

Writing and Grammar

**EXAM
DRILL**

ANSWERS

WRITING

INFORMAL LETTERS

1. 58, ABC Colony

Max Road

Faridabad

20th August 20xx

Dear Rahul

I hope you are enjoying your college life and doing well in your studies. I received Papa's letter yesterday. He was quite alarmed and disturbed about your growing expenditure. I am writing to you to tell you how important it is to save money. It's not that we want you to put an end to all your shopping. However, we do expect that you do buy the things you need and don't just buy the things that you don't need at all. You are just a student now and don't have responsibilities or any financial liabilities. But one day when you step into the real world, you would require money not only to fulfill your needs but also to make your own future security.

It does not take much time to spend all that you want but it takes years to save a significant amount. In future, the things you have bought are not going to give you any advantage but the money you save, it will help you and it would make it easier for you to sustain a decent living. In the end, I would like you to keep my advice in mind and do spend your pocket money but sensibly.

Yours lovingly

Harpreet

2. 13-C Gunj Colony

GM Road

Jaipur

15th September 20xx

Dear Komal

I hope you are doing well. I missed you a lot. I am very excited

to tell you about my recent trip to Japan. I have stayed in Tokyo for a fortnight or so. I have spent two days in Osaka, three in Kobe and a week in Hiroshima. Do you know that ancient land of willow trees, chrysanthemums, kimonos, kabuk and Nob had delighted and fascinated me a lot.

I had bought a travel book and gone through it. To my surprise I found that the city is the biggest one in the world. The national capital Tokyo, in east-central Honshu, is one of the world's most popular cities. It is full of wonders! Japan consists of over 6,000 islands. Consuming fugie, a poisonous blowfish delicacy, is illegal for Japanese royalty. It is at once ancient and modern Eastern and Western, materialistic and spiritual.

Oh! There is a lot to tell. It was so much fun there. I would like to discuss it all in detail with you. Can you come to Jaipur on this weekend? We will have so much fun together. Mummy and Daddy will also love to meet you. I'm eagerly waiting to meet you.

Give my love to uncle and aunty.

Yours lovingly

Nina

3. Lovely Professional University, Jalandhar

Punjab

10th August, 20xx

My dear father,

How are you? Hope this letter finds everyone at home in the best of health and cheerful spirits. I am also doing quite fine here. Papa, our college is organising a tour to Nepal during Diwali holidays. It will be a five days tour. The total cost including the train fare, boarding and lodging is estimated to be ₹ 1500/- per student. I am deeply interested to go for the tour. All my friends will be going for this trip, I request your permission to avail myself of this rare opportunity. Hope you would be kind enough to give me your consent and remit necessary amount as well.

Give my love to grandma and grandpa, and to mummy and Sumit.

Yours lovingly

Geeta

4. C-14, Gokul Colony,

A.K Road

Kolkata

11th Sept. 20XX

Dear Aunt,

How are you and everybody at home? Since it's been months when I met you last at the New Year party. I have been very busy in my study these days, so I couldn't spare time to write you. I am writing to you to invite you to come to our place and stay with us during the Puja holidays. This time our school will be remain closed for ten days. I can have enough time to spend with you. I am so excited for this that I am back counting the remaining school days to closing date. We will also visit to some historical places of Kolkata. I think it will be great fun. We are also planning to go to Kerala for five days. Kerala is so famous for its natural beauty. You don't need to worry about the booking of tickets and hotel because father has already planned everything and he has booked hotel and travelling tickets.

Hope we will have a lot of fun and enjoyment together. It will be very pleasing meet. See you soon.

Yours affectionately

Brijesh

5. J.K. Apartment,

Tata Road

Lucknow

20th March, 20XX

Dear Dimpy

Hope you are doing fine. I received your letter last Wednesday. I was busy in my assignments so couldn't reply you that time. Many thanks for inviting me to your place. I came to know that your school is going to be closed for the summer vacation from 15th May. Mine will close by then too. I would like to spent time with you. This summer vacation would be wonderful with you. I am so excited and planned everything in advance. From this hectic life of the city if would be very peaceful to spent days with the nature in Darjeeling. This will help me refresh my mind and restore my energy. The

tea plantation would be lovely to see. I would love to have a look of Kanchenjunga, the Darjeeling Himalayan Railway, torrent flowing down the mountain slopes, lovely tea gardens, landscapes with firs, pines and ferns. I am panning to explore the whole Darjeeling this time. I will do shopping also from the Chowrasta Mall, which is known as the Town center, located at that top level. I have heard that the Mall is the most coveted area for the tourists.

My parents will also be very glad to come with me and in this way our families will also get an opportunity to spent some time together.

Give my regards to uncle and aunty. Will meet you soon.

Yours lovingly

Avi

WRITING

DESCRIPTIVE PARAGRAPH

1. Born on 30th October, 1998, Madhya Pradesh, Manek Singh spent his early days practising wrestling in the village akhara either at the primary school or at local stadiums. Selected by coach Dara Singh in 2005, Manek Singh went on to win National Championships. In 2008 Beijing Olympics, wrestler Manek Singh defeated Charles, who was the reigning champion at that time. He won the first ever bronze in wrestling for India.

Manek Singh also participated in 2010 Common Wealth Games and made India proud by winning bronze in wrestling. In 2011, Manek Singh was awarded the Khel Ratna Award, India's highest sporting honour. However, his ultimate dream is to win gold at 2016 Olympics.

2. Description of a Hostel

The school hostel where my friend stays is indeed an ideal and dream hostel to live in. The hostel has two divisions one for boys and another for girls. Each division has six big spacious and well ventilated rooms. The rooms are all well set up with four beds, two cupboards and four study tables in every room. Apart from this, there is a huge common dining area. The food provided there is extremely nutritious and delicious. There is an excellent gym for exercise, a library, a TV room, basketball court, volleyball court, badminton court too, which provide enough space to the students to indulge themselves in sports and physical activities. Above all, it is a very homely and comfortable accommodation for the students.

3. Morning Hours at the Park

The morning scene at the park in front of my house is indeed a scene not to be missed. There is a lot of hustle and bustle in the park during the morning hours. Some people come alone for their morning walks while others come in groups. Chatting and morning walk go together. People are all dressed up in comfortable tracksuits and sports shoes. People are seen doing their exercises, yoga, skipping, jogging, etc. Kids too bring their sports equipments to enjoy themselves in the cool and pleasant weather while they wait for their school buses to arrive. Outside the park there are vegetable and fruit sellers selling, fresh fruits and vegetables as early as 7:00 a.m. Everybody looks so happy and energetic that it motivates me to step out of my house in the morning and spend some time with the nature. It is indeed a healthy and refreshing habit.

4. New Multistoreyed Shopping Mall

A new multistoreyed shopping mall was inaugurated on June 16, 20xx in Rajouri Garden by the name 3C's Mall. It covers a huge land area and is three floors high. All the floors are inter connected with escalators and elevators too. While the first floor has all the branded fashion attire and jewellery showrooms, the second floor has electrical appliances, furnishings and home decor showrooms. The third floor has many restaurants along with a big food court. There is also ATM facility. The entire ground floor is Kids Zone with showrooms catering to kids products, such as children's attire, furniture, utility items for school, toys and games, etc. There is also a play area for kids to have unlimited fun time. In addition, there is also a book store, coffee shop and ice cream parlour for families to enjoy. The 3C's Mall is indeed a boon for the people living nearby who can buy many things under one roof.

5. Sunday, 10 August 20XX

9:00 pm

Dear diary,

I am in shock. Today I just witnessed a theft at the mall. I went to a supermarket to buy few things I needed. I went there with Riya. After buying all the items we queued up at the billing counter to pay our bills. Suddenly I noticed that a young girl was shoplifting few items. The young girl was shoplifting few items. She took a packet of chocolates, few toys, some snacks

and kept all the items in her bag without telling anybody and without paying for it.

I was amazed to see that how cleverly she had done all this. She slightly picked up the things one by one in a way as if she was just looking them. She then opened her bag and slipped all the things in her bag while nobody was looking. Slowly she headed towards the exit and left unnoticed. I wondered why she was doing this crime at this very young age. Then I thought that she might not done all this purposely she might be helpless or hungry or had nothing to eat. Her parents might be poor that they cannot provide her all these things. Whatever the reason might be. I felt very bad for all this. My heart ached to see that but at the same time I felt pity for the girl. I thought that I could have stopped her, asked her the reason and helped her. I would have told her that how bad stealing is and could have helped her in mending her ways. The moment I witnessed the incident my heart is restless since then. I wish I could meet her some other time also and could do something for her.

Riti

WRITING

SHORT STORY WRITING

1. It was sunday evening I was going to the society park to play with my friends. I called my friends and together we went to the park. We started playing badminton. We were four friends me, Ashu, Priya and Rohit. As we were four, so we divided, ourselves into two teams. Priya and Ashu were in team A and me and Rohit were in team B.

When Priya and Ashu were playing badminton in their turn. Me and Rahul sat there watching my friends and other children playing in the park. After 15 minutes, came our turn. Me and Rahul were also gossiping while playing. We discussed about so many things and then I told him that me and my family are planning to go to Delhi this weekend. He gave me suggestion for what all markets I could visit for different things. Suddenly, he hit the shuttle-cock so hard that it went into the bushes. It was stuck in the thick bushes. I went there to fetch the shuttle cock but couldn't find that. We stopped playing and my friends went back to their houses. I stayed back at the park as I wanted to spent some more time there. While I was strolling in the park, I spotted a cobra. I panicked but stood there like a statue. The cobra wriggled around my leg. Frightening thoughts started coming to my mind. I thought that if the snake bites me I would not be alive

tomorrow. I was so lost in the also thoughts that I forgot about everything. The snake thought me to be statue that it itself uncoiled off my legs and went into the bushes. Finally, I saved my life and ran back to the house.

2. Mrs. Sharma has everything but still she always felt that something was missing. After working diligently for 35 years, she was so successful, had respect and a dignified job but her heart was not happy. It seemed to her that in spite of having everything in life she is not satisfied with her life. The money, success, and the honour she is getting from people, nothing is making her happy. Her nights became sleepless. She was restless all the time.

One day Mrs Sharma was going to her village to visit her uncle. On her way she met a poor man. The man was looking weak and pale due to hunger as he had eaten nothing from the last two days. He asked Mrs. Sharma to help him. She felt pity for him and asked him to come along with her. She took him to a restaurant and bought delicious food for him. The poor man ate to his fill and became so happy. He gave blessings to her and thanked her. That night when Mrs. Sharma went to her bed. She was so relieved and calm. She was feeling happy from within her heart, felt so satisfied and she had a good sleep. The night went peacefully and the next day Mrs. Sharma found herself to be the happiest women in the world. She understood why there was restlessness in her heart. She decided to help poor. She opened an orphanage and gave best facilities, to the orphans and also decided to open and old-age home for the old people and for those who are homeless and spent all of their life sleeping on the roadside. All such kind steps taken by her fulfilled all the missing happiness and emptiness of her heart and she decided to spend the rest of her life helping poors and needy.

3. Save me! Save me ! Help! Help! but nobody was there to help me. I was stuck in a dense forest. The forest was so dense that a single ray of sunlight was not able to enter the jungle and reach the ground. Because of no sunlight it was so dark throughout the day. Anyone living inside the jungle would not be able to guess, whether it is the day time or the sun has downed and night spread its wings all over the jungle. At the beginning I was enjoying the beauty, the peaceful environment, the glittering stream flowing through the jungle and the melodious chirping of birds in the morning. The beautiful flowers which I have never seen before. But it started getting harder for me as two days passed and I hadn't

not eaten proper food in these two days. I started searching for food. Then I reached near a hut from where some smoke was coming out. I felt so happy to find that somebody must living here. But nobody was there inside. I turned back and was afraid to see a full-blooded cobra in front of me. I tried to hit it but before I could shoo it or kill it, the snake bit on my right leg. I fell there due to pain and started shouting for help. Then I saw a man coming towards me. He tried to calm me and told me that I need not worry as she had so many medicines and she could treat me and my life could be saved. There is nothing to worry. Then I noticed his appearance and was frightened to see that the doctor was not a human being, she was a witch. I gathered all my courage and ran from there. I was running and running fast to save my dear life because the witch doctor and his worshippers were drawing closer and closer to me. I was so tired and fell on the ground lacking all the energy to run. I accepted my death and believed that it was my last day. Suddenly frightened I woke up from the sleep. I was shivering, breathing fast. My heartbeat was running so fast but I was so relaxed to learn that it was but all a dream.

4. Rohan was a young boy. His father was very poor. He was a rickshaw driver and drove to different parts of Sultanpur village. Rohan though poor had a very helping nature. Rohan's mother does farming and they had some cattles too to earn their livelihood. One day, Rohan was grazing the cattle along the railway track. Suddenly he saw that something was lying on the track. He went there and found that it was a bag. He thought that somebody might have lost the bag so the thought came to his mind that he should pick it up and take it to the control room. So that the owner of the lost bag could be informed. As soon as he tried to pick the bag he realised that it was so heavy. He grew suspicious and opened the bag and was surprised and scared to find that there was a bomb inside it. He took it as a sabotage effort of the miscreants. He could also picture the devastation caused by such sabotage. So, he started looking around for help. But nobody was there. In the meantime, he could hear the whistle of an advancing train. He became restless at this. He did not know what to do. "How can I warn the driver of the train about the impending danger". There must be a way out he thought. Suddenly his attention was attracted by his red shirt. He took the shirt off and then stood at the track started moving his red shirt from a distance. The driver saw him and understood that there is some danger. He

stopped the train and informed to the control room. The police came and checked everything. They were lucky enough as they succeeded in finding the bomb before it would have exploded. They diffused the bomb. All of them were astonished at the young boy's wit and his timely action. They praised him and thanked him for saving so many lives.

5. Jatin has passed the written test for sub-inspector. Now, he is waiting to appear for the interview. He has prepared himself well but as soon as he entered the room he was all blank. He couldn't remember anything. Jatin became very nervous. However, he went into the room seated himself on an empty seat so that he could get some rest and could calm his mind. When the interviewer entered the room and asked everybody to settle down.

Jatin looked so nervous that the interviewer just guessed that what the matter is just by looking at his face. He came to Jatin and politely asked him why is he looking so nervous. Jatin started crying and replied that he prepared himself well for the interview but he didn't know why it seems that he forgot everything. His mind is completely blank at the moment. He also told them that he is afraid that he might not qualify the interview and lose the job.

The interviewer was very kind and generous man. He made him calm and asked him that till his turn comes he could go outside and relax himself and could do some revision also so that he could revise and prepare himself again.

Listening that, Jatin became so happy. He went outside, got some fresh air, revised all the questions and then went back into the room. This interview went so well. He qualified it and felt so happy. He was excited to reach home and tell the story to his mom.

GRAMMAR

TENSES

1. (a)-(ii) lived, (b)-(iii) had promised,
(c)-(i) asked, (d)-(i) don't work
2. (a)-(i) was, (b)-(i) was going,
(c)-(ii) go, (d)-(iv) is waiting

GRAMMAR

MODALS

1. (a)-(ii) can, (b)-(ii) might,
(c)-(iv) Can, (d)-(ii) must not

2. (a)-(i) Will, (b)-(ii) might,
(c)-(ii) will, (d)-(i) should

GRAMMAR

ACTIVE - PASSIVE

1. (a) Your elders ought to be respected by you.
(b) The students were punished by the teacher.
(c) Lunch is being served by us now.
(d) Are strawberries liked by her?
(e) You are requested to give me a glass of water.
(f) Cricket match has not been played by them.
(g) Should a car not be bought by them?
(h) Hindi has to be read by me.

GRAMMAR

SUBJECT-VERB AGREEMENT

1. (a)-(ii) girls, (b)-(ii) is,
(c)-(ii) was, (d)-(iii) talks
2. (a)-(iii) gives, (b)-(ii) was
(c)-(i) is, (d)-(iv) was

GRAMMAR

DIRECT AND INDIRECT SPEECH

1. (a) The teacher said that the sun is a star.
(b) He told her that she was late.
(c) She requested the policeman to save her.
(d) Ritu bade her friends farewell.
(e) Rahul said that it might rain that night.
(f) Rama asked me my name.
(g) The lecturer asked the students to listen to him attentively.
(h) She says that she is reading a delightful story.

GRAMMAR

CLAUSES

1. (a)-(iii) when, (b)-(iv) Whenever,
(c)-(iv) when, (d)-(i) than
2. (a)-(iii) who, (b)-(ii) whom,
(c)-(iii) where, (d)-(ii) that

GRAMMAR		DETERMINERS			
1.	(a)-(ii) Few,	(b)-(i) many,		(d) warm	warmer
	(c)-(iv) any,	(d)-(iii) more		(e) on	in
GRAMMAR		PREPOSITION		Error Correction	
1.	(a)-(iv) among,	(b)-(ii) by,		(a) an	a
	(c)-(iii) since,	(d)-(iv) to		(b) in	on
2.	(a)-(ii) under,	(b)-(iii) between,		(c) into	in
	(c)-(iv) during,	(d)-(ii) beside		(d) claims	claimed
				(e) at	in
				(f) fasten	fastened
GRAMMAR		DIALOGUE WRITING		Error Correction	
1.	(a) (ii) who	(b) (i) from		(a) upon	in
	(c) (iii) warned	(d) (iv) couldn't		(b) a	an
	(e) (i) there	(f) (ii) had		(c) cover	covers
2.	(a) (ii) need	(b) (iii) as		(d) Its	It
	(c) (ii) after	(d) (iii) that very day			
	(e) (i) asked	(f) (ii) told			
3.	(a) (ii) wanted	(b) (ii) them			
	(c) (iii) had been	(d) (iv) and			
	(e) (ii) in	(f) (i) Then			
4.	(a) (iv) had been	(b) (i) the previous day			
	(c) (i) added	(d) (ii) her			
	(e) (iii) advised	(f) (iv) his			
GRAMMAR		EDITING		Error Correction	
1.	Error	Correction		(a) provide	provides
	(a) then	than		(b) at	for
	(b) to	from		(c) a	the
	(c) knows	know		(d) or	nor
				(e) prevention	prevent
				(f) been	being
				(g) of	from
				(h) off	of
GRAMMAR		INTEGRATED GRAMMAR EXERCISE			
1.	(a) (iii) uses	(b) (iv) drops			
	(c) (iii) to	(d) (ii) into			
2.	(a) (ii) help	(b) (i) it			
	(c) (ii) them	(d) (iii) for			
3.	(a) (iii) who	(b) (iv) each			
	(c) (ii) by	(d) (iii) even though			
4.	(a) (i) may	(b) (ii) can't			
	(c) (i) must	(d) (ii) be			

