fifty six instead of six. I was too far gone to return now. I had a feeling that it was impossible to explain the thing. All the clerks had stopped writing to look at me.

With misery, I said, "Yes, the whole thing."

"You withdraw your money from the bank?"

"Every cent of it."

"Are you not going to deposit any more?" said the clerk, astonished.

"Never."

I had an idiot hope that they might think something had insulted me while I was writing the cheque and that I had changed my mind. I made a wretched attempt to look like a man with a fearfully quick temper.
The clerk prepared to pay the money.

"How will you have it?" he said.

"What?" "How will you have it?"

"Oh" - I caught his meaning and answered without even trying to think - "in fifties."

He gave me a fifty dollar bill.

"And the sixes?" he asked.

"In sixes," I said.

He gave it to me and I rushed out.

As the big doors swung behind me I caught the echo of a roar of laughter that went up to the ceiling of the bank. Since then I bank no more. I keep my money in cash in my trousers pocket, and my savings in silver dollars in a sock.

- Stephen Leacock

2. FROM THE RANGE TO THE MARKET

From the range to the market, beef today moves along a superhighway lined up with middlemen. Trucker, auctioneer, feeder, buyer, wholesaler, retailer, cutter, each takes a specialized role in turning calf into carcass into beef. And each takes his cut out of the shopper's budget. How much profit each makes, varies widely with the changing laws of supply and demand governing the cattle, the grain and the labour market.

Most of the increase in prices is due to the rising cost of labour. Middlemen use a lot of labour. In recent years their shares of the overall cost of beef production has risen steadily. Those who prefer their steak supermarket fresh, here is the way those prices grow.
Rancher:

Calves graze until they are about a year old and weigh 700 pounds. It costs some $200 to raise each calf. The calves are then auctioned to feed lot owners for about 38¢ a pound—or $266 a head.

Trucker and agent:

The cattle cars are gone. Most cattle are now trucked between the range and the feed lot. Buying, trucking and agents' fees add several dollars to the cost of a calf.

Feed lot:

The feed lot owner fattens the young cattle for about 150 additional days, often in herds as large as 35,000. A fattened or 'finished' steer brings about $350 for a 1,000-pound animal. After costs, a feeder makes a net gain of roughly $1.55 a head.

Packing house:

Steer becomes carcass when packers buy a finished 1,000-pound animal and dress it out to a 620-pound piece of meat, fat and bone. The packer has recently been selling carcasses to retailers for about 53¢ a pound or $328 a head. Even with the sale of hides and other by-products, the packer today is not meeting his costs on beef, although profits normally average a few dollars a head.

Supermarket:

The retailer turns the beef halves he buys from the packer into steaks, roasts and many other economical cuts. After shrinkage, fat, trim and bone losses, the retailer has about 440 pounds of saleable meat left from a 620-pound carcass. He averages 82¢ a pound just to cover his costs on the carcass. Labour and overhead are extra and considerable. Retail meat prices might average a dollar a pound or $440 for the same steer he bought at $328.

"Life"
Sue Kendal was furious when she received the letter from the Inland Revenue. She threw a line of red paint across her canvas and shouted, "Horace, Just you come here and listen to this."

The big dog gently walked across the studio and rubbed its nose against her leg. "Listen now, Horace," she said, and read the letter aloud.

"Dear Madam,

I thank you for your letter of the 3rd instant, and regret that the cost of food for your dog, Horace, cannot be treated as an expense against your painting profits."

Sue held a fistful of the chow's yellow fur. "Taxes, taxes," she said, "Horace, what are we going to do?"

Horace, obviously hurt, looked at her.

She paced the room angrily. And then, through the window, her eye caught sight of a bronze plate against a door on the other side of the street: "L. CLOAKE, Chartered Accountant."

"That's it!" Sue shouted. "An accountant! That's what we need."

With paint on her fingers and across one cheek, she ran downstairs and across the road to the office. She was in her overall.

"I want to see Mr. Cloake," Sue said to the receptionist, an elderly woman.

She surveyed Sue indifferently. "Do you have an appointment? "Hell, no," Sue said impatiently. "I only want to see him a few minutes. I'm a painter, see, and I have this dog, Horace. The Revenue agent here says his food is not tax-deductible and I don't agree with him. That's what I want to see Mr. Cloake about."
"Mr. Gloake will only see you by appointment," the receptionist replied.

"Oh!. Hasn't he got an assistant? I can see him, can't I?"

"Only Mr. Gloake can deal with tax matters.... What is your name?"

"Oh, forget," Sue said.

Back in the studio she made a cup of coffee, and washed the paint off herself. She sat down and thought hard.

Then she looked up and said, "Horace, you and me's going to see that damned Revenue agent."

At the income tax office, she produced the letter and gave the clerk a cool look.

"I want to see the man who wrote this letter," she said.

"Yes, er... take a seat, will you madam. I'll go and see if he's free."

"He'd better be."

Sue sat down and looked at the cream and blue walls. Inside, the public spoke in low voices to the Revenue clerks. Why can't they make these places more cheerful, she wondered. People might pay their taxes more willingly.

The clerk reappeared. "Come this way, madam. Mr. Appleby will see you now."

Mr. Appleby was a tall, bright young man. He had a long-stemmed pipe and an easy, confident manner.

"Do come in, Miss Kendal, it's so nice to see you. And that's Horace! What a dog!"

What do you mean, what a dog?" Sue said defensively.
"I mean a splendid dog, absolutely splendid," Mr. Appleby amended.

"He's a chow."

"Ah, a chow! No wonder he costs so much to feed."

Sue brought out the letter, and laid it on the table.

"I've come about this."

"Ah, the letter," Mr. Appleby said, "I'm afraid I can't go back on what I said. You made about £500 from your painting last year, after expenses, and that's what you pay tax on."

"But Horace costs a mint to feed, Mr. Appleby. Surely I can claim a deduction for that." "No."

"Why not?"

Smiling, Mr. Appleby explained, "You carry on the profession of painting. The tax law says that in calculating your profit, you can deduct expenses incurred wholly and exclusively in connection with painting. And you know, Horace has nothing to do with your painting."

"Oh, but he has!" Sue exclaimed.

Mr. Appleby tightly held his long-stemmed pipe. He glanced down at the bulk of yellow fur lying at Sue's feet. He reached down to touch the head, and Horace growled low and deep. Mr. Appleby hastily withdrew his hand.

"What, Miss Kendal," he asked, "has Horace got to do with your painting?"

"He inspires me, Mr. Appleby, you've no idea how he inspires me!"

The tax inspector looked straight in her eyes. She wanted to laugh. He pointed the stem of his pipe
at Horace, and said, "That dog is your pet. Even if he
does inspire you, he doesn't do it all the time. 'Wholly
and exclusively' are the words of the Act, Miss Kendal,
'Wholly and exclusively'. You don't have the dog for
painting. You have him for company. You stroke him,
and touch his fur. Don't you like touching his fur?"

"Why, yes."

It was quite evident that Mr. Appleby also wanted
to touch his fur, but Horace had other ideas.

Sue looked at Horace, and Horace looked at her.

"Right," Mr. Appleby continued. "Now we have
something. If you have Horace to keep you company, and
to touch his fur, he can't be wholly and exclusively to
inspire your painting, can he?"

Sue looked straight in his eyes. She burst out
laughing. "Mr. Appleby, you're wonderful!"

His eyes lit up. "Then I've convinced you?" "No."

She was convinced but wanted to see him again. So,
probably, did he want to see her again.

"Tax law is not always clear, and sometimes there
are court cases to decide matters.... I'll check through
and see if the courts can guide us. Then you can come
back next week, and we'll discuss it again."

"My name's Roy," Sue heard him say as she left.

A month later Mr. Appleby was still undecided
and the affair required further discussion in the
evenings. He decided to visit Sue's studio. It was
necessary to get first-hand experience of her painting
activities. Sue also felt this was vital.

The affair became complicated. Mr. Appleby
suggested that Sue should come to his office at least
three times a week to discuss it. Sue was convinced
of the need to meet frequently.

They met regularly until Mr. Appleby was summoned
to the office of Mr. Grigson, his chief inspector.
Mr. Grigson looked serious. "Appleby," he said, "I hear you've spent 57 hours in the last few weeks on the tax payers' affair. Problem over dogs' food, I've heard."

Mr. Appleby waved his pipe in the air. He always did this in a difficult situation; it disturbed his boss's stare and gave Mr. Appleby time to think.

"Yes, sir, a most interesting case I've got, most interesting. I've searched all 44 volumes of the TAX CASES, and there's no precedent. None at all."

"No precedent for what?" The pipe had, obviously, not disturbed Mr. Grigson's attention.

"This case, sir, She's a beautiful painter.... that is, she's a painter who paints beautifully. You ought to see them, sir, the canvases. Strength of line and form! And...."

"That will do!" Mr. Grigson shouted. "I understand perfectly. I've had a full report about what is going on in your office from young Brown."

Young Brown, Mr. Appleby remembered, had been trying hard for promotion for two years.

"We cannot have this, Appleby, we cannot have it," Mr. Grigson said. "There's nothing for it. You'll get no promotion.

Promotion blocked.

When he told Sue that he'd been fired, she was shocked. "Darling, what will you do?" she said.

He showed no surprise at the intimacy in her address. Probably because it fitted with the intimate question he was going to ask.

Sue was speechless for a moment. Then she said, quite excitedly, "You bet!" She paused, looked at him and added, "We can live off my painting."

"And my fees," Mr. Appleby said, his eyes lighting up.

"Fees? What Fees?"
"I'll go to the other side," he said. "Become a tax consultant. Tell my clients all the tricks."

"But you haven't got any clients."

"You're my first!" Mr. Appleby said. "And here's my first piece of advice. Go and paint a picture of Horace."

"Paint Horace! What for?"

"Yes, Horace. Paint his wofly face, and his pointed ears, and square paws. Paint his splendid yellow fur that you like to touch. Paint a picture of Horace that will sell!"

"And then?"

Mr. Appleby smiled. "And then, my dear, you can claim a deduction for Horace's food. Don't you see? He'll be your model!"

- Walter Ames

4. DAUGHTERS' CASH VALUE

Daughters are unpredictable. In terms of capital they may be either long-term investments or contingent liabilities; but their cash-flow value is negative.

In the past they went through two phases. One was the cheap labour phase. They harvested and sewed. The other was the negotiable instrument phase. During this phase they were exchanged for hard-bargained bride-price. Today they are drains upon the family exchequer.

So I explained to my own daughter who came with her girl-friend with some questions. They had seen Pride and Prejudice. They wanted to know what Mr. Bennet's five eligible daughters did for pocket-money. Did they ever actually earn anything? Or did they just live at the expense of poor father?
In 1813, girls of the middle class never in fact earned anything. They were well educated in music and dancing. They walked, rode, wrote long letters, gossiped and went visiting. They knew that their mother's aim in life was to get them married, and they co-operated to the full.

Mr. Bennet had an estate of £2,000 a year, which was entailed. This kept him in useless idleness with his books and provided a home with two house-maids, a cook, a park, a paddock and a farm.

Jane and Elizabeth, two of his daughters, set their sights high. Bingley had inherited £1,000,000 and an income of £5,000 annually. D'Arcy had twice the income and a large estate. Practically tax-free, I added. My listeners only repeated their original question.

Mr. Bennet's daughters never seemed to need real money. Their simple pleasure cost practically nothing. They relied for their maintenance on their father but knew the uncertainty of their future. Their father's estate was going to be inherited by their cousin Mr.-Collins. They, therefore, viewed eligible candidates by a hard-cash yardstick.

My daughter murmured that she hoped to be better off in my absence. I assured her that in a world of costly domestic demands her prospects were far from bright. Mr. Bennet's daughters might have made a few pence as governesses or seamstresses, should the worst happen; but unqualified girls these days were unsalable goods. Daughters must take into account this reality before they look upon their father for a handsome inheritance.

This was met with noisy protest. What about models, and shop assistants, and air hostesses, they said.

Peace returned when news came that my daughter had been offered a handsome salary as a probationary stenographer - she had passed her shorthand/typing exams. She would now represent a positive cash_flow, with a potential increment at every cost-of-living rise.

- An Industrious Accountant
5. THE ROMANCE OF THE BUSY BROKER

Pitcher, confidential clerk in the office of Harvey Maxwell, broker, was a little curious and surprised when his employer entered at half past nine in company with his young lady stenographer. With a smart "Good morning, Pitcher," Maxwell dashed at his desk as though he were intending to leap over it, and then plunged into the great heap of letters; and telegrams waiting there for him.

The young lady had been Maxwell's stenographer for a year. She was beautiful in a way that was certainly unstenographic. Her hair style was simple. She wore no chains, bracelets, or lockets. She had not the air of being ever ready to accept an invitation to luncheon. Her dress was grey and plain, but it fitted her figure. In her neat black hat was the gold-green wing of a macaw. On this morning she was softly and shyly bright. Her eyes were dreamily bright, her expression a happy one, marked with sweet memories.

Pitcher, still mildly curious, noticed a difference in her ways this morning. Instead of going straight into her room, she slowed down slightly undecided in the outer office. Once she moved over by Maxwell's desk, near enough for him to be aware of her presence.

The machine sitting at that desk was no longer a man; it was a busy New York broker.

"Well- what is it? Anything?" asked Maxwell sharply. His opened mail lay on his crowded desk. His grey eye, impersonal but keen, flashed upon her. half impatiently.

"Nothing," answered the stenographer, moving away with a little smile.

"Mr. Pitcher," she said to the confidential clerk, "did Mr. Maxwell say anything yesterday about engaging another stenographer?"

"He did," answered Pitcher. "He told me to get another one. I notified the agency yesterday afternoon to send over a few samples this morning. It's nine forty five o'clock, and not a single picture hat or piece of pineapple chewing gum has showed up yet."
"I will do the work as usual, then," said the young lady, "until someone comes to fill the place." And she went to her desk at once and hung the black turban hat with the gold-green macaw wing in its usual place.

Can you imagine a busy Manhattan broker during a rush of business? The poet sings of the "crowded hour of glorious life." The broker's hour is not only crowded, but the minutes and seconds are hanging to all the straps and packing both front and rear platforms.

And this day was Harvey Maxwell's busy day. The ticker began to reel out its coils of tape, the desk telephone had a continued attack of buzzing. Men began to mob the office and call at him over the railing, cheerfully, sharply, bitterly, excitedly. Messenger boys ran in and out with messages and telegrams. The clerks in the office jumped about like sailors during a storm.

On the Exchange there were hurricanes and landslides and snowstorms and glaciers and volcanoes, and those elemental disturbances were reproduced in a small way in the broker's offices. Maxwell put his chair against the wall and transacted business in the manner of a toe dancer. He jumped from ticker to phone and from desk to door.

In the midst of this growing and important pressure the broker became suddenly aware of the presence of golden hair, imitation sealskin and a string of large beads ending with a silver heart.

"Lady from the Stenographer's Agency to see about the position," said Pitcher.

Maxwell turned half around, with his hands full of papers and ticker tape.

"What position?" he asked.

"Position of stenographer," said Pitcher. "You told me yesterday to call them up and have one sent over this morning."

"You are losing your mind, Pitcher," said Maxwell. "Why should I have given you any such instructions?"
Miss Leslie has given perfect satisfaction during the year she has been here. The place is hers as long as she chooses to retain it. There's no place open here, madam. Cancel that order with the agency, Pitcher, and don't bring any more of 'em in here."

Swinging, the silver heart left the office, Pitcher seized a moment to remark to the book-keeper that the "old man" seemed to get more absent-minded and forgetful every day of the world.

The rush and pace of business grew more violent and faster. On the floor they were pounding half a dozen stocks in which Maxwell's customers were heavy investors. Orders to buy and sell were coming and going as swift as the flight of swallows. Some of his own holdings were at stake, and the man was working like some high-gear, delicate, strong machine—going at full speed, accurate, never hesitating. Stocks and bonds, loans and mortgages, margins and securities—here was a world of finance, and there was no room in it for the human world or the world of nature.

When the luncheon hour drew near there came a slight lull in the uproar.

Maxwell stood by his desk with his hands full of telegrams and memoranda, with a fountain pen over his right ear and his hair in disorder. His window was open and the spring had brought in a little warmth.

And through the window came a delicate, sweet odour that fixed the broker for a moment immovable. For this odour belonged to Miss Leslie; it was her own, and hers only.

The odour brought her vividly, almost tangibly before him. The world of finance suddenly became insignificant. And she was in the next room—twenty steps away.

"I'll do it now," said Maxwell, half aloud.
"I'll ask her now. I wonder I didn't do it long ago."

He dashed into the inner office and to the desk of the stenographer.

She looked up at him with a smile. A soft pink crept over her cheek, and her eyes were kind and frank.
Maxwell leaned one elbow on her desk. He still held papers in both hands and the pen was above his ear.

"Miss Leslie," he began hurriedly, "I have but a moment to spare. I want to say something in that moment. Will you be my wife? I haven't had time to make love to you in the ordinary way, but I really do love you. Talk quick, please - "

"Oh, what are you talking about?" exclaimed the young lady. She rose to her feet and stared at him, round-eyed.

"Don't you understand?" said Maxwell, impatiently. "I want you to marry me. I love you, Miss Leslie. I wanted to tell you, and I snatched a minute when things had slackened up a bit. They're calling me for the phone now. Tell 'em to wait a minute, Pitcher. Won't you, Miss Leslie?"

The stenographer acted very strangely. At first she seemed overcome with amazement; then tears flowed from her wondering eyes; and then she smiled cheerfully through them, and tenderly put her arm about the broker's neck.

"I know now," she said, softly. "It's this old business that has driven everything else out of your head for the time. I was frightened at first. Don't you remember, Harvey? We were married last evening at eight o'clock in the Little Church Around the Corner."

- O. Henry
1. Fill in each blank with a word selected from the list given:

- ceiling
- hesitation
- raised
- concluded
- interrupted
- relieved
- decision
- mystery
- resigned
- financial
- proposed
- revealed

(i) The war brought a great ________ burden to the country.
(ii) I looked at his face and ________ that he was in some difficulty.
(iii) The prices cannot rise further. They have touched the ________.
(iv) The rate of income tax has been ________ by 5%.
(v) The judge felt no ________ in deciding that the murder was proved.
(vi) I felt ________ as the goods arrived in time for the season.
(vii) Most of them did not want to hear him, so they ________ him time and again.
(viii) After completing his study, he ________ to start a business. He went to the U.S.A. instead.
(ix) The missing plane still remains a ________.
(x) The name of the minister who said he would resign has not been ________.
2. Match each of the words given in Group A with its meaning in Group B:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>agency</td>
<td>(i) temporary transfer of the ownership of property as guarantee against repayment of money borrowed</td>
</tr>
<tr>
<td>bond</td>
<td>(ii) office of one who acts for another</td>
</tr>
<tr>
<td>exchange</td>
<td>(iii) building where merchants meet for business</td>
</tr>
<tr>
<td>margin</td>
<td>(iv) difference between selling and buying price of goods</td>
</tr>
<tr>
<td>memorandum</td>
<td>(v) capital of a company divided into shares</td>
</tr>
<tr>
<td>mortgage</td>
<td>(vi) exact copy</td>
</tr>
<tr>
<td>notification</td>
<td>(vii) government department in charge of public money</td>
</tr>
<tr>
<td>reproduction</td>
<td>(viii) agreement given to pay up the sum of money borrowed</td>
</tr>
<tr>
<td>security</td>
<td>(ix) thing that serves as a guarantee</td>
</tr>
<tr>
<td>stocks</td>
<td>(x) offer to supply goods at a fixed price</td>
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<tr>
<td></td>
<td>(xi) note made for future reference</td>
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<td></td>
<td>(xii) formal announcement.</td>
</tr>
</tbody>
</table>
(i) The one who visits shops to buy things is affected by the new taxes.

(ii) Calves graze on the open grazing land until they are one year old.

(iii) The clothes are of a poor quality. They grow smaller in size after the first wash.

(iv) Tax laws are not the same throughout the world. They change from country to country.

(v) Americans like to eat the flesh of an ox, bull or cow.

(vi) He is a seller who sells goods in small quantities to their users.

(vii) The dead body of the animal was found on the bank of the river.

(viii) By the side of the house, there is a small piece of land where animals regularly graze.

(ix) I see a group of cattle going towards the hill every morning.

(x) India sells the skin of large animals to other countries.
4. Underline the word/phrase in Group B which, you think, gives the meaning of the word against it in Group A:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>amend</td>
<td>add; explain; remove error; order.</td>
</tr>
<tr>
<td>client</td>
<td>one who practises income tax law; customer; person under medical treatment; group of people united by common interest.</td>
</tr>
<tr>
<td>exclusively</td>
<td>for one reason only; containing everything; perfectly; amazingly.</td>
</tr>
<tr>
<td>mint</td>
<td>toy train; printed design; list of dishes one can get at a restaurant; place where money is legally coined.</td>
</tr>
<tr>
<td>revenue</td>
<td>meeting place; wide street in a town; income; expenses on land.</td>
</tr>
</tbody>
</table>

5. Underline the item in Group 'B' which is closely related to the item against it in Group 'A':

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>predict</td>
<td>cashier, philosopher, astrologer, wrestler, reporter, sportsman</td>
</tr>
<tr>
<td>liability</td>
<td>hospital, smart, interest, hungry, debt, student</td>
</tr>
<tr>
<td>investment</td>
<td>books, poverty, cleverness, shares, stationery, customer</td>
</tr>
<tr>
<td>exchequer</td>
<td>money, food, bribe, steel, vehicles, drugs</td>
</tr>
<tr>
<td>negotiable instrument</td>
<td>sports, cheque, music, house, electricity, education</td>
</tr>
<tr>
<td>eligible</td>
<td>vacancy, post, writer, furniture, village, kitchen</td>
</tr>
</tbody>
</table>
7. Guess the meanings of the underlined words in the following sentences from the context. Tick your answers. For the full context, refer to Passage No. 3 from which the sentences have been picked up. Look up a dictionary to make sure your guesses are correct.

(This exercise should precede the lesson in which the words occur.)

(i) I thank you for your letter of the 3rd instant.
   a. of the last month; ☑ b. of this month; ☑
   c. of the next month; ☑ d. of this year. ☑

(ii) At the income tax office, she produced the letter and gave the clerk a cool look.
   a. prepared ☑ b. tore up ☑
   c. wrote ☑ d. showed ☑

(iii) The tax law says that in calculating your profit, you can deduct expenses incurred wholly and exclusively in connection with painting.

   * a. conclude ☑ b. take away ☑
   c. lessen ☑ d. add ☑

   ** a. made ☑ b. put right ☑
   c. avoided ☑ d. wasted ☑

(iv) He decided to visit Sue's studio. It was necessary to get first-hand experience of her painting activities.

   a. indirect ☑ b. based on personal observation ☑
   c. received by the right hand ☑ d. fresh ☑
8. Guess the meanings of the underlined words in the following sentences from the context. For the full context, refer to Passage No. 4 from which the sentences have been picked up. Write down your guesses, in your mother tongue, if you like. Look up a dictionary to make sure your guesses are correct.

(i) Their father's estate was going to be inherited by their cousin Mr. Collins.

(ii) They relied for their maintenance on their father.

(iii) Mr. Bennet's daughters viewed candidates by a hard-cash yardstick.

(iv) Daughters must take into account this reality.

(v) News came that my daughter had been offered a handsome salary as a stenographer.

9. Answer the following:

(i) 'Packer' and 'cutter' are nouns from the verbs 'pack' and 'cut'. 'Packer' is one who packs and 'cutter' is one who cuts.

Make similar nouns from the following verbs:

buy, sell, shop, feed, retail;
pay, send, check, produce, manufacture.

(ii) Look up a dictionary for the underlined words in the following sentences. It would give more than one meaning for each of these words. Find out the meaning that fits the context. Rewrite each sentence replacing the underlined word with the word/phrase giving the meaning:

(a) The rush grew more violent.

(b) The luncheon hour drew nearer.

(c) When I go into a bank I get upset.
(iii) What do the underlined words/phrases mean? Indicate your answer by striking off the responses which are irrelevant.

(a) I will do the work until someone comes.
   not till / if/ when/ where

(b) The machine sitting at that desk was no longer a man.
   not a tall man/ not longer than a man/ a man not longer than the machine/ now not a man

(c) Brown has been trying for promotion for two years:
   tried for promotion two years back/
   tried for promotion two years back, tried during the two years and is trying even now/
   is trying for promotion only now, after two years/ tries for promotion every two years.

(iv) (a) 'Frighten' and 'fatten' are the verbs from 'fright' and 'fat'. Make verbs from the following:
   slack, broad, less, sharp, quick.

(b) 'Specialize' is the verb from 'special'. Make verbs from the following:
   symbol, familiar, victim, modern, economy.

(c) Find out words from the passages which can be used both as nouns and verbs in the same form.

(v) 'Disorder' (dis + noun) is the opposite of 'order'. 'Disobey (dis + verb) is 'refuse to obey'. Complete the following:

'Disagree' is
'Disapproval is
'Disown' is
'Disqualification' is
'Discourtesy' is
(vi) 'Payer' is the one who pays and 'payee' is the one to whom payment is made. Complete the following:

'Drawer' is the one ____________.
'Drawee' is the one ____________.
'Assignee' is the one ____________.
'Employee' is the one ____________.

(vii) (a) "But you haven't got any clients," she said.
"You're my first!" Mr. Appleby said.

"You're my first" means "You're my first _____ (complete)

(b) "Her expression was happy one."

Here, "one" means _________.(Complete)

(viii) A feeder makes a net gain of $1.55 a head. That is, a feeder gains $1.55 on every head of cattle.

They auction calves for 38 ø a pound.
That is, ____________________________.

(ix) Fill in the blanks:

<table>
<thead>
<tr>
<th>sale</th>
<th>saleable</th>
<th>unsaleable</th>
</tr>
</thead>
<tbody>
<tr>
<td>compare</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>immovable</td>
</tr>
<tr>
<td>Profit</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>marketable</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>unchangeable</td>
</tr>
<tr>
<td>manage</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>
11. Tick the correct part and complete each sentence:

(i) Sue Kendal is
(a) a model.
(b) an accountant.
(c) a painter.
(d) an educated unemployed.

(ii) Sue Kendal
(a) saw Mr. Cloake by appointment.
(b) saw Mr. Cloake without an appointment.
(c) could not see Mr. Cloake.
(d) did not at all want to see Mr. Cloake.

(iii) Mr. Appleby and Sue Kendal decided to meet again because
(a) they just wanted to meet again.
(b) the problem they faced was very difficult.
(c) the office hours did not permit them to conclude their discussion at the first meeting.
(d) Mr. Appleby was rather busy that day.

(iv) Mr. Grigson is
(a) jealous of Mr. Appleby
(b) a strict boss.
(c) short-tempered.
(d) rather idiotic.

(v) Mr. Appleby advised Sue Kendal to
(a) pay the tax on Horace's food.
(b) evade the tax on Horace's food.
(c) reduce expenses on Horace.
(d) paint and sell pictures of Horace.
12. Mark the sentences 'True' or 'False' :

(i) Mr. Bennet's daughters were very industrious girls making a lot of money.

(ii) According to the writer, girls are not much of financial burden to the family today.

(iii) Mr. Bennet's daughters did not desire to get married very soon.

(iv) Jane and Elizabeth wished to marry rich gentlemen.

(v) Mr. Bennet's daughters were natural heirs to his property.

(vi) The writer thinks that a modern girl can easily get a job.

(vii) Before the story ends we come to know that Elizabeth has been appointed as a stenographer.

13. Arrange the following sentences in the sequence in which the events they describe occur in the story. Suggest the sequence by numbering each sentence.

Mr. Pitcher is surprised to see the boss and his stenographer entering the office ( )

Mr. Maxwell gets married. ( )

Mr. Pitcher is asked to get another typist. ( )

Mr. Maxwell gets extremely busy. ( )

Mr. Maxwell proposes to Leslie. ( )

A candidate for the post of a stenographer appears before Mr. Maxwell. ( )

Leslie inquires of Mr. Pitcher if he was told to get a new stenographer ( )
14. Translate into your mother tongue the following paragraph word by word:

"From the range to the market, beef today moves along a superhighway lined up with middlemen. Trucker, auctioneer, feeder, buyer, wholesaler, retailer, cutter, each takes a specialized role in turning calf into carcass into beef. And each takes his cut out of the shopper's budget. How much profit each makes, varies widely with the changing laws of supply and demand governing the cattle, the grain and the labour market."

15. Translate into your mother tongue the following. Where necessary, do not attempt a word for word translation.

"You are one of Pinkerton's men, I presume," he said.

He had gathered from my mysterious manner that I was a detective. I knew what he was thinking and it made me worse.

"No, not from Pinkerton's"; I said, seemingly to imply that I came from a rival agency. "To tell the truth," I went on, as if I had been compelled to lie about it, "I am not a detective at all. I have come to open an account. I intend to keep all my money in this bank."

16. Following a paragraph in English given below are three attempts at translating it into Gujarati. Briefly comment (if necessary, in Gujarati) on each attempt and say which attempt you consider best.

When we hear the word "debt", some of us jump. It is a vaguely unpleasant word. But when we hear "Investment" we feel good. As any banker will tell you, the other side of every long-term debt is an investment, and the other side of most investments is a debt. They are two halves of the same whole. You use one word (investment) when you are thinking about the lender, and the other word (debt) when you are thinking about the borrower. It is pleasanter to lend money than to owe it, but, if nobody borrowed, nobody could lend.

("A Primer of Economics" by Stuart Chase)
2. "હેદુ" શબ્દ નિલાલિલ આપવામાં આવેલ થઈ છે. જ નરા આરું સભય દેશ. "હેદુ" શબ્દ નિલાલિલ આપવામાં આવેલ થઈ છે. આ શબ્દ બદલ કરો એ શબ્દ નિલાલિલ આપવામાં આવેલ થઈ છે, અને મોતલાયના રોકાણીજ શીખ પણ હોતુ છે. અને ગુજરાત ની વાપરણી વપરાત દેવવેલ દેવાયે. એમને વીકલાના સંખ્યાની અધિક વિદ્યા છે. ધીરેણાની સહિત ખાણી આપે "હેદુ" શબ્દ વપરાત દીશે અને લેડીઓ દેશના સહિત "હેદુ". પરિસ્થિતિ ઓળખ કરી આ પરિસ્થિતિ હેદુ મળી છે, પરિસ્થિતિ ઓળખ કરી આ પરિસ્થિતિ હેદુ મળી છે, પરિસ્થિતિ ઓળખ કરી આ પરિસ્થિતિ હેદુ મળી છે, પરિસ્થિતિ ઓળખ કરી આ પરિસ્થિતિ હેદુ મળી છે, પરિસ્થિતિ ઓળખ કરી આ પરિસ્થિતિ હેદુ મળી છે.
17. Arrange the words of each group in strictly alphabetical order:

(a) bank, upset, clerk, wicket, sight, money, hesitate, accountant, grave, evident.

(b) alone, accountant, awkward, around, attempt, add, again, alarm, another, astonish.

(c) insult, interrupt, imply, intend, iron, impression, instead, irresponsible, idea, invalid.

(d) walk, idiot, prepare, idea, deposit, return, draw, wretched, instead, dollar

(e) clerk, timid, consult, gloomy, certain, gather, think, grave, compel, conclude, gentleman, tone, thrust, cent, temper.

18. Write the dictionary meaning of each of the following words. Where more than one meaning of the same word are found in the dictionary, write the one useful to you in commerce.

<table>
<thead>
<tr>
<th>Word</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>liability</td>
<td>contingent</td>
</tr>
<tr>
<td>value</td>
<td>entail</td>
</tr>
<tr>
<td>bargain</td>
<td>potential</td>
</tr>
<tr>
<td>domestic</td>
<td>prospects</td>
</tr>
<tr>
<td>probation</td>
<td>paddock</td>
</tr>
</tbody>
</table>

19. As a student of Commerce you might be interested in knowing something more about "contingent liabilities" (mentioned in Passage No. 4). At the end of standard books, you will find an index, that is, an alphabetical list of subjects discussed in the book, with page references. In an appropriate book for your reference, you will find "liabilities" as one of the items on the index. One of the subtitles under "liabilities" will be "contingent liabilities".
What titles on the indexes in appropriate books would you look up if you are interested in the following too?

(a) How is the price of a product determined?
(b) How are cattle reared in India?
(c) What are the types of Exchanges? How do they work?
(d) What are the laws regarding income tax?
(e) What services do banks render?

20. O. Henry, the author of this story, has written very interesting short stories. Can you find out the titles of some of his books? This is a way: Go to a library. Find out Authors' Card Index. Authors' names appear here in alphabetical order. Look up Henry 0. That is the way they enter an author's name. If Harvey Maxwell were a writer his name would have appeared as Maxwell Harvey.

Write the following names the way they would appear in a Card Index:


21. You have just read about the interesting process which turns "calf into carcass into beef" in passage No.2. Reading about the following processes could be as interesting:

(a) The process that turns wood into woodpulp into paper;
(b) The process that turns the vegetable fibre of the cotton plant into cotton into fabric.

Read about these in an encyclopaedia in your library. Briefly write down, in your mother tongue if you like, the processes described.

22. (a) "Daughters' Cash Value" has been selected from "The Accountant", a weekly very useful to students of accounts. An Industrial Accountant; who has written this passage, regularly contributes to
"The Accountant". These very interesting contributions are based on his experiences as an accountant. Read his contributions to the last five issues of "The Accountant". Summarize the one you like most.

(b) Jane Austen's novels are remarkable for her simple style of narration and very lively characters. You would love to read "Pride and Prejudice" and "Emma" by her. Simplified versions of these novels have also been published by Macmillan and Co. Read them and write brief outlines of the two stories.

23. Write a paragraph on how a Savings Bank Account can be opened and maintained. Some information and a few useful words are contained in the story. More can be known from any Savings Bank account Passbook. Your attempt must cover the following points:

   (i) Minimum amount to open an account
   (ii) Procedure to be completed for opening an account
   (iii) The way money can be deposited
   (iv) The way money can be withdrawn
   (v) Whether the account can be overdrawn

24. Write a paragraph on "A Day in the Life of a Businessman" making use of the following points:

   Wakes up early - catches an early train/bus - gets busy as soon as he enters office - telephone calls, telegrams, messengers, dictation of letters - end of day's work - back home, completely tired.
25. Summarize the following in about 45 words:

My daughter murmured that she hoped to be better off in my absence. I assured her that in a world of costly domestic demands her prospects were far from bright. Mr. Bennet's daughters might have made a few pence as governesses or seamstresses, should the worst happen; but unqualified girls these days were unsaleable goods. Daughters must take into account this reality before they look upon their father for a handsome inheritance.

This was met with noisy protest. What about models, and shop assistants, and air hostesses, they said.

Peace returned when news came that my daughter had been offered a handsome salary as a probationary stenographer - she had passed her shorthand/typing exams. She would now represent a positive cash-flow, with a potential increment at every cost-of-living rise.


27. Suppose Sue Kendal is your aunt. As you are a student of Commerce, she writes to you why expenses on Horace are not tax-deductible. Write to her a letter in reply.
<table>
<thead>
<tr>
<th>Absent-minded</th>
<th>Capital (com)</th>
<th>Economy (thrift)</th>
<th>Herd (skin dressed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>About (Adv)</td>
<td>Career</td>
<td>Elbow</td>
<td>Elderly</td>
</tr>
<tr>
<td>Take into</td>
<td>Carcass</td>
<td>Elements (holding)</td>
<td>Holding mospheric</td>
</tr>
<tr>
<td>Account</td>
<td>Cash-flow</td>
<td>Powers (piece of)</td>
<td>Investment</td>
</tr>
<tr>
<td>Address</td>
<td>Cent (:one hundredth)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>About (Adv)</td>
<td>Eligible</td>
<td>Held</td>
</tr>
<tr>
<td>Agency</td>
<td>Career (:thrift)</td>
<td>Engage</td>
<td>Hour (:time)</td>
</tr>
<tr>
<td>Air (outward appearance)</td>
<td>Chartered</td>
<td>Entail</td>
<td></td>
</tr>
<tr>
<td>Air hostess</td>
<td>Accountant</td>
<td>Evident</td>
<td>Idea</td>
</tr>
<tr>
<td>Alarm</td>
<td>Cheque</td>
<td>Exchange</td>
<td>Imitation (adj)</td>
</tr>
<tr>
<td>Along</td>
<td>Claim</td>
<td>Place where</td>
<td>Imply</td>
</tr>
<tr>
<td>Amaize</td>
<td>Client</td>
<td>City merchants</td>
<td>Increment</td>
</tr>
<tr>
<td>Amend</td>
<td>Co-operate</td>
<td>Brokers etc.</td>
<td>Incur</td>
</tr>
<tr>
<td>Assure</td>
<td>Coil</td>
<td>Meet to transact</td>
<td>Inherit</td>
</tr>
<tr>
<td>Auction</td>
<td>Compel</td>
<td>Act business</td>
<td>Inland</td>
</tr>
<tr>
<td>Aware</td>
<td>Conclusion</td>
<td>Inexchanger</td>
<td>Inner</td>
</tr>
<tr>
<td>Bank (v)</td>
<td>Confidential</td>
<td>Exclusive</td>
<td>Instant (:of this month)</td>
</tr>
<tr>
<td>Bargain</td>
<td>Connect</td>
<td>Fair</td>
<td>Insult</td>
</tr>
<tr>
<td>Bead</td>
<td>Consult</td>
<td>Fat (n)</td>
<td>Intend</td>
</tr>
<tr>
<td>Beef</td>
<td>Contingent (adj)</td>
<td>Figure (:outer)</td>
<td>Intimacy</td>
</tr>
<tr>
<td>Benefit</td>
<td>Convince</td>
<td>Shape</td>
<td>Invalid</td>
</tr>
<tr>
<td>You bet</td>
<td>Co-operate</td>
<td>Fire (v)</td>
<td>(suffering from prolonged)</td>
</tr>
<tr>
<td>Better off</td>
<td>Cost of living</td>
<td>First-hand</td>
<td>Fist</td>
</tr>
<tr>
<td>Block</td>
<td>Customer</td>
<td>Hospital</td>
<td>Ill-health</td>
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<tr>
<td>Bond</td>
<td>Demand</td>
<td>Invest</td>
<td>Iron</td>
</tr>
<tr>
<td>Bone</td>
<td>Deal (v)</td>
<td>Iron</td>
<td>Keen</td>
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<tr>
<td>Bookkeeper</td>
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<td>Kneel</td>
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</tr>
<tr>
<td>Boss</td>
<td>Deduct</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Bracelet</td>
<td>Disturb</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Broker</td>
<td>Detect</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Bronze</td>
<td>Disturb</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>Disturb</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Bulk</td>
<td>Do (:suffice)</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>But (:except)</td>
<td>Nothing to do</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Buzz</td>
<td>Do with</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>By-product</td>
<td>Dollar</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Calculate</td>
<td>Domestic</td>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td>Drain (fig)</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Candidate</td>
<td>Draw (:obtain)</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Canvas</td>
<td>Dress (:obtain)</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Season</td>
<td>Dress (v,;)</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Domestic</td>
<td>Elbow</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Compute</td>
<td>Furniture</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Conclude</td>
<td>Furniture</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Consult</td>
<td>Furniture</td>
<td>Handsome</td>
<td></td>
</tr>
<tr>
<td>Contingent (adj)</td>
<td>Furniture</td>
<td>Handsome</td>
<td></td>
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<tr>
<td>Co-operate</td>
<td>Furniture</td>
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<tr>
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<td>Furniture</td>
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