

The logo of the English Language Teaching Institute is a circular emblem. It features a central shield with a yellow and purple design. The text 'English Language Teaching Institute' is written in a light blue arc at the top. Below the shield, a banner contains the text 'U.P., Prayagraj' and 'Unit of SCERT, U.P.' with small asterisks on either side.

COMPOSITION WRITING

Topic 1

Teaching of Composition

Composition means expressing or communicating one's ideas, thoughts, feelings, emotions, views correctly, clearly, accurately and precisely and orally or in a written form through well framed/composed sentences.

भाषा का प्रमुख उद्देश्य है कि किसी भी विषय वस्तु पर अपने विचारों की अभिव्यक्ति कर पाना और composition writing से इस उद्देश्य की प्राप्ति आसानी से होती है।

Composition teaching के मुख्य उद्देश्य है कि बच्चे...

- सभी भाषाई कौशलों को perfection के साथ develop कर सकें।
- अपने विचारों को logically, briefly और effectively एवं reasonably व्यक्त कर सकें।
- Round-about way (indirect way) of expression अर्थात् गोल-मोल अभिव्यक्ति से बचें।
- अपने विचारों को समाज में सही ढंग से प्रस्तुत कर सकें और भविष्य में समाज में अपना एक स्थान बना सकें।

‘Composition’, लेखन कौशल को विकसित करने की एक important exercise है जिसके तहत हम निम्न बिन्दुओं को सीखाने में बच्चों की सहायता कर सकते हैं—

- वाक्य संरचना (sentence construction/grammatically correct and meaningful sentences)
- spellings
- presentation of the matter
- organization of the matter as a whole and in parts
- sequencing of the sentences and the matter
- punctuation marks

Composition skill can be divided into two categories-

- Oral composition
- Written composition

Oral Composition-

- Oral composition लिखित composition का आधार होता है। Oral composition lays the foundation of written composition. इसलिए oral composition के development पर विशेष ध्यान देना है। Oral composition को develop करने के

लिए निम्नलिखित activities कराएं—

- Seeing a picture and describing it
- Speaking a few sentences on a known subject as- myself, my school, elephant, etc
- describing a place, person or an incident
- conversing on particular topic
- listening to a story and retelling it
- Answering oral questions from the lesson already read शिक्षक new words, phrases, ideas and sentence patterns को drill कराएं तथा बार – बार अभ्यास के माध्यम से सिखाएं ।

Written Composition

- प्रारम्भ में written composition textbook के materials पर आधारित होना चाहिए । पाठ में words, phrases, idioms, sentence patterns के पुनः अभ्यास के लिए विभिन्न exercises दी गई है जैसे :

- answer the following questions :

- word power

- let's discuss

- language practice

- fill in the blanks
- matching the words and sentences
- jumbled up words and sentences
- true/false
- yes/no questions
- multiple choice
- substitution tables

Beginning में textbook में दी गई exercises को कराए बाद में वैसी ही मिलती—जुलती exercise बना कर कराए जैसे अपना परिचय देने के लिए questions and answers से सिखाएं— e.g.

1. What is your name?

2. How old are you?

3. Where do you live?

4. What is your father's name?

5. What is your mother's name?

1. My name

2. I am

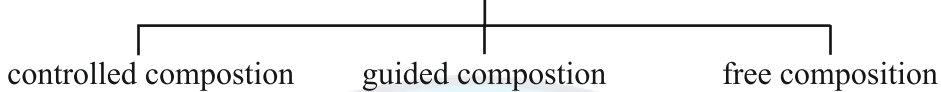
3. I live

4. My father's name

5. My mother's name

6. What is your father? 6. My father is
7. Which class do you study in? 7. I study in
8. What is the name of your school? 8. My school's name

Written Composition



Controlled Composition

It may be based on the lessons of the textbook, within known vocabulary and the sentence patterns and structures. The students are allowed to move in a set direction which the teacher presents, in the form of language frame work. Thus, composition exercises under the controlled composition are totally controlled in the beginning and as they advance, the control is gradually relaxed and finally withdrawn.

Controlled composition की विभिन्न exercises हैं जैसे—

- conversion exercises
- completion exercises
- paragraph writing
- letter writing
- story writing
- short composition

Conversion Exercises के कुछ उदाहरण-

1. **Ram** is a student. **He** studies in class VI. **He** is ten years old. **His** father's name is Ram Lal. **His** mother's name is Geeta. The name of **his** school is Saraswati Vidya Mandir.
 - Replace **Ram** with **Radha**, **he** with **she** and **his** with **her-**
Radha is a student. **She** studies in class VI. **She** is ten years old. **Her** father's name is Ram Lal. **Her** mother's name is Geeta. The name of **her** school is Saraswati Vidya Mandir.
2. Priti **goes** to school by bicycle. Her school **is** far away from her village. When she **goes** to school she has to cross Ganga river. She **is** very careful and alert.

- Change the sentences into **simple past tense**-

Priti **went** to school by bicycle. Her school **was** far away from her village. When she **went** school she had to cross Ganga river. She **was** very careful and alert.

Note: इसी तरह पाठ के कुछ अंश देकर बच्चों से exercises करने के लिए कहें।

Completion Exercises-

Look at the picture and complete the sentences with the help of the words given in the help box-

catching under bank on sailing flowing over

- The bridge is _____ the river.
- The river is _____ the bridge.
- There is a boat _____ in the river.
- A boy is sitting _____ the _____ of the river.
- He is _____ fish.

Paragraph Writing

पढ़ाई गई किसी भी विषयवस्तु पर आप बच्चों से एक paragraph लिखने के लिए कहें। इसके लिए आप question answers, fill in the blanks या pictures की help लें जैसे—

- How many colours are there in our National flag name them?
- Name the colours and what do they stand for?
- Where is the wheel in the flag?
- What does it stand for?
- Why do we hoist our National flag on 15th August?
- Who fought for the independence of our country?
- What should we do for the welfare of our country?

Questions के उत्तर लिखे तो पाठ पर आधारित एक paragraph बन जाता है।

There are three colours in our national flag. They are saffron, white and green. Saffron stands for sacrifice, white for peace and green for prosperity. The wheel is in the middle of the flag. The wheel is the symbol of progress. We hoist our National flag on 15th August because our country got independence on 15 August, 1947. Tilak, Gokhale, Lajpat Rai, Gandhiji, Sardar Patel, Subhash Chandra Bose and Pandit Nehru etc. fought for the independence of our country. For the welfare of our country we should plant trees, serve the poor, help the needy etc.

Letter Writing

पत्र दो प्रकार से लिखे जाते हैं—

- formal letter
- informal letter

Holidays के लिए applications लिखना तथा अपने माता—पिता को अपनी पढ़ाई के बारे में बताना, दोस्त को कुछ new information बताने के लिए पत्र लिखना सिखाएं। जैसे— Class - 7, lesson - 4 'A letter to Grandmother' में धन्यवाद पत्र लिखना सिखाया गया है इसी तरह आप माता—पिता को पत्र लिखकर अपनी पढ़ाई के विषय में बताएं।

Story Writing

Pictures के माध्यम से छोटी—छोटी stories बच्चों को सुनाएं तथा प्रश्न उत्तर के द्वारा story को blackboard पर लिखे फिर बच्चों से पढ़वायें तथा उनकी notebook में लिखने के लिए कहें। इस तरह story याद हो जाएगी जिसे आप class में बारी—बारी से सुने तथा बच्चों द्वारा उससे मिलती—जुलती दूसरी story लिखने को कहें।

Short Composition

किसी भी विषय—वस्तु पर बच्चों से कुछ sentences लिखवाने के लिए questions and answers के माध्यम से लिखना सिखाएं—

Complete the sentences with the help of words given below-

beautiful gifts	Jesus Christ	25th December	birthday
church	zeal	Christmas	decorate

Christmas is celebrated on _____. _____ was born on 25th December. The _____ of Jesus Christ is celebrated as _____. Christians celebrate this festival with great _____. People go to _____ to offer their prayers. They _____ their houses and for the christmas tree. Santa Claus brings _____ for the children.

Guided Composition

Guided composition high school level पर कराया जाता है। इसमें topic से सम्बन्धित hints दिये जाते हैं, जिनके आधार पर composition develop किया जाता है।

Free Composition

Free composition inter level पर कराया जाता है। इसमें धीरे धीरे guidance को reduce

किया जाता है और बच्चों को freely लिखने के लिए encourage किया जाता है। बच्चे given topic पर अपने views and thoughts अपने आप express करते हैं।

Composition writing के दौरान students तथा teacher के सामने आने वाली समस्याएँ—

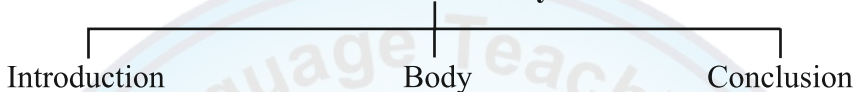
- Students**
- vocabulary का अभाव
 - language पर command न होना, चारों भाषाई कौशलों का पूर्ण विकास न होना।
 - विशेष कर reading and writing skill का विकास न होना
 - spelling problem
 - sentence construction न कर पाना
- Teacher**
- शिक्षक का स्वयं language पर confidence न होने के कारण वे composition exercises को बहुत महत्त्व नहीं देते हैं।
 - लिखित exercises का महत्त्व न समझने के कारण textbook में दी गई exercises को भी विधिवत नहीं कराते हैं।
 - समयाभाव के कारण नई exercises का विकास नहीं कर पाते हैं। जिसके कारण composition writing की practice नहीं हो पाती है।

Topic 2

Essay Writing

Essay is a short piece of writing, जिसमें किसी एक topic पर focus करते हुए क्रमबद्ध रूप से विचार लिखे जाते हैं। कोई भी वस्तु, व्यक्ति या विषय essay का topic हो सकता है। Essay critical thinking को promote करता है। इसके माध्यम से व्यक्ति किसी भी topic पर अपने विचारों को प्रकट करता है।

Parts of an Essay



- **Introduction of an Essay** - यह एक प्रकार से हमारे essay का आइना होता है इसलिए इसमें topic के details को attractive तरीके से पिरोया जाना चाहिए।
- **Body of an Essay** - Essay के इस हिस्से में topic पर अपने arguments या details लिखे जाने चाहिए। लिखे हुए arguments के support में कुछ relevant examples, quotations and evidences को भी अवश्य लिखा जाना चाहिए।
- **Conclusion of an Essay**- यह essay का last paragraph होता है। यहाँ पर अपने arguments या details के significance (महत्व) को summarize (सार-संक्षेप) करते हुए सरल भाषा में present करना चाहिए।

Things to remember while writing an essay

- Topic को अच्छे से analyze करते हुए topic की आकर्षक रूपरेखा बनाकर भूमिका लिखें।
- अन्य विशेष बातों व घटनाओं को लिखें। यथास्थान quotations या examples को अवश्य लिखें।
- Essay का content logical order में लिखें, जिससे एक paragraph दूसरे paragraph से connected हो ताकि सम्पूर्ण निबन्ध में एकरूपता लगे।
- विचारों का repetition न हो।
- Correct vocabulary तथा punctuation का विशेष ध्यान रखें।
- निबन्ध में सजीवता हो। पढ़ते समय निबन्ध रोचक लगे। तथ्य एवं जानकारी पूर्णतः सत्य हों एवं शब्द सीमा निर्धारित हो।

A Sample Essay

Topic - Hero of the Indian freedom movement - Subhash Chandra Bose

Introduction - India's freedom movement is a remarkable period of the Indian history. Many freedom fighters some known and many unknown sacrificed everything they had, including their lives. Subhash Chandra Bose was a famous freedom fighter among them.

Life and work - He is known all over the world as **Netaji**. He was born on 23rd January 1897. His father Janki Nath Bose was a famous lawyer of Cuttak and mother Prabhavati Devi a religious woman.

He was a very brilliant student. He passed B.A. in first division. Then he went to England to appear in the I.C.S. examination. He succeeded in his first attempt.

In 1937, he was elected the President of Tripuri Congress. He formed his party named 'Forward Bloc'. In 1940 the British government arrested him and imprisoned him in his own house.

One morning he disappeared from his house, reached Germany via Peshawar and met Hitler. From Germany he went to Singapore and organized the 'Azad Hind Fauj'. There he coined his popular slogan- '*Tum mujhe khoon do, main tumhe azadi dunga*'.

His success shook the foundation of the British rule in India. It made the people feel that the days of British Empire were over, but after the defeat of Japan in the 'Second World War' his army surrendered. It is said that he died in an air crash.

Conclusion - Though he died before India became free, yet none can deny that he was the greatest hero who ever fought and died for the freedom of his country.

Assess Yourself

Given below are some points on the topic 'Significance of Offline Mode of Education'. Develop an essay of not more than 300 words-

- a. Significance of Education
- b. Discuss - Online and Offline Education
- c. Changes in Education System Driven by the Pandemic
- d. School - Opportunities of Holistic Development
- e. Conclusion

Topic 3

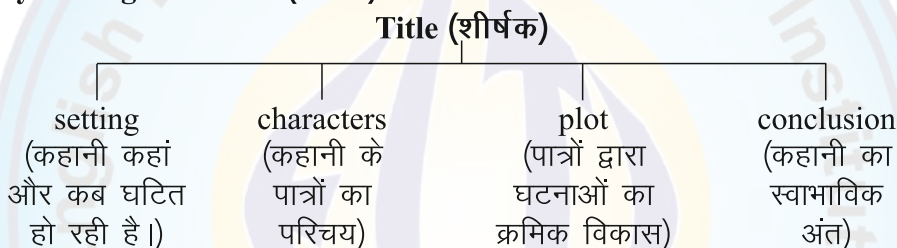
Story-Writing

Composition भाषा और grammar के ज्ञान को लिखित रूप में अंकित करने की प्रक्रिया है। Story compose करना एक ऐसी art है, जिसमें लिखने वाला अपनी imagination और creativity को चरम सीमा तक पहुँचाता है और अपने भावों और विचारों को freely express करता है। इससे communication skills develop होती हैं, जिससे self confidence बढ़ता है।

Story writing requires-

- reasonable (पर्याप्त) vocabulary
- sentence structure (वाक्य संरचना) का ज्ञान
- practice (अभ्यास)

Story writing का format (प्रारूप)



Note : Every story must have a beginning, a middle and an end.

ऊपर दिये गए प्रारूप को एक प्रचलित कहानी के माध्यम से समझाया गया है—

The Fox and the Crow

One day a crow was sitting on the branch of a tree in the garden. It had a piece of bread in its beak. A fox was passing by. It saw the crow with the bread. Its mouth started watering. The fox thought of a plan. It said to the crow, "Dear crow, you have such a sweet voice. Can you sing a song for me?"

The silly crow opened its mouth and started singing *caw-caw-caw*. The piece of bread fell down from the crow's beak. The fox took the bread and walked away happily. The crow was fooled by the clever fox.

Title	-	The Fox and the Crow
Setting	-	A tree in the garden.
Characters	-	A fox and a crow
Plot	-	crow - on a branch - piece of bread - a fox stopped - mouth watering - plan - crow opened mouth - bread fell - fox - took the bread

Topic 4

Letter Writing

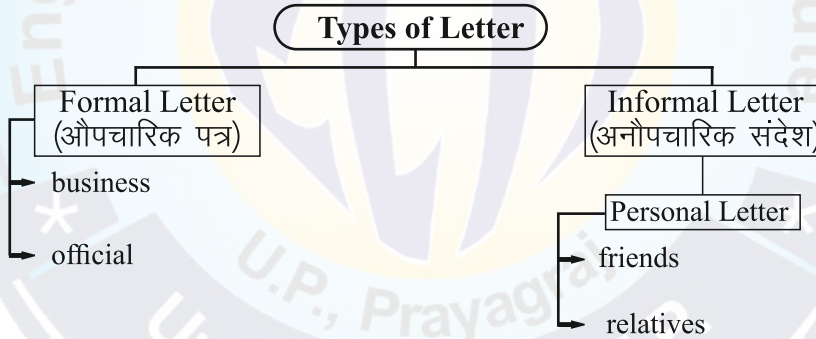
Letter writing एक लिखित संचार व संवाद का माध्यम है, जिसका प्रयोग दो व्यक्तियों या दो पक्षों (parties) के मध्य अपनी भावनाओं, विचारों, किसी विशेष बात या किसी हर्ष व शोक संदेशों के आदान प्रदान के लिए किया जाता है।

A letter is a form of written communication between two persons or two parties on a particular topic, matter or incidents etc.

पत्र लेखन के समय ध्यान देने योग्य महत्वपूर्ण बिंदु—

- पत्र साफ़ एवं स्पष्ट लिखा होना चाहिए।
- परिजनों को लिखे जाने वाले पत्र की भाषा सहज, सरल व साधारण बोलचाल की भाषा होनी चाहिए।
- व्यापारिक व आधिकारिक पत्रों की भाषा सहज एवं शिष्ट होती है।
- प्रायः व्यापारिक एवं आधिकारिक पत्रों में केवल कार्य एवं समस्याओं के संबंध में ही बात कही जाती है। यह नियमबद्ध होते हैं।

There are broadly two types of letter-



1. Formal Letter- औपचारिक पत्र लेखन मूलतः साधारण भाषा में लिखा जाता है, जिसे सहजता से पढ़ा व समझा जा सके। यह मुख्यतः व्यापारिक व आधिकारिक पत्र व्यवहार है।

The formal letters are written for **business** or **official** purposes.

2. Informal Letter- अनौपचारिक पत्र मुख्यतः व्यक्तिगत पत्र (personal letter) होते हैं, जो मित्रों एवं संबंधियों को लिखे जाते हैं। ये बोलचाल की भाषा में लिखे जाते हैं।

Letter to **friends**, **relatives** and **acquaintances** are called **informal letters**.

Format of a Letter

A letter generally has six parts. These parts should be placed in various

positions on the page.

आइए, एक पत्र में प्रयुक्त होने वाले उपयोगी बिंदुओं को समझने का प्रयास करें।

1. The Address- The position of the writer's address in a letter is the top left hand corner of the page.

2. The Date- The date is put on the left hand side under the writer's address. The date may be written in any one of the following ways-

As - 10 May 2020 May 10, 2020
 10th May 2020 May 10th, 2020

3. The Salutation- The salutation is written under the date on the left hand side of the page. The form of salutation varies from person to person.

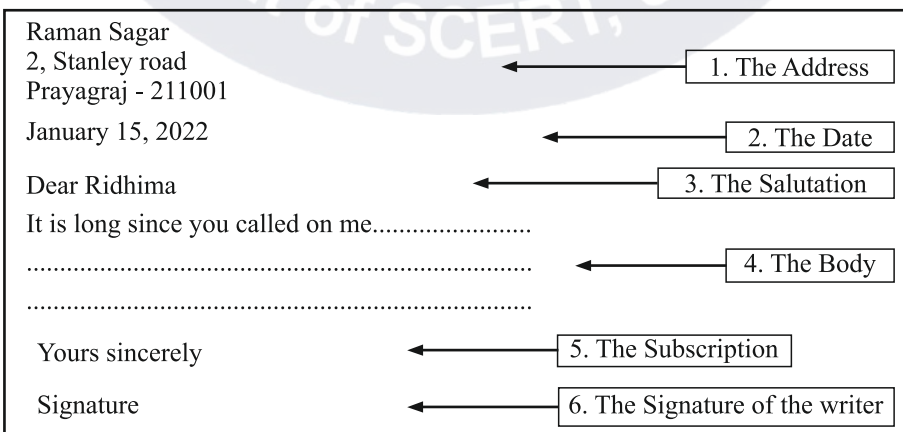
- a. **To members of the family-** My dear father, Dear father etc.
- b. **To friends-** Dear Sanju, My dear Maria etc.
- c. **To businessman-** Dear Sir, Dear Sirs etc.
- d. **To officials-** Sir/Madam.

4. The Body- This is the main part of the letter. It should be divided into paragraph and should be written in simple and clear language. It includes an introduction, the main information and a conclusion.

5. The Subscription- The subscription is written at the end of the letter under the body on the left hand side. It must correspond to the salutation.

- a. **relatives-** Yours affectionately or Your affectionate son/brother
- b. **friends-** Yours sincerely or Yours sincere friend
- c. **businessmen/officials-** Yours faithfully

6. The Signature- The writer should put his/her name or signature (with designation in business and official letters) below the subscription.



Formal Letter

A letter of complaint against a postman

Harbhajan Singh
10/31-Kidwai Nagar Prayagraj

2 Feb. 2022

The Postmaster
Tilak Nagar Post office
Prayagraj

Dear Sir

I regret to inform you that Mr. Dinesh Lal, the postman of our locality is not doing his duty properly. He is very irregular in delivering the letters. He does not put the letters in my letter box and throws them in my courtyard. Sometimes he hands over the letter to the children playing in the street. As a result some of my important letters have been lost.

I have requested him so many times but he has not cared to listen, kindly instruct him to be more responsible in doing his duty.

Yours faithfully
Harbhajan Singh

Application for school leaving certificate

To
The Principal
St. Mary's School
Prayagraj

Date : February 28, 2022

Subject - Application for school leaving certificate

Madam

My father who works in State Bank of India, has been transferred to Delhi. He has to join duty next week and my entire family is shifting to Delhi by the end of this month.

Kindly issue me my school leaving certificate so that I may be able to get admission in a school in Delhi.

Yours obediently
Shashank Ahuja
Class VI
Roll No. - 12

Informal Letter

A letter to a friend congratulating him on his success

L-60 Kydganj
Prayagraj

February 20th, 2022

Dear Raman

I am very glad to know that you have secured 96% marks in your annual examination and have stood first in your class. This is the result of your hard work and dedication.

I think you must be very happy with your result. I am sure your parents must be feeling proud of you.

I am very happy and congratulate you on your success. Keep it up.

Your friend
Ansh Verma

Topic 5

Notice Writing

Notice (सूचना) का सामान्य अर्थ है सूचित करना (to inform) अर्थात् किसी विशेष event, activity या information को लोगों तक पहुँचाना या सार्वजनिक करना ही Notice है। इसका मुख्य उद्देश्य किसी विशेष समूह, व्यक्तियों को भविष्य में होने वाली घटनाओं, गतिविधियों की सूचना देना होता है, जो written (लिखित) या printed (मुद्रित) रूप में होती है।

Notice लिखते समय ध्यान रखने योग्य बातें—

- Notice कम शब्दों में लिखा हो।
- यह ज़्यादातर formal (औपचारिक) होता है।
- इसकी भाषा easy, clear, और effective होनी चाहिये।
- Notice short (संक्षिप्त), complete (पूर्ण) एवं to the point होना चाहिये।
- Notice सदैव notice board/display board (सूचना पट्ट) पर या सार्वजनिक स्थान (public places) पर लगाना चाहिये जिससे सूचना अधिकतम लोगों तक पहुंच जाए।

Here is a format of a Notice-

UPS Amora Meja, Prayagraj	←	Name of the issuing agency/address
<u>NOTICE</u>		
16th January 2022	←	Date of issue
Lost! Lost !Lost!		
←		
Subject of the notice		
This is to bring to your notice that I have lost my school bag during the recess. It is red in colour. It contains textbooks, notebooks and a geometry box. The person who finds it will be rewarded.		
↑		
Body of the notice		
Arya	←	Name of authorized signatory
Monitor Class-VIII	←	Designation

Topic 6

Message Writing

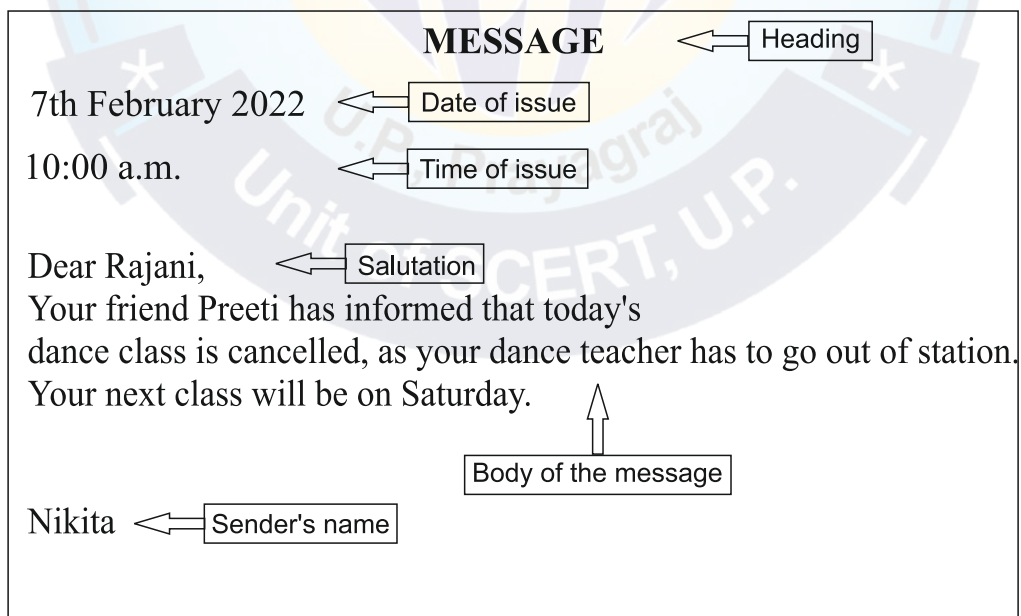
Message (संदेश) का अर्थ है बात, सूचना (information) या समाचार प्राप्त करना और देना। जब कोई व्यक्ति किसी कारणवश किसी दूसरे व्यक्ति से सीधे बात नहीं कर सकता है तब वह जानकारी या समाचार को message के ज़रिये दूसरे व्यक्ति तक भेजता है।

Message किसी व्यक्ति विशेष या समूह द्वारा किसी व्यक्ति विशेष या समूह को दिये जा सकते हैं। आज के समय में लोग messages को भेजने के लिए Facebook, Twitter और Whatsapp इत्यादि का प्रयोग करते हैं। परिस्थिति या समयानुसार messages formal और informal दोनों प्रकार से लिखे जाते हैं।

Message लिखते समय ध्यान रखने योग्य बातें—

- Message के main content (body of the message) को लिखने से पूर्व जिस व्यक्ति विशेष को message दिया जा रहा है उन्हें संबोधित (address/salutation) किया जाना चाहिये।
- मुख्य विषय को जितना हो सके कम शब्दों में लिखा जाना चाहिये केवल विषय वस्तु पर ही ध्यान देना चाहिये।
- Message की भाषा simple, short और effective होनी चाहिये।
- Message के character लगभग 40 to 50 होने चाहिये।

Here is a format of a Message-



Topic 7

Invitation Writing

Invitation यानि निमंत्रण। Invitation किसी event or occasion (festival, meeting, ceremony, marriage, inauguration, etc.) की सूचना प्रदान करते हुए उसमें सम्मिलित होने का निवेदन होता है।

Invitation लिखते समय ध्यान रखने योग्य बातें—

- इसकी भाषा clear, effective और formal होना चाहिए।
- Event की date, place, time, venue स्पष्ट होनी चाहिए।
- Host (अतिथेय) का address व contact number अवश्य लिखा होना चाहिए।

Here is a format of an Invitation-

The Principal, Staff and Students
of
U.P.S. Achnera, Kasaul
request your presence on the occasion
of
The Annual Function
of their school
at
10 A.M., on Wednesday, the 2nd Nov. 2022

Mrs. Sonam Shindey, DM, Kasaul
will be the chief guest of honour and give away the
prizes to the students.

R.S.V.P.
The Principal
U.P.S. Achnera, Kasaul (Ph. 871243011)

Topic 8

Understanding of Poetry

Understanding and appreciation of poetry एक higher order thinking skill है। इसमें reader, poem को analyse व evaluate करते हैं। इसके अंतर्गत poem की reading करना, उसकी संक्षिप्त summary बनाना, message derive करना, poem का उद्देश्य समझना, उन परिस्थितियों की समीक्षा करना जिनके influence में poet ने poem की रचना की होगी।

The following points are considered while writing an appreciation of a poem –

- The type of poem
- The mood of the speaker
- The rhyme scheme
- The imagery
- The language
- The lines that are striking
- The figure of speech
- The theme of the poem

Let us understand the poem -

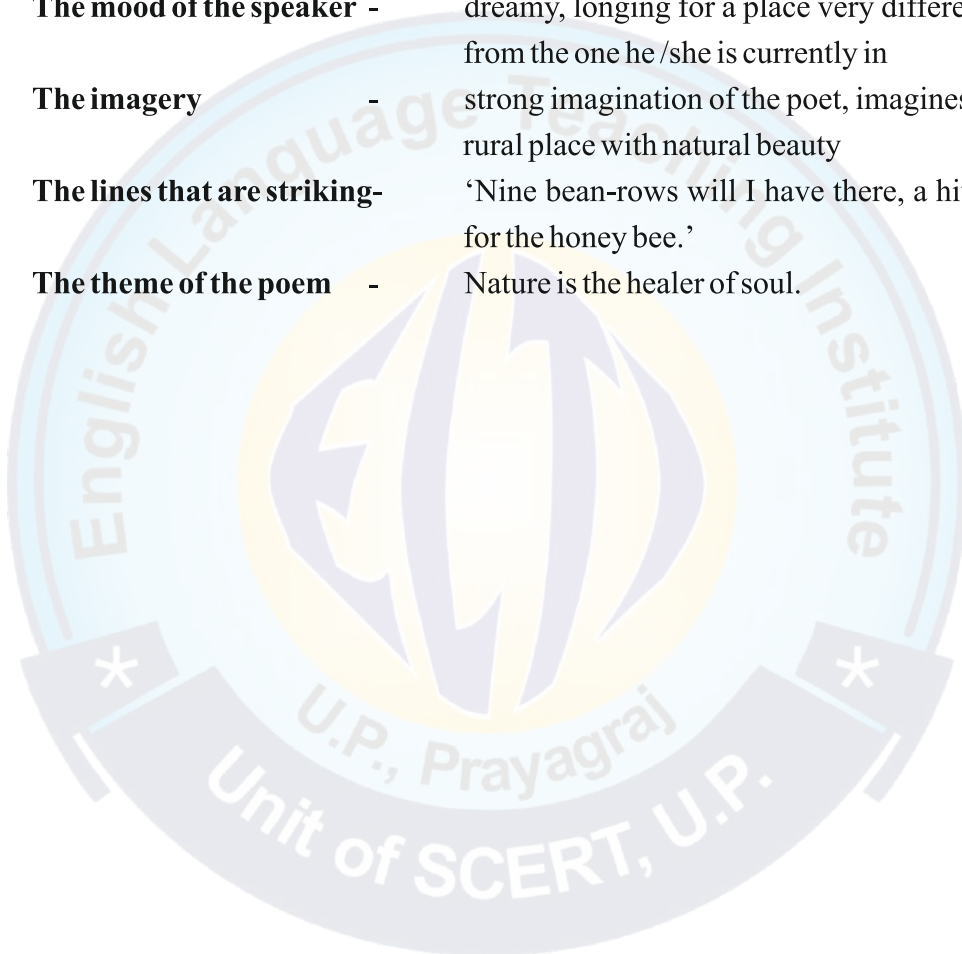
The Lake Isle of Innisfree

I will arise and go now,
And go to Innisfree,
And a small cabin build there,
Of clay and wattles made :
Nine bean-rows will I have there,
A hive for the honey - bee,
And live alone in the bee -loud glade.

- W.B. Yeats

Key points to understand poem

- The type of poem** - lyric/musical poem
- The rhyme scheme** - 'ABAB' rhyme scheme
- The language** - language of common people
- The figure of speech** - alliteration – 'a hive for the honey-bee'
- The mood of the speaker** - dreamy, longing for a place very different from the one he /she is currently in
- The imagery** - strong imagination of the poet, imagines a rural place with natural beauty
- The lines that are striking-** 'Nine bean-rows will I have there, a hive for the honey bee.'
- The theme of the poem** - Nature is the healer of soul.



Answer Keys

The Sentence

Assess Yourself - 1

- a. Bring me a chocolate.
- b. Shut the door.
- c. Where do you live?
- d. The old beggar cross the road.
- e. My favourite game is football.
- f. The crops grew tall and green.
- g. Can you swim?
- h. January is first month of the year.
- I. Which is your favourite season and why?
- j. Agra is a historical city.

Assess Yourself - 2

- a. I (subject) live in Prayagraj (predicate).
- b. My book (subject) is on the shelf (predicate).
- c. Bihu (subject) is a famous Assamese festival (predicate).
- d. My best friend (subject) is Puja (predicate).
- e. You (subject) speak too loudly (predicate).
- f. It (subject) may rain today (predicate).
- g. Usha (subject) broke this jug (predicate).
- h. Many girls (subject) are playing in the park (predicate).
- i. Arti Saha (subject) is a great swimmer (predicate).
- j. Bhagat Singh (subject) was one of the greatest freedom fighter of India (predicate).

The Noun

Assess Yourself - 1

- a. Subhash Chandra Bose, Orissa (Odisha)
- b. New Delhi, Indian
- c. Mathematics
- d. Mahabharata
- e. India, Thursday

Assess Yourself - 2

- a. pen
- b. computer
- c. poet
- d. teacher
- e. bird, tree

Assess Yourself - 3

- a. flock b. swarm c. team d. bouquet e. band

Assess Yourself - 4

- a. wood b. gold c. plastic d. marble e. glass
f. leather

Assess Yourself - 5

- a. health, wealth b. honesty c. prevention, cure d. noise, upset
e. patience

Assess Yourself - 6

- a. doctor (common noun) b. Delhi (proper noun)
c. violence (abstract noun) d. army (collective noun)
e. wood (material noun) f. Australia (proper noun)
g. glass (material noun) h. crowd (collective noun)
I. iron (material noun)

Assess Yourself - 7

A. Masculine Gender

- cock
drake
wizard
priest
nephew

Feminine Gender

- hen
duck
witch
priestess
niece

- B.** a. uncle b. lion c. headmasters d. ox
e. waitress

- C.** a. hero b. gentleman c. king d. groom e. father

Assess Yourself - 8

1. Singular

- dog
hen
story
tooth
diary

Plural

- dogs
hens
stories
teeth
diaries

2. Plural

horses
copies
thieves
books
mice

Singular

horse
copy
thief
book
mouse

3. a. much money b. many hours c. a little d. a few
e. little

Assess Yourself - 9

- a. The sun b. Flowers c. She d. Suresh
e. The dog

Assess Yourself - 10

- a. picture b. French c. bread d. Its cub
e. The topic

Assess Yourself - 11

- a. Children's park b. Ram and Shyam's shirt
c. The politician's ideas d. Servants' wages
e. My brother's room

The Pronoun

Assess Yourself - 1

- a. He b. I c. It d. Shee. e. They

Assess Yourself - 2

- A.** a. We b. it c. She d. I e. You
B. a. mine b. yours c. ours d. hers e. his

Assess Yourself - 3

- a. This b. That c. These d. This e. Those

Assess Yourself - 4

- a. which b. who c. that d. which e. whose

Assess Yourself - 5

- a. What b. Which c. Whose d. Who e. What
f. Whom

Assess Yourself - 6

- a. herself b. yourself c. itself d. myself e. ourselves

The Adjective

Assess Yourself - 1

- a. pretty b. fresh c. hungry d. nice e. black

Assess Yourself - 2

- a. wonderful b. beautiful c. great d. ripe e. famous

Assess Yourself - 3

- a. Every b. Neither c. Every d. Each e. either

Assess Yourself - 4

- a. Italian b. Indian c. Swiss d. Punjabi e. Russian

Assess Yourself - 5

- a. their b. Her c. his d. your e. my

Assess Yourself - 6

- a. This b. These c. Those d. That e. That

Assess Yourself - 7

- a. Whose b. What c. Which d. What e. Which

Assess Yourself - 8 (Miscellaneous)

- a. interesting (adjective of quality) b. soft (adjective of quality)
c. hundred (adjective of quantity) d. Every (distributive adjective)
e. Maharashtrian (proper adjective) f. my (possessive adjective)
g. Your (possessive adjective) h. That (demonstrative adj.)
i. Which (interrogative adj.) j. fifty (adjective of quantity)

Articles

Assess Yourself - 1

- a. the b. a c. a d. an e. a f. a g. a
h. a i. a j. an, a k. a l. An m. The, a n. an

Assess Yourself - 2

Incorrect	Correct	Incorrect	Correct
a. an	a	f. A	The
b. a	the	g. An	The
c. a	the	h. A	The
d. the	a	i. a	an
e. the	a	j. a	an

Assess Yourself - 3

- A.** a. The b. a c. an d. a, The e. The, a
f. a, The g. the h. the i. an j. the
- B.** 1. (b) 2. (a) 3. (a) 4. (b) 5. (a)
6. (b) 7. (b)
- C.** a. a b. the c. The d. the e. The, the f. the

The Verb

Assess Yourself - 1

- a. rains b. barks c. play d. fits e. stops
f. carries

Assess Yourself - 2

	Main verb	Helping verb
a.	watching	was
b.	playing	were
c.	seen	had
d.	painting	am
e.	ready	are
f.	does	-
g.	noticing	are
h.	changed	has

Assess Yourself - 3

- a. T b. I c. T d. T e. T
f. I g. I h. I I. T j. I k. I

Assess Yourself - 4

- a. finite b. non-finite c. non-finite d. finite
e. finite f. non-finite

Assess Yourself - 5

- a. was sung b. flown c. hung d. played
e. went f. studied g. hurt h. spoke
I. drank

The Adverb

Assess Yourself - 1

- a. never b. silently c. beautifully
d. brightly e. usually f. always

Assess Yourself - 2

- a. forward b. often c. everywhere
d. seldom e. extremely f. quite

Assess Yourself - 3

- a. why b. when c. where
d. why e. when

Assess Yourself - 4

- a. How b. Why c. Where d. When

Assess Yourself - 5

- a. Adverb of place b. Adverb of manner
c. Adverb of frequency d. Adverb of interrogation
e. Adverb of time f. Relative adverb

The Preposition

Assess Yourself - 1

- a. at b. on c. in d. on e. into
f. upon g. in h. in

Assess Yourself - 2

- a. of b. by c. to d. together e. of f. to

Assess Yourself - 3

- a. over b. under c. over d. up e. down
f. above g. below

Assess Yourself - 4

- a. for b. since c. before d. between e. among
f. after g. among h. since

Assess Yourself - 5

- a. about b. around c. besides d. beside e. along
f. across g. around h. about

Assess Yourself - 6

- a. towards b. till c. through d. opposite
e. near f. off g. off

Assess Yourself - 7

- a. in front of b. behind c. beyond d. against e. against

Assess Yourself - 8 (Miscellaneous)

- a. on b. at c. in d. since e. besides f. by
g. into h. over i. after j. below

The Conjunction

Assess Yourself - 1

- a. not only... but also b. both...and c. and d. as well as

Assess Yourself - 2

- a. still b. even though c. whereas d. though...yet
e. although f. while

Assess Yourself - 3

- a. either...or b. else c. or d. neither... nor

Assess Yourself - 4

- a. because b. as c. therefore d. such...that e. since
f. so...that g. so

Assess Yourself - 5

- a. after b. while c. as soon as d. as e. since
f. before

Assess Yourself - 6

- a. so that b. as long as c. if d. unless e. as much as
f. than

The Interjection

Assess Yourself - 1

- A.** a. Hurray! b. Oh! c. Alas! d. Wow! e. Hello!
B. a. sorrow b. pain c. applause d. greeting e. wonder
f. surprise g. joy

Punctuation Marks

Assess Yourself - 1

- a. God is very kind to us.
b. Whose book is this?
c. Diwali is an important festival of the Hindus.
d. Who doesn't know Rabindra Nath Tagore?
e. Easter always falls on Sunday.
f. Is anybody absent today?
g. When does your birthday fall?
h. Caesar having defeated his enemies returned to Rome.

Assess Yourself - 2

- a. Alok said, "India has won the match.?"
b. I ate rice, pulses, vegetables, curd and fruits.
c. The policeman said, "We are trying to clear the traffic jam."
d. She did not however, succeed in the examination.
e. The doctor said, "The patient has explained the problem."
f. "Tomorrow is a holiday", the teacher said.
g. Do you read the newspaper 'The times of India'?
h. "Children today you have to write an essay on Ramayana", the teacher said.

Assess Yourself - 3

- a. Children's toy were scattered on the floor.

- b. What nasty comments!
- c. Don't make a noise.
- d. Bravo! You have done well.
- e. How beautiful this flower is!

The Tense

Assess Yourself- 1

- a. drinks b. doesn't c. don't d. Does, want
- e.. do, come

Assess Yourself- 2

- a. is b. is c. am d. are e. Are

Assess Yourself- 3

- a. has seen b. has, taught c. have, eaten d. have, seen
- e. have, studied

Assess Yourself- 4

- a. has, living b. has, working c. has, for d. have, since
- e. have, for

Assess Yourself- 5

- a. won b. did c. did, fall d. did, join
- e. did, run

Assess Yourself- 6

- a. was b. was c. were d. Were
- e. were

Assess Yourself- 7

- a. had b. had, returned c. had, paid d. Had, decorated
- e. had, broken

Assess Yourself- 8

- a. had b. had c. had d. Had e. had

Assess Yourself- 9

- a. will b. will c. shall d. will e. will

Assess Yourself- 10

- a. will be b. will not be c. Shall we be d. will Hardik be

Assess Yourself- 11

- a. will have, finished b. will have returned c. will not have, go

- d. Will, reached e. will, edited

Assess Yourself- 12

- a. will have been b. will have been c. will not have been
d. Will you have been e. Will

Active and Passive Voice

Assess Yourself-1

- a. America was discovered by Columbus in 1492.
b. The thief was caught red-handed by the police.
c. Cricket is being played by Shreya.
d. This box can be lifted by Vijay.
e. Were grapes being eaten by Abraham?
f. Roses had been planted by you before I came.
g. My paper has been published by the editor of the Hindustan Times.
h. Clothes had been washed by her before lunch time.
i. The car was being pushed by you.
j. Friends should be helped by us.
k. How was fired discovered by early man?

Direct and Indirect Speech

Assess Yourself-1

- a. My servant told me that he was feeding cows.
b. Gauri said that Mayuri had been watching the TV since morning.
c. Seema says that she likes sweets.
d. Mohan said that he had furnished his duties.
e. Sohan will say that Asha is very intelligent.

Assess Yourself-2

- a. The teacher said that man can't live without water.
b. Zoya said that the earth moves round the sun.
c. Akash said that Rome was not built in a day.
d. The teacher told the students that four is an even number.
e. The priest said that man is mortal.

Assess Yourself-3

- a. Peehu asked me if I had been writing a letter.
- b. They asked me whether I had been waiting at the bus stop.
- c. He asked me when my examination would begin.
- d. My teacher asked me who wrote the Ramayana.
- e. They asked us whether we had seen the Red Fort.

Assess Yourself-4

- a. My Grandfather instructed me not pluck the flowers.
- b. Mr. Sharma ordered the servant to arrange all the books properly in the shelf.
- c. The beggar requested to give him some food to eat.
- d. The manager requested me to do it as early as possible.
- e. He warned not to drive the car too fast.

Assess Yourself-5

- a. The Principal praised the boy that the had done well.
- b. My friend exclaimed with sorrow that he was not selected in the hockey team.
- c. My father exclaimed with joy that I had got first position in the class.
- d. The old lady exclaimed with sorrow that she had lost her only son.
- e. The boys exclaimed with joy that their college had won the trophy in the inter school competition.

Assess Yourself-6 (Miscellaneous)

1. Karuna says that Abhijeet is a good singer.
2. The captain said that he had been waiting for the orders from command office.
3. The washerman said that It had been raining since morning.
4. Mr. Sharma said that he had gone to Jaipur the previous week.
5. The teacher said that India became free in 1947.
6. Puneet asked me if I could help him.
7. The manager ordered the workers to finish all the work that day.
8. The old lady exclaimed with sorrow that the crops were destroyed due to rain.
9. The Teacher asked the students who wrote the Mahabharata.
10. Chetan Bhagat said that he would write a new story on women issues.