



ENGLISH

BOOKS - FULL MARKS ENGLISH (HINGLISH)

SHORT COMPOSITION

I Notice Writing Solved Examples

1. You are Arti Singhal, the Principal of Mother Teresa Senior Secondary School, Delhi. Your

school is going to organise "Poster Making and Slogan Writing Competition'. Write a notice for the school notice board inviting the students to give their names for the competition.



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2. There is going to be organised an Inter-Section Debate Competition for all the students of class VIII on the topic "Tobacco Companies should not Sponsor Sports Events."

As the Cultural Secretary, Aryan Public School, Delhi, draft a notice providing all relevant details, in not more than 50 words.



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3. You are Varun Sood, a student of Class VII A, Pearl Public School, New Delhi. You have lost an expensive watch in the school premises. Draft a notice to be put up on the school notice board giving details of the watch and

offering a suitable reward. Use not more than 50 words.



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4. As President of Student Council, Kamal Public School, Lucknow, write a notice using not more than 50 words requesting students to donate old clothes, books and bags for orphanages.



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5. Scholar's Public School, Chandigarh is organising an Inter-Section Music Competition for class VIII. As the Cultural Secretary of your school, draft a notice in about 50 words for the school notice board giving all necessary details.



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6. The Head Boy Pranjul and other senior students of DAV Public School, Panipat went to an old age home and were moved by the

plight of people there. Later they decide to do something to lessen their sufferings. They decide to raise funds for the purpose. Write a notice in not more than 50 words making an appeal for generous donations.



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7. Your school is organizing a fair of book lovers. Write a notice giving all the necessary details. You are Saurabh of Sarika International School, New Delhi.



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8. You are the student of Rehan International, Dwarka. Your school inspection is due. Write a notice informing students about it and telling them to be punctual, disciplined and to come dressed properly.



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9. You are the Secretary, Music Club of Modern School, Barakhamba Road. Write a notice

informing students about the music carnival being held in your school.



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10. You are the Secretary of Residents Welfare Association, Mohan Garden. Your society is organizing holy fiesta. Put up a notice on the society notice board informing residents about it.



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11. Your school is organizing a Kite Flying Festival on the occasion of Basant Panchmi. Write a notice informing students about the same.



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li Message Writing Solved Examples

1. Read the following conversation carefully:

Akshita : Hello! is it 98629500XX?

Raina : Yes, please. Who's it there?

Akshita : I'm Akshita, a friend of Nisha. Where is she?

Raina : Oh! Sorry. Actually she has forgotten her mobile here. She has gone to the market.

Can I help you, please

Akshita : Oh, sure. In fact, I wanted to convey her that today's music classes shall be suspended because the teacher is not well. Instead it will be held tomorTOW. Could you please pass this message to her?

Rama: Oh! Sure. Why not.

Akshita : Thank you.

Raina :It's my pleasure.

As Raina is going to her tuition she needs to reproduce the message for Nisha. Write the message on her behalf with every detail.



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2. You are Muskan. Your father is on tour. Today morning he called upon your mother. As your mother was not at home, you received the call and had the following conversation with him:

Father :Hello! Who is speaking?

Yourself : Muskan here.

Father Well Muskan, I am now in Bengaluru.

Where is your Mom?

Yourself: Papa, she has gone to the market and will be back in an hour. Have you any message for her?

Father : Oh, yes! Please tell her that my meeting may prolong for two more days. In that case I may be back on the 12th. Otherwise I'll return as per scheduled programme. After coming back we will go to Manali. So be ready for that. Father

Yourself: Thank you Papa. I'll convey it to Mom.

As you are leaving for your dance class, leave a message for your mother in not more than 50 words.



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3. As receptionist at a hotel you had the following conversation with Mis xeha Dixit, the HR Manager of a publishing House:

Neha Dixit: Hello! Is it Hotel Pearl Regency, Rajouri Garden, New Delhi?

Receptionist: Yes, it is. What can I do for you? I

am Receptionist here.

Neha Dixit Hi, this is Neha, HR Manager from Glorious Publishers Ltd, Delhi. So, I just wanted to know that we have planned to organise a two day conference at Rajouri Garden. Do you have any Conference Hall?

Receptionist: Of course, Ma'am, we have.

Neha Dixit Could you please E-mail or FAX me your tariff ASAP so that we can discuss and finalise it sooner.

Receptionist: Oh, sure Ma'am. Please tell me your E-mail ID or FAX No.

Neha Dixit My E-mail ID is

hr@gloriouspublishers.in, and my FAX No. is
011- 40211XXX.

Receptionist: OKMa'am, I'll do it ASAP. It would
be our pleasure to serve your company

Neha Dixit That's OK. ,

As your shift is over now leave a message for
the Manager for the follow-up action in not
more than 50 words.



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4. You are Ankit. Today you had the following conversation with Nikhil, a friend of your elder brother:

Nikhil Hello! Is it 976259XXXX?

Ankit : Yes. This is Ankit speaking. What can I do for you?

Nikhil : Well, Ankit! I'm Nikhil, you know your brother's friend.

Ankit : Oh, I see. Well, brother is not here now. So how can I help you?

Nikhil : Could you please convey him to bring my practical book today in school as I need it

in class today.

Ankit Of course, I will do that.

As you are leaving for your school, write a message for your brother in about 50 words.



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iii Bio Sketch Solved Examples

1. Given below is a profile of Mr. Saran, the school gardener. Write a short bio-sketch of Mr. Saran with the help of the clues given

below:

Mr. Saran

Age: around 55 years

Height/weight: six feet, solid built

Family: large, six children, four boys and two girls

Education: high school

His likes and dislikes plants, nursery, manure, organic

Why is he popular/unpopular: believes children are like young saplings.



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2. Using the information given, write a biographical sketch of Dr. Rajendra Prasad, the first President of India in about 80 words.

Born: 1884, Bihar

Died: 1963

Education: Masters in Law in 1915

Did teaching: Greatly influenced by Gandhiji:
joined the freedom struggle

Achievements: First President of independent India in 1950, President of Congress in 1934 and 1939, served as a cabinet minister in the

first government of the Indian republic.

Awards: Bharat Ratna in 1962



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3. Recently your school organised the Sports Day. The chief guest for this event was Kiran Bedi. Write her biographical sketch with the help of the hints given below:

Born: 1949, Amritsar

Education: Post graduate from Punjab University, LLB from Delhi University

Achievement: First woman IPS officer, brought reforms in Tihar Jail, established two organisations for underprivileged

Awards: President's Gallantry Award, Magsaysay Award



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4. Using the information given, write a biographical sketch of Sarojini Naidu in about 80 words.

Born: 1879

Died: 1949

Achievements: Topped the matriculation examination at Madras University, wrote poems in English, First Indian woman to become the President of Indian National Congress, first woman to become the governor of a state, known as the Nightingale of India



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5. Nitish is a tour guide. He has to apply for a job of tourist guide. Write his biographical sketch with the help of the hints given below:

Age: 30 years .

Graduate in arts with majors in History Good knowledge of the monuments in Jaipur

Provides information to tourists, comprehensive knowledge of local history

Converses in a polite manner

Enjoys his work

Languages known: Hindi and English



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6. Using the information given, write a biographical sketch of Ms. Shalini Mittal, an English teacher, in about 80 words.

Age: 40 years

Family: married, one daughter

Education: M.A. in English, B.Ed. from IGNOU .

Teaches in a senior secondary school in New Delhi, has seventeen years of experience in teaching

Pleasing personality, friendly, motivates the students for reading, well prepared, uses

teaching aids

Likes reading and listening to music



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Iv Process Writing Solved Examples

1. Given below are sets of instructions for making different things. Read the instructions and then write the process of making the things in the form of paragraphs.

(i) How to make banana shake .

Take six bananas

Crush them into pulp.

Boil half litre of milk.

Add banana pulp

and sugar.

Stir for two minutes.

Remove from heat.

Cool it for few minutes.

Mix well in a

blender.



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2. Given below are sets of instructions for making different things. Read the instructions and then write the process of making the

things in the form of paragraphs.

How to make chapattis

Take half a pound of coarse flour.

Form soft dough using cold water.

Cover the dough and leave it for an hour.

Knead the dough and divide into balls. .

Roll each ball to make a flat cake. Heat griddle on slow fire.

Place chapatti on griddle.

Turn occasionally until slightly brown.



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3. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct option to report what is done by you.

Take one cup of milk.

- A. One cup of milk is heated.
- B. One cup of milk is taken.
- C. One cup of milk has to be taken.
- D. One cup of milk should be taken.

Answer:





4. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct option to report what is done by you.

Pour it into the kettle and keep it on the gas stove to boil.

A. It is poured into the kettle and kept on the gas stove for boiling

B. It is poured into the kettle and kept on the gas stove to be boiled.

C. It is poured into the kettle and kept on the gas stove to boiling.

D. It is poured into the kettle and kept on the gas stove for being boiled.

Answer:



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5. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct option to report what is done by you.

Take one empty cup.

- A. One empty cup was taken
- B. One empty cup should be taken.
- C. One empty cup has to be taken.
- D. One empty cup is taken.

Answer:



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6. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct option to report what is done by you.

... and put one teaspoonful instant coffee powder into it.

A. and one teaspoonful instant coffee powder has to be put into it

B. and one teaspoonful instant coffee powder should be put into it

C. and one teaspoonful instant coffee powder must be put into it

D. and one teaspoonful instant coffee powder is put into it

Answer:



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7. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct option to report what is done by you.

Then, add the required quantity of sugar to it.

A. Then, the required quantity of sugar has to be added.

B. Then, the required quantity of sugar is added to it.

C. Then, the required quantity of sugar must be added.

D. Then, the required quantity of sugar should be added.

Answer:



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8. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct

option to report what is done by you.

When the milk starts boiling, pour it into the cup containing sugar and coffee powder.

A. When the milk starts boiling, it will be poured into the cup containing sugar and coffee powder.

B. When the milk starts boiling, it must be poured into the cup containing sugar and coffee powder.

C. Then, the required quantity of sugar must be added.

D. Then, the required quantity of sugar should be added.

Answer:



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9. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct

option to report what is done by you.

After doing so stir the coffee..

- A. After doing so the coffee can be stirred.
- B. After doing so the coffee will be stirred.
- C. After doing so the coffee must be stirred.
- D. After doing so the coffee is stirred.

Answer:



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10. Below you can see a set of instructions for making a cup of coffee. Imagine that you have to follow this procedure. Choose the correct option to report what is done by you.

..... and serve it hot.

A. d it should be served.

B. and it can be served.

C. and it is served.

D. and it must not be served.

Answer:



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