

# Message

A message is some information, news, request etc sent to somebody in writing, speech, by telephone, etc. Telephone is the quickest means of sending a message. Sometimes it so happen that a message is received on telephone, but the person for whom the message is meant is not present so someone else has to receive it. And if he himself has to go out, he has to leave in writing the message for the person for whom it is meant:

The following points should be kept in mind while writing a message:

1. Address need not be given in a written message.
2. Salutation should be very brief (e.g. Dear Uncle)
3. Date and time of penning down the message should be given.
4. Clearly mention the name of the person from whom the message was received.
5. Only important points should be written.
6. The language used should be very clear and accurate.
7. Nothing should be added of your own.
8. The message should always be written in reported speech.

②

9. Put your name, signature at the end of the message.

10. word limit should be strictly followed

Message

08 July, 2017

9 A.M.

Dear Sanjay

There was a telephone call for you from your friend Parham. He says they have arranged a volley ball match this evening and they want you to play on their side. He has asked you to reach school ground as soon as you come back. They shall be waiting for you.

Mom

(1)

Read the telephonic conversation between Mr. Anil Bansal and Venu.

Anil Bansal : Hello ! Is this 2410786 ?

Venu : Yes, may I know who is calling ?

Anil Bansal : I am Anil Bansal and I want to talk to Mr. Hans Raj.

Venu : Papa is not at home. You can give me the message.

Anil Bansal : Tell him that the Lions Club meeting has been postponed and as soon as the new date is fixed, I'll let him know.

Venu : All right, I'll convey the message.

As Venu has to go out, she writes the message for her father. Write the message for Venu.

MESSAGE

22nd March

5:00 p.m.

Dear Papa

There was a phone call from Mr. Anil Bansal. He said that the Lions Club meeting had been postponed. He will let you know the new date as soon as it is fixed.

Venu

(2)

Read the telephonic conversation given below.

Romesh : Hello Poonam, where is Mama ?

Poonam : She has gone to the kitty party.

Romesh : Please tell her that I will bring two of my friends for dinner tonight.

Poonam : Fine. Is there anything else she should know ?

Romesh : Yes, tell her to prepare fish-curry.

Poonam : It that all ?

Romesh : Yes. Bye.

Poonam has to go to her friend's house. So she writes the message for her mother. Write the message for Poonam.

MESSAGE

6:00 p.m.

8th June

Mama

Romesh told me on the phone that he is bringing two of his friends for dinner tonight. He wants you to prepare fish-curry for the dinner.

Poonam

(3)

Read the following telephonic conversation :

Neha : Hello ! Is it 4607875 ?

Seema : Yes.

Neha : I am Neha. May I speak to Gita, please ?

Seema : She has gone to market and won't be back till 9 o'clock.

Neha  
Seema  
Neha  
Seema

- : Please tell her that she is invited to my birthday party on 15th April at 6 p.m. at my house.
- : I'll convey your message.
- : Thank you.

Seema writes the message for Gita. Write this message.

### MESSAGE

13th April  
Gita  
15th April at 6 p.m. at her house.  
Seema

7:00 p.m.

There was a phone call from Neha. She has invited you to her birthday party on 15th April at 6 p.m. at her house.

(4)

Given below is a telephonic conversation between Nandan and Nikita.

- Nandan : May I talk to Arun ?
- Nikita : I'm sorry, he is not at home.
- Nandan : Why didn't he come to school today ?
- Nikita : He has gone to visit a relative.
- Nandan : Will you please convey my message to him ?
- Nikita : What is it ?
- Nandan : Tell him to bring my English notebook as I need it for correction tomorrow.
- Nikita : Anything else ?
- Nandan : Yes, tell him that our science test has been postponed. Our teacher will announce the new date tomorrow.
- Nikita : I will tell him.
- Nandan : Thank you.

Nikita has to go to the market so she writes the message for Arun. Write this message for her.

### MESSAGE

17 Sept.  
Arun  
Nikita

4:30 p.m.

There was a phone call from Nandan. He said that you must take his English notebook to school as he needs it for correction. He also said that your science test had been postponed. The new date will be announced tomorrow.

# 3. ADJECTIVES

An Adjective is a word used with a Noun to add something to its meaning.  
 [Adjective means *added to*.]  
 Study the following sentences:

1. Sita is a *clever* girl. (Girl of what kind ?)
2. I don't like *that* boy. (Which boy ?)
3. He gave me *five* mangoes. (How many mangoes ?)
4. There is *little* time for preparation. (How much time ?)

In sentence 1, 'clever' shows *what kind* of a girl Sita is; or, in other words, 'clever' describes the girl Sita.

In sentence 2, 'that' points out which boy is meant.

In sentence 3, 'five' shows *how many* mangoes he gave me.

In sentence 4, 'little' shows *how much* time there is for preparation.

Thus a word used with a noun to describe or point out, the person, animal, place or thing which the noun names, or to tell the *number* or *quantity*, is called an Adjective.

Look at the following sentences :

1. The *lazy* boy was punished.
2. The boy is *lazy*.

In sentence 1, the Adjective *lazy* is used along with the noun *boy* as an *epithet* or *attribute*. It is, therefore, said to be used **Attributively**.

In sentence 2, the Adjective *lazy* is used along with the verb *is*, and forms part of the Predicate. It is, therefore, said to be used **Predicatively**.

Some Adjectives can be used only **Predicatively** ; as,

She is *afraid* of ghosts.  
 I am quite *well*.

1. **Kinds of Adjectives :**

Adjectives may be divided into the following classes :

Proper :	Indian, Chinese, Roman, Himalayan, English.
Descriptive :	Brave, sick, tame, large, black, careful.
Quantitative :	Much, little, no, some, any, enough, sufficient, all, whole, half.
Numeral :	<b>Definite</b> One, two, three, four..., first, second, third, fourth.....
	<b>Indefinite</b> All, some, enough, no, many, few, several, sundry.
	<b>Distributive</b> Each, every, either, neither.
Demonstrative	This, that, these, those, such, same.
Interrogative	What, which, whose.
Possessive	My, thy, his, her, its, our, your, their.
Emphasizing	Own, very.
Exclamatory	What.

4. **Proper Adjectives** describe a thing by referring to some Proper Noun  
(A Proper Adjective must begin with a capital letter.)

This is a Grammar of the *English* language.

The *Indian* plains are very hot.

A *Chinese* pilgrim wrote this book.

5. **Descriptive Adjectives (or Adjectives of Quality)** show the *kind* or *quality* of a person or thing ; as,

Kolkata is a *large* city.

He is an *honest* man.

The *foolish* old crow tried to sing.

**Adjectives of Quality** answer the question : *Of what kind ?*

6. **Quantitative Adjectives (or Adjectives of Quantity)** show *how much* of a thing is meant ; as,

I ate *some* rice.

He showed *much* patience.

He has *little* intelligence.

We have had *enough* exercise.

He has lost *all* his wealth.

You have *no* sense.

He did not eat *any* rice.

Take *great* care of your health.

He claimed his *half* share of the booty.

There has not been *sufficient* rain this year.

The *whole* sum was expended.

**Adjectives of Quantity** answer the question : *How much ?*

7. **Numeral Adjectives (or Adjectives of Number)** show *how many* persons or things are meant, or *in what order* a person or thing stands ; as,

The hand has *five* fingers.

*Few* cats like cold water.

There are *no* pictures in this book.

I have taught you *many* things.

*All* men must die.

Here are *some* ripe mangoes.

*Most* boys like cricket.

There are *several* mistakes in your exercise.

Sunday is the *first* day of the week.

**Adjectives of Number** answer the question : *How many ?*

8. **Numeral Adjectives (or Adjectives of Number)** are of *three* kinds :

- (1) **Definite Numeral Adjectives** denote an *exact* number ; as,

*One, two, three, etc.*

These are called **Cardinals**.

*First, second, third, etc.*

These are called **Ordinals**.

**Note :** A **Cardinal** denotes *how many*. An **Ordinal** denotes the *order* of things in a series.

- (2) **Indefinite Numeral Adjectives** do *not* denote an *exact* number ; as,

*All* men are mortal.

Several girls came there.  
 Some men die young.  
 Six eggs will be enough.  
 Few men are honest.  
 I have helped him on sundry occasions.

**Distributive Numeral Adjectives** refer to each one of a number ; as,  
 Each boy must take his turn.  
 England expects every man to do his duty.  
 Every word of it is false.  
 Either pen will do.  
 On either side of a narrow lane.  
 Neither accusation is true.

**Note :** The same Adjective may be classed as *Adjective of Quantity* or *Adjective of Number*, according to its use.

<i>Adjective of Quantity</i>	<i>Adjective of Number</i>
I ate <i>some</i> rice. He has lost <i>all</i> his wealth. You have <i>no</i> sense. He did not eat <i>any</i> rice.	<i>Some</i> boys are clever. <i>All</i> men must die. There are <i>no</i> pictures in this book. Are there <i>any</i> mango-trees in this garden? There are not <i>enough</i> spoons.

**Demonstrative Adjectives** point out which person or thing is meant ; as,  
 This boy is stronger than Hari.  
 That boy is industrious.  
 These mangoes are sour.  
 Those rascals must be punished.  
 Yonder fort once belonged to Shivaji.  
 Don't be in *such* a hurry.  
 I hate *such* things.

**Demonstrative Adjectives** answer the question : *Which ?*

**Note :** *This* and *that* are used with Singular nouns, *these* and *those* with Plural nouns.

**Interrogative Adjectives** (*What, which* and *whose*) are used with nouns to ask questions ; as,

*What* sort of person is he ?

*Which* way shall we go ?

*Whose* book is this ?

**Note :** *What* is used in a general sense, and *which* in a selective sense.

**Possessive Adjectives** (*my, thy, his, her, its, our, your* and *their*) are used attributively before a Noun ; as,

I have lost *my* umbrella.

John has invited *your* brother.

Do you know *his* name ?

**Emphasizing Adjectives** (*own* and *very*) are used to emphasize a Possessive Adjective or a Noun.

*Own* is used to emphasize a Possessive Adjective.

I saw it with my *own* eyes.

He was beaten at his *own* game.

Mind your *own* business.

He is his *own* master.

*Very* is used to emphasize a Noun.

This is the *very* thing we want.

There it stands to this *very* day.

**13. Exclamatory Adjectives** are used to express sudden surprise, pain, etc.

The word *What* is sometimes used as an Exclamatory Adjective.

*What* genius !

*What* folly !

*What* an idea !

*What* a blessing !

*What* a piece of work is man !

**14. *This* and *that*** are the only Adjectives which are inflected or changed in form to show number.

*This* girl sings.

*These* girls sing.

*That* boy plays.

*Those* boys play.

*This, these* indicate something near to the speaker.

*That, those* indicate more distant objects.



## The Uses of Electricity

Electricity is a kind of energy. We call it electric power. We use this power for lighting, cooling, heating and cooking. It is used to operate all kinds of machines. We use it at our homes, shops and factories. We use it <sup>on</sup> ~~at~~ our roads and in our streets. In fact, there is no place and there is no work that does not make use of electricity. It has made our work very easy and our life very comfortable. Without electricity there would be no computers, no TVs and no digital cameras. In fact, there are endless uses of electricity. We cannot pass even an hour without electricity. Life would come to a standstill. No progress will be possible. We will ~~be~~ turn back to the middle ages.

## Winter in Kashmir

There is a long winter in the valley of Kashmir. It follows autumn and lasts from Nov to Feb. Winter is the coldest season of the year. The sun loses its heat and charm. It is a cruel and deadly season though it has charm of its own.

In winter it is too cold. The sky remains over-cast with dark clouds. When the snow falls, it covers all the roads, streets, bazaars, gardens, trees etc. Walking and travelling become very difficult.

Electric poles give their way. Unless they are not mended we are cut off from electricity.

The singing birds leave the valley.

The schools and colleges remain closed in winter for two and a half months. People use warm clothes and kangri to protect themselves against cold.

Winter games are held at Gulmarg.

Young people from all over the world come there to enjoy and play these games.

Punctuation means using the correct signs or marks to make the meaning of a sentence clear. They include —

1. Full Stop (.)
2. Comma (,)
3. Semicolon (;)
4. Colon (:)
5. Apostrophe (')
6. Question Mark (?)
7. Exclamation Mark (!)
8. Quotation Marks (".....")

Capitalization and Punctuation are both necessary to make the meaning of a sentence clear.

### Capitalization :

You already know about the use of Capital Letters.

For example, we use them —

1. For the first word in a sentence :  
Mangoes are a delicious fruit.
2. For the first word in direct speech :  
She said, "We enjoyed the party."
3. For the personal pronoun I :  
She laughed when I said I'm ten years old.
4. For the proper names of persons, pets and places :  
Singapore, Africa, India, Delhi.  
Anoop, Kala, Pussy, Mickey Mouse.
5. For the titles of people :  
Mr Kim, Mrs Roy, Dr Tang, Prime Minister.
6. For the initials in people's names :  
A.K. Malhotra, D.K. Jain.
7. For the names of streets, roads and buildings :  
Patel Marg, India Gate, Jama Masjid.
8. For the titles of books, plays, songs, TV serials, films, etc. :  
English Reader, Julius Caesar, Amrit Vani, The Tribune,  
Munna Bhai MBBS, Kaun Banega Crorepati (KBC).
9. For the first word of each line in a poem.

### Punctuation :

You already know about the use of some Punctuation Marks. Here we shall deal with — Full stop, Comma, Apostrophe, Question Mark, Exclamation Mark and Quotation Marks.

• **Full Stop** is used in the following cases.

1. To mark the end of an assertive or imperative sentence; as —  
The child is sleeping.  
Don't make noise here.

2. To mark abbreviations and initials; as —

Sat.	Dec.	Co.	B.A.	Kumar
M.A.	M.L.A.	P.M.	Mr.	Mrs.

• In current English, Mr and Mrs are regarded as full spellings. Therefore, they are written without a full stop also.

• **Comma** is used in the following cases.

1. To separate words from each other; as —

She is a tall, lovely and gentle girl.

Joe has pens, pencils, paper and books.

He did his homework neatly, quickly and correctly.

A comma is generally not used before *and*.

2. To separate a reporting verb from the reported speech; as —

She says, "I am happy here."

The priest said, "God loves all men."

• **Apostrophe** (a raised comma) is used in the following cases.

1. To show that some letters or numbers have been omitted; as —

I'm *for* I am                      '05 *for* 2005.

hasn't *for* has not                can't *for* cannot.

2. To show the possessive form of nouns; as —

man's hat                              Principal's office

girls' school                            Mohan's camera

• **Question Mark** is used in the following cases.

1. After a direct question; as —

What is your name ?

Have you got a camera ?

2. After a tag question; as —

She is lovely, isn't she ?

He didn't go home, did he ?

• **Exclamation Mark** is used in the following cases.

1. After expressions of surprise or a strong feeling; as —

How cold it is !

What a lovely child !

2. After an interjection; as —

Wow !

O !

Oh !

Alas !

Ouch !

Hurray !

Quotation Marks are used in the following cases.

1. To show the actual words of a speaker; as —  
The teacher said, "Stop talking."  
"I can't solve this sum." said Swami.
2. To show the titles of songs, poems, books, magazines, etc; as —  
She is listening to "Amrit Vani".  
Do you read "India Today" ?

Quotation Marks are called Inverted Commas also.

In place of double commas, we can use single commas also.

She is listening to 'Amrit Vani'.

Do you read 'India Today' ?

# THE NOUN

## PART-I — CLASSIFICATION OF NOUNS.

Nouns are classified into FIVE (5)

They are : —

1. Common Nouns
2. Proper Nouns
3. Collective Nouns
4. Material Nouns
5. Abstract Nouns.

### 1. COMMON NOUNS

The names of common things are called Common Nouns.  
e.g. : pen, books, man, houses, tree, water etc.

### 2. PROPER NOUNS

The names of PERSONS and PLACES are called PROPER Nouns.  
e.g. : Shakespeare, Socrates, Lakshmi, Bombay, England etc.

**NOTE :** Proper Nouns begin with a Capital letter.

### 3. COLLECTIVE NOUNS

Collective Nouns are the names of a number of persons or things taken together.

e.g. : family, nation, committee, crowd, herd, bunch, army, bouquet, fleet, mob, team, jury, parliament etc.

### 4. MATERIAL NOUNS

The names of MATERIALS are called material nouns.

e.g. : Gold, Silver, Steel, Iron, Brass, Copper etc.

### 5. ABSTRACT NOUNS

The names of QUALITIES, STATE and ACTION are called ABSTRACT NOUNS.

e.g. :

**Quality** : honesty, bravery, wisdom, kindness, beauty, innocence etc.

**Action** : judgement, laughter, theft etc.

**State** : sleep, slavery, youth, childhood, poverty, etc.

## PART-II — THE NOUN

GENDER — NUMBER — CASE.

## **PART-II—A**

### **— GENDER**

The Gender of a noun indicates the sex or the absence of sex.

The different genders are :-

1. **Masculine Gender**
2. **Feminine Gender**
3. **Common Gender**
4. **Neuter Gender**

#### **1. MASCULINE GENDER**

A noun that denotes **MALE SEX** is called Masculine Gender.

e.g. : boy, lion, bull, dog, cock etc.

#### **2. FEMININE GENDER**

A noun that denotes **FEMALE SEX** is called Feminine Gender.

e.g. : girl, lioness, cow, bitch, hen etc.

#### **3. COMMON GENDER**

A noun that denotes either a male or a female sex is called Common Gender.

e.g. : child, servant, enemy, neighbour, cousin, pupil, student, friend etc.

#### **4. NEUTER GENDER**

A noun that denotes a lifeless thing is called Neuter Gender (Neither Male/Female).

e.g. : pen, pencil, books, table etc.