

Summary Writing

ICE BREAKERS [PAGE 135]

Ice Breakers | Q 1.1 | Page 135

Discuss in pairs and guess the correct alternative for the following.

To summarise means _____ .

1. Put information in chronological order
2. To recapitulate the main points in selection
3. To introduce new information
4. To write one's opinion about selection

Solution: To summarise means to recapitulate the main points in selection.

Ice Breakers | Q 1.2 | Page 135

Discuss in pairs and guess the correct alternative for the following.

The type of summary that consists of a paragraph to express the main idea is _____.

1. Outline
2. Report
3. Synopsis
4. Written summary

Solution: The type of summary that consists of a paragraph to express the main idea is written summary.

Ice Breakers | Q 2 | Page 135

There are various ways of incorporating other writers' works into your own writing. They differ according to the closeness of your writing to the source writing. Match the ways of writing in brief given in column (A) with their descriptions in column (B).

Sr.no.	(A) Ways of writing		(B) Descriptions
1.	Summarising	a.	It includes not just the main idea but every detail expressed clearly and to the point
2.	Paraphrasing	b.	It includes selection of proper lines from the given text for correction, condensation and organization



3.	Précis writing	c.	It includes the most essential part or the crux of the matter.
4.	Quoting	d.	It includes taking a broader segment of the source and condensing it slightly.
5.	Editing	e.	It includes the presentation of main ideas into one's own words.
6.	Gist writing	f.	It must be identical to the original and match the document word by word.

Solution:

Sr.no.	(A) Ways of writing		(B) Descriptions
1.	Summarising	e.	It includes the presentation of main ideas into one's own words.
2.	Paraphrasing	d.	It includes taking a broader segment of the source and condensing it slightly.
3.	Précis writing	a.	It includes not just the main idea but every detail expressed clearly and to the point
4.	Quoting	f.	It must be identical to the original and match the document word by word.
5.	Editing	b.	It includes selection of proper lines from the given text for correction, condensation and organization.
6.	Gist writing	c.	It includes the most essential part or the crux of the matter.

BRAINSTORMING (A1) [PAGE 138]

Brainstorming (A1) | Q 1 | Page 138

Complete the following as instructed. Read the passage and write its summary according to the given steps.

Communication is a part of our everyday life. We greet one another, smile or frown, depending on our moods. Animals, too, communicate, much to our surprise. Just like us, interaction among animals can be both verbal or non-verbal. Singing is one way in which animals can interact with one another. Male blackbirds often use their melodious songs to catch the attention of the females. These songs are usually rich in notes



variation, encoding various kinds of messages. Songs are also used to warn and keep off other blackbirds from their territory, usually a place where they dwell and reproduce. Large mammals in the oceans sing too, according to adventurous sailors. Enormous whales groan and grunt while smaller dolphins and porpoises produce pings, whistles, and clicks. These sounds are surprisingly received by other mates as far as several hundred kilometers away.

Solution:

Communication in the animal world

Communication is common to both humans and animals and is used to convey different moods and messages through verbal and non-verbal modes. Male blackbirds are known to sing to attract females as well as to keep other blackbirds off their territory. Similarly, sea mammals sing to attract mates as far as hundreds of kilometers away.

BRAINSTORMING (A2) [PAGE 139]

Brainstorming (A2) | Q 1 | Page 139

Cut redundant words:

We're often inefficient in our language, using more words than necessary.

Consider the following phrases. Find five more redundant words.

- a. "Circle around" can become "circle."
- b. "Write down" can become "write."
- c. "Added bonus" is simply a "bonus."
- d. "Get to the point as quickly as possible" is really "get to the point."
- e. "Close proximity" is "close."
- f. "During the course of" is "during."

Solution:

- a. New Innovation
- b. Added bonus
- c. Past experience
- d. Free gift
- e. End result
- f. do it yourself.

Brainstorming (A2) | Q 2.1 | Page 139

Adverbs clutter up your copy. You can usually live without them. Just delete italicized word and rewrite.



“That’s *usually* a good thing to do.”

Solution: “That’s a good thing to do.”

Brainstorming (A2) | Q 2.2 | Page 139

Adverbs clutter up your copy. You can usually live without them. Just delete italicized word and rewrite.

“That’s *fairly* good coffee.”

Solution: “That’s good coffee.”

Brainstorming (A2) | Q 2.3 | Page 139

Adverbs clutter up your copy. You can usually live without them. Just delete italicized word and rewrite.

“I *totally* agree.”

Solution: “I agree.”

Brainstorming (A2) | Q 2.4 | Page 139

Adverbs clutter up your copy. You can usually live without them. Just delete italicized word and rewrite.

“*Actually*, I disagree.”

Solution: “I disagree.”

Brainstorming (A2) | Q 3 | Page 139

One word substitutes are words that replace a group of words or a full-sentence effectively without creating any ambiguity in the meaning of the sentences.

- (a) The life story of man written by himself: autobiography
- (b) A sound that cannot be heard: inaudible
- (c) A list of books: catalogue
- (d) A sentence whose meaning is unclear: ambiguous

Find as many examples as you can from the internet and make a list.

Solution: The following are some examples of one-word substitutions -

- a. Printing using a stone or a metal plate with a completely smooth surface - Lithography
- b. The scientific study of bodily diseases -Pathology
- c. Study of earth and rocks – Geology



- d. Study of human development –Anthropology
- e. One with unlimited power – Autocrat
- f. A story, poem, or picture that can be interpreted to reveal a hidden meaning, typically a moral or political one – Allegory
- g. In exactly the same words as were used originally – Verbatim
- h. One who is capable of using both hands –Ambidextrous
- i. One who doesn't consume alcohol - Teetotaler

BRAINSTORMING (A3) [PAGES 139 - 140]

Brainstorming (A3) | Q 1 | Page 139

Use of noun in apposition:

Apposition is a grammatical construction in which two elements, normally noun phrases, are placed side by side, with one element serving to identify the other in a different way; the two elements are said to be in apposition.

Apposition can be used to make compound sentences short and simple.

Neha is their eldest child and she is very intelligent.

- Neha, their eldest child, is very intelligent. [Here, Neha and their eldest child are the same person.] Provide two such examples of apposition.

Solution

1. My closest friend is a filmmaker. She lives in Bangalore.
My closest friend, a filmmaker, lives in Bangalore.
2. Athens was once the cultural capital of the world. It is now in ruins.
Athens, once the cultural capital of the world, is now in ruins.

Brainstorming (A3) | Q 2.1 | Page 140

Transforming Complex to Simple: By using phrases like 'too...to' or using noun phrase instead of a clause:

Nagpur is the city where oranges grow.

- Oranges grow in Nagpur

The old man is so weak that he cannot walk.

- The old man is too weak to walk.

Change the following sentence into simple:

Mr Rohit is the member and he is also the director.

Solution: Mr Rohit is the member and director.

Brainstorming (A3) | Q 2.2 | Page 140

Transforming Complex to Simple: By using phrases like 'too...to' or using noun phrase instead of a clause:

Nagpur is the city where oranges grow.

- Oranges grow in Nagpur

The old man is so weak that he cannot walk.

- The old man is too weak to walk.

Change the following sentence into simple:

The room is so small that it cannot accommodate many people.

Solution: The room is too small to accommodate many people.

Brainstorming (A3) | Q 2.3 | Page 140

Transforming Complex to Simple: By using phrases like 'too...to' or using noun phrase instead of a clause:

Nagpur is the city where oranges grow.

- Oranges grow in Nagpur

The old man is so weak that he cannot walk.

- The old man is too weak to walk.

Change the following sentence into simple:

You have to prove that you are innocent.

Solution: You have to prove your innocence.

Brainstorming (A3) | Q 2.4 | Page 140

Transforming Complex to Simple: By using phrases like 'too...to' or using noun phrase instead of a clause:

Nagpur is the city where oranges grow.

– Oranges grow in Nagpur.

The old man is so weak that he cannot walk.

– The old man is too weak to walk.

Change the following sentence into simple:

He was late so he walked in a great hurry.

Solution: Being late, he walked in a great hurry.

BRAINSTORMING (A4) [PAGE 140]

Brainstorming (A4) | Q 1 | Page 140



Read any book of your choice and write its summary according to the steps explained in the chapter.

Solution:

Shakespeare's Hamlet

Hamlet is a tragedy written by William Shakespeare and tells the story of a young prince of Denmark, Prince Hamlet, who has returned home from school to mourn the death of his father, the King of Denmark, who had died two months earlier. Back home, Hamlet is disgusted to find that his mother has already remarried his uncle, who has now declared himself as the king. The ghost of the King of Denmark then appears to Prince Hamlet, revealing that he was murdered by Hamlet's mother and uncle. The King's ghost then asks his son to avenge his murder by killing the new king. Hamlet then plots to seek revenge, but in his obsession drives the woman he loves, Ophelia, to madness and eventual suicide and even kills her innocent father. His uncle, in turn, also plots to kill him. The play ends with a duel between Hamlet and Ophelia's brother, during which, Hamlet, Ophelia's brother, the King, and the Queen, are all killed.

Brainstorming (A4) | Q 2 | Page 140

Find some professions that require the skill of summary writing and editing. Write them in your notebook.

Solution: The following are some of the professions requiring the skill of summary writing and editing:

1. News reporter
2. Proof-reader
3. Content Editor
4. Film critic

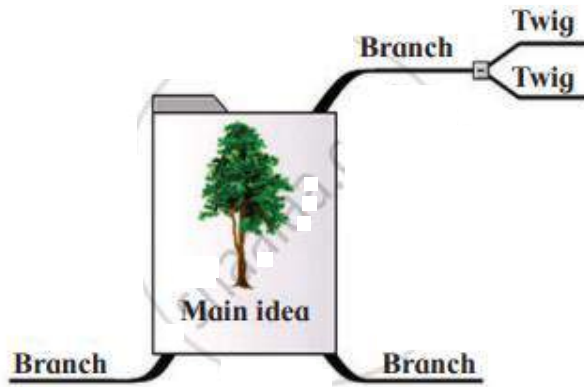


Do Schools Really Kill Creativity? (Mind-Mapping)

ICE BREAKERS [PAGE 141]

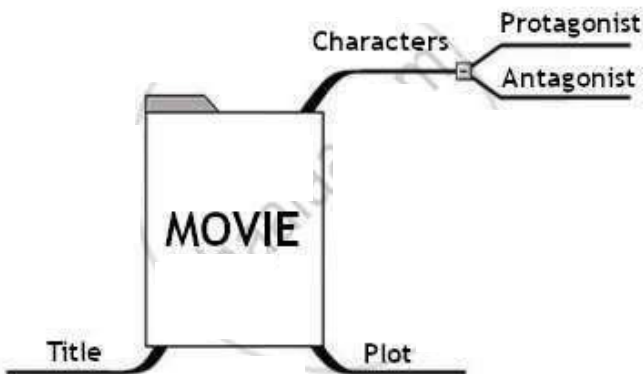
Ice Breakers | Q 1 | Page 141

Observe the given figure and complete the activities that follow:



- Replace the 'main idea' by any other thought or title of your own.
- Add three supporting ideas to the main idea as their branches.
- Add two ideas to one of the branches that explains the meaning of that branch.

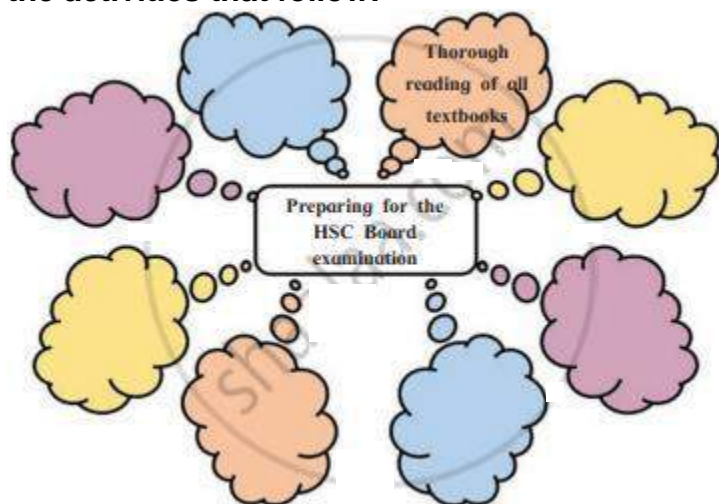
Solution:



- The main idea is to cover the elements of a movie.
- The supporting subdivide it into three aspects the title, plot, and the characters
- Further drilling down, the movie will have a protagonist and an antagonist who will be central to the story.

Ice Breakers | Q 2 | Page 141

Complete the given blank spaces/ balloons with your ideas in the figure that describes your basic preparation for the HSC Board Examination. Also, complete the activities that follow:



Solution:

1. **Through reading of all textbooks**
2. Create reference notes of every chapter
3. Read suggested resources as references online and offline
4. Solve all the practice exercises from the textbook as well as reference material
5. Make a list of doubts for every subject
6. Attend all the revision and doubt solving sessions
7. Solve all possible mock papers and previous year's question papers
8. Be disciplined eat healthy, sleep well and follow the study plan.

BRAINSTORMING (A1) [PAGE 145]

Brainstorming (A1) | Q 1 | Page 145

Study the given tabular column. In pairs, tell your partner the importance of each given below:

Enhance Activities with Mind Mapping		
1.	Explore new ideas and concepts	Help students get a better understanding of new ideas by having them create a mind map. A mind map can assist with understanding because it conveys hierarchy and relationships, allowing students to see the big picture.

2.	Brainstorm	Get creative juices flowing with mind mapping. Mind maps are a great brainstorming tool and can help students let their thoughts flow freely while making important connections between ideas and concepts.
3.	Take Notes	Encourage students to engage in active thinking instead of transcription by using mind maps for note taking. Mind maps encourage students to focus on keywords and ideas instead of just writing down what the teacher says.
4.	Write essays	Students can create an essay outline, gather arguments and quotes or brainstorm ideas for your essays with mind maps.
5.	Memorize information	Mind maps activate many levels of brain activity and are a great tool to help with memorization- from vocabulary words to a foreign language.
6.	Create presentations	Have students use mind maps to present information in an interesting and engaging way with mind maps. Students can use mind mapping software to create a presentation in advance or create one on the spot during a live presentation
7.	Study for an assessment	Mind maps are a great way for students to gather all the information that may be covered on an examination including class notes, textbook chapters and reading lists.
8.	Execute group projects	By using a mind map, students can visualize what needs to be done and who needs to do it. Using an online mind mapping programme is best for group projects so students can easily share i.

Solution: Do it yourself.

BRAINSTORMING (A2) [PAGE 146]

Brainstorming (A2) | Q 1 | Page 146

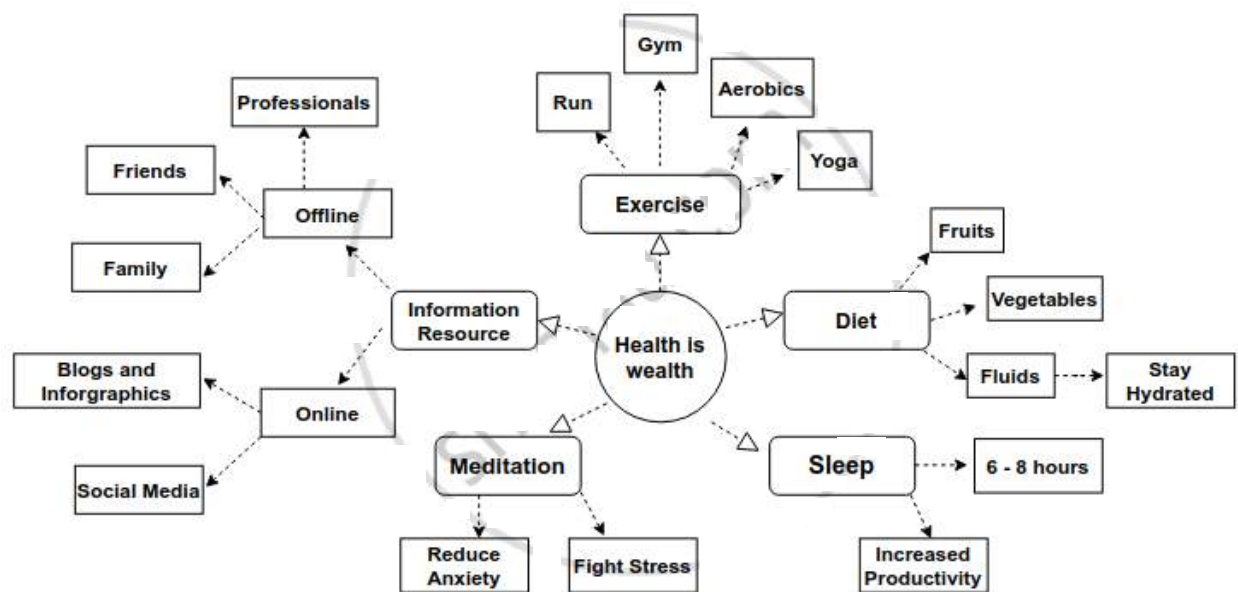
Given below is a 'Mind Mapping' template. Use your ideas/thoughts/concepts to illustrate/develop them. (Develop your ideas in the form of the main branch, sub-branches, and tertiary branches respectively).

Also, write a paragraph on the mind map you have completed.





Solution:



The above mind map demonstrates a holistic approach towards achieving good health. Our overall health comprises of physical as well as mental wellbeing. Proper diet and various forms of regular exercise will ensure our physical fitness. Eating nutritious food and consuming a good amount of fluids keeps one hydrated and energetic. We should not discount the role of regular sleep and adequate rest. A minimum of six to eight hours of sleep ensures focus and concentration in everything that we do. Meditation is another great activity that helps us fight stress and reduce anxiety. Also, in this day and age we have enough exposure to multiple sources of information. Hence, we should never shy away from approaching our near and dear ones or seek professional help from doctors, nutritionists and health coaches who could share a wealth of information on our physical and mental wellbeing. There is also a plethora of information available on the internet about maintaining good health and lifestyle.

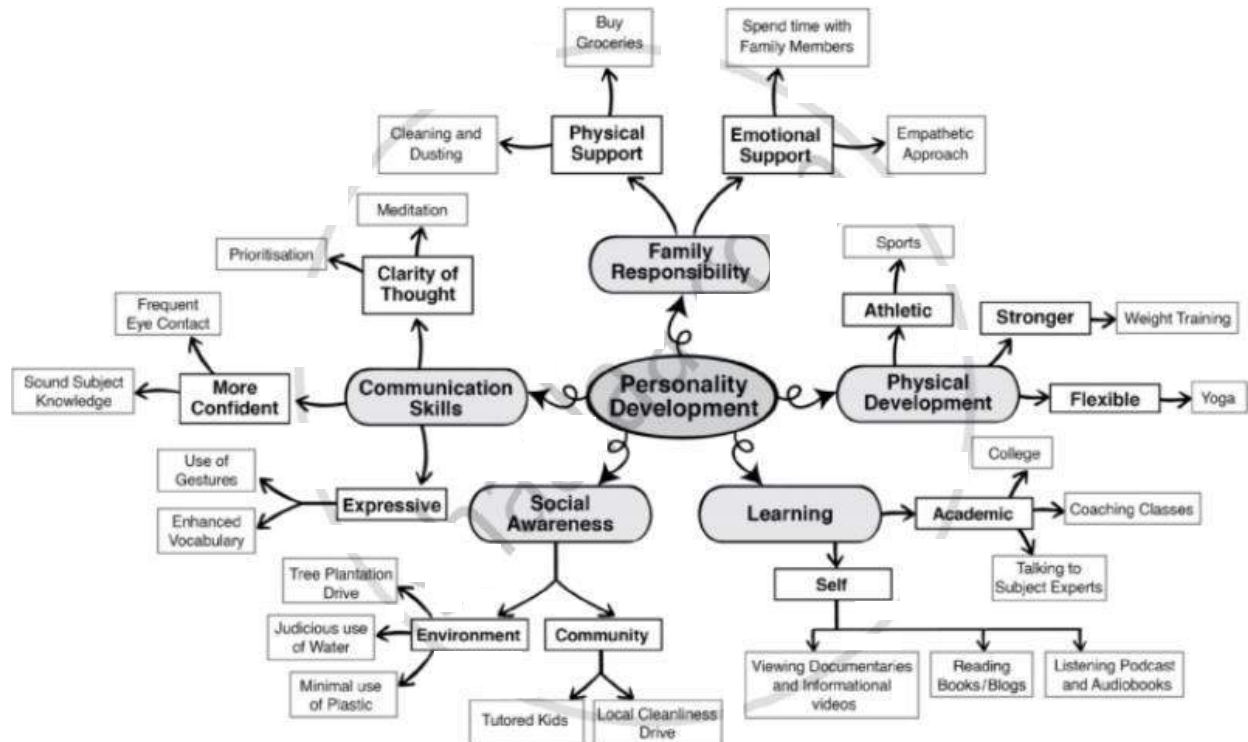
BRAINSTORMING (A3) [PAGE 146]

Brainstorming (A3) | Q 1 | Page 146

Develop a 'Mind Mapping' frame/design to show the development in your personality seen within yourself in the last 5 years. You can take the help of the following points in order to develop each of them into further branches:

(Development in Physique, Self-learning Process, Communication Skills, Social Awareness, Family Responsibility)

Solution: My Personal Development Mind map for the past 5 years:



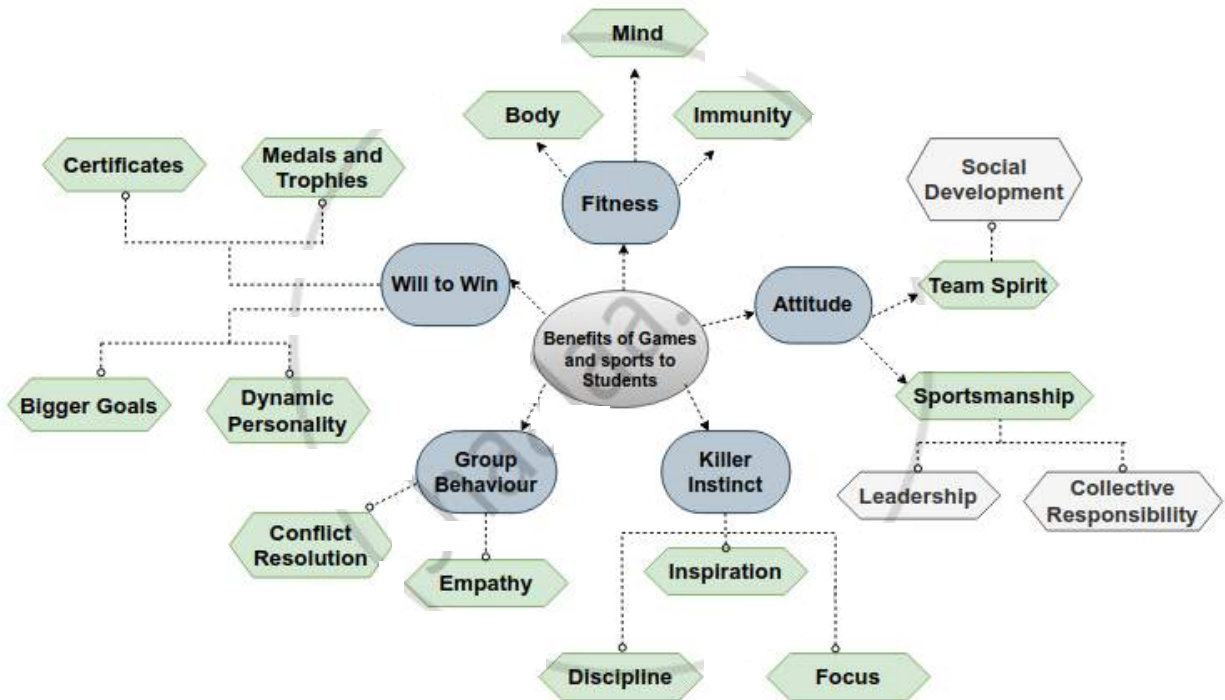
BRAINSTORMING (A4) [PAGE 146]

Brainstorming (A4) | Q 1 | Page 146

Develop a 'Mind Mapping' frame/design to show the 'Benefits of games and sports' to the students. You can take the help of the following points in order to develop each of them into further branches:

(Fitness and stamina, team spirit and sportsmanship, group behavior, killer's instinct, will to win)

Solution:



BRAINSTORMING (A5) [PAGE 146]

Brainstorming (A5) | Q 1 | Page 146

Browse the internet to know the following:

Different Frames/Designs on Mind Mapping

Solution: Each mind map is based on a fundamental thinking process or linked to a specific cognitive skill and serves different purposes. A few popularly used designs are

1. Circle Maps:

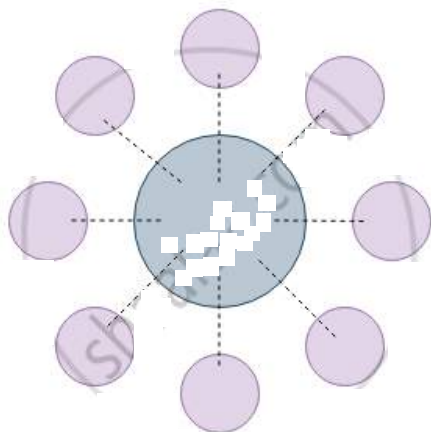
Useful in context setting and brainstorming → makes use of concentric circles enclosed in a square which is the larger frame of reference.



Circle Map

2. Bubble Map:

Focused on describing using adjectives → grows radially from a central circle

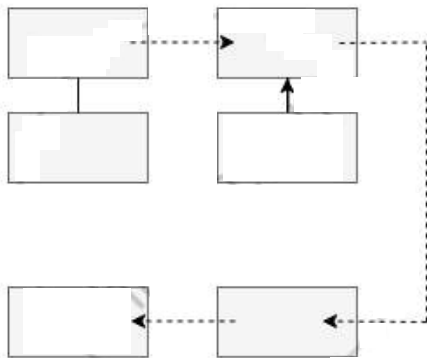


Bubble Map

3. Flow Map:

Ordering and sequencing → makes use of arrows and shapes placed in a logical order.

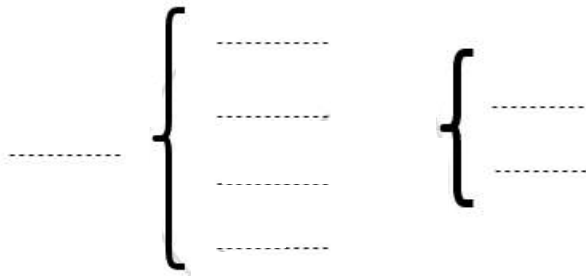
It could either have a horizontal or vertical layout.



Flow Map

4. Brace Map:

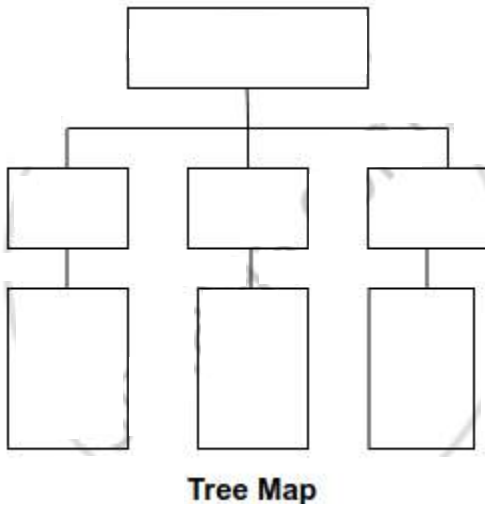
Depicting the whole of something and its parts (uses braces/brackets).



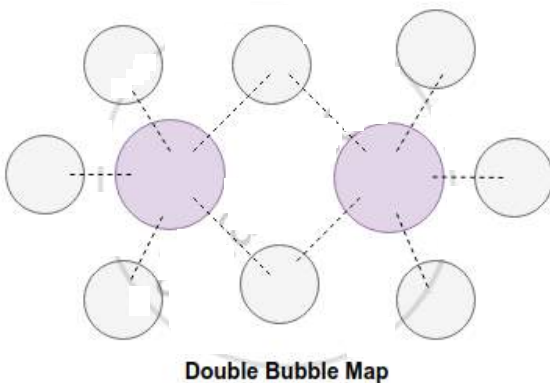
Brace Map

5. **Tree Map:**

Classifying and grouping → read vertically from the central idea mentioned on top.

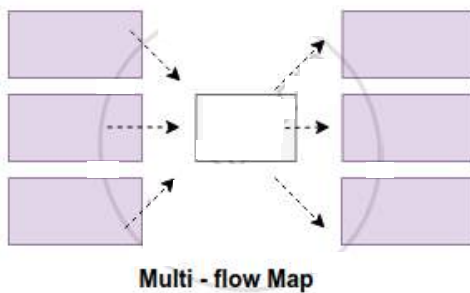


6. **Double Bubble Map:** Comparing and contrasting using bubble maps which could have been made previously as well.



7. **Multi-flow map:**

Useful in analyzing causes and effects.



Brainstorming (A5) | Q 2 | Page 146

Browse the internet to know the following:

Benefits of Mind Mapping

Solution: Mind mapping is a simple tool that enables us to use a graphical way to represent ideas and concepts. It is a visual thinking tool that helps in structuring information, to better analyze, recall, and generate new ideas. Mind mapping has multiple benefits:

1. Extremely simple to learn and use
2. Applicable to all areas of life (Personal/Professional)
3. Helps attain clarity of thought
4. Promotes creativity → Choice to customize it as per your topics/liking
5. Increases productivity → Better time and resource management
6. Strengthens memory by improving recall ability
7. Enables meaningful learning → Connects to one's pre-existing knowledge and does not encourage rote learning.

Brainstorming (A5) | Q 3 | Page 146

Browse the internet to know the following:

Uses of Mind Mapping in Note-Taking

Solution: Liner notes are quite monotonous. Using mind maps for note-taking can actually make it a fun experience with the easier recollection of the key points. It has the following uses specific to note-taking,

1. Helps break down larger chunks of data into smaller and more relatable proportions.
2. Gives an overview at one quick glance
3. Engages both the left and right side of the brain → whole-brain thinking
4. Helps to create notes quickly → save times
5. Gives abundant flexibility than the traditional note-taking methods
6. Ensures that entire information is captured
7. Is easier to read, grasp and go back to specific key points → finding key points in traditional/ liner notes is a tedious task.

Brainstorming (A5) | Q 4 | Page 146

Browse the internet to know the following:

Difference between mind mapping and concept mapping:

Solution: The key difference between a concept map and a mind map is the layout.

- a. Mind maps have a radial structure whereas concept maps have a tree-like structure.
- b. Mind maps focus on one particular concept, whereas concept maps focus on multiple ideas
- c. Making a mind map is quicker, faster, and simpler as it can be based on abstract thinking. Concept maps on the other hand are usually based on real concepts and might be complicated in comparison.



Note-Making

Ice Breakers | Q 1 | Page 147

Complete the web.

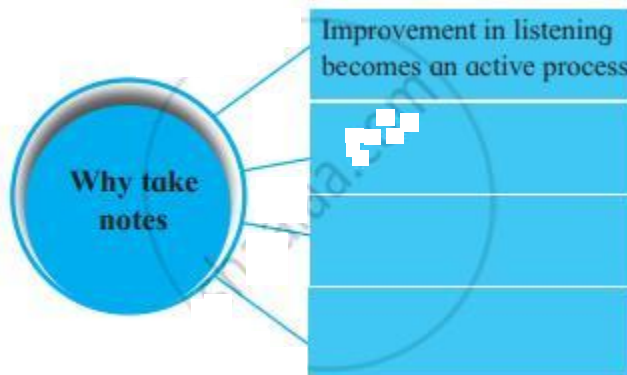


Solution:

1. **Speech**
2. An announcement
3. Our life events
4. Teacher's dictation

Ice Breakers | Q 2 | Page 147

Discuss in groups why you take notes.



Solution:

1. **Improvement in listening becomes an active process**
2. It reinforces the learning from the class
3. Last minute revision can be done better with the help of notes
4. It offers convenience in carrying than the bulky books.

Ice Breakers | Q 3 | Page 147

Better notes will help you remember concepts, develop meaningful learning skills, and gain a better understanding of a topic. Discuss in groups of different styles or methods you use in your note-making/taking. For example, to underlining important facts.

Solution: The different styles or methods that I use in note-making/taking are

1. Underlining important facts
2. Making tables for data such as historical dates, scientists and discoveries, etc.
3. Using different colour codes for different kinds of information taken in the notes.
For example, while learning about different countries, capitals and currencies, I can use a certain colour for capital and another colour for currency.

BRAINSTORMING (A1) [PAGE 151]

Brainstorming (A1) | Q 1 | Page 151

Read the following passage carefully and complete the activities.

Occasional self-medication has always been part of normal living. The making and selling of drugs has a long history and is closely linked, like the medical practice itself, with belief in magic. Only during the last hundred years or so, the development of scientific techniques made, diagnosis possible. The doctor is now able to follow up on the correct diagnosis of many illnesses with specific treatment of their causes. In many other illnesses of which the causes remain unknown, he is still limited, as the unqualified prescriber, to the treatment of symptoms. The doctor is trained to decide when to treat symptoms only and when to attack the cause. This is the essential difference between medical prescribing and self-medication.

The advancement in technology has brought about much progress in some fields of medicine, including the development of scientific drug therapy. In many countries, public health organization is improving and people's nutritional standards have risen. Parallel with such beneficial trends are two which have an adverse effect. One is the use of high-pressure advertising by the pharmaceutical industry which has tended to influence both patients and doctors and has led to the overuse of drugs generally. The other is the emergence of eating, insufficient sleep, excessive smoking, and drinking. People with disorders arising from faulty habits such as these, as well as from unhappy human relationships, often resort to self-medication and so add the taking of pharmaceuticals to the list. Advertisers go to great lengths to catch this market.

Clever advertising, aimed at chronic sufferers who will try anything because doctors have not been able to cure them, can induce such faith in preparation, particularly if cheaply priced, that it will produce-by suggestion-a very real effect in some people.

Advertisements are also aimed at people suffering from mild complaints such as simple

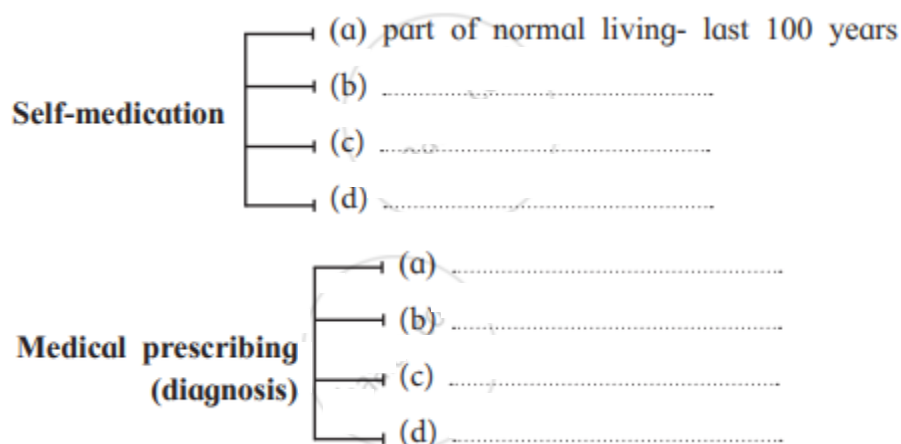


cold and coughs which clear up by themselves within a short time.

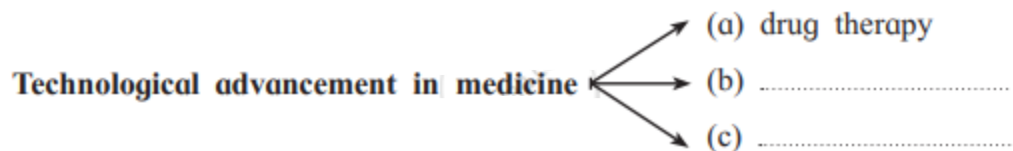
These are the main reasons why laxatives, indigestion-remedies, painkillers, cough-mixtures, tonics, vitamin and iron tablets, nose drops, ointments and many other preparations are found in quantity in many households. It is doubtful whether taking these things ever improves a person's health, it may even make it worse. Worse, because the preparation may contain unsuitable ingredients; worse because the taker may become dependent on them; worse because they might be taken excess; worse because they may cause poisoning, and worst of all because symptoms of some serious underlying cause may be asked and therefore medical help may not be sought. Self-diagnosis is a greater danger than self-medication.

Complete the following points with the help of the above text. (Give a suitable title.)

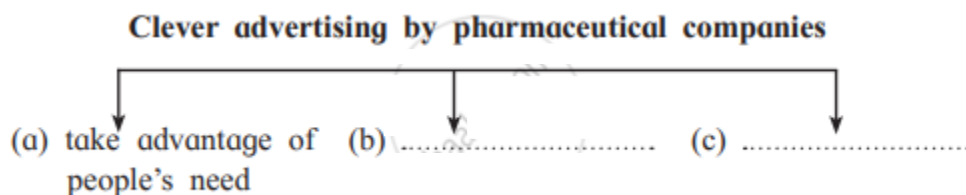
1.



2.



3.



Solution:

**Don't be your own doctor unless
you are one!**

1.

Self-medication:

- a. **part of normal living-last 100 years**
- b. making and selling of drugs has a long history and are closely linked
- c. the medical practice had relied on belief in magic
- d. drug making and selling too had been based in magic.

Medical prescribing (diagnosis):

- a. being done over the last hundred years
- b. development of scientific techniques had made it possible to treat illness
- c. when causes are unknown, the doctor treats only the symptoms
- d. the doctor is trained to decide when to treat only symptoms or attack the cause, unlike self-diagnosis or self-medication.

2. Technological advancement in medicine:

- a. **drug therapy**
- b. improvement in public health organization
- c. rise in people's nutritional standards

3. Clever advertising by pharmaceutical companies:

- a. **take advantage of people's need**
- b. aimed at people suffering from mild complaints
- c. can induce a faith in a preparation when doctors have not been able to cure them.



Statement of Purpose

ICE BREAKERS [PAGE 153]

Ice Breakers | Q 1 | Page 153

Match the professions with the desired qualities.

Profession	Qualities
1. Businessman	a. reading, experimenting, research
2. Artist	b. alert, investigative, love for physical activity
3. Advocate	c. convincing, selling, risk-taking
4. Police	d. imaginative, creative, thinking out of the box
5. Scientist	e. logical reasoning, oratory, critical thinking

Solution:

Profession	Qualities
1. Businessman	c. convincing, selling, risk-taking
2. Artist	d. imaginative, creative, thinking out of the box
3. Advocate	e. logical reasoning, oratory, critical thinking
4. Police	b. alert, investigative, love for physical activity
5. Scientist	a. reading, experimenting, research

Ice Breakers | Q 2 | Page 153

What is your career goal?

Solution: My career goal is to become a Scientist.

Ice Breakers | Q 3 | Page 153

Which of your qualities would help you in achieving your career goal?





Solution: My career goal:

1. Reading
2. imagination
3. sympathy
4. understanding the surroundings
5. writing
6. researching
7. language skills
8. thinking out of the box

Ice Breakers | Q 4 | Page 153

List the obstacles which might hamper in achieving your goal/s in life. One is done for you.

Solution:

- **Lack of proper guidance**
- No opportunities to grow
- Absence of relevant courses
- Zero acknowledgment
- Lack of appreciation
- No added activities

BRAINSTORMING (A1) [PAGE 157]

Brainstorming (A1) | Q 1 | Page 157

Discuss and exchange your views with your partner about your career plan.

Solution: I want to be a renowned Pastry Chef when I grow up. The movie, Charlie and The Chocolate Factory, made me realise my true love for creating delectable confectionery items to satisfy my sweet tooth. The first cake I baked, was lined with lemon slices. I used a traditional soil lined, copper vessel to make it. Since that time I

have always tried to sample different cuisines with a natural preference for desserts. I am currently taking a workshop titled – ‘You are what you eat’, wherein I am learning to cook all sorts of healthy food items. My parents and my sister are so far my critics and enthusiastic audience. My workshop instructor feels I have a way with food ingredients and incorporate feedback with great ease. It is my ambition to study at the Culinary Academy of India.

BRAINSTORMING (A2) [PAGE 157]

Brainstorming (A2) | Q 1 | Page 157

You must have decided your aim in life. Which institute/university would you like to join for your diploma / graduation? Write a Statement of Purpose as a part of your application to the institute/ university.

Solution:

My aim in life is to become a chef. I'd like to join the Culinary Academy of India, Hyderabad for my graduation.

Statement Of Purpose

I was fascinated by cooking since the early years of my life. Coming from a large extended family, summer vacations were spent visiting relatives, having them over and spending a good amount of time cooking and eating. In fact, mom says, I'd spend more time in the kitchen with my granny than in the toy room with my cousins. With an insatiable appetite to eat and an unquenchable thirst to whip up innovative recipes, I believe being a Chef has been my lifelong calling. George Bernard Shaw said, "There is no sincere love than the love of food". This holds absolutely true in my case for I believe food is not just eating but an 'experience'. To further fuel my passion in the right direction and to understand the nuances of culinary arts, I believe I need to take up a professional course that'd allow me to learn under the mentorship of industry experts. I often cook for my family an average of three days a week and I never get tired or bored, I enjoy it. I am passionate about cooking because it excites me, inspires me, and encourages me to understand the delicate science of taste and nutrition.

I have been watching many culinary shows and follow a lot of world-renowned chefs on their social handles. However, the things I relish the most is discovering ancient Indian cooking techniques, understanding the chemistry of using spices, experiencing the subtle flavors of food when cooked on a slow flame, and observing how just a pinch of salt and sugar radically changes the flavour of a dish. I have volunteered to be a part of community cooking programs over a dozen times and have participated in various cooking competitions. I've also contributed with my new recipes to the YouTube channel Indian Recipes and have been covered by the Food and Nutrition magazine twice. With an admission in the prestigious Culinary Academy of India, I'd be able to hone my culinary skills and learn a great deal about this art form.



BRAINSTORMING (A3) [PAGE 157]

Brainstorming (A3) | Q 1 | Page 157

Enrich your vocabulary. Match the job terms with their meanings.

(1) to be your own boss	(a) work that requires manual activity
(2) a dead-end job	(b) an important powerful job
(3) a good team player	(c) to be unhappy in an office job
(4) a heavy workload	(d) a normal job having a duty of 8 hours
(5) a high-powered job	(e) to be in a boring job that is hard to leave
(6) job satisfaction	(f) a job with no promotional opportunities
(7) manual work	(g) to have your own business
(8) to be stuck in a rut	(h) to have a lot of work to do
(9) to be stuck behind a desk	(i) enjoying your job
(10) a nine-to-five job	(j) someone who can work well with other people

Solution:

(1) to be your own boss	(g) to have your own business
(2) a dead-end job	(f) a job with no promotional opportunities
(3) a good team player	(j) someone who can work well with other people
(4) a heavy workload	(h) to have a lot of work to do
(5) a high-powered job	(b) an important powerful job
(6) job satisfaction	(i) enjoying your job
(7) manual work	(a) work that requires manual activity
(8) to be stuck in a rut	(e) to be in a boring job that is hard to leave
(9) to be stuck behind a desk	(c) to be unhappy in an office job
(10) a nine-to-five job	(d) a normal job having a duty of 8 hours



BRAINSTORMING (A4) [PAGE 157]

Brainstorming (A4) | Q 1 | Page 157

Read the dialogue given below and fill in the blanks with the appropriate job terms given above.

Varsha: Vivek, what kind of job are you looking for?

Vivek: Varsha, I want to _____. I don't like a _____. My present job is not challenging. I am _____. I am not afraid of a _____ and I am a good _____. Moreover this is a _____ I am looking for an opportunity to try new winds

Solution: Varsha: Vivek, what kind of job are you looking for?

Vivek: Varsha, I want to **be my own boss**. I don't like a **dead end job**. My present job is not challenging. I am **stuck in a rut**. I am not afraid of a **heavy workload** and I am a **good team player**. Moreover, this is a **nine-to-five job**. I am looking for an opportunity to try new winds.

BRAINSTORMING (A5) [PAGE 158]

Brainstorming (A5) | Q 1 | Page 158

Read the personal detail given below and prepare a suitable Statement of Purpose.

University of Bath, UK is one of the leading Universities for Business Studies. You belong to a business family - wish to start your own business carry forward your family business in the future. In your junior college, you have opted for commerce, scored well in your Std X Board Examination you made a profit in the stall you had put up in the business fair organized by your school/college. Your hobbies are playing cricket/hockey, you get along well with people.

Solution: Since my childhood, I have always had a knack for the inner workings of the business world. Belonging to a family that conducts business dealings on a daily basis, I would often tag along with my father and uncles whenever I could. Even as a kid, I was sure about my life's goal – entry into the business world.

My curiosity was fuelled further by my grandfather, who would subscribe to magazines in the business world. Reading them became a childhood obsession and it helped me understand the verticals and horizontals of a market. Curiosity got the better of me and I researched and concluded that I want to further my education in Business Studies. This further encouraged me to study well and score good marks in Std. X so I can choose a wonderful college for the subject of commerce. I often love to indulge in a game of



cricket and hockey. In these games, I tend to play the role of a strategist and juggle between being a part of the game and planning the next step for my team and myself. This exposure has built-in me the qualities of resilience and a far-sighted approach. Being a strategist and team player adds value in my skillset to inch closer towards my goal.

During my school days, I have often participated in the annual business fairs. My stall was set up with the help of my family as well as like-minded friends and I made substantial profits through such endeavors. Even in college, I participated in organizing annual festivals as well as business fairs where I handled many administrative duties singlehandedly.

I am aware that the University of Bath in the UK is one of the leading universities in Business Studies. This, according to me is the right platform to connect with spirited individuals and hone my skills for the future. It would be an opportunity to prove my mettle and carry forward my family's legacy armed with sharp acumen and sound business understanding.

Brainstorming (A5) | Q 2 | Page 158

Read the personal detail given below and prepare a suitable Statement of Purpose.

You are an avid animal lover. You have a pet dog and some love birds at home. You are extremely fond of them. You have been a member of bird watcher's club. You have loved going on a safari. You have taken care of orphan animals, or animals who are hurt. In school you loved Biology. You wish to make a career in this field. The University of Cambridge offers an excellent course/program which would boost your career. Make a Statement of Purpose which will help you to get admission to this University.

Solution: My first encounter with the animal kingdom happened when I was five years old. I was taking a walk in the park with my grandmother when she spotted a wounded sparrow lying unconscious on the grass. Together, we brought it home and I began to observe my grandmother tend to the bird every day until it got better. It was finally the moment to release the healed bird into the sky and I was extremely elated to see it flutter and fly away. That is when I decided to turn my passion into a lifelong journey. It will soon be a decade since that day but my love for animals and birds has only multiplied. Over the course of time, I have contemplated and concluded that I want to study further on the topic of animal biology. To get further hands-on understanding of



the subject, I have set up a small home sanctuary where I have rescued many animals including my pet dog, cats, sparrows as well as a few love birds.

My school days were laden with a heavy dose of Discovery Channel and Nat Geo documentaries. It prompted me to take the initiative of starting a Bird Watchers' Club.

Through the club, we embarked on many expeditions in forests and reserved zones on the outskirts of my town. After my Std. X examinations, our family vacation led us onto a safari trip that I enjoyed immensely. I remember returning home with a newfound zest to care for animals.

Throughout my academic life, I have conducted various drives that collected money for better care and treatment of animals. With the help of my friends and like-minded individuals, I have been able to create awareness and encourage support for my initiatives.

University of Cambridge is held in high regard when it comes to the course on Animal Biology & Behaviour. The opportunity to be a part of this course would give wings to my life-long passion towards the animal kingdom. I also believe that it is the right course to flourish intellectually as well as sensitively and make a positive impact on society.

BRAINSTORMING (A6) [PAGE 158]

Brainstorming (A6) | Q 1 | Page 158

Browse different websites and find out the universities offering best courses in Life Sciences, Arts, Sports, Music, Engineering and Medicine. Collect and share any other additional information related to the course which seems important.

Solution: Following are the best universities for the respective courses:

1. **Life Science –**
University of Cambridge, University of Massachusetts, Yale University, Oxford University, John Hopkins University, Homi Bhabha National Institute, India and Manipur University.
2. **Arts –**
University of Edinburgh, Hong Kong University, Pratt Institute in New York, Goldsmith University of London, University of Delhi, St. Xavier's College in Mumbai, and Loyola College in Chennai.
3. **Sports –**
University of Florida, Penn State University, The Ohio State University, National Sports University in India, Jain University in Bengaluru and Lakshmibai National Institute in Gwalior.



4. **Music –**

The Juilliard School, Curtis Institute of Music, Royal College Of Music, Manhattan School of Music, Berklee College of Music, Calcutta School of Music, and Sangeet Gurukul in Indore.

5. **Engineering –**

Massachusetts Institute of Technology, Stanford University, University of Cambridge, Indian Institute of Technology, Birla Institute of Technology and Science, COEP in Pune.

6. **Medicine –**

Harvard University, Oxford University, University of Cambridge, AIIMS in Delhi, Christian Medical College in Vellore, Armed Forces Medical College in Pune and St. John's Medical College in India.



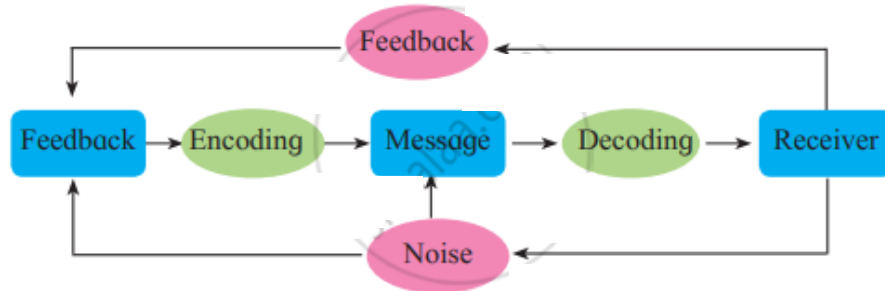
Drafting a Virtual Message

ICE BREAKERS [PAGE 159]

Ice Breakers | Q 1.1 | Page 159

Given below is a two-way communication cycle or the process of communication.

Can you guess the role of the sender and the receiver in this process? What do we encode? What do we decode?



Solution: The sender could be anyone with more authority or understanding than that of the receiver. The receiver could be a subordinate. The role of the sender is to give feedback and that of the receiver is to implement it. In the process we encode the feedback and decode the message received.

Ice Breakers | Q 1.2 | Page 159

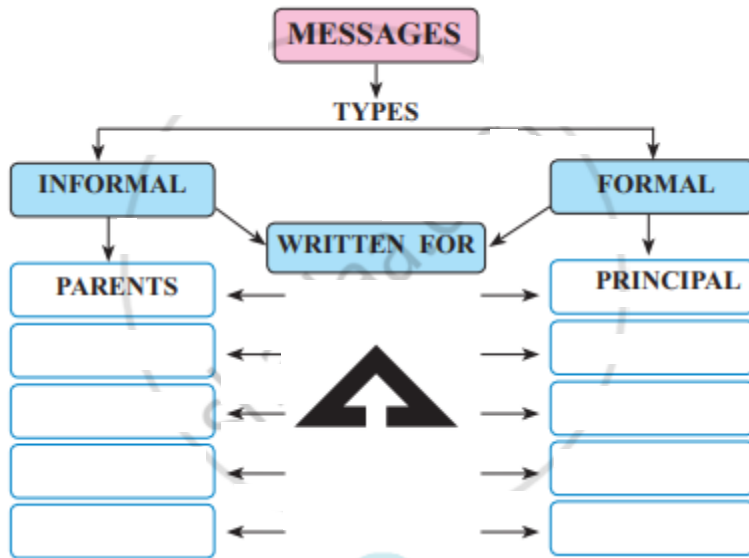
People send messages to others for different purposes. Mention at least five purposes/reasons for which messages are generally sent.

Solution:

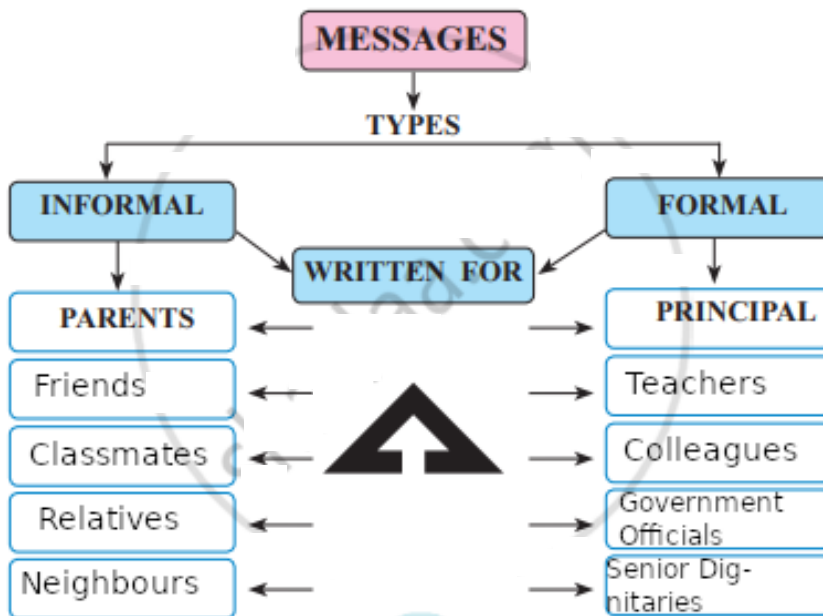
1. A message can be sent to inform someone.
2. A message can be sent to alert someone.
3. A message can be sent to greet someone.
4. A message can be sent to express displeasure.
5. A message can be sent to announce the news.

Ice Breakers | Q 2 | Page 159

Given below is a tree-diagram explaining two major types of messages. Complete the blank boxes in the diagram. One is done for you.



Solution:



BRAINSTORMING (A1) [PAGES 163 - 165]

Brainstorming (A1) | Q 1 | Page 163

In pairs, enact the given conversation between Rakesh and Mrs. Sarkar.

- **Rakesh:** Hello, may I speak to Dr Sarkar?
- **Mrs. Sarkar:** He has gone to the hospital to attend the OPD. May I know who is speaking?
- **Rakesh:** Yes. I am Rakesh Sood. My wife has been having a severe headache since yesterday. Since this morning she has also developed a high temperature. I would be very grateful if the doctor could come over to our place to examine her.

- **Mrs. Sarkar:** Of course. Please let me note down your address.
- **Rakesh:** It is B-49, New Colony.
- **Mrs. Sarkar:** I will give him your message as soon as he returns.
- **Rakesh:** Thank you.

Mrs. Sarkar had to leave for the school where she teaches. So she wrote a message to her husband. Draft the message in not more than 50 words.

Solution: Message:

1st June 12:30 p.m.

Dr. Sarkar

Mr. Rakesh called up to say that his wife is down with a severe headache since yesterday, which turned into high-temperature today morning. He has requested that you visit them at the earliest. Address – B – 49, New Colony.

Mrs. Sarkar

Brainstorming (A1) | Q 2 | Page 164

Using information from the dialogue given below, write the message which Amrita left for her brother, Sourajit. (Do not leave out any vital information or add any new information).

- **Shekhar:** Is this 28473892?
- **Amrita:** Yes. May I know who is speaking?
- **Shekhar:** I am Shekhar. I want to speak to Sourajit. I am his friend from IHM, Goa.
- **Amrita:** I am his sister. Sourajit is not at home at the moment. Can you ring up a little later?
- **Shekhar:** I shall be a little busy. Actually, I have got a placement at the Hotel Mumbai and will have to join with immediate effect. So right now I am trying to get all the formalities completed. This is the news that I wanted to give Sourajit. Will you do that for me? Also tell him that I will let him know my new cell phone number as soon as I get one.
- **Amrita:** I'll do that. Bye and all the best.

Amrita had to leave for office. So she wrote a note for Sourajit. Draft her message in not more than 50 words.

Solution: Message:

5th Nov 1:20 p.m.

Sourajit

Shekhar, your friend from IHM Goa had called. He wanted to inform you about his new placement at the Hotel Mumbai. He is currently completing the formalities and would

give you his new cell phone number as soon as he gets one.

Amrita.

Brainstorming (A1) | Q 3 | Page 164

You are Priyanka, a personal assistant to Ms. Sen. She was away attending a meeting when Mr. Garg rang up. You spoke to him and jotted down his message in your note- pad.

Draft the message for Ms. Sen using the information in your notes given below.

Mr. Garg – rang up – 5 pm – has received the CDs and the posters – coming tomorrow – to thank Ms. Sen and to personally hand over the cheque.

Solution: Message:

28th Jan 5:15 p.m.

Ms. Sen

Mr. Garg rang up at 5 pm today. He wanted to inform you that he has received the CDs and posters. He expressed his pleasure and will be coming to the office tomorrow to thank you and personally hand over the cheque.

Priyanka

Brainstorming (A1) | Q 4 | Page 164

Read the following conversation between Aashna and Mr. Singh.

- **Aashna:** Hello, may I speak to Ranajit, please?
- **Mr. Singh:** Ranajit is getting ready for school. May I know who is speaking?
- **Aashna:** My name is Aashna. I am Ranajit's classmate.
- **Mr. Singh:** Hello, Aashna. I am Ranajit's father. Is there any message?
- **Aashna:** Yes. Please ask him to bring his biology notebook to school today. I was absent from school due to illness. I would like to see the notes which our biology teacher gave to the class during my absence.
- **Mr. Singh:** I will definitely do that. Since

Mr. Singh had to go for his morning walk he left a message for Ranajit. Draft that message in 50 words.

Solution: Message:

3rd Dec 7:15 a.m.

Ranajit

Aashna, your classmate called while you were getting ready for school. She has asked you to carry your biology notebook to school. She wants to complete her notes that she



missed during her absence.

Dad.

Brainstorming (A1) | Q 5 | Page 164

Rajat comes home from school and finds the door locked. Since he has a duplicate key he enters and finds a note from his mother kept on the table. In it, she explains that she had to rush to the hospital with Mrs. Manohar, their neighbor, who had met with an accident. She has also written that he should have the rice and curry kept on the dining table for lunch. He could heat the food in the microwave oven if he wanted to, but he should be very careful while handling the switch.

Draft the message which Rajat's mother left for him.

Solution: Message:

19th Sept 12:30 p.m.

Rajat

I have taken Mrs. Manohar to the hospital as she met with an accident. Please have the rice and curry kept on the dining table for lunch. Warm the food in the microwave oven if you wish, but kindly be careful while handling the switch.

Mother.

Brainstorming (A1) | Q 6 | Page 165

Using the information given below, write a message which Manu left for his sister, Renu. (Do not add any new information. The message should not exceed 50 words).

Ruhaan rang up-book-reading session – 'Children Ask Kalam' – Dr. A.P.J. Abdul Kalam – a compilation of letters received by him from children and his answers Oxford Book Store – 8 pm, this evening, – pick you up – 6:30 pm-attend reading session together.

Solution: Message:

30th Aug 4:00 p.m.

Renu

Ruhaan called to inform about book reading session at Oxford Store at 8:00 p.m. Topic - 'Children Ask Kalam' by Dr. A.P.J. Abdul Kalam. It is a compilation of letters received by Dr. Kalam from children. Ruhaan will pick you up at 6:30 p.m.

Manu

Brainstorming (A1) | Q 7 | Page 165

Given below is a template for a message. Imagine you are working as a receptionist in a company and you are supposed to maintain the call record. Complete the details given in the template for a particular message.

Call for:				
From:			Company:	
Date	Time	Phone		
		()		
Message:				
Action (Circle one)				Taken by
Phoned	Returned your call	Call back	Will call again	

Solution:

Call for: Mr. Sharma				
From:			Company:	
Mr. Bhide			Trish Electronics	
Date	Time	Phone		
15.04.2020	05.30 pm	(0009561278)		
Message:				
The shipment of highlighter pens has been received. Call scheduled for tomorrow at 12 a.m. to discuss about the next shipment. Request you to be present for it with your team. Will call again to discuss details.				
Action (Circle one)				Taken by
Phoned	Returned your call	Call back	Will call again	Ms. Akshata Shah

Brainstorming (A1) | Q 8.1 | Page 165

Browse the net and prepare a tabular column to explain the 'Dos and Don'ts' while drafting messages.

Solution:



Dos	Don'ts
1. Address it to the right person	1. Don't address it to many people
2. Keep it short	2. Avoid the use of humour
3. Use simple language	3. Don't exaggerate
4. Be specific	4. Stay away from adding unnecessary details
5. Ensure you include important details	5. Don't be repetitive
6. Be prompt in drafting the message	6. Don't forget to write your name

Brainstorming (A1) | Q 8.2 | Page 165

Browse the net to find innovative 'Message Templates'.

Solution: Do it yourself.

Brainstorming (A1) | Q 8.3 | Page 165

Prepare a collection of short messages that are usually drafted and exchanged within the family members to keep them well informed and updated in case of different situations.

Solution:

	Situation	Message Template
1.	Someone would be late	This is to inform you that I am going to be late today. Please don't wait up for me.
2.	Run out of the grocery	I have gone to the market to buy grocery. Will be back in an hour
3.	Helper's leave	Kamlabai called up to inform that she cannot make it today. Her daughter is unwell.
4.	Someone's invitation	Mohit called up to tell you that you have been invited to his birthday party at 8:00 p.m.
5.	Repair man called	The repair man called and wanted to know when would be a good time to visit. Kindly call him back.
6.	Announcement	The local authorities have announced a water cut on Monday. Be prepared.

Brainstorming (A1) | Q 8.4 | Page 165

Prepare a project titled, 'The Importance of Messages in Everyday Life'.

Solution: Importance of Messages in Everyday Life



1. Messages help you stay aware of the latest updates.
2. They're short, simple, and easily understood.
3. They help you to communicate with your relatives, colleagues, friends, and family.
4. Better, stronger, and more reliable relationships can be built.
5. They help improve situations in the best interests of those involved.
6. Finally, they help us fill all the gaps in understanding those around us.

Group Discussion

ICE BREAKERS [PAGES 165 - 166]

Ice Breakers | Q 1.1 | Page 166

You must have discussed many things with your friends, classmates in a group. It might be about going on a picnic or selecting a gift for your teacher.

What do you think are the benefits of a group discussion?

- (a) _____
- (b) _____
- (c) _____

Solution: (a) it helps by offering different perspectives

(b) it improves one's analytical skills

(c) it improves one's speaking and listening skills

Ice Breakers | Q 1.2 | Page 165

You must have discussed many things with your friends, classmates in a group. It might be about going on a picnic or selecting a gift for your teacher.

Do you think some people are right and some are wrong in a group discussion? Why?

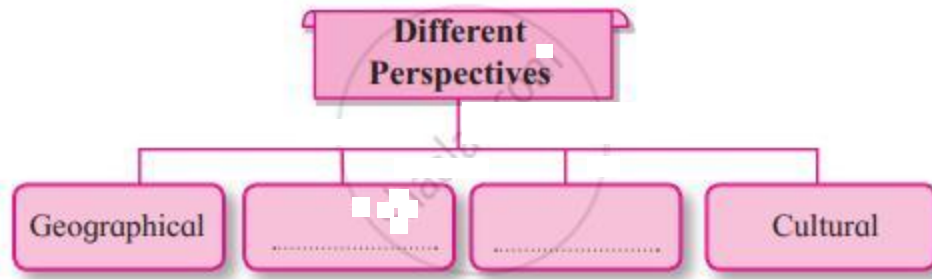
Solution: Yes, I do believe that every group discussion consists of some people who are right and some who are wrong. This is usually because a person's opinion is influenced by a large number of factors such as where they live, where they grew up, what information is available to them, the kind of people that they are surrounded with, what their interests are, the social and economic history of their family, political influences and various other factors. Because every person is unique and because their viewpoint is a combination of such a large variety of factors, it is natural that some may have the right approach to a discussion and some may not.

Ice Breakers | Q 1.3 | Page 166

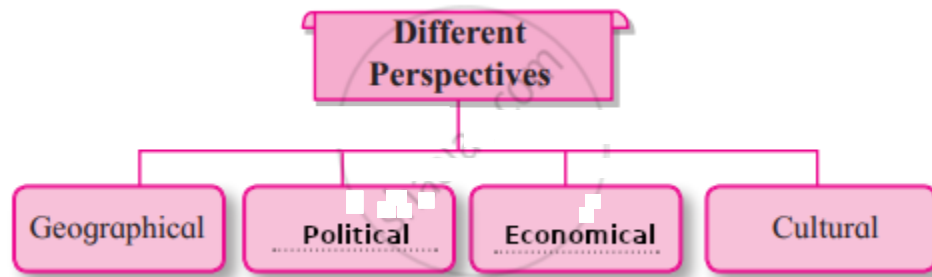
You must have discussed many things with your friends, classmates in a group. It might be about going on a picnic or selecting a gift for your teacher.

People have different views and opinions because:



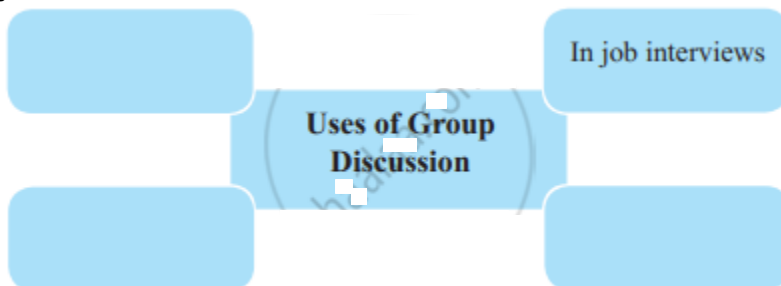


Solution:



Ice Breakers | Q 2 | Page 166

Complete the web highlighting the uses of 'Group Discussion'. One is done for you.



Solution:

- In job interviews**
- Business and project planning
- For family decisions
- Strategy building in team sports

BRAINSTORMING (A1) [PAGE 169]

Brainstorming (A1) | Q 1 | Page 169

Rama, Asif, Rachana and Aarav are participating in a group discussion. The evaluator has given them a topic, 'Teenagers are more inclined towards junk food nowadays'. Write suitable dialogues for each participant giving his/her opinion on the topic.

Evaluator: You've all been given a few minutes to think about your topic for today's group discussion, which is 'Teenagers are more inclined towards junk food'. You may now begin the discussion. Who would like to start?

Rama: _____

Asif: _____

Aarav: _____

Rachana: _____

Evaluator: Please conclude

Aarav: _____

Solution:

Evaluator:	You've all been given a few minutes to think on your topic for today's group discussion, which is 'Teenagers are more inclined towards junk food'. You may now begin the discussion. Who would like to start?
Rama:	Teenagers are probably some of the biggest consumers of junk food today. Picking up a snack or two from the street vendors while on their way back home is now common practice.
Asif:	Absolutely. There has been a rapid increase in the consumption of junk food by teenagers. In my opinion, one of the reasons for this is a large number of options available today at throwaway prices. For example, various brands of chips, sodas, and candies available at every nook and corner are sure to entice anyone.
Aarav:	You may have something there, Asif, but I am afraid you are not considering a large number of healthy options also available to them. Teenagers today are also involved in a lot more physical



	exercise as part of their extracurricular activities, like swimming, football, cricket, etc. Because of this, they are more likely to eat well and focus on their fitness.
Rachana:	I fully agree with Aarav. In fact, fitness has become a trend among teenagers today. Moreover, most teenagers get their information from the internet and are exposed to the ill-effects of junk food and the benefits of a healthy diet. So I believe, they are less likely to indulge in junk food.
Rama:	I can see your point Rachana, but don't you agree that the internet can also be a source of exposure to harmful dietary items, thus tempting more teenagers to consume junk food? I believe it all comes down to awareness about the ill-effects of junk food which should be imparted at an early age.
Evaluator:	Please conclude.
Aarav:	We can conclude by saying that while teenagers have more access to junk food today, they also have a large number of equally tasty and healthy options available. Whether or not they are inclined to indulge in a bad diet depends upon their level of awareness about their ill-effects and this should be made a part of their curriculum and must be discussed at home right from an early age.

BRAINSTORMING (A2) [PAGE 170]

Brainstorming (A2) | Q 1 | Page 170

Read the following statements. If you agree, say 'Yes' and if you don't agree, say 'No'.

State the reason for your opinion.

Sr.No.	Statement	Yes/No	Reason
1.	It is not possible to guess the topic for group discussion. Then there is no need to prepare.		



2.	Always have a discussion with your family and friends on different topics.		
3.	You must aim to get noticed by the evaluators.		
4.	Forget the evaluator and look at the participants while discussion		
5.	You should raise your voice to be heard by everyone and speak for a long time to show your knowledge.		
6.	You should always take the opportunity to begin the discussion		
7.	Take a strong position/view and defend it till the end.		
8.	Do not keep waiting for your turn to speak. You have to be alert and quick.		
9.	Listening to others also plays an important role in a group discussion.		
10.	You must interrupt a person if you do not agree to his opinion.		
11.	Show your leadership skills by being assertive, not aggressive.		
12.	Participating in a group discussion also means helping everyone to reach a consensus in spite of difference of opinion		

Solution:

Sr.No.	Statement	Yes/No	Reason
--------	-----------	--------	--------



1.	It is not possible to guess the topic for group discussion. Then there is no need to prepare.	No	Knowledge is strength. Since a group discussion is a test of one's knowledge and ability to clearly express one's thoughts, one can always prepare for it by reading up on diverse topics. Reading newspapers, watching documentaries and indulging in stimulating discussions are a few ways to enhance knowledge. A candidate with sound knowledge of different topics has a higher chance of success.
2.	Always have a discussion with your family and friends on different topics.	Yes	Having meaningful discussions on diverse topics will not only help you gain a better understanding of the topic and a broader perspective, but also help you develop a deeper bond with your family and friends. Such discussions will also help you understand your weaknesses and give you a good idea about how well you can express your thoughts.
3.	You must aim to get noticed by the evaluators.	No	The aim of the discussion is not to impress the evaluator but to contribute meaningfully to the topic while listening and learning from other participants.
4.	Forget the evaluator and look at the participants while discussion	Yes	The group discussion is between you and the other members, not the evaluator. It is considered good practice to avoid interaction and any kind of eye contact with the evaluator while the discussion is in progress.
5.	You should raise your voice to be heard by everyone and speak for a long time to show your knowledge.	No	It is very important for a participant to remain calm and logical in a group discussion. Reacting emotionally in a discussion causes one to lose



			control and this may affect your evaluation because the participant is judged not only on his communication skills but also on his ability to work in a team. In addition, evaluation focuses on the quality of your argument and not on its quantity. The participant must focus on making relevant points and not take up too much time. This reflects negatively on his ability to accept other people's opinions and makes him look self-centred.
6.	You should always take the opportunity to begin the discussion	No	You should only initiate the discussion if you have a very valid point to make. If you are doubtful, do not initiate the discussion. Simply starting, without careful consideration or sufficient knowledge, can result in a wrong interpretation of the topic and cast a bad impression.
7.	Take a strong position/view and defend it till the end.	No	Blindly taking a stand throughout the discussion may land a participant in trouble. During the course of the group discussion, it is possible that a participant's viewpoint changes because he is successfully convinced by another participant. In such a case, the participant may change his position, giving the impression that he is open to accepting others' viewpoints. As the aim is to reach a conclusion, it is natural for some participants to change their views to make sure the team reaches a common conclusion.



8.	Do not keep waiting for your turn to speak. You have to be alert and quick.	Yes	In a group discussion, it is not likely that one will be specifically asked to speak. In order to express his opinion, the participant must be alert and seek out an appropriate time, such as, after another participant has finished speaking and present his views. If one feels like they must interrupt another person, they should do so, politely.
9.	Listening to others also plays an important role in a group discussion.	Yes	Not only does listening to others indicate a willingness to accommodate others' views, it also offers the participant a chance to respond meaningfully, which increases his chance of making a good impression on the evaluator. In addition, it allows the participant to broaden his perspective by understanding various viewpoints. Listening intently, nodding while appreciating another's viewpoint can also reflect positively on the participant.
10.	You must interrupt a person if you do not agree to his opinion.	No	Interrupting a person while they are speaking, just because you don't agree with their opinion, indicates an emotional response and creates the impression that you are not a team player. In a team, one often has to work with people who they do not agree with, but one must always listen patiently to what each person has to say. Thus, one must wait for the person to finish before expressing disagreement.
11.	Show your leadership skills by being assertive, not aggressive.	Yes	While it is important to be assertive, that is, to be determined in one's

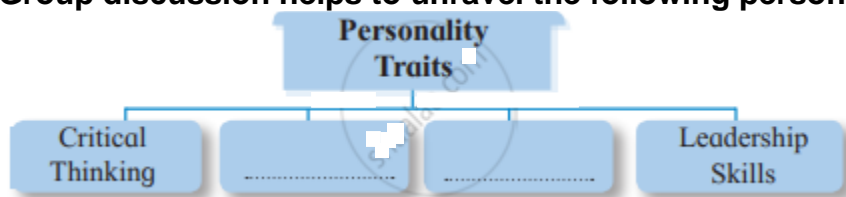


			arguments, it is important to not cross the line into aggression. Being aggressive creates a bad impression because it indicates that you are not approaching the discussion logically and cannot work well in a team.
12.	Participating in a group discussion also means helping everyone to reach a consensus in spite of a difference of opinion	Yes	The aim of the group discussion is to reach a logical conclusion through teamwork. Thus, it is essential that the differences of opinion are resolved and the participants direct the discussion to reach an outcome that is agreed upon by all. This may mean that one may have to support or discourage another participant's views so that the group reaches a consensus.

BRAINSTORMING (A3) [PAGE 170]

Brainstorming (A3) | Q 1 | Page 170

Group discussion helps to unravel the following personality traits in a person.



Solution:

1. **Critical thinking**
2. **Leadership skills**
3. Communication skills
4. Creative thinking

Brainstorming (A3) | Q 2 | Page 170

Match the following.

Column A	Column B
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Discuss	Give special importance or value to something in speaking or writing
Argue	Say something again, a number of times
Deliberate	Express opposite views in a heated or angry way
Reiterate	Engage in long and careful consideration
Emphasize	To talk about a subject with someone and tell each other your ideas and opinions

Solution:

Column A	Column B
Discuss	To talk about a subject with someone and tell each other your ideas and opinions
Argue	Express opposite views in a heated or angry way
Deliberate	Engage in long and careful consideration
Reiterate	Say something again, a number of times
Emphasize	Give special importance or value to something in speaking or writing

BRAINSTORMING (A4) [PAGE 171]

Brainstorming (A4) | Q 1.1 | Page 171

Write the following sentence in reported indirect speech:

He said, "If you find my answers satisfactory, will you give me five rupees?"

Solution: He asked me whether I would give him five rupees if I found his answers satisfactory.

Brainstorming (A4) | Q 1.2 | Page 171

Write the following sentence in reported indirect speech:

The astrologer said, "You were left for dead. Am I right?"

Solution: The astrologer confirmed whether I was left for dead.

Brainstorming (A4) | Q 1.3 | Page 171

Write the following sentence in reported indirect speech:

“I should have been dead if some passerby had not chanced to peep into the well,” exclaimed Guru Nayak.

Solution: Guru Nayak exclaimed that he would have been dead had some passerby not chanced to peep into the well.

Brainstorming (A4) | Q 1.4 | Page 171

Write the following sentence in reported indirect speech:

He told her, “Do you know a great load is gone from me today.”

Solution: He confessed to her that a great load had gone from him that day.

Brainstorming (A4) | Q 2 | Page 171

Read a part of a conversation between Neha and Nidhi.

Neha: Where are you going, Nidhi?

Nidhi: I am going for my music lessons.

The above conversation is written in exact words spoken. If this conversation was to be reported by a third person then it would be written as:

Neha asked Nidhi where she was going. Nidhi replied that she was going for her music lessons.

Notice the changes in the reported sentence. Note the changes in pronouns, tenses, reporting, and reported verbs and other changes. Now find sentences from the text in the direct speech and convert them into the reported speech.

Solution: Some examples of direct speech from the text are:

1. **Evaluator:** You may now begin the discussion. Who would like to start?
2. **Manisha:** I think the topic of this discussion is very relevant to all of us here.
3. **Anamika:** I also agree with Manisha.
4. **John:** Yes, I would like to add to it. I don't think students use mobile phones only for seeking useful information. They use it for entertainment too.
5. **Anamika:** Yes John, you are absolutely right.
6. **Ananya:** Yes, all this is true but don't you all agree that they do see unwanted things and waste their time in things not suitable for their age group.
7. **John:** I agree with what Ananya says. It is a sheer wastage of time, money, and energy.
8. **Evaluator:** Could someone conclude, please?

These can be converted into reported speech as follows:

1. The evaluator instructed the group to start the discussion and asked them who would like to go first.
2. Manisha thought the topic of the discussion was very relevant to all those who were present there.
3. Anamika said that she, too, agreed with Manisha.



4. John added to the discussion by saying that students not only used the mobile phone for seeking useful information but also for entertainment.
5. Anamika affirmed that John was absolutely right.
6. Ananya accepted that everything that had been saying was true and asked the group if they agreed that the students did see unwanted things and waste their time in things that were not suitable for their age group.
7. John agreed with Ananya about mobile phones being a sheer wastage of time, money, and energy.
8. The evaluator asked whether someone from the group could conclude the discussion

Brainstorming (A4) | Q 3.1 | Page 171

Read the following sentence given in indirect speech and convert them into direct speech.

Shirish said that he would not be able to solve the problem.

Solution: Shirish said, "I won't be able to solve the problem."

Brainstorming (A4) | Q 3.2 | Page 171

Read the following sentence given in indirect speech and convert them into direct speech.

Lata told me to give her a glass of water.

Solution: Lata said, "Give me a glass of water."

Brainstorming (A4) | Q 3.3 | Page 171

Read the following sentence given in indirect speech and convert them into direct speech.

Ananya exclaimed with joy that she had received the Ph.D. degree.

Solution: Ananya exclaimed, "I have received the Ph.D. degree!"

Brainstorming (A4) | Q 3.4 | Page 171

Read the following sentence given in indirect speech and convert them into direct speech.

Shilpa asked us if there was any other document to be typed.

Solution: Shilpa said to us, "Is there any other document to be typed?"

Brainstorming (A4) | Q 3.5 | Page 171

Read the following sentence given in indirect speech and convert them into direct speech.



Swati said that she would not get the money.

Solution: Swati said, “I won’t get the money.”

BRAINSTORMING (A5) [PAGE 171]

Brainstorming (A5) | Q 1 | Page 171

An economically deprived girl student in your class who has received admission to a reputable college abroad needs monetary help to pursue further studies there. Have a group discussion amongst your friends to seek solutions to help her. Write four/five views in the form of dialogues.

Solution:

Veena:	As we all know, Priya has secured admission at the prestigious Oxford University to pursue a Master’s Degree in Mechanical Engineering. However, since she is finding it difficult to pay the fees, let’s try to find a way to help her. I believe we can organize a fundraising event in college with the Principal’s permission and urge people to donate at the event.
Vivek:	Yes, that is a great idea, Veena. The event can be part of the college’s annual festivities. But I also think we should approach some educational trusts like the Tata Trust to secure some donation towards her fees. I hear they offer scholarships to many deserving candidates each year.
Siddhi:	Absolutely. There are a number of reputable institutions that offer scholarships to deserving students. In addition, there are also a number of organizations working towards encouraging higher education among young girls in India. We should seek such institutions that work towards the empowerment of girls, like the Shiksha Foundations.
Rohit:	You may have something there, Siddhi. But I do believe the fundraiser would be our bet. Such trusts receive a large number of applications and involve long procedures. On the other hand, the event will solely focus on helping Priya. In addition, we can use the event to raise awareness about educating the girl child. We can also use the college website and put up posters around campus to raise awareness about the event.
Veena:	I fully agree with Rohit. The fundraising event is the best way to help Priya. We can also start an online campaign on our college’s social media channels and urge our friends to spread the word. The campaign will raise the curiosity of the students and ensure maximum participation on the day of the event.
Vivek:	I think we have a plan in place now. To conclude our discussion, we have decided to organize a fundraising event for Priya which will be preceded by an online campaign on the college’s social media channels. The event will focus on the cause of the education of the girl child. In the meantime, we will also gather information about educational trusts that offer scholarships to deserving students and help Priya in applying for the same.



Brainstorming (A5) | Q 2 | Page 171

There is an inter-school cricket match and your school is losing. As you are the captain, have a group discussion with your teammates in the tea break about the strategy to be followed to save your school from losing the match. Give at least four/five suggestions.

Solution:

Swati:	Hello, everyone. I know that our score is not very good right now. But I believe that together, we can figure out a way to win this match. I think our best strategy would be to play on the offensive with our fielders assuming attacking positions. This way, we may have a higher chance of picking up the first few crucial wickets.
Vishal:	I agree with Swati. Chasing a low score of 150 runs will not be difficult for the opposing team if we don't adopt an offensive strategy. I also think Rohan and Minaz should bowl the first few overs as they have the most experience at playing inter-school matches.
Pooja:	I'm afraid I don't agree with you Vishal. In my opinion, the best tactic would be to set a defensive field and keep the run rate to a minimum.
Ninad:	I fully agree with you Pooja. By adopting a defensive strategy we can frustrate the players into making a rash shot. Their batting order includes some inexperienced players and I think we should focus on slowing the run rate rather than on dismissing the players.



Vishal:	I understand what you're saying Ninad but I really think Swati is right. If we look at the last few matches played by their school, their best players are known for their aerial shots. We should use this knowledge to our advantage.
Pooja:	You may have something there, Vishal. I think I can conclude by saying that an attacking field may be our best bet right now. Rohan and Minaz can bowl the first few overs and let's focus on goading the players into playing over the top. I think if we put our minds to it, we can win this match.

Brainstorming (A5) | Q 3.1 | Page 171

Form four groups in your class and have a group discussion on the following topic.

Role of ICT in education

Solution:

Moderator:	You've all been given a few minutes to think on your topic for today's group discussion, which is, 'Role of ICT in education'. You may now begin the discussion. Who would like to start?
Vivek:	Hello, everyone. As we all know, we live in an era of technology. As with everything else, technology has also influenced the education sector. The use of ICT (Information and Communication Technology) in education has completely revolutionized the idea of a classroom and optimized the delivery of information. As opposed to an ordinary classroom, computer or internet equipped classrooms offer a large variety of tools and material to the student to help improve their understanding.
Nisha:	You're absolutely right Vivek. Not only are classroom lectures enhanced with the use of presentations, videos or interactive tools, but the development of online lectures for students has also become a popular phenomenon, providing accessibility of education to a larger number of students who may not be able to reach their classrooms for myriad reasons.
Nazim:	That is an excellent point, Nisha. I would also like to add that besides the advantage of being able to access the lectures from their homes, children also have the added benefit of flexibility. Because of their ability to access study material and lectures any time they want, they can decide a study schedule best suited for their needs.



Avani:	Absolutely. Let's not forget that even in a physical classroom, a learning management system can help conduct quizzes, grade papers and even give the teacher an analysis of how much the students have learnt, all at the tip of her fingers. In addition, such digital systems can eliminate the need to perform tasks like taking attendance or creating reports and leave more time for the teacher to focus on the content of his course.
Riya:	That's a great point, Avani. Finally, I'd also like to add that in situations when a student is unable to attend his regular lectures for personal reasons, an ICT equipped classroom can help him bridge the divide by revising the material at home and then rejoining his classmates in the physical classroom.
Moderator:	Please conclude.
Nikita:	I think we can all agree that ICT has greatly transformed our outlook on education. To conclude, I'd like to say that technology in education helps facilitate universal access to learning, helps bridge learning gaps, optimizes time management, and improves overall administration, in addition to providing a wide variety of digital tools to aid learning.

Brainstorming (A5) | Q 3.2 | Page 171

Form four groups in your class and have a group discussion on the following topic.

Clean India

Solution:

Moderator:	You've all been given a few minutes to think on your topic for today's group discussion, which is, 'Clean India'. You may now begin the discussion. Who would like to start?
Kalpesh:	Hello, everyone. I would like to begin the discussion by pointing out that a 'Clean India' is the need of the hour. Given our ever-increasing population, it is becoming harder and harder to maintain cleanliness in our public spaces. I think our biggest obstacle is improper waste disposal. Despite the installation of garbage bins in various public spaces, littering is a common sight.



Amit:	You're absolutely right, Kalpesh. Improper waste disposal is a big problem, particularly in overcrowded cities. Besides the obvious problem of ruining the beauty of the public spaces, it also poses a serious threat to public health. Garbage left rotting on the streets or in a public space is often a source of disease as it attracts insects and flies.
Rahul:	Could I make a point, please? Besides the disposal of waste, another major problem we face is the lack of segregation of waste. Unfortunately, very few households take the pains to separate their waste into recyclable, biodegradable, and non-biodegradable items. This leads to a wastage of products that can either be recycled or made into compost and all of these end up in landfills, further contributing to land pollution.
Kaya:	I fully agree with you, Rahul. Cleanliness is often wrongly considered to be a responsibility of the government alone. Thus, I believe we need to work towards raising awareness among individuals about their role in the Clean India Mission. In fact, the recent campaign by our government proved to be a resounding success as it addressed the need for individuals to take responsibility for the cleanliness of their surroundings.
Ronik:	Absolutely, Kaya. Besides, the campaign also focused on the development of sanitary facilities and hand pumps in the rural areas of our country. However, the government alone cannot succeed without the efforts of the populace. Therefore, I believe that students like us, should participate in the youth wing of local civic bodies and adopt the issue of cleanliness. Even as ordinary students, each of us can contribute by not littering, segregating waste at home and by pointing out those that litter on the streets.
Moderator:	Please conclude.

Aarav:	<p>In conclusion, I think we can all agree that a 'Clean India' is only possible through a combined effort of the government and the people. It is the duty of every citizen to practice safe disposal of waste, to undertake separation of waste and to raise awareness in their schools, colleges or societies about the need for maintaining a clean environment. Finally, as the youth of the country, we should also play our part by reaching out to local governing bodies and asking what we can do to help the cause.</p>
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