**Kendriya Vidyalaya No.2 Faridabad**

Summer Vacation Home work 2023-24

Sub: Geography (029)

Class – XII D

All students are instructed to follow the given points as Summer Vacation Home work 2023-24 in Geography subject.

**Map Points (On the outline world Political map)**

1. Mark and lebel ten most Populous Countries of the world.

2. Mark and lebel the following

(a)- Major Areas of Subsistence gathering

(b) Major areas of Nomadic herding

© Major areas Commercial livestock Rearing

(d) Extensive commercial grain farming

(e) Mixed farming of the world.

**India outline Political Map**

1. A state with highest population density.

2. State with Lowest Population density.

3. Leading producing states of the following crops.

(a) Rice (b) Wheat © Cotton (d) Jute

(e) sugarcane (f) Tea and (g) Coffee

**Assignments and Projects**

1. Write a short Note on Programme Beti -Bachao Beti -Padhao.

2. Interview a lady vegetable vendor, Cobbler and a sweeper in the community and note how their opportunities were limited because

of gender, caste and income.

3. Describe on the life of a Nomadic herder.

4. Prepare list of factory made goods you use in your daily life and categorize them as biodegradable and Non-biodegradable.

5. List of ten global brands, their logos and Products

6. Visit a local industry and Prepare a report on your observations regarding raw material used, finished Products Production Process, labour inputs, Environmental impact and Social responsibility.

7. Prepare a sketch, Poster, Poem, or write-up about the Environmental conditions surrounding an Industry.

8. Represent the geographical conditions required for the growth of different crops in a tabular form and compare them.

***Best wishes for Summer vacation 2023***

Thanks

**P R SAINI**

**PGT-Geography**

**ग्रीष्मकालीन अवकाश हेतु गृहकार्य**

**सत्र(2023-24)**

**दिनांक 03.05.23**

**विषय हिन्दी**

**कक्षा (12- ब,स,द)**

**अनुच्छेद लेखन**

**शब्द सीमा-(150शब्द)**

**1 मीडिया का बदलता स्वरूप।**

**2.विकसित होता भारत। 3.बदलते सामाजिक रीति रिवाज़।**

**(शांति जोशाल)**

**पी.जी.टी (हिंदी)**

**SUMMER HOLIDAY HOMEWORK**

**CLASS : 12TH ECONOMICS**

1.Diffrentiate between the following concept with suitable example (a)microeconomics and

macroeconomics

(b) Stock and Flow

© Nominal flow & Real flow

(d) Final goods & Intermediate goods

(e) Factor income & Transfer income

(f)Factor price & Market Price

(G)Gross investment & net investment

(H) National income at current price & NI at constant price

(2)What do you mean by CIRCULAR FLOW OF INCOME? Explain its different phases in detail?

(3)Differentiate between National income and Domestic income?

(4) write the steps of value added method and its precautions.

(5) What do you understand by problem of double counting ? how can you avoid it.

(6). Explain the components of income method to calculate national income? What do you understand by mixed income of self employed?

12. Explain the components of final expenditure. How the national income calculatef

14. Solve 10-10 Numerical Questions of value added method, Income method and Expenditure method?

16. Write about GDP Deflator (or price index )with formulae?

17. Write short notes on GDP & it's limitations with regard to welfare.

18. ( Indian Economic Development) Read the Chapter 1 & 2 of IED and attempt the following questions-

(1)What was the focus of the economic policies pursued by the collonial government in India? What were the impacts of these policies?

(2)What were the main causes of India's agricultural stagnation during the colonial period?

(3)What was the two fold motive behind the systematic de- industrialisation effected by the British in pre- independent India?

(4,)What do you understand by the drain of wealth during the colonial period?

(5)Were there any positive contribution made by the British in India ? Write in points.

(6)write about the Goals of five years plan?

(7)What is Green Revolution? Why was it implemented & how did it benefit the farmers.

(8) Explain growth with equity as a planning objective.

(9) Why was it necessary for a developing country like India to follow self reliance as a planning objective?

(10) Explain how import substitute can protect domestic industry.

Students are hereby informed to attempt the above questions in their Home work Notebook. And must start working on the project prescribed in the curriculum 23-24.Your project work reflects your interest in the subject which is related to current data available in the Newspaper & journal.The topics therefore must be selected very carefully .

During Summer Break ,Try to do SWOT analysis of yourself .And work on threngthing of your weakness ,proper usage of the opportunities & threats .

Best of luck

PROJECT WORK CLASS - XII (2020-21)

INTRODUCTION

History is one of the most important disciplines in school education. It is the study of the past, which helps us to understand our present and shape our future. It promotes the acquisition and understanding of historical knowledge in breath and in depth across cultures. The course of history in senior secondary classes is to enable students to know that history is a critical discipline, a process of enquiry, a way of knowing about the past rather than just a collection of facts. The syllabus helps them to understand the process, through which a historian collects, chooses, scrutinizes and assembles different types of evidences to write history. The syllabus in class-XI is organized around some major themes in world history. In class XII the focus shifts to a detailed study of some themes in ancient, medieval and modern Indian history. CBSE has decided to introduce project work in history for classes XI and XII in 2013-14 as a part of regular studies in classroom, as project work gives students an opportunity to develop higher cognitive skills. It takes students to a life beyond text books and provides them a platform to refer materials, gather information, analyze it further to obtain relevant information and decide what matter to keep and hence understand how history is constructed.

OBJECTIVES Project work will help students:

• To develop skill to gather data from a variety of sources, investigate diverse viewpoints and arrive at logical deductions.

• To develop skill to comprehend, analyze, interpret, evaluate historical evidence and understand the limitation of historical evidence.

• To develop 21st century managerial skills of co-ordination, self-direction and time management.

• To learn to work on diverse cultures, races, religions and lifestyles.

• To learn through constructivism-a theory based on observation and scientific study.

• To inculcate a spirit of inquiry and research.

• To communicate data in the most appropriate form using a variety of techniques.

• To provide greater opportunity for interaction and exploration. • To understand contemporary issues in context to our past.

• To develop a global perspective and an international outlook.

• To grow into caring, sensitive individuals capable of making informed, intelligent and independent choices. •

To develop lasting interest in history discipline.

ASSESSMENT Allocation of Marks (20)

The marks will be allocated under the following heads:

1 Project Synopsis 2 Marks

2 Data/Statistical analysis/Map work 3 Marks

3 Visual/overall presentation 5 Marks

4 Analysis/explanation and interpretation 5 Marks

5 Bibliography 1 Mark

6 Viva 4 Marks

Total 20 Marks

Note: The project reports are to be preserved by the school till the final results are declared, for scrutiny by CBSE.

FEW SUGGESTIVE TOPICS FOR PROJECTS

1. The mysteries behind the mound of dead –Mohenjo-Daro

2. An In-depth study to understand Spiritual Archaeology in the Sub-Continent

3. Buddha’s Path to Enlightenment

4. Insight and Reflection of Bernier’s notions of The Mughal Empire

5. An exploratory study to know the women who created history

6. “Mahatma Gandhi” – A legendary soul

7. To reconstruct the History of Vijayanagar through the Archaeology of Hampi

8. The emerald city of Colonial Era –BOMBAY

9. Vision of unity behind the first war of Independence

10.Divine Apostle of Guru Nanak Dev

11.Help, Humanity and Sacrifices during Partition

12.Glimpses inside Mughals Imperials Household

13.The process behind the framing of the Indian Constitution

14.The ‘Brahm Nirupam’ of Kabir – A journey to Ultimate Reality

This Project work complete in Summer Holidays.

2. Solve Monthly test paper in your fair Notebook.

3. Map Work ( Chapter 1 And 2)

HOLIDAYS’HOMEWORK-2023

CLASS: XII SECTIONS: A,B,C,D

GENERAL INSTRUCTIONS:

1. This HHW is prescribed for Internal Assessment of Final Examination -2024 which carries 20 marks.
2. Arrange a separate file for this HHW.
3. You will be awarded marks (out of 20) on the basis of this file work.
4. This is the first phase of Homework.
5. Second & third phase of Homework will continue during Autumn Break & Winter break respectively.
6. All questions are compulsory.

PART-1

Reading Comprehension CBSE Class 12 Passages, Exercises, Worksheets

Read , understand and paste the guidelines and reading passages in your notebook and answer the questions of each passage.

1. Step 1: Skim once as rapidly as possible to determine the main idea before you look at the questions. Do not worry about words you do not know at this stage.  
   Step 2: Underline the words that you do not understand to facilitate a complete understanding of the passage. This will enable you to solve the vocabulary questions quicker.  
   Step 3: Look through the words carefully. You are advised to maintain the order in which the questions appear in the test paper. Read intensively the portion relevant to the answer.  
   Step 4; Concentrate on the vocabulary items and puzzle out from the context the meanings of those words you do not know.
2. ♦ Ideas To Follow While Skimming
3. Read the title of the passage/ poem very carefully, if given. Determine what clues it gives you about the passage/poem.
4. Watch for keywords like causes, results, effects etc. Do not overlook signal words such as those suggesting controversy (e.g., versus, pros and cons), which indicate that the author is intending to present both sides of an argument.
5. Concentrate on the main ideas and ignore details. Most passages require at least two readings. Before writing the answer, check the questions again to be sure you have understood them.
6. ♦ Guidelines To Attempt Comprehension Passage
7. First of all, read the passage quickly study the questions given at the end of your passage.
8. Start your second reading of the passage. This reading should be thorough. Underline key sentences or words related to the given questions.
9. An alternate method could be to go through the questions first, which gives a rough idea about the content or subject of the passage. It becomes easier to underline the keywords while going through the passage and will help to reach the answers faster.
10. While answering the questions, try not to give vague or general answers; be specific; sometimes students use one general description when four or five points have to be made. Avoid general answers.
11. Write in short, simple sentences unless required to do otherwise.
12. Do not repeat yourself. This is a waste of time. Avoid using slang. Do not use vague words when a precise one will do.
13. Make sure that you use your own words as far as possible. This means that you must summarise and’ interpret information; never copy whole ‘chunks’ from the passage.
14. When answering factual questions, i.e., questions that involve words like ‘what7, ‘when’, ‘how’ and ‘why’, do not include information not given in the passage. While answering the ‘why’ question, you may begin your answer with ‘This is because of a similar phrase.
15. While answering vocabulary questions, determine the part of speech of the word. Your answer should have the same part of speech.

**1. Read the passage given below. 1O**

The effects of plastic bags on the environment are really quite devastating. While there are many objections to the banning of plastic bags based solely on their convenience, the damage to the environment needs to be assessed to.

There is no way to strictly limit the effects of plastic bags on the environment because there is no disposal method, that will really help to eliminate the problem. While reusing them is the first step, most people don’t do that. These bags are not durable enough to survive numerous trips to the store. The best a citizen can do is to reuse them.

The biggest problem with this is that once they have been soiled they end up in the trash, which then ends up in the landfill or is burned. Either of these solutions is not good for the environment. Burning emits toxic gases that harm the atmosphere and increase the level of VOCs in the air while landfills hold them indefinitely as a part of the plastic waste problem throughout the globe.

One of the greatest problems is that an estimated 300 million plastic bags end up in the Atlantic Ocean alone. These bags are very dangerous for the sea life, especially for those of the mammal variety. Any hunting mammal can easily mistake the size, shape and texture of the plastic bag for a meal and find its airway cut off. Needless deaths from plastic bags are increasing every year.

The environmental balance of the waterways is being thrown off by the rate of plastic bags finding their way into the mouths and intestinal tracts of sea mammals. As one species begins to die off at an abnormal rate, every other living organism in the waterways is also impacted.

The indefinite period of time that it takes for the average plastic bag to break down can be literally hundreds of years. Every bag that ends up in the woodlands of the country threatens the natural progression of wildlife. Because the breakdown rate is so slow the chances that the bag will harmlessly go away are extremely slim. Throughout the world plastic bags are responsible for the suffocation deaths of woodland animals as well as for inhibiting soil nutrients. The land litter that is made up of plastic bags has the potential to kill over and over again. It has been estimated that one bag has the potential to unintentionally kill one animal every three months due to unintentional digestion or inhalation.

While it’s a noble thought to place the plastic bags in the recycling bin every week, studies have proven that there are very few recycling plants that actually recycle them. Most municipalities either burn them or send them off to the landfill after sorting. This is because it can be expensive to recycle this type of plastic. It doesn’t melt down easily and is often not fit to be reused in its original form.

The premise of recycling these bags is nice. Yet funding for the upgrading of the recycling units just has not happened and thus less than 1% of all bags are sent to recycling plants worldwide. Most are left to become a pollution problem in one way or another.

There are always alternatives to plastic bags and the search for better and more alternatives continues. Paper bags are a possible option, but they also take their toll on the environment. The use of trees to increase the production of paper products will also have a negative environmental effect.

Reusable plastic bags are being introduced to regions that want to outlaw the plastic bags altogether. These are stronger and more durable and can be used for three to five trips to the store. Of course, the reusable cloth bag is fast becoming a favourite among the environmental supporters. While so far no bag is without its issues, these are the bags that are currently recommended for use to help protect environmental concerns.

**Q. On the basis of your understanding of the above passage, answer ANY TEN questions from the eleven given below.**

**1.People object to the banning of plastic bags because they are:**

* 1. durable.
  2. convenient.
  3. easily disposable.
  4. useful.

1. **The environmental balance of the waterways is being thrown off because:**
   1. the amount of plastic bags is decreasing the water level.
   2. the breaking rate of these bags is slow.
   3. many species of sea mammals are dying.
   4. there are 300 million plastic bags lying in Atlantic Ocean.
2. **What do most municipalities do to the plastic bags?**
   1. Send them off to the landfill.
   2. Recycle them.
   3. Clean and send them for reuse.
   4. Leave them undestroyed.
3. **The best option to replace plastic bags is:**
   1. paper bags.
   2. reusable plastic bags.
   3. cloth bags.
   4. all of the above.
4. **What is the first step to solve the problem of plastic waste?**
   1. Reuse
   2. Replace
   3. Recycle
   4. All of these
5. **Why are the Paper bags not good alternative of plastic bags?**
   1. They are durable.
   2. They can not be recycled.
   3. Trees are cut to make them.
   4. They are reusable.

**Q. Answer the questions briefly:**

**7. Why do the people oppose the banning of plastic?**

**8. Why is it not good to burn the plastic?**

**9. How are mammals affected by plastic bags?**

**Find words from the passage which mean the same as the following:**

**10.Choking** (para 6)

**11.Costly** (para 7)

**2.Read the passage given below. 10**

Many of the underdeveloped countries will promote the growth of their economies in one way or the other, no matter whether they receive substantial outside aid in the process or not. The character of that development, however, is likely to be strongly influenced by the types of and amounts of aid available. The outcome is much more likely to be favourable, from the standpoint of the objectives for successful development set up previously, if there is substantial international aid than if there is not.  
By substantial aid I mean not only large amounts of technical assistance but also of capital. Initially, the capacity of an underdeveloped country to use capital productively may be surprisingly small, limited by lack of organisation, trained personnel and other social obstacles. At this stage technical assistance is the main need from outside, with comparatively small amounts of capital, much of which may have to be in the form of grants for non-self liquidating projects, in education, health, access to roads in rural areas, and the like, if, at this stage, substantial capital is available from outside to supplement what can be formed internally (and to simulate internal capital formation, for it does that too) the rate of economic growth can be consistently increased, and the strains and frustrations and political risks of the development are likely to be considerably less.

It is possible for underdeveloped economies to modernise themselves with very little capital from outside. Japan imports of capital were small though some of it came at crucial times. The contribution of foreign direct investments to the advancement of technical know-how also was greater than would be indicated merely by the size of the investment. The Soviet Union industrialised its economy with practically no aid from foreign investment capital except for the foreign owned installations confiscated after the revolution, though it imported machinery in the early days on short term or immediate term credits and hired services of foreign experts.  
Both Japan and Russia achieved their development in an authoritarian political and social framework. The outcome in both cases from standpoint of the peace in the world and democratic ideals, was highly unfavourable.  
In the absence of outside aid, the only way to accumulate capital, is to increase production without taking much of the benefit in more consumption or even while pushing consumption standards down. Where the people are already near the subsistence level this may mean extreme hardship. Somehow the people must be motivated to change their accustomed ways quickly, to work hard and to forgo present consumption so that capital investment can be made.

**Q. On the basis of your understanding of the above passage, answer ANY TEN questions from the eleven given below.**

**A**

**1. The passage says that** …………………….

1. without foreign aid no underdeveloped country can grow.
2. underdeveloped country must refrain from taking foreign aid.
3. the economies of the underdeveloped countries are more likely to grow faster with substantial foreign aid than without.
4. underdeveloped countries are economically backward because their governments have not got their priorities right.

**2. Substantial aid in this context means** …………………….

1. technical assistance in the form of trained personnel.
2. capital in the form of bank loans and overdrafts.
3. large amounts of technical assistance and capital.
4. a cheap and plentiful supply of labour.

**3.Which of the following points or statements did the writer actually make?**

1. Japan and Russia achieved their development in a democratic framework.
2. Japan and Russia achieved their development in an authoritarian political and social framework.
3. Japan and Russia would have developed faster if they had relied on democratic methods.
4. Japan and Russia are still among the underdeveloped countries of the world.

**4. Accumulation of capital without getting outside and may mean**

1. extreme hardship
2. more investment
3. high living standard
4. low living standard

**B.Answer the following questions briefly:**

**5.** How does the availability of substantial capital help?  
**6.** How caSSn a nation accumulate capital if it does not get outside aid?  
**7.** How did Japan and Russia become developed?  
**8.** What problems does an underdeveloped country face?  
**9.** What should an underdeveloped nation do to minimize risk?  
**C.Find words in the passage similar in meaning as:**

**10.** plenty of  
**11.** Assistance

PART-2 WRITING SKILLS

Read, understand and write the guidelines of each topic of CREATIVE WRITING SKILLS and write the answers of both solved and unsolved exercises.

NOTICE WRITING (5MARKS) WORD LIMIT: 50 WORDS

A notice is written/printed information that can be in the form of an official statement of public importance or an advance warning. It can also be used for giving information to a of people or people at large. Notices are displayed publically on the notice board of an organization.

FORMAT- 1 MARK ( name of issuing authority, the word NOTICE in capital letter, date of issue, heading( subject) ,writer’s name and signature with designation)

CONTENT- 2 MARKS ( what-event/activity, when-date and time, where-venue, how-follow up details, who- paticipants,organisers)

ORGANISATION OF IDEAS-1 MARK ( ideas are to be presented in an organized and systematic manner, coherence and relevance of ideas)

EXPRESSION AND GRAMMATICAL ACCURACY- 1 MARK (Appropriate words and spellings)

Important Points to Remember

* The purpose of the notice should be informed.
* It should have a heading.
* It should be brief and precise.
* It should give all the required information in simple and formal language.
* The name of the issuing authority/institution, and writer’s name with designation should be mentioned.
* It should be written in the third person.
* It should have a date. Generally date is mentioned below the NOTICE.
* It should look attractive. It must be placed in a box.

Don’t exceed the word limit (i.e. up to 50 words).

SOLVED EXAMPLE-

**Q.1.** You are Vikram/Vineeta, the Sports Secretary of Jawaharnagar Public School, Varanasi. Draft a notice inviting students to give their names for various events to be organized on the Annual Sports Day of your school.

|  |
| --- |
| **JAWAHARNAGAR PUBLIC SCHOOL, VARANASI**  **NOTICE**  20 November 2022  **ANNUAL SPORTS DAY**  Students are invited to submit their names for participating in any five of the following sports activities, for the Annual Sports Day to be held on 15th December.   1. Races : 100M, 200M, 400M, 800M, 1600M, 10,000M 2. Jumps : High Jump, Long Jump, Hop and Pole Vault 3. Throws : Shot-put, Discus, Javelin and Hammer Throw   Names should reach the undersigned latest by 1st December.  Vikram/Vineeta  Sports Secretary |

**05** Your school is holding a summer camp for training students in Hockey and Basketball. Write a notice for the school notice board of Anand Prakash Vidyalaya, Allahabad. You are the Sports Secretary of the school.

|  |
| --- |
| **ANAND PRAKASH VIDYALAYA, ALLAHABAD**  **NOTICE**  15 April 2022  **SPORTS\_SUMMER CAMP**  Sports lovers will be pleased to know that our school is organizing a summer camp for training students in Hockey and Basketball.  Duration : 10 days – 15 May to 30 May  Time : 8 to 10 a.m. and 5 p.m. to 7 p.m.  Venue : Jawahar Lal Nehru Stadium  Eligibility : Students of IX to XII only.  Those interested in taking benefit of the facility should give their names to the undersigned latest by 30 April 2022.  Hrishit Pandey  Sports Secretary |

QUESTIONS FOR PRACTICE

1. An International Book Fair is being held at Pragati Maidan, New Delhi from 7th to 14th November 2022. As Librarian, Goodwill Public School, Maurice Nagar,Delhi, write a notice informing the students about the fair. Give all other necessary details.
2. As the Administrative Officer of Diamond Gym, draft a notice informing the members of increase in membership fee with effect from 1st November,2022 and the change in the timings. Invent necessary details.You are Vishnu/Vaishanavi.
3. You are the Secretary of your school Literary Association. Write a notice for your school notice board, giving details of the inauguration of the Literary Association of your school. You are Sugam/Sonia of Jain Vidyashram, Cuddalore.

**INVITATIONS AND REPLIES**

We hold many social functions such as celebrations of birthday, engagement, wedding, anniversaries,appointment, promotion etc. Invitation form an important part of social dealings.Invitations can be both formal as well as informal.Formal invitation can be of two types:

1. Printed invitation cards inviting guests to be present on a particular occasion such as annual day or marriage.Such invitations do not include the name of the addressee.
2. Formal typed letter addressed to a VIP invited to preside over a social,cultural and educational function.IN such invitations to VIPs the name of the addressee appears prominently.Formal invitations are polite and courteous.

Informal invitations generally take the form of personal letters. We use these to invite our friends and relatives. An informal invitation is relaxed and friendly.

1. **FORMAL INVITATION ( 5 MARKS : FORMAT-1 MARK, CONTENT-2 MARKS, ORGANIZATION OF IDEAS-1 MARK, ACCURACY OF SPELLING AND GRAMMAR-1 MARK)**

**MAIN CHARACTERISTICS:**

1. A formal invitation is normally a single sentence presentation in third person.
2. Formal invitations are generally printed invitation cards. We use them to invite guests on some auspicious occasion like birthdays, weddings, inauguration of shops, houses, etc.
3. The invitation answers the questions who, whom, when, what time and for what, i.e.,

* The occasion
* Name(s) of the invitee
* Name(s) of the host
* Date, time and venue

1. The other details include name, designation and address of the organizer, sponsor or host or the name(s) of the chief guest or special invitees, in case of an official invitation.
2. Printed formal invitation don’t include the name of the addressee.
3. Invitation to VIP to preside over a function do carry the name of VIP prominently.
4. Length as per CBSE guidelines is limited to 50 words.

**01 You are a student of Sacred Heart Convent School, New Delhi. The school is holding its Annual Function at 5:00 p.m. on 5 September, 2021. The Education Minister of the state has consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees.**

**Formal Invitation**

|  |
| --- |
| **The Principal, Staff and Students**  ***Of***  **Sacred Heart Convent School, New Delhi**  Request the pleasure of your company on the occasion  ***Of***  **THE ANNUAL FUNCTION**  ***Tarang***  At 5:00 p.m. on 5 September, 2021  *In*  **The School Auditorium**  **SH. MANISH SISODIA**  Education Minister, New Delhi  Has kindly consented to be the chief guest and give away the prizes  *R.S.V.P.*  Principal  Sacred Heart Convent School  New Delhi  **Instructions**   1. The card admits two persons only. 2. Please be seated by 5:30 p.m. 3. The use of mobile phones and cameras is prohibited. |

**02 You are Dhruv/Deepa. Your father Shri D.K. Garg of Gurugram wants you to draft an invitation to be sent to friends and relatives on the occasion of your elder sister’s marriage . Prepare the invitation giving necessary details.**

**Formal Invitation**

|  |
| --- |
| Mr. and Mrs. M.N. Garg  Solicit your gracious presence on the auspicious occasion  Of the marriage of their grand daughter  **PRIYA**  (Daughter of Mrs. Geeta and Mr. D.K. Garg)  *With*  **SHAKTI**  (Son of Mrs. Babita and Mr. S.K. Aggarwal)  *On*  **27 June 2021**  **At 8:00 p.m.**  *at*  **Red Carpet, Party Lawn, Sector-10, Gurugram**  *R.S.V.P.*  D.K. Garg*With best compliments from:*  B-36, Sector-10, Gurugram Ph.:9868896898 D.K. Garg and All Relatives |

**FORMAL REPLIES- Acceptance/Refusal**

**Important Points to Remember**

* Acknowledge the invitation-Expression of gratitude for the invite (Could include an appreciation of the initiative)
* Be brief and specific
* Use third person
* Not to be signed at the end
* When accepting the invitation, confirm about relevant details such as date, time, etc. Venue need not be confirmed.
* If declining the invitation, give reason(s) for declining the invitation. Also convey your best wishes for the function.
* Give date and address at top-left hand corner.

**01 Formal Reply-**

**Acceptance**

**You are Mr. A.K. Gupta of 7 Park Avenue, Delhi. Draft a reply accepting an invitation to attend a house Sharma.**

|  |
| --- |
| 9 January 2021  7, Park Avenue  Delhi  Mr. and Mrs. A.K. Gupta express their kind gratitude to Mr. and Mrs. S.K. Sharma for their cordial invitation on the house warming party on 17 January 2021 at 11 a.m., which they are delighted to accept. It is their great pleasure to attend the function. |

**02 Formal Reply-**

**Refusal**

**You are Mr. A.N. Jain of C-9/270, Yamuna Vihar, Delhi. Draft a reply expressing inability to attend a birthday party hosted by your colleague, Mr. S.K. Jain.**

|  |
| --- |
| 12 June 2021  C-9/270, Yamuna Vihar,  Delhi  Mr. and Mrs. A.N. Jain express their gratitude to Mrs. and Mr. S.K. Jain for thir cordial invitation on the birthday party of their daughter, Shreya but regret their inability to accept the same due to some urgent and unavoidable assignment abroad. They congratulate and convey their heartiest wishes to Shreya for her all future endeavours. |

**INFORMAL INVITATIONS**

**Important Points to Remember**

* **It is written in the first person (I/We/You). Avoid using ‘He’, ‘She’ and ‘They’.**
* **The sender’s address is written as usual but the subject and receiver’s address are not mentioned.**
* **1**
* **The complimentary close is ‘Yours sincerely’.**
* **Write in warm and personalized style. (informal invitation has letter-type format)**
* **The vocabulary is less formal.**
* **Avoid writing unnecessary details.**
* **It is not put in a box.**

**EXAMPLE**

**01 Your parents have completed 25 years of happy married life. Invite your aunt, living in Hyderabad, to join you in the Silver Jubilee celebration of their marriage at your residence.**

245 Rose Garden

Mangalore

25 October, 2022

Respected Aunt

My parents Sh. R.S. Swaminathan and Smt. Parvathi Devi will be completing 25 years of their happy, prosperous and eventful married life next month. We are going to celebrate the Silver Jubilee of their married life on 5th November, 2022. It will be a simple ceremony. Only family members and close friends are invited.

Do join us on this auspicious day.

Yours sincerely

S.R. Parthasarthy

**INFORMAL REPLIES—ACCEPTANCE/ REFUSAL**

**Important Points to Remember**

* **The format of an informal reply is also informal, like the invitation( i.e. letter-type format)**
* **The reply is written in first person.**
* **Acknowledge the invitation—expression of gratitude for the invite.**
* **Be brief and specific.**
* **When accepting the invitation, confirm about relevant details such as date, time, etc. Venue need not be confirmed.**
* **If declining the invitation, give reason(s) .Also convey your best wishes for the function.**
* **Make use of warm and simple language.**

**EXAMPLE:**

**01 You are Aakash/Varsha. You have been invited to attend the wedding of your friend’s sister during summer vacation. Respond to the invitation, regretting your inability to attend it.**

205, Vasant Kunj

New Delhi

4 November, 2022

Dear Neha

Thank you for your cordial invitation on the occasion of your sister’s wedding. I, however, regret my inability to be with you on this happy occasion as we shall be leaving for Shimla for summer holidays on 14 November, 2022. Please excuse my absence. Do convey my regards and best wishes to the couple.

Yours sincerely

Varsha/Aakasah

**QUESTIONS FOR PRACTICE**

**INVITATIONS**

**1. Send a formal invitation to Sh. K.B. Vaid ,noted novelist and educationist, to speak on ‘The Importance of Devotion, Dedication and Discipline’ in morning assembly of your school.**

**2. You are going on a picnic at Surajkund with a group of your classmates. Send an informal invitation to your close friend Vipin to join you.**

**3. You are Vijay Ahuja, proprietor of KIDS PLANET, a showroom of children’s goods. Draft a formal printed invitation of inauguration of showroom to be sent to your patrons, friends and relatives. Give details such as date, time and venue.**

**4. On behalf of Mr. and Mrs. V. K. Mehra, draft a printed invitation card for the marriage of their daughter Shikha with Mayank ( s/o Mr. and Mrs. L. K. Dhingra of Faridabad).Give other details such as date, time, venue.**

**5. You are Shirish. You have been selected as pilot officer in IAF. You want to celebrate the occasion by hosting a grand party to your selected friends. Send an informal invitation to your friends.**

**REPLIES**

1. **You have received an invitation to preside over the annual function of Goodwill Public School, Noida. But due to some urgent prior engagement, you have to decline the invitation. Send a formal letter of reply. You are M. Mohan, secretary, M.D.B. International School, Delhi.**
2. **Write an informal reply to your pen-friend in U.K. assuring her of all help and guidance during her planned forthcoming visit to India.**
3. **You are Rahul/ Neha. You have been invited by the Three Arts Club of your locality to give a dance performance on the occasion of its Silver Jubilee Celebrations. Respond to the invitation.**

REPORT WRITNG & ARTICLE WRITING:

**What is a report?**

**A report is a written composition or a prepared talk on a particular topic. It is a vivid expression of a personal experience on account of somethingheard,seen,done, studied etc.meant to be published or broadcasted.**

**Some points to remember while writing a report:**

* **Be factual and do not add any information on your own**
* **Write in indirect speech and preferably in passive voice**
* **Write in third person and avoid using pronouns like I, me, or you**
* **Avoid imposing your personal opinions and do not make any conclusions.**
* **Answer the questions to ‘when’, ‘where’, ‘why’, ‘what’, ‘who’ and ‘how’.**

**Format of Report**

**1. Headline**

**2. By-line (Name of the reporter)**

**3. Opening paragraph**

**4. Details (Next two paragraphs)**

**5. Conclusive statements (It caneither be a summary of the whole situation, a conclusion, condemnation, appeal, or warning)**

**Marking Scheme**

**Format 1 mark**

**Headline, by-line, date, and place**

**Content 2 Marks**

**What, when, where, who, howthe incident happened.**

**Expression 2 Marks**

**Logical and relevant detailswithout grammatical or spelling errors.**

**FIVE REPORTS WITH ANSWERS:**

**Question:1**

**5June has been recognised as World Environment Day. Your school conducted various activities to commemorate the day. Write a report about it in about 120-150 words for your school magazine. You are Karuna/Karan. 5 marks**

**Answer:**

**WORLD ENVIRONMENT DAY**

**By Karan**

**5June 2022, Cuttack: Our school, Disha Senior Secondary School, Cuttack celebrated World Environment Day from 7 a.m. on the school campus. The Deputy Commissioner of the District, Mr. Y.S. Patra, inaugurated the exhibition put up by the SST Dept and students of the middle school. There were stalls exhibiting various recycled products, waste management methods, pollution control methods and schemes, awareness through posters, Power Point presentations, and role-plays.**

**The centre stage on the playground used Preserve Our Environment as a theme for songs, dances, mimes, and one-act play. Saplings were generously distributed to encourage tree plantation at an individual’s level. Debate and Recitation competition were held on an inter-school basis. Our school got the Runners-up Trophy while GKP public was adjudged the Best All-Rounder. The celebration came to an end with a vote of thanks by the Vice-Principal and the National Anthem was sung by all of us.**

**Question.2**

**You are Vinod /Vinita of Subhash Public School, Gorakhpur. Recently your school celebrated its Silver Jubilee. Write a report in 120-150 words for your school magazine describing the various programmes arranged in your school for the celebration.**

**Answer:**

**Silver jubilee Celebrations**

**By Saurabh Singh, XIIB**

**Subhash Public School, Gorakhpur recently completed its twenty-five years of establishment on 03 October 2022. The management and staff of the school organised a grand function to celebrate the same. Mr Praveen Gupta, DM of Gorakhpur, graced the occasion as the chief guest. The school premises was attractively decorated with colourful flags and banners for the celebrations and the chief guest was received by the Director and the Principal of the school at the main gate. After the Saraswathi Vandana and welcome song. The school Principalgave a brief speech highlighting the meritorious services of the school to the cause of education for the past 25 years.**

**The chief guest acknowledged the same in his speech thereafter. He honoured six teachers for their dedicated services in the field of education. The students who were the allrounders of each class were awarded medals by the DM.**

**Students of the three houses presented a musical extravaganza which was the special feature of the show. In a nutshell, we can say that it was a grand show, and we enjoyed a lot. The programme ended with national anthem.**

**Question.3**

**On Teachers’ Day, the badge holders of your school organised a grand celebration to honour the teachers of your school. As the head boy of the school, write a report on the celebration in 125-150 words.**

**Answer:**

**Teacher’s Day Celebrated**

**By Sanjeev Kumar, Head Boy**

**On 5September 2022,the badge holders of Geeta Public School, with the assistance of other students, felicitated the teachers of the school. The awards instituted were ‘Best Teacher’, ‘Most Popular Teacher’ and ‘Most Dutiful Teacher’ in the categories of Senior Secondary, Secondary and Primary. The awards were for the first, second and third position in all the three categories. Earlier in the month, the opinions of each and every student were taken for the three types of awards and result collated to decide the winners.**

**The function itself started with the principal’s address, continuing with announcement and distribution of the awards to individual teachers by the chief guest, the District Education officer. After the chief guest’s speech, which lauded the role of teachers in society, the function concluded with a vote of thanks by the Senior Most Teacher.**

**What a memorable day it was when students decided who was the best!**

**Question.4 (For Practice)**

**You are Deepak/Deepika, Secretary of Ahimsa Club, OPS Public School, Delhi. On 2 October 2022, your school observed ‘International Day for Peace and Non-violence’, organising various activities such as visit to Raj Ghat, Charkha spinning, lectures by eminent Gandhians, etc. Write a report on the same in 120-150words.**

**Question.5 (For Practice)**

**Your school, Kanpur Secondary School, Kanpur celebrated ‘No Tobacco Day’ on 4September 2022. Write a report in 125-150 words on the activities performed for your school newsletter. You are Shobita/Sameer, Cultural Secretary of your school. Invent the necessary details.**

**ARTICLE WRITING 5 marks**

**Articles express personal opinions of the writer about a given topic.**

**Purpose of Article Writing**

**To present information on varieties of themes.**

**Content**

* **A title that is eye-catching and that summarizes the themes.**
* **A by-line.**
* **Logical arrangement of ideas.**
* **Content that is clear, accurate and offers a balanced view of issues.**
* **Paragraph that introduces the theme, bring out the cause-effect relationship and conclusion, suggestions, personal observations, predictions.**

**MARKING SCHEME: 5 marks**

**Format: 1 mark**

**Content:2 marks**

**Organisation of ideas: 1 mark**

**Expression: 1 mark**

**QUESTION.1**

**You are Raman/Ruchika. Write an article in 125-150 words for your school magazine on the topic, ‘Life Without Modern Gadgets’.**

**Answer: Life without Modern Gadgets**

**By:Ruchika**

**The life of our ancestors must have been very tough, as everything was done by hand or tools that were not efficient enough. Today, we are totally dependent on modern gadgets. These gadgets have made our life simpler and easier. There is no part of our lives that is left untouched by these. Everything, from manufacturing a tiny needle to highly advanced space technology, is done through complex machinery. It will not be out of place to say that if these gadgets are taken away for even a moment today, life will come to a standstill.**

**Consequently, human health has deteriorated to a great extent. Due to over dependence on machines, the new generation is becoming physically unfit. Life without machines would be like returningto stoneage. One can’t imagine the amount of work that one would be required to do without these gadgets. It would become hard and less efficient to do even simple tasks as simple as getting in touch with others. Life without modern gadgets will be unthinkable, but we will be much fitter human race.**

**QUESTION.2**

**Write an article in 125-150 words on the topic, ‘Poverty is the Cause of All Evils’, to be published in the Young World of the ‘The Hindu’, Chennai.**

**Answer: Poverty Is theCause of All Evils**

**By: GK Saxena**

**Poverty has the power and the ability to make people compromise their moral and cultural values as well as religious beliefs. Thus, it has become the root cause of all the evils in today’s global scenario. It has created a new race of people possessing the qualities of frustration and loss of hope and value for life.**

**It has no borders. If one is hungry and has no means of stuffing the aching stomach with food, stealing will be a solution which one may adopt. So, poverty has pushed societies to lose compassion for others. Life has become only the survival of the fittest. Thus, people engage in the crime of all sorts including fraud, robbery, snatching, drug trafficking and corruption in order to survive.The riches of the world entice the poor to resort to crimes as they are ignorant.**

**Education is touted as the means to escape poverty and it often is. The poor get little or no education. Thus, they often don’t even know certain things that may help them improve their situation.So, it is the responsibility of the government as well as the duty of the prosperous class to help those who struggle to make a living.**

**QUESTION.3**

**Dance, as shown in some reality shows on TV, seems to be a mix of gymnastics and PT exercises. It is neither. India has a rich tradition of classical and folk dances. Write an article in 125-150 words on the need to have a reality show exclusively based on Indian classical dances. You are Anu/Arun.**

**Answer:**

**Reality Show for Indian Classical Dance**

**By: Anu**

**Our nation has a very rich culture. The whole world praises and admires our culture. However, we have started neglecting our traditions and their coherent values with the advent of modern times.**

**An example to support this is the classical dance and its positionin India. The classical dance started in ancient times in our country. But now it has been confined to some specific locations only. It is no longer popular in the entire country. It seems to be losing its essence.**

**Modern day Indian media including TV never gives it its due importance. Dance, as shown in some reality shows on TV, seems to be a mix of gymnastics and PT exercises. Actually, it is neither. India has a rich tradition of classical and folk dances. So, we need to have a reality show exclusively based on Indian classical dances.**

**The producers of dance programmes must promote our original forms of classical dances and folk dances to attract the attention of the entire world and prove once again that we are still a culturally supreme nation. Thus, there is a need for reality shows displaying various forms of Indian classical dances.**

**QUESTION.4 (For Practice)**

**You are Keshav/Karuna, a social worker and counselor. You are concerned about the stressed behaviour of both parents and students during the time of examination. Write an article in 125-150 words to be published in a local daily on ‘Supportive parents and stress-free students’ giving ideas to enhance and meaningful PARENT-WARD rapport and for making the atmosphere relaxed and encouraging during examination time.**

**QUESTION.5** **(For Practice)**

**Due to globalization of the food industry and fast-food culture, traditional healthy diets are increasingly being replaced by unhealthy junk food containing artificial additives and preservative chemicals. Write an article in 125-150 words for a national daily on the need for inculcating healthy dietary habits.**

**PART-3**

* 1. **Read the lesson -3, DEEP WATER, of Flamingo and write the master card of the lesson**
  2. **Read the lesson -4, The Rattrap, of Flamingo and write the summarization of the lesson in about 125 - 150 words.**
  3. **Read the Journey to the End of the Earth, of VISTAS and write the master card of the lesson**

**Assigned by:**

**(J P SINGH)**

**PGT- ENG.**