
Section A

Topic -1

Passages for Comprehension

Chapter 1. The Language of Science

Q1. How does the Scientist get his special words?

Ans: The scientist gets his special words from Greek and Latin languages.

Q2. Why does the Scientist use special words?

Ans: The scientist uses special words because he does not like to use common words which have more than one meaning.

Q3. Why do the scientists tend to use special words even when words of common use could do?

Ans: The scientist tend to use special words in place of common words because using special A word becomes their habit.

Q4. How the language of science is different from the language of common use?

Ans: When a student opens a book of science, he finds that a science book uses many special words in place of common words. This is the reason for it science writers do not like using common words which have more than one meaning. They prefer only special words with more exact meaning. For example in place of hole the scientist would like to use the word Cavity, In place of word Circular the scientist would prefer Disc. Similarly for the word Bowl the scientist use Concave or Convex. In the language of science top point becomes Apex; study of three angles of a triangle is called Trigonometry. And Cinema is known as Bioscope.

Section A

Topic -1

Passages for Comprehension

Chapter 3. Designing a Car

Q1. What do the stylists decide on?

Ans: The stylists decide on the overall shape of the color scheme, chrome decorations and interior Lay-out.

Q2. What is a buck?

Ans: A buck is a life size copy made of wood or clay.

Q3. What do the engineers generally design?

Ans: The engineers generally design the engine and the transmissions from the engine to the Wheels.

Q4. What may a wind-tunnel test reveal?

Ans: A wind tunnel test may reveal 'the air resistance or drag on the body of the car.

Q5. Why does the scale model change shape frequently?

Ans: After a few months work on the specification, scale models are made in accordance with the drawings, of the artists and the blue prints of the engineers. But the final scale model must satisfy all, the artist, the engineers and the Directors. Hence scale mode change shape frequently.

Q6. What is the specification of a car?

Ans: The specification of a car includes car's size, speed, performance etc. The things are generally kept secret till the model is finalized.

Q7. What are the bucks used for? Or Write a short note on Bucks'.

Ans: Life size copies are known as bucks in the motor industry. The bucks are made of clay are used for judging the exterior look (shape) and decoration while another buck is made of wooden structure is used for judging its interior lay out and specially the seating arrangement.

Section A

Topic -1

Passages for Comprehension

Chapter 8. Safety Practices

Q1. Why should visiting be not permitted in a factory?

Ans: Visiting in factory is not permitted because it distracts the attention of the workers and may cause accident.

Q2. Why should job site surveys be conducted by management?

Ans: Job site surveys should be conducted by the management to evaluate the performance of each job supervisor.

Q3. What is the job of staff safety specialist?

Ans: The job of the staff specialist will be various, depending on the size of the organization, the number of the workers and the number of locations where he has to work.

Q4. What was the state of Industrial Safety Rules before 1911?

Ans: Before 1911 industrial safety rules were almost non-existent. They were lenient to the management of the factory

Section B

Topic-4 Letter Writing

Q1. Write an application for the post of Technical Assistant to the Chief Engineer, Chhattisgarh Rural Development.

Ans:

27 Ashish Nagar
Bhilai (C.G)

The Chief Engineer
Chhattisgarh Rural Development
Raipur

Subject: An application for the post of Technical Assistant.

Respected Sir,

With reference to the above cited subject it is to apprise that, I hereby want to state that, I am a First Class Diploma holder in Electrical Engineering. I have come to know through News Paper that your department needs a Technical Assistant. I offer my candidature for the same.

I am sure that after going through my qualification you will find me a right person for the vacant position.

Thanking You
Yours Sincerely

Signature
(Typed Name)

Q2. Write an application for the post of "Junior Engineer" to "The Chairman M.P. Electricity Board".

Or

Q2. Write an application for the post of Junior Engineer to the Chairman of U.P. Electricity Board Lucknow.

Or

Q2. Write an application to a suitable employer for the suitable post.

Ans:

336, Rishabh Tower

Raipur (C.G)

The Chairman
U.P. Electricity Lucknow

Subject: An application for the post of Junior Engineer.

Respected Sir,

With reference to the above cited subject, through the leading News Paper I come to know that, the 10 posts for Diploma holders in Mechanical Engineering are vacant in your establishment.

As I am working as a Junior Engineer in a private concern at Champa Industries since last 4 years, I would be very happy to work under your able guidance in view of opportunity for progress.

I am a First Class Diploma holder in Mechanical Engineering from Chhattisgarh Swami Vivekananda Technical University Bhilai, passed my 12th with 76% from Mata Sundari Public School, Raipur (C.G.) with CBSE Board and 10th with 84% from Guru Nanak Public School, Bhilai (C.G.) with CGBSE Board.

I am a good sports man and having special interest in playing Football.

My references, named by permission are as follows:

1. Mr. Raghuraman, AGM, Deptt. Of Mechanical Engineering, Champa Industries.
2. Mr. Raj Shekhar, Sr. Manager, Deptt, of Mechanical Engineering, Champa, Industries

I am ready to come for an interview at any time you would suggest and would be very much pleased to do so.

Thanking You
Yours Faithfully

Signature
(Typed Name)

Q3. Write an application for the post of Assistant Lecturer giving the details of your qualification.

Ans:

22 Rajendra Nagar Marg
New Delhi

The Principal
Government Polytechnic
Raipur (C.G)

Subject: An application for the post of Assistant Lecturer.

Respected Sir,

With reference to the above cited subject, I came to know through the leading News Paper “Times of India “that the post of Assistant Lecturer in Mechanical Engineering has been fallen vacant in your College, for which I am a candidate.

I have passed my Bachelor of Engineering in Mechanical with First Division with 68 % in the year 2018 from Swami Vivekanand Technical University, Bhilai (C.G). The details of my academic record have been duly filled in the prescribed proforma.

I am ready to come for an interview at any time you would suggest and would be very much pleased to do so.

Thanking You

Yours Faithfully

Signature

(Typed Name)

Q4. Write a letter of enquiry to an outstation dealer of an electronic shop as you intend to open of your Own.

Ans:

M/s Vinayak Electronics
22, Geedam Road, Dantewada

The Manager
Hind Electronics
Shop No- 25, Raipur

Subject: Enquiry about the rates of the electronics items.

Dear Sir,

With reference to the above, we intend to open an electronics shop and at initiative stage we can afford to invest Rs 15,00,000/- we seek your guidance regarding Sales Tax and other business terms and conditions we have decided to start with the following stock which we shall purchase from you only.

S.No.	NAME OF ITEMS	NOS.	COMPANY MAKE
1	Computers	10	HP
2	Washing Machines	25	LG
3	TV Sets	25	Panasonic
4	Calculators	25	Panasonic
5	CD Players	35	Sony
6	Smart Mobile Phones	40	OPPO

Please inform us about the purchase price & selling price of the above items and also about the discounts allowable by you to us and by us to our customers.

We think you will have no difficulty in providing us with the above information.

With Best Wishes
Cordially Yours

(Signature)
(Firms Seal)

Q5. Write a letter to M/s Green & Co., Delhi-110005 calling for out stations for steel furniture, giving details. Also enquire whether the firm is in the condition to supply the material within the month stating terms and condition of business.

Ans:

M/s Sachdeva Furniture Works
Govindpur, Rajnandgaon (C.G.)

M/s Green & Co.
Green Complex, Raipur (C.G.)

Subject: Enquiry of Steel furniture.

Dear Sir,

With reference to the above, after reading the yesterdays 'Times of India' News Paper we have been dealing in Steel Furniture for about 10 Years. We will be pleased to have your quotations for the following items.

S.NO	STEEL FURNITURE	PARTICULAR
1	Steel Chair	Plain
2	Steel Chair	With Dunlop Pillow Seat
3	Revolving Steel Chair	
4	Kitchen Rack	
5	Cupboards	Store well
6	Cupboards	Wardrobe
7	Steel Cots	
8	Office Racks	
9	Steel Armchairs	

If your quotations and terms are favorable to us, we are likely to place order with Rs 75000/-. You should also clearly state your conditions on which you will supply your goods to us. Please also inform if it will be possible for you to execute our order within a month from the date it is made. We hope you will not have any difficulty in sending us the required information.

Yours Faithfully

Signature

(Typed Name)

Purchase Officer

Section A

Topic -1

Passages for Comprehension

Chapter 2. The Robotic Revolution

Q.1 What is the purpose of Robot Joints?

Ans Joints are given to Robots so that they can move with much flexibility.

Q2. What is Programming?

Ans The training given to Robot is called Programming, In it robot is trained to function for a particular job. These instructions are recorded in the memory system of Robot.

Q3. What is Robot?

Ans A robot is an instrumental man like a human being. It can perform a lot of duties due to Programming.

Q4. What is system supervisor?

Ans The computer used for brain functioning system is called System Supervisor with which it checks and controls other monitors,

Q5. What is the function of a robot gripper?

Ans A robot gripper is used to grip tools and other implements. It works like that of a human being.

Q6. Name a few task that robot can be programmed to do so?

Ans A robot can perform many tasks like that of a man. It can lift the things can do spray painting and weld well.

Q7. Where does a robot have position sensors? What do they precisely do?

Ans Some robots have the position sensors at the Joints so that joints can move according to signals given.

Q8. What is repeatability?

Ans Repeatability is performing the same job again & again without being tired. It can be done for a longer period.

Q9. Write Short notes on Degree of Freedom?

Ans A robot must have some freedom. Modern robots which are used in a factory have certain freedoms. They can easily rotate at the base and can move in a circle. They have joints which move to make a grip of things or objects like that of human hand. These grippers work automatically.

Q10. What is repeatability of Robot?

Ans A robot can do the work again & again repeatedly without being tired. It can be used for such things continuously for a very long period. Repetition can be done without any sort of lacking in the precision. It save a lot of human labour and removes the dullness boredom of the task performed.

Q11. What is Point to Point Movement?

Ans The training of the robot consists of different ways. It is called point to point movement. In it a series of positions are programmed so that, the robot can go to that place as desired to perform the tasks. Variation in speed is also possible due to special programming. Hence such training has made the robots useful in the factories where they are supposed to many tasks.

Chapter 4. New Wonders in Cameras

Q1. What is a sensor camera?

Ans A sensor camera can sense heat waves, sound waves and certain other waves that are invisible, It can peer into the ground and human flesh.

Q2. What is the medical use of a heat camera?

Ans A heat camera can shoe the hidden injuries of a person who has met with an accident. It can also reveal which teeth of a person are alive and which are dead.

Q3. What is holography?

Ans Holography is a method of taking pictures without using a lens. When a laser beam is shown through this, a clear picture leaps out in three dimensions.

Q4. How is a heat picture taken by a heat camera?

Ans A heat picture is taken by a camera which is able to sense the infra red rays given off by an object or a person.

Q5. How does sound wave photography work?

Ans Sound wave photography is a device which sends out sound waves in short powerful bursts deep into the sea. When they strike an underwater object their echoes are electrically converted into a outline picture of the object.

Q6. Write Short notes on 1) The Heat Camera 2) Sound Wave Pictures.

Ans **The Heat Camera:** A heat camera can sense the infra red rays given by an object or a person. With the help of this camera pictures can be taken even 15 minutes after an object or a person is removed from a particular place. The heat camera promises to become more and more useful in medicine. For example a heat picture can show the bruises of a person who has met with an accident.

The Sound Waves Pictures: The Designer of underwater cameras has found a way to use sound rather than the light for taking pictures. He has built a device which send s out waves in short bursts powerful enough to go deep into the sea bed. When they strike an underwater object these sound waves are reflected, the echoes are electrically converted into an outline picture of the object.

Chapter 5

Non Conventional Sources of Energy

Q1. Why should we look for the alternative sources of Energy?

Ans As our present sources of energy cannot be renewed so we are looking for the alternative sources.

Q2. What are the renewable sources of energy?

Ans The renewable sources of energy are those which can be replenished easily and are found in nature. Solar energy is one such example.

Q3. What are the non renewable sources of energy?

Ans Those sources of energy which cannot be replenished are non renewable sources of energy. For example the fossil fuel comes under this category?

Q4. Write Short Notes on Biogas.

Ans Biogas is a renewable source of energy. India has done a lot in this field. Many biogas units are being established in India. In its production human & cattle waste is utilized. In it a chemical reaction takes place to the absence of oxygen in the mixture, As a result of it, gas is released which is known as the Biogas. It contains a mixture of Methane & Carbon dioxide. This gas is used mostly for cooking and lighting purpose. This gas is very useful in the rural areas.

Q5. Write short notes on Tidal & Wave Energy.

Ans Tides are formed due to the gravitational pull between the earth & the moon. Thus tidal waves are stored in big basins and are allowed to escape at low level. This escaping water moves with the big turbines and as a result of it electricity is produced through electric generators. Though to collect wave energy is not easy, yet attempts are being made to do so.

Q6. Write a Short essay on Renewable sources of Energy in 15-20 lines.

Ans The sources of energy which can be renewed are called renewable sources of energy. Nature has given us many things from which renewable sources can be had. Take the example of wood used as a fuel or energy. Forests are being cut down but they can gain produced by growing more plants. Such is the way to renew that energy, water is also another sources of such energy. Some other examples of solar energy are wind energy and Tidal energy. All these sources are renewable.

Chapter 6

Our Environment

- Q1. What are the basic components of environment? Explain them in brief.
Ans The two basic components of Environment are living & non living things. Technically they are called Biotic & Abiotic components.
- Q2. What does the term Biosphere describe?
Ans Biosphere is a place where living object survive. They can be in any form.
- Q3. Why do millions of hectares of land suffer from degradation?
Ans As people do not use new technology in farming, the land suffers from degradation. The pollution in air and water also helps in degradation.
- Q4. Why are the two thirds of India water borne disease?
Ans In India almost 70 percent of the diseases are caused by water which is being contaminated by pollution. Faulty sewage treatment and industrial water also help in spreading diseases.
- Q5. Why are environment legislations needed?
Ans Environment legislation is needed to control water and air pollution of every kind. A legislation in this area is necessary to cover all the aspects of environment.
- Q6. Write a short note on Air Pollution
Ans Air pollution is mostly found in big cities. It is the direct result of combustion or the burning of the fuels. It is mostly created by burning coal and oil, like petrol and diesel. By their burning, carbon dioxide gas is produced in abundance which pollutes the air, Air pollution has become a big threat to the people of big cities like Delhi & Mumbai.
- Q7. Write a short note on Water Pollution
Ans Water is being polluted by Industrial waste due to Industrialization; big factories are being setup in towns and cities. The faulty sewage system has also contributed a lot to water pollution. Most of the rivers are polluted because of industrial establishments. In India almost two- third water of the rivers is polluted, mostly due to drains and faulty sewage systems. The polluted water makes the people ill. In India almost 70% of diseases are water borne.
- Q8. Write a short note on Deforestation.
Ans In India the forest cover is extended to an area of 75 million hectares. These forests are a big source of revenue to the government. Many tribals earn their living by the wood which they get by cutting the forests. The paper and pulp industries are also busy in cutting down the forests. Forest trees is also cut down for the sake of getting forest products, which beget good money. Hence the problem of deforestation is becoming graver day by day. The government is trying to cope up with the problem by afforestation or planning of new trees. For this, the function of "Van Mahotsava" is celebrated every year.

Chapter 7

Entrepreneurship

Q1. What does an entrepreneur do?

Ans An entrepreneur works as an agent or a catalyst for those who want to bring about transformation & change.

Q2. Who are effective leaders?

Ans Effective leaders are those who are highly skilled in motivating their employees and communicating them. The entrepreneurs are such leaders by the nature of their activities.

Q3. Why do entrepreneur avoid low risks situation?

Ans Entrepreneurs avoid low risk situations because they do not feel a great challenge in them.

Q4. Why do entrepreneur avoid high risks situation?

Ans Entrepreneurs avoid high risk situations because they are calculated risk bearers. They neither prefer high risk nor very low.

Q5. How can idea be change into reality?

Ans An idea idea can be change into reality by persuading friends relatives & even strangers to invest in a venture or enterprise.

Q6. Which two factors determine an entrepreneur's financial rewards?

Ans The two factors involved in determining the financial rewards are cash reward for time & cash reward for his investment of finances.

Q7. Which factors are related to perceiving the new market opportunities?

Ans For perceiving new market opportunities the following three things are essential for an entrepreneur: a) Proper market research & survey b) Collecting proper data from various resources C) Selection of proper business location.

Q8. Ho did Schumpeter define an entrepreneur?

Ans Schumpeter has defined an entrepreneur as a dynamic agent of change or catalyst who transforms increasing natural and human resources into responding production possibilities.

Q9. Write a short note on **Leadership** and **Risk taking**.

Ans **Leadership:** It is a very important and essential quality of an entrepreneur. They are the leaders by the very nature of their activities. they are effective leaders also because they motivate their employees and make communication with them. It is an important quality of a leader that he should make his workers more interested in the work, so that they may do more hard work to achieve the goal with in the schedule time.

Risk Taking: Every entrepreneur is a risk taker, but he does not gamble. He takes intrest in enjoying the challenge of the business, he is undertaking. Lack of chalalenge does not give him interest. He also avoids taking high risk because that may come in his way of success. Generally, an entrepreneur is well calculated risk taker.

Q10 Write a short note on Decision Making.

Ans A wise entrepreneur should always be quick and creative in new decision making. Then only success can be ensured. His past experiences work as the guideline to him, while making decisions. It is a fact that decision making is an art and so the more an entrepreneur practices it, the more success he achieves. Gradually, an entrepreneur becomes a good decision maker.

Most Important Question

Q11. Entrepreneurship has become the focal point in the last two decades.

Ans Entrepreneurship has become a focal point to all the people and the governments in the last two decades because the present set of economy cannot be called satisfactory without providing opportunities for self employment. Hence the entrepreneurship among the youth needs encouragement because without that they cannot cope up with the necessities of life. The governments cannot provide jobs for all the work force available hence, new schemes are put forth to help the young people to start their own work. The new economic policy of India has allowed all sorts of entrepreneurs to test their luck by giving them ample facilities. Hence, there is a great chance for the venture for some people start their own business. The new “Rozgar Yojna” is also helping a lot, financial to needy and enterprising young men.

Topic -2
Short Stories

Chapter 1 The Selfish Giant

Q1. Who brought change in the heart of the Selfish Giant?

Ans The giant found the changes in the garden. He went into the garden. But when the children saw him they were so frightened that they all ran away and the garden became full of winter again. Only one boy did not run, his eyes were full of tears that he did not see the giant coming. The giant stood up behind him and took him gently in his hand. He put him into the tree. The tree at once put forth blossoms and the birds came and sang on it. The little boy stretched out his two hands and flung them around giant's neck and kissed him. Seeing this, the other children also came back. The giant said it was their garden. Then he knocked down the wall. The children play all day long. The children played all the day long. At last the giant asked them about the little boy who was put into the tree by him. But the children told him that they did not know and he might have gone away. The giant told them that they must tell him to come there next day.

Q2. Why was winter still there in the garden of the selfish giant when there was spring all over the country?

Ans The giant was selfish and he did not allow the children to come into his garden. He had built a wall around it. Therefore the processes of nature is ceased to function there. The rule of nature is that winter is followed by spring & this change of seasons brings joy and maturity. But this change of seasons stopped and winter prevailed continuously in the garden of the giant. When everything all over the country was gay & sunny because of the spring, there was cold and gloom in the garden of the selfish giant.

Q3. Write a character of the Selfish Giant. Or what changes was noticed in the character of the selfish giant?

Ans The giant was selfish. He was cruel. He lived in a lonely castle surrounded by a garden. He did not allow the children to come into his garden. He had built a wall all around the garden. Due to this process of nature is ceased to function there. The spring came into his garden. There was spell of everlasting winter hail and storm. Every afternoon, as the children coming from school, they used to go & play in the Giant's garden. With the coming of the children the trees began to blossom and the birds began to sing. The giant realized how selfish he had been. He knew that children are the most beautiful flowers of all. This cold and gloom could only be removed when the children who are dearest to the God, were let into the garden. The selfish giant realized the secret of change so he removed the wall to allow the children to come into the garden. Now the nature of giant was completely changed. He gave up his cruel, hard hearted nature. He loved one little boy most of all. It was that little boy who had made his little heart melt with pity. The child was angel of God. He had come to fetch the Giant to paradise. The Giant had been cruel hard hearted & selfish but all these evils were forgiven once he began to love children.

Q4. Give the summary of the Selfish Giant.

Ans **Once there is a lived** selfish giant. He had a beautiful garden, which was full of green grass & lovely flowers. The small children used to play in that garden, but once the giant saw them playing, he became very angry & drove them away. He also put a notice that "Trespassers will be prosecuted". Thus the children stopped playing there.

When spring came all the trees bloomed except the trees of the garden of the selfish giant. There was still cold & snow. No flowers were blossomed in his garden which pained him much but giant could not know the reason.

After sometime giant noticed that, some of the trees of his garden brought forth flowers. He went to see that and found that some of the children were playing into the garden and with this season also changed. Now the giant realized the reason for cold and snow in his garden. He went to small child and put him into the branches. Seeing this once again spring season came to his garden.

Now the giant asked the children to play there fearlessly and also pulled down the notice. The little boy was not seen again, though the giant was very anxious to see him. At last the child came there on the last day of giant's life and took him to heaven.

Q5. How does the spring come to the garden of the selfish Giant? Or what did the giant see when spring came into his garden?

Ans **Once there is a lived** selfish giant. He had a beautiful garden, which was full of green grass & lovely flowers. The small children used to play in that garden, but once the giant saw them playing, he became very angry & drove them away. He also put a notice that "Trespassers will be prosecuted". Thus the children stopped playing there.

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Topic -2
Short Stories

Chapter 1 A Letter to God

Q1. Why does a Lencho call the post office people 'a bunch of crooks'?

Ans Out of disappointment, poor Lencho wrote a letter to God for 100 pesos to help him and his family in distress. The postmaster, seeing such a letter was filled with pity. Any how he could collect an amount of Rs 75 pesos only and sent that to poor Lencho. Lencho was surprised to see that only 75 pesos were sent by God and not the total sum. He thought God could not have done so. It was doing of the post office who took away the remaining 25 pesos. Thus he called the post office men as a Bunch of Crooks. Poor Lencho could not appreciate the charitable act of the post office people. It was all due to the simplicity of the Lencho that he thought that the charitable act as or otherwise.

Q2. Give a character sketch of the Lencho.

Ans Lencho is a poor simple hearted farmer. He does not know the whereabouts of God and still writes a letter. Lencho has a deep faith in God. After the hailstorm destroyed his crop did not seek help form anyone. Due to his faith in God he wrote him a letter asking for 100 pesos.

It was only his deep faith in God that made him to write another letter asking the God to send the rest money directly to him.

Q3. Give the summary of the story 'A letter to God'.

Ans Once there lived a simple hearted farmer. His name was Lencho due to hailstorms his crops failed and so he and his family came to the brink of the starvation. Poor fellow write a letter to God, as he thought that only God could help him in such a miserable condition. Thus he demanded only 100 pesos from God.

Seeing his letter, the postmaster filled with pity and laughed at the simplicity of the poor farmer. Any how he could collect an amount of Rs 75 pesos only and sent that to poor Lencho. Lencho was surprised to see that only 75 pesos were sent by God and not the total sum. He thought God could not have done so. It was doing of the post office who took away the remaining 25 pesos. Thus he called the post office men as a Bunch of Crooks. It is indeed a paradox that in spite of the help given they are blamed. This is why people say that kindness without understanding is of no use.

Topic -2

Short Stories

Chapter 3. An Astrologers Day

Q1. Give the summary of 'An Astrologers Day'.

Ans The story revolves around an astrologer who foretells the fate of the people just by using his practical knowledge. Continuous practice had sharpened his perception; he had tried to kill his friend Guru Nayak in his village and had left the village to escape from the arrest. Fortunately his friend had not died and after a long time he appeared before the astrologer, but could not recognize him.

However, the astrologer recognized him but didn't disclose his identification. He very cleverly misled Guru Nayak by advising him not to travel southward again and thus got rid of him.

Q2. Give the character sketch of Guru Nayak.

Ans Guru Nayak once had been the astrologer's friend. When astrologer, during his youth, he pushed him into a well to die, he becomes his enemy. The following qualities of in Nayak's character are:

- (i) He is avengeful: Guru Nayak's character is avengeful. Years after that incident he does not forget to avenge the astrologer and continues to search him.
- (ii) He is superstitious: He is superstitious as he believes on palmstry and agrees to pay the astrologer a large amount of money.
- (iii) His memory is Weak: His memory is weak he cannot recognize a man who once had been intimate friends of his.
- (iv) He is Foolish: Guru Nayak is foolish. When astrologer advised him not to travel southward as he may again have to face some danger he cannot understand the astrologer's intention and agrees not to do so.

Q3. Give character sketch of the Astrologer.

Ans The astrologer used to sit on a busy road side. He used to go their daily at mid day. He took his professional equipment in a bag. It comprised of a dozen of a cowries shells, a square pieces of cloth with mystic charts on it. He painted his fore head with sacred ash & vermilion. He was much ignorant about the knowledge of stars as were his clients. He said things which pleased and astonished them. He possessed enough idea of a man's troubles marriage money and other complications of human relations. He charged three pies for every question and didn't speak till the client had spoken for at least ten minutes which gave him enough material to answer many questions. He said such things which endeared him to his clients immediately.

TOPIC 3

REPORT WRITING

Q1. What are the various types of Reports? Briefly describe and its types.

Ans A report is usually written by

1. A person on the job to his superior.
2. By a technical person to an Entrepreneur who consults him
3. By a committee to an organization appointing it.

The purpose of the report determines its types. There are many types of reports out of which important one are as follows.

1. The Periodic Report
2. The Progress Report
3. The feasibility Report
4. The Laboratory Report
5. The Trouble Report

1. **The Periodic Report:** It is a report containing routine information and may be made by filling in a printed form.
2. **The Progress Report:** This is a report, as the name indicates, on the progress of some project. It provides all the necessary information about a work project that is in progress.
3. **The Feasibility Report:** The feasibility may be written before starting a project. It should include two points:
 - a. Is it technically feasible?
 - b. Is it economically viable?

A Feasibility report, which is usually a detailed one, often takes the form of a formal report.

4. **The Laboratory Report:** The most common outline of laboratory is as follows:
 - (a) Purpose of object of the test
 - (b) Basic Theory involved in the test.
 - (c) List of apparatus used for the test.
 - (d) Descriptions of the method used.
 - (e) Observations of the test or experiment with data in tabular form
 - (f) Conclusion & discussion of the result.

5. **The Trouble Report:** This is the most common form of report because troubles are very common now-a- days. Whenever machines, instruments or tools are used, they may go wrong. Breakdowns may occur because instructions were not given properly or understood & carried out. Fire accidents may take place, rules and regulations may be violated. A trouble report deals with all such eventualities.

Q2. What are the good qualities of a Good Report?

Ans Generally reports are written to the superior Officers. I can also be written by an organization or a committee. It is a difficult job, because the report is deemed to be systematic and definite. It should be free from faults. A good report should have the following qualities:

- I) **Self Sufficient:** The report should be self sufficient; hence everything should be stated very clearly and definitely and without any vagueness.
- II) **Interesting:** The report should not be boring otherwise the reader will not like to read it attentively. It should have relevant facts and should not be written in a literary style
- III) **Completeness:** The report should be complete in itself. It should have a course of action and its possible results. If needed a comparison may also be given. No necessary details should be omitted.
- IV) **Objectivity:** The report should be written in an objective way. No personal feelings should have place in the report. As far as possible, unnecessary objectives should be avoided.
- V) **Attitude:** It is with the writer to ascertain as how good relation he has with the officer to whom the report is to be sent. Mostly impersonal attitude, should be adopted while writing a report.

Q3.

Q4. Write a progress report on the construction of a building that is going under your supervision.

Or

Write a progress report of the work of an assumed work supervised by you.

Or

Write a progress report of the construction of the community hall under your supervision.

Ans 'Construction of 'Doordarshan Bhavan'

Excavation Work- The work of excavation for foundation was started on 01.01.2016 and lasted for 20 days. The depth and width of foundation was made 5'x 2' as per plan laid down. The entire work of the excavation was completed 3 days earlier than stipulated time.

Laying of foundation- The work of concreting in the foundation was started immediately after the excavation work i.e. on 21.01.2016. The work continued for 18 days and ultimately was completed on 09.02.2016 satisfactorily.

Stonemasonry- The work is in progress till the writing of this report. However it was started on 19.02.2016 and is expected to be completed by the end of 20.03.2016.

Reasons For Shortfall- The reasons for shortfall are as follows -

The shortfall in the items of excavation of foundation and masonry work may be attributed to the failure of the contractor to muster, sufficient laborer.

The nationwide strike of the transporters has also adversely affected the construction work.

Suggestions:- The following suggestions are

An experienced overseer should be stationed at the site to look after the construction work.

Two trucks and a dumper be provided to meet the transportation requirement.

Executive Engineer
Doordarshan Bhavan
Site-2, Bhilai

Q5 Write a progress report on any assumed work related to your discipline.

or

Q Write a progress report on the important items of work on any assumed project in your locality.

or

Q Write a formal type of progress report on construction work on Barna Sagar Project Main Dam.

Ans Barna Sagar Main Dam

Excavation of Overburden and Rock

The work of excavation for foundation of the Brana Sagar Dam is in progress. The work done during the month is 0.02L cum. against the target of 0.092 L.cum. The cumulative progress achieved to the date since inception is 2.276 L cum against the cumulative target of 2.87 L cum is 78%.

Grouting: The work of consolidation or grouting at the main dam is in hand. Progress achieved during the month is 200M against a target of 234 M. The cumulative progress to date is 1414M against the target 2426 M. The achievement is 58%.

Cement Concrete: The work of concreting in the foundation and gallery is in progress. Work completed during the month is 0.003 L cum against the target 0.003 L cum. The cumulative progress to the date is 0.002L cum against the target of 0.06 L cum i.e. 138%

Stonemasonry: The masonry work on the main dam is in progress work complete during the month is 0.012Lcum against the target of 0.11 L cum. The cumulative progress to date is 0.10 L cum against the target of 0.368 L cum that is about 27%.

Reasons for Shortfall:

The reasons for the shortfall are as follows:

The shortfall in the items of the excavation of foundation and masonry work may be attributed to the failure of the contractors to muster sufficient labor. Further the contractors do not possess enough experience in planning, organizing and executing such work.

As excavation progress, the foundation was found to be still very irregular with a number of seams of softer strata. This necessitated deeper excavation.

Shortage of vehicles for touring staff adversely affected the efficiency of supervisors.

Suggestions: The following suggestions are:

- 1) The vacancies of overseers and assistant draughtsman are filled.
- 2) A resident geologist for the project be posted top avoid delay in passing of the foundation.

Superintending Engineer
Barna Sagar Project Circle,

Post Box Bari (M.P)

Q6. A house needs to be repainted. Prepare a report of the material for submission to the appropriate officer for sanctioning purchase.

Ans

The Sub-Divisional Officer

P.W.D

Sub -Division Champa Distt- Bilaspur

Sub: A report of required repainting material.

Resp. Sir,

With reference to the above keeping in view the visit of the minister for public works during the next month. It was decided to repaint the PWD Rest house building at Champa Sub -Division with oil paint in three coats.

The undersigned was instructed, Vide letter no. PWD/Con/123 of 13/06/17 to estimate the material required for repainting and submits the report to the sub- division office for sanctioning purchase.

Following are the estimates of repainting 600 sq.m. area of the building.

S.No	Materials	Qty./ No.	Rates	Per	Amount
1.	Paint Stiff	120 kg	Rs 60	Kg	Rs 7200
2.	Turpentine Oil	60 kg	Rs 60	Kg	Rs 3600
3.	Brushes	15 Units	Rs 20	Unit	Rs 300
Total					Rs 11100

Jr Engineer

Sub-Division Champa

Q7. Give the general outline on preparing a project Report.

Ans There is no set structure for preparing a project report, many reports however following these patterns:

GENERAL OUTLINES ON PREPARING A PROJECT REPORT

1. Title
2. Foreward
3. Summary/Abstract
4. Table of contents
5. Introduction
6. Body of the Report
7. References
8. Footnotes
9. conclusion
10. Recommendations
11. Appendices
12. Bibliography
13. Glossary
14. Illustrations
15. Acknowledgements
16. Index
17. Binding
18. Headings
19. Language
20. Numbering

1) Title Page: The title page of the report should be on a separate cover page and should contain:

- (a) The title.
- (b) The Company Name.
- (c) The date of issue.
- (d) The circulation List.
- (e) The name of the author.
- (f) The authority for circulation.

2) Foreword: A foreword is only needed if a statement is to be made by some other person other than the author. This is sometimes done to give more authority to the report.

- 3) Summary or Abstract: This part of the report summarizes the ground covered in the body of the report so that anyone can take the gist of the findings. The summary must state:
 - (a) The aim of the report.
 - (b) The depth of the study you went into the research.
 - (c) Whether the aim was achieved.
- 4) Table of Contents: A table of contents is essential for any report that is longer than about dozen pages. The table of contents must be on a page of its own and the page \ paragraph references must those in the text.
- 5) Introduction: The introduction gives a broad general overview of the subject; its length depends upon what the reader knows already. Try to condense the information to:
 - (a) What is the problem?s
 - (b) What is the cause?
- 6) Body of the Report: This is where the issues where outlined in the introduction are expanded. The development of the arguments must be logical, the evidence relevant & reasoning clear. The information in the body of the report can be organized in the following ways for example:
 - (a) Sequential: Where the most important facts are presented first. Other points are expanded in order of diminishing importance.
 - (b) Hierarchical: When general statements are worked down in to the subsidiary points.
 - (c) Comparative: Where one idea is compared with the other.
- 7) References: Throughout the text, it may be necessary to refer to the other documents. Reader can turn to them for confirmation and further study. Indicate the reference by placing an appropriate mark in the text.
- 8) **Footnotes:** These are notes at the bottom of the page, divided off from the main text that serves as short appendices or glossary entries. They should be brief since they can distract from the main text.
- 9) **Conclusion:**

The conclusion summarizes the findings and inferences in the body of the report. The conclusion must not contain any new idea that has not been previously mentioned in the report.

- 10) **Recommendations:** After analyzing all the facts, the author of the report is the person most likely to be able to recommendation on courses of action. However you should always consider your relationship with the reader. If you have no authority to make considerations, the reader may be hostile. In such cases the recommendations should take a more advisory tone.
- 11) **Appendices:** Sometimes the author may want to include supporting information in the report. This kind of information should be placed in appendices. If there is more than 1 appendix, they should be designated as A, B & C so on.
- 12) **Bibliography:** This is the list of books of the periodicals and other references sources form which the author has drawn. A bibliography helps to show the reader know widely the author has searched the subject & gives the authority to the findings of the report. A bibliography should include the following details:
 - 1) Author's Name & initials.
 - 2) Titles of the publication
 - 3) Publisher or Company name.
 - 4) edition
 - 5) First & last page numbers of a citation.
 - 6) Now a days it is quite acceptable to cite interest sources
 - 7) Association's of documentation style guide contains information on how to do this.
- 13) **Glossary:** If all the readers of the report might not understand some of the terms & abbreviations used, the glossary of the items must be included. Sometimes it is best to explain any new terms and abbreviations as they are encountered, for example:

"Eighty percent of the managers are questioned in our survey had grave doubts about the technical competency of their CEO."

This technique however does not provide full explanations of complex technical terms needed for some documentation. This requires a compulsory glossary.

- 14) **Illustrations:** Small illustrations may be placed in the body of the report. It may be found however, that larger illustrations may break up the layout of the report this should be placed toward the rear of the document.

- 15) **Acknowledgements:** This section allows the people who have helped write the report.
- 16) **Index:** In a long report (30+ pages) an index may be required. This index refers to cross reference, key items of information that the reader may want to find. Write a fool proof index for any document requires more skill and effort than many people realize.
- 17) **Binding:** It is the best if a report is distributed as soon as after completion as possible:- complex binding may slow down the delivery. If there are any special binding requirements, prepare for them well in advance.
- 18) **Headings:** Don't have more than three levels of headings in a document of the size; complex structure will make the report more complex than it should be.
- 19) **Language:** As with all technical writings, report authors must constantly be aware of their target audience. The circulation list will identify the spread of knowledge in the readership. Analyse the breakdown ideas so that the readers are neither of flummoxed by the technical complexity or insulted by over simplification.
- 20) **Numbering:** It is accepted practice in report to Roman Numerals (i.e. (i), (ii), (iii) etc for all pages before the report body and to use Arabic Numerals i.e. 0-9 thereafter.

Put into the plural

1. A car has a gear box.
2. A table is a piece of furniture.
3. A chair is made of wood.
4. A draughtsman makes a drawing and helps consulting engineer to design a new road.
5. He does not go to the college.
6. An engineer works out a route.
7. Does he like the new work?

Put into the Singular

1. Policemen wear caps

Ans A policeman wears a cap.

2. Chairs are made of wood.

Ans A chair is made of wood.

3. Roses are lovely flowers.

Ans. A rose is a lovely flower.

4. Huts are built with bamboo and grass.

Ans A hut is built with bamboo & grass.

5. Cars have gear boxes.

Ans A car has a gear box.

6. Airhostesses are very hospitable persons.

Ans An airhostess is a very hospitable person

He mustn't finish the work

He didn't make a careful survey of the land.

They will make tea.

Will they make tea?

You transmit the message.

Do you not transmit the message?

Don't you transmit the message?

She puts on rather weird clothes.

Does she put on rather weird clothes?

Doesn't she put on rather weird clothes?

I am willing to accept their conditions.

Am I not willing to accept their conditions?

Amn't I willing to accept their conditions?