

FORMAL LETTER WRITING

Objectives

- Analyze and compare various informal and formal letters to note differences of conventions, vocabulary, style and tone.
- Follow conventions of formal letter with respect to layout, solutions, etc.
- Recognize and demonstrate use of appropriate vocabulary, style and tone in formal letters.
- Write formal letters to people in immediate and extended social and academic environment for various purposes.

Definition

- A letter is a written form of communication that is addressed to a specific person or specific organization.
- Letters are of two basic types: Formal Letters and Informal Letters.
- **Formal Letters: These include letter to the editor, official letters and letters to government departments.**
- Informal Letters: These include letter to parents, relatives, friends, etc.

Purpose of the formal letter:

- To express one's opinion on a wide range of issues.
- To express and share one's observations and views in a public forum, for example a magazine or a newspaper.

Language of the Setter:

- Formal language must be used.
- Repetition of ideas must be avoided.
- Sub-paragraphs should be used in an organized way.
- Personal outlook must be included but biased language should be avoided.
- Word limit must be kept in mind.

Parts of the Letter

- **Your Address**

At the top of your letter, you will put your address, so the reader will know where to send their reply to.

- **Date**

Put the date on which the letter was written in the format Month Day Year i.e. 15th June, 20xx.

- **Inside Address**

The inside address is only required for a business letter and will include the address of the person you are writing to, along with the name of the recipient, their title and company name.

- **Salutation**

The salutation will address the individual that the letter is being sent to. This is usually completed in the form of “Dear Sir/Madam”.

Sender's address(2-3 lines)

Date- 4th August,2021

Recipient's address

The Editor

Hindustan Times

DELHI

Sir/Madam

- Do not use contracted forms – write all words in full.
- Use formal standard – no slang
- Keep sentences precise and get straight to the point
- If complaining, be polite and use intelligent vocabulary.

Sum up your main point and state that you look forward to a response to your letter/query/complaint etc if appropriate.

Yours faithfully – (if the greeting is to Sir/Madam)

Yours sincerely – (if the name is given)

- **The Introductory Paragraph**

The first paragraph will generally outline the purpose of the letter and the reason that the letter is being sent. This can address any issues that are outstanding and is used to set the tone for the rest of the letter. In this first paragraph, the summary of the letter can be found and the intentions which will be displayed through the rest of the letter should be outlined. From the first paragraph of the letter, the introductory paragraph, the individual should be able to note the tone of the letter.

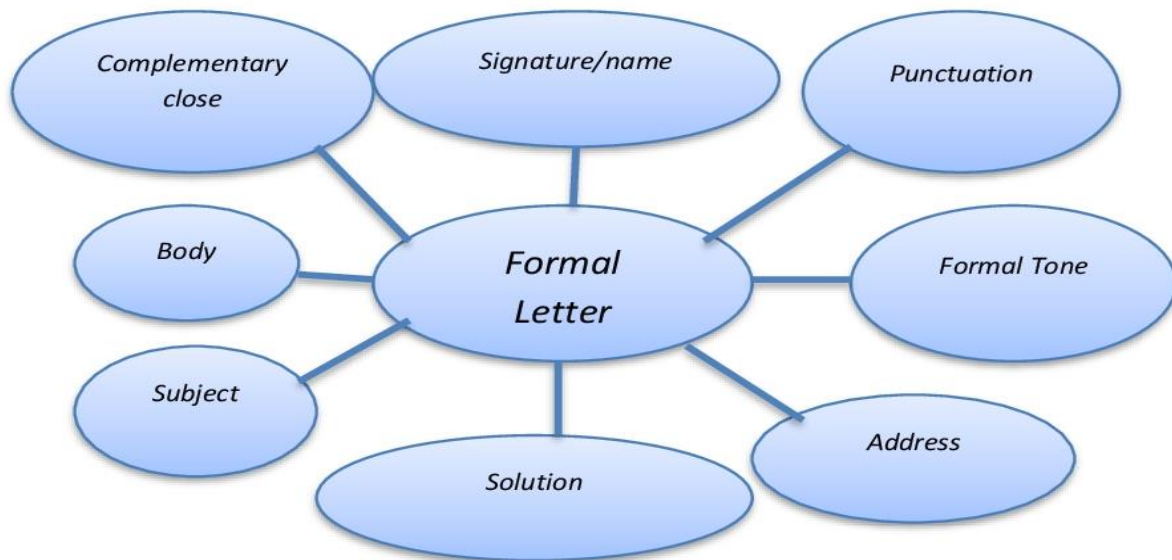
- **The Body**

The body of the letter will expand upon the introductory paragraph and the individual can extend their thoughts and feelings further when it comes to the letter. The body of the letter can be anywhere from multiple paragraphs for personal letters, to one or two paragraphs for most business letters and other types of proposals.

- **Conclusion**

The last paragraph should sum up the issue raised in the letter. It can include suggestions and methods of solving the issue. It should be concise and to the point.

Format of a Formal Letter



Note:

1. The date can be written as:
March 1, 2010 or 1st March, 2010 or 1 March, 2010
2. The address must be complete and must have the pin code of the address to which it is being sent.
3. Never write 'Your's truly', always write 'Yours truly'.

Question 1:

Solved example (To be Done in Notebook)

Write a letter to the editor of 'The Times of India' complaining about the **nuisance created by the use of loudspeakers.** You are Piyush Sharma, a resident of Sector 15, Vasundhara Enclave, New Delhi.



Answer:

Sector 15,
Vasundhara Enclave
New Delhi – 110096

10th January, 2021

The Editor
The Times of India
New Delhi

Subject Regarding the indiscriminate use of loudspeakers

Sir,

I would like to draw the kind attention of the concerned authorities towards the indiscriminate use of loudspeakers through the columns of your esteemed newspaper.

Now-a-days, the use of loudspeakers at religious places, political gatherings, marriages etc has become a very common sight. The organizers of these events do not bother to turn off the loudspeakers after the stipulated time. In a lot of cases, the use of loudspeakers continues till late in the night. This creates a lot of nuisance and disturbance for a lot of people especially students and senior citizens.

I would want the authorities to look into this matter and put stricter rules in place. They must ensure that the use of loudspeakers does not continue after the stipulated time is over. Their efforts in this regard would be much appreciated by one and all.

Yours truly
(Sign)
Piyush Sharma

Question 2 ACTIVITY

Observe the following visual and write a letter to the editor of a local daily regarding the condition of bad roads in your locality.



PRACTICE QUESTIONS/HOTS

Write a letter to the Editor of the 'Times of India' regarding the frequent traffic jams on the roads of your city because of poor road conditions.

VIDEO LINKS

<https://www.youtube.com/watch?v=UyN7ygWyRfk>

<https://www.youtube.com/watch?v=2ouce1JYMR0>

FOR REFERENCE

OPENING LINES

- **Through the column of your esteemed newspaper I want to draw your attention of the authorities towards the problem of_____**
- **Through your newspaper, I want to bring to the kind attention towards_____**
- **I regret to inform you that _____**
- **I wish to draw your kind attention towards _____**
- **Through the columns of your esteemed newspaper, I would like to highlight the nuisance caused by the_____**

CLOSING LINES

- **As the condition is really miserable, I request you to highlight this issue through your newspaper so that the concerned authorities resolve the issue by taking necessary steps.**
- **We would appreciate your immediate attention to this problem for the well being of the residents.**
- **I would like to request you to highlight the above-mentioned concerns for the benefit of the people and take actions against it at the earliest.**
- **I hope you will pay attention to this issue and publish it in your newspaper so that strict actions can be taken to resolve the problem.**
- **I hope you'll publish this letter in your esteemed newspaper so that some actions can be taken in this matter.**

HINDI

हिंदी व्याकरण

<https://www.youtube.com/watch?v=HGS63OJuHto>

Note- please refer to the above given link to study the chapter before answering the following assignment

अधिगम बिंदु: उपसर्ग पदों का ज्ञान ।

शब्दांशों में मूल शब्द और उपसर्ग की पहचान के साथ नए शब्द निर्माण के ज्ञान में वृद्धि छात्र पुस्तक में आए उपसर्ग पदों की पहचान कर सकेंगे ।

उपसर्ग

परिचय :

उपसर्गों का प्रयोग नए शब्दों की रचना के लिए किया जाता है। नए शब्द बनाने के लिए मूल शब्दों के आरंभ में या उनके आगे कुछ शब्दांशों को जोड़ दिया जाता है। इससे मूल शब्द के अर्थ में बदलाव आ जाता है। ऐसे ही शब्दांशों को उपसर्ग कहते हैं।

परिभाषा :

भाषा के वे अर्थवान छोटे-छोटे खंड जो शब्दों में आगे जुड़कर नए शब्द बनाते हैं और उनके अर्थ में बदलाव लाते हैं, उन्हें उपसर्ग कहते हैं।

उदाहरण –

मूल शब्द	नए शब्द	शब्द-रचना
योग	प्रयोग	(प्र + योग)
हार	आहार	(आ + हार)
कार	अधिकार	(अधि + कार)
कूल	अनुकूल	(अनु + कूल)

यहाँ 'प्र', 'आ', 'अधि', 'अनु' उपसर्ग हैं।

मूल शब्दों के साथ उपसर्ग का प्रयोग करने से –

(क) नया शब्द बनता है।

(ख) मूल शब्द के अर्थ में बदलाव आ जाता है। कभी-कभी अर्थ में बदलाव न आकर विशेषता आ जाती है।

(ग) उपसर्गों का प्रयोग स्वतंत्र अर्थ में नहीं किया जाता है।

❖ उपसर्गों के प्रकार-हिंदी में चार प्रकार के उपसर्गों का प्रयोग किया जाता है –

(क) संस्कृत के उपसर्ग

1. अति उपसर्ग : अति का अर्थ होता है ज़्यादा या अधिक।

उदाहरण : अतीन्द्रिय , अत्युक्ति , अत्युत्तम , अत्यावश्यक , अतीव

2. अनु उपसर्ग : अनु का अर्थ होता है बाद में या क्रम में।

उदाहरण : अनुरूप , अनुपात , अनुचर , अनुकरण , अनुसार , अनुशासन।

3. अ उपसर्ग : अ का अर्थ होता है अभाव , अन , निषेध , नहीं , विपरीत।

उदाहरण : अथाह , अनाचार , अलौकिक , अस्वीकार , अन्याय ।

4. अप उपसर्ग : अप का अर्थ होता है बुरा , अभाव , विपरीत , हीनता या छोटा।

उदाहरण : अपव्यय , अपवाद , अपकर्ष , अपहरण , अपप्रयोग ।

5. अभि उपसर्ग : अभि का अर्थ होता है सामने , पास , ओर , इच्छा प्रकट करना , चारों ओर।

उदाहरण: अभिनन्दन , अभिलाप , अभीमुख , अभ्युत्थान , अभियान , अभिसार ।

(ख) हिंदी के उपसर्ग

1. दु उपसर्ग : दु का अर्थ होता है बुरा , हीन , दो , विशेष , कम।

उदाहरण: दुबला , दुर्जन , दुर्बल , दुलारा , दुधारू , दुसाध्य , दुरंगा ।

2. अध् उपसर्ग : अध् का अर्थ होता है आधा।

उदाहरण: अधपका , अधमरा , अधक्चा , अधकचरा , अधजला , अधखिला , अधगला , अधनंगा आदि।

3. अन उपसर्ग : अन का अर्थ होता है अभाव , निषेध , नहीं।

उदाहरण: अनजान , अनकहा , अनदेखा , अनमोल , अनबन , अनपढ़ ।

4. उन उपसर्ग : उन का अर्थ होता है एक कम।

उदाहरण: उनतीस , उनचास , उनसठ , उनहत्तर , उनतालीस , उन्नीस , उन्नासी आदि।

5. कु उपसर्ग : कु का अर्थ होता है बुरा , हिन्।

उदाहरण: कुचाल , कुचैला , कुचक्र , कपूत , कुढंग , कुसंगति , कुकर्म ।

(ग) आगत या विदेशी उपसर्ग

1. हाफ उपसर्ग : हाफ का अर्थ होता है आधा।

उदाहरण: हाफ पेंट , हाफ बाड़ी , हाफटिकट , हाफरेट , हाफकमीज आदि।

2. सब उपसर्ग : सब का अर्थ होता है अधीन , नीचे

उदाहरण: सब पोस्टर , सब इंस्पेक्टर , सबजज , सबकमेटी , सबरजिस्टर आदि।

3. चीफ उपसर्ग : चीफ का अर्थ होता है प्रमुख

उदाहरण: चीफ मिनिस्टर , चीफ इंजीनियर , चीफ सेक्रेटरी आदि।

4. जनरल उपसर्ग : जनरल का अर्थ होता है प्रधान , सामान्य

उदाहरण: जनरल मैनेजर , जनरल सेक्रेटरी , जनरल इंश्योरेंस आदि।

(घ) उर्दू एवं फ़ारसी उपसर्ग :

1. दर उपसर्ग : दर का अर्थ होता है में , मध्य में।

उदाहरण: दरकिनार , दरमियान , दरअसल , दरकार , दरगुजर , दरहकीकत आदि।

2. कम उपसर्ग : कम का अर्थ होता है थोडा , हीन , अल्प।

उदाहरण: कमजोर , कमबख्त , कमउम्र , कमअक्ल , कमसमझ , कमसिन आदि।

3. ला उपसर्ग : ला का अर्थ होता है नहीं , रहित।

उदाहरण: लाइलाज , लाजवाब , लापरवाह , लापता , लावारिस , लाचार ।

4. ब उपसर्ग : ब का अर्थ होता है के साथ , और , अनुसार।

उदाहरण: बखूबी , बदौलत , बदस्तूर , बगैर , बनाम , बमुश्किल आदि।

❖ "उपसर्ग वह शब्दांश या अव्यय है, जो किसी शब्द के आरंभ में जुड़कर उसके अर्थ में (मूल शब्द के अर्थ में) विशेषता ला दे या उसका अर्थ ही बदल दे।"

जैसे-

- अभि + मान = अभिमान
- प्र + चार = प्रचार आदि।

उपसर्ग की तीन गतियाँ या विशेषताएँ होती हैं-

1. शब्द के अर्थ में नई विशेषता लाना।

जैसे-

- प्र + बल = प्रबल
- अनु + शासन = अनुशासन

2. शब्द के अर्थ को उलट देना।

जैसे-

- अ + सत्य = असत्य
- अप + यश = अपयश

3. शब्द के अर्थ में, कोई खास परिवर्तन न करके मूलार्थ के इर्द-गिर्द अर्थ प्रदान करना।

जैसे-

- वि + शुद्ध = विशुद्ध
- परि + भ्रमण = परिभ्रमण

उपसर्ग शब्द-निर्माण में बड़ा ही सहायक होता है। एक ही मूल शब्द विभिन्न उपसर्गों के योग से विभिन्न अर्थ प्रकट करता है।

जैसे-

- प्र + हार = प्रहार : चोट करना
- आ + हार = आहार : भोजन
- सम् + हार = संहार : नाश
- वि + हार = विहार : मनोरंजनार्थ, यत्र-तत्र घूमना
- परि + हार = परिहार : अनादर, तिरस्कार
- उप + हार = उपहार : सौगात
- उत् = हार = उद्धार : मोक्ष, मुक्ति

GENERAL OBJECTIVES

1. Students will be able to differentiate between line and line segment
2. Students will be able to classify the triangle on the basis of the sides and angles
3. Students will be able to relate with day to day life situations.

Line:

A line is a straight figure which doesn't have an endpoint and extends infinitely in opposite directions.

Ray:

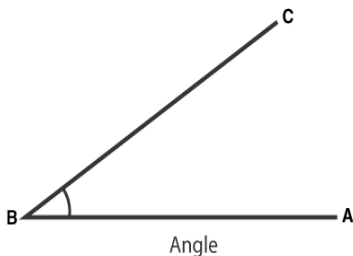
A ray is a straight line, which starts from a fixed point and moves in one direction.

Line Segment

A portion of the line formed with two definite points is called a Line Segment. A line is a one-dimensional figure and has no thickness.

Angle

When we join two line segments at a single point, an angle is formed, or we can say, an Angle is a combination of two line segments at a common endpoint. This common point is called Vertex of the angle and the two line segments are sides or arms of the angle formed.



Types of Angles

There are basically 6 types of angles which are:

1. **Acute Angle:** If an angle is less than 90 degrees, then it is called an Acute angle
2. **Obtuse Angle:** If an angle is more than 90 degrees, then it is called Obtuse Angle
3. **Right Angle:** If an angle is exactly at 90 degrees, then it is called Right Angle.
4. **Straight Angle:** If an angle is exactly 180 degrees, then it is called Straight Angle.
5. **Reflex Angle:** If the angle is more than 180 degree but less than 270 degrees, it is denoted as a Reflex angle.
6. **Full Angle:** A 360-degree angle is called a Full angle.



ACUTE ANGLE
Less than 90°



RIGHT ANGLE
Exact 90°



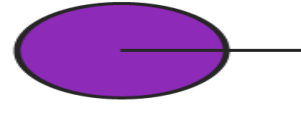
OBTUSE ANGLE
Greater than 90°
and less than 180°



STRAIGHT ANGLE
Exact 180°



REFLEX ANGLE
Greater than 180°



FULL ANGLE
Exact 360°

Complementary Angle: The sum of the measures of two angles is 90°

Supplementary Angle: The sum of the measures of two angles is 180°

Adjacent Angle: Adjacent angles have a common vertex and a common arm but no common interior points

Linear pair: A linear pair is a pair of adjacent angles whose non-common sides are opposite rays

Vertically Opposite Angles: when two lines intersect, the vertically opposite angles so formed are equal.

Pairs of Lines

Intersecting lines: Two lines intersect if they have a point in common. This common point O is their point of intersection.

Transversal: A line that intersects two or more lines at distinct points is called a transversal.

Angles made by the transversal: There are different angles formed when the transversal cuts the lines. They are:

- Interior angles
- Exterior angles
- Pairs of Alternate interior angles
- Pairs of Alternate exterior angles
- Pairs of Corresponding angles
- Pairs of interior angles on the same side of the transversal

Transversal of Parallel Lines: We know that the parallel lines are the lines that do not meet anywhere. Transversals of parallel lines give rise to quite interesting results.

Checking for Parallel Lines

If a transversal cuts two lines, such that, each pair of corresponding angles are equal in measure. Similarly, if a transversal cuts two lines, then each pair of the alternate interior angles are equal.

Also, if the transversal cuts the lines, then each pair of interior angles on the same side of the transversal are supplementary.

WORKSHEET

Q1. When the sum of the measures of two angles is 90° , the angles are called

- (a) supplementary angles
- (b) complementary angles
- (c) adjacent angles
- (d) vertically opposite angles

Q2. The sum of the measures of two complementary angles is

- (a) 180°
- (b) 60°
- (c) 45°
- (d) 90°

Q3. The measure of the complement of the angle 30° is

- (a) 30°
- (b) 16°
- (c) 60°
- (d) 160°

Q4. Which of the following statements is true?

- (a) Two acute angles can be complementary to each other
- (b) Two obtuse angles can be complementary to each other
- (c) Two right angles can be complementary to each other
- (d) One obtuse angle and one acute angle can be complementary to each other

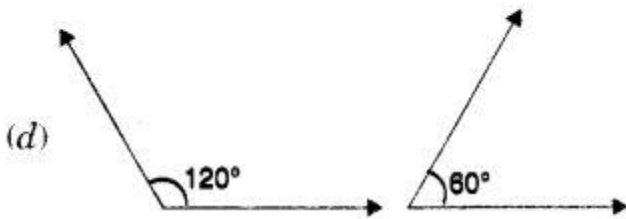
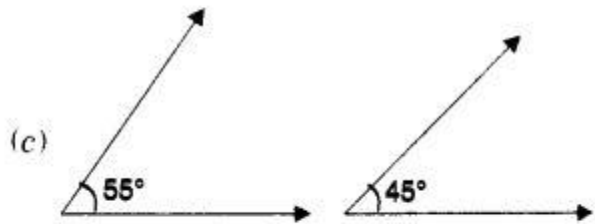
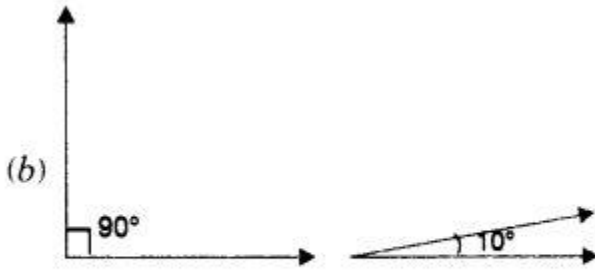
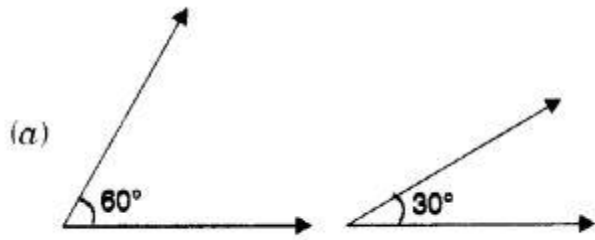
Q5. The measure of the complement of the angle 46° is

- (a) 90°
- (b) 44°
- (c) 16°
- (d) 136°

Q6. What is the measure of the complement of the angle 80° ?

- (a) 10°
- (b) 100°
- (c) 36°
- (d) 20°

Q7. Which pair of the following angles are complementary?



Q8. The measure of the angle which is equal to its complement is

- (a) 30°
- (b) 60°
- (c) 46°
- (d) 90°

Q9. Which of the following pairs of angles is not a pair of complementary angles?

- (a) $60^\circ, 30^\circ$
- (b) $66^\circ, 34^\circ$
- (c) $0^\circ, 90^\circ$
- (d) $160^\circ, 30^\circ$

Q10. What is the measure of the complement of the angle 90° ?

- (a) 90°
- (b) 0°

- (c) 180°
- (d) 46°

Q11. When the sum of the measures of two angles is 180° , the angles are called

- (a) adjacent angles
- (b) complementary angles
- (c) vertically opposite angles
- (d) supplementary angles

Q12. The sum of the measures of two supplementary angles is

- (a) 90°
- (b) 180°
- (c) 360°
- (d) none of these

Q13. The measure of the supplement of the angle 120° is

- (a) 30°
- (b) 45°
- (c) 60°
- (d) 90°

Q14. Which of the following statements is true?

- (a) Two acute angles can be supplementary.
- (b) Two right angles can be supplementary.
- (c) Two obtuse angles can be supplementary.
- (d) One obtuse angle and one acute angle cannot be supplementary

Q15. The measure of the supplement of the angle 90° is

- (a) 45°
- (b) 60°
- (c) 30°
- (d) 90°

SCIENCE

Acids

- An **acid** is a chemical substance that has a sour taste.
- Many food items such as lemons, curd, vinegar and orange taste sour because of the presence of acid in them.
- **Acidic Substances** are the substances that contain acid in them.
- **Natural Acids** are the acids that occur in nature, for example, acids found in fruits are natural acids.

Bases

- A **base** is a chemical substance that has a bitter taste and a soapy texture.
- Bases are found in different substances such as bleach, ammonia, washing powder and soap.
- Bases are also called **Alkaline**.

Basic Substances are the substances that contain a base in them.

Name of acid	Found in
Acetic acid	Vinegar
Formic acid	Ant's sting
Citric acid	Citrus fruits such as oranges, lemons, etc.
Lactic acid	Curd
Oxalic acid	Spinach
Ascorbic acid (Vitamin C)	Amla, Citrus fruits
Tartaric acid	Tamarind, grapes, unripe mangoes, etc.
All the acids mentioned above occur in nature	
Name of base	Found in
Calcium hydroxide	Lime water
Ammonium hydroxide	Window cleaner
Sodium hydroxide/ Potassium hydroxide	Soap
Magnesium hydroxide	Milk of magnesia

Figure 1: Acids and Bases found in Nature

Neutral Substance is any substance which is neither acidic nor basic in nature.

Indicators

- We cannot taste every object and find its nature. Therefore, we use indicators.
- An indicator is a substance that can determine if another substance is acidic or basic in nature.
- The indicators indicate the presence of an acid or base in a substance by changing their colour. **For Example** Turmeric, China rose petals and Litmus are some natural indicators. Natural indicators are the indicators that occur in nature.

Litmus

- Litmus is a natural indicator which is obtained from **Lichens**.
- Litmus is available in a solution form and paper strips (red litmus and blue litmus paper).

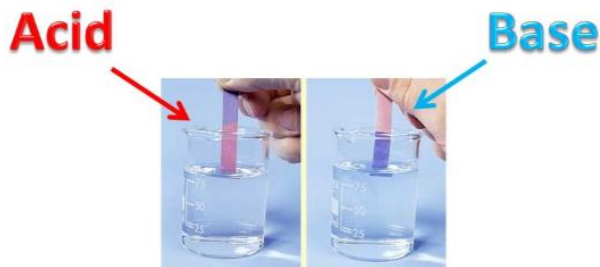


Figure 2: Litmus test

S. No.	Test solution	Effect on red litmus paper	Effect on blue litmus paper	Inference
1	Tap Water	No change	No change	Neutral
2	Detergent Solution	Changes to blue	No change	Basic
3	Aerated Drink	No change	Changes to red	Acidic
4	Soap Solution	Changes to blue	No change	Basic
5	Shampoo	No change	Changes to red	Acidic
6	Common Salt Solution	No change	No change	Neutral
7	Sugar Solution	No change	No change	Neutral
8	Vinegar	No change	Changes to red	Acidic
9	Baking Soda Solution	Changes to blue	No change	Basic
10	Milk of Magnesia	Changes to blue	No change	Basic
11	Washing Soda Solution	Changes to blue	No change	Basic
12	Lime Water	Changes to blue	No change	Basic

Figure 3: Testing Solutions with Litmus Paper

Turmeric as an indicator

- To use turmeric as an indicator it is generally mixed with water to form a paste which is then put on blotting paper and dried to form thin strips of turmeric paper.
- The turmeric paper is then put into the solutions in order to determine their acidity or alkaline nature.
- Sometimes turmeric solution is also used as an indicator.

S. No.	Test solution	Effect on turmeric solution	Remarks
1.	Lemon juice	No change	Acidic or Neutral
2.	Orange juice	No change	Acidic or Neutral
3.	Vinegar	No change	Acidic or Neutral
4.	Milk of magnesia	Changes to red	Basic
5.	Baking soda	Changes to red	Basic
6.	Lime water	Changes to red	Basic
7.	Sugar	No change	Acidic or Neutral
8.	Common salt	No change	Acidic or Neutral

Figure 4: Testing Substances with Turmeric Solution

China Rose

China Rose petals are kept in warm water and a coloured solution is obtained from that. This coloured solution is used as an indicator to test other substances.

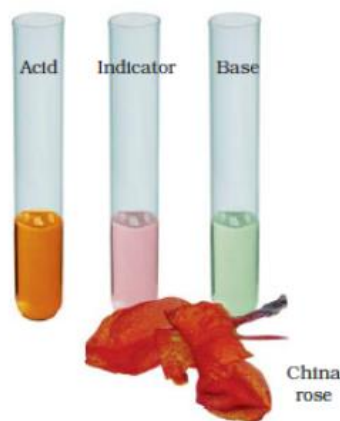


Figure 5: Using China rose as an Indicator

S. No.	Test solution	Initial colour	Final colour
1.	Shampoo (dilute solution)	milky	Green
2.	Lemon juice	Dirty white	Magenta
3.	Soda water	colorless	Green
4.	Sodium hydrogencarbonate solution	colorless	Green
5.	Vinegar	colorless	Magenta
6.	Sugar solution	colorless	No change
7.	Common salt solution	colorless	No change

Figure 6: Testing solutions with China rose

S.No.	Name of Acid/Base	Effect on litmus paper	Effect on tumeric paper	Effect on China rose solution
1.	Hydrochloric acid	Blue litmus paper turns red	No change	Turns dark pink
2.	Sulphuric acid	Blue litmus paper turns red	No change	Turns dark pink
3.	Nitric acid	Blue litmus paper turns red	No change	Turns dark pink
4.	Acetic acid	Blue litmus paper turns red	No change	Turns dark pink
5.	Sodium hydroxide	Red litmus paper turns blue	Turns red	Turns green
6.	Ammonium hydroxide	Red litmus paper turns blue	Turns red	Turns red
7.	Calcium hydroxide	Red litmus paper turns blue	Turns red	Turns red

S.SCIENCE

How the State Government Works?

Learning Objective: Students will learn about the three levels of government and the works of State govt.

Video Link: <https://www.youtube.com/watch?v=gsIR6Q4LR1U>

Government works at three levels-national, states and nearby.

In states, it is the MLA (Member of Legislature Assembly) who speaks to the general population.

MLAs enter the gathering and shape the administration.

Every MLA is chosen from one region. This region is known his body electorate.

A political gathering whose MLA's won the greater part the quantity of bodies' electorate in the state get larger part. The political party is known as the decision party.

All alternate individuals are called resistance.

Working of the Government:

the leader of the state is the Governor while the leader of the administration comprises of the committee of priests headed by the Chief Minister.

The pioneer of decision party who frames the legislature is the Chief Minister.

All the MLA's sit in a place called the Legislative Assembly.

The authoritative gathering is where pioneers wrangle about and examine on critical issues and make essential bills.

Notwithstanding authoritative get together, question and answer session is likewise a method of comprehending what the administration improves the situation the general population.

The administration works through different offices like open works division, farming, wellbeing and instruction.

The administration has the ability to make new laws for the state with respect to wellbeing and sanitation.

Laws for the state are made by the state administrative get together.

Laws for the nation are made by the Union Parliament.

WORKSHEET

1. **Who appoints the Governor of a state?**

(1)

2. **Define the following terms: -**

(2)

a) **Legislative Assembly**

b) **Constituency**

3. **The government works at three levels. Name them.**

(1)

4. **What do you mean by an MLA? Is it necessary to become a member of any political party to become a MLA?**
(3)
5. **What is role of the party that does not form government?**
(3)
6. **Why should decisions taken by the Chief Minister and other ministers be debated in the Legislative Assembly?**
(3)
7. **How did some MLAs become Ministers? Explain.**
(5)

Fill in the blanks

1. MLA stands for _____.
2. _____ is a particular area from where all the voters living there choose their representatives.
3. All MLAs (from the ruling party/opposition) meet and discuss things in the _____.
4. Each state is divided into different areas or _____.

Match Columns

Column I	Column II
(i) Chief Minister	(a) Head of State
(ii) Discussion of Issues	(b) Legislature
(iii) MLAs	(c) Press Conference
(iv) Governor	(d) Executive

Tick the correct answer: -

1. The overall head of the government in a state is the
 - a. Prime Minister
 - b. Governor

- c. Chief Minister
- d. President

2. _____ appoints the Chief Minister and other ministers

- a. President
- b. Former Chief Minister
- c. Prime Minister
- d. Governor

3. The Chief Minister is a part of the _____

- a. Legislature
- b. Executive
- c. Judiciary
- d. none of the above

SANSKRIT

पण्डिता रमाबाई

प्रश्न: 1.

एकपदेन उत्तरत- (एक शब्द में उत्तर दीजिए-)

(क) 'पण्डिता' 'सरस्वती' इति उपाधिभ्यां का विभूषिता?

उत्तराणि:

रमाबाई

(ख) रमा कुतः संस्कृतशिक्षा प्राप्तवती? ।

उत्तराणि:

स्वमातुः

(ग) रमाबाई केन सह विवाहम् अकरोत् ?

उत्तराणि:

विपिनबिहारीदासेन

(घ) कासां शिक्षायै रमाबाई स्वकीयं जीवनम् अर्पितवती?

उत्तराणि:

नारीणाम्

(ड) रमाबाई उच्चशिक्षार्थं कुत्र अगच्छत् ?

उत्तराणि:

इंग्लैण्डदेशम्।

प्रश्न: 2.

रेखाङ्कितपदानि आधृत्य प्रश्ननिर्माणं कुरुत- (रेखांकित पदों के आधार पर प्रश्न निर्माण कीजिए

(क) रमायाः पिता समाजस्य प्रतारणाम् असहत।

उत्तराणि:

कस्याः पिता समाजस्य प्रतारणाम् असहत?

(ख) पत्युः मरणानन्तरं रमाबाई महाराष्ट्र प्रत्यागच्छत्।

उत्तराणि:

कस्य मरणानन्तरं रमाबाई महाराष्ट्र प्रत्यागच्छत् ?

(ग) रमाबाई मुम्बईनगरे 'शारदा-सदनम्' अस्थापयत्।

उत्तराणि:

रमाबाई कुत्र 'शारदा-सदनम्' अस्थापयत् ?

(घ) 1922 तमे ख्रिष्टाब्दे रमाबाई-महोदयायाः निधनम् अभवत्।

उत्तराणि:

1922 तमे ख्रिष्टाब्दे कस्याः निधनम् अभवत् ?

(ड) स्त्रियः शिक्षां लभन्ते स्म।

उत्तराणि:

काः शिक्षां लभन्ते स्म?

प्रश्न: 3.

प्रश्नानामुत्तराणि लिखत- (प्रश्नों के उत्तर लिखिए-)

(क) रमाबाई किमर्थम् आन्दोलनं प्रारब्धवती?

उत्तराणि:

रमाबाई बालिकानां स्त्रीणां च कृते संस्कृतस्य वेदशास्त्रादिकस्य च शिक्षायै आन्दोलनं प्रारब्धवती।

(ख) निस्सहायाः स्त्रियः आश्रमे किं लभन्ते स्म?

उत्तराणि:

निस्सहायाः स्त्रियः आश्रमे मुद्रण-टङ्कण-काष्ठकलादीनां च प्रशिक्षणम् लभन्ते स्म।।

(ग) कस्मिन् विषये रमाबाई-महोदयायाः योगदानम् अस्ति? ।

उत्तराणि:

लेखनक्षेत्र-विषये रमाबाई-महोदयायाः योगदानम् अस्ति।

(घ) केन रचनाद्वयेन रमाबाई प्रशंसिता वर्तते?

उत्तराणि:

'स्त्रीधर्म नीति' 'हाई कास्ट हिन्दू विमेन' इति रचनाद्वयेन रमाबाई प्रशंसिता वर्तते ।

प्रश्न: 4.

अधोलिखितानां पदानां निर्देशानुसारं पदपरिचयं लिखत- (निम्नलिखित शब्दों के निर्देश के अनुसार पद-परिचय लिखिए-)

उत्तराणि:

श्र: 5.

अधोलिखितानां धातूनां लकारं पुरुषं वचनञ्च लिखत- (निम्नलिखित शब्दों के धातु, लकार, पुरुष और वचन लिखिए-)

उत्तराणि:

प्रश्न: 6.

अधोलिखितानि वाक्यानि घटनाक्रमानुसारं लिखत। (निम्नलिखित वाक्यों को घटना के क्रम के अनुसार लिखिए।)

(क) रमाबाई-महोदयायाः विपिनबिहारीदासेन सह विवाहः अभवत्।

उत्तराणि:

1858 तमे ख्रिष्टाब्दे रमाबाई जन्म अलभत।

(ख) 1858 तमे ख्रिष्टाब्दे रमाबाई जन्म अलभत।

उत्तराणि:

सा स्वमातुः संस्कृतशिक्षा प्राप्तवती।

(ग) सा उच्चशिक्षार्थम् इंग्लैण्डदेशं गतवती।

उत्तराणि:

रमाबाई-महोदयायाः विपिनबिहारीदासेन सह विवाहः अभवत् ।

(घ) 1922 तमे ख्रिष्टाब्दे रमाबाई-महोदयायाः निधनम् अभवत्।

उत्तराणि:

सा उच्चशिक्षार्थम् इंग्लैण्डदेशं गतवती।

(ङ) सा मुम्बईनगरे शारदा-सदनम् अस्थापयत्।

उत्तराणि:

सा मुम्बईनगरे शारदा-सदनम् अस्थापयत्।

(च) सा स्वमातुः संस्कृतशिक्षां प्राप्तवती।

उत्तराणि:

1922 तमे ख्रिष्टाब्दे रमाबाई-महोदयायाः निधनम् अभवत्।