

# Simplified

---

# GRAMMAR TREE

## Teacher Manual



7



**BLUE SKY**  
**BOOKS INTERNATIONAL**

2647, Roshan Pura, Nai Sarak, Delhi-110006

Phone : 98994 23454, 98995 63454

E-mail : [blueskybooks@gmail.com](mailto:blueskybooks@gmail.com)

## 1. The Sentence

### Let's Write

- A. 1. (Long black road) : The long black road seemed dreadful.  
2. (Singer forgot his lines) : The singer forgot his lines while singing.  
3. (Climbing the hill) : The man fell down while climbing the hill.  
4. (Great man) : A. P. J. Abdul Kalam was a great man.
- B. 1. What do you think this man is doing?  
2. He seems to be running from work.  
3. What is he holding in his hands?  
4. May be he has stolen office stationery.  
5. What if he is running from work?

### Let's Write

- A. 1. Dependent, 2. Independent, 3. Dependent, 4. Independent, 5. Dependent, 6. Independent.
- B. 1. A lion is an animal who is the king of jungle.  
2. A journalist is a person who writes news.  
3. A bottle opener is a simple tool which opens bottles.  
4. The girls whose mother is a teacher speaks Burmese.  
5. A carpenter is someone who makes the furniture.  
6. He drank the coffee which he made.
- C. 1. I waited for him **until he came**.  
2. We eat **so that we may live**.  
3. I don't know **whether he is innocent**.  
4. I am sure **that you are wrong**.  
5. **If you eat too much**, you will fall ill.

### Let's Write

- A. 1. Compound sentence, 2. Compound sentence, 3. Compound sentence, 4. Complex sentence, 5. Compound sentence, 6. Compound sentence, 7. Simple sentence, 8. Complex sentence, 9. Simple sentence, 10. Simple sentence.
- B. 1. Simple sentence, 2. Simple sentence, 3. Complex sentence, 4. Compound sentence, 5. Complex sentence, 6. Compound sentence, 7. Simple sentence, 8. Complex sentence, 9. Complex sentence, 10. Complex sentence, 11. Complex sentence, 12. Complex sentence, 13. Complex sentence, 14. Complex sentence, 15. Compound sentence, 16. Complex sentence.

## 2. Parts of Speech

### Let's Write

- A. 1. Never speak **lie**. abstract noun  
2. We all hate **dishonesty**. abstract noun  
3. I have two **children**. common noun  
4. The **lion** is the king of the forest. common noun  
5. **Solomon** was the wisest of kings. proper noun  
6. Birds of a feather **flock** together. collective noun  
7. Who teaches you **English** grammar? proper noun  
8. **Wisdom** is better than riches. abstract nouns  
9. He is on the **camel** back. common noun  
10. **Platinum** and **gold** are precious metals. proper nouns
- B. 1. He was sleeping on the bed.  
2. Please push that chair.  
3. The books are kept on the table.  
4. He was eating the oranges.

### Let's Write

1. brothers, 2. women, 3. animals, 4. children's, 5. friends.

### Let's Write

- A. 1. Reflexive pronoun                      2. Demonstrative pronoun  
3. Interrogative pronoun                4. Intensive pronoun  
5. Demonstrative pronoun                6. Interrogative pronoun  
7. Demonstrative pronoun                8. Personal pronoun  
9. Relative pronoun                        10. Interrogative pronoun  
11. Interrogative pronoun                12. Interrogative pronoun

### Let's Write

- A. 1. us, 2. me, 3. he, 4. we, 5. your, 6. she  
B. 1. whose, 2. who, 3. which, 4. who, 5. who, 6. which, 7. whose,  
8. who

### Let's Write

1. ancient, 2. two, 3. ripe, 4. royal, 5. black

### Let's Write

- A. 1. bigger, 2. more beautiful, 3. most interesting, 4. longer, 5. most dangerous, 6. better, 7. more expensive, 8. richest, 9. worse, 10. cleverest.
- B. Chennai is a **large** (S) Indian city with busy streets and **expensive** (Q) shops. In summer, it's a very **hot** (Q) place. People

wear cool clothes and drink cold drinks. There are **beautiful** (Q) sandy beaches where people can rest and look up at the **wide blue** (C) sky. The **golden** (C) beach is very **famous** (Q). There are **big** (S) parks for tourist to visit where they like to sit and watch other people. **Swedish**(O) tourists take photographs of the strange plants and colourful birds.

- C. 1. Rita is very intelligent, 2. She is a beautiful girl, 3. Mr. Kapoor is a famous personality, 4. Sheela's mother is a kind woman, 5. The poor man was shivering in the cold.

### Let's Write

- A. 1. Intransitive, 2. Transitive, 3. Intransitive, 4. Intransitive, 5. Transitive, 6. Transitive, 7. Transitive, 8. Transitive
- B. 1. to meet, 2. to pronounce, 3. to experiment, 4. to save, 5. swimming, 6. to see
- C. 1. speaks, 2. tried, 3. bought, 4. caught, 5. mixed, 6. annoys.

### Let's Write

- A. 1. beautifully, 2. sadly, 3. carefully, 4. regularly, 5. quietly, 6. brightly, 7. closely, 8. loudly, 9. quickly, 10. deliciously
- B. 1. paints awfully, 2. speaks fluently, 3. shouted angrily, 4. drives carelessly, 5. lives happily, 6. plays wonderfully, 7. goes, quietly, 8. dances gracefully
- C. 1. carelessly, 2. Suddenly, 3. heavily, 4. loudly, 5. gracefully, 6. loudly, 7. beautifully, 8. hastily.

### Let's Write

- A. 1. In, in, 2. on, 3. with, 4. in, 5. in, at, 6. on, 7. in front of, 8. for
- B. 1. on, 2. by, 3. since, 4. in, at, on, post, on, by, 5. for
- C. 1. in, 2. to, 3. in, 4. on, 5. on, 6. in, 7. since, 8. from, 9. since, 10. for, 11. on, 12. since

### Let's Write

- A. 1. and, 2. or, 3. when, 4. as, 5. but, 6. but, 7. though, 8. nor
- B. 1. until, 2. whenever, 3. by, 4. as soon as, 5. when, 6. before, 7. while, 8. whenever
- C. 1. as soon as, 2. before, 3. while, 4. as soon as, 5. after, 6. until, 7. before, 8. for

### Let's Write

- A. 1. Hey!, 2. Hmm!, 3. Oops!, 4. Well, 5. Hurray!, 6. Wow!, 7. Alas!, 8. Shh!

- B.** 1. Wow! — Showing excitement.  
2. Uh! — Showing hesitation.  
3. Yea! — Showing pleasure.  
4. Ouch! — Showing pain.  
5. No — Showing negative remark.  
6. eh — Showing enquiry.

**C. Ah**

Ah! It sounds so good.

**Alas**

Alas! She is dead.

**Hello**

Hello! How are you?

**Hmm**

Hmm! I'm not very sure of it.

**Oh**

Oh! I've got a severe stomach ache.

**Ouch**

Ouch! It's paining.

**Huh**

Huh! Shall we study?

**Well**

Well everything is good.

**Dear**

Oh dear! Where were you?

**eh**

Eh! It's hot today.

**er**

Delhi is the capital of ..... er ..... India.

**Um**

Um! I will try to do it.

### 3. Determiners

#### Let's Write

- A.** Sanchit lives in **an** apartment with his mom, dad and sister Pihu. Their apartment is on **the** top storey of **a** building. It has three **X** bedrooms, two kitchens, two bathrooms and **a** living room. Sanchit's mom works in **an** office and his father stays at **X**

home and looks after **the** apartment. He spends much of his time in **the** housework. Sanchit likes using **a** vacuum cleaner and Pihu likes to mop the floor. They like **a** ~~X~~ dine out sometimes.

- B.** 1. This is a group of friends, 2. Teena is in the middle, 3. She is wearing a green T-shirt, 4. Minty is wearing the pink T-shirt, 5. Piyush has put on a pair of blue trousers, 6. Piyush is the boy with curly hair, 7. This is an ideal group of friends.
- C.** 1. the, 2. The, 3. an, 4. any, 5. any, 6. the, 7. the, 8. these, 9. much, 10. some.
- D.** 1. nothing, 2. all, 3. all, 4. any, 5. all, 6. them, 7. little, 8. all.

#### **4. Modal Auxiliary verbs**

##### **Let's Write**

- A.** 1. can, 2. couldn't 3. can't, 4. couldn't, 5. couldn't.
- B.** 1. I, 2. I, 3. C, 4. I, 5. C.
- C.** 1. should have done, 2. may have been, 3. could have been, 4. couldn't have been, 5. should have studied, 6. haven't ought to copy

#### **5. Tenses**

##### **Let's Write**

- A.** 1. are, 2. is, 3. am, 4. is, 5. are, 6. are.
- B.** 2. is washing, 3. is getting, 4. is examining, 5. is passing, 6. are working.
- C.** 2. have arrived, 3. has scored, 4. has slept, 5. has not rained, 6. have escaped.
- D.** 1. Saniya has been swimming for an hour.  
2. Kamal's friends have been travelling around southern India for one month.  
3. Rita has been working in the office for ten hours.  
4. Karishma has been talking to Nita for forty minutes.

##### **Let's Write**

- A.** 1. (bear) : She beared a lot of pain.  
2. (bite) : The dog bit him.  
3. (creep) : He creeped over the fence to have a look of the other side.  
4. (know) : He knew everything before.  
5. (send) : My brother sent me a parcel.

6. (sting) : The honey bee stung the child.  
 7. (weep) : She wept badly on her father's death.
- B.** 1. was lying, rang, stopped, 2. was, left, was falling, 3. saw, was standing, had, 4. opened, fell.
- C.** 1. The students had written a report when they did the experiment.  
 2. When Lubna had dried all the dishes, she put them away.  
 3. Ashutosh looked both ways when he had pulled out in to the road.  
 4. When the golfers played the last hole they went into the house boat.  
 5. When Charu saved enough money she had bought a bicycle.
- D.** 1. (a) putting up the tent. 2. (a) go home, 3. (b) Ritu's walking, 4. (b) after driving to the hotel, 5. (a) What Lalit and Jatin said.
- E.** 1. had been walking, had walked, 2. had stopped, was eating, 3. had been aching, 4. had played, had not won.

### Let's Write

- A.** 1. will have been living, 2. will have written, 3. will have been writing, 4. will you have finished, 5. will have been arriving, 6. will have been, 7. Will she have been
- B.** 1. Will have been playing, 2. Will have been painting, 3. Will have been writing, 4. Will have been singing, 5. Will have been talking, 6. Will have been barking, 7. Will have been chasing.
- C.** 1. has been studying (Studied)  
 will be joining (Join)  
 2. will still have (have, still)  
 will have been waiting (wait)
- D.** 1. Will I be waiting? 2. Will you be doing? 3. Will he be studying? 4. Will she be teaching? 5. Will they be meeting? 6. Will we be eating? 7. Will you be watching?
- E.** 1. will do, 2. will be, 3. will paint, 4. will be, 5. will be, 6. will do, 7. will drop, 8. will finish, 9. will find, 10. will pick, 11. will be, 12. will be.

## 6. Active and Passive voice

### Let's Write

- A.**
1. The postcard has been sent by them.
  2. The pencils have been counted by them.
  3. The door has been closed by them.
  4. The beds have been made by them.
  5. The mail has been written by them.
  6. The trees have been planted by them.
  7. The money has been spent by them.
  8. The room has not been booked by them.
  9. The rent has not been paid by them.
  10. The people have not been informed by them.
- B.**
1. I was hit by somebody.
  2. The activity was stopped by them.
  3. My eraser was stolen by the boy.
  4. The thief was not let to go by them.
  5. The star was not won by her.
  6. Their meal's were not made by them.
  7. They were not warned by me.
  8. Were they warned by you?
  9. Was the parcel sent by him?
- C.**
1. was won by Natasha.
  2. did a parachute jump last week.
  3. been attacked by a bull.
  4. being built.
  5. likes Jassi.
  6. been thrown away.
  7. beaten my friends.

## 7. Direct to Indirect Speech

### Let's Write

- A.**
1. They said that they shall be meeting tonight in the club or Meera's house.
  2. They asked me how did I fore at the ocean.
  3. They enquired that who will go into the park with me.
  4. They asked me when will my write up be ready.
  5. They asked me why I was looking bad and what had



happened.

6. They asked me which book did I want and also asked me if I liked to read some novel.
- B.**
1. He said that I had bought myself a new dress.
  2. He said that she had not written any letter to him since long.
  3. I said that I would arrange a party on my birthday.
  4. He told Meena that her cook was excellent.
  5. He said that she liked apples more than oranges.
  6. He said that he would answer the phone.
  7. He said that he was riding to the town with his mother.
- C.**
1. They told to run fast.
  2. They ordered to go immediately.
  3. We asked to sit down.
  4. The host asked to have some tea.
  5. The hermit told to come early in the morning.
  6. He told to wash our hands.
  7. I told to do it again.
  8. He asked to cut off the corners.
- D.**
1. She told me to help her to move that.
  2. She told me to visit early.
  3. She asked me to close the window.
  4. She asked me to bring the lamp that night.
  5. She asked me to help her with her project.
  6. She asked me to bring her a cup of milk.
  7. She asked me to pass the salt.
  8. She asked me if I could possibly tell her the news.

## **8. Phrasal Verbs**

### **Let's Write**

- A.**
1. answer back : She has a bad habit of answering back to her elders.
  2. back down : She refused to back down and was fired.
  3. cut down on : You have to cut down on your luxuries to save something.
  4. get into : The thief got into the hotel.
  5. get rid of : We should get rid of negative people around us.
  6. Keep up with : She did not bother to keep up with the news.

7. look down on : He looks down on his friends because he thinks he is better than them.
8. Make fun of : Never make fun of poor people.
- B.** 1. look after, 2. ran out of, 3. broke down, 4. ran away, 5. put off, 6. get on, 7. looked forward to, 8. turned off, 9. switch on, 10. think over.
- C.** 1. on, 2. up, 3. down, 4. down, 5. up, 6. on, 7. up, 8. up.

## **9. English Proverbs**

### **Let's Write**

- A.** 1. horse, drink, 2. as strong as, 3. heads, 4. earned, 5. beholder, 6. time, 7. hand, 8. cooks, 9. Actions, 10. Cleanliness, 11. early bird.
- B.** 1. In any situation, be optimistic about the result, but always be ready for the worst outcome.
2. If you have an enemy, pretend to be friends with them instead of openly fighting with them. That way you can watch them carefully and figure out what they're planning.
3. Your home is the most comfortable place in the world.
4. Don't just wait for good things to happen to you. Work hard to make them happen.
5. The more you do something the better you will become at it.
6. Everything ends; good times don't last forever.
7. Don't wait to do something. Do it now.
8. A need or problem encourages creative efforts to meet the need or solve the problem.
9. To start disliking something when one gets to know too much about it.
10. Outward appearance cannot be an indicator of someone or something's value or worth.
11. People tend to want whatever they don't have.

## **10. Commonly Confused Words**

### **Let's Write**

- A.** 1. desert - a waterless, empty area; to abandon someone.  
dessert - the sweet course of a meal.
2. pole - a long, slender piece of wood.  
poll - voting in an election.

3. stationary - not moving.  
stationery - writing materials.
4. fawn - a young deer; light brown.  
faun - a mythical being, part man, part goat.
5. currant - a dried grape.  
current - happening now, a flow of water, air or electricity.
6. coarse - rough.  
course - a direction, a school subject, part of a meal.
7. born - having started life.  
borne - carried.
8. berth - a bunk in a ship, train, etc.  
birth - the emergence of a baby from the womb.
9. amoral - not concerned with right or wrong.  
immoral - not following accepted moral standards.
10. aural - relating to the ears or hearing.  
oral - relating to the mouth; spoken.

### 11. Punctuation Marks

#### Let's Write

1. 1. The teachers retirement party which isn't scheduled yet will be sometime next week.
2. "We aren't going to give him any gifts", he said he didn't want any.
3. Whose parents will be the chapearones at our after game party.
4. The refreshment list includes these fruits and vegetables- apples, oranges, pineapple, carrots and celery sticks.
5. The crowd's screams filled the auditorium and practically raised its roof.
6. School ends this year on the 23rd of May. We will have plenty of time to relax this summer.
7. Do you know whether the game starts at 8 or 8 : 30.
8. The team's best efforts will be in evidence during this last game.
2. At first it was not clear how she wanted me to help her or what I was supposed to do. Most of the time, I just sat still and silent a very hard thing for a teacher to do particularly one who like him, thinks he is good at explaining and helping. The first few pages were easy, then she began to meet more words that she did not

know and had to figure out. Only rarely when she seemed badly stuck, did I say anything? Even then I didn't tell her the word, only suggested how she might figure it out. If she still couldn't get the word I told her to skip it and go ahead that perhaps the next time she saw it, it would be easier to figure out. Most of the time she went ahead but if she asked me to tell her the word, I did.

3. 1. Shikhar is my sister's brother.  
2. Which period is it?  
3. Help! I'm feeling sick.  
4. Good morning. Did you sleep well?  
5. Oh dear! Did he hurt himself?  
6. Mom asked if I had cleaned my room.  
7. Don't speak to your father like that.  
8. Could you open a door, please?  
9. He's very handsome, isn't he?  
10. What a lovely day!

## 12. Comprehension

### Let's write

1. 1. (a), 2. (a), 3. (c), 4. (b), 5. (a).  
2. (a) Oxygen, (b) The leaves of trees breathe out a lot of water vapour and this helps to cool the air. (c) floods, (d) Rainfall is known to have increased, (e) tiny

## 13. Notice Writing

### Let's Write

1. 

<p>Modern Public School, Delhi NOTICE</p> <p>25 April, 20XX</p> <p style="text-align: center;">Hobby Classes in Summer Vacation</p> <p>This is to inform you that the school is organising hobby classes during summer vacations from 15 May, 20XX to 30 May, 20XX. The students who are interested can give your names to the undersigned by 5 May, 20XX.</p> <p>XYZ Head Boy</p>
--

2.

Vivekanand Public School, Delhi

NOTICE

16 February, 20XX

Lost and Found

A rucksack containing some important documents and a debit card has been lost in the school compound on 15 February 20XX. Any student finding it may report in the Principal's office.

Head Boy

XYZ

3.

Mira Public School, Mumbai

NOTICE

10, December, 20XX

Inter School Football Tournament

An inter school football tournament will be organised in school from 25 December 20XX. All students in the age group of 10-14 can participate by attending the selection trials commencing from 20 December, 20XX. Interested student may give their names to the undersigned by 12 December, 20XX.

XYZ

(Sports Secretary)

4.

CBM Public School, Bhopal

NOTICE

5 July, 20XX

Solo Song Competition

This is to inform you that the school is organising a solo song competition on 16 July, 20XX. Interested students can give their names to the respective class teacher by 10 July, 20XX.

XYZ

Secretary

## 14. Message Writing

### Let's Write

- | Message  |        |
|--|--------|
| 20 August, 20XX  | 8 a.m. |
| Dear Kamal   |        |
| When you were getting ready for school, your classmate Aasha had called to tell that today you have to take your biology notebook to school as she needs it. |        |
| Papa   |        |
- | Message   |      |
|---|------|
| 6 May, 20XX   | 1 pm |
| Dear Sambhav  |      |
| Today Mrs. Mathur met with an accident, I am taking her to the hospital. The rice and curry for lunch are kept on the dining table. You can heat it in the microwave if you want. Please handle the switch carefully. |      |
| Mom   |      |

## 15. Picture Composition

- Once upon a time long long ago there lived a king and queen who ruled over distant land. The queen was kind and lovely and all the people adored her. The only sadness was that she had no child. One day she was sitting and doing some needle work when the needle pricked and a drop of blood fell on the snow. She desired that she had a girl as white as snow. Their wish was fulfilled but the queen died after giving birth to the child. The king remarried. The girl whose name was Snowwhite had to live with her cruel step mother. One day her step mother who had magical power asked the mirror who was fairer. The mirror said Snowwhite's was the fairer. The queen ordered her men to bring her Snowwhite's heart. The queen man took Snowwhite to the forest but did not take out her heart instead they left her into the forest. In the forest Snowwhite entered in to a small house which was very clean and tidy. She ate the food kept on the table and slept on the bed. It was the house of the seven dwarfs who saw Snowwhite in their house and told her that she can live on the condition that she will prepare food and keep the house tidy. Snowwhite agreed. The queen came to know that Snowwhite was in the forest with

the seven dwarfs. She knocked the door and asked Snowwhite to eat the apple which she had poisoned. Snowwhite ate it and was dead. The dwarfs kept her in a glass coffin on the top of mountain. When a Prince came, he requested them to give him the coffin as he loved the girl and would see her day and night. When the Prince's men were carrying the coffin they stepped on a stone and the coffin fell down. The poisoned apple which was stuck in the throat of Snowwhite came out and she became alive. The Prince married her and they lived happily ever after.

2. It was played in Sneh International School.
  3. There were sixteen teams competing in the tournament.
  4. There were five rounds and twenty matches.
  5. We played five matches and won all of them.
  6. We played our final match against Delhi Public School.
  7. It was a tough competition in the final.
  8. We won from a score of 12-10.
  9. I participated in this tournament.
10. It was a very good experience and I feel very proud to be a part of it.
3. fox, woods grape, bunch  
juicy yours  
steady high  
position up, enough  
tried, again, high grab  
gave walked, hands  
sure, sour
4. 2. I am celebrating with my friends.
  3. Mom has put up many balloons.
  4. I have got many gifts from my friends.
  5. We are singing and dancing.
  6. Mom has bought cakes and pastries.
  7. There are sandwiches and juices kept on the table.
  8. The music is on.
  9. All are enjoying.
10. Mom is clicking

## 16. E-mail

### Let's Write

1. Date : 3 March, 20XX  
From : anmol@gmail.com  
Subject : Personal issues  
To : ankit@gmail.com

Dear Ankit

I am very upset from the last few days. I have a guilt in my mind that I am not a good son. Last week I lied to mom that I am going to Rahul's house for completing my project, but actually I and Rahul went to the pub. Our other friends had also came. Mom doesn't allow me, so I had to hide from her. But now I am feeling guilty. Please advice me what to do?

Waiting for your reply

Rest fine

Your Lovingly

Anmol

2. Date : 4 July, 20XX

From : vishal@gmail.com

Subject : Well being of the family

To : arnav@gmail.com

Dear Arnav

It has been three long months that we have been missing you. Not even a single day has passed that aunty has not talked about you. In her words, she always has concern for you. Everything is fine over here. Uncle and aunt are well. Your sister is also going to the school regularly. I often visit them after two or three days, you don't have to worry about anything over here. Just concentrate on your work.

Rest fine

Please respond

Yours Lovingly

Vishal

3. Date : 10 October, 20XX

From : sabreena@gmail.com

Subject : concern for any issues

To : sahej@gmail.com

Dear Sahej

We all miss you. It has been a long time that we have seen you. Mom is always concerned for your and your health. Please take care of yourself along with your studies. Please write to us if you have any issues regarding anything in the hostel, we all love you. Mom and dad trust you a lot.

Rest fine

Please respond

Yours Lovingly

Sabreena



4. Date : 26 November, 20XX

From : ritu@gmail.com

Subject : Father not well

To : sunny@gmail.com

Dear Brother

I hope you are faring well in your studies. Last time I told you that dad is not feeling well. The reports have come. He is having Ulcer. He is not able to eat anything. We are giving him liquids from last few days. He is missing you a lot and wants to meet you. Please write when are you coming.

Please respond

Yours Lovingly

Ritu

## 17. Whatsapp

### Let's Write

1. Dear Neha

Mom and dad have arranged a party on my birthday. Please come along with uncle and aunt.

With Love

Manisha

2. Dear Uncle

I performed a classical dance with my friend on the annual day of our school. It was one of my best performances. Every body liked it. I am sending you an attachment of video. Do watch it.

Yours Lovingly

Akshara

3. Dear Ridhi

Last week we went to Goa. It was an exciting experience. We enjoyed a lot. The beaches over there were beautiful. I wanted to share everything with you that is why I am sending an attachment of video. Do watch it.

Yours Lovingly

Tanmaya

4. Dear Uncle

I was very happy when I opened your parcel and saw the smart phone in it. It is one of the best gifts I have ever got on my

birthday. I have taken a picture with the phone and I am sending it to you along with this message.

With Love

Trijal

5. Do yourself.

## 18. Application Writing

### Let's Write

1. The Class Teacher

A.M.K. Premier High School

Sion Mumbai

11 November, 20XX

Respected Mam

I am Tanvi Sharma of your class. Today I have an appointment with the eye specialist at 10 : 30 am. So please allow me to leave the school early.

Thanking you

Yours Obediently

Tanvi Sharma

2. The Principal

Modern Public School

Bengaluru

10 August, 20XX

Respected Mam

I want to draw your attention to the sports equipment of our school. Most of them are worn out and the students are not able to practice properly. Some of them bring their own equipments. But all the children cannot afford to do that. So please see to it and get the equipments replaced as early as possible.

Thanking you

Yours Obediently

Sonakshi Sinha

(IX-B)

3. The Head Mistress

Lovely Public School

Delhi

6 January, 20XX

Respected Mam

I request you to please allow me to excuse from the games period as I am not feeling well from the last few days. Doctor has advised me not to take any physical excursion.

Thanking you

Yours Obediently

Sajat Sharma

4. The Librarian

Mary Public School

Chennai

7 March, 20XX

Respected Mam

I am a student of class 7-B of this school. My library card has been misplaced, I am not able to find it from the last four days. I request you to please issue a new library card.

Thanking you

Yours Truly

Ronit Kapoor

(7-B)

5. The Class Teacher

Queens Mary School

Delhi

10 October, 20XX

Respected Mam

I am Chimpu Malhotra of your class. I am interested in playing chess, so I request you to give me the particulars to join the chess club of the school.

Yours Truly

Chimpu

## **19. Letter Drafting**

1. 257, Anand Vihar

Delhi-92

9 August, 20XX

Local Municipality

ITO

Delhi-31

Subject : Poor condition of the park in our locality.

Respected Sir

I want to draw your attention to the poor condition of the park in our locality. Children are not able to play in the park. The grass has not been cut from a long time and there are puddles of water in the park. Dogs keep on roaming in the park. It is very dirty. The benches are broken. The swings are also broken. They can hurt the children. I want you to take the necessary steps to improve the condition of the park.

Yours Sincerely

XYZ

**2. Examination Hall**

Delhi

8 July, 20XX

The Post Master

Ashok Nagar

Subject : Irresponsibility regarding transfer of money.

Respected Sir

Last week on 2 July, 20XX I had sent some money to my parents living in Mumbai. They haven't received it nor have I received an acknowledgment of receipt. I want you to look into the matter and find out the reasons for delay.

Yours Truly

XYZ

**3. Nainital Hostel**

JBN Public School

Nainital

20 September, 20XX

Dear Mom

How are you? I am fine here. I am faring well in my studies. I am writing to tell you about a recent field trip with my classmates. It was an excellent experience. It was exploring. I enjoyed a lot. We also did mountaineering in the trip. Everything was new for me as it was the first time I had been to such a trip. I am also sending you some photographs of the trip along with this letter.

Give my love to Piyush and Reena and also tell dad that I miss him.

Yours Lovingly

Teena

4. 121, Sarjini Park

Arjun Nagar

Delhi-57

4 June, 20XX

Dear Neha

It has been a long time that we have not met. My birthday is on 10 June, 20XX. Mom and dad have arranged a party for all my friends and relatives. You have to come along with uncle, aunty and Rahul. All of us will meet and have a great time.

Give my love to Rahul and my regards to uncle and aunty.

Your Lovingly

Anju

## **20. Essay Writing**

### **Let's Write**

1.

#### A school picnic

School picnic is the only time to enjoy with friends. In a school picnic, children are free to do anything without any restrictions of their parents. This year we went to Humayun tomb for school picnic.

Humayn's tomb is the tomb of the Mughal Emperor Humayun in Delhi, India. The tomb was commissioned by Humayun's first wife and chief consort Empress Bega Begum in 1569-70 and designed by Mirak Ghiyas, a Persian architect.

Humayun Tomb is a major tourist attraction. I wished I had a camera to click photographs of the tomb. All of us enjoyed roaming there. The school provided us with lunch and refreshments. We all enjoyed a lot. We sang and danced together. We had wonderful time. I wish that the school takes us for a picnic every month so that along with studies we children will also have enjoyment.

2.

#### Life of a Student

It is said that “student life is golden life”, because student life is the most important part of human life. It is the period of pure joy and happiness because a student's life is free from the worries of a grown-up life.

It is a period in which the character of man is built. So, it is called the formative period of human life. Every student should try his

best to make the best use of his student life. It is the primary duty of a student to learn and acquire knowledge. He must do all his work at the right moment and maintain punctuality and discipline. A student must remember that if he makes his career and builds his character, he will be able to shine in any sphere of life and serve his country and people.

3. Dussehra Festival

Vijaydashami also known as Dussehra is a major Hindu festival celebrated at the end of Navratri every year. Dussehra marks the end of Durga Puja. It is celebrated every year in the month of September or October. It marks the victory of good over evil. On this day Lord Rama killed Ravana. So, large effigies of Ravana, Kumbhakarna and Meghnath are burnt which symbolises the victory of good over evil. It is celebrated on the tenth day of Navratri festival. Ramlila is the most important feature of Dussehra in which the legendary stories from Ramayana specially the war between Rama and Ravana are enacted through plays and skits. It is one of the biggest Indian festival.

4. My best friend

A best friend is a person who is very special and close in our life with whom we can share all important things and take support anytime. My best friend is Nidhi from the school time. We are good friends since childhood. Nidhi is a pretty girl, I like her. I still remember how we met in fourth class and became best friends. Nidhi was a new admission in our school. She had come from Mumbai as her father was transferred to Delhi because of his job. She sat beside me. She was always ready to share everything with me. I really loved her selfless way of helping others. Now, we are in class seventh. She has not changed with time.

5. Independence Day

Independence Day is celebrated on 15 August every year. It is a national holiday. On this day in 1947, India got freedom from the British. On this day the Prime Minister hoists the Indian flag on the ramparts of the historical site, Red Fort in Delhi. He pays tribute to the leaders of the India's Independence Movement. On this day there are celebrations in the schools also. This day makes us feel proud of our leaders and freedom fighters who sacrificed their lives for the motherland. I am proud to be an Indian.

6.

### The Importance of library

Our library is a unique and valuable resource. A school library is a place in the school where vast collection of academic books are kept. A school library plays an important role in the life of a student. Library is a storeroom of knowledge. Library has a very important place in schools with its books suited to the interest of students of different age groups. Library is a treasure of knowledge.

#### Model Test Paper-1

- A. 1. lie, abstract    2. Children, common    3. Solomon, proper kings, common    4. Birds, common Flock, collective    5. Platinum, gold material
- B. 1. In, in                      2. on                      3. behind                      4. in
- C. 1. and                      2. or                      3. when                      4. because
- D. 1. Wow! - Showing excitement  
2. Ouch! - Showing hesitation  
3. No - Showing negative remark  
4. eh - Showing enquiry
- E. Sanchit lives in **an** apartment with his mom, dad and sister Pinu. Their flat is on **the** top storey of **the** building. It has Three **X** bedrooms, two kitchens, two bathrooms and **a** living room. Sanchit's mom works in **an** office and his father stays at **X** home and looks after **the** apartment. He spends much of his time in **the** kitchen, preparing meals. Sanchit and Pihu help their father with the house work. Sanchit likes using **a** vacuum cleaner and Pihu likes to mop the floor. They like to **X** dine out sometimes.
- F. 1. A lion is an animal who is the king of the jungle.  
2. A journalist is a person who writes news.  
3. A bottle opener is a simple tool which opens bottles.  
4. The girl whose mother is a teacher speaks Burmese.  
5. A carpenter is someone who makes furniture.
- G. 1. He was sleeping on the bed.  
2. Please push that chair.  
3. The book is on the table.  
4. He was eating the oranges.
- H. 1. bigger, 2. more beautiful, 3. most interesting, 4. longer, 5. most dangerous, 6. better.
- I. 1. whose, 2. who, 3. which, 4. who, 5. who.

### Model Test Paper-2

- A.** 1. to meet, 2. pronouncing, 3. to experiment, 4. to save, 5. swimming.
- B.** 1. carelessly, 2. suddenly, 3. heavily, 4. loudly, 5. gracefully.
- C.** 2. have arrived, 3. has scored, 4. has slept, 5. has, rained, 6. have escaped.
- D.** 1. (bear) : She beared a lot of pain.  
2. (bit) : The dog bit him.  
3. (creep) : He creeped over the fence to have a look of the other side.  
4. (know) : He knew everything before.  
5. (Send) : My brother sent me a parcel.
- E.** 1. Will have been living  
2. Will have written  
3. Will have been writing  
4. You will have finished  
5. Will have been arrivin
- F.** 1. will I be waiting?  
2. will you be doing?  
3. will he be studying?  
4. will she be teaching?  
5. will they be meeting?
- G.** 1. The students had written a report when they did the experiment.  
2. When Luban had dried all the dishes, she put them away.  
3. Ashutosh looked both ways when he had pulled out into the road.  
4. When the golfers played the last hole they went in to the houseboat.  
5. When Charu saved enough money she had bought a bicycle.

### Model Test Paper-3

- A.** 1. The postcard has been sent by them.  
2. The pencils have been counted by them.  
3. The door has been closed by them.  
4. The beds have been made by them.  
5. The mail has been written by them.  
6. The trees have been planted by them.



- B.** 1. They said that they shall be meeting tonight in the club or Meera's house.  
 2. They asked me that how did I fare at the ocean.  
 3. They enquired that who will go into the park with me.  
 4. They asked me that when will my write up be ready.  
 5. They asked me way I was looking bad and what had happened.  
 6. They asked me which book did I want and also asked me if I liked to read some novel.
- C.** 1. They told to run fast.  
 2. They ordered them to leave immediately.  
 3. We asked him to sit down.  
 4. The host asked to have some tea.  
 5. The hermit told to come early in the morning.  
 6. He told to wash his hands.
- D.** 1. answer back : She had a bad habit of answering back to her elders.  
 2. back down : She refused to back down and was fired.  
 3. get rid of : We should get rid of negative people around us.  
 4. make fun of : Never make fun of poor people.  
 5. take care of : We should take care of our belongings.  
 6. use up : He has used up all the money.
- E.** 1. On 2. up. 3. down 4. down. 5. up 6. on.
- F.** 1. berth - a bunk in a ship, train etc.  
 birth - the emergence of a baby from the womb.  
 2. pole - a long, slender piece of wood.  
 poll - voting in an election.  
 3. stationary - not moving.  
 stationery - writing material.  
 4. fawn - a young deer, light brown.  
 faun - a mythical being, part-man, part goat.  
 5. currant - a dried grape.  
 current - happening now, a flow of water, air or electricity.  
 6. coarse - rough.  
 course - direction, a school subject, part of a meal.  
 7. born - having started life.  
 borne - carried.
- G.** 1. horse, drink, 2. as strong as, 3. heads, 4. earned, 5. beholder, 6. time.

H. At first, it was not clear how she wanted me to help her? or what I was supposed to do? Most of the time I just sat still and silent, a very hard thing for a teacher to do particularly one who like me, thinks he is good at explaining and helping. The first few pages were easy then she began to meet more words that she did not know and had to figure out. Only rarely when she seemed badly stuck did I say anything. Even then I didn't tell her the word, only suggested how she might figure it out. If she still couldn't get the word, I told perhaps the next time she saw it, it would be easier to figure out. Most of the time she went ahead but if she asked me to tell her the word I did.

### Model Test Paper-4

- A. 1. Oxygen  
2. The leaves of trees breathe out a lot of water vapour and this helps to cool the air.  
3. Floods  
4. Rainfall is known to have increased.  
5. Tiny

B. 

<p>Modern Public School NOTICE</p> <p>5 July, 20XX</p> <p style="text-align: center;">Stage Show</p> <p>This is to inform you that a drama is going to be staged in the next month in our school. The students who are interested in participating can give their names to the under signed on or before 10 July, 20XX.</p> <p>Shruti Sharma (Head girl)</p>
--

C. 

<p>Message</p> <p>12 May, 20XX <span style="float: right;">2 p.m.</span></p> <p>Dear Sambhav</p> <p>I had to rush to the hospital as Mrs. Mathur had met with an accident. I have kept the curry and rice on the dining table. If necessary you can heat it in the oven. Please handle the switch carefully.</p> <p>Mom</p>
---

**D.** Date : 4 July, 20XX  
From : Vishal@gmail.com  
Subject : Well being of the family  
To : Arnav@gmil.com

Dear Arnav

It has been three long months that we have been missing you. Not even a single day has passed after your going to france that aunty has not talked about you. In her words, she always has concern for you. Everything is fine over here. Uncle and aunt are well. Your sister is also going to school regularly. I often visit them after two or three days. You don't have to worry about anything over home just concentrate on your work.

Rest fine

Please respond

Yours Lovingly

Vishal

**E.** Date : 26 November, 20XX  
From : Ritu@gmail.com  
Subject : Father not well  
To : Sunny@gmail.com

Dear Brother

I hope you are faring well in your studies. Last time I told you that dad is not feeling well. The reports have come. He is having Ulcer. He is not able to eat anything we are giving him liquids from the last few days. He is missing you a lot and wants to meet you Please write when you are coming.

Please Respond

Yours Lovingly

Ritu

**F.** Dear Vidhi

I am suffering from viral fever and doctor has advised me bed rest for 3-4 days. So I won't be able to come to school. Please send me the attachment of homework as soon as you return home.

Yours Lovingly

Ritu

**G.** Dear Sonu

I have sent you the attachment of homework which you had asked for. Please send your medical to the school as mam is asking for it.

Yours Lovingly

Vinod.

**H. Dear Uncle**

This year I had participated in the classical dance performance on the annual day of our school. It was one of my best dance performances I had ever done. I am sending you an attachment of video along with this. Do watch it.

Yours Lovingly

Priya

**I. Examination Hall**

Delhi

27 June, 20XX

Dear dad

How are you? I am concentrating very well on my studies. I wanted to share with you my first day in the boarding school. I made many friends on the first day itself. I gave almost all the answers to the maths and science teacher. Both are very impressed. I was made the monitor of the class on the first day itself. The sports teacher also liked my sports performance. He told the other students to practice table tennis with me to improve their game.

I am very happy over here

Give my love to younger brother and sister and tell mom that I love her and miss her delicious food over here.

Yours Obediently

Siddharth

**J. 257, Madhu Vihar**

Delhi-31

20 March, 20XX

Dear Harjee

How are you? I am fine. It has been long that we have not met. In this letter I want to tell you the importance of sports in our life. Sports are necessary for a healthy mind and body. It is a very essential part of our life. I know that you think it to be a waste of time. But you might have heard the saying that only work and no play makes Jack a dull boy. This is true. Being a book worm will not help you in life. Sports will inculcate in you, discipline and energy. It will also help you in your studies. So please include sports in your life.

Yours Lovingly

Sarab

**K. I-8, Hans Appartment**

East Arjun Nagar

CBD Shahadra

Delhi-32

6 April, 20XX

Dear Vivan

I received mom's letter last week. She has written about your changing behavior and your bad company. She is very much concerned for you. Please keep away from the company of such boys who may land you in trouble. Today you are against your family. But you should realise the sacrifice and love our parents have given us. These friends won't help you for long. They will only ruin you life. Please write if you need my help in any matter. We are always with you.

Yours Lovingly

Ronit

**L. Examination Hall**

Delhi

18 January, 20XX

Ms Yasmeen Reed

Dean of Student Affairs

MITT

Park Avenue

Delhi-19

Subject : Regarding scholarship information.

Respected Madam

I am writing to inquire about the money you have available from school scholarship. I am in class 7 at present and planning to register myself in class a for board examination. If you remember that the principal has permitted me for a class jump looking at my performance and age.

I am an A grade student, involved in many extracurricular activation. I plan on holding myself to the same high standards once I reach the board level.

Please send me the information packet needed to apply for your scholarship. Thank you for your time.

Yours Sincerely

ABC

M. Haundala Mabarraq

Jind

9 August, 20XX

The Editor

The times of India

India

Subject : Hazards of junk food.

Sir/Madam

Through the medium of this letter I wish to warn the general public about the health hazards being caused by eating fast food that has become the life of the younger generation.

The junk food is willingly the effortlessly available at various outlets in the city at a very affordable price so it attracts people of all ages and strata without making them even pause to think about its health problem. Most of us only get to realise the harmful effect of junk food only when our health gets damaged and we are infected with diseases of the heart, diabetes and other such hazards. Our intake of this fast food should be as fewer as possible so that we satisfy our taste buds without harming our health.

Yours Sincerely

XYZ

N.

Independence day

Independence day is celebrated on 15 August every year. It is a national holiday. On this day in 1947, India got freedom from the British. On this day, the Prime Minister hoists the Indian flag on the ramparts of the historical site Red Fort in Delhi. He pays tribute to the leaders of the India's Independence Movement. On this day there are celebration in the schools also. This day makes us feel proud of our leaders and freedom fighter who sacrificed their lives for the motherland. I am proud to be an Indian.