

# Revision Active Passive

1. My aunt prepares delicious desserts.
2. May God bless you with good health.
3. You should write an apology letter.
4. A conservative lifestyle was led by women in olden days.
5. Let it be done now.
6. Who is creating this mess?
7. Ravi sent the report on Monday.
8. The test must be completed by you in 1 hour.
9. Some students were helping were helping the laymen
10. Why did your friend write such a message?
11. Have they left the apartment?
12. Director supposes the staff to follow the rules.

# Revision of simple compound complex and compound – complex sentences

## Q1 – transform the sentences into compound and complex

1. Taking the money, I came back to my mother
2. The weather being cold, we returned from the playground.
3. Because of his being poor, he could not buy a costly gift.
4. Coming home, he began to work.
5. Hearing his mother's voice, he ran away.

## Q2 – Identify the type of sentences.

1. Nick ate pasta and washed the dishes.
2. I am a doctor , and he is a teacher.
3. When I got home from school yesterday, I watched TV for an hour.
4. After the rain stropped, I went outside, and I picked flowers.
5. Mother took dinner and cleaned the dishes.
6. I want to go to work , but I am tired
7. Although he was wealthy, he was unhappy
8. If it rains tomorrow, bring your umbrella, or you might catch a cold.

# Revision of précis

**Write the précis of the following paragraph.**

The most alarming of man's assaults upon the environment is the contamination of air, earth, rivers, and sea with lethal materials. This pollution is for the most part irrevocable; the chain of evil it initiates is for the most part irreversible. In this contamination of the environment, chemicals are the sinister partners of radiation in changing the very nature of the world; radiation released through nuclear explosions into the air, comes to the earth in rain, lodges into the soil, enters the grass or corn, or wheat grown there and reaches the bones of a human being, there to remain until his death. Similarly, chemicals sprayed on crops lie long in soil, entering living organisms, passing from one to another in a chain of poisoning and death. Or they pass by underground streams until they emerge and combine into new forms that kill vegetation, sicken cattle and harm those who drink from once pure wells.

It took hundreds of millions of years to produce the life that now inhabits the earth and reached a stage of adjustment and balance with its surroundings. The environment contained elements that were hostile as well as supporting. Even within the light of the sun, there are short wave radiations with power to injure. Given time, life has adjusted and a balance reached. For time is the essential ingredient, but in the modern world there is no time.

The rapidity of change and the speed with which new situations are created follow the heedless pace of man rather than the deliberate pace of nature. Radiation is no longer the bombardment of cosmic rays; it is now the unnatural creation of man's tampering with the atom. The chemicals to which life is asked to make adjustments are no longer merely calcium and silica and copper and all the rest of the minerals washed out of the rocks and carried in the rivers to the sea; they are the synthetic creations of man's inventive mind, brewed in his laboratories, and having no counterparts in nature.

# Revision of report writing

## Report Writing Format for College Students

### Heading

(This section contains a title that is representative of the content in the report. Do note that the title must be unambiguous)

### By Line

(This section contains the name of the person drafting the report. It can also contain the designation of the person. More importantly, the drafter's name or other personal information must not be mentioned in the main body)

### Opening paragraph

(This section provides a brief overview of the report. Also, it includes the headline's expansion)

### Main Body

(This section provides the complete details of the report. Important details that must be included are "why", "how", "what", "when" etc. Other details can also be included if they provide better context or clarity to the report)

### Conclusion

(This section contains details on how the event in question ended. It can also contain other details which provides more information about the event)

## Newspaper Report Writing Format

### Heading

(This section contains the title of the report. The heading must be clear and direct as possible)

### By Line

(The name of the person drafting the report, along with their designation is written in this section. Furthermore, it is important to note that the drafter's name or their personal information must be excluded from the main body)

### **Date and Place of Reporting**

(This section mentions the date and place on which an individual drafted the report)

### **Opening paragraph**

(This builds on the headline's expansion. It also provides a quick summary of the events that are reported in the newspaper report)

### **Main Body**

(This section must ensure all details of the event are clearly mentioned. It generally contains two sections; the first provides details of the event while the other covers the accounts of witnesses, aftermath or any other details that provide a better context or clarity to the report)

### **Conclusion**

(This section contains details on how the event was handled and the action is taken so far. It can also contain additional details which provide more information about the event)

**Q - Your school organized a computer literacy camp in its neighbourhood. Prepare a news report format on the same for your school newsletter.**

## **Report Writing Sample for Students**

Computer Literacy Camp

By John Doe, Secretary

### **(Date and Place of Reporting)**

21-01-2021, Bangalore

### **(Opening paragraph)**

A computer literacy camp was recently organised in Bangalore by the St John's Educational Society. The primary goal of the school was to educate young adults and children about the usage of computers. It also aimed to educate the dangers of online bullying.

### **(Main Body)**

The computer literacy camp began with an inaugural speech from the chief guest, Mrs. Jane Doe, the CEO and founder of Micromedia, a startup that is well-known for producing affordable and compact personal computers. Close to 250 people had attended the camp's inauguration, with even more turning up by midday. The camp taught the basics of computers – such as its

operating system, basic hardware and also the internet. The participants were also taught how to use the internet while avoiding dangers such as online-bullying and safe-browsing practices. These valuable insights helped the participants to be more productive and also stay safe when using a computer.

### **(Conclusion)**

The camp ended with the chief guest distributing participation certificates to the volunteers. Overall, there was an atmosphere of enthusiasm and learning.

# Revision of cover letter

## Format – Cover letter

Sender's Address

Date

Receiver's Name

Receiver's Address

Sir/Madam

Sub –

Content

Full Name

### Question

Mr. Mohit Agarwal, a resident of Meerut has recently come across an advertisement for a job vacancy in a leading TV Channel for the post of journalist, in The Times of India dated August 1, 2018.

Draft a resume along with a cover letter in response to the advertisement.

44 CD Road  
UC Block  
Pitampura  
New Delhi -110000  
Ph 91 – 44554455  
[mohitaggarwal44@gmail.com](mailto:mohitaggarwal44@gmail.com)

Date – 12 August, 2018

The HR Manager  
XYZ Company  
15 New Street  
Banglore – 112255

Respected Sir/Madam

Sub – Application for the post of a journalist

This is in response to your advertisement which appeared in the Times of India, New Delhi edition, dated August 1, 2018, inviting applications for the post of Journalist.

I meet all the academic and professional requirements as specified in the advertisement. I am a Post-graduate in Journalism & Mass Communication from Savitribai Phule Pune University and I did my internship at India Today Group. Currently, I am the head of the regional news section at Network 18's – TV 18 Broadcast Ltd., at their Meerut office.

I am looking forward to a positive response and would appreciate an opportunity for a personal interview.

Thanking You,  
Yours Sincerely,  
Mohit Agarwal,

# **Format – Chronological Resume**

**Name of the candidate**

**Address of the candidate**

**Phone no**

**Email**

**CAREER OBJECTIVE**

**SUMMARY**

**EXPERIENCE**

**KEY WORK AREAS**

**PROFESSIONAL QUALIFICATION**

**ACADEMIC QUALIFICATION**

**SKILLS**

**PERSONAL DETAILS**

**REFERENCES**

**DECLARATION**

Resume :

Mohit Agarwal 39, Defence Colony,  
Meerut, U.P.

Ph. No. 9895641203

[E-mail-14agarwalmohit@gmail.com](mailto:E-mail-14agarwalmohit@gmail.com)

### **CAREER OBJECTIVE:**

To associate with a reputed Media house that not only provides exciting opportunities for personal growth and value addition but also provides an enterprising and dynamic environment where I can apply my creativity & skills for the growth of the organization.

### **SUMMARY**

- Worked with 2 years as a assistant in a media company
- Assisted the head journalist at sensitive areas
- Covered the news for the agitation of xxxx
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### **EXPERIENCE:**

2015 – Present – Head, Regional News, TV18 Uttar Pradesh (Meerut)

- Planning & hiring of staff correspondents
- Selection and training of staff
- planning production & presentation of news
- Sponsorship planning & Media Planning for corporates

2013-2015 – Senior Staff Correspondent for PTC News.

- Covering news stories
- Capturing events
- Conducting ground surveys in relation to public-related issues
- Presenter for 'Apki Khabar' section of Daily News.

### **EDUCATION:**

2012 – Masters in Journalism & Mass Communication, from Savitribai Phule Pune University.

2010 – English (Hons.) Delhi University, New Delhi.

### **INTERNSHIP**

2012-4 Months at India Today Group.

2011 – 4 Months at HT Media.

**SKILLS :**

- Well versed with Adobe Creative Suites & other Media Softwares
- Ability to lead and take initiatives
- Enterprising and creative skills.

**PERSONAL DETAILS :**

Date of Birth 14th October 1991

Marital Status Unmarried

Language Known English, Hindi & Punjabi

**DECLARATION:**

I solemnly declare that all the above information is correct to the best of my knowledge & belief.

Date: August 6, 2018.

Place: Meerut. (Mohit Agarwal)