

A Conversation:

Important points:

- **Beginning a conversation**
- **Sustaining a conversation**
- **Closing a conversation**
- **Using discourse markers**
- **Using social language / norms**
- **Using question tags**
- **Using proper punctuation**

Model Questions:

(1-3) Read the following possible conversation between the Duck and the Kangaroo from the poem, "The Duck and the Kangaroo"

Duck : Hello, Kangaroo!

Kangaroo : Hi! Duck, how are you (1)

Duck : Fine. Thank you. (2)

Kangaroo : I am very happy.

Duck : Where have you been all this while? I have not seen you.

Kangaroo : I have gone on a trip and visited many beautiful places.

Duck : You are very lucky. (3) You can go
anywhere and enjoy your life. My life is boring.

Model Questions:

(1-3) Read the following possible conversation between the Duck and the Kangaroo from the poem, "The Duck and the Kangaroo"

Duck : Hello, Kangaroo!

Kangaroo : Hi! Duck, how are you _____ (1)

Duck : Fine. Thank you. _____ (2)

Kangaroo : I am very happy.

Duck : Where have you been all this week? I haven't met you.

Kangaroo : I have gone to a city and worked among beautiful places.

Duck : How are your ducks? _____ (3) How can you get

enough food and water there? My life is boring.

Model Questions:

1. Read the following information.

Good morning to all my respected teachers, parents and dear friends. Today we have gathered here to celebrate this great national event. As we all know that Independence Day is an auspicious occasion for all of us.

This information indicates:

- the beginning of a letter to a school teacher**
- the beginning of a news report**
- the beginning of a student's speech**
- the beginning of a description**

Answer: (C)

Model Questions:

1. The punctuation mark that can be used at the end of the sentence is:

- (1) a full stop (.)
- (2) an exclamation (!)
- (3) a colon (:)
- (4) a question mark (?)

Answer: (4)

News Report

Main Points:

- Title
- Date and station
- Expansion of the title
- The details of the venue / place along with time
- Important details (how the incident happened)
- Other details (who involved)
- Remarks of the reporter
- Using proper punctuation

Model Questions:

1. In a personal letter to a friend named Mohan, we use the following to greet him:

- (1) My dear Friend,**
- (2) Dear Friend,**
- (3) Dear Sir,**
- (4) My dear Mohan,**

Answer: (4)

Model Questions:

1. Read the following information.

Good morning to all my respected teachers, parents and dear friends. Today we have gathered here to celebrate this great national event. As we all know that Independence Day is an auspicious occasion for all of us.

This information indicates:

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Model Questions:

1. In a personal letter to a friend named Mohan, we use the following to greet him:

- (1) My dear Friend,**
- (2) Dear Friend,**
- (3) Dear Sir,**
- (4) My dear Mohan,**

Answer: (4)

3. Choose the question tag that fits in the context:

- (1) isn't it?**
- (2) don't you?**
- (3) aren't you?**
- (4) are you?**

Answer: (3)

Letter Writing:

Main Points:

Kinds of letters (formal / informal)

Beginning with a heading (date and station)

Greeting

Body of the letter

Closing

Signature

To address

Using proper punctuation

Using social language / norms

Sustaining the main point.

3. We usually write our educational qualifications in :

- (1) a complaint letter about the theft of a bicycle.**
- (2) an invitation letter to a friend.**
- (3) a letter to your father about welfare.**
- (4) a letter applying for a job.**

Answer: (4)

2. Choose the sentence that can be used in the given context:

- (1) How do you do?**
- (2) How about you?**
- (3) Where are you?**
- (4) You are fine.**

Answer: (2)

2. In a personal letter to a mother, we use the following after closing the body.

- (1) Yours sincerely,**
- (2) Yours truly,**
- (3) Yours lovingly,**
- (4) Your's lovingly,**

Answer: (3)

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Kangaroo : I am very happy.

Duck : Where have you been all this week? I have not seen you.

Kangaroo : I have gone on a trip and visited many beautiful places.

Duck : Can you come today _____ (3) and then you go

anywhere and enjoy your life. My life is boring.

2. Read the following information.

I am grateful to the headmaster and all the teachers for giving me this opportunity to speak a few words on this auspicious occasion. Thank you!

This information indicates:

- 1) the beginning of a speech
- 2) the ending of a speech
- 3) the ending of a letter
- 4) the beginning of an essay

Answer: (3)

Speech:

Main Points:

- **Addressing the dais (persons on the dais)**
- **Addressing the audience**
- **Mentioning the occasion**
- **Presenting ideas on the focussed point**
- **Closing**
- **Paying thanks**
- **Using social norms / language**