

**SAMPLE CONTENT**

English (HL)



# Writing Skills

BASED ON BOARD PAPER PATTERN



Mr. Collin Fernandes  
M.Sc.

Mr. Siddhant Pardesi  
B.Com (FM) LL.B.

**STD. IX**  
Eng. Med.

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English (HL)

# Writing Skills

(Inclusive of Unseen Passages, Writing Skills and Creative Writing  
Topics)

STD. IX (English Medium)

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## PREFACE

*“If you just communicate, you can get by. But if you communicate skillfully, you can work miracles.”*

–Jim Rohn

With English being one of the most widely spoken language, the use of English in oral and written communication has become imperative. Writing Skills in English are not only necessary to score well in Board exams, but are of vital importance in later stages of life for effective and better communication.

**Target’s ‘English Writing Skills: Std. IX’** is made with the intent of enhancing a student’s ability of understanding, interpreting the various writing skills topics and presenting the interpretation and ideas with clarity and ease. This book is based on the latest textbook prescribed by the Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune.

It is a compact book, critically analysed and extensively drafted to aid the students’ understanding of each writing skills’ topic. Structure and the format of this book is kept student friendly for better learning outcomes. We are sure that the book will not only act as a stepping stone in preparing the students for board examinations but also create a strong foundation for their language skills and help them communicate more effectively.

Each chapter begins with the explanation of the topics in an easy-to-comprehend language along with useful tips on how to attempt the question. Illustrative examples are included wherever relevant for ease of understanding of the topic. The chapters are generally **classified** into three sections as per the requirement of the topic. **Solved Examples** section includes comprehensive coverage of solved questions pertaining to the topic. **Solved Textual Questions** section covers textbook questions related to the Topic. **Questions for Practice** offers extensive practice of the topic with answers provided in downloadable pdf format through Q.R.code.

The book has extensive coverage of Solved Examples: 5 Non-Textual (Unseen) Passages, 24 Letter Writing, 10 Speech Writing, 57 Information Transfer, 11 Views and Counterviews, 32 Expansion of Theme, 10 Report Writing, 13 Developing a Story, 11 Narrating an Experience, 4 Dialogue Writing, 4 Interview Writing.

We hope the students find this book purposeful and enjoy using it as much as we enjoyed making it.

The journey to create a complete book is strewn with triumphs, failures, and near misses. If you think we’ve nearly missed something or want to applaud us for our triumphs, we’d love to hear from you. Please write to us at: [mail@targetpublications.org](mailto:mail@targetpublications.org)

*A book affects eternity; one can never tell where its influence stops.*

*Best of luck to all the aspirants!*

- Publisher

**Edition: First**

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**Sample Content**

## Non-Textual (Unseen) Passages For Comprehension and Summary

### Comprehension

In this question, you will be presented with a non-textual (unseen) passage i.e. a passage not from the textbook. The objective of the question is to test your reading ability and comprehension skills. Therefore, you will be expected to grasp the meaning of the passage and answer questions based on it, in your own words.

#### How to score well in this question

- i. Study the solved examples.
- ii. Read the passage twice.
- iii. Read all the activities carefully.
- iv. Attempt the activities according to the marks allotted.
- v. Marks are indicated against each activity to help you decide how many points to include in the answer.
- vi. Generally, write 1 to 2 words/points for a 1-mark answer and 2 to 4 words/points for a 2-mark answer.

### Summary

Along with comprehension you will be required to summarise the given passage. The following points are to be kept in mind while writing a summary.

- It must be one-third the length of the original passage.
- It must contain all the main points and the central idea of the passage.
- It must not contain any information that seems unnecessary.
- It must not contain your opinions regarding the passage.
- It must have a suitable title.

### Solved Examples

**Q1. (A) Read the following passage and complete the given activities:**

**A1. Arrange the following sentences in the chronological order:**

- i. The wife visited the wise man who lived atop a mountain.
- ii. The wife consulted family, friends and even a doctor.
- iii. The wife heard her husband humming a tune.
- iv. The wife set out in search of the tiger.

Once upon a time, there lived a husband and a wife. They loved each other very much and were always kind to each other. However, one day, the husband was called away to go to war. He was gone for four years and his wife missed him greatly. Finally, when the war was over, the husband was back home. But, to the dismay of his wife, he was not the same. The barbarous nature of the war had changed him. He did not speak and ate very little. His wife consulted family, friends and even a doctor. But none of them could help her. Before giving up, she went to visit the wise man who lived atop the mountain. He told her that he could make a potion that could cure her husband. However, he needed a whisker of the tiger that lived at the edge of the forest. Overjoyed, she thanked the wise man and set out in search of the tiger. Six months later she was once again at the wise man's door, but this time with the whisker in her hand. Taking the whisker from her, the wise man nonchalantly lit it on fire. Furious, she demanded an explanation. He asked her how she had obtained the whisker. She said that she had spent six months with the tiger earning its trust so that one day it would allow her to come near it and pluck a whisker. He smiled and said that this was exactly what she needed to do with her husband. Understanding that she had been impatient, she went home and let time take its course. And sure enough, months later one day, she heard her husband humming a tune from before the war.

**A2. What is the message of the story?**

**A3. Find the synonyms of the following words from the passage:**

- i. distress
- ii. brutal
- iii. dispassionately
- iv. angry



**A4. Do as directed:**

- i. He needed a whisker of the tiger that lived at the edge of the forest.  
(Frame a 'Wh-question' to get the underlined words as the answer)
- ii. He asked her how she had obtained the whisker. (Identify the Clauses)

**A5. Write about an incident when you had to be patient in order to be successful.**

**B. Read the above passage and write a summary of it in a paragraph. Suggest a suitable title.**

**Answers**

- A1.** ii. The wife consulted family, friends and even a doctor.  
i. The wife visited the wise man who lived atop a mountain.  
iv. The wife set out in search of the tiger.  
iii. The wife heard her husband humming a tune.
- A2.** The message of the story is that of patience and faith. Sometimes, we are faced with situations so difficult that we immediately want things to go back to the way they were. However, during such trying times, we must remember that time is our greatest ally. This means that we must be hopeful about the future and keep reminding ourselves that 'this too shall pass'.
- A3.** i. dismay                      ii. barbarous                      iii. nonchalantly                      iv. furious
- A4.** i. What did he need?  
ii. He asked her – Main Clause  
how she had obtained the whisker – Subordinate Noun Clause
- A5.** I remember the day as if it were yesterday. I was representing my school in an inter-school chess competition. We had reached the finals and everything was hinged upon my performance. I was feeling particularly nervous because my opponent was a state-level chess champion. As he made every move, with unmistakable accuracy, I could feel myself slowly losing the match. However, I decided to be patient and wait for him to make a mistake. At the eleventh hour, probably sensing an easy victory, he made a lapse in judgment that allowed me to win the match and I was glad that I had remained patient till the very end.

**B. The Tiger's Whisker**

Once upon a time, there lived a husband and a wife. One day, the husband had to go to war. When he was back from the war, he was not the same. His wife consulted all but none could help her. Finally, she visited a wise man. He told her that, if given a tiger's whisker, he could make a potion that could cure her husband. But, when she brought him the whisker, he lit it on fire. Upon being questioned he told her that just as she had been patient with the tiger to obtain the whisker, she had to be patient with her husband.

**Q2. (A) Read the following passage and complete the given activities:**

**A1. State whether the following statements are True or False:**

- i. The construction of the Qutub Minar was completed in 1199 A.D.
- ii. Mohammed Ghori died in an accident, falling from his horse, while playing polo.
- iii. In the year 1369, a powerful bolt of lightning damaged the Qutub Minar.
- iv. The minaret today has five stories each with its own unique design.

Built in the heart of Delhi, the Qutub Minar is a tall, architecturally beautiful and historically significant monument of India. It is historically significant because it marks the point in history after which India entered its medieval Islamic phase. This phase lasted for more than 600 years. The Qutub Minar was built to commemorate the triumph of Islam over Northern India. When Mohammed Ghori, with the assistance of his general Qutubuddin Aibak, obtained victory over the last Hindu Kingdom of Northern India, the Chauhan Kingdom, he commissioned the construction of the Qutub Minar. The construction was started in 1199 A.D. However, only the first storey of the minaret could be constructed before Qutubuddin Aibak died in an accident, falling from his horse, while playing polo. His successor, Iltutmish, thereafter finished three more stories of the minaret. But, in the year 1369, a powerful bolt of lightning struck the Qutub Minar, damaging it severely. After this unfortunate incident, Sultan Firoz Shah Tughlaq carried out the restoration work and added one more storey to the Qutub Minar. As a result, the minaret today has five stories, each with its own unique design, and attracts more than one million visitors from all over the world every year.



**A2. Say why?**

The Qutub Minar has five stories each with its own unique design...

**A3. Find the antonyms of the following words from the passage:**

- i. modern      ii. forget      iii. demolition      iv. common

**A4. Do as directed:**

- i. This phase lasted for more than 600 years. **(Pick out the Determiners)**  
ii. A powerful bolt of lightning struck the Qutub Minar. **(Change the Voice)**

**A5. Do you think studying history is important?**

**B. Read the above passage and write a summary of it in a paragraph. Suggest a suitable title.**

**Answers**

- A1.** i. False      ii. False      iii. True      iv. True
- A2.** The Qutub Minar had a troubled construction. Its first storey was built by Qutubuddin Aibak. But, after his death, its second, third and fourth stories were finished by his successor, Iltutmish. Finally, a fifth and final storey was added by Sultan Firoz Shah Tughlaq who carried out restoration work on the minaret after it was damaged by a bolt of lightning.
- A3.** i. medieval      ii. commemorate      iii. construction      iv. unique
- A4.** i. This – Demonstrative Determiner  
600 – Cardinal Numeral Determiner  
ii. The Qutub Minar was struck by a powerful bolt of lightning.
- A5.** Yes, I do believe that studying history is important. Studying history not only helps us learn about ourselves and how we came to be, but also gifts us the ability to avoid mistakes and create a better future for ourselves. If we do not know where we come from, we can hardly know where we are going. Hence, we all must take an interest in the lives of our ancestors and study history.

**B. The Qutub Minar: a Historical Marvel**

The Qutub Minar is a historically significant monument of India. It marks the point after which India entered its medieval Islamic phase. Its construction was started in 1199 A.D. however only the first storey could be constructed before the death of Qutubuddin Aibak. His successor, Iltutmish, finished three more stories. After it was damaged by lightning, Sultan Firoz Shah Tughlaq restored it and added the final storey.

**Q3. (A) Read the following passage and complete the given activities:**

**A1. Choose the correct alternative to complete each sentence:**

- i. The \_\_\_\_ neurologist Alois Alzheimer discovered Alzheimer's disease.  
(a) French      (b) German      (c) Swedish      (d) Austrian
- ii. Alzheimer's disease was discovered in \_\_\_\_.  
(a) 1903      (b) 1904      (c) 1905      (d) 1906
- iii. The most striking feature of Alzheimer's disease is \_\_\_\_.  
(a) muscle loss      (b) weight loss  
(c) memory loss      (d) hair loss
- iv. During the \_\_\_\_ stages the inability to recognise oneself/one's family members is common.  
(a) initial      (b) final      (c) early      (d) late

It is a common misconception that Alzheimer's disease is named after its first patient. In fact, it is named after its discoverer, the German neurologist Alois Alzheimer, who discovered it in 1906. Today, more than a century after its discovery, Alzheimer's disease has, unfortunately, been detected in so many people that it has become a household name. The most striking feature of the disease is memory loss. A typical patient often gets lost in familiar places, does not find the right words to identify objects and often tends to forget close relatives and family members. As the disease progresses, the damage to the brain is such that, the patient forgets to perform basic tasks like bathing or dressing. The exact cause of the disease is still largely unknown. By studying the hundreds of cases of Alzheimer's over the century a consensus has been reached by experts regarding probable causes.





They state that a combination of genetics, lifestyle and environmental factors causes a person to contract Alzheimer's disease. Mild forgetfulness, anxiety, confusion about time and confusion about place have been cited as some of the early symptoms. Whereas during the final stages, experts say that, the inability to recognise oneself or one's family members is common.

**A2. Some of the early symptoms of Alzheimer's disease are:**

- i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_ iv. \_\_\_\_\_

**A3. Find words from the passage which mean:**

- i. misunderstanding ii. noticeable  
iii. classic iv. agreement

**A4. Do as directed:**

- i. It has become a household name. **(Add a Question Tag)**

- ii. The exact cause of the disease is still largely unknown.  
**(Pick out the Subject and the Predicate)**

**A5. In your opinion, what are the things that should be kept in mind while caring for an Alzheimer's patient?**

**B. Read the above passage and write a summary of it in a paragraph. Suggest a suitable title.**

**Answers**

- A1.** i. (b) German ii. (d) 1906 iii. (c) memory loss iv. (b) final  
**A2.** i. mild forgetfulness ii. anxiety  
iii. confusion about time iv. confusion about place  
**A3.** i. misconception ii. striking iii. typical iv. consensus  
**A4.** i. It has become a household name, hasn't it?  
ii. Subject – The exact cause of the disease  
Predicate – is still largely unknown  
**A5.** In my opinion, the things that should be kept in mind while caring for an Alzheimer's patient are:  
i. To make them follow a daily routine so they feel a sense of familiarity.  
ii. To make them wear an identity card with their name and address in case they get lost.  
iii. To reduce the distractions in their environment.  
iv. To provide simple instructions to them.

**B. Alzheimer's Disease: an Agonizing Disorder**

Alzheimer's disease was discovered by German neurologist Alois Alzheimer. It causes memory loss. Its exact cause is still unknown but a combination of genetics, lifestyle and environmental factors has been linked to it. Mild forgetfulness, anxiety, confusion about time and place have been cited as some of its early symptoms. During its final stages, the inability to recognise oneself or one's family members has been seen.

**Q4. (A) Read the following passage and complete the given activities:**

**A1. State whether the following statements are True or False:**

- i. Dr Kalam worked at ISRO and DRDO.  
ii. Dr Kalam was intimately involved with the Pokhran I nuclear tests.  
iii. Dr Kalam was honoured with the Bharat Ratna in 1990.  
iv. Dr Kalam became the 11<sup>th</sup> President of India.

Born on 15th October, 1931, Dr APJ Abdul Kalam was a man of many accomplishments. As an aerospace scientist he worked at the Indian Space Research Organisation (ISRO) and the Defence Research and Development Organisation (DRDO) on the development of ballistic missiles. His work, especially on the Agni and Prithvi missiles, was so significant that he came to be known as the 'Missile Man of India'. Moreover, he was also intimately involved with the Pokhran II nuclear tests which made India a full-fledged nuclear nation. For these contributions, made to the modernisation of defence technology in India, he was honoured with Padma Bhushan in 1981, the Padma Vibhushan in 1990 and India's highest civilian honour, the Bharat Ratna, in 1997. But even after all these awards,



the greatest honour of his life was yet to come. In the year 2002, he became the 11th President of India and served in a manner that earned him the title of the 'People's President'. After leaving office, instead of retiring, he became a visiting professor at IIM Ahmedabad, IIM Indore and IIM Shillong. Working until his final day, he died of a cardiac arrest on 27th July, 2015, while delivering a lecture on 'Creating a Livable Planet Earth' at IIM Shillong.

**A2. Say why?**

Dr Kalam was honoured with the Padma Bhushan, Padma Vibhushan and Bharat Ratna...

**A3. Find synonyms of the following words from the passage:**

- |                 |                          |
|-----------------|--------------------------|
| i. achievements | ii. important            |
| iii. closely    | iv. completely developed |

**A4. Do as directed:**

- i. Dr APJ Abdul Kalam was a man of many accomplishments.

(State whether the statement is simple/compound/complex)

- ii. He became a visiting professor at IIM Ahmedabad, IIM Indore and IIM Shillong.

(Identify whether the underlined word is a Gerund or a Participle)

**A5. According to you, what are the qualities that made Dr Kalam an extraordinary man?**

**B. Read the above passage and write a summary of it in a paragraph. Suggest a suitable title.**

**Answers**

- A1.** i. True                      ii. False                      iii. False                      iv. True

**A2.** Dr Kalam worked as an aerospace scientist at ISRO and DRDO on the development of ballistic missiles and did significant work on the Agni and Prithvi missiles. Moreover, he was intimately involved with the Pokhran II nuclear tests. Due to these contributions to the modernisation of defence technology in India he was honoured with the Padma Bhushan, Padma Vibhushan and Bharat Ratna.

- A3.** i. accomplishments    ii. significant                      iii. intimately                      iv. full-fledged

- A4.** i. Simple Sentence                      ii. Participle

**A5.** In my opinion, Dr Kalam's knowledge, simplicity and hardworking nature made him an extraordinary man. He used his knowledge to pioneer India's missile development programs; remained a simple man before, during and after his presidency; and held on to his hardworking nature until his final day. Few people would be able to lead a life such as his.

**B. Dr APJ Abdul Kalam: A Man of Many Accomplishments**

Dr Kalam worked on the Agni and Prithvi missiles and was also a part of the Pokhran II nuclear tests. For his contributions, he was honoured with the Padma Bhushan, Padma Vibhushan and Bharat Ratna. Later, he became the 11th President of India. After leaving office, he became a visiting professor. He worked until his last day and died of a cardiac arrest while delivering a lecture.

**Q5. (A) Read the following passage and complete the given activities:**

**A1. Choose the correct alternative to complete each sentence:**

- i. Strawberries are a popular \_\_\_\_ treat in India.  
(a) summer    (b) monsoon    (c) autumn                      (d) winter
- ii. Strawberries are thought to have originated in \_\_\_\_\_.  
(a) Asia                      (b) Europe                      (c) Africa                      (d) America
- iii. Strawberry plants are \_\_\_\_\_.  
(a) short                      (b) bushy                      (c) compact                      (d) tall
- iv. Strawberries start ripening during late \_\_\_\_\_.  
(a) January                      (b) February                      (c) March                      (d) April



Strawberries are a popular summer treat in India. While widely appreciated for their taste and texture, they are also known to have a number of health benefits. Packed with vitamins, fibre, and particularly high levels of antioxidants, they are a sodium-free, fat-free and cholesterol-free food. Thought to have originated in Europe, today they are grown all over the world. Other than being consumed as fresh fruits they are consumed in large quantities in prepared foods such as jams, juices, ice creams and milkshakes. Also, they are easy to grow at home since strawberry plants are compact. As such, they can be grown in terracotta pots, plastic containers and even in hanging baskets. Since they need rich, loamy and well-draining soil, it is a good idea to add organic matter such as compost to the soil one already has. Once they have been planted they do not require much maintenance. A weekly handful dose of leftover filter coffee grounds can act as a natural homemade fertilizer. Strawberries start ripening during late February and are harvested when the fruits are firm and about three-fourth of each fruit has developed the red hue they are known for.

**A2. Strawberries can be consumed in prepared foods such as:**

- i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_ iv. \_\_\_\_\_

**A3. Find antonyms of the following words from the passage:**

- i. stale ii. difficult iii. filling iv. artificial

**A4. Do as directed:**

- i. They are also known to have a number of health benefits.

(Frame a 'Wh-question' to get the underlined words as the answer)

- ii. They do not require much maintenance. (Make it Affirmative)

**A5. Do you think more people should add strawberries to their diet?**

**B. Read the above passage and write a summary of it in a paragraph. Suggest a suitable title.**

**Answers**

**A1.** i. (a) summer ii. (b) Europe iii. (c) compact iv. (b) February

**A2.** i. jams ii. juices iii. ice creams iv. milkshakes

**A3.** i. fresh ii. easy iii. draining iv. natural

**A4.** i. What are they known to have? ii. They require little maintenance.

**A5.** Yes, after reading about the health benefits of strawberries I believe that more people should add them to their diet. Many a time, people take health supplements for vitamins and anti-oxidants. However, it is much better if they can get these in an unprocessed food like strawberries. Also, most healthy foods are not tasty but strawberries can be consumed as jams, juices, ice creams and milkshakes. So, I think people should add them to their diet.

**B. Delicious and Juicy Strawberries**

Strawberries are a popular summer treat in India and have many health benefits. They are packed with vitamins, fibre, and antioxidants, and are a sodium-free, fat-free and cholesterol-free food. Other than as fresh fruits they are consumed as jams, juices, ice creams and milkshakes. Also, they are easy to grow at home. They start ripening during late February and are harvested when three-fourth of each fruit has turned red.



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