

Writing and Grammar

**EXAM
DRILL**

ANSWERS

LETTERS

1. Rosebeads Public School
Mathura
15 April 20XX
The Manager
High Sports
Mathura
Subject : Complaint Against Defective and Damaged Items
Sir,
Through this letter, we regret to inform you that many of the sports articles received by our school are not in good condition. Some of them are damaged and some of them are different than what we had ordered though they have been charged in the bill. We are a regular customer of your shop and we are not pleased at this discrepancy.
Kindly replace the damaged articles and send the ones we actually asked for. We hope that you will co-operate with us in this matter at the earliest.
Thanking you.
Yours sincerely
Arijeet
(Sports Incharge)
2. 23/7, South Road
Bhopal
20 May 20XX
The Director
X-Mark Computers
Bhopal
Subject : Enquiry Regarding Capsule Course
Sir,
With reference to your advertisement in Hindustan Times dated 10 May 20XX, I would like to enquire about the C++ and Java course offered by you. I am a student of class XII and would like to join the capsule course in C++ and Java during the vacations. I request you to kindly provide me with the details of the following :
(i) Duration of the course
(ii) Fee structure
(iii) Admission process
(iv) Eligibility criteria
(v) Mode of payment
I am enclosing a self addressed envelope for your convenience. Please revert with the requisite information at the earliest.
Thanking you
Yours sincerely
Mahesh

3. 112, Model Town
Delhi
17 July 20XX
The Editor
The Times of India
Delhi
Subject : Growing number of road-accidents
Sir,
Through the columns of your reputed newspaper, I wish to draw the attention of the general public towards the large number of accidents taking place especially in the metropolitan cities.
The reason for this can be numerous, the foremost being the thrill of speed. People do not, generally, follow the traffic rules. They are always in a hurry to reach the destination. Moreover, most of the people these days are under stress which leads to the loss of concentration. Drunk driving, distraction like mobile phones, music, etc., can also be one of the reasons for the growing number of road accidents. Every day, we see under-age drivers i.e., small-children driving to school or the coaching classes which again leads to rough driving or an increase in traffic.
This problem can be overcome if more policemen act as deterrents. Stricter punishment should be given for even a small violation of the traffic rules. Children should be taught traffic rules at schools so that they learn to follow them. Parents can also be held responsible for the underage drivers. Moreover, carpools or public transport should be adopted in order to have lesser traffic on the roads.
I hope you will publish this letter in your newspaper so that the general public becomes aware of this menace and collaborates up with the traffic police to solve this problem.
Thanking you
Yours sincerely
Arun

4. 48, Court Road
Trichur
19th October, 20XX
The Editor
The Hindustan Times
Delhi
Subject : Non-Maintenance of a Tourist Spot
Sir,
Through the columns of your esteemed newspaper, I would like to highlight the pathetic condition of an important tourist spot, the LAKE POINT near Delhi. I was disappointed to see litter and garbage lying all around. People were careless and least bothered for the same. This surely creates a negative impact among the tourists and it creates a negative impact about the country. The government should immediately undertake a cleanliness drive and should educate the general public about the same. Stricter actions should be taken to make these places tourist friendly.
I request you to publish this letter of mine to address the above concern.
Thanking you
Yours sincerely
Mohan

5. 121, Shalimar Nagar
New Delhi-21
31st March, 20xx
The Editor
The Morning Daily
Daryaganj
New Delhi-31
Sir/Madam,
Subject: Old Age Homes
- Through the columns of your esteemed daily, I would like to express my views about old age homes. Recently, a group of students of our school visited an old age home as part of 'Joy of Sharing Week' held at our school. I was one of the fortunate students to be a part of the group. Looking around the vicinity, watching the elderly people, some of whom appeared melancholic, some appeared happy, made me wonder why so many of them had to shift to this place.
- As more and more young couples are opting for nuclear family system, elders of the family are forced to either live alone or under the care of others.
- One might consider such establishments a sign of rejection or shirking of responsibilities. However, there have been many instances when the lonely, aged people have been robbed and even murdered. Given the sad situation, I feel that old age homes are the need of the hour.
- Although the elderly would continue to miss living with their family at their own house, old age homes these days are well equipped and all needs are taken care of including medical care. Residents at old age homes are provided with entertainment, physical workout, etc. which keeps them busy as well as fit. I would like to conclude this letter by saying that elders at old age homes can meet and enjoy the company of same aged individuals, instead of feeling lonely and neglected at home.
- Thank You
Yours sincerely
Prem Singh

ANALYTICAL PARAGRAPH WRITING

1. The given bar graph shows the number of gamers on two digital platforms over a period of five years. The digital platforms are Shiro gaming and MI gaming. The maximum number of gamers is 500.

By looking at the data, the growth of Shiro gaming looks a bit static from 2015 to 2018. In years 2015, 2017 and 2018 the number of gamers gained by Shiro gaming is same which is 300. It shows a dip of 100 gamers in 2016 which took the gamers down to 200. For the next two years i.e. 2017 and 2018 the gamers for Shiro stood at 300. The year 2019 is the best in performance for Shiro as it shows around 450 gamers being interested in Shiro gaming.

MI gaming started on a good note in year 2015 and has gained around 400 gamers. The next two years i.e., 2016 and 2017 again shows a dip in the number of gamers. 2016 stands as a bad year for both the platforms because this year the number of gamers was the least. The year 2018 showed a hike in the number of gamers and reached 400 gamers which was equal to their 2015 data. But it couldn't hold the growth and came down to 300 gamers in the year 2019.

To conclude the given information, we can say that overall both the platforms had almost same number of gamers though they had yearly variation in numbers. In 2017, both the platforms had same number of gamers but for ending note the last year i.e., 2019 showed better results for Shiro gaming.

2. The given line graph shows the data of trends in western wear among the youth in last two decades. The preferred clothing is jeans, shorts and dress and the total number of people is in hundreds.

The beginning of data starts in 2008 and shows very less number of people being interested in western wear. The number stands at less than 100 where the most preferred is jeans and least preferred is shorts. Jeans sees a good increase in the number of people as it shows a hike and reaches 300 and higher towards the next decade. Throughout the first decade, shorts remained least preferred and dwells at less than even 50 and gradually showed an increase towards the beginning of next decade. The data of shorts is very dramatic and shows a sudden hike or growing interest in people. Dress

is the second preferred choice and it also shows a growth in number towards the next decade. In the first decade it remained at less than hundred but in the end touched 100. The most preferred choice is jeans which although started with a little less than 100 people interested in it, showed a stable growth of interest in the first decade itself. It reached its highest most in the next decade which also shows a sudden increase in shorts in next decade almost levelling off with jeans.

To conclude the given data, we can say that after the two decades both jeans and shorts are the most preferred choices and even dress seemed to show great momentum and seems to be levelling off with the first two most preferred choices.

3. The given line graph shows the consumption of three types of nuts *i.e.* walnuts, almonds and pinenuts over a period of three years 2017 to 2019. The data shows the number of people in hundreds.

In the beginning of 2017 all the nuts were under 100 but almonds were the most preferred one at slightly below 100 and pinenuts were the least favourite at even less than 50.

The year 2018 shows great hikes in interested people in all three nuts with almonds reaching it highest of all three years, going a little more than 200. Walnuts began at around 50 in 2018 but reached its highest of 200 by the end of 2018. Almonds showed a gradual growth from 2017 and towards 2018 end. Pinenuts also seem to be showing increase in interest and goes a little higher than 100 by the end of 2018. 2018 stands as the best year for the consumption or sales of all three nuts but as 2019 approached it faced a decline in sales of all three nuts. Almonds had a sudden fall and reached 150 and remained static at it throughout the years. Walnuts although started on a low note, showed a hike and touched 200 but came down a bit towards the year end of 2019. Year 2019 proved to be the best for pinenuts consumption as it reached its highest of 100 in this year.

To conclude the given data, we can say that 2018 was the best year for all three nuts in terms of consumption but there was a sudden slump in the year 2019 and 2019 also faced static interest.

4. The given information states about the difference types of activities housewives did in their spare time. The activities are knitting, reading, watching tv, exercising and meditating.

The most preferred choice among the housewives to spend their spare time is to watch tv. Almost 50% females preferred it and made it the most favourite past time. Next preferred choice is exercising which was preferred by 20% of housewives. Reading and knitting were neck to neck in preference and stood at 15% and 10%. 15% housewives chose reading to do in their spare time whereas only 10% preferred to do knitting.

The given data shows that the modes of entertainment *i.e.*, watching tv and reading were preferred by most housewives to utilise their spare time. Healthcare was also a choice made by 20% housewives who preferred exercising in their spare time, but mental healthcare was on the back foot as only 5% housewives preferred it to do in their spare time.

To conclude the given data, we can say that different women have different choices and it is also guided by the circumstances they have around them. As watching tv can be mingled with many other activities and many tasks can be done simultaneously while watching tv, it stood as the most preferred choice whereas meditation which needs utmost concentration and no disturbance was the least preferred choice.

5. The given pie charts show the data of two schools about the interest of boys in participation in different quizzes.

The most preferred choice of subject by school-1 is maths where 35% students preferred it. Science came second which was preferred by 30% students. The students of school-1 showed equal interest in the quizzes of English and commerce, which shows 10% of participation. For G.K. 15% students from school-1 showed interest. The most preferred subject by school-1 is maths and least ones are English and commerce.

In School-2 the most preferred choice of subject was science which was preferred by 35% students. Maths was the second preferred choice, preferred by 25% students. Next is English with 20% students being interested in it and then commerce where only 10% students preferred it. The least preferred choice by the students of school-2 was G.K., which was preferred by only 5% students.

To conclude we can say that the top choice for both the schools were maths and science with slight variation in numbers. The students of School-2 were least interested in G.K. whereas School-1 had a tie in their least preferred choice which was both commerce and English.

GRAMMAR

Kinds of Verb

- (i)-(d), (ii)-(a), (iii)-(b), (iv)-(c)
- (i)-(d), (ii)-(a), (iii)-(d), (iv)-(a), (v)-(b)

Subject-Verb Agreement

- (i)-(a), (ii)-(b), (iii)-(a), (iv)-(a)
- (i)-(a), (ii)-(c), (iii)-(b), (iv)-(a), (v)-(a)

Tenses

1. (i)-(c), (ii)-(c), (iii)-(b), (iv)-(b)
 2. (i)-(c), (ii)-(c), (iii)-(b), (iv)-(d)

Articles

1. (i)-(a), (ii)-(a), (iii)-(c), (iv)-(b), (v)-(b)
 2. (i)-(a), (ii)-(c), (iii)-(c), (iv)-(d), (v)-(d)

Reported Speech (Direct-Indirect)

- (a) The saint said that man is mortal.
 (b) He will say that Riya works hard.
 (c) He told me that I had made a mistake.
 (d) He said that his uncle had come the previous day.
 (e) I asked Ram where he was going.
 (f) My brother wished me a happy journey.
 (g) Riya said that it might happen.
 (h) You said that Hari could lift the box.

Editing

- | | | |
|-----------|--------------|-------------------|
| 1. | Error | Correction |
| | (a) for | to |
| | (b) whether | if |
| | (c) student | students |
| | (d) looked | look |
| | (e) on | to |
| | (f) some | one |
| | (g) which | who |
| | (h) or | and |
| 2. | Error | Correction |
| | (a) for | to |
| | (b) within | without |
| | (c) or | and |
| | (d) in | up |
| | (e) is | are |
| | (f) Success | Successful |
| | (g) his | their |
| | (h) when | after |
| 3. | Error | Correction |
| | (a) became | become |
| | (b) member | members |
| | (c) at | of |
| | (d) had to | should |
| | (e) fell | fall |
| | (f) for | to |
| | (g) acquire | adopt |
| | (h) now | then |

- | | | |
|-----------|--------------|-------------------|
| 4. | Error | Correction |
| | (a) much | many |
| | (b) were | was |
| | (c) when | and |
| | (d) from | after |
| | (e) she | he |
| | (f) worry | worried |
| | (g) was | were |
| | (h) do | does |

Omission

- | | | | |
|-----------|--------------------|---------------------|--------------|
| 1. | Before | Missing word | After |
| | (a) instruments | make | up |
| | (b) sound | by | moving |
| | (c) you | may | know |
| | (d) tube | shaped | wind |
| 2. | Before | Missing word | After |
| | (a) sea | of | Japan |
| | (b) mistaken | for | aliens |
| | (c) orbs | of | pulsating |
| | (d) looming | in | the |
| | (e) they | are | usually |
| 3. | Before | Missing word | After |
| | (a) 18 | years | old |
| | (b) way | to | share |
| | (c) free, | without | paying |
| | (d) student | when | he |
| 4. | Before | Missing word | After |
| | (a) happily | why | do |
| | (b) to | be | able |
| | (c) responsibility | for | one's |
| | (d) sorrow | are | two |

Sentence Reordering

1. (a) There are four common sources of stress in our lives.
 (b) The first one can be the external or internal pressure.
 (c) Unreal goals and expectations cause internal stress.
 (d) External stress takes place due to outside factors.
2. (a) We saw a yellow coloured bus full of excited children.
 (b) They were on the way to the planetarium, we guessed.
 (c) This was part of their study tour.
 (d) Another source of stress is anxiety.

3. (a) More than five percent of the Indian population are child workers.
 (b) Tens of thousands are chiefly engaged in agriculture.
 (c) Many work in a variety of industries in urban areas.
4. (a) It is said that your destiny is in your right hand.
 (b) How we deal with problems in life determines our personalities.
 (c) Some people can cope better with hardships than others.
 (d) A woman was standing in the doorway.
5. (a) My dog was licking her hands.
 (b) About five percent of all workers in India are child workers.
 (c) Most of them are engaged in agriculture.
 (d) Many work in a variety of industries in urban areas.

Dialogue Writing

1. (a)-(ii), (b)-(i), (c)-(iii), (d)-(iii), (e)-(ii)
 2. (a)-(ii), (b)-(ii), (c)-(ii), (d)-(i), (e)-(ii)
 3. (a)-(iii), (b)-(ii), (c)-(ii), (d)-(iii), (e)-(i)
 4. (a)-(i), (b)-(ii), (c)-(iii), (d)-(i), (e)-(ii)

Integrated Grammar Exercises

1. (a) (iv) of (b) (ii) towards
 (c) (iii) waiting (d) (ii) anything
 (e) (iii) hitting (f) (i) so
 (g) (ii) from (h) (iv) away
2. (a) (iii) an (b) (iii) of
 (c) (ii) along (d) (iv) from
 (e) (iii) able (f) (i) with
 (g) (iv) feels (h) (i) valuable
3. (a) (ii) in (b) (i) beings
 (c) (i) worse (d) (iii) at
 (e) (i) nor (f) (iv) shower
 (g) (ii) little (h) (iv) in
 (i) (i) of (j) (iii) of
4. (a) (i) is (b) (iii) last
 (c) (iii) make (d) (ii) or
 (e) (i) had (f) (i) or
 (g) (ii) of (h) (iv) get
 (i) (iii) know

