

## For std. 12th. English Always Remember this

You will be having 4 different sets A, B, C, D. . .Wherein the  
Seen passages,  
Seen poems,  
Rapid reading section would be different for each set.

Unseen passages and writing skills would be same for all the sets. .

If you try to analyse this properly, you can't afford to skip anything basically.

1. Always start studying from the last unit i.e. unit 8 then 7,6,5. . . so on as you don't have much hold over the last 4 units compared to the ones at the start.

For Writing Skills:

1 mark is always for Grammar and presentation skills. . .

1. Letter Writing : Always prefer formal letter.

This would include letters for general civic problems, job application letter, etc. Remember to write Address, Subject, Reference, Thanking you, enclosures, etc. Divide the letter into 3 paragraphs. . . Don't give full stop after writing the date.

In the first paragraph, mention the sole purpose for writing the letter in 2-3 lines.

Second paragraph, should be a flop descriptive one with regard to the subject and the last paragraph, should conclude the letter in a polite way.

(Easy to score 3.5 marks out of 4 over here if written with perfection and not a single cancellation.)

Tourist Leaflet: Write it in a creative way with quality content.

Add your own points along with the points asked.

(Maximum you can get 3.5/4 marks over here)



Report Writing: Headline carries 1 mark so give a good one.

Placeline and dateline half mark. Divide the report into three paragraphs.

\*Sequence\* of events which took and the past tense of the report are the most important points to be kept in mind.

In the first one, describe what happened, where it happened, at what time it happened and who was there. .

. Basically, first paragraph should answer major 'Wh' questions.

In the second paragraph, describe what were the major highlights of the event in brief sequentially.

In the third paragraph, conclude the report in one or two sentences and the end mention. . . Reporter. . . (Maximum you can 3 marks)



Information transfer: Always go for non-verbal to verbal one as it consumes your time.

Write it in only 1 paragraph covering half or more than half page. Start like this. . . 'The above diagrams gives information. . . about. . . write what is given in the question. . . After that, write whatever you understand from the pictorial representation as it in simple words. Don't write too much. Keep it brief and simple. (Maximum marks: 3.5/4)



Interview Questions: Frame 10 questions. Give an introduction about the person whom you're interviewing in 2-3 lines. Keep the questions simple. Always ask these 4 questions for any type of interview:

What were the challenges faced by you during your less adventurous days?

Who motivated you or influenced when times were thick and thin?

What was the turning point of your life?

What advice/ message would you like to give to the young generation who aspires to become like you? (Ask this question always at the end)

(Maximum marks: 4/4)

View/ Counterinterview: Don't attempt this as it is not a scoring topic. You can't manipulate the points given and you have to be precise enough while conveying your view/ counterinterview.



Speech Writing: Very similar to expand the idea. Always start with the salutation. . . ' Respected teacher and my dear friends' and then divide the speech into minimum 5 paragraph. Enrich it with lot of quotes, examples, case studies, etc. Quality content is expected. Not easy to score unless you write in a creative way. (Maximum marks: 2.5/3)

Note: As soon as you get the question paper, glance through the writing skills, make a proper choice and collect thoughts on that as you write the paper.

Don't waste more time solving comprehension, for 2 marks questions: 4 sentences are expected. If you write 1 it 2 quotes, even 2- 3 sentences would be enough. ( You can easily score 2/2)



Be spacious while writing the paper. Highlight important points and quotes or anything new which you have written with a pencil.

Mark my words, it does matter!



Don't use short forms, numbers anywhere while writing the answer unless it's mentioned in the extract. Your marks are being cut using that.



Don't skip anything.



Don't try to learn new things at the last moment.



Follow whatever you believe with conviction.



Last but not the least: Keep your best foot forward and let go of everything and remember this. .

Whatever is Difficult can be made Simple,

Whatever is Simple can be made Easy,

And whatever is Easy can be done Superbly. . .'

"EFFORTS MAY FAIL BUT YOU SHOULD NOT FAIL TO MAKE EFFORTS!" ~ Nido Qubein.

ALL THE BEST!!! DO WELL

# Writing Skill - Key Notes

## XII - English

By- Saindane Sir...

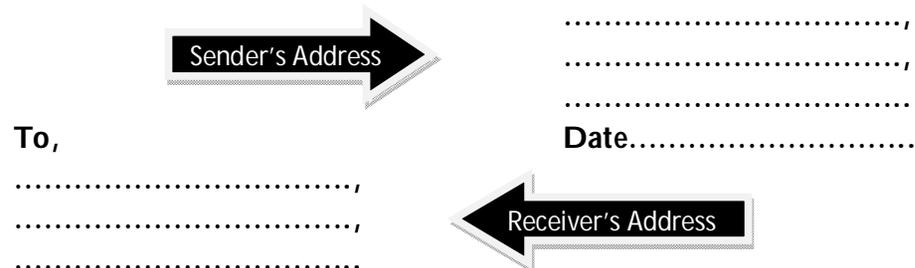
Hello Friends,

- Writing skill will be asked for **35 marks** in the board exam and its topics are following:-

Topics: -	Q. Nos.	Marks
1) Note Making	( Q. 2 b )	4 marks
2) Summary Writing	( Q. 3 b )	4 marks
3) Composition	( Q. 5 a )	4 marks
4) Dialogue Writing	( Q. 5 b )	4 marks
5) Application Letter	( Q. 6 a )	4 marks
6) Leaflets/ Appeal Writing	( Q. 6 b )	4 marks
7) Report Writing/ News Writing	( Q. 6 b )	OR
8) Information Transfer	( Q. 6 c )	4 marks
9) View Counter-view	( Q. 6 c )	OR
10) Framing Wh-questions	( Q. 7 a )	4 marks
11) Speech Writing	( Q. 7 b )	4 marks

**= 35marks**

Q. 6 A) **Format of Application Letter** 4 marks



**Reference** :- Your advertisement in the daily ..... dated.....  
**Subject** :- Application for the post of a .....

Respected Sir,

With reference to the above mentioned subject, I wish to apply for the post of a ..... in your .....

I am a graduate from the university of ..... I have passed .....in the year ..... I have also passed ..... in the year..... I have completed MSCIT computer course. My typing speed is ..... W.P.M. I have ..... years experience as a ..... in ..... . I can speak in English, Marathi and Hindi language.

I hope that you will consider my application sympathetically and give me an opportunity to serve in your .....

Thanking you,

**Yours faithfully,**

- Enclosures:-**
1. Xerox copy of ..... certificate.
  2. Xerox copy of ..... certificate.
  3. Xerox copy of ..... certificate.

Saindane Sir....

टिप:- मित्रहो, परीक्षेत आलेल्या कोणत्याही Post साठी हा format पाठानंतर करा. व योग्य तो बदल करून लिहा. त्यासाठी खालील उदाहरण नमुना म्हणून पाहू...

Q. 6 (A) Read the following advertisement and prepares a letter of application in response to it by using the information given in the advertisement that follows:-

### SITUATION VACANT

Sales Executive

MBA, MSCIT, Experience preferred

Apply to : Manager, Asian Paint Company, Ambad, Nashik  
Name : Miss Shraddha Dhatriak  
Address : Chinchban Society, Dahanun Road, Thane  
Age : 26 years  
Education : MBA passed, MSCIT  
Experience : 3 years as a Marketing Officer  
Interests : Gardening, Net Surfing

Answer

Q. 6 B) Answer:-

Miss. Shraddha Dhatriak,  
Chinchban Society,  
Dahanu Road,  
Thane.  
18<sup>th</sup> January 2017.

To,  
The Manager,  
Asian Paint Company,  
Ambad, Nashik.

Reference :- Your advertisement in the daily Lokmat news paper dated 12<sup>th</sup> January 2017.

Subject :- Application for the post of a Sales Executive.

Respected Sir,

With reference to the above mentioned subject, I wish to apply for the post of a Sales Executive in your company.

I am a graduate from the University of Pune. I have passed BBA in the year 2013. I have also passed in the year MBA. I have completed MSCIT computer course. I have 3 years experience as a Marketing Officer in 2014. I can speak in English, Marathi and Hindi language.

I hope that you will consider my application sympathetically and give me an opportunity to serve in your company.

Thanking you,

Yours faithfully,  
.....

**Enclosures:-**

1. Xerox copy of **MBA** Certificate.
2. Xerox copy of **Caste** certificate.
3. Xerox copy of **experience** certificate.

Saindane Sir....

Q. 6 B)

## Tourist Leaflet

4 marks

**महत्त्वाचे:-** 'मित्रहो या प्रश्नात Leaflet तयार करा असे सांगितले असते. एकूण तीन Leaflet पैकी कोणत्याही एका Leaflet वर प्रश्न विचारला जातो. त्यासाठी तुम्ही तीन पैकी दोन Leaflet करणे अनिवार्य आहे.

• **परीक्षेत खालील प्रकारचे Leaflets प्रश्न विचारले जातात.**

- 1) Hill Station
- 2) Historical Place
- 3) Any Tourist centre
- 4) Leaflet about your village/town/spot near your village

Q.6 b) Write a short tourist leaflet on any one of the **Hill Station** you like making use of the following points:-

1. How to go there?
2. Where to stay/accommodation
3. What to see?
4. Anything special about the place?

Ans :-

### 'WELCOME TO MAHABALESHWAR'

**Mahabaleshwar, the paradise of on the earth, is situated in Sahyadri ranges in Satara District.**

#### 1. How to go there?

We can go there by bus from super express. The nearest airport is Pune. There are buses from Satara, Nashik, Sangali, Kolhapur etc. It takes 3 hours to reach Mahabaleshwar from Pune and 7 hours by bus from Mumbai.

#### 2. Where to stay?

There are all types of hotels veg., non-veg., garden hotels and motels. Famous hotels like Anarkali, Hotel Strawberry, Hotel Aaram, Bharat, Dreamland etc. are the attractions of it.

#### 3. What to see?

There are so many points to enjoy in Mahabaleshwar like Arther Point, Bombay Point, Wilson Point, Hunter Point, Elephant Head Point, Echo Point and Lod Wick Point. There are also famous waterfalls like Ling Mala and Dhobi Waterfall.

There is famous fort Pratapgad, just 20 km. away from Mahabaleshwar and the tomb of Afzalkhan at the foot of Pratapgad.

#### 4. Anything special about this place-

Honey, special chana, decorative articles, sticks, strawberry, jams, syrups, etc. are the shopping attractions of this place.

**"Come to Mahabaleshwar and Enjoy your Holidays"**

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Q.6 b) Prepare a short tourist leaflet for a place of **historical importance in Maharashtra**. Indicate the following in the leaflet:-

1. How to go there?
2. Where to stay/accommodation
3. What to see?
4. Anything special feature of the place?

Saindane Sir....

Answer:-

### SHIVGAD: FORT OF THE COAST OF MAHARASHTRA

#### 1) How to go there:

Regular MSRTC buses run between Shivgad and Mumbai. The journey from Mumbai to Shivgad takes 5 hours (210). Private buses and taxis, too, ply regularly.

#### 2) Where to stay:

You can stay at one of the MTDC hotels or at any one of the private hotels. Tariffs range from Rs. 400 to Rs. 850 per day for Single Room occupancy (Double Bed with Attached Bath Facility).

#### 3) What to see:

Shivgad a fort built by Chhatrapati Shivaji Maharaj; partly in ruins, it's still retains its grandeur. Sound and light show held on Tuesdays and Fridays at 7 p.m.

i) **Sinhagad:** Ruins of Sinhagad, a minor fort

ii) **Kali temple:** An ancient temple which dates back to antiquity

iii) **Beaches:** Shivgad is full of clean, delightful stretches of beaches with facilities for boating and swimming

#### 4) Special features of the town:

Ganesh Chaturthi celebrated on a grand scale. Winter, the best season for tourists. Fish and rice preparations are a local specialty.

Q.6 b) Prepare a short tourist leaflet for a place of **religious importance in Maharashtra**. Indicate the following in the leaflet:-

1. How to go there?
2. Where to stay/accommodation
3. What to see?
4. Anything special feature of the place?

Answer:-

### SHIRD: SAMADHI MANDIR OF SHRI SAI BABA

#### 1) How to go there:

- a) By road: buses from Munmad station
- b) Convenient railheads: Manmad 60 km and Nashik 123 km
- c) Nearest airport: Aurangabad 144 km

#### 2) Where to stay:

Private hotels and various charitable institutions such as Sai Nath Chhaya, Sevadham, Shanti Niwas, etc.

#### 3) Time of the year to visit: Throughout the year

#### 4) What to see:

Sai Baba's marvelous statue made of Italian marble, which shows him seated on golden throne, made by the late Shri Balaji Vasant; showcase with used by Baba; Dwarkamai, on the right of the entrance to the Mandir; Gurusthan, Lendi Baug; Khandoba Mandir.

*Saindane Sir....*

Q.7 A)

## Framing Interview Questions

मित्रहो, हा प्रश्न एकूण ४ गुणांसाठी विचारला जातो. या प्रश्नात एखाद्या व्यक्तीची Interview घ्या व 8/10 प्रश्न बनवा असे सांगितले असते. तर तुम्ही कोणत्याही मुलाखतीसाठी खालील प्रश्नांचा सराव करा

\* उत्तराची सुरुवात अशी करावी :-

Welcome sir, good morning, glad to meet you sir, I would like to ask you some questions.

- Q. 1 When did you start.....? (Career/education)
- Q. 2 Who encouraged you?
- Q. 3 What is your ambition to become..... ?
- Q. 4 What is your contribution in this field?
- Q. 5 What are your achievements?
- Q. 6 What problems/difficulties/challenges did you face?
- Q. 7 What are your future plans?
- Q. 8 Who are your role models?
- Q. 9 How do you feel now?
- Q. 10 How would you serve society in future?
- Q. 11 To whom would you dedicate your success?
- Q. 12 How would you inspire the young students?
- Q. 13 What message would you give to.....?

Thank, you Mr.....for sharing your thoughts, ideas, plans, achievements deserve praise. Thank you for the valuable time you have given. All the best for your future plans Bye.

♦ मित्रहो यासाठी आपण Board मध्ये आलेल्या प्रश्नाचा नमुना पाहू.

Q. 7 A) Imagine you are going to interview of a 'National Award Winner Teacher'. Prepare a set of 8-10 questions focusing on his/her teaching career.

Answer:-

You are most welcome sir and good morning, very glad to meet you. Sir, I would like to ask some questions-

- Q. 1 How do you look at your profession?
- Q. 2 Who was your favorite teacher during your school days? Why?
- Q. 3 What difficulties did you face as a teacher?
- Q. 4 What things motivated you to become a teacher?
- Q. 5 How would you define an "Ideal Teacher"?
- Q. 6 Who are your role models?
- Q. 7 How would you serve society in future by teaching career?
- Q. 8 What role would this award play in your life?
- Q. 9 How do you feel now?
- Q. 10 What is your message to the students as well as teachers?

Thank you, sir, for sharing your thoughts and experiences.

All the best for your future plans.

टिप:- मित्रहो, या प्रश्नातून फक्त ७ प्रश्न लिहावे, उरलेले ३ प्रश्न हे आलेल्या विषयाशी निगडीत असावे.

Saindane Sir....

Q. 7 B)

## Speech Writing

3 marks

मित्रहो, या प्रश्नाचे उत्तर लिहीताना पहिला व शेवटचा Paragraph जवळ जवळ सारखा राहिल परंतु मधला (Middle) Paragraph विषयानुसार लिहिणे आवश्यक आहे.

सुरुवात :-

Honorable judges, respected teachers and all my dear friends. Today I am ..... going to deliver a speech on ..... on this precious occasion. Friends, today I stand here to share my thoughts on the .....I hope that you will listen me very carefully and understand me.

Friends, we know that '.....'

.....  
.....  
.....  
.....  
.....  
.....

Thank you friend, to listen me very carefully and cooperate me. Thank you all.

मित्रहो, खालील विषयांवर नेहमी speech विचारली जाते. Save Tree, Tree Conservation, Tree plantation, Blood Donation, Save Earth, Save Environment, Eye Donation etc.

मित्रहो, Board मध्ये आलेल्या प्रश्नाचा नमुना म्हणून पाहू-

Q. 7 B) Write a **short speech** to be delivered in your college on 'Tree Conservation' on the occasion of 'The World Earth Day' with the activities he/she carries out.

Answer –

Honorable judges, respected teachers and all my dear friends. Today I am Raj going to deliver a speech on '**Tree Conservation**' on this precious occasion. Friends, today I stand here to share my thoughts about Tree Conservation. I hope that you will hear me very carefully and understand.

Friends, every year we celebrate 'The World Earth Day' on 22<sup>nd</sup> April. We know that Air pollution, water pollution, noise pollution, and increasing heat of the earth have caused danger to the living things. We can't live without trees. We should plant more and more trees and conserve them.

Remember, No trees, no oxygen,  
No oxygen, no life.

Friends, remember trees are our lungs. Trees are our life line. So plant trees, grow trees, keep them, conserve them, and protect them.

**SAVE TREE – SAVE LIFE**

Thank you friends to hear me very carefully and understand. Thank you all. Good Bye!

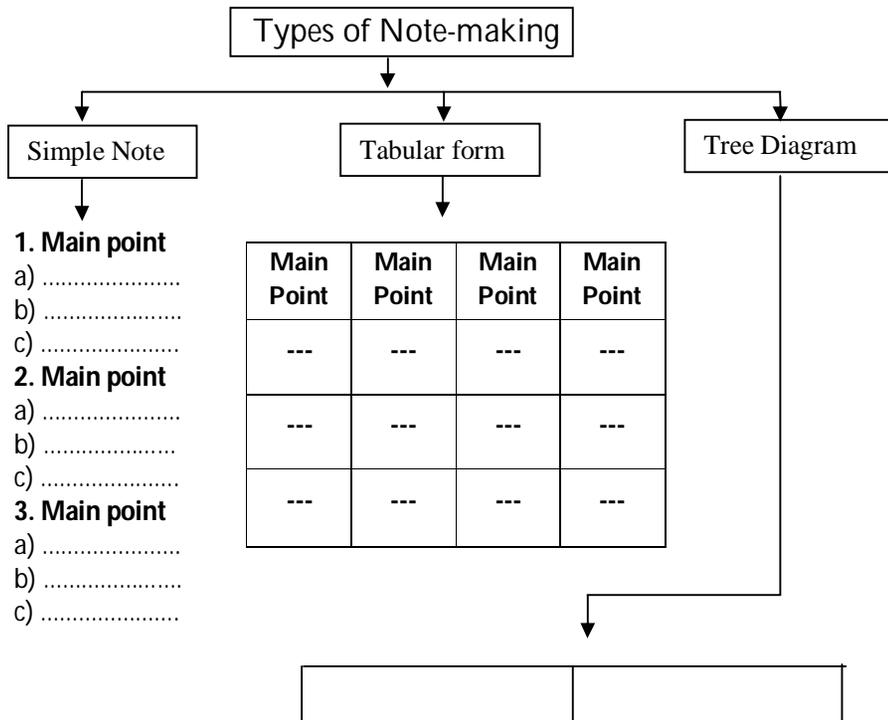
Q. 2 B)

## Note - Making

4 marks

### Steps for effective Note-making:-

- 1) Read the passage once or twice
- 2) Underline the main points and sub-points
- 3) To fix the TITLE from the paragraph
- 4) Do not write whole sentence – look for key words and phrases
- 5) Write all the sub-points and examples



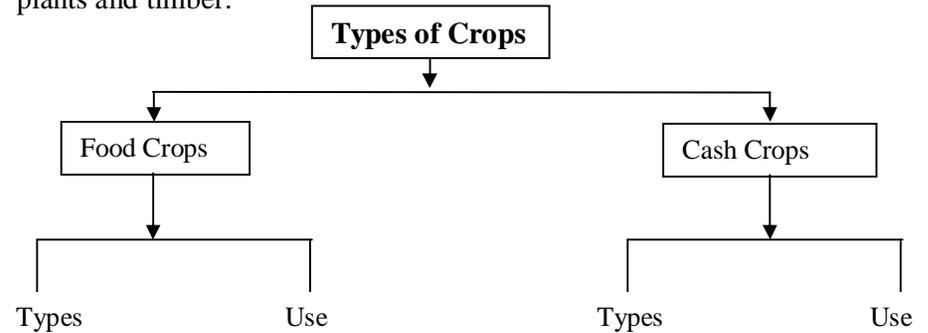
- अति महत्त्वाची टिप:- मित्रहो, मार्च २०१४ पासून परीक्षेमध्ये Note-making साठी Completion Exercise देण्यात येत आहेत. म्हणजे ५०% उत्तर दिलेले असेल ५०% तुम्हाला Paragraph चा अभ्यास करून सोडवायचे आहे.

त्यासाठी खालील Board परीक्षेत आलेला प्रश्न पाहू.

Q. 2 b) Read the following extract and completes the tree-diagram given below: - (4)

Plants provide man with his basic requirements for survival. Plants have been used by man since antiquity as a source of food, clothing and shelter. Plants grown by man in large numbers are called crops. Crops can be divided into two major groups, Food crops and cash crops. Food crops are plants like cereals, pulses, fruits and vegetables. These provide nourishment to the body and help it grow and repair itself. They also provide the energy to carry out metabolic and muscular activities. Cash crops are those which can be cultivated for commercial use.

Cash crops even form the basis for trade among nations. Cash crops include spices, fibrous plants, edible oils, beverages, medicinal plants, fodder plants and timber.

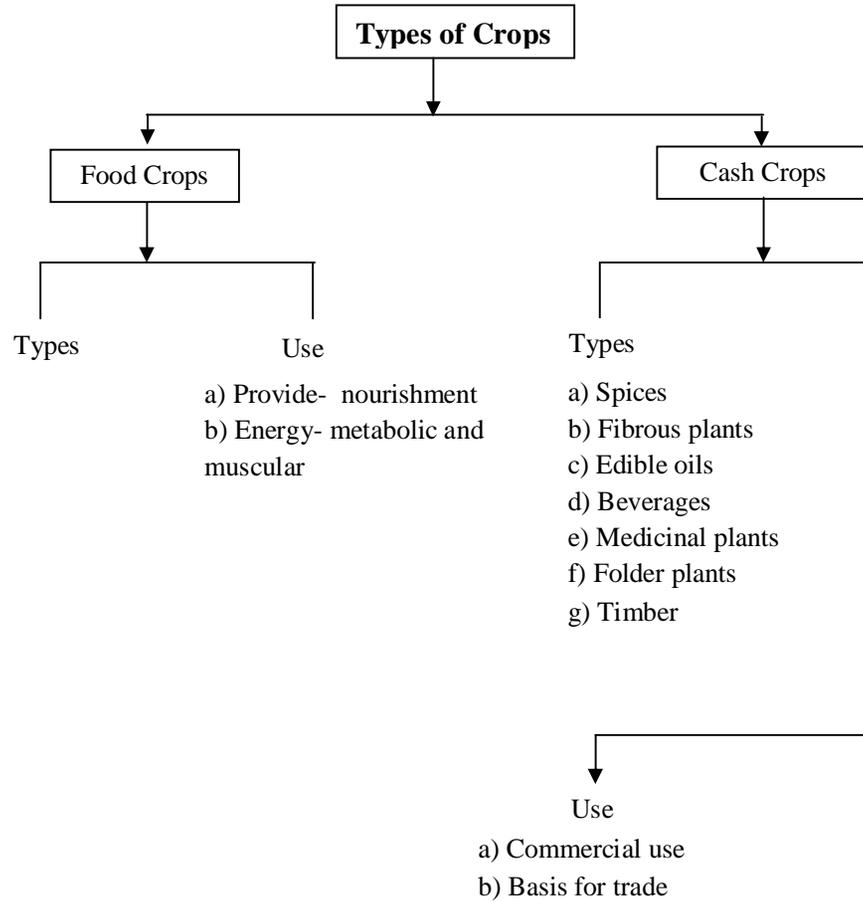


- मित्रहो, या प्रश्नाचे उत्तर खालील प्रमाणे असे राहिल.



Saindane Sir....

Answer:-



Q. 3 B)

## Summary Writing

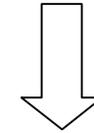
4 marks

मित्रहो, या प्रश्नात खालील गोष्टी लक्षात ठेवणे आवश्यक आहे :-

• **Steps for effective Summary Writing:-**

- १) दिलेल्या Q. 3 (A) च्या Paragraph ची Summary Writing करावी.
- २) Summary Writing फक्त  $\frac{1}{3}$  (One Third) असावी.
- ३) Summary Writing मध्ये **Title** आवश्यक असते.
- ४) Summary Writing फक्त **एकाच Paragraph** मध्ये लिहावी पाहिजे.
- ५) **Indirect Speech** चा वापर करून सारांश-लेखन करावे.
- ६) Summary Writing मध्ये **शब्दांचे, वाक्यांचे Repetition** टाळावे.
- ७) सारांश-लेखन मध्ये **Examples** घेऊ नयेत.
- ८) Summary Writing करताना **Exclamatory व Interrogative sentence** ह्या वाक्यांचे विधानार्थी वाक्य बनवावे.

मित्रहो, ह्यासाठी खालील Board परीक्षेत आलेला प्रश्न पाहू.



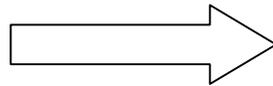
Saindane Sir....

**Q. 3 B) Write a brief summary of the above (Q. 3 (A)) extract and suggest a suitable title: - 4 marks**

Most of the water in the soil is rain water and theoretically it should be as pure as distilled water. Fortunately, however, this is usually not the case, for plants need not only water to live, but also minerals – vital salts which are liberated during the decomposition of rock and soil. This decomposition is a continuous process and proceeds fastest at high temperature. When there is plenty of rain, most of the salts produced by decomposition are washed away into streams and rivers, and a proper mineral balance is maintained.

The salt concentration in the ocean is also high and very few land plants grow in sea water. Most plants which grow on beaches, such as the coconut palm, actually live on fresh water, paradoxical though this may seem. The seashore may be their habitat because the ocean currents will distribute their seeds, the coconuts, but they can no more live on salt water than any other plant. In fact, their roots do not reach sea water, but only go down to the fresh water which, being lighter than the salt, floats on top of it. Thus, when it rains on the sandy tropical beaches, the rain water raises the water table in the sand, forcing the salt water downward and outward.

**या प्रश्नाचे उत्तर पुढील प्रमाणे :-**



**Q. 3 B) Summary Writing:-**

### **THE GROWTH OF PLANTS**

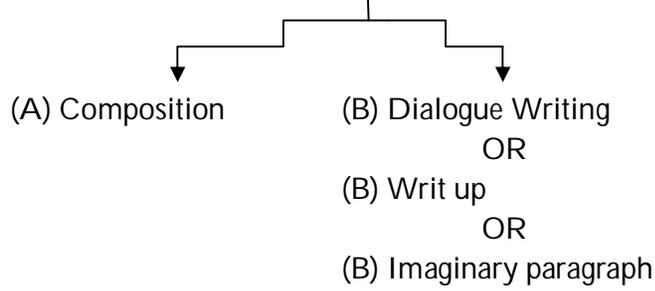
**Plants need water as well minerals for growth. Decomposition of rock and soil is a continuous process which produces salts – minerals. During rain salt produced by this process is washed away into streams and rivers, which maintains mineral balance. As salt concentration in the ocean is high, very few land plants grow in sea water. Most plants like coconuts growing on beaches live on fresh water. Their roots do not reach sea water but only go down to the fresh water which is lighter than salt and so floats on top of it.**

**Total word: - 56 words**

Q. 5 A) & B)

## Rapid Reading

(4+4=8 marks)



मित्रहो, वरील प्रश्नांमधून फक्त **Composition** व **Dialogue Writing** सोडवावे. कारण हे दोन्ही प्रश्न गुण मिळविण्यास सोपे आहेत.

- **Composition** मध्ये दोन प्रकारचे प्रश्न विचारली जातात.

Q. Rewrite the extract from the point of view of.....

Q. Read the following extract of the story and narrate it to your friend.

**Q. 5 A) Composition** सोडविण्यासाठी खालील Table लक्षात ठेवा:-

Person (व्यक्ती)			
I st Person	II nd Person		
<b>I</b>	<b>He</b>	<b>She</b>	<b>It</b>
me	him	her	it
my	his	her	it
mine	his	hers	its
<b>We</b>	<b>They</b>		
us	them		
our	their		
ours	theirs		

**Q. 5 (A) Rewrite the extract by imagining yourself as the little daisy.**  
**You may begin with: I grew.....** **4 marks**

OW listens! In the country, close by the high road, stood a farmhouse; perhaps you have passed by and seen it yourself. There was a little flower garden with painted wooden palings in front of it; close by was a ditch, on its fresh green bank grew a little daisy; the sun shown as warmly and brightly upon it as on the magnificent garden flowers, and therefore it thrived well. One morning it had quite opened, and its little snow-white petals stood round the yellow centre like the rays of the sun. It did not mind that nobody saw it in the grass, and that it was a poor despised flower, on the contrary, it was quite happy, and turned towards the sun, looking upward and listening to the song of the lark high up in the air.

The little daisy was as happy as if the day had been a great holiday, but it was only Monday. All the children were at school, and while they were sitting on the forms and learning their lessons, it sat on its thin green stalk and learnt from its surrounding how king God is, and it rejoiced that the song of the little lark expressed so sweetly and distinctly its owe feeling. With a sort of reverence the daisy looked up to the bird that could fly and sing, but it did not feel envious, "I can see and hear," it thought; "the sun shines upon me, and the forest kisses me. How rich I am!"

### महत्वाची सूचना

मित्रहो, आता काळजीने या प्रश्नाचे उत्तर सोडविताना तुम्ही कोण? म्हणून हा **Passage** लिहिणार आहात ते अगोदर समजून घ्या.

तर लक्षात आले ना तुम्ही Daisy बनले आहात तर दिलेल्या Table मधील It चा विचार करा मग **The daisy, It, it, it, its** या शब्दानच्या जागेवर **I, me, my, mine** हे शब्द लिहा आणि **underline** करायला विसरू नका.

Saindane Sir....

### Answer:-

I grew on the bank of ditch. The sun shown as warmly and brightly upon me as on the magnificent garden flowers, and therefore I thrived well. One morning it had quite opened, and my little snow-white petals stood round the yellow centre like the rays of the sun. I did not mind that nobody saw me in the grass, and that I was a poor despised flower, on the contrary, I was quite happy, and turned towards the sun, looking upward and listening to the song of the lark high up in the air.

I was happy. I sat on my thin green stalk and learnt from the sun and from its surroundings that God is very kind and I rejoiced that the song of the little lark expressed my own feelings so sweetly and distinctly. With a sort of reverence I looked up to the bird that could fly and sing, but it did not feel envious, "I can see and hear, the sun shines upon me, and the forest kisses me. I am very rich."

### Q. 5(B) Dialogue Writing: -

4 marks

मित्रहो, या प्रश्नातील Dialogue Writing हि Passage मध्ये असलेला संवाद (Dialogue) हा एकूण 4 Dialogue मध्ये लिहावे.

### Steps in Developing Conversation Skill:-

- 1) Good morning, Hello, Hi, How do you do? Fine.....such words are used for greetings.
- 2) Good bye, Bye – while taking leave
- 3) Somebody wants to speak to a person who is busy in work should be said 'Excuse me' and then speak
- 4) Use 'Thank you' for gratitude 'Sorry' for something improper.
- 5) Well, fine, very good, how nice! Splendid, OK, my God, good heavens.

For example:-

"I wish I could console the poor lark," thought the daisy. It could not move one of its leaves, but the fragrance of its delicate petals steamed forth, and was much stronger than such flowers usually have; the bird noticed it, although it was dying with thirst, and in its pain tore up the green blades of grass, but did not touch the flower.

The evening came, and nobody appeared to bring the poor bird a drop of water; it opened its beautiful wings, and fluttered about in its anguish; a faint and mournful "Tweet, tweet," was all it could utter, then it bent its little head towards the flower, and its heart broke for want and longing. The flower could not, as on the previous evening, fold up its petals and sleep; it dropped sorrowfully. The boys only came the next morning; when they saw the dead bird, they began to cry bitterly, dug a nice grave for it, and adorned it with flowers. The bird's body was placed in a pretty red box; they wished to bury it with royal honors. While it was alive and sang they forgot it, and let it suffer want in the cage; now, they carried over it and covered it with flowers. The piece of turf, with the little daisy in it, was thrown out on the dusty highway. Nobody thought of the flower which had felt so much for the bird and had so greatly desired to comfort it.

**Based on the extract, write a dialogue of about 8-10 sentences between the two boys after they see the dead bird.**

- Ist boy** : Alas! This pretty lark is dead.
- IInd boy** : Do you think it is because we put it in a cage?
- Ist boy** : Yes, I think so. Also, there was not even a drop of water in its bowl. How could we have been so careless?
- IInd boy** : Yes, we were indeed careless. What can we do now?
- Ist boy** : We will give it a nice burial.
- IInd boy** : We will keep flowers around the grave.
- Ist boy** : Shall we get another bird for the cage?
- IInd boy** : No, I don't think so. I think it is wrong to cage birds.
- Ist boy** : What about this piece of turf? There was a pretty little flower on it. But that too is now dead.
- IInd boy** : Oh, we have indeed been very wicked and cruel.

*Saindane Sir....*

Q. 6 C) Information Transfer OR View-counter view 4 marks

C) 1) **Information Transfer**  
↓  
**Non-verbal to Verbal**

मित्रहो, या प्रश्नात Table, Graph, Chart, Pie chart etc. मध्ये माहिती आलेली असते. त्या माहितीचा एक किंवा दोन 120 शब्दात Short Paragraph बनवा व त्याला एक Title द्या.

यासाठी तुम्ही खालील वाक्य रचनेचा पाठांतर करा. म्हणजे तुम्हाला Passage Writing करता येईल.

**Sentence Structure:-**

- Tense चे 12 सूत्र पाठांतर करा व त्याच बरोबर खालील सूत्रे पण:-

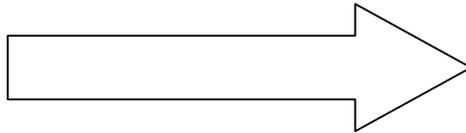
1. **Subject + am/is/are + Noun/Adjective**

2. **Subject + was/were + Noun/Adjective**

3. **Subject + has/have/had + Noun**

4. **This/That/These/Those + is/are + Noun**

For example:-



Q. 6 C) Read the following table and prepares a paragraph about Importance of Vitamins. 4 marks

Vitamins	Sources	Role in Health	Symptoms of Deficiency
A	Butter, cheese, green leafy vegetables	Essential for growth of cells, development of vision	Poor vision, respiration disorder
B	Fruits and Vegetables	Essential for healthy gums, teeth, bones	Fatigue, joint ache, anemia
C	Fish-liver oil, egg	Need to absorb calcium and phosphorus	Muscle weakness and tenseness

Answer: - **Importance of Vitamins**

Vitamins are very essential for the growth and development of body. There is a large variety of vitamins. Among these vitamin A, B and C are very important. The important sources of Vitamins A are butter, cheese, green leafy vegetables etc. Vitamin A is very essential for growth of cells and development of vision.

Deficiency of vitamin A causes poor vision and respiration disorder. We get vitamin B from fruits and vegetables. It is essential for healthy gums, teeth and bones. Deficiency of vitamin B causes fatigue, joint ache and anemia. The sources of Vitamin C are fish-liver oil and eggs. It is needed for absorbing calcium and phosphorus. It deficiency causes muscle weakness and tenseness.

## Appeal Writing

Q. 6 b मध्ये Preparing Appeals for funds, blood donation, eye donation participating in rally etc. असा हा प्रश्न आहे. यासाठी खालील घटकांची तयारी अपेक्षित आहे.

A) Hand-out for Rally, Preparing Hand-out for Campaigns like-

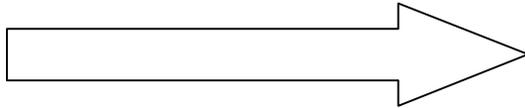
- Cleanliness Campaign
- Literacy Campaign
- Primary Health Care Campaign
- Elementary Education Campaign

B) Preparing social awareness ads. Like Save Environment, Eye-donation, Guthka ban etc.

मित्रहो, कोणत्याही Rally चे Hand-out तयार करताना खालील बाबी लक्षात ठेवा.

- मोठी चौकट तयार करावी.
- सुरुवातीला कॅपिटल लेटर्समध्ये आकर्षक Title द्यावे.
- Rally च्या आयोजनाची माहिती व हेतू सांगावा.
- Rally ची वेळ, दिवस, स्थळ, नेतृत्व करणाऱ्याचे नाव द्यावे.
- शेवटी सर्वांना सहभागी होण्याचे आवाहन करावे.
- शेवटी Centre ला एक घोषवाक्य लिहावे.
- उजव्या कोपऱ्यात खाली Rally आयोजन कर्त्याचे नाव लिहावे.

For example:-



Q. 6 b) Your college has arranged a rally against 'Guthka'. Prepare a hand-out appealing people to join it with help of following points:-

- Use slogans / Title
- Make a persuasive appeal
- Time of the Rally
- Famous personality to lead the rally
- Add your own ideas

### **GUTHKA – AN INVITATION TO CANCER**

**Friends,**

Our college has arranged a grand rally against 'Guthka'. The purpose is to create social awareness against Guthka. All sensible citizens and college students are requested to join the rally.

**Venue** : Shivaji Chowk to Gandhi Maidan  
**Date & Day** : Monday, 2 October  
**Leading Personality** : Anna Hazare (a well known social worker)  
**Time** : 10 am to 1 pm

**Friends,**

Hundreds of youngsters are suffering from mouth cancer, throat cancer due to Guthka. So let us joint to keep them away from the bad habits.

**COME ONE, COME ALL**

**SAVE YOUTH'S – SAVE NATIONS**

**Pankaj Arts and Science Junior College,  
Chopda Dist. Jalgaon**

Saindane Sir....

Q. 6 b)

## Report Writing

**मित्रहो,** Report Writing मध्ये एखादा कार्यक्रम किंवा घटना याचा सविस्तर वृत्तांत लिहा असे सांगितले असते त्यासाठी खालील बाबी लक्षात ठेवा:-

1. **Report** मुद्देसुदपणे व स्पष्टपणे मांडलेला असावा
2. वृत्त घडलेल्या ठिकाणाचे नाव व वेळ व दिनांक लिहिलेले असावे
3. वृत्त लेखनाची मांडणी व **Title** आकर्षक असावे.
4. Report थोडक्यात व अचूक असावा.
5. घडलेल्या घटने विषयी काय? केव्हा? कोठे? कोण? कशासाठी? इ. महत्वाच्या प्रसंगाची माहिती सुरुवातीला दिलेली असावी.

**महत्वाचे:-** आता पर्यंत, Independence Day, Republic Day, Cultural Gathering इ. वर खास Report Writing विचारली गेली आहे. म्हणून या **Topics** वर जास्त लक्ष ठेवा.

**For Example:-**

Q. Write a report about the celebration of the **Republic Day** in your Junior College.

Answer: - **Republic Day Celebration Report  
Chopda, 27<sup>th</sup> January.**

Republic day of India is celebrated Pankaj College at Chopda with joy and enthusiasm in the presence of the chief guests, teachers, students and local citizens. Our N.C.C. unit planned and organized the Republic Day Celebrations. Dr. S. P. Borole, a chairman of college, was our chief guest.

Our chairman hoisted the tri-color flag which was followed by the singing of the 'Jana-Gana-Mana'. The N.C.C. parade and demonstrations were remarkable features of the celebration. Our chief guest felicitated the players who played in the Cricket team and gave message to all present to maintain unity and peace and work hard.

After that interclass competitions were arranged. For all of us this day

is a great national festival. We went home satisfied, happy and empowered with the message of the chief guest.

Q. Prepare a report on the function of '**Annual social/cultural gathering**' of your college.

Answer: - **Annual Social/Cultural Gathering  
Chopda, 25<sup>th</sup> December.**

Annual gathering was celebrated on 24<sup>th</sup> of December in our college. The famous actor Ajay Devgan and Mayor of the city were chief guests. The principal, vice principal and representatives welcomed the guests and felicitated them.

Our principal delivered an introductory speech and presented the report of overall performance of the college. Then the chief guest distributed the prizes, awards, certificates, trophies and medals to the winners in the all sports, debates and other competitions. After speech variety entertainment program by college students was arranged. This program helped to realize how rich and varied India culture and life is.

After that interclass competitions were arranged. For all of us this day is a great national festival. We went home satisfied, happy and empowered with the message of the chief guest. The vote of thanks was offered by the student representative, the general secretary of the college.

**मित्रहो,** समजा Independence Day वर Report Writing आली तर Republic Day चा Report लिहा व Republic Day च्या जागेवर Independence Day लिहा.

# All The Best

*From – Saindane sir.....*

