

# BOARD OF SECONDARY EDUCATION RAJASTHAN AJMER

Revised Syllabus for Board Exam : 2021

CLASS- 10th

Subject :- ENGLISH

Subject Code-02



*examination scheme for the subject is as follows -*

THE PAPER	TIME	MARKS OF THE PAPER	SESSIONAL	TOTAL MARKS
ONE	3:15	80	20	100

## Area of Learning

Reading	14
Writing	14
Grammar	15
Text book : Golden Rays	23
Supp. Book : Resolution	10
Road Safety Education	04
<b>TOTAL -</b>	<b>80</b>

## Mahatma Gandhi Government School (English Medium) BAR , Pali (RAJ.)



परम पूज्य गुरुदेव वासुदेवजी महाराज की असीम कृपा से यह नोट्स आप तक पहुंचाये जा रहे हैं

संकलनकर्ता , निजी नोट्स और कंप्यूटर डिज़ाईनिंग

हीरालाल जाट

वरिष्ठ अध्यापक (अंग्रेजी) , कंप्यूटर प्रोग्रामर

महात्मा गाँधी राजकीय विद्यालय (अंग्रेजी माध्यम) बर , पाली

# Secondary Board Exam Paper Pattern -2020-21

## ENGLISH

### (Board Paper pattern for 2021 Exam)

#### SECTION-A (20 Marks)

Q.1	(A) 1-5 Correct form of the Verb	1x5=5 Marks
	(B) 6-8 Active - Passive Voice	1x3=3 Marks
	(C) 9-10 Modals	1x2=2 Marks

*The above will be multi-choice type questions.*

Q.2-6	Seen passage from Golden Rays	1x5=5 Marks
Q.7-8	Transformation: Active - Passive Voice	1x2=2 Marks
Q.9-11	Direct - Indirect Speech	1x3=3 Marks

#### SECTION - B (16 Marks)

Q.12-15	Unseen passage	2x4=8 Marks
Q.16-19	Unseen passage	2x4=8 Marks

#### SECTION - C (16 Marks)

Q.20	Seen passage from Golden Rays	1x4=4 Marks
Q.21	Question from Resolution	1x4=4 Marks
Q.22	Question from Resolution	1x4=4 Marks
Q.23	Question from Golden Rays	1x4=4 Marks

#### SECTION - D (10 Marks)

Q.24	Short paragraph writing based on a visual aid	1x5=5 Marks
Q.25	Explanation from the prescribed poems	1x5=5 Marks

#### SECTION - E (18 Marks)

Q.26	Short paragraph writing	1x6=6 Marks
Q.27	Letter writing	1x6=6 Marks
Q.28	Write a paragraph in about 80 words/ Road safety	1x6=6 Marks

#### Text – Books (lesson)

##### (I) Golden Rays (Prose)

- |                                  |                          |                             |
|----------------------------------|--------------------------|-----------------------------|
| 1. The Book that Saved the Earth | 2. Positive Health       | 3. The Tale of the Bishnois |
| 4. What is Amiss with Us?        | 5. A Discourse on Prayer | 6. A Man's True Son         |
| 7. The Tribute                   |                          |                             |

##### Golden Rays (Poems)

- |                           |   |
|---------------------------|---|
| 1. Risks by Janet Rand    | 2. My Good Right Hand by Charles Mackay |
| 3. The Lotus by Toru Dutt |   |

##### (II) Resolution

- |                                    |                          |                            |
|------------------------------------|--------------------------|----------------------------|
| 1. The Thief's Story               | 2. Bholi                 | 3. Footprints without Feet |
| 4. Feast of the Dead               | 5. Old Man at the Bridge | 6. Uttanka's Gurudakshina  |
| 7. The Imp and the Peasant's Bread | 8. Resolution            |                            |

## SECTION-A (20 Marks)

**Q.1**

**(A) 1-5 Correct form of the Verb**

**1x5=5 Marks**

**Correct Form** वाले **Question** के लिए यह सारणी अति उपयोगी व महत्वपूर्ण हैं

<b>Tenses</b>	<b>Correct form of the Verbs</b>		<b>Adverbials</b>
<b>Present Indefinite / simple tense</b>	<b>Affirmative</b>	<b>V<sub>1</sub> / V<sub>1</sub> + s/es</b>	<b>Always, often, daily, regularly, seldom, never, generally, frequently, occasionally, rarely, hardly, scarcely, in the morning/evening .....every/ each day/week / month/years/time/ period – on Sundays/Mondays ..... once a day/ week/ Universal Truth /Scientific Truth / Habitual Facts/ Proverbs</b>
	<b>Negative / Interrogative</b>	<b>do/does+---- V<sub>1</sub></b>	
<b>Present Continuous</b>	<b>is/ am/ are + V<sub>1</sub>+ing</b>		<b>today / now/at this time/ at this moment/ at present / now-a-days/ in these days/ still / look!, see!, listen!</b>
<b>Present Perfect</b>	<b>has/ have + V<sub>3</sub></b>		<b>just , just now, already, yet, so far, recently, lately</b>
<b>Present Perfect Continuous</b>	<b>has/ have +been + V<sub>1</sub>+ing</b>		<b>since/for/all + time</b>
<b>Past Indefinite / simple tense</b>	<b>Affirmative</b>	<b>V<sub>2</sub></b>	<b>yesterday one day, once, ago, that day, as soon as, when, as, last + week/month/year, Negative / the other day, in 2020, 2019 , 2018 .....</b>
	<b>Negative / Interrogative</b>	<b>did +---- V<sub>1</sub></b>	
<b>Past Continuous</b>	<b>was / were + V<sub>1</sub>+ing</b>		<b>at that time, at that moment, in those days, while</b>
<b>Past Perfect</b>	<b>had + V<sub>3</sub></b>		<b>V<sub>2</sub> + after + had + V<sub>3</sub> had + V<sub>3</sub> + before + V<sub>2</sub></b>
<b>Past Perfect Continuous</b>	<b>had +been + V<sub>1</sub>+ ing</b>		<b>when / as / before+ V<sub>2</sub> ....., since / for +time</b>
<b>Future Indefinite / simple tense</b>	<b>shall /will + V<sub>1</sub></b>		<b>tomorrow , next + day / week/month/ years, the coming day, the following day, in future</b>
<b>Future Continuous</b>	<b>shall /will +be + V<sub>1</sub>+ing</b>		<b>at this time / at this moment + tomorrow , next + day / week/month/ years, the coming day, the following day, in future</b>
<b>Future Perfect</b>	<b>shall /will +have + V<sub>3</sub></b>		<b>by + time</b>
<b>Future Perfect Continuous</b>	<b>shall /will+have been + V<sub>1</sub>+ing</b>		<b>for + time + by + time</b>

तो आइये हम सबसे पहले बोर्ड परीक्षा 2021 के प्रथम प्रश्न की तैयारी के लिए correct form भरने हेतु **Tense** के बारे में अध्ययन कर लेते हैं।

(नोट :- यह ग्रामर का प्रथम पार्ट हैं, जो अन्य कक्षाओं के लिए भी ग्रामर के लिए अति महत्वपूर्ण भाग हैं।)



## TENSE

Tense is the form of a verb which shows the time of an action and its degree of completeness (Tense उस time (समय) का बोध करवाता है जब कोई कार्य होता है)

**Tense तीन प्रकार के होते हैं।**

(a) Present Tense (b) Past Tense (c) Future Tense

*Action की Degree of completeness स्पष्ट करने के लिए उपर्युक्त तीनों Tenses में से प्रत्येक के चार भागों में बांटा जा सकता है –*

1. **Indefinite** : इसमें Action की स्थिति निश्चित नहीं होती है।
2. **Continuous** : इसमें यह बोध होता है कि कार्य हो रहा है।
3. **Perfect** : इसमें किसी कार्य की समाप्ति का बोध होता है।
4. **Perfect Continuous** : इसमें यह बोध होता है कि कार्य पहले से ही जारी है परन्तु अभी भी उसका कुछ भाग शेष रहा है।

Tense में **Correct form of verb** का प्रयोग निम्न बिन्दुओं के आधार पर होता है—

### 1. Present Indefinite Tense

**Rules 1:-** यदि वाक्य में daily, always, never, usually, seldom, often, rarely, sometimes, every day/month/ weak/ year..... आदि Adverbials आये तो present indefinite tense का प्रयोग होता है—

**Examples:** (1) He.....(come)to see me every month.  
(2) You .....(go) to school daily  
(3) My father always.....(take) tea in the morning.

**Answer :-** (1) comes (2) go (3) takes

**Rules 2:-** शाश्वत सत्य (Universal truth) वाले वाक्यों में भी Present Indefinite Tense आता है।

**Examples :-** (1) The sun..... (rise) in the east.  
(2) The earth .....(move) round the sun.

**Answer :-** 1. rises 2. Moves

**Rules 3 :-** यदि रिक्त स्थान के बाद को Complement हो या किसी noun का प्रयोग हुआ है तो वहाँ आवश्यकतानुसार is/am/are (be) का प्रयोग होगा —

**Examples: -** 1. He..... a teacher.  
2. I..... a Doctor.

**Answer :-** ( 1.) is (2.) Am

**Rules 4 :-** यदि वाक्य में Modals (can, could, will, would, shall, should, may, might, must, need, dare, ought to, used to) आये तो Modals के बाद हमेशा verb की 1<sup>st</sup> form ही आती है।

**Examples:** (1) she can.....(do) this work  
(2) Yours sister could.....(bring) some fruits for me.

**Answer :-** (1) do (2) bring

**Rules 5 :-** would rather, had better के बाद हमेशा verb 1<sup>st</sup> form आती है।

**Examples: -** 1. You had better .....(go) to your house.  
2. I would rather..... (sell )this land.

**Answer :-** (1) go (2) sell

### **Exercise**

- 1 The doctor visits the patient everyday.(visit)
- 2 The manager takes meeting on Mondays. (take)
- 3 She goes to her village twice a month.(go)
- 4 My brothers usually go to school together.(go)
- 5 He always speaks the truth. (speak)
- 6 I always take lunch at 2 pm. (take)
- 7 She seldom cooks food. (cook)
- 8 I rarely watch T.V. (watch)

**Note:-** यदि वाक्य नकारात्मक होता है तो singular subject के साथ does + not + v1 तथा plural subject के साथ do + not + v1 का प्रयोग करते हैं। जैसे—

- Examples: -**
- 1 He does not go to school regularly.
  - 2 I do not worship daily.

यदि वाक्य में शाश्वत सत्यों (Universal truths) वैज्ञानिक सत्यों (Scientific Truths), साधारण सत्य, (General Truth), व कहावतों (Proverbs) का प्रयोग होता है तो ऐसे वाक्यों में Present Indefinite Tense (V1/ V1 s/es) का प्रयोग होता है—

### **Exercise**

- 1 The Sun rises in the east. (rise)
- 2 Wood floats over water. (float)
- 3 The Earth moves round the sun. (Move)
- 4 A bad workman always quarrels with his tools. (quarrel)
- 5 Samudra Gupta is known as the Napoleon of India. (know)
- 6 We hear (hear) with our ears, see (see) with our eyes and smell (smell) with our nose.
- 7 Honesty is the best policy. (be)
- 8 Barking dogs seldom bite. (bite)
- 9 A drowning man catches at straw. (catch)

## **2. Present Continuous**

**Rules 1 :-** यदि रिक्त स्थान के बाद कोष्ठक में be दिया हो तथा वाक्य वर्तमान काल में हो तो रिक्त स्थान में is/are/am आयेगं तथा verb की 1st form में ing जाड़े देंगे।

- Examples :-**
- (1) He .....(be water) to the plants.
  - (2) Ramesh.....(be cook) food.

**Answer :-** (1) is watering (2) is cooking

**Rules 2 :-** still, now, at this moment, at present, now a days, these days (with action verbs) look, ..... आदि शब्दों के बाद is/are/am + verb की 1st form +ing का प्रयोग होता है।

**Example-** (i) Look, the children .....(play) in the garden.

**Answer :-** is playing

**Rules 3 :-** while, as के बाद is/ are /am +verb की 1st form +ing का प्रयोग करेंगे यदि सहायक वाक्य present tense का हो।

**Example-** (i) I see this plant while I .....( walk) in this garden.

**Answer :- am walking**

**Rules 4 :-** यदि वाक्य में now , today , tonight , constantly, See! , look!, listen! आदि Adverbs का प्रयोग होता है तो रिक्त स्थान में Present Continuous Tense (is/am/are + V1 ing) का प्रयोग होता है।

**Example-**

- 1 Now, Ram is sleeping in this bedroom. (sleep)
- 2 We are going to the cinema tonight. (go)
- 3 Are you cooking food today? (cook)
- 4 John is coming here now. (come)
- 5 He is looking for a job at present. (look)
- 6 Look! They are playing in the ground. (play)

**Rules 4 :-** यदि पहला वाक्य Imperative (आदेशात्मक) हो तो दूसरे वाक्य में is/am/are + V1 ing आएगा –

- 1 Let me go home, I am getting late. (get)
- 2 Please don't make a noise, mother is sleeping. (sleep)
- 3 Keep quiet, we are listening to the radio. (listen)
- 4 Don't get out now, the train is moving. (move)

### 3. Present Perfect Tense

**Rules 1 :-** यदि वाक्य में Just, already, ever, never, yet, so far, recently, lately, tell now, just now, this morning/month. आदि शब्द हो तो वाक्य present perfect tense का प्रयोग होता है अतः इसमें has/have+ 3rd form आयेगी।

It is first time/ it is second time.....has/have+ 3rd form आयेगी।

**Examples:** (1) Ram is not at home. He .....(go) to hospital just now  
(2) They ..... (already finish) their work and now they will go to the cinema.  
(3) It is first time I ..... (come) late.

**Answer :-** (1) has gone (2) have already finished (3) have come

#### Exercise

- 1 I have just taken dinner. (take)
- 2 I have never seen him working. (see)
- 3 They have not finished their work yet. (finish)
- 4 Mr. Sharma has recently returned from America. (return)
- 5 They have already finished their work. (finish)
- 6 She has gone with her father just now. (go)
- 7 Have you ever visited Delhi? (visit)

### 4. Present Perfect Continuous

**Rules 1 :-** यदि समय से पहले since / for / all हो और वाक्य समाप्त हो गया हो तो रिक्त स्थान में has been अथवा have been + verb में ing आयेगा।

**Exmample :-** (i) My brother.....(cook) for two hours.  
(ii) Rani.....(teach) to him since 9 o' clock.

**Answer :-** (i) **has been cooking** (ii) **has been teaching**

**Rules 2 :-** यदि दो वाक्य दिये गये हो और किसी भी एक वाक्य में समय से पहले **since / for / all** हो तथा दूसरा वाक्य **present tense** में हो तो रिक्त स्थान में **has been / have been + verb** में **ing** जुड़ेगा ।

**Examples :-**

- (1) Raju ... .(write) a story since morning , but he has not finished it yet.  
(2) You ..... (waste) my time since 9 o' clock, you may go now.

**Answer :-** (1) **has been writing** (2) **have been wasting**

**Rules 3 :-** यदि वाक्य के बीच में **since** हो तो किन्तु **since** के बाद समय नहीं दिया हो तो **since** के पहले **has been / have been + verb** में **ing** तथा **since** के बाद की **II<sup>nd</sup> form** आयेगी ।

**Examples :-** (i) Mother..... (sleep) since you went to office.  
(ii) Rani.....(sing) songs since she took food.

**Answer :-** (i) **has been sleeping** (ii) **has been singing**

**Rules 4 :-** यदि **Since** के बाद रिक्त स्थान हो और रिक्त स्थान में **Verb** का प्रयोग करवाया जाता है तो वह **Verb** हमेशा **Past Indefinite Tense (V<sub>2</sub>)** की होती है तथा शेष वाक्य में **Present Perfect Continuous Tense** का प्रयोग होता है । जैसे—

- She **has been living** in this house since her husband died.

### **Exercise**

- 1 It **has been raining** since morning. (rain)
- 2 We **have been living** in this house since 1995. (live)
- 3 He **has been working** in the garden for two hours. (work)
- 4 Mr. Rajesh **has been practicing** cases in this court for last two years. (practice)
- 5 They **have not been playing** a match for sometime. (not play)
- 6 **Has** Mira **been cooking** food for two hours? (cook)

## **5. Past Indefinite/Simple**

**Rules 1 :-** यदि वाक्य में Yesterday, one day, once, ago, that day, as soon as, last week/month/year, the other day, in 2020, 2019, 2018..... आदि **Adverbs** का प्रयोग होता है तो वाक्य में **Past Indefinite Tense (V<sub>2</sub>)** का प्रयोग होता है । अर्थात वाक्य में ये उपर्युक्त शब्द हो तो **verb** की **II form** आयेगी ।

**Examples:-** (1) she.....(go) to Jaipur yesterday.  
(2) We.....(visit) the zoo last month.

**Answer :-** (1) **went** (2) **visited**

**Rules 2 :-** यदि वाक्य **past tense** में शुरू हो तो प्रायः पूरा वाक्य **past tense** में चलेगा ।

**Examples:-** (1) Radha.....(cook) and went to market.  
(2) When I was reading, I.....(hear) a loud noise.

**Answer:-** (1) **cooked** (2) **heard**

**Rules 3 :-** यदि वाक्य में **if/ as if/ as though/ would that/ I wish/it is time/it is high time** ये शब्द हो तो **verb** की **II form** आयेगी ।



- Examples:-**
1. He speaks as if he .....(be) very learned person.
  2. He speaks as if he .....(know) everything.
  3. It is time we .....(start) our journey.

**Answer:-** (1) **were** (2) **knew** (3) **started**

**Rules 4 :-** as-soon-as से शुरू होने वाले वाक्य की दोनों Clauses में Past Indefinite Tense का प्रयोग करते हैं। जैसे—

- Examples:-**
- (1) As soon as he saw (see) a tiger, he ran away. (run)
  - (2) As soon as it rained (rain) I went inside. (go)

**Note :** अगर As - soon - as में आने वाली एक Clauses में Present Indefinite भरा हुआ रहता है तो दूसरी Clauses में भी Present Indefinite का प्रयोग करते हैं।

### Exercise

- 1 He went to Jaipur yesterday. (go)
- 2 His wife died last year. (die)
- 3 I polished my shoes yesterday. (polish)
- 4 Mohan came to see me last week. (come)
- 5 As soon as the thief saw the police, he ran away. (see)  
उपरोक्त वाक्य नकारात्मक होने पर Did+not+v<sub>1</sub> का प्रयोग करते हैं। जैसे—
- 6 I did not pass my secondary examination in 1994. (pass)

## 6. Past Continuous

**Rules 1 :-** यदि रिक्त स्थान के बाद कोष्ठक में be दिया हो तथा वाक्य past tense में हो तो रिक्त स्थान में was/were आएगा तथा verb की 1<sup>st</sup> form में ing जाड़े देंगे।

**Examples :-** 1. He.....(be read) a letter yesterday.

**Answer:-** was reading

**Rules 2 :-** As, while के बाद Was/were+ verb की 1<sup>st</sup> form+ ing का प्रयोग करेंगे यदि सहायक वाक्य past tense में हो तो।

**Example-** The teacher come late while the students.....for him.

**Answer:-** were waiting

**Note:-** यदि सहायक वाक्य present tense में हो while, as के बाद is /are /am +verb की 1<sup>st</sup> form +ing प्रयोग करेंगे।

**Rules 3 :-** यदि when या as से जुड़े वाक्यों में V<sub>2</sub> का प्रयोग होता है तो दूसरी clause में कार्य जारी रहने पर Past continuous Tense (was/were+V<sub>1</sub>+ ing) का प्रयोग होता है। जैसे—

- Example-**
- (1) When I entered the class the teacher was teaching the students. (enter)
  - (2) When Ram came home his mother was cooking food. (cook)
  - (3) My father was reading a newspaper when I saw him. (read)
  - (4) As she came to me I was talking to my brother. (talk)
  - (5) As I saw him he was not doing anything. (not do)



**Rules 4 :-** यदि वाक्य में at that time, in those days, at that moment, while आदि Adverbs of time का प्रयोग होता है तो उक्त वाक्य में Past Continuous Tense (was/were+V<sub>1</sub>+ing) का प्रयोग करते हैं। जैसे—

**Example-** (1) Ramu ..... in a hotel in those days. (live)  
(2) Rahul ..... a book at that time. (write)

**Answer:-** (1) was living (2) was writing

**Rules 5 :-** जब दो Action Past Tense में एक ही समय में हो रहे हों या जारी हों तो दोनों कार्यों के लिए Past Continuous Tense का प्रयोग होता है। ऐसे वाक्यों में While का प्रयोग होगा। जैसे—

**Example-** (1) While he was going to school, he ..... with his friend. (talk)  
(2) While my brother ....., I was sleeping. (sing)  
(3) My wife ..... TV while I was writing this letter. (watch)

**Answer:-** (1) was talking (2) was singing (3) was watching

## 7. Past Perfect

**Rules 1:-** यदि वाक्य में before के पहले had+ verb की III<sup>rd</sup> form होतो before के बाद verb की II<sup>nd</sup> form आएगी।

**Examples:-** 1. My sister had cooked food before I .....(reach) the home.  
2. The patient had died before the doctor.....(come).

**Answer:-** (1) reached (2) came

**Rules 2 :-** यदि वाक्य में before के बाद II<sup>nd</sup> form होतो before के पहले had+verb की III<sup>rd</sup> form आएगी।

**Examples :-** 1. My sister.....(cook) food before I reached the home.  
2. The patient.....(die) before the doctor came.  
3. Mother ..... food before father came. (cook)  
4. The guest..... before I reached house. (go)

**Answer :-** (1) had cooked (2) had died (3) had cooked (4) had gone

**Rules 3 :-** यदि वाक्य में after हो तो after के पहले verb की II<sup>nd</sup> form होतो after के बाद had+ verb की III<sup>rd</sup> form आएगी।

**Examples:-** 1. I washed my shirt after I.....(go) to Jaipur.  
2. Rahul cooked food after seela.....(write) a story.

**Answer:-** (1) had gone (2) had written

**Rules 4 :-** यदि कोई वाक्य I wish, we wish, he wishes, she wishes, they wish, as if, as though आदि से शुरू होता है तो इनके बाद वाली Clause में काल्पनिक वर्णन करने के लिए Past Perfect Tense का प्रयोग किया जाता है। जैसे—

**Examples :-** (1) My wife wishes she ..... in 1950. (born)  
(2) She talks to me as if she ..... from the film industry. (come)

**Answer:-** (1) had been born (2) had come

## 8. Past Perfect Continuous

**Rules 1 :-** यदि समय से पहले since/for हो और वाक्य समाप्त हो गया हो तो रिक्त स्थान में had been+verb की I<sup>st</sup> form+ ing आएगी। (यदि वाक्य past tense में हो)

- Examples:-
1. She.....(live) in this house since 1999.
  2. Raju .....(write) a story for two hours yesterday.

**Answer :- (1) had living (2) had writing**

**Rules 2 :-** यदि दो वाक्य दिए हो और किसी एक वाक्य में समय से पहले since/for हो तथा दूसरे वाक्य में verb की II<sup>nd</sup> form हो तो since/for के पहले had been+verb की I<sup>st</sup> form में ing जाड़े देंगे ।

- Examples :-
1. Sita.....(teach) in this school for ten years when I read last year.
  2. Sita.....(suffer) from fever for five days when she received the invitation.

**Answer :- (1) had been suffering (2) had been teaching.**

**Rules 3 :-** यदि When अथवा As से शुरू होने वाले वाक्य में V<sub>1</sub> का प्रयोग होता है तथा दूसरे Clause esa Since/for+time आये तो उस Clause में Past Perfect Continuous Tense (had+been+V<sub>1</sub>ing) का प्रयोग होता है। जैसे—

- Examples :-
1. When I reached there, they ..... for me for five hours. (wait)
  2. When Ramesh came home. Radha ..... food for two hours. (cook)
  3. It ..... for two hours when we entered the house. (rain)
  4. When I reached school the bell ..... for ten minutes. (ring)

**Answer :- (1) had been waiting (2) had been cooking (3) had been raining  
(4) had been ringing**

## 9. Future Indefinite

**Rules 1:-** यदि वाक्य में Tomorrow, next + day/week/month/year, the coming day, the following day, in future आदि Adverbs का प्रयोग होता है तो वाक्य में Future Indefinite Tense (I, we के साथ shall + verb की I<sup>st</sup> form तथा शेष अन्य Subjects के साथ (will+V<sub>1</sub>) का प्रयोग होता है। जैसे —

- Examples :-
1. I ..... (go) to school tomorrow.
  2. She .....(come) here on next Monday.

**Answer :- (1) shall go (2) will come**

### Exercise

1. We shall go to school tomorrow. (go)
2. They will visit the Taj Mahal next year. (visit)
3. Next week they will leave for America. (leave)
4. I shall go to Delhi the coming day. (go)

## 10. Future Continuous

**Rules 1:-** यदि वाक्य में at this time, at this moment + future time जैसे— Tomorrow, the next day/the following day/night/week/month/year, in + future time उक्त वाक्य में Future Continuous Tense (shall/will + be + V<sub>1</sub> + ing) का प्रयोग करते हैं।

**पहचान :-** इस Tense में भविष्य में कार्य चलते रहने की कल्पना की जाती है।

\*I व we के साथ shall be + verb की I<sup>st</sup> form+ ing का प्रयोग करेंगे।

\*I व we को छोड़कर अन्य कर्ताओं के साथ will be + verb की I<sup>st</sup> form+ ing का प्रयोग करेंगे।

Examples:- 1. He.....(write) a story next day.

2. The Indian cricket team ..... at this time tomorrow. (play)
3. Our school educational tour ..... Delhi at this time the next day. (visit)

**Answer :-** (1) **will be writing** (2) **will be playing** (3) **will be visiting**

## 11. Future Perfect Tense

**Rules 1 :-** यदि समय से पहले by हो तो रिक्त स्थान में will have/ shall have+ verb की III<sup>rd</sup> form आएगी। वाक्य के अन्त में अथवा प्रारम्भ में by+time आये या When अथवा before से शुरू होने वाले Clause में Present Indefinite Tense का प्रयोग होता है तो रिक्त स्थान में Future Perfect Tense (Shall have/will have+V<sub>3</sub>) का प्रयोग होता है।

- Examples :-
1. He ..... (leave) for school by 10 a.m.
  2. She.....(return) from jaipur by 2014.

**Answer :-** (1) **will have left** (2) **will have returned**

### Exercise

1. When you come here, he **will have gone** to office. (go)
2. The boys **will have finished** their match before you arrive. (finish)
3. She **will have taken** lunch before his father goes to office. (take)
4. He **will have left** studies by next year. (leave)
5. By tomorrow morning the building **will have white washed**. (white wash)
6. By the time he is back from America, I **shall have completed** my book on grammar. (complete)

## 12. Future Perfect Continuous

**Rules 1 :-** यदि वाक्य में दो बार समय आये पहली बार for+time तथा दूसरी बार By+time का प्रयोग होता है तो उक्त वाक्य में Future Perfect Continuous Tense (Shall have/will have + been + V<sub>1</sub> ing) का प्रयोग होता है।

**पहचान :-**

- ( I ) वाक्य में future tense सूचक शब्द के पहले by/on शब्द होते हैं।
  - ( II ) समय से पहले since/for होते हैं।
  - ( III ) वाक्य में when के बाद verb की I<sup>st</sup> form हो।
- तो वाक्य में Will/Shall have been+ I form + ing का प्रयोग करेंगे।

- Example :-**
1. Anita ..... (play) football for two hours by six O' clock.
  2. Ramesh.....(live) in this house for five year by 2020.

**Answer:-** (1) **will have been playing** (2) **will have been living**

1. When Sarita arrives here next month, you **will have been living** in this house for five years. (live)
2. By December 2009, Seema **will have been writing** short stories for ten years. (write)
3. Dr. Vinod **will have been serving** in this hospital for four months by December 2008. (serve)
4. By the end of this month Mohan **will have been learning** driving for two years. (learn)

## For Board Exam 2021 Sample Paper (नमूना प्रश्न)

### SECTION - A

Q. 1. (A) Choose the correct form of the verbs and write in your answer book . [5×1=5]

I. Please give me your pen. I ..... mine at home.

(A) forget (B) have forgotten (C) forgot (D) forgets ( )

II. The hungry child ..... for ten minutes.

(A) cry (B) have been crying (C) has been crying (D) cried ( )

III. He was walking along the road when suddenly he ..... an old man.

(A) met (B) has been meeting (C) meet (D) meets ( )

IV. I praised him for what he ..... for the poor. (do)

(A) does (B) has been doing (C) did (D) had done ( )

V. When I was at school, I ..... part in cultural activities. (take)

(A) took (B) take (C) have been taking (D) had taken ( )

### Model Test Paper (1)

Q. 1. (A) Choose the correct form of the verbs and write in your answer book .

1. He always.....his will.

(A) change (B) changes (C) is change (D) is changing [ ]

2. The minister .....in Ajmer at 3 p.m. on Sunday.

(A) arrives (B) arrived (C) arrive (D) will arrive [ ]

3. The earth..... round the sun.

(A) is moving (B) move (C) moves (D) moved [ ]

4. The doctor..... the patient every day.

(A) visit (B) is visiting (C) will visit (D) visits [ ]

5. Listen! Someone..... to open the gate.

(A) trying (B) is trying (C) was trying (D) are trying [ ]

6. They ..... a football match at this moment.

(A) were watching (B) are watching (C) will be watching (D) have watched [ ]

7. Sejal ..... exercises on tenses now.

(A) is doing (B) does (C) was doing (D) are doing [ ]

8. Deepak ..... money to buy a new car.

(A) was saving (B) is saving (C) will save (D) save [ ]

9. Babu ..... him to report for duty.

(A) has informed (B) have informed (C) had informed (D) will have inform [ ]

10. I have already .....the bell twice.

(A) ring (B) have rung (C) has rang (D) rung [ ]

11. Manvi .....from Ajmer yet. (not return)

(A) has retuned (B) has not returned (C) have returned (D) is returned [ ]

12. Riya .....computer for six months and she hasn't learnt much yet.

(A) has been learning (B) have been learning (C) had been learning (D) has learnt [ ]

13. The tap ..... for ages. We must get it repaired.

(A) have been leaking (B) has been leaking (C) has leaking (D) is leaking [ ]

14. I..... with him for ten years and he has never greeted me.

(A) had been working (B) has been working (C) have been working (D) have worked [ ]

15. Last year the government..... new legislation to check pollution.

(A) had introduced (B) have introduced (C) has introduced (D) introduced [ ]

## ANSWER KEY (1)

1. [B] 2. [A] 3. [C] 4. [D] 5. [B] 6. [B] 7. [A] 8. [B] 9. [A] 10. [D]  
11. [B] 12. [A] 13. [B] 14. [C] 15. [D]

### Important Hints :-

(1) always – Adverbial (2) पहले से कार्यक्रम निश्चित हो तो Present simple tense (3) Universal truth Sentence (4) every day – Adverbial (5) Listen! – Adverbial (6) at this moment – Adverbial (7) now – Adverbial (8) to लगाकर पूर्व कार्य के कारण को दिया गया है इसलिए present continuous (9) वाक्य के अन्दर सूचना दे देने यानी कार्य पूर्ण होने का आभास इसलिए perfect tense (10) already – Adverbial (11) yet – Adverbial (12) for + Time तथा उपवाक्य present होने के कारण present perfect continuous (13) for + Time (ages) तथा उपवाक्य present होने के कारण present perfect continuous (14) for + Time तथा उपवाक्य present होने के कारण present perfect continuous (15) Last year – Adverbial

## Model Test Paper (2)

**Q. 1.** (A) Choose the correct form of the verbs and write in your answer book .

1. When I..... here first time, it was quite a lonely area.  
(A) come (B) came (C) is coming (D) was coming [ ]
2. Yesterday I rang you twice but..... no response.  
(A) get (B) got (C) had got (D) has got [ ]
3. India..... freedom in 1947.  
(A) had got (B) got (C) get (D) have got [ ]
4. When I saw him first time, he ..... in a cafe.  
(A) is sitting (B) was sitting (C) has been sitting (D) sits [ ]
5. Vidhan ..... a shock while he was mending a fuse.  
(A) got (B) had got (C) gets (D) is getting [ ]
6. When I went to see him, he ..... a cricket match on TV.  
(A) is watching (B) was watching (C) watching (D) had watched [ ]
7. My brother..... the plants when suddenly the rain started.  
(A) is watering (B) was watering (C) waters (D) had watered [ ]
8. I went to bed after I ..... my work.  
(A) had finish (B) has finished (C) have finished (D) had finished [ ]
9. The patient had died before the doctor .....  
(A) had came (B) come (C) came (D) comes [ ]
10. When they entered the cinema hall, the film already.....  
(A) started (B) has started (C) had started (D) starts [ ]
11. My sister saw a snake while she.....in the garden.  
(A) is walking (B) was walking (C) walked (D) had walked [ ]
12. The emperor.....all the treaties and attacked his enemy.  
(A) break (B) broke (C) breaks (D) broken [ ]
13. I met Rahim yesterday but I.....him so far today.(not see)  
(A) has seen (B) have seen (C) have not seen (D) has not seen [ ]
14. The trainees.....their seats before the secretary arrived.  
(A) have occupied (B) has occupied (C) had occupied (D) have not occupied [ ]
15. His father.....the principal yesterday.  
(A) is meeting (B) met (C) meet (D) meets [ ]

## ANSWER KEY (2)

1. [B] 2. [B] 3. [B] 4. [B] 5. [A] 6. [B] 7. [B] 8. [D] 9. [C] 10. [C]  
11. [B] 12. [B] 13. [C] 14. [C] 15. [B]

### Important Hints :-

(1) When Clause वाला वाक्य में **past simple** यदि दूसरा clause **past tense** (2) yesterday – Adverbial (3) Past का समय आया है (4) when वाला उपवाक्य **past simple** हैं तो अगला वाक्य **past continuous** (5) while वाला उपवाक्य **past continuous** (6) when वाला उपवाक्य **past simple** हैं तो अगला वाक्य **past continuous** (7) when वाला उपवाक्य **past simple** हैं तो पहला वाक्य **past continuous** (8) after के बाद वाले वाक्य में **had + V3 form** (9) before के बाद वाले वाक्य में **V2 form** (10) already – Adverbial (11) while वाला उपवाक्य **past continuous** (12) sentence का एक clause **past tense** हो तो दूसरा clause भी **past tense** (13) so far – Adverbial (14) before के पहले वाले वाक्य में **had + V3 form** (15) yesterday – Adverbial

## Model Test Paper (3)

**Q. 1.** (A) Choose the correct form of the verbs and write in your answer book .

1. We are fond of.....in the river.  
(A) is swimming (B) Swim (C) Swimming (D) swims [ ]
2. When she opened the door, she.....a terrible snake.  
(A) see (B) saw (C) seen (D) was seeing [ ]
3. The train had left the platform before I .....the station.  
(A) had reached (B) reached (C) reach (D) have reached [ ]
4. Our class teacher always ..... on time  
(A) come (B) came (C) has come (D) comes [ ]
5. My father ..... me a gift for getting first division in Secondary Examination.  
(A) give (B) gave (C) had given (D) given [ ]
6. The student ..... the class before the teacher arrived.  
(A) have left (B) has left (C) had left (D) was left [ ]
7. .... is a good exercise to keep our body fit.  
(A) Dancing (B) Danced (C) Is Danced (D) Dances [ ]
8. They..... a friendly match tomorrow.  
(A) will play (B) shall play (C) plays (D) play [ ]
9. My father ..... The Times of India daily.  
(A) Read (B) Reads (C) is Reading (D) was Reading [ ]
10. They ..... English since 2006.  
(A) have been learning (B) has been learning (C) has learning (D) had learning [ ]
11. Ekta was reading the newspaper when Nidhi ..... her room.  
(A) enter (B) enters (C) entered (D) was entering [ ]
12. The Minister for Defence ..... Dr Kalam on the grand success of the missile  
(A) congratulation (B) congratulate (C) congratulated (D) was congratulated [ ]
13. Sonu dropped his mobile while he ..... the bus.  
(A) is boarding (B) was boarding (C) were boarding (D) had been boarding [ ]
14. Last Sunday when Kiran ..... food in the kitchen one of her friends came to visit her.  
(A) is cooking (B) was cooked (C) was cooking (D) cooks [ ]
15. Please avoid ..... here. It is a library.  
(A) talking (B) talks (C) will talk (D) is talk [ ]



### ANSWER KEY (3)

1. [C] 2. [B] 3. [B] 4. [D] 5. [B] 6. [C] 7. [A] 8. [A] 9. [B] 10. [A]  
11. [C] 12. [C] 13. [B] 14. [C] 15. [A]

#### Important Hints :-

(1) Preposition के बाद verb में ing , साथ ही वाक्य में was के बाद verb में ing (2) when वाला उपवाक्य past simple हैं अगला भी Past tense (3) before के बाद वाले वाक्य में V2 form (4) always – Adverbial (5) past tense का sense / पूर्व में किया गया कार्य (6) before के पहले वाले वाक्य में had + V3 form (7) verb का subject के स्थान पर होने पर gerund के रूप में (8) tomorrow – Adverbial (9) daily – Adverbial (10) since + time (11) when वाला उपवाक्य past simple हैं तो पहला वाक्य past continuous (12) past tense का sense / पूर्व में किया गया कार्य (13) while वाला उपवाक्य past continuous (14) when वाला उपवाक्य past simple हैं तो पहला वाक्य past continuous (15) आदेशात्मक वाक्य में क्रिया प्रथम रूप में आती हैं लेकिन दूसरी क्रिया आये तो उसमें ing

### Model Test Paper (4)

**Q. 1.** (A) Choose the correct form of the verbs and write in your answer book .

1. Monu ..... his painting before she went to market.  
(A) has completed (B) have completed (C) had completed (D) completes [ ]
2. Neelam left her home early in the morning today. Nobody ..... where has she gone.  
(A) know (B) is knowing (C) was knowing (D) knows [ ]
3. 'Put on your helmets, you ..... to enter the danger zone now' said the watchman.  
(A) were going (B) was going (C) are going (D) have gone [ ]
4. Rajesh ..... here every week end  
(A) come (B) came (C) comes (D) is coming [ ]
5. You ..... the story yet.  
(A) has finished (B) have finished (C) have not finished (D) had not finished [ ]
6. Once upon a time there ..... a big banyan tree.  
(A) is (B) was (C) were (D) have [ ]
7. Govind ..... this novel last night.  
(A) finish (B) finishes (C) had finished (D) finished [ ]
8. If you run fast, you ..... the bus  
(A) shall catch (B) will be catch (C) is caught (D) will catch [ ]
9. They ..... their debts next week.  
(A) is paying (B) were paying (C) will be paying (D) will paying [ ]
10. Students ..... English at this time tomorrow.  
(A) will read (B) shall read (C) will be reading (D) shall be reading [ ]
11. If Sheetal ..... me, I would have attended her party.  
(A) has invited (B) had invited (C) invited (D) will be invited [ ]
12. What is your mother.....?  
(A) doing (B) do (C) does (D) is doing [ ]
13. Mohan and his family ..... (travel) in America for two weeks now.  
(A) has been traveling (B) have been traveling  
(C) had been traveling (D) is being traveled [ ]
14. We ..... with the my uncle next week.  
(A) will stay (B) shall stay (C) stays (D) stay [ ]
15. My uncle, who lives in Mumbai ..... me a new watch last week.  
(A) send (B) sends (C) sent (D) is sent [ ]



### ANSWER KEY (4)

1. [C] 2. [D] 3. [C] 4. [C] 5. [C] 6. [B] 7. [D] 8. [D] 9. [C] 10. [C]  
11. [B] 12. [A] 13. [B] 14. [B] 15. [C]

### Important Hints :-

(1) before के पहले वाले वाक्य में had + V3 form (3) goin to वाला sentence (4) every – Adverbial (5) yet – Adverbial (6) once upon – Adverbial (7) Last night – Adverbial (8) if condition वाला sentence present simple है तो दूसरा वाक्य Future simple (9) next week – Adverbial (10) tomorrow – Adverbial (11) if condition sentence (12) is helping verb के बाद मुख्य क्रिया में ing (13) for + time adverbial (14) next week – Adverbial (15) last week – Adverbial

### Model Test Paper (5)

**Q. 1.** (A) Choose the correct form of the verbs and write in your answer book .

1. Water in the sea and on the ground constantly ..... due to heat of the sun. (evaporate)  
(A) is evaporated (B) was evaporated (C) evaporates (D) is evaporating [   ]
2. I often ..... basketball after school.  
(A) plays (B) playing (C) play (D) is playing [   ]
3. The train has not ..... yet.  
(A) leave (B) leaved (C) left (D) leaves [   ]
4. Nidhi ..... a song now.  
(A) is singing (B) sing (C) sings (D) was singing [   ]
5. Remove your shoes outside as I ..... the floor just now.  
(A) have mopped (B) mopped (C) am mopping (D) was mopping [   ]
6. The all round performance of the team ... the match against West Indies last week.  
(A) win (B) wins (C) won (D) is wining [   ]
7. A stitch in time ..... nine.  
(A) save (B) saves (C) is saving (D) was saving [   ]
8. Radha ..... all the questions perfectly. The panel had to select her.  
(A) answer (B) answers (C) answered (D) had answer [   ]
9. The little girl ..... into the mud-pond before I warned.  
(A) have stepped (B) has stepped (C) step (D) had stepped [   ]
10. Nobody spoke aloud while the teacher ..... the picture on the board.  
(A) was drawing (B) is drawing (C) draws (D) draw [   ]
11. Please ..... in a queue.  
(A) stand (B) stands (C) standing (D) stood [   ]
12. Tomorrow is Friday. I ..... to city market.  
(A) will go (B) shall go (C) go (D) was going [   ]
13. The earth ..... round the sun.  
(A) Revolves (B) Revolved (C) Revolve (D) Revolving [   ]
14. Ram.....from Chennai yesterday.  
(A) Arrives (B) Arrived (C) Will arrive (D) Is arriving [   ]
15. She.....her work before Ali came.  
(A) Finishes (B) Finished (C) Finishing (D) Had finished [   ]

## ANSWER KEY (5)

1. [D] 2. [C] 3. [C] 4. [A] 5. [A] 6. [C] 7. [B] 8. [C] 9. [D] 10. [A]  
11. [A] 12. [B] 13. [A] 14. [B] 15. [D]

### Important Hints :-

(1) constantly – Adverbial (2) often – Adverbial (3) yet – Adverbial (4) now – Adverbial  
(5) just now – Adverbial (6) last week – Adverbial (7) proverbs (8) अगर दो वाक्य आते हैं ,  
उसमें से एक past tense में हो तो दूसरा भी past tense में होगा (9) before के पहले वाले वाक्य में had + V3  
form (10) while वाला उपवाक्य past continuous tense (11) Imperative sentence present simple  
tense (12) tomorrow – Adverbial (13) Universal truth sentence (14) yesterday –  
Adverbial (15) ) before के पहले वाले वाक्य में had + V3 form

## Model Test Paper (6)

**Q. 1.** (A) Choose the correct form of the verbs and write in your answer book .

1. We.....here since 2014.  
(A) Lives (B) Lived (C) Are living (D) Have been living [ ]
2. I.....a stranger fellow yesterday.  
(A) Meets (B) Met (C) Will meet (D) Is meeting [ ]
3. Shankar.....when we went to his house.  
(A) Plays (B) Plaid (C) Is playing (D) Was playing [ ]
4. We..... to picnic tomorrow.  
(A) Go (B) Went (C) Shall go (D) Will go [ ]
5. He usually..... up early in the morning.  
(A) Get (B) Have got (C) Will get (D) Gets [ ]
6. When I reached the house I found that thieves ..... into it.  
(A) broke (B) has broken (C) break (D) had broken [ ]
7. My mother ..... food when she heard a noise.  
(A) cooked (B) was cooking (C) cook (D) had cooked [ ]
8. There is going to be a bus strike. Everyone ..... for auto rickshaws next week.  
(A) look (B) will be looking (C) shall be looking (D) looked [ ]
9. He is a very rude person. I ..... him. (not help)  
(A) will not help (B) does not help (C) shall not help (D) did not help [ ]
10. I ..... (watch) a very interesting film now.  
(A) am watching (B) shall be watching (C) will be watching (D) watch [ ]
11. She ..... (write) twenty plays so far.  
(A) is writing (B) are writing (C) has written (D) writes [ ]
12. I ..... (get) a letter from him ten days ago.  
(A) gets (B) got (C) have gotten (D) is getting [ ]
13. Rohit ..... (learn) Urdu for five years.  
(A) is learning (B) has been learning (C) have been learning (D) was learning [ ]
14. Many foreign birds ..... (come) to India these days.  
(A) is coming (B) are coming (C) was coming (D) come [ ]
15. My husband ..... (like) tea for breakfast.  
(A) likes (B) like (C) is liking (D) has been liking [ ]

## ANSWER KEY (6)

1. [D] 2. [B] 3. [D] 4. [C] 5. [D] 6. [D] 7. [B] 8. [B] 9. [C] 10. [A]  
11. [C] 12. [B] 13. [B] 14. [B] 15. [A]

### **Important Hints :-**

(1) since + time – adverbial (2) yesterday – Adverbial (3) when वाला उपवाक्य past simple हैं तो पहला वाक्य past continuous (4) tomorrow – Adverbial (5) usually – Adverbial (6) सम्पूर्ण वाक्य past tense में हैं (चोर अपना काम कर चुके थे) (7) when वाला उपवाक्य past simple हैं तो पहला वाक्य past continuous (8) next month – Adverbial (9) conditional (10) now – Adverbial (11) so far – Adverbial (12) past tense का sense (13) for + time – adverbial (14) these day – adverbial (15) यदि वाक्य में कोई भी आदत बतायी जा रही हो तो उसे present simple में बदलना हैं

## EXERCISE (01)

**Fill in the blanks with the correct form of the verbs given in the brackets :**

1. He always.....his will. (change)
2. The minister .....in Ajmer at 3 p.m. on Sunday. (arrive)
3. The earth..... round the sun. (move)
4. The doctor..... the patient every day. (visit)
5. Listen! Someone..... to open the gate. (try)
6. We..... a cricket match at this moment. (watch)
7. She..... exercises on tenses now. (do)
8. Ravi ..... money to buy a new car. (save)
9. Someone ..... him to report for duty. (inform)
10. I already .....the bell twice. (ring)
11. Anu .....from Ajmer yet. (not return)
12. She.....computer for six months and she hasn't learnt much yet (learn)
13. The pipe..... for ages. We must get it repaired. (leak)
14. I..... with him for ten years and he has never greeted me. (work)
15. Last year the government..... new legislation to check pollution. (introduce)
16. When I..... here first time, it was quite a lonely area. (come)
17. Yesterday I rang you twice but..... no response. (get)
18. India..... freedom in 1947. (get)
19. When I saw her first time, she ..... in a cafe. (sit)
20. He ..... a shock while he was mending a fuse. (get)
21. When I went to see him, he ..... a cricket match on TV. (watch)
22. My father..... the plants when suddenly the rain started. (water)
23. I went to bed after I ..... my work. (finish)
24. The patient had died before the doctor ..... (arrive)
25. When we entered the cinema hall, the film already..... (start)
26. My sister saw a snake while she.....in the garden. (walk)
27. The emperor.....all the treaties and attacked his enemy. (break)
28. I met Rahim yesterday but I.....him so far today. (not see)
29. The trainees.....their seats before the secretary arrived. (occupy)
30. His father.....the principal yesterday. (meet)
31. You are fond of.....in the river. (swim)

32. When she opened the door, she.....a terrible snake. (see)
33. The train had left the platform before I .....the station. (reach)
34. Our class teacher always ..... on time. (come)
35. My father ..... me a gift for getting first division in Secondary Examination. (give)
36. The student ..... the class before the teacher arrived. (leave)
37. .... is a good exercise to keep our body fit. (dance)
38. We..... a friendly match tomorrow. (play)
39. My grandfather ..... The Hindustan Times daily. (read)
40. They ..... English since 2006. (learn)
41. The postman .....the post by 11 a.m. every day. (deliver)
42. While the doctor ..... the patient, there was an uproar in the hall. (examine)
43. Priyanka ..... to live in this locality recently. (begin)
44. Tomorrow is a holiday. The offices ..... closed. (remain)
45. In her youth, she ..... hours standing before the mirror. (spend)
46. Bhima ..... the ball so hard that all his companions failed to stop it. (throw)
47. The pilot came down after the plane ..... (land)
48. Vivek with his friend Imtiyaz ..... to Indore by the night bus today. (go)
49. The Prime Minister ..... the people on the television yesterday. (address)
50. We ..... a big snake on the ground while we were cleaning it. (see)
51. The exam date has been declared so the students .....for it these days. (prepare)
52. The farmer ..... his property among his sons before he died. (divide)
53. The principal ..... the annual prizes tomorrow. (distribute)
54. Look! an old man ..... after the bus to catch it. (run)
55. Most of the people ..... God daily before taking tea. (worship)
56. When the rain started we ,..... in the field. (stand)
57. Ekta was reading the newspaper when Nidhi ..... her room. (enter)
58. The Minister ..... Dr Kalam on the grand success of the missile (congratulate)
59. Rajiv dropped his mobile while he ..... the bus. (board)
60. Last Sunday when she ..... food in the kitchen one of her friends came to visit her. (cook)
61. Please avoid ..... here. It is a library. (talk)
62. Neetu ..... her painting before she went to market. (complete)
63. Priya left her home early in the morning today. Nobody ..... where has she gone. (know)
64. 'Put on your helmets, you ..... to enter the danger zone now' said the watchman. (go)
65. Hemant ..... here every week end. (come)
66. You ..... the story yet. (not finished)
67. Once upon a time there ..... a big banyan tree. (be)
68. Ramesh ..... this novel last night. (finish)
69. If you run fast, you ..... the bus. (catch)
70. They ..... their debts next week. (pay)
71. Students ..... English at this time tomorrow. (read)
72. If Sheetal ..... me, I would have attended her party. (invite)
73. The Prime Minister ..... (address) the people on the television yesterday.
74. We ..... (see) a big snake on the ground while we were cleaning it.
75. The farmer ..... (divide) his property his sons before he died.
76. The Principal ..... (distribute) the annual prizes tomorrow.
77. Most of the people ..... (worship) God daily before taking tea.

## ANSWERS KEY (1)

1. changes 2. arrives 3. moves 4. visits 5. is trying 6. are watching 7. is doing 8. is saving 9. has informed 10. have rung 11. has not returned 12. Has been learning 13. has been leaking 14. have been working 15. introduced 16. came 17. got 18. got 19. was sitting 20. got 21. was watching 22. was watering 23. had finished 24. arrived 25., had started 26. was walking 27. broke 28. have not seen 29. had occupied 30. met 31. swimming 32. saw 33. reached 34. comes 35. gave 36. had left 37. Dancing / To dance 38. shall play 39. reads 40. Have been learning 41. delivers 42. was examining 43. has begun 44. will remain 45. spent 46. threw 47. had landed 48. is going 49. addressed 50. saw 51. are preparing 52. had divided 53. will distribute 54. is running 55. worship 56. were standing 57. entered 58. congratulated 59. was boarding 60. was cooking 61. talking 62. had completed 63. knows 64. are going 65. comes 66. have not finished 67. was 68. finished 69. will catch 70. are paying 71. will be reading 72. had invited 73. addressed 74. saw 75. Had divided 76. Will distribute 77. worship

## EXERCISE (02)

**Fill in the blanks with the correct form of the verb given in the brackets:**

1. Honesty ..... the best policy. (be)
2. The Prime Minister ..... our college next month. (visit)
3. Listen! Someone ..... to open the gate. (try)
4. She ..... all the clothes so you can wear that. (iron)
5. I ..... to Jaipur yesterday. (go)
6. We ..... to school tomorrow. (go)
7. When I ..... her first time she was young. (see)
8. I ..... a story while Hari was writing a letter. (read)
9. Ram ..... his work. (do)
10. They ..... the house before evening. (leave)
11. If you don't work hard work you ..... this year. (not pass)
12. Ram ..... a house recently. (buy)
13. These boys ..... cricket match on Monday. (play)
14. He ..... tea twice a day. (take)
15. I ..... all sweets so there is nothing to eat. (eat)
16. Our class teacher always ..... on time. (come)
17. Look! An old man is ..... After the bus to catch it. (run)
18. She ..... him few days back. (meet)
19. My mother ..... food at this time. (cook)
20. We ..... to the picture last Sunday. (go)
21. If you run fast, you ..... the bus. (catch)
22. She cooked food and ..... it to her children. (serve)
23. I always ..... early in the morning in my childhood. (get up)
24. I ..... at this time tomorrow. (sleep)
25. India ..... Freedom in 1947. (get)
26. He ..... a letter to his father last Monday. (write)
27. Somebody ..... outside when I was sleeping. (shout)
28. The train ..... before I reached the station. (start)
29. Sohan ..... his course before the examination began. (not finish)

30. Two and two ..... four. (make)
31. I ..... English these days. (learn)
32. Earth ..... around the Sun. (move)
33. He ..... test at 7 a.m. tomorrow. (take)
34. We ..... The zoo last month. (visit)
35. The police ..... after the robbers had run away. (come)
36. We ..... to school tomorrow. (go)
37. He ..... when they came back. (sleep)
38. They ..... T.V. at this time yesterday. (watch)
39. She ..... her purse while she was running. (lose)
40. The baby ..... because he is hungry. (cry)
41. They ..... in the garden next morning. (water)
42. I ..... the course by the end of the month. (revise)
43. The weather ..... very pleasant last week. (be)
44. They ..... cards, when the postman came. (play)
45. We ..... home before it rained. (reach)
46. The boys ..... a football match. (play)
47. She ..... her homework yet. (not complete)
48. They ..... T.V. now. (watch)
49. India ..... the World Cup 2011. (win)
50. The accident ..... at 10:30 last evening. (occur)

### Answer Key : (2)

(1) is (2) visits (3) is trying (4) has ironed (5) went (6) will go (7) was seeing (8) was reading (9) has done (10) will have left (11) will not pass (12) has bought (13) will play (14) takes (15) have eaten (16) comes (17) is running (18) met (19) is cooking (20) went (21) will catch (22) served (23) got up (24) shall be sleeping (25) got (26) wrote (27) was shouting (28) had started (29) had not finished (30) makes (31) am learning (32) moves (33) will be taking (34) visited (35) came (36) will go (37) had slept (38) were watching (39) lost (40) is crying (41) will be watering (42) shall have revised (43) was (44) were playing (45) had reached (46) are playing (47) has not completed (48) are watching (49) won (50) occurred

## Voice

### Active- Passive Voice [ Question.1(B) ]

**निर्देश :** बोर्ड परीक्षा में प्रश्न संख्या 1. (B) Active-Passive Voice पर आधारित Correct Form of the Verb का प्रश्न होगा जिसमें 1-1 अंक के 3 Objective Type प्रश्न दिये गए होंगे। Answer book में सही उत्तर वाले विकल्प को लिखना होगा।

**Verb** के उस रूप को **Voice** कहते हैं जिसमें यह स्पष्ट हो कि **Subject** कार्य कर रहा है या **Subject** गौण है तथा कार्य महत्त्वपूर्ण है। जैसे :-

➡ **Ram writes a letter.** (Subject कुछ करता है , क्रिया का प्रभाव कर्त्ता पर पड़ता है)



➡ A letter is written by Narendra. (Subject गौण व कार्य महत्वपूर्ण है यानि क्रिया का प्रभाव कर्म पर पड़ता है।)

उपर्युक्त वाक्यों के अर्थ में कोई अन्तर नहीं है परन्तु प्रथम वाक्य में Subject स्वयं कार्य करता है तथा दूसरे वाक्य में Subject गौण रहता है। इस प्रकार Voice दो प्रकार के होते हैं –

**1. Active Voice :** When the subject of the verb acts, the verb is said to be in Active voice. (जब क्रिया का कर्ता स्वयं कार्य करता है तो उसे Active Voice कहते हैं।)

जैसे – (1) Saroj is singing a song. (2) I can lift this box.  
(3) He plays cricket. (4) My mother has cooked food.

**2. Passive Voice :** When the subject of the verb receives the action, the verb is said to be in Passive voice. जब कोई व्यक्ति या वस्तु Subject के रूप में कार्य नहीं करता है बल्कि किसी व्यक्ति या वस्तु के द्वारा किये गये कार्य का परिणाम भोगता है, तो उसे Passive Voice कहते हैं।

जैसे – (1) A song is being sung by Saroj. (2) This box can be lifted by me.  
(3) Cricket is played by him (4) Food has been cooked by mother.

## 1. Assertive Sentence

### Passive Voice बनाने के नियम:

1. Active Voice के sentence के Object को Subject बनाना है।
2. Helping Verb का प्रयोग करते हैं।
3. M.V. की III form का प्रयोग करते हैं।
4. Passive Voice के sentence में by + object का प्रयोग करते हैं।
5. Active Voice के sentence के Subject को Passive Voice का Object बनाते हैं।

### Pronoun सम्बन्धी परिवर्तन :

Passive Voice बनाते समय यदि Subject या Object के रूप में कोई noun होती है तो उसमें कोई परिवर्तन नहीं करते हैं। लेकिन noun की जगह Pronoun आता है तो निम्न प्रकार बदल सकते हैं –

Subject	Object
He	him
She	her
I	me
We	us
You	you
It	it
They	them

### Object हमेशा main Verb के बाद आता है।

दो Subject आ रहे हैं तो Indirect Subject (जो सजीव हैं) इसे आप आसानी से कर सकते हैं। Direct वाला Object जो निर्जीव हैं, उससे भी वाक्य बना सकते हैं।

**Ram gave me a book**

**I was given a book by Ram.**

**A book was given to me by Ram** (दो object में पहला O<sub>1</sub> और दूसरा O<sub>2</sub>)

ध्यान यह रखें कि वाक्य का जो पैटर्न है, वही पैटर्न Passive में भी रहेगा।



**By** का प्रयोग सभी जगह जरूरी नहीं हैं। जहाँ **By** का प्रयोग हो , वहा आप **subject** से पहले प्रयोग करना चाहिए ।

**Helping Verb :-** दिया हुआ वाक्य जिस **tense** में आता हैं। उसका ठीक आगे के **Tense** की **helping verb** काम में लेनी हैं तथा **continuous tense** में **being** लगाना हैं।

### Tense संबंधी परिवर्तन :

Active Voice	Passive Voice
V <sub>1</sub> या V <sub>1</sub> + s/es	is/am/are + V <sub>3</sub>
do/does + not + V <sub>1</sub>	is/am/are + not + V <sub>3</sub>
is/am/are + V <sub>1</sub> + ing	is/am/are + being + V <sub>3</sub>
has/have + V <sub>3</sub>	has/have + been + V <sub>3</sub>
V <sub>2</sub>	was/were + V <sub>3</sub>
did not+V <sub>1</sub>	was/were + not + V <sub>3</sub>
was/were+V <sub>1</sub> + ing	was/were + being + V <sub>3</sub>
had+V <sub>3</sub>	Had + been + V <sub>3</sub>
will have/shall have + V <sub>3</sub>	will have/shall have + been + V <sub>3</sub>
Modals (shall, will, can, should, might, must, need not, used to, would, could, may, ought to, dare not) + V	Modals + be + V <sub>3</sub>

### Double objects वाले वाक्यों का Passive Voice :

कुछ क्रियाओं (Verbs) के दो Object होते हैं : 1. Indirect (सजीव) Object  
2. Direct (निर्जीव) Object Passive Voice में इनमें से किसी भी Object को Subject बनाया जा सकता है।

नोट:- यदि Direct Object (निर्जीव) को Subject बनाया जाता है तो Indirect Object के पहले **to** लगाया जाता है।

- (1) My father will present me a gift.  
I shall be presented a gift by my father. (Indirect object से) **OR**  
A gift will be presented to me by my father. (Direct obj. से)
- (2) The cow gives us milk.  
We are given milk by the cow. (Indirect object से) **OR**  
Milk is given to us by the cow. (Direct obj. से)

### Unimportant Subjects :

यदि **Active Voice** में **Unimportant subject** जैसे :- **Someone, Somebody, Everyone, Everybody, No one, Nobody, People, All of them, They, Teacher, Doctor, Police, Farmer ..... etc.** को **Passive Voice** में **by + subject (Ob.)** के रूप में नहीं लिखा जाता है –  
जैसे :-

- People speak English all over the world. ➡ English is spoken all over the world.  
□ Someone has stolen my purse. ➡ My purse has been stolen.  
□ Farmers grow wheat. ➡ Wheat is grown.

**नोट :** **Nobody** अथवा **No one** को हटाने पर **Passive** के वाक्य को नकारात्मक वाक्य में बदलना हैं-

- ☐ Nobody can mend this broken table.      This broken table can not be mended.
- ☐ No one will support you.      You will not be supported.

### To + V1 (Infinitive) वाले वाक्यों का Passive Voice :

यदि **Active Voice** में **is, am, are, was, were, has, have, had, shall have, will have** के पश्चात् **to + V1 + Obj.** का प्रयोग हो तो **Passive** निम्न प्रकार से बनाते हैं :-

**object + H.V. + to + be + V3 + by + subject**

**Example :**

- ☐ Rajat has to read English.      ➡ - English has to be read by Rajat.
- ☐ I have to finish my work in an hour.      ➡ - My work has to be finished by me in an hour.
- ☐ I am to help him.      ➡ - He is to be helped by me.
- ☐ We had to admit him to hospital.      ➡ - He had to be admitted by us to hospital.

### Be + going to वाले वाक्यों का Passive Voice :

**Be + going to** वाले वाक्यों को **Passive** में निम्न तरीके द्वारा बदलते हैं -

**Object + be + going + to + be + V3 + by + subject** (नोट : be verb = is, am, are, was, were)

- ☐ I am going to give you a prize.      ➡ - You are going to be given a prize.
- ☐ My father is going to buy a new house.      ➡ - A new house is going to be bought by my father.
- ☐ Saroj was going to wash her clothes.      ➡ - Her clothes were going to be washed by Saroj.
- ☐ Naresh is going to teach English.      ➡ - English is going to be taught by Naresh.
- ☐ I am not going to play a match.      ➡ - A match is not going to be played by me.

### Phrasal Verbs वाले वाक्यों का Passive Voice :

**Passive Voice** में **M.V. + Preposition** को एक साथ ही रखा जाता है। जैसे -

- ☐ The girls laughed at him.      ➡ - He was laughed at by the girls.
- ☐ Kamal arrived at the conclusion.      ➡ - The conclusion was arrived at by Kamal.
- ☐ We must listen to our parents.      ➡ - Our parents must be listened to.
- ☐ Ram has given up the bad company.      ➡ - The bad company has been given up by Ram.
- ☐ I am looking forward to your visit.      ➡ - Your visit is being looked forward to by me.

## 2. Imperative Sentence

वे वाक्य जिनमें आदेश (Order), सलाह (Advise), प्रार्थना (Request) आदि का भाव होता है। Imperative Sentence कहलाते हैं। ये निम्न चार तरह से शुरू होते हैं-

1. V<sub>1</sub> से
2. Please/Kindly से
3. Do not से
4. Let से

#### 1. V<sub>1</sub> से शुरू होने वाले वाक्य:-

**(a) V<sub>1</sub> के बाद Object होने पर :-** इनको निम्न तरीके द्वारा Passive Voice में बदला जाता है :-

**Let + Obj. + be + V<sub>3</sub> + .....**

**Example :**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Post this letter.       | - Let this letter be posted.       |
| <input type="checkbox"/> Bring a glass of water. | - Let a glass of water be brought. |
| <input type="checkbox"/> Call the doctor.        | - Let the doctor be called.        |
| <input type="checkbox"/> Wash your hand.         | - Let your hand be washed.         |

**(b) V<sub>1</sub> के बाद Object न होने पर :-** यदि वाक्य में verb के बाद Obj. न हो या दिये गये वाक्य में आदेश, प्रार्थना, सलाह आदि का स्पष्ट भाव होने पर उसका **Passive Voice** निम्न प्रकार बनाया जाता है।

**आदेश :-** You are ordered to + वाक्य

**सलाह :-** You are advised to + वाक्य

**प्रार्थना :-** You are requested to + वाक्य

**Example :**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Get out.   | - You are ordered to get out.   |
| <input type="checkbox"/> Come here  | - You are ordered to come here. |
| <input type="checkbox"/> Work hard. | - You are advised to work hard. |
| <input type="checkbox"/> Help me.   | - You are requested to help me. |

**2. Please या Kindly से शुरू होने वाले वाक्य :-**

ये प्रार्थना (Request) का भाव देते हैं अतः इनको **Passive Voice** में You are requested + to + वाक्य (Please/ Kindly को छोड़कर) के रूप में बदलते हैं।

**Example :**

- |                              |  |
|------------------------------|--|
| • Please, give me your pen.  | - You are requested to give me your pen.   |
| • Kindly lend me 100 rupees. | - You are requested to lend me 100 rupees. |
| • Please wait for me.        | - You are requested to wait for me.        |
| • Don't disturb me please.   | - You are requested not to disturb me.     |

**3. Do not से शुरू होने वाले वाक्य :-**

इनको वाक्य के भाव के अनुसार — निम्न तरीकों से बदलते हैं।

**You are ordered + not + to + वाक्य (Don't को छोड़कर)**

**You are advised + not + to + वाक्य (Don't को छोड़कर)**

**You are requested + not + to + वाक्य (Don't को छोड़कर)**

**Example :**

- |                              |  |
|------------------------------|--|
| • Do not go there.           | - You are ordered not to go there.         |
| • Don't waste your time.     | - You are advised not to waste your time.  |
| • Kindly don't make a noise. | - You are requested not + to make a noise. |

**Note :-** Do not से शुरू होने वाले वाक्यों में Ordered या Advised के स्थान पर Forbidden का प्रयोग भी किया जा सकता है।

**Example :**

- |                        |                                      |
|------------------------|--------------------------------------|
| • Do not throw stones. | - You are forbidden to throw stones. |
| • Do not tell a lie.   | - You are forbidden to tell a lie.   |

**Note :-** Do not से शुरू होने वाले वाक्यों में यदि Object दिया हो तो इनको निम्न Pattern से भी बनाया जा सकता है।

**Let + Obj. + not + be + V<sub>3</sub>.....**

**Example :**

- Don't take my pen. - Let my pen not be taken.
- Don't watch TV. - Let TV not be watched.

#### 4. Let से शुरू होने वाले वाक्य

**Pattern - Let + Obj. (2) + be + mv<sub>3</sub> + by + obj. (1)**

**Example :**

- Let him play football. - Let football be played by him
- Let her make tea. - Let tea be made by her.
- Let the teacher teach English. - Let English be taught by the teacher.

**Note :-** कुछ Active Voice वाले वाक्य Suggestion का भाव प्रकट करते हैं ऐसे वाक्यों में should का प्रयोग करके इन्हें निम्न तरह Passive Voice में बदलते हैं। जैसे—

**Example :**

- ☐ Help the needy and poor. - The needy and poor should be helped.
- ☐ Love the kids. - The kids should be loved.
- ☐ Hear him now. - He should be heard now.

### 3. Interrogative Sentences

**Interrogative Sentences :** दो प्रकार के होते हैं :-

**(i) Helping Verb** से शुरू होने वाले वाक्य :- ऐसे वाक्यों को **Passive** में बदलते समय वाक्य को **H.V.** से ही शुरू करते हैं :-

Pattern                      **Active**                      HV. + Sub. + M.V. + Obj. ?  
    **Passive**                      HV. + Obj. + M.V.III + by + Sub.?

Example :

- Have you done your homework? - Has your homework been done by you?
- Are they taking exercise now? - Is exercise being taken now?
- Will he invite us? - Shall we be invited by him?
- Did Kamal reward Teena? - Was Teena rewarded by Kamal?

**(ii) Wh-words** से शुरू होने वाले वाक्य :-

Who और Whom को छोड़कर शेष प्रश्नवाचक शब्द (**Why, When, Where, How, Which, What, etc.**) हो तो Passive Voice में इसे ज्यों का त्यों लिखते हैं शेष परिवर्तन helping verb से शुरू होने वाले वाक्यों की तरह ही होते हैं—

Pattern                      **Active**                      Wh-word + HV. + Sub. + MV.1 + Obj.?  
    **Passive**                      Wh-word + HV.1 + Obj. + MV.III + by + Sub.?

- ☐ When will you publish a new book? - When will a new book be published by you?
- ☐ Why were you laughing at Saroj? - Why was Saroj being laughed at by you?
- ☐ What did you play in the evening? - What was played by you in the evening?
- ☐ How does she sing a song? - How is a song sung by her?
- ☐ Where did you post the letter? - Where was the letter posted by you?

**Who** से शुरू होने वाले वाक्य - **Who** को **By whom** में बदलते हैं —

**Pattern :- By whom + HV. + Sub. + MV<sub>3</sub> ?**

### Example :

- Who called me? - By whom was I called?
- Who can teach you? - By whom can you be taught?
- Who wrote the application? - By whom was the application written?
- Who will help Bindu in her difficulty? - By whom will Bindu be helped in her difficulty?

**Whom** से शुरू होने वाले वाक्य - **Whom** को **who** में बदलते हैं -

**Pattern :-**

**Who + HV. + MV3 + by + Obj. ?**

### Example :

- Whom do you like? - Who is liked by you?
- Whom did Sanjiv suggest? - Who was suggested by Sanjiv?
- Whom did you write a letter? - Who was written by you a letter?
- Whom has she invited in the party? - Who has been invited by her in the party?

## Active- Passive Voice [ Question.1(B)]

### SECTION - A

**Q. 1.** (B) Complete the following sentences by choosing the correct passive forms to the verbs given : [3×1=3]

1. Tulsidas wrote the Ramayan.

The Ramayan.....by Tulsidas.

(A) Is written (B) Was written (C) Has been written (D) Had been written [B]

2. They will start the sale of tickets for the show from the next week.

The sale of the tickets for the show .....from the next week.

(A) is started (B) will be started (C) were started (D) will started. [B]

3. Mewar Furniture supplied a set of this new furniture last year.

A set of this new furniture ..... to our office by Marwar Furniture last year.

(A) is supplied (B) was supplied (C) were supplied (D) are supplied. [B]

4. The City Library buys many books every year.

Many books ..... by the city library every year.

(A) is bought (B) are bought (C) are bought (D) were bought. [B]

5. Board awarded the merit holder students last month.

The merit holder students .....by the Board last month

(A) is awarded (B) was awarded (C) are awarded (D) were awarded. [D]

## Model Test Paper (1)

**Q. 1.** ((B) Change the following sentences into Passive voice and write the answer in your answer book.

(1.) Hari has written a poem.

A poem.....by Hari.

- (A) Is written (B) Was written (C) Has been written (D) Had been written [C]  
 (2.) The students are playing football.  
 Football ..... by the students.  
 (A) Is played (B) Is being played (C) Was played (D) Has played. [ ]  
 (3.) He killed a snake.  
 A snake..... by him.  
 (A) Is killed (B) Is being killed (C) Was killed (D) Was being killed. [ ]  
 (4.) The police caught the thief yesterday and prisoned him.  
 The thief .....and prisoned by the police yesterday.  
 (A) is caught (B) was caught (C) are caught (D) were caught. [ ]  
 (5.) People consider honesty the best policy even today.  
 Honesty..... the best policy even today  
 (A) is considered (B) are considered (C) was considered (D) will be considered [ ]  
 (6.) The gardener watered the plants yesterday.  
 The plants..... yesterday.  
 (A) is watered (B) are watered (C) was watered (D) were watered [ ]  
 (7.) The teacher teaches English to us everyday.  
 English .....to us everyday.  
 (A) will taught (B) are taught (C) has taught (D) is taught [ ]  
 (8.) They found him guilty of murder.  
 He .....guilty of murder.  
 (A) will found (B) has been found (C) was found (D) were being found [ ]  
 (9.) Please, hang this picture on the wall.  
 You are requested .....this picture on the wall.  
 (A) will hang (B) are to hang (C) hanged (D) to hang [ ]  
 (10.) Pratima lost her new mobile.  
 Her new mobile .....by Pratima.  
 (A) has lost (B) is lost (C) has been lost (D) was lost [ ]  
 (11.) They will thank us. We.....  
 (A) will be thanked (B) shall be thanked (C) are thanked (D) has been thanked [ ]  
 (12.) Children are flying kites.  
 Kites.....by the children.  
 (A) has been flown (B) is flown (C) are being flown (D) is being flown [ ]  
 (13.) The police has arrested the thief.  
 The thief .....by the police.  
 (A) have arrested (B) was arrested (C) has been arrested (D) was arrested [ ]  
 (14.) They publish the daily newspaper "The Rajasthan Patrika" in our town even now.  
 The daily newspaper "The Rajasthan Patrika..... in our town even now.  
 (A)was published (B) will be published (C) were published (D) is published. [ ]

### ANSWER KEY

1. [C] 2. [B] 3. [C] 4. [B] 5. [A] 6. [D] 7. [D] 8. [C] 9. [D] 10. [D]  
 11. [B] 12. [C] 13. [C] 14. [D]

### Change the following sentences into the Passive Voice :-

1. People appreciate honesty every where.
2. They condemn thieves every where.
3. We know the Indian soldiers for bravery.
4. The audience praised the speech of Swami Vivekanand in the Chicago Conference.
5. Scientists have discovered more facts about the Indian river Saraswati.
6. The Chairman has dissolved the committee.
7. The Election Commission has announced elections for the state assemblies.
8. People hold honest as the best policy.
9. She left the dog in the car.
10. They are catching the stray animals.
11. They gave him opportunity.
12. They teach the Children French in Paris.
13. The police asked the culprit tough questions.
14. They offered him help.
15. The officer granted me the leave.
16. I send them greeting cards on Diwali.
17. They provide me the financial help.
18. I tell him interesting stories.
19. Have you paid the money?
20. He handed her the letter.
21. He denied her nothing.
22. Put him this question.
23. Show him the way.
24. Tell them the whole story.
25. Give him a suitable reply.
26. Bring it to their knowledge.
27. He painted the door green.
28. The police found him guilty.
29. They elected him president.
30. They found the experiment useful.

### ANSWERS :-

1. Honesty is appreciated everywhere.
2. Thieves are condemned everywhere.
3. Indian soldiers are known for bravery.
4. The speech of Swami Vivekanand in the Chicago conference was praised.
5. More facts about the Indian river Saraswati have been discovered.
6. The committee has been dissolved.
7. Elections for the state assemblies have been announced.
8. Honesty is held to be the best policy.
9. The dog was left by her in the car.
10. The stray animals are being caught.
11. An opportunity was given to him.
- Or He was given an opportunity.
12. The children are taught French in Paris.
- Or French is taught to the children in Paris.
13. The culprit was asked tough questions.
14. He was offered help.
15. I was granted the leave.
16. They were sent greeting cards on Diwali.
17. I am provided the financial help.
18. He is told interesting stories.
19. Has the money been paid?
20. She was handed the letter.
21. She was denied nothing.
22. Let this question be put to him.
23. You are advised to show him the way.
24. Let the whole story be told to them.
25. Let a suitable reply be given to him.
26. Let it be brought to their knowledge.
27. The door was painted green.
28. He was found guilty.
29. He was elected president.
30. The experiment was found useful.



### Exercise:

**Change these sentences into passive voice.**

- |  |                                     |
|--|-------------------------------------|
| 1- Ram eats a mango.                           | 2- He writes a letter.              |
| 3- They play cricket.                          | 4- Mr. Sharma is teaching English.  |
| 5- Children have eaten food.                   | 6- Mohan wrote a story.             |
| 7- They did not play cricket.                  | 8- The boys are playing football.   |
| 9- They will have built the bridge.            | 10- Sita will write a book.         |
| 11- Mr. Sharma taught us English.              | 12- People take tea in the morning. |
| 13- Some one is waiting for you in the school. | 14- Do the boys eat apple?          |
| 15- Was sita cooking food?                     | 16- Did she write a letter?         |
| 17- When will you return my book?              | 18- Why was he laughing at sita?    |
| 19- What is he reading?                        | 20- Who do you like most?           |
| 21- Who can solve this paper?                  | 22- Who broke this beautiful cup?   |
| 23- Are you playing games?                     | 24- Have you written a book?        |
| 25- Open the window.                           | 26- Shut the door.                  |
| 27- Do not play football on the road.          | 28- Please, give me your car.       |
| 29- Please, keep off the grass.                | 30- Nobody can do it.               |

### ANSWER:-

- |  |  |
|--|--|
| 1- A mango is eaten by Ram.                  | 2- A letter is written by him.             |
| 3- Cricket is played.                        | 4- English is being taught by Mr. Sharma.  |
| 5- Food has been eaten by children.          | 6- A story was written by Mohan.           |
| 7- Cricket was not played.                   | 8- Football is being played by the boys.   |
| 9- The bridge will have been built.          | 10- A book will be written by Sita.        |
| 11- English was taught to us by Mr. Sharma.  | 12- Tea is taken in the morning.           |
| 13- You are being waited in the school.      | 14- Is apple eaten by the boys?            |
| 15- Was food being cooked by Sita?           | 16- Was a letter written by her?           |
| 17- When will my book be returned by you?    | 18- Why was Sita being laughed at by him?  |
| 19- What is being read by him?               | 20- By whom is liked most by you?          |
| 21- By whom can this question be solved?     | 22- By whom was this beautiful cup broken? |
| 23- Are games being played by you?           | 24- Has a book been written by you?        |
| 25- Let the window be opened.                | 26- Let the door be shut.                  |
| 27- Let football not be played on the road.  | 28- You are requested to give me your car. |
| 29- You are requested to keep off the grass. | 30- It cannot be done.                     |

**-:: TEXT BOOK EXERCISES ::-**

**(Golden Rays)**

***(Form Unit – 04 The Tale of the Bishnois)***

**Change the following sentences into passive voice. :-**

1. Somebody had put out the light.
2. People serve ice-cream with meal.
3. They are expecting good news.
4. They admire the bravery of the Indian soldiers.
5. The principal has dissolved the committee.
6. The election commission announces election for the state assemblies.
7. People hold honesty as the best policy.
8. The teacher has appointed him monitor.
9. I opened the door.
10. He can lift the box.
11. Why do you suspect me?
12. Are they offering him a chair?
13. Whom do we like most?
14. Who wrote Macbeth?
15. Put him this question.
16. Show him the way.
17. Don't tease her.
18. Give him a suitable reply.
19. Has someone informed the police?
20. Everyone believed that the movement was a failure.
21. People think that the government is working well.

**ANSWERS :-**

1. The light has been put out.
2. Ice - cream is served with meal.
3. Good news is expected.
4. The bravery of Indian soldiers is admired.
5. The committee has been dissolved.
6. Election for the state assemblies are announced.
7. Honesty is held to be the best policy.
8. He has been appointed monitor by the teacher.
9. The door was opened by me.
10. The box can be lifted by him.
11. Why am I suspected by you?
12. Is a chair being offered to him?
13. Who is liked by us the most?
14. By whom was Macbeth written?
15. Let this question be put to him.
16. Let the way be shown to him.
17. Let her not be teased.
18. Let a suitable reply be given to him.
19. Has the police been informed by someone?
20. It was believed by everyone that the movement was a failure.
21. It is thought that the government is working well.

# Reported Speech (Narration)

"The art of reporting the words of a speaker is called Narration/Speech."

**Narration** शब्द का शाब्दिक अर्थ 'कथन' होता है। इस शब्द का निर्माण Narrate शब्द से हुआ है। Narrate शब्द का शाब्दिक अर्थ to say/to state (कहना) होता है।

Speech (Narration) दो प्रकार के होते हैं :-

(i) **Direct Speech :** किसी वक्ता के वास्तविक शब्दों को ज्यों का त्यों कहना Direct Speech कहलाता है।

As : Saroj said to me, "I shall go to market today."

(ii) **Indirect Speech :** वक्ता के वास्तविक शब्दों को ज्यों का त्यों प्रयोग न करके केवल उन शब्दों का अर्थ ही प्रकट हो तो उसे Indirect Speech कहते हैं।

As : Saroj told me that she would go to market that day.

**Direct Speech के दो भाग होते हैं-**

(i) **Reporting Verb**

(ii) **Reported Speech**

**नोट :** Speaker (वक्ता) की बात को जिस Verb से शुरू किया जाये, उसे Reporting Verb और वक्ता की जिस बात को दोहराया जाये, उसे Reported Speech कहते हैं।

Ram Said to Mohan



**Reporting Verb**

"I shall help you."



**Reported Speech (Inverted comma के अन्दर का भाग)**

मुख्य रूप से Direct से Indirect में पाँच प्रकार के वाक्यों को बदला जाता है-

1. Simple Sentence (Assertive Sentences)
2. Interrogative Sentence
3. Imperative Sentence
4. Optative Sentence
5. Exclamatory Sentence

## General Rules

- i.) Reporting Verb का tense कभी नहीं बदलता, जो Direct Sentence में आया वही Indirect में बदलते भी वही Tense रहेगा।
- ii.) Reporting Verb को Reported Speech के भावानुसार told, asked, requested, advised, ordered आदि में बदल देते हैं।
- iii.) Reporting Verb के पश्चात् उचित Conjunction जैसे that, if, to आदि का प्रयोग करते हैं।

### A. Reporting Verb and Conjunction सम्बंधी Change:-

Sentence	Reporting Verb	Conjunction
Assertive	Tell/tells/told	That
Interrogative	Ask/asks/asked	If/whether/WH
Imperative	Told/asked/advised/ ordered/requested forbade not	To (V1) Not to (Don't+V1)
Optative	Wished/blessed/cursed	That
Exclamatory	Exclaimed with sorrow/joy/surprise	That

## B. Pronoun सम्बंधी Change:-

I said to him,      "You are very good student."  
Reporting Verb      Reported Speech

अगर Reported Speech में कर्ता प्रथम पुरुष ( I,We) हो तो उसका pronoun Reporting Verb के subject से change करना है। और यदि Reported Speech में कर्ता द्वितीय पुरुष ( You ) हो तो उसका pronoun Reporting Verb के object से change करना है। यदि Reported Speech में कर्ता तृतीय पुरुष ( He,She,It,They) हो तो उसका pronoun हो तो **उसका pronoun change नहीं** होगा। इसकी short trick Son हैं, जिसमें **S** का मतलब subject , **O** का मतलब object और **N** का मतलब No change

Short Trick: -      **S O N**  
                                 I   II   III

### Personal Pronouns

Person	Number	Subjective Case	Possessive Case	Objective Case	Reflexive Pronouns
First Person	Singular Number	<b>I</b>	my / mine	<b>Me</b>	myself
	Plural Number	<b>We</b>	Our / ours	<b>Us</b>	Ourselves
Second Person	Singular & Plural Number	<b>You</b>	Your / yours	<b>You</b>	Yourself / yourselves
Third Person	Singular Masculine	<b>He</b>	His	<b>Him</b>	Himself
	Singular Feminine	<b>She</b>	Her/hers	<b>Her</b>	Herself
	Singular non -personal	<b>It</b>	Its	<b>It</b>	Itself
	Plural	<b>They</b>	Their / theirs	<b>Them</b>	Themselves

## C. Tense सम्बंधी Change

**Rule 01 :-** यदि Reporting verb present या future tense में हो तो Reported speech के tense में कोई change नहीं होगा जैसे:-

Example :-      I say to Rahul, "you may go".  
                         I tells Rahul that he may go.

**Rule-2 :-** यदि Reporting verb past tense में हो तो Reported speech के tense निम्न सारणी के अनुसार change होगा:-

Reported speech	Change in reported speech
Do / does + V1	Did/V2
Do / does not	Did not
Is/ am / are	Was / were
Has / have	Had
Did not + V1 / V2	Had not +V3 / Had V3
Was / were	Had been+ing
Can	Could
Will	Would
Shall	Would
May	Might
Must	Must / had/ to (past)

## (II) समय व दूरी सम्बन्धी परिवर्तन :-.

### Direct Speech

This	—
These	—
Here	—
Now	—
Ago	—
Today	—
Tomorrow	—
Next day	—
Yesterday	—
Last week.....	—
Thus	—
Come	—
The day before	—
Daily	—

### Indirect Speech

that
those
there
then
before
that day
the next day
the following day
the previous day
the previous week....
So
Go/come
Yesterday two days before
every day

## 1. ASSERTIVE SENTENCES (निश्चयात्मक वाक्य)

**1. Reporting Verb** में परिवर्तन निम्नानुसार करते हैं। जैसे—

Says to	=	tells
Say to	=	tell
Will say to	=	will tell
Shall say to	=	shall tell
Said to	=	told

**नोट :-** RV के बाद में to + object न दिया होने पर प्रायः उसमें (R.V. में) कोई परिवर्तन नहीं करते हैं।

2. Connective, that का प्रयोग करते हैं।

3. यदि RV वर्तमान काल अथवा भविष्य काल में दी गई हो तो RS के Tense में कोई परिवर्तन नहीं होता है।

- Ram says to him, "God is everywhere." - Ram tells him that God is everywhere.
- Ram will say to me, "Sita has gone to school." - Ram will tell me that Sita has gone to school.

### Pronoun में परिवर्तन के नियम:

(i) Reported Speech के first person के pronouns (I, my, me, myself, mine, we, our, us, ourselves, ours) Reporting Verb के कर्ता के अनुसार बदलते हैं।

(ii) Reported Speech के second person के pronouns (you, your, yourself, yours) Reporting Verb के कर्म के अनुसार बदलते हैं।

**Note :-** RV का Object न दिया होने पर me/him को उसका object मान लिया जाता है।

(iii) Reported Speech के Third Person के pronouns (he, she, it, they, his, her, them.....) को Indirect Speech में नहीं बदलते हैं।

- They say, "He does not do his work." - They say that he does not do his work.
- He has said to me, "She is a beautiful girl." - He has told me that she is a beautiful girl.

Rakesh said to meera, "you have to give her your oen."

**Rakesh told meera that she had to give her pen.**

He said to me, "I had a note book of you."

**He told me that he had had a notebook of me.**

## 2. INTERROGATIVE SENTENCES

Interrogative sentences दो तरह से शुरू होते हैं—

(A) Helping verb से शुरू

(B) Wh- word से शुरू

Direct से Indirect में बदलने के नियम:—

Helping verb से शुरू	Wh- word से शुरू
1. Said/said to को asked/inquired में बदलते हैं।	1. Said/said to को asked/inquired में बदलते हैं।
2. Conjunction – if या Whether का प्रयोग करते हैं।	2. Conjunction उसी Wh-word को बनाते हैं।
3. Conjunction के बाद subject का प्रयोग करते हैं।	3. Conjunction के बाद subject का प्रयोग करते हैं।

4. Tense, Person तथा Adverb में परिवर्तन सामान्य नियमानुसार करते हैं।

5. Reported speech के Interrogative sentence को positive बना दिया जाता है।

Examples:-

### Helping Verb Related

- Direct 1. Rahul said to my mother, "Did your son write the letter to your husband before last Monday,"
- Indirect Rahul asked my mother if her son had written the letter to her husband before the previous Monday.
- Direct 2. He said to Ram, "Do you Like this car?"
- Indirect He asked Ram if he liked that car.
- Direct 3. he said him, "Are you asking this question?"
- Indirect I asked him if He was asking that question.

### Wh-Word Related

- Direct 4. They said to me, "when did we say some thing to this man?"
- Indirect They asked me when they had said something to that man.
- Direct 5. I told your father, "why are you asking about your son?"
- Indirect I asked your father why he was asking me about his son.
- Direct 6. Yash said to Shiv, "Where are you going?"
- Indirect Yash asked Shiv where he was going.

## 3. Imperative Sentences

वे sentences जो order, advice, requests आदि का भाव प्रकट करते हैं। Imperative sentences कहलाते हैं। ये निम्न चार तरह से शुरू होते हैं

1. V<sub>1</sub> से      2. Do not + V<sub>1</sub> से      3. Please/Kindly+V<sub>1</sub> से      4. Let से

Imperative sentence को Indirect speech में बदलने के नियम—

1. Said / said to को RS के भाव के अनुसार ordered, commanded, advised या requested में बदलते हैं।
2. Connective 'to' का प्रयोग करते हैं।
3. To के बाद सदैव V<sub>1</sub> का प्रयोग होता है।
4. Reported Speech के वाक्य में Tense को छोड़कर शेष परिवर्तन नियमानुसार करते हैं।  
I. वाक्य Do not से शुरू होने पर RV को वाक्य के भाव के अनुसार ordered, advised तथा requested में बदलकर not + to को Conjunction के रूप जोड़कर वाक्य को Indirect Speech में बदला जाता है।

- II. नकारात्मक शब्द **never** होने पर **never** के बाद **to** का प्रयोग करते हैं—
- III. उपरोक्त वाक्यों में **Do not** को हटाकर **forbade** का प्रयोग भी किया जा सकता है ।
- IV. वाक्य में **please / kindly** का प्रयोग होने पर **RV** को **requested** में बदलते हैं तथा **Indirect Speech** में **Please** या **Kindly** को हटा देते हैं।
5. **Will / Would / Could + you.....?** से आरम्भ होने वाले वाक्य **Request** का भाव प्रकट करते हैं  
अतः इन्हें **Imperative sentence के नियमानुसार Indirect में** बदलते हैं।
6. **Imperative Sentence** के साथ **if, unless, till, until, when, while, as, after, before.....**  
आदि से जुड़ा हुआ कोई दूसरा उपवाक्य दिया होने पर उस उपवाक्य के **Tense, Pronoun, Adverb आदि**  
**में साधारण वाक्यों के नियमानुसार परिवर्तन** करते हैं।

### (A) Please/kindly वाले Imperative Sentence

**नियम 1.** Reporting verb , requested होगी, Reported Speech में से please या kindly को हटाकर 'to' से शेष वाक्य जोड़ दिया जाता है।

**Examples:-**

- |          |  |
|----------|--|
| Direct   | 1. The student said to me, "Please answer my question                      |
| Indirect | The student requested me to answer his question.                           |
| Direct   | 2. Madhu said to me, "Kindly issue me my T.C."                             |
| Indirect | Madhu requested me to issue her T.C.                                       |
| Direct   | 3. The captain said to the coach, "please don't arrange the extra player." |
| Indirect | The captain requested the coach not to arrange the extra player.           |
| Direct   | 4. I requested him, "take it without asking any thing,"                    |
| Indirect | I requested him to take it without asking anything.                        |

### (B) Don't वाले Imperative Sentences

**नियम 1.** Reporting verb में forbade आयेगा , Reported Speech में से don't को हटाकर 'to' से शेष वाक्य जोड़ दिया जाता है।

**Examples:-**

- |          |  |
|----------|--|
| Direct   | (1) The caption said to the coach, "Don't arrange the extra player". |
| Indirect | The caption forbade the coach to arrange the extra player.           |
| Direct   | (2) She said to me, "Don't cut the wire".                            |
| Indirect | She forbade me to cut the wire.                                      |
| Direct   | (3) I said to my brother, "don't say me anything about your friend.  |
| Indirect | I forbade my brother to say me anything about his friend             |

### (C) M.V की 1st form से शुरूआत वाले Imperative Sentences

**नियम 1** Reporting verb, Reported speech के भाव के अनुसार change होगी, उसके बाद Reported speech को 'to' से जोड़ दिया जाता है।

**Examples:-**

- |          |  |
|----------|--|
| Direct   | 1. He said to his teacher, "check it ,sir"                         |
| Indirect | He requested his teacher to check it.                              |
| Direct   | 2. Geeta said to her friend, "Ask your mother don't ask me."       |
| Indirect | Geeta advised her friend to ask her mother and forbade to ask her. |
| Direct   | 3. I said to my students, "write down the note,"                   |
| Indirect | I ordered my students to write down the note.                      |



## (D) Let से शुरू होने वाले Imperative Sentences

### (A) Let us से शुरू होने वाले –

**Rule 1.** Said के स्थान पर Suggested कर देंगे यदि Said to हो तो Suggested to कर देंगे।

**Rule 2.** Let को हटा देंगे तथा 'that' Conjunction लगा देंगे।

**Rule 3.** यदि Reported Part में us हो Reporting Verb में I या me होतो us को हटाकर we कर देंगे और यदि I या me न हो तो us के स्थान पर they कर देंगे।

**Rule 4.** Reported Part में Should सहायक क्रिया प्रयोग होता है।

**Examples:-**

Direct	I said to Shyam, "Let us go to a hotels."
Indirect	I Suggested to Shyam that we should go to a hotel.
Direct	I said to my brother, "Let's go to some holy place."
Indirect	I Suggested to my brother that we should go to some holy place.

### (B) Let के साथ us नहीं हो –

**Rule 1.** Said/Said to के स्थान पर आवश्यकतानुसार Requested, asked, said, told कर देंगे।

**Rule 2.** 'to' Conjunction का प्रयोग करेंगे तथा Let को नहीं हटायेगे। अर्थात् To के बाद Let +..... का प्रयोग करते हुए Imperative के नियमानुसार Indirect बनाते हैं।

**Examples:-**

Direct	The beggar said, "Let me stay here."
Indirect	The beggar said to let him stay there.
Direct	He said to his friend, "Let me go home now."
Indirect	He requested his friends to let him go home then.

## Optative Sentences

प्रार्थनाएँ, आशीर्वाद, कामना आदि के वाक्य Optative वाक्य कहलाते हैं। ऐसे वाक्य May से शुरू होते हैं।

**Rule 1.** वाक्य भाव के अनुसार said to के स्थान पर wished, prayed, cursed आदि का प्रयोग करेंगे

**Rule 2.** Reporting Verb के Object को हटा देंगे।

**Rule 3.** 'that' Conjunction का प्रयोग होगा।

**Examples:-**

Direct	He said to me, "May God bless you!"
Indirect	He prayed (wished) that God bless me.
Direct	I said to her, "May you live long !"
Indirect	I wished that she might live long.
Direct	Ram said, "May God help you."
Indirect	Ram wished that God might help you.

## Exclamatory Sentences

**Exclamatory Sentences:-** ऐसे वाक्यों के अन्त में विस्मयबोधक (!) होता है। ऐसे वाक्य प्रायः What, How, Hurrah!, Alass!, O!, Oh! आदि शब्दों से आरम्भ होते हैं। इन्हें विस्मयबोधक वाक्य कहते हैं।

**Rule 1.** said to के स्थान पर आवश्यकतानुसार निम्न शब्दों का प्रयोग करेंगे—

Exclaimed with Surprise (यदि वाक्य **How, What** से शुरू हो)

Exclaimed with Joy (यदि वाक्य **hurrah** से शुरू हो)

Exclaimed with sorrow (यदि वाक्य **Alass, O, Oh** से शुरू हो)

Exclaimed with - साधारण भाव में

## Type-I

- Rule 1.** यदि वाक्य के अन्त में कोई noun हो तो उस noun के पहले the लगाकर वाक्य शुरू करेंगे।  
**Rule 2.** उसके बाद आवश्यकतानुसार was/were लगायेगे।  
**Rule 3.** a/ an को हटा देंगे।  
**Rule 4.** was/ were के बाद very लगा देंगे तथा शेष शब्द लिख देंगे।

### **Examples:-**

- Direct** Mohan said, "What a beautiful house!"  
**Indirect** Mohan exclaimed with surprise that the house was very beautiful.

## Type - II

- Rule 1.** यदि वाक्य के अन्त में H.V. हो तो कर्ता से वाक्य शुरू करेंगे तथा उसके बाद was/were सहायक क्रिया लगायेगे।  
**Rule 2.** ऐसे वाक्यों में a/an नहीं हटेगा तथा उसके बाद very का प्रयोग करेंगे।

### **Examples:-**

- Direct** He said, "What a beautiful house it is!"  
**Indirect** He exclaimed with surprise that it was a very beautiful house.  
**Direct.** He said, "How lucky I am!"  
**Indirect** He exclaimed that he was very lucky.

## Typs - III (Hurrah, Alas, O, Oh)

- Rule 1.** said के स्थान पर Exclaimed with joy या Exclaimed with sorrow कर देंगे।  
**Rule 2.** 'that' Conjunction का प्रयोग करेंगे।  
**Rule 3.** Hurrah, Alas, O, Oh आदि शब्दों को हटा देंगे।

### **Examples:-**

- Direct** The students said, " Hurrah ! we have won the match."  
**Indirect** The students exclaimed with joy that they had won the match.

## **Narration Related Question [ Question No. 9 - 11]**

### **SECTION - A**

**Ques. 9-11 Fill in the blanks by changing them into indirect speech:** [3×1=3]

9. Santosh said to me, "Will you bring me a gift?"  
Santosh asked me.....gift.  
10. The doctor said to the lady, "Take the medicines daily."  
The doctor advised the lady.....daily.  
11. Vivek said to Ajay, "Where do you live?"  
Vivek asked Ajay..... **OR**  
9. The judge said to the jailer, "Set the prisoner free."  
The Judge ordered the jailer .....free.  
10. The lecturer said to girls, "I am leaving Jaipur for ever."  
The lecturer told girls that he .....for ever.  
11. I said to the patient, "Why do you worry?"  
I asked the patient why.....

## Fill in the blanks by changing them into indirect speech:

1. The old man said to the policeman, "I saw the thief running away."  
The old man told the policeman that .....away.
2. The nurse said to the patient, "Are you feeling like shivering?"  
The nurse asked the patient if.....
3. The master said to his servant, "Fetch my clothes from the tailor."  
The master ordered his servant .....the tailor.
4. Shanta said to Sunita, "I don't eat fruits daily."  
Shanta told Sunita that .....daily.
5. I asked Hari, "Do you know Nalin and Neela?"  
I asked Hari if.....
6. The traffic policeman said to Ramesh yesterday, "Show me your driving-license."  
The traffic policeman told Ramesh the previous day .....driving-license.
7. Rohan said, "My wife comes from a small village."  
Rohan said that .....a small village.
8. The Maths teacher will ask, "Do you know Simplification?"  
The Maths teacher will ask if.....
9. The teacher said to us, "Do your home-work attentively."  
The teacher advised us .....attentively.
10. The villager said to the new-comer, "What are you looking at?"  
The villager asked the new-comer what.....
11. The Headmistress said to the peon, "Clean and arrange my office."  
The headmistress ordered the peon .....office.
12. The judge said, "The lawyer did not come to the High Court yesterday."  
The judge said that the lawyer .....the previous day.
13. The robber said to me, "Are you not afraid of death?"  
The robber asked me if.....
14. The P.T.I. said to students, "Stand up on your benches."  
The P.T.I. ordered the students .....benches.
15. Grand-father said, "I have lost my eye-sight."  
Grand-father said that .....eye-sight.

## ANSWERS :-

- |   |                                       |
|---|---------------------------------------|
| (1) He had seen the thief running         | (2) he was feeling like shivering.    |
| (3) to fetch his clothes from the tailor. | (4) she did not eat fruits every day. |
| (5) he knew Nalin and Neela.              | (6) to show him his driving-license.  |
| (7) his wife came form a small village.   | (8) I know simplification.            |
| (9) to do our home-work a attentively.    | (10) he was looking at.               |
| (11) to clean and arrange his office.     | (12) had not come to the high court   |
| (13) I was not afraid of death.           | (14) to stand up on thier benches     |
| (15) he had lost his eye-sight.           |                                       |

### Fill in the blanks by changing them into indirect speech:

1. Hari said to me, "I am going to town with my sister."  
Hari ..... his sister.
2. She said to him, "You have given me nothing."  
She told him .....nothing.
3. Kanta said to me, "I will answer the phone."  
Kanta told me ..... the phone.
4. My mother said to me, "You can do it if you try."  
My mother told me ..... tried.
5. She said to her teacher, "I am giving a party to all my friends today."  
She told her teacher ..... that day.
6. The teacher said, "Slow and steady wins the race."  
The teacher ..... the race.
7. He said to Pooja, "You are not working hard ."  
He told Pooja ..... hard.
8. The thief said to the judge, "What have I done to deserve so hard a punishment?"  
The thief asked the Judge ..... a punishment.
9. Ankita said to the tailor, "When will my dress be ready?"  
Ankita asked ..... ready.
10. She said to me, "How do you live in such an isolated locality?"  
She asked me ..... locality.
11. The candidate said to the clerk, "When shall I know the result of the test?"  
The Candidate asked the clerk .....the test.
12. She said to her husband, "How can you be so uncaring?"  
She asked ..... uncaring.
13. She said to her son, "Did the green grocer have any fresh vegetable?"  
She asked her son ..... vegetable.
14. The judge said to the thief, "Are you not ashamed of committing theft again and again?"  
The Judge asked the thief .....again.
15. Gopal said to a man, "Do you know the way to the station?"  
Gopal asked a man .....station.
16. She said to the postman, "Is there any letter for me?"  
She asked the post man .....her.
17. Hari said to Rekha, "Can you tell me why are you so sad today?"  
Hari asked Rekha ..... day.
18. She said to me, "Have a look at yourself in the mirror."  
She advised me .....mirror.
19. "Lend me your pen for a moment," I said to Meena.  
I requested Meena .....a moment.
20. He said to me, "Please fill up this form."  
He requested me .....form.
21. "Don't go near the water, children" she said.  
She said the children .....water.
22. The teacher said to the boys. "Make good use of your time."  
The teacher advised the boys .....time.
23. I said to him. "Don't use bent coins in the machine."  
I asked him .....machine.
24. "Kindly give me a seat near the window." said the passenger to the conductor.  
The passenger requested the conductor .....the window.
25. The advocate said to the client, "Read it carefully before you sign."

## ANSWERS :-

1. Hari told me that he was going to town with his sister.
2. She told him that he had given her nothing.
3. Kanta told me that she would answer the phone.
4. My mother told me that I could do it if I tried.
5. She told her teacher that she was giving a party to all her friends that day.
6. The teacher said that slow and steady wins the race.
7. He told Pooja that she was not working hard.
8. The thief asked the Judge what he had done to deserve so hard a punishment.
9. Ankita asked the tailor when her dress would be ready.
10. She asked me how I lived in such an isolated locality.
11. The Candidate asked the clerk when he would know the result of the test.
12. She asked her husband how he could be so uncaring.
13. She asked her son if the greengrocer had had any fresh vegetable.
14. The Judge asked the thief if he was not ashamed of committing theft again and again.
15. Gopal asked a man if he knew the way to the station.
16. She asked the post man if there was any letter for her.
17. Hari asked Rekha if she could told him why she was so sad that day.
18. She advised me to have a look at myself in the mirror.
19. I requested Meena to lend me her pen for a moment.
20. He requested me to fill up that form.
21. She said the children not to go near the water.
22. The teacher advised the boys to make good use of their time.
23. I asked him not to use bent coins in the machine.
24. The passenger requested the conductor to give him a seat near the window.
25. The advocate advised the client to read it carefully before he signed

### **Rewrite the following sentences by changing them from direct to indirect speech : (Important Question for you)**

**1. The boys said, " Hurrah! We have won the match."**

**The boys exclaimed with joy.....**

**Ans. The boys exclaimed with joy that they had won the match.**

**2. The teacher said to Ramesh , "Will you do my work now?"**

**The teacher asked Ramesh.....**

**Ans. The teacher asked Ramesh if he would do his work then.**

**3. The Minister said, "You can open the new bridge for the public today"**

**The Minister said.....**

**Ans. The Minister said to them that they could open the new bridge for the public that day.**

**4. The Principal said to the clerk, "Do this work or leave the office."**

**The Principal ordered the clerk.....**

**Ans. The Principal ordered the clerk to do that work or leave the office.**

5. The principal said to the teacher, "How many students are there in your class? The principal asked.....

Ans. The principal asked the teacher how many students there were in his class.

6. My friend said to me, "I have bought a new book for you."

My friend told.....

Ans. My friend told me that he had a new book for me.

7. The old woman said to me, "Please help me."

The old woman requested me.....

Ans. The old woman requested me to help her.

8. I said to him, "I have a message for you."

I told him.....

Ans. I told him that I had a message for him.

9. Nisha said to her sister, "I have something to show you." Board 2019

Nisha told.....

Ans. Nisha told her sister that she had something to show her.

10. The doctor said to the patient, "Take these tablets everyday before you go to bed."

The doctor advised.....

Ans. The doctor advised the patient to take those tablets everyday before he went to bed.

11. Mr. Rajora said to his wife, "Why don't you sleep early?"

Mr. Rajora asked.....

Ans. Mr. Rajora asked his wife why she did not sleep early.

12. The poor beggar said, "Give me something to eat."

The poor beggar begged.....

Ans. The poor beggar begged to give his something to eat.

13. Ram said, "Did you like the movie?" Board 2020

Ram asked.....

Ans. Ram asked me if I liked the movie.

14. They said, "Hurrah! we have won the match."

They exclaimed.....

Ans. They exclaimed with joy that they had won the match.

15. "Shoot the prisoner," said the officer.

The officer commanded.....

Ans. The officer commanded to shoot the prisoner.

16. She said to the teacher, "Please explain this question to me."

She requested.....

Ans. She requested the teacher to explain that question to her.

## Fill in the blanks by changing them into indirect speech:

1. He says, "Hari is not well."
2. He will say, "Ram writes a letter."
3. Mohan said to me, "Sohan tells a lie."
4. She said to me, "Sita is writing a letter."
5. The boy said, "Mahi has done his work."
6. They said, "The boys have been living in the house for five months."
7. Rita said, "Sheela wrote a letter."
8. I said, "She did not go home."
9. He said, "It was raining."
10. He said, "Ram had gone there."
11. He said, "Kiran can do that work."
12. The teacher said, "The boys may go home."
13. She said, "Ritu must see the picture."
14. I said, "I shall go to Agra."
15. They said, "The clerk will not attend office."
16. I said, "I am not a thief."
17. We said, "We have done our work."
18. He says, "You read my book."
19. She said, "He shall see my letter."
20. They said, "We shall help our friends."
21. Ram said to me, "Let's sing together."
22. The tiger cried, "Let the cage be opened."
23. She said, "Would you like to have tea?"
24. He said, "What about going home?"
25. He said, "Thank you."
26. He said, "Happy Holi."
27. He said, "Liar."

## ANSWERS :-

- 1- He says that Hari is not well.
- 2- He will say that Ram writes a letter.
- 3- Mohan told me that Sohan told a lie.
- 4- She told me that Sita was writing a letter.
- 5- The boy said that Mahi had done his work.
- 6- They said that the boy had been living in the house for five months.
- 7- Rita said that Sheela had written a letter.
- 8- I said that she had not gone home.
- 9- He said that it had been raining.
- 10- He said that Ram had gone there.
- 11- He said that Kiran could do that work.
- 12- The teacher said that the boys might go home.
- 13- She said that Ritu had to / must see the picture.
- 14- I said that I would go to Agra.
- 15- They said that the clerk would not attend the office.
- 16- I said that I was not a thief.
- 17- We said that we had done our work.
- 18- He says that you read his book.
- 19- She said that he would see her letter.
- 20- They said that they would help their friends
- 21- Ram suggested to me that they should sing together.
- 22- The tiger requested that the cage should be opened.
- 23- She invited me to have tea.
- 24- He suggested going home.
- 25- He thanked me.
- 26- He wished me a Happy Holi.
- 27- He called me a liar.



## **:-: TEXT BOOK EXERCISES :-:**

### **1. Change the following sentences into Indirect speech :**

1. John said, "I work every day."
2. Mohan said, "I am playing the Guitar now."
3. He said, "He has bought a new car recently."
4. Shalini said, "I'll go to cinema tomorrow."
5. Sita said to me, "I can speak English fluently."
6. Mother said to the son, "I have cooked pasta for you."
7. She said to me, "Yesterday I saw the movie PK."
8. Tom said to me, "Will you go with me there?"
9. Sister said, "Don't put this T- shirt on."
10. The teacher said to the boys, "Don't make a noise."
11. Ramesh said, "When does the train arrive?"
12. Sarla said, "I have forgotten my e- mail password."
13. Manish asked, "Where have you hidden the data?"
14. My friend said to me, "Have you hidden the data?"
15. He said to him, "Were you present in the party last night?"
16. She asked, "Can you bring the moon for me?"
17. My friends said, "Let's go to cinema."
18. I said, "Sit down"
19. Mali said to them, "Do you solve my problem?"
20. He said, "Who are you?"
21. The boys said, "we want to play a match"
22. The teacher said, "we don't have much time for a match now."
23. Nisha said him, "I have something to show you"
24. "I am going away tomorrow, father" Ram said.
25. She said, "My husband has just been made the commissioner of Police?"

### **ANSWERS :**

1. John said that he worked every day.
2. Mohan said that he was playing the guitar then.
3. He said that he had bought a new car recently.
4. Shalini declared that she would go to cinema the next day.
5. Sita assured me that she could speak English fluently.
6. Mother told the son that she had cooked pasta for him.
7. She told me that she had seen movie 'PK' the previous day.
8. Tom asked me if I would go with him there.
9. Sister forbade me to put that T-shirt on.
10. The teacher forbade the boy to make a noise.
12. Sarla said that she had forgotten her email password.
13. Manish asked (me) where I had hidden the data.
14. My friend asked me if I had finished my homework.
15. He asked him if he had been present in the party the previous night.
16. She asked (me) if I could bring the moon for her.
17. My friends suggested that they should go to cinema.
18. I ordered (him) to sit down.
19. Mali asked them if they solved his problem.
20. He asked me who I was.
21. The boys said that they wanted to play a match.
22. The teacher said that they didn't have much time for a match then.
23. Nisha told him that she had something to show him.
24. Ram told his father that he was going away the next day.
25. She said her husband had just been made the commissioner of Police.

## Put the following sentences into indirect speech:

1. "Would you like to come with us." they said.
2. The commander in chief said, "Farewell, my country."
3. "Why are you not appearing in exams?" said his friend.
4. "When do you want to speak?" asked the gatekeeper.
5. "How long have you been learning French?" said the teacher.
6. "Where will you be tomorrow," I said, "incase I have to ring you?"
7. She said, "Let's enjoy a good dinner and party"
8. He said to her, "May you live long!"
9. The son said, "Do you think you could give some more pudding, please Mother?"
10. "Go and get me a piece of chalk, and come straight back," the teacher said to the boy.
11. He said, "Thank you"
12. He said, "Liar"
13. She said, "What a pity!"
14. "Let me explain, "She said", Don't be in such a hurry".
15. "Get yourself some new clothes. "I suggested.
16. "Where do you live?" asked the stranger.
17. He said, "Will you listen to such a man?"
18. "Do you suppose you know better than your own father?" asked his angry mother.
19. Rama said to Arjun, "Go away."
20. He said to him, "Please wait there till I return."
21. The boys said, " Hurrah! We have won the match."
22. The Principal said to the clerk, "Do this work or leave the office."
23. The Minister said, "You can open the new bridge for the public today"

## ANSWERS :

1. They requested (me) to come with them.
2. The commander in chief bade farewell to his country.
3. His friend asked (me) why I was not appearing in exams.
4. The gatekeeper asked (me) when I wanted to speak.
5. The teacher asked me how long I had been learning French.
6. I asked (him) where he would be the next day in case I had to ring him.
7. She proposed that they should enjoy a good dinner and party.
8. He wished that she might live long.
9. The son requested (his) mother to give some more pudding.
10. The teacher ordered the boy to go and get him a piece of chalk and to come straight back.
11. He thanked me.
12. He called me a liar.
13. She exclaimed with sorrow that it was a great pity.
14. She proposed to let her explain and not to be in such a hurry.
15. I suggested getting some new clothes for himself.
16. The stranger asked (me) where I lived.
17. He asked (me) if I would listen to such a man.
18. His angry mother asked (him) if he supposed he knew better then his own father.
19. Rama ordered Arjun to go away.
20. He requested him to wait there till he returned.
21. The boys exclaimed with joy that they had won the match.
22. The Principal ordered the clerk to do that work or leave the office.
23. The Minister said that you could open the new bridge for the public that day.

## Modal Auxiliaries

Modals	Notions / Mood
Can	Ability, capacity, know how to, power, capability, skill
May	possibility, probability, permission, wish, purpose, guess
Must	necessity, obligation, compulsion, legal duty, obligation, all possibility, surety, certainty, logical inference, order
Shall/will	Futurity ( I / we = shall , you , he, she, it, they , name= will) Modal = promise , intention , threat , warning , determination , command ( I / we = will , you , he, she, it, they , name= shall)
Might	remote possibility
Would	polite request, past habit
Should/ ought to	advice, suggestion, moral duty/ obligation
Need not	not necessary , not compulsory
Dare not	have no courage, lack of courage
Mustn't	Prohibition You must not drive without fastening seat belt.
Used to	past habit

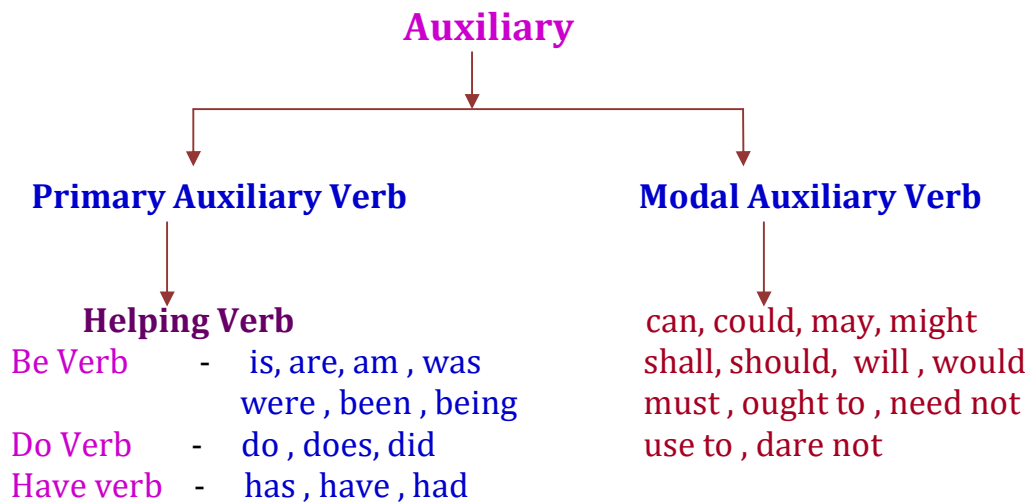
## MODAL VERBS

TYPE	MODAL VERBS	EXAMPLES
ABILITY	Can, Could	1. Radha can speak three languages. 2. He could speak fluent French when he was five years old.
PERMISSION	Can, Could, May	1. Can I sit in that chair please? 2. Could I open the window? 3. May I borrow your dictionary?
ADVICE	Should	1. You should visit your dentist at least twice a year. 2. You should try to lose weight.
OBLIGATION	Must, Have to	1. We must memorize all these rules about tenses. 2. You have to take off your shoes before you get in to the temple.
POSSIBILITY	Might, may	1. It looks nice, but it might be very expensive. 2. Richa may come to see us tomorrow.

## MODALS

निर्देश :- कक्षा 10 के नवीनतम पाठ्यक्रम में **Command, Request, Permission, Probability, Obligation** आदि से संबंधित प्रश्न पूछे जायेंगे **Modals** पर आधारित **Questions** के लिए 2 अंक निर्धारित हैं। जो **Paper** में प्रश्न संख्या 1 के **C** में पूछा जायेगा। जिनका विस्तृत विवरण दिया जा रहा है।

**Modals का अध्ययन करने से पूर्व Auxilliary Verbs के बारे में जानकारी आवश्यक है।**



### (i.) Primary Auxiliary

(मुख्य सहायक क्रियाएँ) : मुख्य सहायक क्रियाएँ निम्नांकित हैं—

1. Be (is, are, am, was, were, been, being)
2. Have (has, have, had)
3. Do (do, does, did)

### (ii.) Modals Auxiliary

Modal '**Mood**' शब्द से बना है जिसका अर्थ **मनोभाव या मनःस्थिति** होता है। अतः जो शब्द हमारे व्यवहार तथा मनोभाव को व्यक्त करें वे Modals कहलाते हैं। यह संख्या में तेरह (13) होते हैं—

can, could, may, might, must, will, would, shall, should, used to, need to, ought to, dare not

### Modal Auxiliary Verbs की विशेषतायें—

1. Modals H.V. का कार्य करते हैं तथा इनके बाद MV<sub>1</sub> का प्रयोग होता है।
2. Modals पर Subject के Number (वचन), Gender (लिंग) का कोई प्रभाव नहीं पड़ता है।
3. Modals के बाद not लगाने पर वाक्य नकारात्मक बन जाता है तथा इनको वाक्य के शुरु में लगाने पर वाक्य Interrogative बन जाता है।
4. Modals के बाद To (infinitive) का प्रयोग नहीं होता है। (ought to व used to को छोड़ कर)
5. सामान्यतः Modal को Negative में not के साथ संक्षिप्त (contracted) रूप में लिखा जाता है। जैसे—

can + not = can't	shall + not = shan't	must + not = mustn't
could + not = couldn't	will + not = won't	need + not = needn't
may + not = mayn't	would + not = wouldn't	might + not = mightn't
should + not = shouldn't	dare + not = daren't	

### Use of Modals :-

#### Can का प्रयोग :-

Can का अर्थ है — किसी कार्य को करने की ताकत। इसके द्वारा वर्तमान समय के निम्न भाव जैसे— power, ability, capacity, know how to, potentiality, power, capable, intelligence, skill, strength, cleverness आदि बताये जाते हैं:—

- I **can** learn English. (Ability)
- He **can** lift the box. (Capacity)
- I **can not** maintain a car. (Absence of capacity)
- A dumb **can not** speak. (Capacity)
- She **can** sing and dance. (Ability)
- He **can** repair a radio. (Know how to)

### **Could का प्रयोग :-**

Could, Can का Past होता है। अतः इसका प्रयोग Conditional तथा Indirect Narration वाले वाक्यों में Can के Past के रूप में किया जाता है। इसके अलावा इसका प्रयोग past power /ability / capacity/ know how to / potentiality, capable, intelligence, skill, strength आदि के लिए किया जाता है—

- When I was young, I **could** lift a bag of hundred kg. (Past Capacity)
- I **could** speak French, when I was twenty years old. (Past Ability)

**Note :-** साधारणतया Could का Past में प्रयोग करते हैं परन्तु यह Polite Request को व्यक्त करने के लिए Present का बोध कराता है।

जैसे —

- **Could** you help me?
- **Could** you lend me 10 rupees?

### **May का प्रयोग :-**

इसका प्रयोग वर्तमान व भविष्य के लिए किया जाता है। इसका प्रयोग निम्न भावों जैसे permission, possibility, probability, likely, wish, curse, bless, hope, purpose, guess, perhaps, desire, prediction आदि को व्यक्त करने के लिए किया जाता है—

- **May** I play here? (Permission)
- **May** I come in? (Permission)
- He has a car. He **may** be very rich. (Likelihood)
- **May** you live long! (Wish)
- **May** God forgive us! (Hope)
- We eat so that we **may** live. (Purpose)
- There are clouds in the sky. It **may** rain. (Possibility / Probability)

**Note :-** यदि Principal Clause Present Tense में हो तथा subordinate clause that/so that/in order that से शुरू हो तो इससे purpose का बोध होता है अतः subordinate clause में may का प्रयोग करते हैं।

- You work hard that/so that/in order that you **may** pass. (purpose)
- We read so that/in order that we **may** get a job. (Purpose)
- We should work hard so that we **may** get good job. (Purpose)

### **Might का प्रयोग :-**

यह May का Past है। अतः इसका प्रयोग Conditional तथा Indirect Narration वाले वाक्यों में May के Past के रूप में किया जाता है। इसके अलावा इसका प्रयोग weak or remote possibility / probability को व्यक्त करने के लिए किया जाता है—

- He said that he **might** be late. (Weak possibility/probability)
- There are few clouds in the sky. It **might** rain today. (Remote possibility/probability)

### **Will / Shall का प्रयोग :-**

Future Tense में will का प्रयोग II<sup>nd</sup> व III<sup>rd</sup> Person Pronouns के साथ व shall का प्रयोग I<sup>st</sup> Person Pronouns के साथ किया जाता है। परन्तु Modals के रूप में इसके विपरीत will का प्रयोग I<sup>st</sup> Person Pronoun के साथ व Shall का प्रयोग II व III Person Pronouns के साथ किया जाता है—

**Modals** के रूप में Will और Shall वायदा (Promise), दृढ़ निश्चय (Determination), धमकी (Threat), चेतावनी (Warning), इच्छा (Willingness), इरादा (Intention) आदि का भाव व्यक्त करते हैं। जैसे—

- I will help you. (Promise)
- They shall help her in the difficulty. (Promise)
- We will win the match. (Determination)
- We shall teach Pak a good lesson in the next war. (Threat)
- He shall play a match. (Determination)
- If you again abuse me, I will beat you. (Warning)
- I will kill you. (Threat)

**Note :-** Will का प्रयोग II Person Pronoun के साथ request का भाव प्रकट करने के लिये किया जाता है:-

- Will you help me?
- Will you give me hundred rupees? (Request)

### **Would का प्रयोग :-**

इसका प्रयोग polite request, past habit, preference को बताने के लिए किया जाता है। जैसे-

- Would you lend me your pen? (Polite request)
- You would rather take tea. (Preference)
- I would walk five kms. a day in my childhood. (Past habit)

**Note :-** Would, Will का Past होता है अतः इसका प्रयोग Conditional तथा Indirect narration में will के past के रूप में होता है। जैसे-

- If he abused me, I would beat him.
- If I were a bird. I would fly in the sky.

### **Should का प्रयोग :-**

इसका प्रयोग moral duty, moral obligation, advice, suggestion को व्यक्त करने के लिए किया जाता है। जैसे-

- We should respect our teachers.
- One should keep one's word's. (Moral duty/Obligation)
- We should bathe daily. (Advice/Suggestion)

**Note :-** Should, Shall का Past होता है अतः इसका प्रयोग Conditional तथा Indirect narration में shall के चेंज के रूप में होता है। जैसे-

- I should get good marks if the teacher taught us well.
- Should, lest ds ckn mís'; izdV djrk gS tSls&
- Run slow lest you should fall.

### **Ought to का प्रयोग :-**

इसका प्रयोग moral duty, moral obligation को व्यक्त करने के लिए किया जाता है। जैसे-

- We ought to respect our elders. (Moral duty/Obligation)
- One ought to keep one's promises. (Moral duty/Obligation)
- We ought not to abuse others. (Advice/Suggestion)

### **Must का प्रयोग :-**

Must का अर्थ बाध्यता से होता है। यह compulsory, necessary, certain, sure, obligation duty, order, command, strong possibility / probability आदि उववके को व्यक्त करता है। जैसे-



- Students **must** attend the class. (Compulsion)
- You **must** stop where you are. (Command)
- One must obey the traffic rules. (Compulsion)
- Examination are at hand. You **must** get up early. (Obligation)
- You **must** go there. (Order)
- If you get payment, you **must** teach in the class. (Duty)

**Note :-** Prohibition, forbid, have no right to, not compulsory, unnecessary आदि मनाही का भाव व्यक्त करते हैं अतः इनके लिए must not का प्रयोग किया जाता है।

- You **must not** park your car here.
- You have TB. You **must not** smoke.

### (Exercise : Questions from board examinations)

1. There are clouds in the sky. So, it ..... rain today. ( Possibility)  
(A) May (B) Could (C) Must (D) Ought [A]
2. His lungs have become very weak. So, he ..... give up smoking. (Strong advise)  
(A) May (B) Must (C) Can (D) Should [B]
3. My grandmother is over sixty, but she ..... still read without glasses. (Ability)  
(A) Can (B) May (C) Should (D) Could [A]
4. He belonged to a poor family, therefore, he ..... not buy a car. (Unable)  
(A) Cannot (B) Could (C) Might (D) Must [B]
5. He ..... swim very well in his youth. (Past ability)  
(A) May (B) Could (C) Shall (D) Would [B]
6. You are not well at all. You ..... see a doctor at once. (Strong advise)  
(A) Might (B) Must (C) May (D) Should [B]
7. Work hard lest you ..... fail. (Purpose)  
(A) May (B) Would (C) Must (D) Should [D]
8. He is working hard so that he ..... win a scholarship. (Purpose)  
(A) May (B) Would (C) Should (D) Must [A]
9. The barking of the dog made me run as fast as I ..... (Ability)  
(A) May (B) Could (C) Might (D) Should [B]
10. I think the guide ..... take us around the old monument. (Suggestion)  
(A) May (B) Could (C) Might (D) Should [D]

## Exercises

### Exercise 1. Fill in the blanks with suitable modals given below

(can , should, may, might, must, could)

- (1) Everybody..... follow the rules and regulations of the country.
- (2) This seat is vacant. You .....sit here.
- (3)The weather is cold. We ..... have a snowfall.
- (4)You ..... not make a noise in the class.

**Answer:-** (1) must (2) may (3) may (4) shall

### Exercise 2. Fill in the blanks with suitable modals given below.



(can , should, may, might, must, could)

- (i) The barking of the dog made me run as fast as I ..... .
- (ii) I think the guide ..... take us around the old monument.
- (iii) My brother who is a wrestler ..... lift this big pole.
- (iv) You ..... come to bungalow whenever you wish.

**Answer :** (i) **could** (ii) **should** (iii) **can** (iv) **may**

**Exercise 3. Fill in the blanks with suitable modals given blow.**

(can , should, may, might, must, could)

- (i) He.....swim very well in his youth.
- (ii) You are not well at all. You.....see a doctor at once.
- (iii) Work hard lest you ..... fail.
- (iv) He is working hard so that he ..... win a scholarship.

**Answer:** (i) **could** (ii) **must** (iii) **should** (iv) **may**

**Exercise 4. Fill in the blanks with suitable modals given blow.**

(can, could, may, must, might)

- (i) There are clouds in the sky. So it ..... rain today.
- (ii) His lungs have become very weak. So he .....give up smoking.
- (iii) My grandmother is over sixty, but she ..... still read without glasses.
- (iv) He belonged to a poor family therefore, he ..... not buy a car.

**Answer:** (i) **may** (ii) **must** (iii) **can** (iv) **could**

**Exercise 5. Fill in the blanks with suitable modals given blow.**

(can, could, may, should, might)

- (i) Raju is very intelligent he..... get Ist Division in the board examination.
- (ii) You are very weak, you.....take nutritious food.
- (iii) He .....play football, When he was in school.
- (iv) You have completed your homework, now you.....go.

**Answer.** (i) **can** (ii) **should** (iii) **could** (iv) **may**

**Exercise 6. Fill in the blanks with suitable modals given blow.**

(can, could, may, must, might)

- (i) There are not clouds in the sky, but it.....rain today.
- (ii) Your son has got a first position in the board"s exam. He.....be a very intelligent boy.
- (iii) She was a rich lady so she.....buy a car for her son.
- (iv) The patient is very serious. He.....die at any time.

**Answer** (i) **might** (ii) **must** (iii) **could** (iv) **may**

**Exercise 7. Fill in the blanks with suitable modals given blow.**

(can, could, may, ought to, might)

- (i) The last bus has gone, so he.....come now.

- (ii) .....you help me, please?  
 (iii) I.....solve any question of this exercise  
 (iv) The clouds are dark, so it .....rain today.

**Answer.** (i) **might** (ii) **could** (iii) **can** (iv) **may**

**Exercise 8. Fill in the blanks with suitable modals given below.**

(can, could, ought to, should, would )

- (i) I.....run fast when I was young.  
 (ii) You are ill. You.....take rest.  
 (iii) She.....speak Hindi well.  
 (iv) You.....to serve your old parents.

**Answer.** (i) **could** (ii) **should** (iii) **can** (iv) **ought to**

**Exercise 9. Fill in the blanks with suitable modals given below.**

(ought to, shall, will, must, should)

- (i) You.....do your duty honestly.  
 (ii) My son.....help you.  
 (iii) I.....help you.  
 (iv) We.....to be a good citizen.

**Answer.** (i) **should** (ii) **shall** (iii) **will** (iv) **ought to**

**Exercise 10. Fill in the blanks with suitable modals given below.**

(may, must, might, should, would)

- (i) He..... play football in his childhood.  
 (ii) You....look after your old father.  
 (iii) Those boy.....pass because they are negligent to studies.  
 (iv) A soldier.....be in the uniform.

**Answer.** (i) **would** (ii) **should** (iii) **might** (iv) **must**

**पिछले वर्षों में बोर्ड परीक्षा के अन्तर्गत आये प्रश्न**

**BSER 2015**

- Everybody ..... follow the rules and regulations of the country.(Obligation )  
 (A) May (B) Could (C) Might (D) Must [D]
- This seat is vacant. You ..... sit here. (Permission )  
 (A) May (B) Could (C) Might (D) Should [A]
- The weather is cold. We ..... have a snowfall. (Possibility)  
 (A) May (B) Could (C) Might (D) Should [A]
- You ..... not make a noise in the class. (Command )  
 (A) May (B) Shall (C) Might (D) Should [B]

**BSER 2016**

- You ..... take the medicines regularly. (Strong Advice )  
 (A) Must (B) Could (C) Might (D) Should [A]
- You ..... also take rest. (Advice)  
 (A) Should (B) Could (C) Might (D) Could [A]

3. You ..... give me call, if you have to see me. (Permission )  
 (A) Will (B) Could (C) May (D) Should [C]
4. I ..... not charge for visiting at your place. (Assurance)  
 (A) Will (B) Could (C) Might (D) Should [A]

### BSER 2017

1. .... you please help me by giving me change? ( Polite Request)  
 (A) May (B) Will (C) Might (D) Should [B]
2. Amit has gone to Jaipur. He ..... return today by the evening. (Possibility )  
 (A) May (B) Could (C) Might (D) Should [A]
3. Yes, you ..... park your car here. (Permission )  
 (A) Can (B) Could (C) Might (D) Should [A]
4. Students ..... attend classes, if they want to appear in the examination. (Advice)  
 (A) May (B) Could (C) Should (D) Will [C]

### BSER 2018

1. I ..... run fast when I was young. (Ability )  
 (A) Can (B) Could (C) Might (D) Should [B]
2. Mohan is sick. You ..... go and see him. (Suggestion)  
 (A) May (B) Could (C) Might (D) Should [D]

### BSER 2019

1. Your father is in ICU. You..... leave right now to attend on to him. ( Necessity)  
 (A) Must (B) Could (C) Might (D) Should [A]
2. Smita's husband ..... always come late from his office. (Past habit)  
 (A) Would (B) Could (C) Might (D) Should [A]

### BSER 2020

1. A soldier.....fight for his country. (Duty)  
 (A) May (B) Shall (C) Must (D) Can [C]
2. Rohit .....solve the sum easily. (ability)  
 (A) May (B) Can (C) Need (D) Might [B]

### Fill in the blanks choosing suitable modals –

1. ----- you live long! [may / can ]
2. She ----- speak English when she was twelve years old. [ could / would ]
3. It is late. I-----go now.[ must / would ]
4. Raju is very intelligent. He -----get first division in the Board Examination. [can / should ]
5. You are very weak , you-----take nutritious food. [ can / should ]
6. Everybody-----follow the rules and regulations of the country. [ must / may ]
- 7.The weather is cold. It -----have a snowfall. [ will/ may ]
8. .... you like a cup of coffee? [should/ would ]
9. It is very warm. ----- I open the window? [ could/ should ]
10. She was a rich lady so she ----- buy a car for her son. [ should / could ]
11. There are clouds in the sky. So it ----- rain today. [ can / may ]
12. His lungs have become very weak . So he ----- give up smoking [could / must]
13. What ----- you do if you won a lottery? [ should /would ]
14. You looked tired. You ----- go to bed now. [would / should]
15. The barking of the dog made me run as fast as I ----- . [ should / could ]
16. Every citizen ----- abide by the laws of the nation. [must / shall ]

17. Children ----- be fed more than their bodies demand. [should/ may ]
18. Work hard lest you ----- fail. [may /should ]
19. He is working hard so that he ----- win a scholarship. [must/ may]
20. You ----- come to bungalow whenever you wish. [may / can]

### Answers :-

**1. May 2. Could 3. Must 4. Can 5. Should 6. Must 7. May 8. Would 9. Should 10. Could 11. May 12. Must 13. Would 14. Should 15. Could 16. Must 17. May 18. Should 19. May 20. Can**

### EXERCISE – 2 [ can, could, may, might, must, shall ,should, ]

1. Everybody ----- follow the rules and regulations of the country.
2. This seat is vacant. You ----- sit here.
3. The weather is cold. We ----- have a snowfall.
4. You ----- not make a noise in the class.
5. I think the guide ----- take us around the old monument.
6. My brother who is a wrestler ----- lift this big pole.
7. You ----- come to bungalow whenever you wish.
8. He ----- swim very well in his youth.
9. You are not well at all. You ----- see a doctor at once.
10. Work hard lest you ----- fail.
11. He is working hard so that he ----- win a scholarship.
12. There are clouds in the sky so it----- rain today.
13. My grandmother is over sixty, but she ----- still read without glasses.
14. He belonged to a poor family therefore, he ----- not buy a car.
15. He ----- play football. When he was in school.
16. You have completed your homework, now you ----- go.
17. I ----- run fast when I was young.
18. A soldier ----- in the uniform .
19. She ----- speak Hindi well.
20. Those boys ----- pass because they are negligent to studies.

### Answer :

**1. Must 2. May 3. May 4. Shall 5. Should 6. Can 7. May 8. Could 9. Must 10. Should 11. May 12. May 13. Can 14. Could 15. Could 16. May 17. Could 18. Must 19. Can 20. Might**

**Fill in the blanks choosing suitable modals –**

1. Kamla's husband is serious. She ..... go to him at once.  
(a) may (b) might (c) must (d) could ( )
2. Mohd. Ismail ..... read Urdu well.  
(a) will (b) can (c) could (d) would ( )
3. It is cloudy. It ..... rain today  
(a) could (b) would (c) can (d) may ( )
4. He ..... swim very well in his youth. (Past ability)  
(a) May (b) Could (c) Shall (d) Would ( )
5. Mohan ran as fast as she .....  
(a) could (b) might (c) may (d) can ( )
6. She ..... read without glasses when she was young.  
(a) may (b) should (c) could (d) would ( )
7. Raju has two big bangalows and many cars. He..... be a rich man.  
(a) can (b) could (c) would (d) must ( )

8. My daughter Dolly has more than enough dolls. We ..... buy any more for her.  
 (a) cannot (b) may not (c) need not (d) might not ( )
9. She worked as hard as she .....  
 (a) can (b) could (c) may (d) might ( )
10. My friend is a body-builder. He ..... beat me easily.  
 (a) can (b) could (c) must (d) need ( )
11. Savita lives like a Queen. She ..... be very rich.  
 (a) may (b) might (c) must (d) can ( )
12. .... that I were the Chief Minister of Rajasthan.  
 (a) Should (b) Would (c) Shall (d) Will ( )
13. My uncle is on death-bed. I.....see him immediately.  
 (a) may (b) might (c) must (d) can ( )
14. She ..... not take exercise yesterday.  
 (a) should (b) could (c) may (d) can ( )
15. Be careful lest you ..... miss the bus.  
 (a) can (b) could (c) should (d) would ( )
16. My mother has a lot of saris. She ..... purchase any more.  
 (a) cannot (b) may not (c) must not (d) need not ( )

### Answer :

1. (C) Must 2. (B) Can 3. (D) May 4. (B) Could 5. (A) Could 6. (D) Could 7. (D) Must  
 8. (C) Need not 9. (B) Could 10. (A) Can 11. (A) May 12. (B) Would 13. (C) Must 14. (B) Could  
 15. (C) Should 16. (D) Need not

## Reading

### Unseen Passage के Question के Answer लिखने का तरीका

- 'Wh' से बने एवं How से शुरू होने वाले प्रश्नों के उत्तर **Passage** की सामग्री के आधार पर देने के लिए निम्नांकित **Tips** का सहारा लें –

शब्द	अर्थ	उत्तर के लिए संकेत
<b>Who</b>	कौन , किसने , किसको	व्यक्ति का नाम लिखें
<b>Whose</b>	किसका, किसके, किसकी बताएँ	व्यक्ति या वस्तु का सम्बन्ध
<b>Whom</b>	किसे, किसको, किसका	व्यक्ति के बारे में बताएँ
<b>Which</b>	कौनसा, कौनसी	व्यक्ति या वस्तु या जीव के बारे में जानकारी दें
<b>What</b>	क्या, कौनसी	व्यक्ति, वस्तु या विचार की सामान्य जानकारी के लिए
<b>What made/makes</b>	क्यों के अर्थ में	क्यों के अर्थ में 'क्यों' प्रश्न की तरह उत्तर दिया जाता है
<b>What</b>	वस्तु का नाम कौनसी के अर्थ में	जैसे what book कौनसी पुस्तक
<b>When</b>	कब	समय की जानकारी दें
<b>Where</b>	कहाँ	स्थान के बारे में बताएँ

<b>Why</b>	क्यों	कारण बताएँ
<b>How</b>	कैसे	तरीका, हालात बताएँ / ढंग जानने के लिए
<b>How much</b>	कितना, कितनी	वस्तु की मात्रा / कीमत बताएँ
<b>How many</b>	कितने, कितनी	संख्या जानने के लिए
<b>How long</b>	कब से, कब तक	समय की अवधि जानने के लिए
<b>How far</b>	कितनी दूर	दूरी जानने के लिए
<b>How old</b>	कितना पुराना, कितनी उम्र	वस्तु / व्यक्ति की आयु बताएँ
<b>How often</b>	कब-कब, कितनी बार	आवृत्ति बताएँ / बारम्बारता जानना

- उत्तर की शुरुआत since, as, because, so, for आदि से न करें।
- सहायक क्रियाओं (do, does, did, can आदि) से शुरू होने वाले प्रश्नों के उत्तर 'Yes' या 'No' में दें।
- जिस **Tense** में **(Question)** प्रश्न हो, उसी **Tense** में **(Answer)** उत्तर दिया जाता है।
- **Wh** शब्द को हटाकर वाक्य को सकारात्मक वाक्य में बदल देंगे तथा आगे उत्तर लिखेंगे

**Pattern of Question:- Wh word + Helping Verb + Main Verb + Object ?**

**Pattern of Answer:- Subject + helping verb + main verb + object.....**

### 1. Why –(क्यों)

**Rule 1-** प्रश्न में दिये गये **why** को हटा देंगे तथा वाक्य को **positive sentence** में बदलेंगे

**Rule 2-** Because /to Conjunction का आवश्यकता अनुसार प्रयोग करेंगे तथा उत्तर देंगे।

### 2 What–(क्या)

**Rule - 1-** what शब्द को हटाकर प्रश्न को सकारात्मक वाक्य में बदल देंगे।

**Rule - 2-** that Conjunction का प्रयोग करेंगे तथा उत्तर लिख देंगे।

### 3 How many/much –(कितना, कितने)

Rule-(1) प्रश्न वाचक शब्द को हटा देंगे।

Rule-(2) There से उत्तर शुरू करेंगे तथा आवश्यकता अनुसार शेष वाक्य उतार देंगे।

### 4. Who –(कौन)

**Ans - Who** को हटाकर उत्तर लिख देंगे तथा शेष वाक्य उतार देंगे। **Who** कर्त्ता मांगता है।

### 5. Where / when / whom –(कहाँ, कब, किसको)

प्रश्न सूचक शब्द को हटाकर वाक्य को सकारात्मक बना देंगे तथा उचित **Conjunction** लगाकर उत्तर लिख देंगे।

### 6. How –(कैसे)

**How** को हटाकर वाक्य को सकारात्मक बना देंगे तथा आगे उत्तर लिख देंगे।

### 7. Whose –(किसका, किसके)

**Whose** को हटाकर शेष वाक्य को सकारात्मक बना देंगे तथा उत्तर लिखेंगे

उत्तर देते समय ध्यान रखने योग्य बातें

**01.** यदि प्रश्न में **does** सहायक क्रिया हो और उत्तर साधारण वाक्य (**affirmative sentence**) में देना हो तो **verb** की **first form** के साथ नियमानुसार **s** या **es** का प्रयोग करें और **does** को हटा दें।  
जैसे :- **Where does she go daily ?**

**She goes to school daily.**

**02.** यदि प्रश्न में **does** सहायक क्रिया हो और उत्तर नकारात्मक वाक्य (**negative sentence**) में देना हो तो केवल **verb** की **first form** का ही प्रयोग होगा। **s** या **es** का प्रयोग नहीं करें बल्कि **does** के साथ **not** लगा दें।

जैसे :- **Why does she not go to school ?**

**she does not go to school because she remains ill.**

**03.** यदि प्रश्न में **do** सहायक क्रिया हो और उत्तर साधारण वाक्य (**affirmative sentence**) में देना हो तो **do** को हटा दें तथा **verb** की **first form** का ही प्रयोग करें तथा **s** या **es** का प्रयोग **नहीं** करें।  
जैसे :- **When do they come at school ?**

**they come school at 9:30 am daily.**

**04.** यदि प्रश्न में **do** सहायक क्रिया हो और उत्तर नकारात्मक वाक्य (**negative sentence**) में देना हो तो केवल **verb** की **first form** का ही प्रयोग होगा। **s** या **es** का प्रयोग नहीं करें बल्कि **do** के साथ **not** लगा दें।  
जैसे :- **Why do they not go to school ?**

**They do not go to school because they remain ill.**

**05.** यदि प्रश्न में **did** सहायक क्रिया आई हो व उत्तर साधारण वाक्य (**affirmative sentence**) में देना हो तो **did** को हटा दें और **verb** की **second form** का प्रयोग करें।

जैसे :- **How did he go to school ?**

**He went to school by motercycle.**

**06.** यदि प्रश्न में **did** सहायक क्रिया हो और उत्तर नकारात्मक वाक्य (**negative sentence**) में देना हो तो **did** के साथ **not** लगा दें। तथा **verb** की **first form** का ही प्रयोग करें।

जैसे :- **Why did she not go to school ?**

**She did not go to school because she was ill.**

**07.** **Why** से शुरू होने वाले वाक्य/प्रश्नों के उत्तरों में सामान्यतः **because** लगाकर उपवाक्य लिखा जाता है। किन्तु कुछ उत्तर में **to + infinitive** का प्रयोग भी कर सकते हैं।

जैसे :- **why did he make a haste ?**

(1) **He made a haste because he wanted to reach there in time.**

(2) **He made a haste to reach there in time**

**08.** यदि प्रश्न में **there** मध्य भाग में (**middle position**) में आता है तो उत्तर सामान्यतः **there** से ही प्रारम्भ होते हैं।

जैसे :- **How many students are there in your MGGS school ?**

**There are 423 students in my MGGS Bar school .**



09. यदि प्रश्न में **when-clause** हो तो उत्तर देते समय **when clause** को पहले लिखें ताकि **sense** में सटीकता रहे –

जैसे :- What was he doing when you reached there ?  
When I reached there he was studying English .

### Passage

When Jambaji was twenty-five years old, a great disaster overtook the whole region. The small quantity of rain that used to come regularly ceased altogether. The worst sufferers were the cattle. In the first year of drought, they could eat the bajara straw stored in the houses. The second year was very bad. There was not a blade of grass left standing anywhere. People hacked at any trees they could find and feed the animals on the leaves, but even so there was not enough browse for all the hungry animals.

1. What was the great disaster?

Ans. ....

2. What was the age of Jambaji at the time of the disaster?

Ans. ....

3. Who were the worst sufferers?

Ans. ....

4. How long did the drought continue?

Ans. ....

5. Write from the passage the word which means; 'an event resulting a great loss'.

Ans. ....

### Answer :

1. Ans. : The great disaster was the drought. The small quantity of rain that used to come regularly ceased altogether.
2. Ans. : At the time of disaster, Jambaji was twenty-five year old.
3. Ans. : The cattle were the worst sufferers.
4. Ans. : The drought continued for eight consecutive years.
5. Ans. : Drought.

### Passage

It was mid-day. Seven or eight people had gathered in our courtyard to supervise the division. We three brothers were present. Mother was not to be seen anywhere in the vicinity. We were waiting for the final separation, as if ready to slice out the flesh of the domestic body which our parents had nourished since the day of their marriage. And then we would run away in three different directions clutching a piece each.

1. How many people gathered in Babuli's courtyard?

Ans. ....

2. Why did the people gather in his courtyard?

Ans. ....

3. How did the act of final separation seem to Babuli?

Ans. ....  
.....

4. "And then we would run away in three different directions ...." What does the word 'we' here stand for ?

Ans. ....

5. Find out the word from the passage which means : the area around a particular place.

Ans. ....

#### **Answer :**

1. Ans. : Seven or eight people had gathered in Babuli's courtyard.
2. Ans. : The people gathered in Babuli's courtyard to supervise the division.
3. Ans. : . It seemed to Babuli as if they were ready to slice out the flesh of the domestic body which their parents had nourished since the day of their marriage.
4. Ans. : The word 'we' here stands for Babuli and his two elder brothers.
5. Ans. : Vicinity.

### **UNSEEN PASSAGE SECTION - B**

**निर्देश :** माध्यमिक शिक्षा बोर्ड राजस्थान द्वारा जारी Modal Paper एवं Blue Print के अनुसार बोर्ड परीक्षा में Unseen Passage से संबंधी दो Passage दिये जायेंगे। प्रत्येक Passage से 4-4 प्रश्न पूछे जायेंगे। जिनका अंकभार 16 Marks होगा।

एक Unseen Passage न जिसे अमुमन आपने पहले न पढ़ा है और न देखा। अतः यह निश्चित है कि Passage में अनेक ऐसे शब्द ऐसे हो सकते हैं जिनके अर्थ से आप परिचित नहीं हो। किन्तु इस अनभिज्ञता से Passage के सामान्य अर्थ व उद्देश्य को समझने में बाधा नहीं आनी चाहिए। अगर आप ध्यानपूर्वक Passage को दो-तीन बार पढ़ेंगे तो धीरे-धीरे आप सम्पूर्ण अर्थ से वाकिफ हो जायेंगे। एक Unseen Passage में अनेक संक्षिप्त उत्तर वाले प्रश्न होते हैं, जिनसे छात्रों की निम्नांकित योग्यताओं को जांची जाता है।

1. Passage में महत्वपूर्ण तथा सह संबंधित भाव को समझना।
2. शब्दों के अर्थ तथा मुख्य भाव को समझना।
3. Passage की सम्पूर्ण जानकारी करना व उसमें निहित आशय को समझना।

## एक Unseen Passage के प्रश्नों का उत्तर कैसे दें?

1. प्रश्नों के उत्तर देने से पूर्व **Passage** के मुख्य भाव को समझने के लिए जल्दी-जल्दी पढ़िये।
2. **Passage** को दो या तीन बार पढ़कर विभिन्न शब्दों के संदर्भित अर्थ समझिए व पूर्ण जानकारी हासिल कीजिए।
3. जब आप ने **Passage** को समझ लिया हो तो एक-एक कर प्रश्नों को समझ कर पढ़ो।
4. प्रश्नों से संबंधित वाक्यों को ढूँढ़ो व उनके प्रश्नों के अनुसार क्रम संख्या अंकित करो तथा सही वाक्यों को चिन्हित कर दो।
5. **Text** में दिये गये वाक्यों के आधार पर अपनी भाषा में अपने वाक्य बनाओ। **Passage** के वाक्यों की ज्यों की ज्यों नकल नही करनी है।
6. **Passage** में से संबंधित शब्दों को छांटिए व चयन कर वाक्य बनाइए। प्रश्नों के उत्तर न अधिक लम्बे व न अधिक छोटे हों।
7. प्रश्नों को पढ़कर उनके **Tense** मालूम करिए तथा प्रश्न के उत्तर में भी वही **Tense** रखना है।
8. जब तक आपसे किसी विशिष्ट संदर्भ में अभिव्यक्ति हेतु न कहा जाये अपनी ओर से कोई अतिरिक्त भाव न लिखे, न टिप्पणी करें।
9. आपका उत्तर सटीक व सीधा हो। अर्थात् प्रश्न के आशय को समझकर सीधा उत्तर दें न कि घुमा फिरा कर। उससे समय की बचत के साथ सटीक उत्तर दे पायेंगे।
10. अपनी अंग्रेजी के प्रति विशिष्ट सजग रहें, भाषा अशुद्धियाँ न हो, सामान्यतः छोटे-छोटे वाक्य और सही **Tense** में उत्तर लिखें।

### Unseen Passage

The first thing which a scholar should bear in mind is that a book ought not to be read for mere amusement. Half- educated persons read for amusement, and are not to be blamed for it; they are incapable of appreciating the deeper qualities that belong to a really great literature. But a young man who has passed through a course of university training should discipline himself at an early day never to read for mere amusement. And once the habit of discipline has been formed, he will find it impossible to read for mere amusement. He will then impatiently throw down any book from which he cannot obtain intellectual food, any book which does not make an appeal to the higher emotions and to his intellect. But on the other hand, the habit of reading for amusement becomes with thousands of people exactly the same kind of habit as wine-drinking or opium-smoking; it is like a narcotic, something that helps to pass the time.

1. What should a scholar remember while reading a book?

**Ans.** .....

2. How do common people pass time?

**Ans.** .....

3. What type of books should we avoid?

Ans. ....

4. Write the words from the passage which means:

(a) Student      (b) A drug which causes sleep and relieves pain.

Ans. ....

#### Answer :

1. Ans. : A scholar should bear in mind is that a book ought not to be read for mere amusement.
2. Ans. : The common people pass time by reading books for mere amusement.
3. Ans. : . We should avoid those books which do not give us intellectual food and make an appeal to the emotions.
4. Ans. : (a) Scholar (b) Narcotic

#### **Unseen Passage**

Once a gentleman entered a restaurant and wanted to order some eggs. But he forgot the words for eggs. He didn't ask the manager lest he should make fun of him. "Let me try to find it out without making a fool of myself," he said to himself. He saw a cock outside. Pointing to it, he asked the waiter, "Could you tell me the name of that bird." It is a cock." "What is the cock's wife called?" he asked, "She is called a hen," said the waiter. "What do you call the hen's children?" "They are chickens." "What are the chickens called before they are born?" he asked. "They are called eggs." "Fine! Said the man," "Will you bring me two eggs with coffee and some toast? Please make haste as I am to meet a friend in an hour."

1. Why did the man go to a restaurant?

Ans. ....

2. What didn't he remember?

Ans. ....

3. Why didn't he ask the manager?

Ans. ....

4. What eatables did he order?

Ans. ....

#### Answer :

1. Ans. : He went to eat some eggs.
2. Ans. : He forgot the word for eggs.
3. Ans. : . He did not ask the manager lest he should make fun of him.
4. Ans. : He ordered two eggs with coffee and some toast.

### Passage

Health is a positive state of physical and mental well-being. When we feel secure-by being physically healthy and free from disease, by feeling content and by living in a comfortable and clean environment we are in a state of positive health. Our close and harmonious interactions with family members, neighbours, and friends help us to stay well mentally.

1. What is health?

Ans. ....

2. When do we feel secure?

Ans. ....

3. What helps us to stay well mentally?

Ans. ....

4. Find the word from the passage which means: friendly

Ans. ....

### Answer :

1. Ans. : Health is positive state of physical and mental well being.
2. Ans. : We feel secure when we are healthy free from of disease, feeling content and live in comfortable and clean environment..
3. Ans. : Our close and harmonious interactions with family members, neighbours and friends help us to stay well mentally.
4. Ans. : Harmonious.

## SECTION - D

### Writing

### Short writing on Visual aid / Stimulus

**“Visual”** \_ means :- picture or a video or a graphic or an image And **“Stimulus”** \_ means :- something that rouses a person to an ctivity. So **Visual stimulus helps students in giving thoughts, facts, data, statistics etc. to write the instructed paragraph.**

**“Visual”** का अर्थ हैं :. एक तस्वीर या एक मुद्रित चित्रण या एक आरेखन या एक बिम्बचित्र और **“Stimulus”** का अर्थ हैं :- वह चीज जो एक व्यक्ति में किसी कार्य को करने के प्रति रुचि जाग्रत कर दे । अतः **Visual Stimulus** विद्यार्थियों को विचारशीलता, तथ्य, आँकड़ें आदि उपलब्ध कराकर निर्देशित पैराग्राफ लिखने में सहायता करते हैं। तथा **Visual Aid** का आशय – दृश्य सहायता , जिसकी सहायता से हम पैराग्राफ का निर्माण करते हैं।

**बोर्ड परीक्षा के सेलेबस के अनुसार :- diagram, picture, graph, map, chart, table, flow chart आदि Visual Stimulus पर आधारित short Writing Task आदि सम्मिलित हैं।**

Look at the picture given below. Write a paragraph in about 75 words on the topic “Swachh Bharat Mission”



### Swachh Bharat Mission

Prime Minister Shri Narendra Modi was launched the 'Mahatma Gandhi Swachh Bharat Mission' on 2 Oct. 2014. Clean India by Mahatma Gandhi's 150<sup>th</sup> Birth anniversary in 2019 is the aim of this mission. Gandhi Ji had two dream free India and clean India. free India has fulfilled. but the dream of clean India Still remains to fulfil. It is our duty as citizens of India to fulfil Mahatma Gandhi's dream of clean India. Every step towards cleanliness will help in making the word clean. Cleanliness keeps very important place in our life. It is said that if health is lost everything is lost. So we must have the habit of cleanliness. Cleanliness is one of the good qualities. It keeps our body and mind active, fresh and healthy. It is also a part of our civilization. If we clean our body regularly we will be free from many kinds of disease. we will look fit and smart. So we should keep clean our body and world.

Look at the picture given below. Write a paragraph in about 75 words on the given aid.





## Visual ads on “Corona Epidemic”

For the past one year, the entire human race is suffering from an epidemic called corona. This epidemic has taken millions of lives all over the world. It is an infectious disease. Talking about the symptoms of this disease, it is similar to common cold or pneumonia. After infection with this virus, there are problems like fever, cold, shortness of breath, runny nose and sore throat.

To prevent the Kovid-19 from spreading :- Wash hands frequently. To wash hands, use a hand rub with soap and water or alcohol. If someone is coughing or sneezing, keep a proper distance from it. If it is not possible to create physical distance, then apply mask. Do not touch the eyes, nose or mouth. If you cough or sneeze, cover your nose and mouth with elbow or tissue paper. If you are not feeling well, stay home. If you have fever, cough and have trouble breathing, go to the doctor.

Prevention from this disease is the cure. So stay healthy and be cool.

**Q.25** Explanation from the prescribed poems 1x5=5 Marks

### Golden Rays : Poetry

*Trick for Reference , context, explanation and critical comments*

S. No.	Poem	Poet Theme
1 Risk	Janet Rand	<i>To take risk if you want to achieve something</i>
2 My Good Right	Hand Charles Mackay	<i>None is trustworthy in the world except hardwork and God.</i>
3 The Lotus	Toru Datt	<i>Symbolically, the victory of the lotus (Indian culture) over the lily and the rose ( Western Culture) has been described</i>

### Reference , context, explanation, and critical comments for all poems

**Reference -** These lines have been taken from the poem "Name of poem :- -----" composed by "Name of poet : - -----".

**Context -** In this poem " Name of poem " the poet : ----- " Name of poet : -----" wants to tell us about subject.(*subject to be taken from above table.*)

**Explanation -** This stanza is a good example of Name of poet 's simplicity of words and diction. Poet has tried his best to glorify Subject". Poet comes before us as a true lover of nature . These line are highly musical ." subject is seen in the whole stanza.The poet is able to produce a great effect on our mind and heart. The poem is a good expression of poet's mind and heart.



### Critical Comments –

- 1- This is a very beautiful poem about " **subject** ".
- 2- The poet has used simple and beautiful language.
- 3- The poet has used simple words in the poem .
- 4- This poem is a good example of figure of speech.
- 5- The poet has used good style in the poem".
- 6- The poem gives a sound and deep message.

### Main Idea

#### Poem 1: Risks (by Janet Rand)

The poet says that there is one or another risk in whatever we do. Nothing is risk free. But it does not mean that we stop doing anything. A courageous person can get success. The only person who takes risks enjoys true freedom in this world. Therefore risks must be taken.

#### Poem 2: My Good Right Hand (by Charles Mackay)

Once, the poet experienced bad days of poverty in his life. The poet expected that his friends and relatives would help him. But no one came forward. Then he used his own hands to earn his bread. He became successful. Now he believes only God and his own hands.

#### Poem 3: Lotus (by Toru Dutt)

The red rose and the white lily had been considered the two best flowers. Once, the god of love came to the goddess of forest to get a flower having the good qualities of the rose and the lily. The goddess then presented him the most beautiful flower “the lotus”

### EXPLANATIONS

#### RISKS

- (1) *To laugh is to risk appearing the fool.*  
*To weep is to risk appearing sentimental.*  
*To reach out for another is to risk involvement*  
*To expose feelings is to risk exposing your true self.*

**Reference :** These lines have been taken from the poem „Risks“ composed by Jennet Rand.

**Context :** These lines reveal the truth that there is no achievement without risk. Everything we do involves some kind of risk. Success is all about having the courage to take risk.

**Explanation :** In these lines the poet says that This world is full of risks. At every step we see risk after risk. If a person laugh he fears, people will call him a fool. On the Other hand, a person who weeps covers the risk of being called sentimental. Likewise if one goes out to help someone, he takes the risk of having his own interests in doing so. If we express our feelings, there will be risk of exposing our true personality.

- (2) *The person who risks nothing, deose nothing, has nothing,*  
*is nothing and becomes nothing*  
*They may avoid suffering and sorrow, but they*  
*cannot learn, feel, change, grow, love, live.*

**Reference :** These lines have been taken from the poem „Risks“ composed by Jennet Rand.

**Context :** These lines reveal the truth that there is no achievement without risk. Everything we do involves some kind of risk. Success is all about having the courage to take risk.

**Explanation :** In these lines, the poet tells us what happens with the people who don't take risks in life. The poet says that the man who does not take risk, he can do nothing in his life. He attains nothing in his life. He is worth nothing and becomes nothing eventually. The people, who fear risk and avoid pain and grief, cannot learn anything in life. They cannot feel anything new. They can't change anything as they themselves don't change. They cannot develop in their life. They cannot love others. In short, they cannot live their life fully.

### **MY GOOD RIGHT HAND**

*I fell into grief, and began to complain;  
I looked for a friend, but I sought him in vain;  
Companions were shy, and acquaintance were cold;  
They gave me good counsel, but dreaded their gold.*

**Reference :** These lines have been extracted from the poem “My Good Right Hand” composed by Charles Mackay.

**Context :** The poet deals with his poor condition and the behaviour of the fair weather friends and relatives. Further, determination to work hard and trust in God changed poet's life and way of living.

**Explanation :** In these lines the poet says that he was deeply sad because of his evil days. He had no money to meet his requirements. He even tried to find a true friend to help him in miseries. But he was unable to find a true friend. All the friends and relatives were cool towards him. Instead of helping him with money, all the friends and the relatives gave suggestions to get rid of the poverty.

### **THE LOTUS**

*(1) Bards of power  
Had sung their claims. 'The rose can never tower  
Like the pale lily with her Juno mien'  
But is the lily lovelier?' Thus between  
Flower-factions rang the strife in Psyche's bower*

**Reference:** These lines have been taken from the poem 'The Lotus' Written by Toru Dutt, a poetic genius.

**Context :** In these lines, the poetess creates a myth to describe the matchless beauty of the Lotus. She says that this flower retains the whiteness of the lily and the redness of the rose. So neither the lily nor the rose can equal the beauty of the Lotus.

**Explanation:** In these lines the poetess says that once Love came to Flora. He asked her for a flower that would be the queen of all flowers. Now there were two flowers which aspired for this place of honour. They were the rose and the lily. Great poets had been singing in

their praise. Some claimed the place of honour for the lily. They said that the rose could never grow as high as the lily. Moreover, the lily had the appearance of Jupiter's wife, Juno. But the other group of poets favoured the rose. They said the lily is not lovelier than the rose. Thus this angry debate went on endlessly in Psyche's bower.

(2) *Give me a flower delicious as the rose  
And stately as the lily in her pride'  
But of what colour?' 'Rose-Red,' Love first chose,  
Then prayed- 'No, lily-white-or, both provide'  
And Flora gave the lotus, 'rose-red dyed,  
And 'lily white'-the queenliest flower that blows.*

**Reference:** These lines have been taken from the poem 'The Lotus' Written by Toru Dutt, a poetic genius.

**Context :** In these lines, the poetess creates a myth to describe the matchless beauty of the Lotus. She says that this flower retains the whiteness of the lily and the redness of the rose. So neither the lily nor the rose can equal the beauty of the Lotus.

**Explanation:** In these lines the poetess said that once love came to Flora. He asked her for a flower that would be the queen of all flowers. He also said that it should be as fragrant as the rose and as majestic as the lily. Flora asked him what colour he wanted it to be. Love first chose rose-red; then he chose lily-white. But then he said that it would be better if it was a beautiful flower that keeps dancing in the air.

## SECTION – E

### Writing

#### Short Paragraph writing

#### Short Paragraph writing के कुछ महत्वपूर्ण Hints

1. **Passage** की शुरुआत **Introduction** तथा अन्त **Conclusion** से करें। ये दोनों एक या दो वाक्य से अधिक नहीं होने चाहिये।

2. **Paragraph** में **Outlines** के सभी **Points** आवश्यक रूप से शामिल करना हैं

3. महत्वपूर्ण ध्यान देने योग्य बातें –

यदि टॉपिक **daily routine, daily habit** या **present experience** से सम्बन्धित हो तो **Paragraph Present Simple tense (v 1st form)** में लिखा जायेगा।

**Past Experience** जैसे – **Visits, accident, reports** इनको लिखने के लिए **Past Simple tense (v 2nd form)** का प्रयोग किया जाता है।

4. **Paragraph** में किसी भी विचार को **Repeat** नहीं करें।

5. **Paragraph** लिखते समय विषय के अनुरूप **to the point** लिखें। **main theme** से नहीं भटकें।

6. लिखते समय विभिन्न विचारों के मध्य **unity** तथा सम्बद्धता का जरूर ध्यान रखें। विचारों को **sequence** में लिखें। इस बात का विशेष ध्यान रखें कि कौनसा विचार पहले लिखना है और कौनसा बाद में।

7. Paragraph में किसी शब्द को repeat न करें। आवश्यकता होने पर उसका synonym यानी पर्यायवाची शब्द में लिखें। इससे भाषा Impressive बन पड़ेगी।

### SECTION – E

#### Q.26 Short paragraph writing

1x6=6 Marks

Write a short paragraph in about 60 words on Importance of Internet

(Hints - age of computer, keep in touch with, treasure of information, useful in study , solution to any problem , find location, weather etc.)

#### Short paragraph on “Importance of Internet”

Now a days, This is the age of computer. Internet keeps in touch with the world. It provides us a treasure of information. It is useful in studies. All types of study material are available on internet. It gives solution to any problem. We can find location through internet. GPS system helps us in it. We know about weather conditions also. We fill important form and search tips about career guidance. We can find information about Indian railway service. Thus we can say that it is important in the fields of media , education , entertainment , GPS , weather etc.

#### “Smoking is Injurious to Health”

*People are very fond of smoking without any realizing and thinking. In recent times its trend has increased in the youth generation. Government has banned smoking in buses, trams & trains, as well as in offices and public place. Someone said, “A cigarette is tobacco rolled in paper with smoke at one end a fool at the other.” Apart from the waste of money nothing is gained in it. Smoking causes diseases like asthma, bronchitis, cancer of the lungs and mouth. Therefore, the government has made it mandatory for companies making and selling cigarettes to write / print on every cigarette packet the warning that “smoking is injurious to health.”*

Write a short paragraph in about 60 words

*Given below are some main points of information.*

1. A house on fire.
2. Cries and shrieks.
3. People assemble.
4. Use of water and sand.
5. Rescue and old woman and a child.

### **"A House on Fire"**

*Last Sunday a house was on fire. I reached there. Many People gathered there. There were high flames. There was dark and thick smoke. Some people were crying and some were running here and there. A man and his wife were weeping. There were cries and shrieks. Some people were bringing water. They were throwing water on the fire. Some people were throwing sand on the fire. A child and an old woman were in the house. People were crying to bring them out. But No one went into the house. Someone called to fire-brigade. The fire-brigade arrived there. The firemen ran into the house. They brought the child and the old woman outside. They were injured badly. They were sent to hospital. The Fire-brigade controlled the Fire in two hours. We thanked to God that no one died.*

**Write a short paragraph in about 70-80 words on : 'Importance of Good Manners' .**

### **"Importance of Good Manners"**

*Good manners are an essential part of our personality. Politeness , simplicity and balanced behaviour are symbol of good behaviour. We should be polite and simple in our day-to day pursuits. We can be called a human being in true sense if we have good manners. We must not be aggressive in our view and deeds. If we are not agree with anyone, we should put our favour with reasons. A person must not boast. There should be no hypocrisy in talks and work. We should be honest in our deeds and should always try to keep our words. Good manners and politeness are the things by which we can get anything without paying any cost. Good manners help us maintaining our social relations. Thus, Good manners are important part of our life.*

**Write a paragraph on "My Favorite Teacher" in about 60 words.**

### **My Favorite Teacher**

*I read in Govt. sr. sec. school Jhotwara Jaipur. There are many teachers in the school. Shri Ramesh is my Favorite Teacher. He teaches us English. He teaches very well. He believes in simple living and high thinking .He works very hard. He helps the weak and poor students. He is a kind teacher. He lives a simple life. He loves all the students and all the students love and respect him. We are proud of him.*

**Write a paragraph on my best friends in about 60 words.**

### **My Best Friend**

*I have many friends but Ramesh is my best friend. He reads with me in my class. His father is a teacher and his mother is a doctor. He comes to school regularly. He always stands first in the class. He is very simple. He is very kind. He helps the weak and poor students. He is very honest and humble. He helps me very much. I am lucky to have such a good friend.*

**Write a paragraph on a picnic in about 60 words.**

### **A picnic**

*Last week I went on a picnic with my friend. We went to the Central Park. The weather was very pleasant. We played badminton and kabaddi about two hours. We took a number of photographs. Now we were tired. Then we sat at a place and enjoyed music. We took some fruits and food. Some of us danced also. We came back before sunset.*

**Write a paragraph on morning walk in about 60 words.**

### **Morning walk**

*Morning walk is the best exercise for our health. It keeps our mind and body fit. Morning air is fresh. There is very little pollution at this time, so we can breathe pure oxygen in our lungs. In the morning, it is all peaceful and beautiful. The air is cool and fresh. Morning walk is good for health. I really enjoy being close to nature.*

**Write a paragraph on "The Scene at the Railway Platform" in about 60 words.**

### **The Scene at the Railway Platform**

*Last Sunday I went to receive my uncle. I reached the Station. I bought a platform ticket. I reached the platform. There was great crowd at the Station. There were many stalls and vendors. They were selling sweets, namkin, fruits, news paper, magazine and other things. Some passengers were sitting on benches. Some persons were walking here and there. The train came. I saw my uncle. I received my uncle. We came out of the Station.*

**Write a paragraph on "The Computer" in about 60 words.**

### **The Computer**



***Computer is a gift of science to man. It is a wonderful machine. It makes calculations at a very high speed and correctly. It can add, Subtract, divide and multiply correctly. It keeps records. It is very useful in the field of education. Computers are also used in banks, railways, post offices, offices, and many other fields. Now the computer has become the necessary of man. The future of computer is very bright.***

### **The Prize Distribution Function**

***I am a student of class tenth. I study in a government school. We celebrated the annual function of our school on 18 February this year. The whole school building was beautifully decorated. All the students were in the uniform. The chief guest, DEO lit the lamp. The programme began at 10 am with the Saraswati Vandana. Many cultural programmes were presented. The Principal read out the annual report of the school. The Chief guest made an impressive speech and distributed prizes. At the end the principal thanked everyone for making the programme successful.***

### **The Importance of Library in School**

***"What a school thinks about its library is a measure of what it feels about ducation." There is a setteled library in my school which has many books. A well planned sitting arrangement is also available there. We go there daily for an hour and read books and magazines. Each class has been allotted a separate period for library. The librarian is the friend of the students and is very simple person. He loves the students and gives proper guidance to them for reading in the library. Thus, we enjoy the school library.***

### **The Annual Science Fair**

***Today is the age of Science and Technology. The annual science fair was organized in my school on last week. The students arrived at right time. The scientific concepts were explained with modals. The students were very excited looking the science fair. A competition was organized for the students in this fair. The best group was awarded by the organizers. At the last a conclusion speech was given by the principal who included the importance of science in his speech.***

### **Save Water**

***Today, water crisis has become one of the most burning problems for the whole world. Nobody can deny this fact that on this earth, water is the most precious and essential thing for all living beings. Nobody can live without it. It***



*is the duty of every citizen to save every drop of water. We must collect rainwater on the roofs of the building and store it in underground for household and agricultural needs. We should plant more and more trees. The government is motivating people for rainwater harvesting. People must learn that if they do not save water in their day - to - day life, the day is not far when they will have to buy water bottles from market like milk and oil.*

### **My Hobby**

*Every person has some hobby. A hobby is a constructive work done during leisure. I am very fond of gardening and I spend all my leisure hours in my garden. I love flowers very much. I talk to them and sing to them. My plants seem to nod their heads in agreement. There are different kinds of flowers in my garden. I water my plants every morning. My hobby is very useful. It helps me to pass my time in a most productive manner. At the same time it fills me with supreme happiness.*

### **Importance of Yoga**

*We celebrate 'International Yoga Day' on 21st June every year. The aim of celebrating this day is to make the people aware about the benefits of yoga. Yoga is an ancient art and discipline which was originated in India long ago. It is related to achieving physical, mental and spiritual health. It includes various postures, chants, mantras and meditation and also includes breathing exercise. It helps to relax and calm the mind and soul and also helps to reduce the daily stress level. It ensures that the body functions properly and free from illness.*

### **Importance of Online Study on Mobile**

*The present age is the age of network and technology. After the appearance of covid-19 the importance of this technology has been increased. Now the student must have to adapt this technology for their study. In the long period of lock down the online method of study by mobile or other devices has been proved very important and necessary role. This method can be used further in our daily life. The system of online study on mobile saves time and labour. They can learn any time by this method. Everything can be solved on google and other software programmes. Thus, the online study can play a vital role.*

## **SECTION – E**

### **Writing**

### **Letter writing**

**Letter writing-** पत्र लेखन भावो, विचारो, संवादो, संदेशो आदि को सरल एवं प्रभावी भाषा में संक्षिप्त रूप में लिखकर आदान-प्रदान करने का माध्यम है। Letter दो प्रकार के होते हैं—

### Letter

#### 1. Informal Letter

(व्यक्तिगत / अनौपचारिक पत्र)

#### 2. Formal Letter

(अधिकारिक / औपचारिक पत्र)

**1. Informal letter :-** इस प्रकार के पत्र ऐसे व्यक्तियों को लिखते हैं, जिन्हें हम व्यक्तिगत रूप से जानते हैं। ये पत्र मित्रो, रिश्तेदारों तथा परिवार के सदस्यों को लिखे जाते हैं। ये पत्र मुख्य रूप से संदेश, निमंत्रण, बधाई, परामर्श, धन्यवाद देने या शोक प्रकट करने के लिए लिखे जाते हैं। इसमें **First Person** और **Second Person** का अधिक प्रयोग होता है। इनमें **Active Voice** का अधिक प्रयोग किया जाता है। इनमें निकटता व सहृदयता का भाव होता है।

**2. Formal letter :-** ये वे पत्र होते हैं जो राजकीय अधिकारियों व्यावसायिक प्रतिष्ठानों समाचार पत्र के सम्पादकों, विद्यालय के प्रधानाचार्य आदि को लिखे जाते हैं। इनके अन्तर्गत सम्पादकों को पत्र शिकायती पत्र, पूछताछ के पत्र, प्रार्थना पत्र आदि आते हैं। इसमें **third Person pronoun (he, she, it, they** आदि) का अधिक प्रयोग किया जाता है। इनमें **Passive Voice** का अधिक प्रयोग किया जाता है। इनकी भाषा औपचारिक व शालिन होती है। इनमें विषय का उल्लेख आरम्भ से ही होता है। इनमें कठोर सूचना भी शिष्टता व शालिनता से दी जाती है।

### Parts of Informal Letter

**Address ( पता ) :-** लिखने वाले का पता लिखता है। यह पेज पर बाईं तरफ सबसे ऊपर लिखा जाता है।

**Date ( दिनांक ) :-** यह address के नीचे थोड़ी जगह छोड़कर लिखी जाती है।

**Salutation: ( सम्बोधन ) :-** यहाँ पत्र-प्राप्तकर्ता को यथोचित सम्बोधन करता होता है। यह date के नीचे जगह छोड़कर लिख जाता है:-

बड़ों के लिए **My dear father**

मित्र व छोटे के लिए **My dear Rahul**

**Message / The body ( संदेश मुख्य भाग ) :-** यह पत्र का मुख्य भाग होता है। इसमें संदेश लिखा जाता है। यहाँ सरल व छोटे वाक्य लिखने चाहिए।

**Courteous End ( शिष्टापूर्ण समापन ) :-**

बड़ों के लिए :- with regards / with best regards to your Parents and love to Monu.

मित्रो व छोटे के लिए :- with best wishes / with love / with deep Sympathy

**Subscription ( प्रियोक्ति ) :-** Your loving / Yours faithfully / Yours sincerely

**Signature :-** पत्र लिखने वाला अपने हस्ताक्षर करता है।

## Format of Informal Letter

### (i) Address



यह पेज पर बायीं तरफ सबसे उपर लिखना हैं। वर्तमान में **Address** में **Punctuation Marks** (विराम चिन्हों) का प्रयोग नहीं किया जाता हैं जब तक की बहुत आवश्यक न हों। जैसे उदाहरण / **Example** के रूप में –

**34 Marwar Regidency**

**Near Vivek Vihar**

**Jodhpur**

पत्र लिखने वाला पहले अपने मकान का नम्बर लिखें। फिर अपनी कालोनी का नाम लिखें तथा नाम के प्रथम अक्षर **Capital Letter** में यानी (बड़े) होने चाहियें। फिर अपने क्षेत्र या एरिया का नाम लिखना हैं और अन्त में शहर का नाम लिखना चाहियें। ग्रामीण क्षेत्र का पता निम्न प्रकार से लिख सकते हैं –

**House No. 42**

**Village : Chandawal Nagar**

**Post : Chandawal Nagar**

**Tehsil : Sojat City**

**District : Pali**

### (ii) Date



इसे **address** के नीचे लिखना हैं। **address** की अन्तिम पंक्ति व दिनांक के बीच में थोड़ा **Space** रखना हैं। **Date** लिखने का सही तरीका –

**11 April 2021**

### (iii) Salutation



सम्बोधन को **Date** के नीचे थोड़ा स्पेस छोड़कर निम्न प्रकार लिख सकते हैं  
**My dear+ Relation (सम्बन्ध).....**

### (iv) Message / Communication



जिस बारे में पत्र लिखने को कहा गया हैं, उससे सम्बन्धित जानकारी देनी हैं। हमेशा संदेश को छोटे-छोटे पैराग्राफ में लिखना चाहिए। प्रश्न में दिये गए **Verbal inputs** यानी सभी बिन्दुओं को उत्तर में शामिल करते हुए संदेश को लिखना हैं। पैराग्राफ के बीच यथोचित स्पेस जरूर छोड़े। जैसे :-

**I am quite well here and I hope that you are also same there.....**

.....

**Please convey my best regards to your parents and love to Priya and Sonu**

### (v) Courteous Ending



**With best wishes / with regards**

### (vi) subscription



**your loving / yours faithfully / Yours affectionately**

### (vii) Signature / Name



**HEERA LAL JAT**

### Informal Letter

**Q. 01 You are Pankaj living in kota. Write a letter to Your Friend Rahul Jat inviting his to attend your Birthday Party Function. You may touch upon the following points.-**

- (i) Pleased to invite.
- (ii) Function – 10 January 2021 at residence at 5 p.m.
- (iii) Reach a day earlier.
- (iv) supervise arrangements.
- (v) Enjoy a lot.

- ✓ **Address -** 21 Jawahar Nagar  
Near Allen Coaching Center  
Kota .
- ✓ **Date -** 11 April 2021
- ✓ **Salutation -** Dear Rahul Jat
- ✓ **communication -** I am hale and hearty here and hope you to be the same there.  
I am pleased to invite you on my Birthday Party function on Sunday, 10 January at our residence at 5 p.m. and onwards.  
You are to reach a day earlier. We are to supervise the arrangements. No excuse will be considered. We shall enjoy a lot.
- ✓ **courteous ending -** With best wishes
- ✓ **subscription -** Yours sincerely
- ✓ **Name / Signature -** Pankaj

**Q. 02** *Imagine that you are aruna living in Govt. hostel Pali. Write a letter to your father telling him about your hostel life. You may touch upon the following points :*

- (i) The facilities in the hostel.
- (ii) Daily routine.
- (iii) study hours.
- (iv) Room partner's and warden's behaviour.
- (v) like hostel life.

**Room No. 21**  
**Govt. Hostel**  
**Pali**

12 April 2021

My dear Father

I receive your kind letter and You want to know about my hostel life. Thanks a lot for your loving letter and my joy knew no bounds.

This hostel has all necessary facilities of a good standard with regard to lodging and boarding. It is peaceful, green and open.

The warden, Mrs. Champa, is a Lady of discipline. She treat with deep love and guide us affectionately.

My room partner, Anu is my classmate. She is an intelligent student. She is well behaved and cultured.

The life here is regular and disciplined. The routine begins at 5:30 a.m. and lasts at 10:00 p.m. Breakfast, Lunch and Dinner are served according to a schedule. Novel reading, card playing etc. are prohibited.

I study daily 6-8 hours on school days and 10-12 hours on holidays. I have a schedule for all the subjects. My percentage has been 90 by now.

With regards to mother and love to chintu

Yours Loving Daughter

Aruna

**Q. 03** *Imagine you are Zaara living in Pune. Your friend Radha has won a gold medal in the state English debate competition. Write a letter to him congratulating him on his success in the competition . You may touch upon the following points.*

- (i) How did you come to know about it ?
- (ii) congratulate him on his success. (iii) How does he feels about his achievement?
- (iv) Good wishes for a bright future. (v) Invite her for a visit to your place.

Examination hall

Pune

14 March 2021

My dear Radha

I am quite well here and I hope that you are also same there. I was very happy when your mother informed me that you had won a gold medal in the state Debate Competition.

I advise you to work hard .

I wish you a happy and long life. I again congratulate you .

I invite you to visit Pune.

Please Convey my best regards to your parents and love to Monu.

With best wishes

Your loving friend

Zaara

**Q. 04** *Imagine that you are Yogesh living in Jaipur. Write a letter to your friend Ramesh inviting him to attend your brother's marriage. You may touch upon the following points-*

- (i) The day and date of the marriage. (ii) Programme of the marriage.
- (iii) Preparation and arrangement made. (iv) Request to come early.

Examination hall  
Jaipur

07 March 2021

My dear Ramesh

I am quite well here and I hope that you are also same there. I am very happy to inform you that the marriage of my brother Raj is on 31st march. I invite you to attend this marriage. Please come early, inform me the date of your arrival. So that I may come to the railway station to receive you.

Please pay my best regards to your parents and love to Sonu.

With best wishes

Your loving friend  
Yogesh

**Q. 05** *Imagine that you are Sunita living in Jaipur. Write a letter to your friend Pooja inviting him to attend your birthday party. You may touch upon the following point:*

- (i) Day and date of the birthday. (ii) Programme to be organized.  
(iii) Whom you invited ?

Examination hall  
Jaipur

20 March 2021

My dear Pooja

I am quite well here and I hope that you are also same there. You will be happy to know that my birthday is on 30<sup>th</sup> march. I am giving a party on this occasion. I have invited my all the friends and some relatives. I invite you to attend this party.

I wish that you must come. Please come on time.

Please pay my best regards to your parents and love to Neelu.

With best wishes

Your loving friend  
Sunita

**Q. 06** *Imagine that you are Raju living in Pali . Your uncle sent you a dictionary as birthday gift. Write a letter to him to thank for the gift. You may touch upon the following points:*

- (i) Thanks for the gift. (ii) Whom you invited?  
(iii) The usefulness of the gift. (iv) Thanks

Examination hall

Pali

26 March 2021

My dear Uncle

I am quite well here and I hope that are also same there. I am happy to know that you remembered me on my birthday. You sent me your good wishes and a “Dictionary” on my birthday.

It show your kind affection for me. I had no dictionary. It will help me in my study.

I thank you very much for this lovely gift.

Please pay best my regards to dear aunty and love to Ramu.

Your loving

Raju

**Q. 07 Imagine that you are Yashwant living in Jaipur. Your younger brother Mukesh living in Jodhpur , is very good at studies but he is physically weak. Write a letter advising him to improve his health by taking part in games and sports. You may touch upon the following points.**

- |                                      |  |
|--------------------------------------|--|
| (i) Your feelings about his success. | (ii) Your worries about his physical weakness.       |
| (iii) Importance of good health.     | (iv) Your suggestions for improvement of his health. |

Examination hall

Jaipur

14 march 2021

My dear Mukesh

I am quite well here and I hope that you are also same there. I know that you are hard working in you studies. All classes which you had passed got very good marks.

But you know in these days you are very weak in physical. You should do exercise and play games. Games are also very important in life. You should spend some time for games also. Take care of yourself.

With best wishes

Yours loving brother

Yashwant

**Q: 08. Imagine that you are Kapil living in Jaipur. Write a letter to your father requesting him for the permission to go on historical/educational tour. You may touch the following points.**

- |                                   |  |
|-----------------------------------|--|
| (i) Where will you go.            | (ii) Duration of the tour.               |
| (iii) How much money do you need. | (iv) Who are going with you on the tour? |

Examination hall

Jaipur

13 March 2021



My dear father,

I am quite well here and I hope that you are also same there. I am writing this letter to you with a special purpose. About 40 students of my class will go on a tour to Agra and Delhi. It is a ten days" tour. Two teachers will also go with us. I also want to go with them. Please allow me for the tour. I hope that you will accept my request and allow me to go with my friends.

Please send Rs 5500/- at in early date.

Please convey my best regards to dear mother and love to Sonu.

With best regards

Your loving son

Kapil

**Q: 09. Write a letter to your friend requesting him to attend the wedding ceremony of your elder sister.**

36 housing board  
Jodhpur

13 March 2021

Dear Narendra

It gives me great pleasure to inform you that the marriage ceremony of my elder sister is going to be solemnised on March 14, 2021, You are cordially invited to attend the same. The bridegroom is an engineer and from a highly educated family. On the whole, the family is cultured. We hope you will comply with our request.

Convey my best regards to your parents and love to Babalu.

Yours sincerely

Manish

**Q: 10. You have passed your Secondary Examination. Write a letter to your father telling him about your programme for the future/about career choice.**

D-12 Subhash Marg  
Pali

15th April, 2021

Dear Father

By your blessings I have passed the Secondary Examination with first division. I have scored 91% marks. Now I wish to take Biology as an optional subject because as you know, my aim of life is to become a doctor. I will join Allen foundation classes to prepare for the Medical Examinations.

With best regards to mother and love to Chitu.

Yours lovingly

Rajesh Kumar

## Parts of Formal letter

**Writer's address :-** यहाँ लिखने वाला अपना पता लिखता है। यह पेज के बाईं तरफ सबसे ऊपर लिखा जाता है।

**Date (दिनांक) :-** यह address के नीचे थोड़ी जगह छोड़कर लिखी जाती है।

**Receiver's Address :- (प्राप्त करने वाले का पता)** यहाँ पत्र पाने वाले का पद (Post) व पता (address) लिखा जाता है।

**Salutation (सम्बोधन) :-** यहाँ लेखक पत्र-प्राप्तकर्ता को यथोचित सम्बोधन करता है :- Dear Sir/Madam

**Subject (विषय) :-** Salutation के नीचे थोड़ी जगह छोड़कर विषय लिखा जाता है। जिस विषय पर पत्र लिख रहे हैं, उसे बहुत संक्षिप्त में लिखना है।

**Message/The body :-** इसमें संदेश या शिकायत शिष्टापूर्ण लिखी जाती है।

**Courteous End :-** Thank you

**Subscription (प्रियोक्ति) -** Yours faithfully / Yours sincerely

**Signature :-** पत्र लिखने वाला अपने हस्ताक्षर करता है।

**Name :-** यहाँ पत्र लिखने वाला अपना नाम व पद (Post) लिखता है।

## Format of Formal Letter

(i) Writer's Address	Examination Hall MGGS Bar , Pali
(ii) Date	14 April 2015
(iii) Receiver's Post & Add.	The collector District Pali Pali
(iv) Salutation	Dear Sir/Madam
(v) Subject	.....
(vi) Message /The body	Respectfully I want to bring you a kind notice about.... ..... Please look into the matter and do the needful.
(vii) Courteous ending	Thank you
(viii) subscription	Yours faithfully
(ix) Signature / Name	<i>Heeralal Jat</i>

***Q. 01 You are Tarun Jain of 15, Nehru Park Jodhpur. Write a letter to the Police Commissioner complaining about the increasing number of thefts in your area.***

15 Nehru Park  
Jodhpur

7th November 2017

The Police Commissioner  
Jodhpur

Sub. : About the increasing number of thefts in the area.

Respected Sir,

Recently there has been an alarming increase in the number of thefts in the Nehru Park area of this city. Hardly a day passes when there is no theft or burglary. Cases are regularly reported to the nearest Police Divisions but no headway has so far been made in apprehending the culprits. To be quite frank, people have started doubting that the policemen have a hand in these thefts and burglaries. Though it is a wild charge, the fact remains that the culprits always go scot-free. There is a danger to the life of the residents also since the burglars come armed with knives and pistols.

It is requested that night patrolling in this area should be intensified and all-out efforts should be made to nab the culprits.

Yours faithfully

Tarun Jani

***Q. 02 You are Saroj living at 15, Rajat Nagar, Ajmer. Write a letter to the Collector of your district complaining about the frequent electricity failure during exam time.***

15 Bajaj Nagar

Beawar, Ajmer

8th April 2021

The collector

District of Ajmer

Ajmer

Sub. : Electricity failure during exam time.

Respected Sir,

With due respect I state that exams of schools are under way. The frequent electricity failure during exam time spoils the year-long labour of the students. It hinders the studies. The students are disturbed physically and mentally. It leaves a bad impact on their divisions. The authorities of the State Electricity Board have been requested but all in vain.

Kindly, take immediate steps to save the career of lacs of students.

Yours faithfully

Saroj Dewasi

***Q. 03 You are Chhavi Jangir living in Alwar. Write a letter to the Secretary, Board of Secondary Education Rajasthan, Ajmer for the change of your examination centre.***

101 Vishvkarma Bhawan

Rajiv Nagar

Alwar

31 March 2021

The Secretary

Board of Secondary Education Rajasthan

Ajmer

Respected Sir / Madam

Subject :- For Changing examination centre.

Most Respectfully I bring to your kind attention that I filled my Secondary Examination Form in December, 2020 from MGGS bar. My father was transferred from Bar to Alwar on 05th January, 2020. So I had to leave for Alwar with my family.

So you are requested to change my examination centre from Bar to Alwar.

Thanking You.

Yours Faithfully

Chhavi Jangir

10th A

***Q. 04 you are shard sharma of Bar Pali. Write a letter to the manager of SBI Bar for asking information about how to open a saving bank account.***

101 Ramdev Nagar

Bar Pali

11 January 2021

The Manager

SBI Branch

Bar Pali

Respected Sir / Madam

Subject :- To open a saving bank account.

Most Respectfully I bring to your kind attention that I am a Teacher in Mahatma Gandhi Government School Bar. I want to open a saving Bank account with your bank.

Please give me advice and send necessary forms to me at an early date.

Thanking You.

Yours Faithfully

*Sharad sharma*

Sharad Sharma

***Q. 05 You are Suman Kanwar. Write a letter to the principal of your school requesting him to admit you in the school hostel.***

Inderwara

Rani

12 April 2021

The Principal

Govt. Sr. Secondary School

Inderwara

Subject :- Application for Admission to the school Hostel

Respected Sir / Madam

Most Respectfully I beg to say that I am a student of class XII in your School. I belong to sumerpur, Which is very far from Inderwara. As I have no accommodation in Inderwara, where I could live and do my studies. I want to live in the school hostel. I have not only Kept good behavior but also run first in the class. I am good player of Softball. I was also the captain of the softball team last year.

I hope you will understand my problem and try to solve it by admitting me in the school hostel.

Thanking You.

Yours Faithfully

Suman Kanwar

10th A

***Q. 06 You are Sharda Choudhary living at 101 , Adarsh Colony , Beawar. Write a letter to the Chairman, Municipal Board of your town complaining about poor lighting in your locality.***

101 Adarsh colony

Beawar

12 April 2021

The Chairman

Municipal Board

Beawar

Respected Sir / Madam

Subject :- Poor Lighting.

Most Respectfully I bring to your kind notice about poor lighting system of our locality. There are electric poles but no electricity. There is total darkness at night. Many accidents have occurred due to faint lighting system. There have been many cases of theft. Our life is in danger.

Please look into the matter immediately and do the needful

Thanking You.

Yours Faithfully

*Sharda choudhary*

Sharda Choudhary

## E-MAIL

### E-mail –

**E-mail** का पूरा नाम है **Electronic – Mail**. ई – मेल इंटरनेट से संदेश भेजने व प्राप्त करने का नवीनतम तरीका है। **E-mail** के माध्यम से संदेशों को शीघ्रता से भेजा व प्राप्त किया जा सकता है।

## E-mail से लाभ

- समय की बचत :-** ई-मेल से सन्देश भेजने में 3.4 सैकंड लगते हैं। इसकी गति बहुत ही तेज होती है।
- सस्ता साधन :-** ई-मेल द्वारा सन्देश भेजना बहुत ही कम खर्चिला है।
- पत्र के अलावा भी बहुत कुछ भेज सकते हैं :-** ई-मेल द्वारा लिखित सन्देश तो भेज ही सकते हैं, किन्तु साथ ही कई प्रकार के ग्राफिग-कार्ड, रिकार्ड की गई अपनी आवाज व विडियो को भी सेन्ड कर सकते हैं।
- विस्तृत क्षेत्र :-** ई-मेल द्वारा सन्देश दुनिया के किसी कोने में भेज सकते हैं। एक देश से दूसरे देश को सन्देश भी बहुत ही आसानी व कम समय में तथा कम खर्च में भेज सकते हैं।
- सुरक्षा की दृष्टि से :-** ई-मेल सुरक्षा की दृष्टि से सुरक्षित है।

## E-mail के आवश्यक तत्व

- ★ आपके कम्प्युटर, लेपटॉप व मोबाईल में इस हेतु आवश्यक एप्लिकेशन (सोफ्टवेयर) के साथ इन्टरनेट का कनेक्शन होना आवश्यक है।
- ★ जो व्यक्ति ई-मेल से सन्देश आदि भेजना चाहता है, उसका ई-मेल पता (address) या ई-मेल का खाता (account) होना चाहिए।
- ★ साथ ही आप जिस व्यक्ति को भेजना चाहते हैं, उसका ई-मेल पता (address) या ई-मेल का खाता (account) आपके पास जरूर होना चाहिए। ताकि आप ई-मेल भेज सकें।

### ई-मेल address का प्रारूप

ई-मेल पता (address) इस प्रकार होता है –

**heeralaljatchandawal@gmail.com**

**heeralaljatchandawal**

= यह ईमेल सेवा का उपयोग करने वाले का युनिक पता है।

**@**

= यह ईमेल का चिन्ह है।

**Gmail**

= यह ईमेल सेवा प्रदान करने वाली सर्विस प्रोवाइडर कम्पनी है।

**.**

= इसका उच्चारण **dot** (डॉट) है।

**com**

= संगठन की प्रकृति का द्योतक है। यह **commerce** का संक्षिप्त रूप है।

## **Format of E- mail**

<b>To</b>	heeralaljatchandawal@gmail.com
<b>Cc</b>	Carban Copy
<b>bcc</b>	By Carban Copy
<b>Subject</b>	-----
Salutation →	Sir/Madam
Message →	..... ..... .....
Courteous Ending →	Thank you
Subscription →	Yours faithfully
Signature →	Heeralal Jat (Excel Guru)

**Note :-** e-mail एक पूरे पेज पर लिखा जाता है। जिस पेज पर ई-मेल लिखते हैं, उस पेज पर अन्य किसी भी प्रश्न का उत्तर नहीं लिखें।

### Explanation -

**To :-** यहा पाने वाले के पते के रूप में उसका e-mail address लिखते हैं।

**CC :-** cc का पुरा नाम है carbon copy. अतः अगर वही e-mail किसी अन्य व्यक्ति को भी लिखना हो तो उसका e-mail address इस कॉलम में लिखा जाता है।

**BCC :-** bcc का पुरा नाम है by carbon copy. अतः अगर एक ही e-mail दो से अधिक व्यक्तियों को लिखना हो तो उनके e-mail address इस कॉलम में लिखे जाते हैं।

**Salutation:-** यहाँ e-mail प्राप्तकर्ता को उचित सम्बोधन किया जाता है।

**Message :-** यहाँ पर संदेश लिखा जाता है।

**Courteous Ending :-** (शिष्टापूर्ण समापन) – Thank you

**Subscription :-** (प्रियोक्ति)- yours Faithfully

**Name /Signature :-** यहाँ e-mail लिखने वाला अपना नाम लिखता है।

**Q. 01** You are Ramesh reading in Govt. S. Sec. School Jaipur. Write an e-mail to the principal your School at principal.s.s.s@gmail.com requesting to arrange extra classes for English and Hindi as the syllabus is not complete.

To	principal.s.s.s@gmail.com
cc	
bcc	
Subject	To arrange extra classes for English and Hindi.
Sir, The syllabus of English and Hindi of class X is not complete. So you are requested to arrange extra classes for these subjects. Otherwise the student will have to suffer badly.  Thank you  Yours faithfully Ramesh	

**Q. 02** Imagine that you are Shiv reading in Mahtma Gandhi Government School Bar. Write an email to the principal of your school at mggsbar@gmail.com requesting him to arrange a lecture on “How to use computer”.

To	mggsbar@gmail.com
cc	
bcc	
Subject	To arrange a lecture on ‘How to use computer’.
Sir, Most of student of our school use computer but they do not use it properly. That is way many computers of our school become faulty. So you are requested to arrange a lecture on ‘How to use computer’. It will help the students.  Thank you  Yours faithfully Shiv	

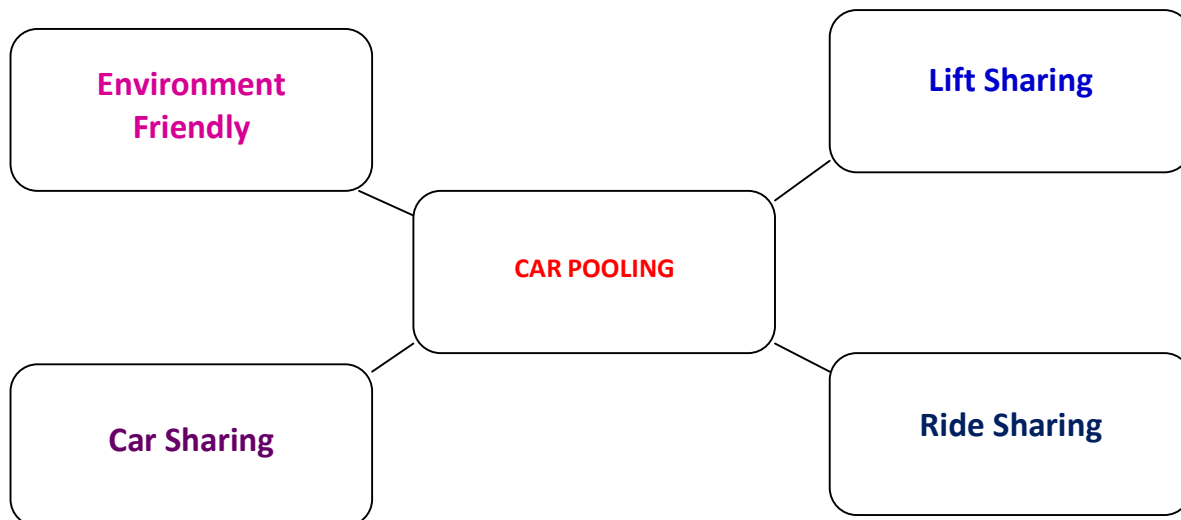


# Road Safety Education

## Car Pooling



Other Names of Car pooling :-



### \* Car pooling Reduces

1. Fuel Cost
2. Toll cost
3. Stress of driving
4. Carbon emissions
5. Parking Space
6. Traffic Congestion



*Car pooling is sharing of car Journeys.*

### Car Pooling :

If a vehicle is used by a group of people for travelling, it is called car pooling. Car pooling reduces each person's travel costs such as fuel cost, tolls and driving stress. It is also seen as a more environment friendly.

### Driving is a privilege, not a Right :

When you are issued a driver's license, you are also issued many responsibilities. You must continue to demonstrate your ability to drive safely on the road. You have to drive safely, obey the traffic laws and respect the rights of other drivers.

### \* Drunk Driving

1. Drunk Driving    Buzzed driving
2. Punishment



1. Section 185 of Motor Vehicle act.
2. Fine upto rs. 2000
3. Imprisonment upto 6 months



### 3. Result

1. Can lead to accidents.
2. Dangerous for Driver.
3. Dangerous for other road users.
4. Drunk Driving is driving under the influence of wine.
5. The Drunk driver loses control.
6. His mind and body becomes dull.
7. This leads to accidents.

**Drunk Driving:** Drunk Driving is a crime. Such drivers play with the life of thousands of innocent people on roads around the nation. A death due to Drunk Driving does not affect only the victim but it affects every one around him. We should not drink and drive on roads.

### Trick for the importance of Traffic Lights / Traffic Rules / Lane discipline Some sentences

*Change only one word ( Traffic lights/ Traffic rules/ Traffic lane discipline)*

1. Traffic lights create safety of vehicles.
2. Traffic lights create an order.
3. Traffic lights create a traffic system
4. Traffic lights save accidents
5. Traffic lights save life
6. Traffic lights save loss of property

- ❖ So we should follow Traffic Lights.
- ❖ Drivers must not use Mobile Phone.

### Follow Traffic Signals

- Zebra crossing - Pedestrians must cross the road at the zebra crossing.
- Red light signals the traffic to stop.
- Saffron light signals the traffic to be ready.
- Green light signals the traffic to go.

### Precautions while driving

- Put on Seat Belt/Helmet
- Drive in Speed Limits
- Don't Use mobile Phone
- Follow the Traffic Rules
- Don't Gossip □
- Don't Drink & Drive
- Concentrate On Traffic
- Follow Lane Driving

### Rules:-

1. The Green light means "Go"
2. The Red light means "stop"
3. The Yellow light Means "Get ready"

**Trick :- Lane discipline Topic** में चार **points extra add** करने हैं:-

1. The first Lane - for cars
2. The second Lane - For Two-wheelers
3. The third Lane - for heavy vehicles
4. The fourth Lane - for cycles

### Safe Driving

1. Use Horn
2. Speed Limit
3. Use Indicators
4. Low volume music
5. No use of phones

### **QUESTION NO. - 28 (Marks - 6)** ROAD SAFETY EDUCATION

**निर्देश :** बोर्ड परीक्षा में प्रश्न संख्या 28 Road Safety पर आधारित 6 अंकों का प्रश्न होगा। दिये गए Topic पर लगभग 80 words में लिखना होगा।

#### Important Topic

**28. Write a paragraph in about 80 words on any one of the followings :**

#### 1. Car Pooling

*If a vehicle is used by a group of people for travelling, it is called car pooling. Car pooling reduces each person's travel costs such as fuel cost, tolls and driving stress. Car pooling is also seen as a more environment friendly and sustainable way to travel as sharing journeys reduces carbon emissions, traffic congestion on the roads and the need for parking spaces. Authorities often encourage car pooling especially during high pollution periods and high fuel prices.*

#### 2. Drunk Driving

*Drunk Driving is a crime. Such drivers play with the life of thousands of innocent people on roads around the nation. A death due to Drunk Driving does not affect only the victim but it affects everyone around him. We must remember that someone is waiting for us at home. Accidents can be fatal. It becomes the duty of every driver to think about the life of others using the roads. Drunk drivers are like murderers who are playing with the life of others. To conclude I would like to appeal all of you that drunk driving should not be taken lightly. Therefore, we should not drink and drive on roads.*

### **3. Follow Traffic Signals**

*This picture is about following of traffic signals. There are two scenes in it. One is of zebra crossing and the other is of traffic light. Pedestrians must cross the road at the zebra crossing. Red light signals the traffic to stop. Saffron light signals the traffic to be ready. And green light signals the traffic to go. The stop line for the vehicles must not be crossed. Thus, we must follow traffic signals.*

### **4. Road Safety for School Children**

*We all use the roads daily in our life. But many a time, we forget to follow the rules of the road. We do so in our carelessness or in our hurry. IT results in serious accidents in which limbs are broken or even lives are lost. We must analyze the causes of these accidents and think of the steps by which these accidents can be checked. First of all children must be taught the rules of the road. They should be taught to follow these rules strictly whenever they are using road. These rules are equally important for pedestrians, cyclists, motorcyclists and auto drivers. The wearing of helmet and safety belts should be made a habit. We should not wear them simply to escape from being caught by the traffic police. We should wear them as a safeguard to our own life and limb.*

### **5. The Use of Mobile Phones While Driving**

*We should not use mobile phones while driving. It is harmful to do so. The attention of the driver is distracted while using mobile phone. The driver may lose control over the vehicle. We may meet with an accident. The additional devices of the mobile phones are also harmful. The drivers may lose the alertness. Thus I appeal to all the drivers not to use mobile phones while driving.*

### **6. Safe Driving**

*"Safe drive save life" is a campaign which was launched on July, 8, 2016 by the West Bengal Government to make driving safe. We should observe the speed limit. We should use indicators while turning. We should use horn or dipper while overtaking another vehicle. We should not apply brakes suddenly. We should follow the traffic rules. Safe driving is an essential component for road safety. Thus, safe driving keeps us and others safe.*

***Best Wishes for All Students of 10<sup>th</sup> class. You Work hard and succeed in the Board Exam. There is no break of hard work. You work hard and you will definitely get success.***

**Auspicious**

**Heeralal Jat**

**Sr. Teacher (English) & Computer Programmer**

**Mahtma Gandhi Government School Bar (Pali)**