

# Worksheet

11

Date

Name

Class & Sec.

Roll No.

Marks OBT.

Writing : Formal Letter

1. Write a letter to the Superintendent of Police about the malpractices of auto rickshaw drivers plying in the city, requesting him to deal with them strictly to improve upon the traffic in the city.

### Hints

- overloading by auto rikshaw drivers very common
- school autorickshaw drivers worst offenders
- cause of many fatal accidents
- strict action needs to be taken

### Space for Answer

OSAP 27<sup>th</sup> BN  
BACA, ODISHA  
27<sup>th</sup> July 2021  
The superintendent  
of police  
Commission police headquarters  
near  
Railway, ODISHA  
Sir by  
Subject: overloading auto rikshaw  
Overloading of autorikshaw are now common now all  
days because of the less checking. This can  
this autorikshaw drivers are the offenders near the school  
which cause of many fatal accidents. So I request  
you to ~~strictly~~ take strict action need  
to be taken ~~and~~ strict checking in every traffic  
Yours Trusting ally  
Sai Subham

It is matter of general agreement that the war has had a chilling effect upon these little everyday civilities of behaviour that sweeten the general air. We must get those civilities back if we are to make life kindly and tolerable for each other. We cannot get them back by invoking the law. The policeman is a necessary symbol and the law is a necessary institution for a society that is still somewhat lower than the angels. But the law can only protect us against material attack. Nor will the liftman's way of meeting moral affront by physical violence help us to restore the civilities. I suggest to him that he would have had a more subtle and effective revenge if he had treated the gentleman who would not say 'please' with elaborate politeness. He would have had the victory, not only over the boor, but over himself, and that is the victory that counts.

— A.G. Gardiner

### TYPE - I (TABLE/SENTENCE COMPLETION)

Complete the following table.

| A  | B   |
|--|---|
| 1. If we encounter incivility                        | (i) <u>most of us are likely to become</u>      |
| 2. If we are to make life kindly                     | (ii) <u>if we are to make life kindly</u>       |
| 3. If the conductor had treated the gentleman kindly | (iii) <u>he would have taken subtle revenge</u> |

Answers

- (i) most of us are likely to become uncivil.
- (ii) we must get back those civilities.
- (iii) he would have taken a subtle revenge.

### TYPE - II (SENTENCE COMPLETION)

Complete the following statements :

- (i) If bad manners are infectious so are good manners
- (ii) It is with manners as with the weather
- (iii) A cheerful person exercises a positive effect even on the saddest person
- (iv) We cannot get back the old civilities by invoking the law
- (v) The law can only protect us against material attack

Answers

- (i) so are good manners
- (ii) as with the weather
- (iii) even on the saddest person
- (iv) by invoking the law
- (v) against material attack

The leading nations of the world are making atom bombs, which if another war comes would certainly be widely used. Nobody knows what the effect of dropping atom bombs on a large scale would be, but it is quite possible that the total destruction of the civilization of the west, and even of other parts of the world might ensue.

## TYPE - I (MULTIPLE CHOICE QUESTIONS)

II. Choose the option which is most appropriate :

- (i) Democratic countries are viewed by the writer as \_\_\_\_\_  
 (a) excellent  
 (c) perfect  
 (b) imperfect  
 (d) flawed
- (ii) The attitude of the author towards the poor is \_\_\_\_\_  
 (a) indifferent  
 (c) sympathetic  
 (b) harsh  
 (d) ironic
- (iii) In which countries does the writer find extreme poverty ?  
 (a) democratic countries  
 (c) some countries  
 (b) undemocratic countries  
 (d) almost all countries
- (iv) War, according to the writer, is a danger to \_\_\_\_\_  
 (a) our poor people  
 (c) our rich people  
 (b) our civilization  
 (d) democratic countries
- (v) In the condition of the present day if a war starts somewhere, it has the tendency \_\_\_\_\_  
 (a) to remain localized  
 (c) to become less cruel than ever before  
 (b) to spread everywhere  
 (d) to upset the poor

Answers

- (i) (b)                      (ii) (c)                      (iii) (d)                      (iv) (b)                      (v) (b)

## TYPE - II (SENTENCE COMPLETION QUESTIONS)

A) Complete the following statements as briefly as possible.

- (i) There is equality in democratic countries but the sharing out of money is very unfair  
 (ii) Man has learnt to release the colossal forces locked up in the atom  
 (iii) If war breaks out atom bomb will certainly be used

B) Find words in the passage which mean the same as the following :

- (a) horrible (para 1)                      (b) huge (para 2)

Answers

dreadful

colossal

- (A) (i) very unfair                      (ii) in the atom                      (iii) be used

- (B) (i) dreadful                      (ii) colossal

Read the following passage carefully :

If bad manners are infectious, so also are good manners. If we encounter incivility most of us are apt to become uncivil but it is an unusually uncouth person who can be disagreeable with sunny people. It is with manners as with the weather. "Nothing clears up my spirits like a fine day", said Keats, and a cheerful person descends on even the gloomiest of us with something of the benediction of a fine day. And so it is always fine weather on a polite conductor's bus, and his own civility, his conciliatory address and good-humoured hearing, infect his passengers. In lightening their spirits he is lightening his own task. His gaiety is not a wasteful luxury, but a sound investment.

The leading nations of the world are making atom bombs, which if another war comes would certainly be widely used. Nobody knows what the effect of dropping atom bombs on a large scale would be, but it is quite possible that the total destruction of the civilization of the west, and even of other parts of the world might ensue.

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- (iv) War, according to the writer, is a danger to \_\_\_\_\_  
 (a) our poor people   (b) our civilization  
 (c) our rich people  (d) democratic countries
- (v) In the condition of the present day if a war starts somewhere, it has the tendency \_\_\_\_\_  
 (a) to remain localized   (b) to spread everywhere  
 (c) to become less cruel than ever before  (d) to upset the poor

Answers

- (i) (b)                      (ii) (c)                      (iii) (d)                      (iv) (b)                      (v) (b)

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(B) Find words in the passage which mean the same as the following :

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Answers

- (A) (i) very unfair                      (ii) in the atom                      (iii) be used  
 (B) (i) dreadful                      (ii) colossal

3. Read the following passage carefully :

If bad manners are infectious, so also are good manners. If we encounter incivility most of us are apt to become uncivil but it is an unusually uncouth person who can be disagreeable with sunny people. It is with manners as with the weather. "Nothing clears up my spirits like a fine day", said Keats, and a cheerful person descends on even the gloomiest of us with something of the benediction of a fine day. And so it is always fine weather on a polite conductor's bus, and his own civility, his conciliatory address and good-humoured bearing, infect his passengers. In lightening their spirits he is lightening his own task. His gaiety is not a wasteful luxury, but a sound investment.