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Code No : SG 101

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PREFACE

The woods are lovely, dark and deep.
But I have promises to keep, and
miles to go before I sleep

- Robert Frost

Respected Principals, Correspondents, Head Masters/ Head Mistresses, Teachers,

From the bottom of our heart, we at SURA Publications sincerely thank you for the support and patronage that you have extended to us for more than a decade.

It is in our sincerest effort we take the pride of releasing **SURA's English Guide** for +2 Standard with Tamil translation as well. This guide has been authored and edited by qualified teachers having teaching experience for over a decade in their respective subject fields. This Guide has been reviewed by reputed Professors who are currently serving as Head of the Department in esteemed Universities and Colleges.

With due respect to Teachers, I would like to mention that this guide will serve as a teaching companion to qualified teachers. Also, this guide will be an excellent learning companion to students with exhaustive exercises and in-text questions in addition to precise answers for textual questions.

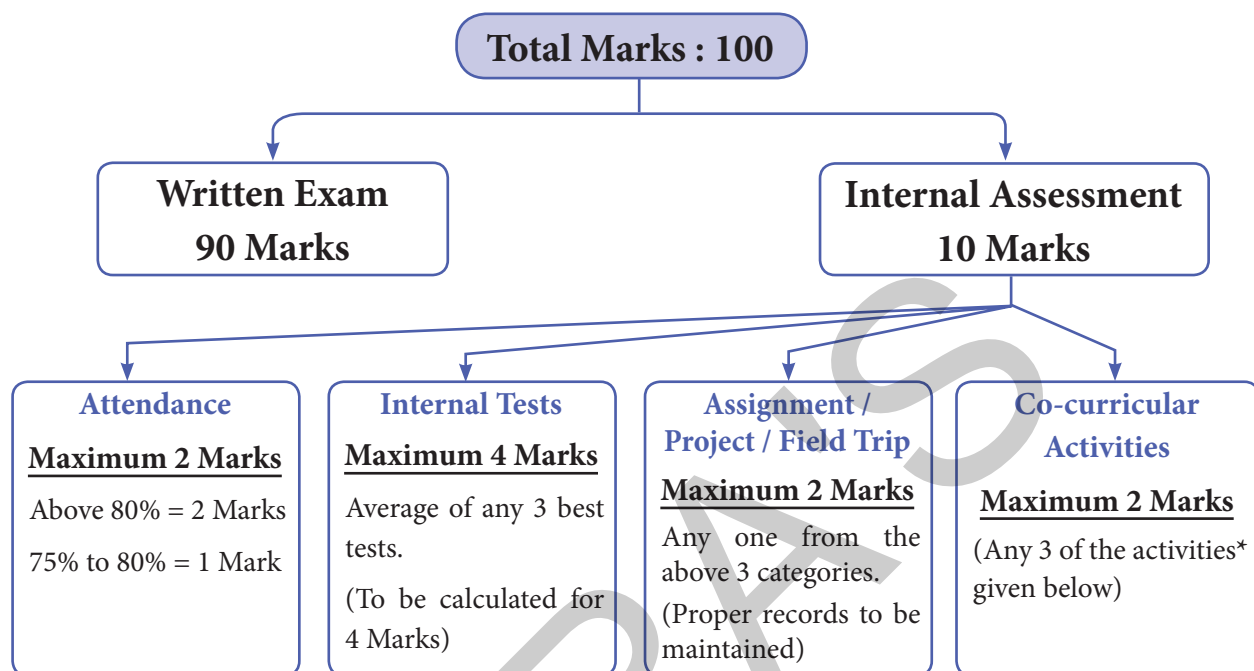
In complete cognizance of the dedicated role of Teachers, I completely believe that our students will learn the subject effectively with this guide and prove their excellence in Board Examinations.

I once again sincerely thank the Teachers, Parents and Students for supporting and valuing our efforts.
God Bless all.

Subash Raj, B.E., M.S.
- Publisher
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All the Best

12TH STD. - PUBLIC EXAMINATION ASSESSMENT MARKS



* Co-Curricular Activities

- | | | |
|---|------------------------------|----------------------------------|
| 1. Tree Plantation | 12. Scout Movement | 23. Antiquities Security Forum |
| 2. Literary Forum | 13. National Welfare Project | 24. Information Technology Forum |
| 3. Mathematical Forum | 14. National Cadet Corps | 25. Library Forum |
| 4. Physics Forum | 15. Youth Red Cross Society | 26. Journalism Forum |
| 5. Chemistry Forum | 16. Ecological Forum | 27. Music Forum |
| 6. Biology Forum | 17. Decorative Arts Forum | 28. Fine Arts Forum |
| 7. Commerce Forum | 18. First Aid Forum | 29. Red Spinners Angling Society |
| 8. Economic Forum | 19. Health and Hygiene Forum | 30. Quiz Forum |
| 9. Historic Forum | 20. Consumer Forum | 31. Road Safety Corps |
| 10. Science Forum
(Science Exhibition, Seminar, etc.,) | 21. Cultural Forum | 32. Sports Activities |
| 11. National Green Corps | 22. Theatre Forum | 33. Vocational Education Forum |

INTERNAL ASSESSMENT MARKS

Attendance	Internal Tests				Assignment / Project / Field Trip (Any 1)	Co-curricular Activities (Any 3)	Total
	Test-1	Test-2	Test-3	Test-4			
.....	Average of any 3 best tests Calculated for 4						

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12TH STD. QUESTION PAPER ANALYSIS

Q.Nos.	Choice	Marks
Prose		
1 to 6.	Synonyms (3) & Antonyms (3) [1 mark each]	No choice $6 \times 1 = 6$
34 to 36	Short Answer Questions (3 marks each)	2 out of 3 $2 \times 3 = 6$
41 (a), (b)	Paragraph Question (5 marks)	1 out of 2 $1 \times 5 = 5$ 17 Marks
Poem		
21 to 26.	Comprehension & Figure of Speech (2 marks each)	4 out of 6 $4 \times 2 = 8$
31 to 33.	Explanation with Ref. to Context (3 marks each)	2 out of 3 $2 \times 3 = 6$
42.(a), (b)	Paragraph Questions (5 marks)	1 out of 2 $1 \times 5 = 5$ 19 Marks
Supplementary		
43.(a), (b)	Paragraph Questions (5 marks)	1 out of 2 $1 \times 5 = 5$ 5 Marks
Vocabulary & Grammar		
7 to 20.	1 Mark Each : Foreign Word, Abbreviation & Acronym, Compound Word, Idiom, American / British English, Clipped / Unclipped Form, Sentence Pattern, Modal / Semi-Modal Verbs, Prefix / Suffix, Definition of a word, Plural Form, Syllabification, Homophones, Question Tags, Phrasal Verb, Polite Alternative Word, Relative Pronoun, Blended Word, Preposition, etc.	No choice $14 \times 1 = 14$
27 to 30.	2 Marks Each : Direct / Indirect Speech / Reporting the dialogue, 'If'-Conditional Clause, Inversion in Conditional Clause, Active / Passive Voice, Simple / Compound / Complex Sentences etc.	3 out of 4 $3 \times 2 = 6$ 20 Marks
Writing	3 Marks Each :	
37 to 40.	Expanding News Headlines, Dialogue Writing, Describing a Process, Checklist Preparation, Proverbs -(rearranging in order) / Completion, Non-Verbal (Pie-chart, etc.) Questions, E-Mail Writing Rearranging Jumbled Sentence, etc.	3 out of 4 $3 \times 3 = 9$
Writing + Grammar : 5 Marks Each :		
44 to 47	Note Making; Summary Writing; Letter Writing - Formal / Informal, Application for job; Report Writing; Paragraph Writing on a given topic; Spot the Error and Correct; Fill in with Suitable Tense Form, Fill in with Modal, Semi-Modal Verbs, Fill in with Link Word, Appropriate Word; Develop the given Hints into a Story; General Para Comprehension; General Poem Comprehension; etc.	$5 \times 1 = 5$ marks "either ..or" type $4 \times 5 = 20$ 4 questions
		29 Marks
		90 Marks

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TWO GENTLEMEN OF VERONA

- A J Cronin



A RCHIBALD JOSEPH CRONIN (1896 - 1981) is a Scottish novelist, dramatist and physician. At first, he was working as a medical practitioner in Wales and London. When he was recovering from an illness, he landed up writing his first novel 'Hatter's Castle'. He instantly became popular with this novel. So, he decided to take up writing as a full-time career. "The Spanish Gardener" is one of his most notable works.

KEY POINTS

- ✦ The narrator and his companion drive through the foothills of Alps.
- ✦ On the outskirts of Verona, they meet two shabby looking brothers Nicola and Jacopo - aged 13 and 12 respectively.
- ✦ They sell wild strawberries. Narrator and companion buy a big basket of strawberries.
- ✦ The boys are found doing jobs like polishing shoes, guiding visitors, etc
- ✦ As they sell newspapers, the narrator comes to know that they do not spend on clothes and food.
- ✦ Jacopo requests the narrator to drop them at Poleta their village, 30 kms away.
- ✦ The boys are dropped at a villa which is a hospital.
- ✦ Narrator comes to know about Lucia the sister of the boys, who suffered from tuberculosis.
- ✦ The boys' home was destroyed in the war, their father, a widower was also killed.
- ✦ Hating the Germans, the boys became a part of the resistance movement.
- ✦ They work hard to treat their sister at the hospital.
- ✦ Appreciating the love and responsibility of the brothers towards their sister, the narrator remains quiet to impress on them that he doesn't know their secret.
- ✦ Such children are a great hope in the war prone world.

SUMMARY

The story begins with the narrator driving through the foothills of the Alps along with his companion. While driving on the outskirts of Verona, two young boys who sell wild strawberries stop their car. The small boys appear shabby, and the driver is not keen on buying strawberries. Then, the narrator's companion learns that the boys are brothers. The elder one, aged 13, is Nicola, and the younger brother, aged 12, is Jacopo. The narrator and his companion buy the biggest basket of strawberries from the boys and go towards the city. The next morning, they again see the same two boys doing the shoe shining job and on being asked, they say that they do many things for a living. They also tell the narrator and his companion that they can work as guides and show the visitors places of interest in the town. So, the narrator asks them to take them to Juliet's tomb. During their stay in the city, the two young boys benefit the visitors.



Then, the boys are found with a bundle of unsold newspapers and are ready to sell them when the last bus arrives at night. The narrator then talks to them and asks them why they are working so hard. He told them that they seemed to fetch sufficient money but wondered why they did not spend anything on clothes and food. Nicola tells him that they have something in their minds but he does not elaborate.

Jacopo then requests the narrator to drop them in his car at the village of Poleta, which is around 30 kilometres away. He requests him and says that it would be a great favour. However, Nicola does not like that his brother is troubling the narrator. The narrator gladly agrees to help the boys. So, the next afternoon, he drives along with the two boys to the village. There, the boys enter a large red-roofed villa, which is actually a hospital.

The narrator hesitates to enter the hospital room. He tries to find out from the nurse about the girl patient in the room and the boys. Later, the nurse tells him that Lucia is the sister of these two boys and is suffering from tuberculosis. She also mentions that a bomb had destroyed their home during the war. And even their father, a widower, was killed during the early part of the war. When he died, his three children were left to starve. She told the narrator that the boys also started hating the Germans who came to rule the city and even became a part of the resistance movement. Once the war was over, Lucia got afflicted with tuberculosis, and the boys had to admit her to the hospital. So, they have been trying their best to make regular payments to the hospital.

The narrator waits outside the room. He is touched by the love and devotion with which the boys work for their sister. He understands their character very well that they will not like to have sympathised. So, he did not say anything to the boys on their way back to give the impression that he did not know about their secret. He felt that such a humble youth gives our society hope for a better tomorrow. In such times of war, although there were weapons and hatred, still there is hope for humanity.



GLOSSARY

artless	- innocent, guileless , கபடமற்ற, அப்பாவித்தனமான
barely	- almost not (scarcely), அரிதான, அதிகமின்றி
blinked	- surprised, வியந்தேன்
chatter	- a series of short, quick high-pitched sounds , கடகடவென வேகமாய் அர்த்தமின்றி பேசுதல்
cubicle	- a small space with walls or curtains around it, சதுர வடிவிலான சிறிய அறை
demeanour	- appearance and behaviour , நடத்தை
deserted	- Uninhabited, unoccupied , நடமாட்டம் இல்லாத, வெறிச்சோடிய
disapproval	- the feeling of having a negative opinion of someone, அனுமதி மறுத்தல்
dwelling	- places where people live, வசிப்பிடம்
emigrate	- take up citizenship of another country , குடியேறுதல் (வேறு இடம், நாடு முதலியன)
hawk	- sell things crying out loudly, going from place to place , கூவுதல் (ஊர் ஊராய் சென்று பொருட்களை கூவி விற்றல்)
intrude	- enter without permission , அனுமதி இன்றி நுழைதல்
nobility	- the quality of being good and honest in character, நல்ல, நேர்மையான குணங்கள்
opera	- a musical play, பாட்டுடன் கூடிய நாடகம்
outskirts	- the outer parts of a town, நகருக்கு வெளியிலுள்ள பகுதிகள்
relied upon	- to put trust on someone or something, நம்பிக்கை வைத்தல் (யாரிடமாவது, எதிலாவது)
rumble	- debris, broken bricks , இடிபாடுகள், உடைந்த செங்கல் முதலியன
scarce	- very small in amount, அரிதாக, தட்டுப்பாடு
shrug	- raise one's shoulders slightly and momentarily , தோள்களை குலுக்குதல்
Slackened	- reduced , குறைந்தது
tangled (n)	- twisted, messy, சீராக இல்லாத
tunic	- a loose outer garment without sleeves , தளர்வான மேலாடை
Vexation	- annoyance , கோபம்
Vestibule	- lobby , நடைபாதை

* Words given in bold in this Glossary are taken from Textbook Glossary.



Words	Synonyms இணைச்சொல்	Antonyms எதிர்ச்சொல்
artless	innocent, guileless (அப்பாவி, வஞ்சகமற்ற)	deceitful (வஞ்சகமுள்ள)
beside	alongside (அதனருகே)	from far away (வெகு தூரத்தில்)
bought	purchased (வாங்கினோம்)	sold (விற்கான்)
brisk	quick, fast (விரைவாக, வேகமாக)	slow (மெதுவாக)
cautious	careful, alert (கவனமாக)	careless (கவனமின்றி)
deserted	uninhabited, unoccupied (யாரும் வசிக்காத, யாரும் ஆக்கிரமிக்காத)	inhabited / crowded (கூட்டமாக)
devotion	loyalty (விசுவாசமாக)	disloyalty (விசுவாசமற்ற)
disappeared	vanished (மறைந்தனர்)	appeared (தோன்றினார்)
disapprove	deny, refuse (மறுத்தல்)	permit (அனுமதித்தல்)
eager	anxious, enthusiastic (ஆர்வமிக்க, உற்சாகமாக)	unenthusiastic (உற்சாகமின்றி)
engaging	charming, captivating (அழகிய, வசீகரிக்கும்)	boring (வெறுக்கும்படியான)
errands	small work, odd jobs (சில வேலைகள்)	-
gazing	looking steadily (சீராக பார்த்தல்)	abhor (வெறுப்போடு பார்த்தல்)
glaring	staring with anger (கோபப் பார்வை பார்த்தல்)	obscured, concealed (பார்வையை விலக்கல்)
hawked	sold (விற்கார்கள்)	bought (வாங்கினான்)
humble	modest, poor, inferior (அடக்கமான, வசதியற்ற, தாழ்ந்த)	luxury, superior (ஆடம்பரம், மேன்மையான)
imagined	speculated, guessed (யூகித்தேன்)	unimagined (கற்பனை செய்ய இயலாத)
intrude	enter without permission (அனுமதி இன்றி நுழைதல்)	leave (வெளியேறுதல்)
nobility	dignity, virtue (மரியாதைக்குரிய)	dishonour (கௌரவமற்ற)
paused	delayed (தாமதித்தான்)	continued (தொடர்ந்தான்)
persuaded	induced (தூண்டினர்)	dissuaded (தேரீயம் இழக்க வைத்தல்)
propped	supported for rest (சாய்தல்)	unsupported (தலையணைகளால் தாங்கப்படவில்லை)
provoked	aroused (கிளர்ந்தெழுந்தன)	unprovoked, unexcited (கிளர்ந்தெழாமல், பரவசமடையாமல்)
resistance	fighting, struggle (சண்டையிடுதல் / போராட்டம்)	co-operation (ஒத்துழைப்பு)
rubble	debris, broken bricks (இடிபாடுகள், உடைந்த செங்கற்கள்)	valuable (மதிப்புமிருந்த)
scarce	insufficient, deficient (பற்றாக்குறை, தட்டுபாடு)	adequate (போதுமான அளவு)
scarcely	hardly (அபூர்வமாக, அரிதாக)	abundantly (நிறைந்த)
selfless	unselfish (தன்னலமற்ற)	selfish (சுயநலமான)
shabby	ill-dressed (மோசமான உடை அணிதல்)	royal (மதிப்பான (உடை) அணிதல்)
slackened	reduced (குறைந்தது)	increased (அதிகரித்தது)
uncomfortably	uneasily (சௌகரியமில்லாத)	comfortably (சௌகரியமாக)
vestibule	lobby (நடக்கும் வழி)	outlet (வெளியேறும் வழி)
vexation	annoyance (வருத்தம்)	happiness (மகிழ்ச்சி)
wild fruit	fruit grown without proper cultivation (முயையாக பயிரிடாமல், தானாக வளர்ந்தவை)	cultivated (பயிரிடப்பட்டது)
worn	old and damaged (பழைய சிதிலமடைந்த)	fresh (புதிய)

TEXTUAL QUESTIONS - VERY SHORT QUESTIONS & ANSWERS

1. Answer the following questions in one or two sentences each based on your understanding of the story.

a. **Who did the narrator meet at the outskirts of Verona?**

The narrator met two boys selling wild strawberries at the outskirts of Verona.

b. **Why did the driver not approve of the narrator buying fruits from the boys?** (Aug-'21)

The two boys had a shabby appearance. They were wearing old and worn-out clothes. So, the driver did not approve of the narrator buying fruits from the boys.

c. **The boys did not spend much on clothes and food. Why?** (FRT & July-'22; QY-'24)

They had to save money for medical treatment of their sister. So, they did not spend much on clothes and food.

d. **Were the boys saving money to go to the States? How do you know?**

No, they were not saving money to go to the States. They told the narrator that they would like to go to the States, but they had other plans.

e. **Why did the author avoid going to Lucia's room?** (QY-'19; HY-'23)

The author avoided going to Lucia's room because he did not want to intrude into the privacy of the brothers and sister.

f. **What was Lucia suffering from?** (QY-'23)

Lucia was suffering from Tuberculosis of the spine.

g. **What made the boys join the resistance movement against the Germans?** (PTA-3)

The boys joined the resistance movement against the Germans because they hated the Germans who had destroyed their home during war.

h. **What made the boys work so hard?**

The boys worked so hard to pay their sister's medical bills and food who was in the hospital.

i. **Why didn't the boys disclose their problem to the author?**

The boys did not disclose their problems to the author, as they didn't like to be pitied.

VERY SHORT QUESTIONS & ANSWERS - ADDITIONAL

1. **Does a gentleman have consideration for others and their feelings?**

Yes, a gentleman has consideration for others and their feelings. A real gentleman is one who is sensitive and thoughtful towards the people around him.

2. **Why was Nicola not pleased when Jacopo asked the narrator to drive them to Poleta?**

Nicola was not pleased, as he did not want to ask anyone for favours, but Jacopo asked for help.

3. **Why did the author not speak to the boys on their return journey?**

The author did not speak to the boys on their return journey, as he thought the boys would prefer to keep their secret.

TEXTUAL QUESTIONS - SHORT QUESTIONS & ANSWERS

2. Answer the following questions in three or four sentences each.

a. **Describe the appearance of Nicola and Jacopo.** (PTA-1 & 6; Sep-2020; FRT-'22; June-'23; Mar-'25)

Nicola, the elder boy was wearing an old damaged jersey and cut-off Khaki pants. The other boy slim and was wearing a shortened army tunic gathered in loose folds. Both of them had uncombed hair and brown skin. Nicola, the elder, was 13 years old and Jacopo was 12 years old.



- b. What were the various jobs undertaken by the little boys? (Govt. MQP; Mar-2020; May-'22; HY-'24)**

During the summer days, the little boys shined shoes, sold fruits and hawked newspapers. They conducted tours around the town and ran errands.

- c. How did the narrator help the boys on Sunday? (HY-'19; FRT-'22; Mar-'23)**

When the boys requested the narrator to drive them to a village, he readily agreed and drove them to the tiny village 'Poleta' set high upon the hillside. He also waited for the boys to rejoin them and then drove them back to the city.

- d. Who took the author to the cubicle?**

A pleasant-looking woman, with steel-rimmed spectacles, was dressed in the white uniform of a trained nurse. She took the author to the cubicle.

- e. Describe the girl with whom the boys were talking to in the cubicle?**

Lucia, the boys' sister, was a young girl of twenty. She was wearing a pretty lace jacket and was listening to her brothers' chatter. Her eyes were soft and tender. She had a resemblance to her brothers, who took good care of her.

- f. Recount the untold sufferings undergone by the siblings after they were rendered homeless.**

After the siblings were rendered homeless, they suffered horribly from near starvation and exposure to the cold winter. For months, they lived in the shelter made of broken building walls and bricks. The boys hated the Germans and stood against them as rebels. After the war, they got back to their sister and found her suffering from tuberculosis of the spine.

- g. The narrator did not utter a word and preferred to keep the secret to himself. Why? Substantiate the statement with reference to the story.**

The narrator had understood the boys character well and he knew they wouldn't like to be sympathised. Therefore he did not confront the boys and kept the secret to himself. Their spirit and selfless action brought a new nobility to human life.

GEQ GOVERNMENT EXAM QUESTION

- 1. What were the various jobs undertaken by Nicola and Jacopo? What made them work so hard?**

(Mar-'24)

Selling fruits, shining shoes, hawking newspapers, conducting tourists round the town and running errands were the various jobs undertaken by the little boys.

The boys worked so hard to pay for their sister's medical bills and food.

SHORT QUESTIONS & ANSWERS - ADDITIONAL

- 1. Why was the author surprised to see Nicola and Jacopo working as shoe shine boys?**

The narrator was surprised to see Nicola and Jacopo working as shoe shine boys because he thought they sold only fruit for a living. The day before, the narrator had bought strawberries from them. So, the next day he was surprised to see them shining shoes.

- 2. How were the boys useful to the author?**

The boys helped the author in many ways - they fetched American cigarettes for him, bought him seats for the opera and even told him the name of a good restaurant in the town.

- 3. Why were the boys in the deserted square at night? What character traits do they exhibit?**

The boys were waiting for the last bus from Padua and so they were in the deserted square at midnight. They wanted to sell all their unsold newspapers to the travellers in the bus. The traits exhibited by the boys are that they were hard-working and had determination to earn a little more.



4. The narrator asks the boy, "Must you work so hard? You both look rather tired". The boy replies, "We are not complaining, sir". What do you learn about the boy from his reply?

The boy's reply shows that they are working hard because of their own will. It is not forced upon them. The boys are brave, courageous and have a strong will power to face the challenges. They do not feel sad. They are not dejected. It indicates that they took every challenge in life bravely, sacrificing even their play, sleep and food.

5. When the narrator asked the boys about their plan, they were evasive. Why didn't they disclose their problems?

The boys were evasive and did not disclose their problems to the narrator. They did not expect sympathy or help from anyone. The boys were hard-working and determined to fight their own battle of life. They did not want to feel weak and so did not disclose their problems to anyone.

6. Do you think the boys looked after Lucia willingly? Give reasons for your answer.

Yes, I think the boys looked after Lucia willingly. The amount of hard work they did with sincerity and determination showed that their work cannot be forced upon a person. It was their own care and love for their sister and so they were willingly to look after her.

TEXTUAL QUESTIONS - PARAGRAPH QUESTIONS & ANSWERS

3. Answer the following in a paragraph of 100-150 words each.

- a. What was the driving force that made the boys do various jobs?

(FRT-'22)

When the boys and their sister were rendered homeless in the war, they suffered horribly from starvation and exposure to cold winter. The boys found that their sister was suffering from tuberculosis of the spine. They took her to a hospital and persuaded the staff to take her into the hospital and look after her. In order to pay for her food, medicines and a comfortable life, they had to do various jobs like shine shoes, sell fruits, hawk newspapers, conduct tourists round the town and run errands. Despite facing so many problems in their early life, the boys did not lose hope. The brothers' courage and determination to get their sister cured had helped the staff treat her well.

- b. How was the family affected by the war?

The siblings' mother had died early in their life. Their father, who was a well-known singer became a victim of the early war. The children became homeless, as their home got destroyed. They had always known a comfortable and a cultured life. After they were rendered homeless, they had suffered a lot from near starvation and exposure to the cold winter. For months, they had barely kept themselves alive in a sort of shelter, they built with their own hands, amidst the broken bricks. The boys hated the Germans, as they were responsible for the ruin of their happy family. They stood against them as rebels. After the war, when they got back to their sister, they found her suffering from tuberculosis of the spine. It was another shock to those poor brothers.

- c. Write a character sketch of Nicola and Jacopo.

(PTA-4)

Character Sketch of Nicola and Jacopo

'The Two Gentlemen of Verona' are the two boys in the story, Nicolo and Jacopo. Nicola, aged 13 is the elder brother of Jacopo aged 12. Both the siblings are very sincere and self-sacrificing. They are prepared to do any work so as to help their sister Lucia to recover from tuberculosis. They live a hard life and do all sorts of odd jobs. Right from shining shoes, selling fruits, distributing newspapers, to working as tourist guides and running their errands, they work very hard and maintain their self-respect. They don't have the intention of talking about their family problem to anyone neither seek sympathy. During the war period, they started hating the Germans and also joined the resistance movement for their country's freedom as the Germans had destroyed their home. They never complained nor rested. They were caring.

**d. What message is conveyed through the story 'Two Gentlemen of Verona'?***(HY-'19; July-'22; QY-'23; June-'24)*

The story 'Two Gentlemen of Verona' promises hope for the society. The boys Nicola and Jacopo were devoted and sincere towards the cause of their sister's ailment. They were self-sacrificing, despite the harsh life faced by them. This approach of theirs towards life shows positivity and nobility. Despite all the negativity in the world like war, hatred, jealousy, rivalry and selfishness, the boys' attitude indicated that goodness still persisted in some souls. It conveys the message that there is scope in the world, for all of us, to it becoming a better place, some day.

e. Justify the title of the story 'Two Gentlemen of Verona'.*(Govt. MQP; PTA-2; QY-'19; FRT & May-'22; June-'25)*

A.J. Cronin had used the title 'Two Gentlemen of Verona' in an ironic manner. At a very young age, the boys faced the hardships of life - their mother died early in their life, their father became a victim of the early war, their village suffered due to German occupation, their home got destroyed and they suffered from starvation and cold winter. The family struggled for life. They found their sister suffering from Tuberculosis of the spine. This was another shock to those poor brothers. Despite facing so many problems in their early childhood, they did not lose hope. Their positive approach and determination enabled them to give their sister, the best they could. They did various jobs, but themselves led a poor life to save money for their sister's treatment and food. They never tried to seek anyone's sympathy even though work was scarce. Hence these two young boys have every quality of being called 'The Gentlemen of Verona'.

f. 'Adversity brings out the best as well as the worst in people'. Elucidate this statement with reference to the story.*(Aug-'21)*

'Adversity brings out the best as well as the worst in people' This is displayed in the story 'Two Gentlemen of Verona'. The bitter and indomitable struggle of Nicola and Jacopo, amidst the ravages of war, takes on epic proportions. The two young boys depict great maturity, wisdom and faith in the power of the human spirit. The die-hard nature of the two boys changes the nature of people around them with their noble quality of humanity. Their dignity and perseverance show their extreme faith in their own ability to meet their sister's medical treatment. The relentless struggle of the two boys offers a wide range of love, tenderness, wisdom and trust, which even a catastrophe like war failed to crush.

g. Which character do you like the most in the story and why?

I like the characters of the two boys, 'Nicola and Jacopo' the most, as they were devoted, sincere and self-sacrificing, despite the harsh life faced by them. Although the boys were childish, simple and natural, there was a seriousness on their faces. This was indicative of the rude and harsh life, which they had faced at such an early age. As they had lost their parents and home, and their sister was battling an ailment, the young boys were serious towards life. They had lost their childhood. Despite all the negativity in the world like war, hatred, jealousy, rivalry and selfishness, the boys' attitude indicates that goodness still persists in some souls. It also conveys to us that there is scope for the world to become a better place one day.

PARAGRAPH QUESTION & ANSWER - ADDITIONAL**1. Appearances are deceptive. Discuss with reference to the two boys.**

"Appearances are deceptive", is appropriate for the boys. On first glance, they looked childish, natural and simple. They were just like any other young boys, who seemed to be doing petty jobs in order to earn their livelihood. When the narrator interacts with them, he sees the seriousness in their eyes. This serious expression is in contrast to their otherwise childish behaviour. No one can make out the true purpose of their sincerity towards their work. It is only when the narrator visits the hospital and meets the nurse that he comes to know the harsh truth of their life's. It is then that he discovers their purpose, for earning all the money, by working continuously. The narrator is surprised by their devotion towards their elder sister which is unrealistic for such small children. Thus, the above mentioned words are appropriate for them.



VOCABULARY

- a. Read the following words taken from the story. Give two Synonyms and one Antonym for each of these words. Use a dictionary, if required.

Answers :

Words	Synonyms	Antonym
cautious	careful, alert	careless
disapprove	deny, refuse	permit
brisk	fast, quick, active	slow
engaging	charming, captivating	boring
humble	poor, inferior, ordinary	superior
eager	anxious, enthusiastic	unenthusiastic
resistance	fighting, struggle	co-operation
persuade	prompt, induce	discourage
scarce	insufficient, deficient, lack	adequate, plenty
nobility	dignity, virtue	dishonour

b. Homophones and Confusables.

- (i) Given below is a list of common confusables. Distinguish the meaning of each pair of words by framing your own sentences.

- (a)
 1. They decided to emigrate to the U.S. to live in New York.
 2. My uncles immigrate to Australia later this year.
- (b)
 1. The park is beside the lake.
 2. Besides being a doctor, he is an orator.
- (c)
 1. A judicial matter may take months for the courts to decide on.
 2. Through judicious use of persuasion, I convinced my family to move to New Delhi.
- (d)
 1. All electors are eligible to the assembly.
 2. This writing is illegible.
- (e)
 1. The boy's conscience made him to admit the truth.
 2. When the ambulance arrived, the patient was still conscious.
- (f)
 1. Kolkata is an industrial city.
 2. Are you an industrious student?
- (g)
 1. Eminent personalities attended the party hosted by the Minister.
 2. Our victory was imminent in the final match, when there was a sudden downpour.
- (h)
 1. Ravi's uncle was involved in illicit activities.
 2. The comedian hoped his jokes would elicit a great deal of laughter from the audience.
- (i)
 1. The doctor prescribed three months of physical therapy for my leg injury.
 2. Strikes are proscribed in all armed forces.



- (j) 1. The bad weather will affect the crops.
2. You'll feel the effect of the medication in the next twenty minutes.
- (k) 1. My friend has an aural impairment and so she uses a hearing aid.
2. An oral agreement is legal in some places.
- (l) 1. The child was born at dawn.
2. The child has borne the heavy bag for a long time.

(ii) Fill in the blanks with suitable Homophones or Confusables.

Answers :

(a) wallet	valet
(b) fairy	ferry
(c) medal	meddle
(d) wait	weight
(e) yoke	yolk
(f) grown	groan
(g) earn	yearn

(h) hoard	horde
(i) desert	dessert
(j) night	knight
(k) sweet	suite
(l) plain	plane
(m) might	mite
(n) quite	quiet

c. Give the meanings of the following Phrasal Verbs and frame sentences using them.

Answers :

Phrasal Verb	Meaning	Sentence
cut-off	to remove	The telephone wire is <u>cut-off</u> in this house.
come upon	to meet unexpectedly	I <u>came upon</u> an old friend in the street today.
put out	stop or extinguish	It took three hours to <u>put out</u> the fire.
draw up	to arrange in order	Together, they began to <u>draw up</u> plans for their first home.
pass out	to distribute	We'll <u>pass out</u> copies of the new book, to them.
take off	depart from the ground	The plane will <u>take off</u> in a minute.
turn away	reject	As the candidate was not qualified, his application was <u>turned away</u> .
stand by	to support an idea or person	I'll <u>stand by</u> you whatever happens.
bank on	to depend on	You can <u>bank on</u> him to get the job done quickly.

d. Read the list of words formed by adding suffixes.

frequently satisfaction willingness comfortable resemblance nobility

Form two derivatives from each of the following words by adding Prefixes and Suffixes.

Answers :

Word	Prefix	Suffix
patient	impatient	patiently
honour	dishonour	honourable
respect	disrespect	respectable

(June- '25)

Word	Prefix	Suffix
manage	mismanage	management
fertile	infertile	fertility
different	indifferent	difference
friend	befriend	friendly
obey	disobey	obedience



LISTENING

Complete the following sentences.

- The announcement was made by the Department of _____. **Ans: Disaster Management**
- Widespread heavy rains are expected from the early hours of _____. **Ans: Sunday**
- The public is asked to find out the locations of _____. **Ans: the closest flood shelters**
- An emergency kit should contain water bottles, biscuit packets and a _____.
Ans: torch light, medical supplies, and a whistle for help
- A list of _____ should be displayed on the wall. **Ans: emergency telephone numbers**
- Important documents can be secured by keeping them in a _____ case. **Ans: waterproof case**
- Damage to refrigerators can be avoided by _____.
Ans: emptying them and leaving their doors open
- Mobile phones should be charged to enable the marooned to contact their friends, relatives and _____.
Ans: emergency services
- _____ should be placed in the toilet bowls to prevent sewage inflow. **Ans: sand bags**
- Listen to the _____ and follow the instructions implicitly. **Ans: periodic news updates**



SPEAKING

Task 1 : On the occasion of World Environment Day, you have been asked to deliver a speech during morning assembly on the importance of tree planting. Write the speech in about 100 – 150 words.

- ❖ **Introduction**
- ❖ **Suggested value points :** Pollution control - Medicine - Necessary for flora and fauna they bring rainfall
- ❖ **Conclusion**

THE IMPORTANCE OF TREE PLANTING

Good Morning, Dear friends! I, S. Neha of XII 'B' would like to deliver a short speech on the topic 'The Importance of Tree Planting'. Trees are an important part of every community. Our streets, parks, playgrounds and backyards are lined with trees that create a peaceful, aesthetically pleasing environment. Trees increase our quality of life by providing oxygen, shade and birds habitats into urban settings. Many neighbourhoods are also the home of very old trees that serve as historic landmarks and a great source of town pride. Likewise, trees contribute to their environment by providing, oxygen, improving air quality conserving water, preserving soil and supporting wildlife.



Therefore, without trees, we, humans would not be able to exist on this beautiful planet. Thus, it is very important that we should make it a practice to plant a number of trees in our school premises and in our surroundings. Finally, I would like to say that it is best to join a nearby NGO working for this cause to work efficiently in this direction.

Task 2 : Prepare a speech on “The importance of reading habit” in about 100–150 words using the hints given below together with your own ideas.

❖ **Introduction**

❖ **Suggested value points :** Knowledge enrichment – Skill development – Meaningful usage of time – Overall development

❖ **Conclusion**

THE IMPORTANCE OF READING HABIT

Good Morning friends! I, Vishal of Class XII ‘A’ would like to deliver a short speech on ‘The Importance of Reading Habit’. Reading is one of the most fundamental skills, every one of us needs to learn to succeed in life. Developing good reading habits is vital to our future, not just academically, but in everyday life as well.

Reading develops vocabulary. The more we read, the more new words will find their way into our vocabulary. Reading not only increases our attention span, but also leads us to a lifelong love for books. As a result, this habit will serve us well throughout our education and beyond it. Reading also develops a thirst for knowledge. Children with good reading habits learn more about the world around them and develop an interest in other cultures. I would like to conclude my speech by saying ‘Develop good reading habits from your early childhood, as this habit makes us worldly-wise and enhances our intellect. It also provides us with an edge over the others. Thank you all, for giving me this opportunity to speak on this wonderful topic.



READING

a. Read the passage given below and make notes.

[T.B. Page No. : 9]

Smart cities

1. Initiated by the Govt. of India.
 - (a) drive economic growth
 - (b) improve the quality of life of people
2. Agenda
 - (a) resolve urban sustainability problems
3. The contribution of urban forestry
 - (a) physiological, sociological and economical
 - (b) Mangroves, lakes and forests
 - (i) act as sponges
 - (ii) present as cultural and recreational hotspots
 - (c) presence has shown to increase the economic value of the place
 - (d) reduce the cost of buildings
4. Plants
 - (a) provide shade
 - (b) regulate micro-climate
 - (c) regulate energy budgets



- (d) improve air quality
 - (e) curtail noise pollution
 - (f) arrests sedimentation of lakes and rivers
 - (g) improves an aquatic ecosystem
5. Biodiversity gets boosted.
- (a) high areas help to build resilient ecosystems
 - (b) opportunity for children to connect to environment
 - (c) learn about native species



GRAMMAR

TENSES

Task 1 : Tick the correct options and complete the dialogue.

- A : Hello. What do you watch / are you watching? **Ans: are you**
- B : A programme about the Jallian Wala Bagh Massacre, which I recorded last night. I study / I'm studying about it this term. **Ans: I'm studying**
- A : All that I know / I've known about it is that hundreds of people died / had died in it. **Ans: I know; died**
- B : Yes, it was much, much worse than anyone has expected / had expected. It went on / has gone on for hours. Do you want / Have you wanted to watch the programme with me? **Ans: had expected; went on; Do you want**
- A : No, thanks. I've got to do some veena practice. I've just remembered / I just remembered that we've got a concert tomorrow, and I don't have / haven't had time to practise my new piece this week. **Ans: I've just remembered; don't have**
- B : OK. I've already done / I already did my practice, so I've got time to watch TV. See you later. **Ans: I've already done**

Task 2 : Complete the sentences with the correct tense form of the verbs in brackets.

- a. _____ (tell) me exactly what _____ (happen) last night! **Ans: Tell; happened**
- b. Mrs. Mageswari is my Maths teacher. She _____ (teach) me for four years. **Ans: has been teaching**
- c. I _____ (never) think of a career in medicine before I spoke to my Biology teacher but now I _____ (seriously) think it. **Ans: had never thought; am seriously thinking**
- d. Oh no! I _____ (forget) to bring my assignment! What am I going to do? This is the second time I _____ (do) this! **Ans: forgot; have done**
- e. I can't remember what my teacher _____ (say) yesterday about our homework. I _____ (not listen) properly because Hussain _____ (talk) to me at the same time. **Ans: said; did not listen; was talking**
- f. Last year we _____ (go) on a school trip to Kanyakumari. We _____ (have) a very interesting time. **Ans: went; had**
- g. At the moment I _____ (think) about what course to pursue next year but I _____ (not make) a final decision yet. **Ans: am thinking; have not made**
- h. I _____ (get) up at 7 every morning but this morning I _____ (sleep) for a long time and I _____ (not get) up until 8. **Ans: get; slept; did not get**



Task 3 : Fill in the blanks with the correct form of the verbs given in the brackets.

- a) Everyone _____ when the earthquake hit the small town. (sleep) **Ans: was sleeping**
- b) Evangelene _____ her job a couple of years ago. (quit) **Ans: quit**
- c) Where _____ your last holidays? (you spend) **Ans: did you spend**
- d) I think Suresh _____ for Tiruvallur next morning. (leave) **Ans: will leave**
- e) I was angry that I _____ such a mistake (make). (FRT-'22) **Ans: had made**
- f) My mother was tired yesterday because she _____ well the night before (not sleep). (FRT-'22) **Ans: did not sleep / had not slept**
- g) Her parents _____ in Coimbatore for two weeks from today (be). **Ans: will be**
- h) Nothing much _____ when I got to the meeting (happen). **Ans: had happened**
- i) Scientists predict that by 2050, man _____ on Mars. (land) (June-'25) **Ans: would have landed**
- j) Sh! Someone _____ to our conversation! (listen) (July-'22) **Ans: is listening**
- k) The plane _____ off in a few minutes. (take) **Ans: will take**
- l) They _____ about me when I interrupted their conversation. (talk) **Ans: were talking**
- m) Justin and his parents _____ in an apartment right now because they can't find a cheap house. (live) **Ans: are living**
- n) Rajini Prem's family _____ in Chengalpet now. (be). **Ans: is**
- o) Yusuf _____ to the movies once in a while (go) (Aug-'21) **Ans: goes**
- p) This _____ an easy quiz so far (be). **Ans: has been**
- q) Our team _____ any games last year. (not win) **Ans: did not win**
- r) We _____ a wonderful film in the cinema last night. (see) **Ans: saw**
- s) Hurry up! The movie _____ (already, begin) (May-'22) **Ans: has already begun**

MODAL AUXILIARIES

Task 1 : Fill in the blanks with modal auxiliaries.

- a) The candidates _____ answer five out of ten questions. **Ans: must**
- b) How _____ you open my bag? (FRT-'22; May-'23) **Ans: dare**
- c) Tajudeen _____ finish this work by Monday. **Ans: should / will**
- d) _____ I go to school today? **Ans: Shall**
- e) I wish you _____ tell me the truth. **Ans: would**
- f) Poonam _____ not catch the bus yesterday. **Ans: could**
- g) People who live in glass houses _____ not throw stones. **Ans: should**
- h) You _____ not go to the market as I have brought vegetables. **Ans: need**
- i) _____ you have taken all this trouble? **Ans: Could**
- j) You _____ be joking. **Ans: must**
- k) I tried to climb up the tree, but _____ not. **Ans: could**
- l) Hima Das ran so fast that she _____ win the medal. **Ans: could**
- m) You _____ lead a horse to water, but you _____ make it drink. **Ans: can; can't**
- n) I _____ like to have a cup of coffee. **Ans: would**
- o) My grandfather _____ visit this temple when he was young. (Aug-'21) **Ans: used**

Task 2 : Complete the following sentences with modals using the clues given:

- a) You _____ help the needy. (moral obligation)
- b) If I were you, I _____ not behave like that. (conditional sentence)
- c) I _____ never tell a lie. (determination)
- d) My uncle _____ have reached by now. (possibility)
- e) The patient is critical. He _____ be taken to the hospital. (compulsion)
- f) I _____ to play hockey when I was a student. (past habit)
- g) You _____ not attend my class. (order)
- h) He _____ come today. (remote possibility)
- i) You _____ follow the traffic rules. (regulation)
- j) He _____ play the match. (willingness)
- k) You _____ not waste time on it. (necessity)
- l) Had the doctor come in time, he _____ have saved the patient. (probability)

Ans: ought to

Ans: would

Ans: will

Ans: might

Ans: must

Ans: used to

Ans: must

Ans: may

Ans: must

Ans: will

Ans: need

Ans: would

REPORTED SPEECH

Task 1 : Read what these people say and rewrite as sentences.

1. Raja said that he was very busy.
2. Satya said that she had completed her work.
3. Johnson said that he didn't like to go out.
4. Akshita said that she had just come from Chennai.
5. Jayan said that he was learning English.
6. Madhu said that she had bought a pen the previous day.
7. Joseph and Mary said that they would be going for shopping the next day.
8. Afsar and Ayesha said that they could not attend the party.
9. Satish asked him how he was.
10. Victor said that he was fine and thanked him.

Task 2 : Read the following dialogue and complete the report in the space provided.

- a) Priya : Where are you going?
 Vijay : I am going to the railway station.
 Priya : Why are you going there?
 Vijay : I want to receive my uncle who is coming from Bangalore.
 Priya asked Vijay (a) where he was going?
 Vijay replied (b) that he was going to the railway station.
 Priya further inquired (c) why he was going there.
 Vijay stated that (d) he wanted to receive his uncle, who was coming from Bangalore.
- b) Teacher : Why are you late?
 Divya : I missed the bus.
 Teacher : You should have reached the bus stop on time.
 Divya : My grandmother is ill. So, I had to take her to the doctor.



Teacher: I am sorry. What ails her?

Divya: She has high fever.

The teacher asked Divya why she was late. Divya replied that (a) she had missed the bus. The teacher told her that (b) she should have reached the bus stop on time. Divya said that her grandmother was ill so she had to take her to the doctor. The teacher felt sorry and further asked her (c) what ailed her. Divya explained that she (d) had high fever.

Task 3 : Rewrite the following passage in indirect speech.

Pradeep got out of bed with much excitement. He remarked to his sister Varshini that it was going to be a lovely sunny day. Varshini begged Pradeep to let her sleep a bit longer and suggested him to go and help mother in cooking since he was feeling so enthusiastic. Pradeep said that he would surely help and asked his mother whether he could help her. His mother agreed to his request and asked him to have his breakfast and added that there were idlis and vadas on the dining table. Pradeep thanked his mother and said that he would surely help her by eating them.



LETTER WRITING

a) Read the following letter carefully, discuss with your partner and answer the questions:

Questions :

a. Who is the sender of the letter?

Ans: Srivatsav is the sender of the letter.

b. Who is the receiver?

Ans: The editor of a newspaper is the receiver.

c. What is the issue?

Ans: Reckless riders who violate the traffic rules should be punished.

d. What is the request of the sender?

Ans: The sender requests the concerned authorities to take appropriate measures to put an end to the menace.

e. Who will take steps after reading it?

Ans: The law and the police will take steps after reading it.

b) You have chosen Computer Science in the Higher Secondary Course. Write a letter to your friend giving reasons for your choice. Read the clues given in brackets to complete the letter. (June-'24)

No. 4, Gandhi Street,
K. K. Nagar, Chennai - 78.
7th March, 2019
Dear Rahul,

Hope you are fine. I would like to inform you that I have chosen Computer Science in my Higher Secondary course. I took this group, because it has a very good scope for my future. I wish to become a Computer Engineer in a software company and go abroad for my prospects in my career. Recently we have heard a lot of unhealthy happenings in Social Media and the society. All these have made me to take up this profession to 'cleanse' the unhealthy situations. I have plans to pursue my higher studies in this field.

All the best for your CA preparation. Convey my regards to your mother, father and brother.

Yours lovingly,
K. Ramesh.

TASK

- (a) **You had been to your Grandma's house during the summer holidays. You enjoyed your stay in her company. Write a letter to your Grandma stating how much you miss her after returning to your home.**

30, 2nd Street, (FRT-'22; HY-'23)
Shanthi Nagar, Chennai - 80.

25th February, 2019.

Dear Grandma,

I am fine here. How is your health? Are you taking your medicines daily? During the summer holidays, I was with you in Salem. I cannot forget those happy days. I miss you a lot Grandma. After returning to Chennai, a day never goes without remembering you. How you had cared for me during my stay with you! How much I enjoyed in your beautiful garden, listening to your wonderful stories! I can never forget those pleasant days. I am longing to see you again. Convey my love to grandpa, aunt and uncle.

Yours lovingly,

R. Nisha.

- (b) **You are the head of the English Department in a renowned institution. You are invited to preside over the inauguration of English Literary Club in your alma mater. Respond to the letter you have received either accepting the invitation or expressing your inability to attend the function.**

From

C. Nagaraj
Professor of English, Head of the Department,
ABC Arts College, 'K' City
Pin : YYYYYY

5th June, 2019

To

The Principal
XYZ Higher Secondary School,
'B' City, Pin : XXXXXX

Dear Sir,

Sub : Accepting your invitation.

This is to inform you with pleasure that I shall preside over the inauguration of your English Literary Club on 15th of June. I will be there in your school before 3.30 p.m. for the

programme. I have made some changes in my schedule to attend this programme, as this is the school, where I had studied from 1978 to 1985. I feel honoured to preside over this event.

Thank you,

Yours sincerely,

C. Nagaraj

(Head of English department)

Address on the envelope :

To

The Principal
XYZ Higher Secondary School,
'B' City, Pin : XXXXXX

- (c) **Write a letter to the Headmaster of your school requesting him to help you obtain a duplicate mark sheet of class XII, which you lost while travelling.** (HY-'19; Mar-'23)

From

S. Madan,
12, Gandhi Street,
Poonamallee, Chennai.

3rd January, 2019

To

The Principal,
RMM Hr. Sec. School,
Poonamallee, Chennai.

Dear Sir,

Sub : Requisition - Duplicate mark sheet regarding.

I wish to bring to your kind notice that I lost my mark sheet while travelling to Trichy. Last month, I visited my aunt's place at Trichy to do my higher studies in the college over there. Unfortunately, I lost my mark sheets while I was travelling. So I request you to kindly issue my duplicate mark sheet as I need to do my higher studies.

Thank you.

Yours sincerely,

S. Madan

Address on the envelope :

To

The Principal,
RMM Hr. Sec. School,
Poonamallee, Chennai.



- (d) Write a letter to AZ Company requesting them to replace the defective juicer that you bought recently. Include the following details: the problem, date of purchase, receipt number, model and warranty. (PTA-2; Aug-'21)

From

S. Rajesh
52, Oliver Road,
Jaya Nagar, Bengaluru.

2nd February, 2020

To

The Manager
AZ Company,
Jaya Nagar, Bengaluru.

Sir,

Sub : Replacement of the defective juicer - Reg.

Two days back, I bought a juicer from your company. It was a blue colour Preethi Juicer. It cost ₹ 2,000/-. Yesterday it was delivered to me. After I started using it, I discovered that it was defective. You have given me two years warranty for that juicer. So kindly replace the defective product with another one. It was bought on 30th January 2019 and I have enclosed the bill along with this letter, for your reference.

Thank you,

Yours sincerely,
S. Rajesh.

Address on the envelope :

To

The Manager
AZ Company,
Jaya Nagar, Bengaluru.

- (e) You wish to become a pilot. Write a letter to a college enquiring about the details of the pilot training course offered by the college. Include the following details in your enquiry: duration of the course, fee structure, scholarships, hostel facilities and placement details. (July-'22; June-'25)

From

Suresh. K
26, Sardar Patel Road,
St. Thomas Mount,
Chennai - 600 016.

21st January, 2019

To

The Principal
MNN College of Aeronautical Engineering,
St. Thomas Mount, Chennai - 600 016.

Dear Sir,

Sub : Pilot training course - Reg.

I wish to join the Pilot Training Course, which is offered in your esteemed college from this year. Kindly give me the details of the duration of the course and the fee structure. I would like to know if I can avail any scholarships for this training. Further, kindly let me know about the hostel facilities and the placement details after the completion of this training.

Thank you.

Yours faithfully,

K. Suresh

Address on the envelope :

To

The Principal
MNN College of Aeronautical Engineering,
St. Thomas Mount, Chennai - 600 016.

- (f) Write a letter to the manager of Waves Furniture Company ordering furniture for a coaching centre. Include the following details: description of the furniture, number of pieces, mode of payment, time and delivery options. (PTA-1; Mar-'25)

From

K. Namitha,
No. 10, Raman Street,
Thirupathi Nagar,
Kolattur, Chennai - 600 099.

24th February, 2020

To

The Manager,
Waves Furniture Company,
Kolathur, Chennai - 600 099.

Sir,

We are starting a coaching centre for the students of X, XI and XII standards. So we need to order some furniture for our centre. Kindly send us the following furniture, to the above address.



1. Writing tables - 10 Nos - big, wooden
2. Chairs (big) - 30 Nos - wooden
3. Stools (small) - 10 Nos.

We need these furniture on or before 1st March before noon. I am sending you a cheque of ₹ 5,000/- as an advance for this furniture. The balance would be paid on delivery of the items.

Thank you,

Yours sincerely,

K. Namitha.

Address on the envelope :

To

The Manager,
Waves Furniture Company,
Kolathur, Chennai - 600 099.

- (g) **Write an application for the post of Personal Secretary to the Managing Director of a company. Include the following details: Educational qualification, experience, various other qualifications required for the post.**

(PTA-3 & 4; FRT-'22; QY-'24)

From

S. Vasanth Kumar,
62, Ayappa Nagar,
III Street, Agaram, Chennai - 82.

23rd February, 2020

To

The Recruitment Manager,
Vivid Colours Pvt. Ltd.,
T. Nagar, Chennai - 17.

Respected Sir,

Sub : Application for the Post of Personal Secretary to the Managing Director - Reg.

This is with reference to your advertisement published in 'The Hindu', dated 22nd February, 2019 for the post of Personal Secretary to the Managing Director. I wish to apply for the said post. If given a chance, I shall discharge my duties sincerely to the utmost satisfaction of all my superiors. I am enclosing my resume for your perusal.

Thank you,

Yours faithfully,

S. Vasanth Kumar

Encl : Curriculum Vitae

CURRICULUM VITAE

Name : S. Vasanth Kumar

Date of Birth : 10th December 1988.

Father's Name : H. Sampath

Address : 40, Temple Street,
Chennai-10

Educational

Qualification : 1. B.A. (Hons) - 65%
2. M.B.A. (HR) - 60%

Work Experience : Presently working in National Computers Pvt. (Ltd.) Since July 2012 as Personal Executive.

Languages known : English, Tamil and Hindi

References : 1. Dr. S. Roy, HOD
Business

Administration
Department, Madras
University.

2. Dr. R.M. Rohit, Director
National Computers
Pvt. Ltd, Chennai.

Declaration

I hereby declare that the above particulars are true and correct to the best of my knowledge.

Date : 23.02.2019

S. Vasanth Kumar

Place : Chennai - 82

Signature

Address on the envelope :

To

The Recruitment Manager,
Vivid Colours Pvt. Ltd.,
T. Nagar, Chennai - 17.

- (h) **Write a letter to the Editor of a newspaper about the nuisance created by the roadside vendors blocking the pavements and occupying the parking zone. (HY-'19; QY-'23)**

From

M. Randeer,
No. 15, Jawahar Street,
Kolathur, Chennai - 600 099.



25th February, 2019

To

The Editor,
C/O The Hindu,
859, Anna Salai,
Chennai - 600 002.

Sir,

Sub : Nuisance created by the roadside vendors - Reg.

We, the residents of Kolathur in Patel Nagar are facing nuisance created by the roadside vendors. They block the pavements and occupy the parking zones as well. Kindly publish this in your newspaper, for the smooth functioning of all pedestrians.

Thank you,
Yours sincerely,
M. Randeer.

Address on the envelope :

To

The Editor,
C/O The Hindu,
859, Anna Salai, Chennai - 600 002

- (i) Write a letter to your relative or friend who is admitted in hospital for treatment of jaundice. Advise him/her not to worry about the illness and be positive. Assure him/her of your psychological and financial help during the crisis.

23rd February, 2019

My dear Ravi,

I am sorry to hear that you are admitted in the hospital for the treatment of jaundice. You will soon get well and come out of the hospital happily and in good health. Be positive always. Don't worry about studies. If you need any help, I am there to help you with notes. Kindly don't hesitate to ask. I pray that you should get well soon.

Wishing you a quick recovery.

Yours lovingly,

M Rajesh

Address on the envelope :

To

Mr. Ravi
3, K. K. Street,
St. Thomas Mount, Chennai - 600 016

WARM UP

Life is full of ups and downs. It has pleasant surprises as well as rude shocks. Nevertheless, every incident offers a lesson for us to learn and evolve into better individuals.

Mention some unexpected challenges or adversities one could face in life.

Caught in a Cyclone

Sudden floods

Loss of limbs

losing cell phone

What qualities do you think one should possess to handle hardships and overcome them?

Confidence

Courage

Will Power

Perseverance

