

English (LL)

Writing Skills

BASED ON TEXTBOOK AND BOARD PAPER PATTERN



Mr. Collin Fernandes
M.Sc.

Ms. Neha Poojari
M.Com

Ms. Ishika Ratish
M.A. Psychology

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English (LL)

Writing Skills

(Unseen Passages, Writing Skills and Skill Development)

STD. IX

(मराठी / सेमी इंग्रजी माध्यम)

ठळक वैशिष्ट्ये

- ☞ महाराष्ट्र राज्य शिक्षण मंडळाद्वारे निर्धारित पाठ्यपुस्तकावर आधारित
- ☞ Unseen Passages for Comprehension आणि Summary Writing, Writing Skills आणि Skill Development Topics यांचा परिपूर्ण सराव
- ☞ प्रश्न सोडवण्याकरिता उपयुक्त टिप्स समाविष्ट
- ☞ सुलभ आकलनाकरिता सोडवलेली उदाहरणे अंतर्भूत
- ☞ पाठ्यपुस्तकातील सर्व प्रश्नांचा समावेश
- ☞ सरावासाठी अधिक प्रश्नांचा समावेश (Q.R. Code मार्फत प्रश्नांची उत्तरे समाविष्ट)

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सध्या जगात सर्वाधिक बोलल्या जाणाऱ्या भाषांपैकी इंग्रजी ही एक महत्त्वाची भाषा मानली जाते. आज मौखिक किंवा लिखित स्वरूपात संवाद साधण्याकरिता इंग्रजी भाषेचा वापर करणे अपरिहार्य बनले आहे. लेखनकौशल्य हे केवळ परीक्षेत उत्तम गुण मिळवण्याकरिता उपयुक्त ठरते असे नाही तर जीवनाच्या प्रत्येक टप्प्यावर प्रभावी संप्रेषणासाठी ते महत्त्वाची भूमिका बजावते.

विद्यार्थ्यांची आकलनशक्ती वाढून लेखनकौशल्यातील घटकांचा अर्थबोध व्हावा आणि विद्यार्थ्यांना आशय व कल्पना साध्या, सरळ, सोप्या पद्धतीने मांडता याव्यात या हेतूने लेझी बोन एज्युकेशनचे ‘English (LL) Writing Skills: Std. IX’ हे पुस्तक तयार करण्यात आले आहे. विद्यार्थ्यांची लेखनकौशल्यातील घटकांचे आकलन करून घेण्याची क्षमता वाढवण्यासाठी अत्यंत बारकाईने विश्लेषण करून संक्षिप्त रूपात साकारलेले हे पुस्तक विद्यार्थ्यांची लेखनकौशल्यातील घटकांचे आकलन करून घेण्याची क्षमता वाढवण्यासाठी आणि परीक्षेत गुणवृद्धीकरिता निश्चितच सहाय्यभूत ठरेल.

घटकांच्या सुलभ आकलनाकरिता आवश्यक तेथे ‘Illustrative Example’ समाविष्ट करण्यात आले आहेत. घटकांच्या आवश्यकतेनुसार पाठांचे सामान्यपणे चार विभागांत विभाजन करण्यात आले आहे. ‘Solved Examples’ विभागात घटकांशी संबंधित सोडवलेल्या प्रश्नांचा अंतर्भाव करण्यात आला आहे. ‘English Workshop (Textbook Exercise)’ या विभागात पाठ्यपुस्तकातील घटकांशी संबंधित प्रश्नांचा समावेश करण्यात आला आहे. ‘Question for Practice’ या विभागात सरावाकरिता भरपूर प्रश्नांचा समावेश करण्यात आला आहे. या प्रश्नांची उत्तरे Q.R. Code द्वारे देण्यात आली आहेत.

सदर पुस्तकात 08 Unseen Passages (अपठित उतारे), 13 Letter Writing (पत्रलेखन), 13 Dialogue Writing (संवादलेखन), 09 Speech Writing (भाषण), 19 Information Transfer (माहितीचे रूपांतर), 08 Report Writing (अहवाल लेखन), 08 Story Writing (कथा), 29 Miscellaneous forms of Writing यांचा समावेश करण्यात आला आहे.

लेझी बोन एज्युकेशनचे ‘English Writing Skills’ हे पुस्तक विद्यार्थ्यांना परीक्षेकरिता तयार करणारे असून विद्यार्थ्यांचा भाषाकौशल्याचा पाया भक्कम करणारे आणि त्यांना प्रभावी संवाद साधण्यासाठी तयार करणारेही ठरेल यात शंका नाही. सरावानेच सिद्धी प्राप्त होते असे म्हणतात. हा सराव योग्य दिशेने असावा याकरिता हे पुस्तक विद्यार्थ्यांना नक्कीच उपयुक्त ठरेल.

धन्यवाद !

ज्ञानार्थीना मन :पूर्वक शुभेच्छा !

प्रकाशक

आवृत्ती : प्रथम

हे पुस्तक परिपूर्ण करण्यासाठी आम्ही सर्वतोपरी प्रयत्न केले आहेत, तरी पुस्तक अधिकाधिक उत्कृष्ट व्हावे, यासाठी आपल्या सूचना स्वागतार्ह आहेत. याकरिता आपला अभिप्राय support@lazybone.in या ई-मेल पत्त्यावर पाठवावा ही नम्र विनंती.

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| • | Question for Practice आणि Practice Worksheet मधील प्रश्नांच्या उत्तरांकरिता शेजारी दिलेला Q.R. Code स्कॅन करावा. |  |

Non-Textual (Unseen) Passages For Comprehension and Summary

यशप्राप्तीकरिता काही टिप्स :

- Passage वाचण्यापूर्वी (A1) आणि (A2) मध्ये दिलेल्या कृती वाचून घ्या. प्रश्न जाणून घेतल्यामुळे जेव्हा तुम्ही Passage वाचाल तेव्हा प्रश्नांची उत्तरे शोधणे सोपे जाईल.
- दोन गुणांच्या प्रश्नांसाठी दोन किंवा चार शब्द/ मुद्दे लिहिणे अपेक्षित आहे.
- Summary लिहिताना पुढील गोष्टी लक्षात ठेवा :
 - Summary ला योग्य शीर्षक द्या.
 - साधारणपणे Passage च्या 1/3 Summary लिहावी.
 - Passage मधील तथ्ये व संख्या वगळता इतर वाक्ये जशीच्या तशी लिहिणे टाळा.
 - योग्य Grammar व Vocabulary चा वापर करावा.

Solved Examples

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

A1. Complete the following sentences.

- Our interaction with others depends on _____.
- We can learn values by observing _____.

Values are very important, as they give us an idea of what is right and what is wrong. They are moral principles that are based on beliefs, and so they are very important for us as they guide our behaviour. Our interaction with others depends on the values we possess. Good values are those principles that we should hold close to our hearts. There are some important values: love, compassion, honesty, integrity, responsibility and tolerance. The above core values shape our character and help us to lead a good life. We can learn values by observing the people around us. We learn good values both at school and at home. The people who we interact with on a daily basis also impart lessons on good values to us. Let us remember that only good values will lead us to our goals.

A2. What does the passage deals with?

A3. Match the synonyms.

| | | | |
|----|----------|----|-------------|
| 1. | Guide | a. | Communicate |
| 2. | Possess | b. | Lead |
| 3. | Interact | c. | Convey |
| 4. | Impart | d. | Own |

A4. Do as directed:

- We learn good values both at school and home. (**Change the voice.**)
- The people who we interact with on a daily basis too impart lessons on good values to us.

(Add a question tag.)

A5. From the values listed in the passage which is one value which you would like to develop in yourself? why?

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.



Answers

- A1.** i. Our interaction with others depends on the values we possess.
 ii. We can learn values by observing the people around us.
- A2.** The passage deals with importance of values and lists various values which we should develop in us to lead a good life. The passage also talks about how we can develop values in us.
- A3.** (1 – b), (2 – d), (3 – a), (4 – c)
- A4.** i. Good values are learnt by us both at school and home.
 ii. The people who we interact with on a daily basis too impart lessons on good values to us, don't they?
- A5.** From all the values mentioned in the passage, I would like to develop the value of compassion. Compassion is the feeling of understanding or pity which rises in our heart when we see people suffering. If we develop this value, we will be able to recognise the sufferings of others and take steps to help them. As the Dalai Lama wisely said, "If you want others to be happy, practise compassion."

(B) Understanding the Importance of Values

Values are important because they give us a sense of what is right and wrong. They are moral principles based on beliefs, guiding our behaviour and interactions with others. Good values such as love, compassion, honesty, integrity, responsibility and tolerance shape our character and help us lead a good life. We learn values by observing those around us, both at school and at home. It is important to remember that only good values will lead us to our goals.

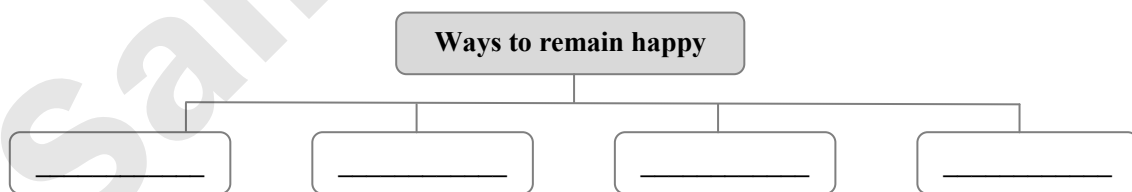
Q2. (A) Read the following passage and do the given activities:

A1. State whether you agree or disagree with the following statements.

- i. Happiness is a state of mind which we experience within us and very often it is not influenced by external factors.
- ii. Spending quality time with our family too gives us happiness.

Have you ever felt content, satisfied and joyful when living life to the fullest? What we experience is happiness. Happiness is a state of mind that we experience within ourselves, and very often it is not influenced by external factors. The best way to stay happy is to find a silver lining in every cloud and to stay positive at all times. There are different things we can do to experience happiness. Pursuing our passion, practicing our hobby, being kind to others and having bonds of friendship are all ways in which we can be happy. Spending quality time with our family also gives us happiness. Let us remember that to be happy, we have to spend each moment with love and compassion, grace and gratitude, hope and courage. How right are the words: "Happiness is enjoying the little things in life and making the most of what we are blessed with."

A2. Complete the web diagram with the help of passage.



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

- i. sad × _____
- ii. internal × _____
- iii. negative × _____
- iv. unhappiness × _____

A4. Fill in the blanks with Adjectives from the passage.

- a. _____ time
- b. _____ things

A5. What is your definition of happiness?

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.



Answers

- A1. i. Agree ii. Agree
- A2. **Ways to remain happy:** Pursuing our passion; Practising our hobby; Being kind to others; Having bonds of friendships; Finding a silver lining in every cloud; Staying positive; Spending quality family time; Spending each moment with love and compassion, grace and gratitude, hope and courage.

[Note: Students are expected to write any four points.]

- A3. i. joyful ii. external iii. positive iv. happiness
- A4. i. a. quality time b. little things
- A5. For me, happiness is best described by Walt Disney's quote, "Happiness is a state of mind. It's just according to the way you look at things." For me, happiness is all about feeling satisfied with what I have and making the most of what I have.

(B) Discovering True Happiness

Happiness is a state of mind, often unaffected by external factors. To stay happy, we should find the silver lining in every situation and maintain a positive attitude. Pursuing our passions, practicing hobbies, showing kindness, building friendships and spending quality time with family are all ways to experience happiness. By embracing love, compassion, grace, gratitude, hope and courage, we can enjoy the little things in life and make the most of what we have.

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

A1. State whether the following statements are true or false.

- i. Time management helps us to work smart.
- ii. Taking breaks at regular intervals of time is a waste of time.

Time management is a very important skill we should develop to succeed in all our endeavours. Time management can be defined as a process of organizing and planning how to allocate the time in hand in an efficient and effective manner to achieve our goals. Good time management is all about setting our priorities straight, managing all our distractions, and getting the most out of the given time. Time management is extremely important because it helps us work smart and reduces the stress and pressure of completing the task at hand. There are several ways to manage our time better. Preparing a schedule and sticking to it should be the first step. "If we fail to plan, we plan to fail" We should avoid multitasking and concentrate on the task at hand. Taking breaks at regular intervals and setting a time limit can prove effective. When you completely focus on the task, you will find that you will finish the task as planned. Remember the words of Brian Tracy? "Time management requires self-discipline, self-mastery, and self-control more than anything else.

A2. What is time management?

A3. Make sentences using the phrase:

- i. to allocate ii. to manage

A4. Do as directed:

- i. Time management is extremely important. (State the word class of the underlined word.)

A5. Write any two time management techniques that you follow.

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.

Answers

- A1. i. True ii. False
- A2. Time management can be defined as a process of organising and planning how to allocate the time in hand in an efficient and effective manner to achieve our goals.
- A3. i. When we make a schedule, we should allocate time for rest and exercise, studies and hobbies.
- ii. Discipline is very important to manage our time better.
- A4. extremely – Adverb
- A5. Time management is very important for me to excel in the upcoming final exams. There are several ways through which I try to make the most of the time in hand. I have prepared a timetable which helps me to do the right things at the right time. I also prepare a to-do list every morning which ensures that I complete all the tasks which I am expected to.

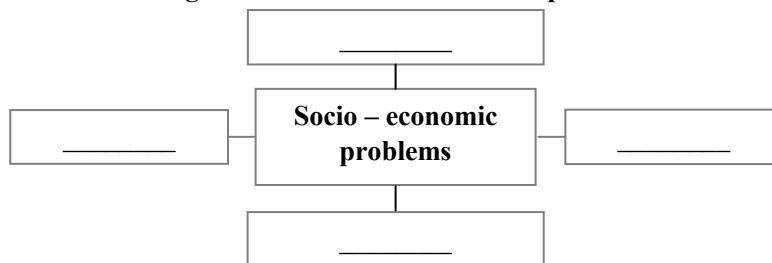


(B) Mastering Time for Success

Time management is crucial for success in all endeavours. It involves organizing and planning how to efficiently allocate our time to achieve goals. Good time management means prioritizing tasks, managing distractions and maximizing productivity. By preparing schedules, avoiding multitasking, taking breaks, and maintaining total focus on the task at hand, we can reduce stress and work smartly. Remember that time management requires self-discipline, self-mastery and self-control above all else.

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

A1. Complete the web diagram with the socio-economic problems mentioned in the mentioned.



The importance of education cannot be undermined. Education is the process of acquiring knowledge and preparing ourselves with knowledge, understanding, and skills that will help us in our lives ahead. The word education comes from the Latin word educare, which means to lead out or bring forth. So the main purpose of education is to bring out inherent qualities in us. Education benefits an individual in several ways. It helps us make better and more informed decisions with the knowledge we possess. The right education opens several possibilities for an individual, thereby making him self-sufficient. Education is also important to tackle the socio-economic problems of poverty, unemployment, a low standard of living, and the growth in crime rates. Let us pledge to educate and elevate ourselves to take our nation to greater heights of glory.

A2. What message does the passage convey?

A3. Pick out two compound words from the passage:

A4. Do as directed:

i. Importance of education cannot be undermined. **(Pick out the subject in the sentence.)**

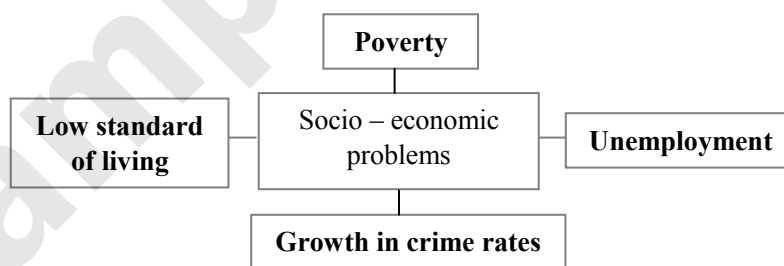
A5. How will you put your education to good use?

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.

Answers

A1.



A2. The passage conveys the importance of education. It also states how education is beneficial for both; individuals and the nation.

A3. self-sufficient, understanding, socio-economic

[Note: Students can write any two words.]

A4. Importance of education - Subject

A5. I will use my education to take my nation to greater heights of progress and prosperity. I will educate those around me to ensure that no one is denied the Right to Education. I believe that each one of us can do our bit to educate others and tackle the problem of illiteracy.

(B) The Power of Education

Education is essential for acquiring knowledge and developing skills needed for our future. It helps us make informed decisions and opens up opportunities for self-sufficiency. Education is also important in addressing societal problems such as poverty, unemployment, low standard of living, and rising crime rates. By pledging to educate ourselves and elevate our nation, we can contribute to progress, prosperity, safety, and security.



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

A1. State the values mentioned in the passage.

Discipline is a practice that equips us with the quality to obey rules and behave in a manner that is controlled. It involves obedience and respect. A disciplined person follows all the rules and regulations and the instructions given to him. Discipline is extremely important for achieving success in both our personal and academic lives. There are various ways in which we can be disciplined. The most important thing to do is practice self-discipline. This involves staying motivated and taking action. Let us remember that discipline will open up several opportunities for us in life. It will add a feather to our cap and contribute to our personality. A disciplined person leaves a long-lasting impact wherever he goes and whatever he does. Yes, to lead a healthy and fulfilling life, discipline is very important.

A2. What does discipline and self-discipline involve?

A3. Give the plurals of:

- i. person – _____ ii. action – _____

A4. Do as directed:

- i. To lead a healthy and fulfilling life, discipline is very important.

(Pick out the Adjectives in the following sentences.)

A5. Do you agree that discipline is important?

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.

Answers

A1. Discipline, obedience, respect, self-discipline

A2. Discipline involves obedience and respect. While Self-discipline involves staying motivated and taking action.

A3. i. persons ii. actions

A4. healthy, fulfilling

A5. Yes, I agree that discipline is very important because it helps us to focus on our goal, improve our habits and prepares us for our life ahead. I completely agree with the words, “Our fate is determined by discipline rather than desire.”

(B)

The Importance of Discipline

Discipline is vital for success in personal and academic life. It involves obeying rules and behaving in a controlled manner, showing respect and obedience. Being disciplined allows us to make the most of our abilities, as it reduces stress and helps us face challenges with a positive attitude. Discipline adds to our personality, leaving a lasting impact wherever we go. Leading a healthy and fulfilling life requires discipline.

Q6. (A) Read the following passage and do the given activities:

A1. Fill in the blanks:

- i. As citizen of our country, we have our _____ and _____.
ii. Let us stay true to our _____ and respect our _____.

As citizens of our country, we have duties and responsibilities. Even though we enjoy our rights as citizens, it is our responsibility to reflect on our duties. All citizens have equal rights in our country. All are carrying out their duties with a sense of responsibility, working together towards the greater good of our nation. Even as we discuss rights, let us remember that every right has a corresponding duty, and every opportunity comes with a social responsibility. Let us remember that we cannot rise as a nation if we only think of our rights. Let us stay true to our Constitution and respect our national symbols. As we reflect and live by the noble ideals that guided and led us to freedom from all shackles and bonds, let us pledge to take our nation to great heights of glory. Let us remember that our nation’s progress, prosperity, safety, and security lie in our hands. How right are the words of John F. Kennedy: “Ask not what your country can do for you; ask what you can do for your country.”

A2. What does the passage deal with?



A3. Pick out two Abstract Nouns mentioned in the passage.

A4. Do as directed:

- i. All the citizens have equal rights in our country.

(Frame a wh-question to get the underlined part as an answer.)

A5. Explain in your own words, John F Kennedy's quote, "Ask not what your country can do for you; ask what you can do for your country."

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.

Answers

A1.

i. As citizen of our country, we have our duties and responsibilities.

ii. Let us stay true to our Constitution and respect our national symbols.

A2. The passage talks about citizens having duties, not just rights. It says we all need to work together for our country's good, and every right comes with a duty.

A3. Duties, responsibilities, safety, security, glory, pledge, right, opportunity.

[Note: Students are expected to write any four abstract nouns.]

A4. i. Who has equal rights in our country?

A5. According to me the quote means that we should do our best to solve the problems faced by our country. The lines inspire us to work towards our nation's bright future. It is also a reminder that fulfilling our duties is crucial for the country's progress, rather than just demanding rights.

(B)

Our Role in Nation-Building

As citizens, it is our responsibility to reflect on our duties in addition to enjoying our rights. All citizens should work together with a sense of responsibility to benefit our nation. We should remember that every right carries a corresponding duty and every opportunity comes with social responsibility. By respecting our Constitution, national symbols, and living by noble ideals, we can lift our nation to greater heights of glory.

Questions for Practice

Q7. (A) Read the following passage and do the given activities:

A1. Cross out the wrong words:

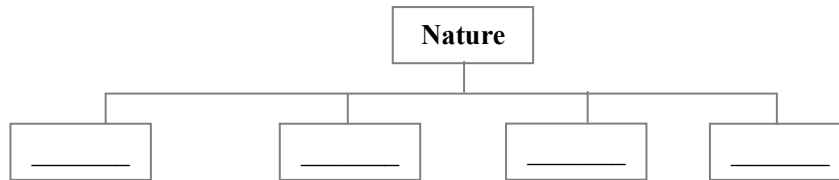
- i. Bees/Ants carry load up to 50 times their own body weight.
ii. Honey bees fly upto 15/20 miles per hour to gather the nectar to make honey.

How right are the words, "There is no substitute for hard work." Hard work is indeed the key to success and the only path that leads to the fulfillment of our dreams. Dreams don't work unless you do. Dedication, determination, commitment, perseverance, persistence, and above all, the willingness to walk the extra mile are all qualities that will help us as we work hard to realize our goals. A very important quality is hard work, which builds our character and contributes towards our growth. We read about the success stories of many great people. Have you wondered what is common among all highly accomplished people? Well, they are people who achieve great heights through the hard work they put in. Observe nature closely, and you will find that there are many animals, birds, and insects who work hard. Ants carry loads up to 50 times their own body weight. Honey bees fly up to 15 miles per hour to gather the nectar to make honey. They are not alone. There are many in the animal kingdom who effortlessly impart lessons through hard work. Let us remember the words of Pele: "Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do."

A2. Which quality is highlighted in the passage? Why is it important?



A3. Prepare a word register using words from the passage.



A4. Do as directed:

i. There is no substitute for hard work. (Pick out the Verb and state its tense.)

A5. Explain the line “Dreams don’t work unless you do.”

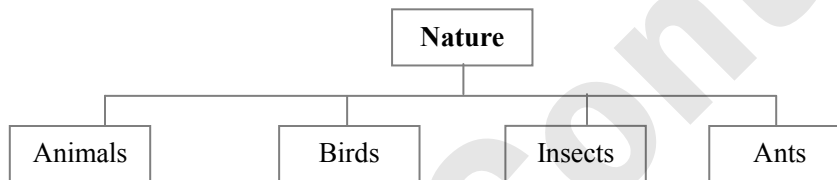
(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.

Answers

- A1. i. Bees/Ants carry load up to 50 times their own body weight.
 ii. Honey bees fly upto 15/20 miles per hour to gather the nectar to make honey.
- A2. The value of hard work is highlighted in the passage. Hard-work is important because it is the key to success and the only path which leads to the fulfilment of our dreams.

A3.



- A4. is – Simple Present Tense
- A5. The given line tells us that without hard-work and efforts, you cannot realise your dreams or get the results you want. To achieve anything we have to work hard. The above line simply underlines the significance of hard work to succeed in any task.

(B)

The Value of Hard Work

Hard work is the key to success, leading to the fulfilment of our dreams. Dedication, determination, commitment, perseverance, persistence and willingness are qualities that help us achieve our goals. Hard work builds our character and contributes to our growth. Like many accomplished individuals and creatures in nature, we can achieve great heights through hard work. Success requires learning, studying, sacrifice, and love for what we do.

Q8. (A) Read the following passage and do the given activities:

A1. Complete the list.

State 2 steps which can be taken to control water pollution.

- Throw litter in garbage bin
- _____
- _____

Water pollution is a severe environmental threat that we face. Water pollution is the contamination of water bodies like lakes, rivers, oceans, etc. when pollutants are directly or indirectly discharged into water bodies without appropriate treatment to remove harmful and toxic substances. These pollutants include chemicals from industries, trash, bacteria and parasites. Water pollution can have adverse effects on the environment and human health too. It is high time we took measures to prevent water pollution and preserve the most precious resource: water. There are various steps that can be taken to control water pollution as individuals. We should always remember to throw litter in garbage bins. We should inform the authorities if industries don’t implement pollution control measures. Effective waste management practices should be in place. Awareness about the need to control pollution should be created in the community. Let us together control pollution by walking on the path of sustainable development. Let us remember the mantra, ‘Reduce, Reuse, Recycle, Restore.’



A2. What does the passage deal with?

A3. Complete the word chain of Verbs. Each word should begin with the last letter of previous word.

Preserve, _____, _____, _____, _____

A4. Do as directed:

i. We should always remember to throw litter in garbage bins. (State the infinitive.)

A5. What do you understand by the mantra 'Reduce, Reuse, Recycle, Restore'?

(B) Summary Writing:

Write a summary of the passage given for comprehension and suggest a suitable title to it.

Answers

A1. Steps which can be taken to control water pollution.

- Throw litter in garbage bin.
- Inform the authorities if industries don't implement pollution control measures.
- Practice effective waste management.

A2. The passage is about how water pollution is a big problem for nature and people. It talks about the things that make water dirty and suggests ways for individuals to help prevent it.

A3. Preserve, enlighten, nurture, enrich, heighten

A4. i. to throw – Infinitive

A5. 'Reduce, Reuse, Recycle, Restore' is a mantra adopted for tackling issues of waste management. Reduce means to cut back on the amount of things we use or generate which can harm the environment. Reuse suggests that we have to put the things to further use instead of just throwing them out. Recycle means to turn something old and useless into something which is new and useful. Restore highlights working towards a greener and eco-friendly future. Basically this mantra helps us to eco-friendly and tells us to work towards a greener tomorrow.

(B)

Protecting Our Water: Pollution Control Measures

Water pollution is a severe environmental threat caused by the contamination of water bodies. It has harmful effects on the environment and human health. To prevent water pollution, we should dispose of litter properly, report industries that don't implement pollution control measures and promote effective waste management practices. Let us work together towards sustainable development, following the mantra, 'Reduce, Reuse, Recycle, Restore.'



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