

Q. 41. You are resident of Mangal Vihar Colony, Alwar. Write a letter to the Editor, Rajasthan Patrika, about the misuse and poor maintenance of the public park in your area.

Ans.

118-A, Mangal Vihar Colony, Alwar

December 15, 20xx

The Editor,
Rajasthan Patrika
Alwar.

Sub: *Poor maintenance of Public Park.*

Sir,

Through the columns of your esteemed daily, I want to draw the attention of the authorities concerned towards the poor maintenance of the public park in our area.

Public Parks are the lungs of the locality where residents come and refresh their tired and fatigue minds. But in our colony, the park is not well maintained or say not at all maintained. The park suffers from the utter neglect of the authorities. The residents of a nearby basti are using the area as public convenience. Some rowdies create disturbance and abstract in proper up keeping of the park. The park has become the favourite halting place of stray cattle, dogs and pigs. Miscreants sit and gamble here in the broad daylight. They create disturbance and affect the normal health and hygiene of the common man. In reality, the park has become a safety heaven for all types of evil characters. If no immediate actions are taken, the park will turn into a devil's den and a cause of nuisance for the colony.

I hope the authorities concerned will take immediate steps in the matter.

Yours faithfully,
XYZ

Q. 42. You are a resident of South West Block, Alwar. Write a letter to the Superintendent of Police about the unauthorised construction of a block of three shops adjacent to the public park.

Ans.

329-South West Block,

Alwar

15th Dec, 20xx

The Superintendent of Police
Alwar (Rajasthan)

Sub: *Unauthorised construction adjacent to the public park.*

Sir,

May I lodge a complaint against Sh Ram Nath who has constructed a block of three shops adjacent to the Nehru Park in our colony. The construction was completed in the late hours of night when there was none to oppose. In the morning, a block of shops was found disfiguring the park area. This has created a good example for others to occupy the government land, in any way one likes. There is complete "Goonda Raj" in this area. Powerful men are usurping the property of the Government for their own benefits. It is not out of place to mention 'Might is Right'. In the morning some residents opposed but instead of listening to their voice, he threatened them to shoot. There is complete chaos and an atmosphere of fear prevails in the area.

It looks he has got good relations with high ups. If this remains the state of affair, a day will come when others will also occupy the available land. This is the only main park where children can play and rest in the morning and evening.

Please take action and protect the park from the misercants spoiling its use and beauty.

Yours faithfully,
XYZ

Q.43. You are Pralay Kumar of 125, Jahangir Road, New Delhi. Write a letter to the Police Commissioner (Traffic) about inadequate parking facility in the Connaught Place area of New Delhi.

Ans.

125, Jahangir Road,
New Delhi.,
20th Aug, 20xx

The Police Commissioner (Traffic)
Connaught Place, New Delhi.

Sub: *Inadequate parking facility at Connaught Place .*

Sir,

Connaught Place is the heart and soul of our capital. It is the most busiest and cleanest site of the capital. It attracts a large number of businessmen, foreigners and tourists daily. Being the centre of trade, there is great hustle and bustle in the market. During the peak hours one cannot park his car at a safe place here because the parking facilities are very much inadequate. If one has to park his vehicle, he has to look here and there for safety of vehicles and availability of a parking place. If a suitable site is available by chance, it becomes difficult to get one's vehicle back because of the shortage of sufficient space. Under these circumstances it is imperative on the part of the authorities to make sufficient spots available for parking the vehicles.

I hope you will definitely realise the inconvenience caused to all as above. Please take suitable steps to solve this genuine problem.

Thanking you.

Yours faithfully,
Pralay Kumar

Q. 44. You are Tek Chand of 115, Subhash Nagar, Jaipur. Write a letter to The Postmaster complaining about the irregular delivery of letters and parcels etc.

Ans.

115, Subhash Nagar,
Jaipur,
25th August, 20xx

The Postmaster
General Post Office,
Jaipur (Rajasthan)

Sub : *Irregular Delivery of Letters.*

Sir,

I want to draw your kind attention towards the negligent working style of Mr. P.K. Verma, the postman of this area. He is very irregular and negligent in his work. He does not deliver the letters and delivery parcels on daily basis. He never comes in time. He often throws the letters either in the "Ganda Nala" or gives them to the small children playing in the streets. Many times the letters are lost and the business is also hampered due to irregular and late delivery of letters. This is a matter of great concern and can cause a great loss. On many occasions he has been warned to mend his ways but he paid a deaf ear to the requests of the residents.

Kindly take necessary action in this matter and Mr Verma be immediately transferred to some other area, lest he should take revengeful action against some of the residents.

Thanking you.

Yours faithfully,
Tek Chand

Q. 45. You have visited the general hospital by chance. You find the condition of the hospital very pathetic. Write a complaint letter to the CMHO, Jaipur Hospital in this matter.

Ans.

The CMHO,
General Hospital ,
Jaipur (Rajasthan)

12, Gurunanakpura,
Adarsh Nagar,
Jaipur
24th September, 20xx

Sub : *Uncleanliness and negligency of the staff in the General Hospital.*

Sir,

May I lodge a simple but very important complaint to draw your attention towards the poor facilities available in the General Hospital and the neglectful attitude of the medical staff. The nurses hardly attend to their duties and generally busy in gossiping. Even the low priced tablets and medicines remain out of stock in the hospital. The toilets are never found clean, always emit a very foul smell. Yesterday an attendant took her mother to toilet, the nauseating smell made her nervous and she fainted. A complaint was also lodged with the staff nurse on duty, she took no care of the complaint.

The electric wiring is lying uncovered and tubes don't emit proper lights. The sweepers even leave the rubbish in the small corners. Everywhere a smell, uncleanliness, dust and negligence prevails. I don't know how the staff is so indifferent and working in such unhygienic conditions.

I hope you will take steps to improve the conditions and proper arrangements to keep the hospital clean be made immediately.

Thanking you.,

Yours faithfully,
XYZ

Q. 46. You are Dipti Sharma of 110, Raja Park, Jaipur. Write a letter to the General Manager, Rajasthan Roadways, Jaipur, complaining about rude and irresponsible behaviour of the drivers and the conductors.

Ans.

The General Manager,
Rajasthan Roadways
Jaipur (Rajasthan)

110, Raja Park,
Jaipur
25th June, 20xx

Sub : *Complaining about rude and irresponsible behaviour of the drivers and the conductors.*

Sir,

I want to draw your kind attention towards the rude and irresponsible behaviour of both the drivers and the bus conductors with the commuters. They look towards the passengers with indifference and behave with them in a very strange and absurd way. They lack etiquettes and use filthy language.

Generally the bus drivers do not stop the bus at the fixed stops, they rather disdain the travellers and stop before or after the stop so the passengers have to run after the bus. The passengers hardly approach the bus when it starts. In this way many commuters fall and feel lot of irritation and insult.

No less irresponsible is the behaviour of conductors. They never bother whether the passengers have got into the bus or not but they are bent on blowing the whistle. The bus moves while passengers have only one foot on the foot board. This leads to the falling of the poor passengers and sustaining injuries by them several times.

They have forgotten the elementary duties of a good driver and conductor and behave indecently. They show no courtesy and sympathy towards the senior citizens and the ladies.

It is my humble suggestion that at the time of their recruitment and during the initial training they must be taught how to deal with the passengers. Regular training in this matter may help them to understand the problems of the commuters. Presently, they must be instructed and advised suitably to mend their ways and a surprise checking in this respect also be done.

Thanking you

Your faithfully,
Dipti Sharma

Q. 47. Write a suitable letter in reply to the following advertisement signing yourself as “Somebody”.

Found a Suitcase

A suit case is found in Jammu Mail on 28/02/20xx, the owner should contact the Station Master, Delhi Cantt. with proof of belongings.

Ans.

B-423, Man Singh Park
New Delhi, April 27, 20xx

The Station Master,
Delhi Cantt.

Sub: *Missing suitcase*

Dear Sir,

Please refer to your advertisement published in the ‘Times of India’ on dated 23.3.20xx, regarding the suitcase found in the Jammu Mail on 28.2.20xx, I want to bring to your kind notice that the suitcase belongs to me.

It is a VIP Suitcase-22 inches, of grey colour. My name ‘ABC’ is pasted on it. It contains three white shirts, two trousers, one blue-coloured pant, one towel, a comb and one ball pen and some coins also. It also contains my original certificate (Matric and MA Economics) with attested copies, one issue of ‘Akhand Jyoti’ monthly, as well as a newspaper of that day. I had returned on that day after from Kanpur an attending interview.

I shall feel obliged if the same is returned to me. Please let me know the date and the time, convenient to you, when I may collect my suitcase.

Yours faithfully,
Somebody

Social Letters (Invitations)

Formal Invitations:

Invitations are of two kinds—Formal and Informal Invitations. A formal invitation is generally written to third person and contains no heading, no salutation and no complimentary. The writer’s name should appear in the body of the invitation. The address of the writer and the date should be written to the left, below the communication.

Formal Invitations
Smt and Shri Chawla
request the pleasure of Shri SK Mathew’s company
at dinner
on Monday, the 24th of July at 8 P.M.
at
Jai Palace, Jaipur.

20th July, 20xx

Informal Invitations:

Informal invitations are like ordinary letters, though using more formal language. They are addressed to the recipient by name and the formal close is generally any of the following

Sincerely Yours, Yours Sincerely, Yours affectionately, etc.

Informal Invitations

My dear Shri Verma,

Will you please give me the pleasure of your company at dinner on Monday, the 18th July, 20xx at 8.30 P.M. at my residence.

Yours very sincerely,

Prakash Jha

12, Alka Puri, Alwar,

15th July, 20xx

Examples of Invitations

Q. 48. As Mrs. and Mr. Ramesh Dutt invite Mrs. and Mr. C.R. Pathak on the occasion of their daughter, Anu's marriage with Uttam at 8 P.M. on Monday, 4th Oct., 20xx

Ans.

Mrs. and Mr. Ramesh Dutt

request the pleasure of the company of

Mrs. and Mr. C.R. Pathak

on the occasion of the marriage of their daughter

ANU

with

UTTAM

S/o Mrs. and Mr. Vivek Dutt

at 8 P.M. on Monday, 4th Oct. 2003

AT THEIR RESIDENCE.

RSVP

49, Manu Marg

Alwar

Q. 49. As the Principal of Bal Bharati School which is holding its Annual Day Function at 6.00 P.M. on 12th November 20xx in the school auditorium. Design an invitation card to be sent to the parents and other invitees. The Chief Minister of Delhi has agreed to be the Chief Guest on this occasion. Do not exceed 50 words.

Ans.

BAL BHARATI SCHOOL, ALWAR

CELEBRATES ITS

Annual Day Function

on

12th November, 20xx

at

6.00 P.M. in the

SCHOOL AUDITORIUM

CHIEF GUEST: The Hon'ble Chief Minister of Delhi

The Honourable Chief Minister will give away the prizes to all the meritorious students. You are cordially invited to grace the occasion with your besign presence.

Principal

Q. 50. Write a formal letter of invitation to a friend of your son inviting him to your son's birthday party.

Ans.

MRS. AND MR. GAURAV NAGPAL

request the pleasure of the company of

MR. HITESH SHARMA

on the occasion of the 20th birthday of their son

RAHUL

at 7.00 pm on 12th August, 20xx

6-C, Model Town

Delhi-110007

Phone : 011-2334329

RSVP

With Compliments

Friends & Relatives

Q. 51. Write a formal letter of invitation to your friend inviting him to your son's birthday party.

Ans.

Mrs. and Mr. P. K. Sharma

request the pleasure of the company of

Mrs and Mr. S. C. Gupta

on the auspicious occasion of the 18th birthday of their son

GAURAV

at 6.00 P.M. on 5th January, 20xx

132/13 Panchsheel Colony, Udaipur.

Phones No : 4312342, 4769790

RSVP

XYZ

Q. 52. Draft an invitation for a formal dinner at Home.

Ans.

Mrs. and Mr S. C. Gupta

invite

Mrs. and Mr P. K. Sharma

to

THE BIRTHDAY PARTY

of their son

HEMANT

On Tuesday, the 1st Oct., 20xx, at 6.00 P.M.

at their residence, M-3 Satywadi Colony, Purjan Vihar, Jaipur.

Please grace the occasion with your presence.

RSVP

Q. 53. Write a formal reply to your neighbour accepting the invitation to his brother's birthday party. Invent names, date, time and place etc.

Ans.

Mrs. and Mr. G.K. Kapoor

of Kota City

Thank

Mrs. and Mr. K. L. Arora

for their invitation

on

the auspicious occasion

of

the birthday of

Mr. S. L. Arora
(Younger brother of Mr. K.L. Arora)
 and
 accept the same and promise to be there
 on Tuesday 5th October, 20xx at 6.30 P.M.
 at their residence at
 M-43 , Purjan Vihar Udaipur.

Q. 54. You are R. Kumar S/O Shri K. Kumar of 31 Janta Colony, Jaipur. Prepare a draft for an invitation card to be sent on behalf of your parents on the occasion of the wedding of your sister.

Ans.

Smt. and Shri K. Kumar
 request the pleasure of your company of
 on the auspicious occasion of the marriage
 of their daughter
REENA
 with
MAYANK
 (Son of Shri KL Gupta of Rohtak)
 on Friday, 4th December, 20xx at 8.00 P.M.
 at their residence 31, Janta Colony, Jaipur
 as per the following programmes

Reception of Barat	7.00 P.M.
Dinner	9.30 P.M.,

5th December, 20xx

5.00 A.M.

RSVP Doli
 M/s R. K. Garments
 20, Park Square Bangalore
 Phone-653434

With Best Compliments from

All Relatives
 &
 Friends

Q. 55. You are Miss Komal Mittal of 134/32, Panchsheel Colony, Udaipur. You are celebrating your 20th birthday next week. Draft a formal invitation to a tea party. (Do not mention the invitee's name).

Ans.

MISS KOMAL MITTAL
 requests the pleasure of your company
 at a
TEA PARTY
 on the occasion of her 20th birthday
 at 5.30 P.M. on Sunday, August 12th, 20xx
 at her residence 134/32, Panchsheel Colony, Udaipur.

RSVP
 Mittal Refractories
 Udaipur, (Rajasthan)
 0294 2512103

Q. 56. You have set up a cooperative store in your colony, Nayabas, Alwar. You have decided to invite one member from each family settled there to its inaugural ceremony. Prepare a draft of the invitation letter for the purpose.

Ans.

M/S G. N. Nagpal and Sons
announces the opening of their new establishment
NAGPAL COOPERATIVE STORE
Nayabas Alwar

INAUGURATION

on Sunday, the 2nd October, 20xx at 9.00 P.M.

by Dr. Gaurav Mittal

One member from each family settled in Nayabas Alwar
is cordially invited.

Visit for all kinds of domestic items Readymade Garments
Cosmetics, Medicines and Electrical items.

AVAIL INAUGURAL DISCOUNT OF 10% ON ALL GOODS.

RSVP

Nagpal Cooperative Store

Phone : 2334329.

Office Circulars

Q. 57. As the Head of your office, draft a circular for the staff outlining the need and value of punctuality in keeping office hours and quick disposal of writs and other work. (RAS 97)

Office of Dy. Commissioner Commercial Taxation
Hasan Khan Mewat Nagar Alwar
Circular

Ref.No.KB/14/15/20xx

Date: 27th Sept, 20xx

For All the members of the staff including the Officers

All the members of the staff including the officers are instructed to adhere to the punctuality in coming to the office and leaving the office. Hence, attendance in the office is desired upto 10.00 am positively. It has been noticed that some of the employees including the officers are habituated of coming late and leaving the office before time that is before 5 P.M. This causes great inconvenience to the public. Lack of punctuality and leaving the office before time is an act of indiscipline and it leads to delay in disposing of the files and hinders smooth working. Intentional delay and keeping the work pending must be stopped forthwith. All the officers are instructed to dispose off all the pendency within a week and apprise the undersigned in the matter positively on next Monday.

Noncompliance on the part of any staff including the officers shall be viewed by the undersigned seriously.

XYZ

Dy. Commissioner (Administration)

Q. 58. Draft a circular from the Government of Rajasthan, Department of Civil Supplies, addressed to all District Supply Officers advising the steps to be taken for proper distribution of essential commodities from fair price shops.

Government of Rajasthan
Secretary Department Civil Supplies, Jaipur

Circular Ref: Civil Sup /26/20xx

Date : 15th July, 20xx

Subject : *Distribution of essential commodities through Fair-price shops.*

For: All District Supply Officers

It has come to the notice of the Government that some fair-price shop dealers are not making the proper distribution of the essential commodities, instead they are selling the commodities in open market. Some fair price shops are not being opened on regular basis. In rural areas specially the shops remain either closed or the commodities are not distributed to all the people, which frustrates the aim and objective of opening these fair price shops. People are facing great problems in getting the commodities from these shops and the dealers are getting undue advantages by selling the commodities in open market. The matter was discussed in a meeting presided over the Minister for Civil Supplies and a very serious view was taken of the situation.

I therefore, advise you to make all our efforts to make the supply regular in a proper manner. You are also being advised to implement the following measures agreed upon in the meeting :

- (1) The enforcement Inspectors should visit personally all the fair price shops and should also meet the Panch or the Sarpanch of the villages. Not only this, reports and views of the general should also be taken and noted in their daily diary to ascertain the factual position.
- (2) The DSOs should also make a point to visit at least 15 fair price shops in a month and verify the daily diary of the enforcement Inspectors invariably. Out of the 15 fair price shops 10 must locate in rural areas.
- (3) Action including the suspensions and termination of licence of the dealer of the fair price shop should be resorted to, in the first instance. In second chance the dealership of the fair price shop must be terminated and legal action should also be initiated as per the advice of the legal cell.
- (4) Periodical inspection report and the visit reports are be submitted to my office on the monthly basis.

Intimate the compliance to the undersigned within seven days.

S.K. Mahajan

Secretary Civil Supplies

Q. 59. Draft a Circular to all Commissioners and District Collectors working as District Election Officers to make adequate arrangements for the free and fair General Assembly Election.

Office of The Election Commissioner

Government of Rajasthan, Jaipur

Circular Ref: EC/3/05

Date : 21/9/ 20xx

Phone : 23334512

Fax:2334511

Sub : Election Urgent

For : All Commissioners / Dist.Collectors

As per instructions and guidelines received from the office of the Chief Election Commissioner Government of India, New Delhi vide Cir .No CEC/GE/2/03dated 15/9/0..... and in compliance of the same, you are hereby instructed to make proper arrangements, planning and preparations for conducting the free and fair Assembly Elections.

Please get all the voterlists updated and printed timely. Ensure to get the Photo-identity card issued to all voters. Get the Ballot boxes checked if required get the same repaired and new ones ordered. Marking and mapping of polling stations and polling booths are also to be done. Sensitive areas be marked and requisition for additional Police Force be sent in advance.

Lists of Zonal Magistrates, Presiding officers, Polling Officers and employees for election duty be chalked out in advance. In all circumstances the elections must be conducted in free and fair atmosphere. Compliance be made under intimation to the undersigned. This should be treated as most urgent.

XYZ
Election Commissioner

Q. 60. Draft a circular from the Finance Secretary, Government of Rajasthan, to all Departments, District Officers and Commissioners requesting them to adopt measures of further economy.

Government of Rajasthan

Office of the Secretary Finance, Jaipur

Circular No.F 348/26/20035

Date: 28.8.20xx

Subject: *Economy Drive*

For: All Head of Deptts., Commissioners and District Collectors.

To review the drought and famine conditions prevailed in the State, a High Power Committee has instituted under the Chairmanship of Chief Minister. The Committee has decided in its last meeting held on 23rd August to adopt some thrift measures as per following

- (1) An overall cut of 20% in all non-plan expenditure with immediate effect.
- (2) All unnecessary and avoidable TA bills be reduced by 25% with immediate effect.
- (3) Expenses on Office purchase be stopped forthwith. No expenditure will be made on office purchase without the permission of the Deputy Secretary of the respective Ministry.
- (4) All the Medical Bills be thoroughly checked before making the payments.

All the concerned Departments under your jurisdiction be informed of the instructions immediately.

Compliance of the order be submitted to the undersigned within three days.

KK Jha,
Finance Secretary

Memorandums

Q. 61. As Deputy General Manager of a Private Limited Company, write a memo to the General Manager informing him about the damage caused by fire in the factory.

Kotsons Mills Pvt. Ltd.

Mall Road, Mumbai

Ref. No GM/26/0.....

23rd Aug. 20xx

Memorandum

From: Dy General Manager

To: The General Manager

Subject: *Damage caused by Fire.*

It was on 22nd August 20xx a fire broke out in the Mills Showroom at about 3 O'clock in the night. It seems to be caused by short circuit and the entire Showroom was in full flames within minutes. It took nearly four hours by the two fire brigades to control the fire. The total damage estimated is not less than ₹ One crore, as some goods lying in the adjacent godown also caught fire, lot of the goods was saved by the timely arrival of the fire brigades. The Insurance Company has since been informed and a requisite claim for the damage will be submitted within three days.

I am trying to chalk out the plans and the measures to be taken to prevent such happenings in future. A detail report will be submitted to you at the earliest.

Sd/-
Dy. General Manager

Q. 62. As Deputy Secretary in the Ministry of Home Affairs, Central Government, New Delhi, write a memorandum to be sent to all the State Home Ministers, expressing the Government's concern about police excesses in the States .

Government of India

Ministry of Home Affairs, New Delhi

Ref No.HM /SHM/5/0.....

18th July, 20xx

Memorandum

Subject: *Police Excesses in States.*

Undersigned has been directed to apprise all the State Home Ministers that the entire Lok Sabha has expressed its sincere concern and taken a serious view of the excesses committed by the police more or less throughout the country. The department of Police comes under the State List, so it is the sacred responsibility of all the States to check the recurrences of any such cases. Cases of deaths in police custody, indiscreet firing, cases of violence and rape against the women and similar other cases of indecent and torture, have been reported frequently by the Press. Human Rights violation is a crime even committed by a government deptt. The honourable Home Minister has expressed great concern over the situation and he has earnestly desired that the police ought to be sensitise and police officials be trained to deal with common mass politetly and should exercise the powers within their limits. Strong and strict action must also be initiated against the criminals irrespective of their status in the society.

Therefore it is urgently required that a meeting of all the Superintendents of Police of the States be called to discuss the ways and means to check this social evil. A report be sent to the Ministry at the earliest.

Ram Dhari Dinkar
Deputy Secretary

Copy to:
All the Home Ministers of All States.

PRECIS WRITING

How to Write a Good Precis? (Brevity is the Soul of a Good Precis)

Definition: Precis शब्द का उद्भव लैटिन शब्द praecisum से हुआ है, जिसका अर्थ है : to cut short. Precis शब्द का English में अर्थ precise, exact, concise से लिया जाता है।

What is a Precis?

It is a short summary of the essential ideas of a longer composition; the basic thought of a passage is reproduced in miniature, retaining the mood and tone of the original. It must possess clear, emphatic diction and effective sentence construction. Its unity and coherence should be emphasised through smooth, unobtrusive transitions.

Precis denotes a brief, concise and clear, well connected abstract, summary or gist of a given passage. As per the Oxford Dictionary it means a concise or abridged statement of a summary. To make precis of a given passage, we should extract its main points, and then express them clearly in as few words as possible. Precis is a summary or a condensed composition of bare facts.

Essentials of a Good Precis

- (1) **Completeness** (पूर्णता): किसी भी Passage की Precis करते समय यह ध्यान रखना आवश्यक है कि Precis में कोई महत्वपूर्ण बिन्दु न छूट जाए। Passage के पूर्ण तथ्य, विचार और उद्देश्य Precis में दृष्टिगोचर होने चाहिए।
- (2) **Compactness or Well connected** (दृढ़ता या निरन्तरता): Precis के sentences परस्पर आबद्ध (well connected) होने चाहिए। Precis को पढ़ने पर ऐसा प्रतीत नहीं होना चाहिए कि उसमें निरन्तरता (Continuity) नहीं है। Compactness, Continuity तथा तथ्यों का परस्पर आबद्ध (Well connected) होना, एक अच्छी Precis की विशेषता है।
- (3) **Brevity** (संक्षिप्ता): Precis लेखन के सन्दर्भ में कहा जा सकता है कि '*Brevity is the soul of a good precis*'. सामान्यतया Precis हेतु शब्द-सीमा दी जाती है। यदि शब्द-सीमा न दी गई हो तो Precis, दिए गये passage की 1/3 होनी चाहिए। Brevity के लिए ध्यान रखने योग्य मुख्य बात यह है कि Passage में दी गई superfluous, unnecessary और irrelevant details हटा देनी चाहिए। Passage में दिए गए Comparison, Illustration या anecdote इत्यादि को Precis लिखते समय हटा देना चाहिए। Precis लिखते समय Important एवं Unimportant को अच्छी तरह छाँट लेना चाहिए एवं unimportant को हटा देना चाहिए।

संक्षिप्तता (Brevity) के लिए अच्छी vocabulary एवं One word substitution का भी पर्याप्त ज्ञान होना चाहिये, लेकिन brevity के लिए हमें Clarity, Compactness एवं Completeness का त्याग नहीं करना है। जहाँ तक सम्भव हो Precis में स्वयं के बनाए हुए वाक्य ही प्रयुक्त करने चाहिए। Passage में दिए गए sentences को जैसे का तैसा (as it is) उतार लेना नहीं है।

- (4) Precis को Indirect speech में Third person एवं Past tense में नियमानुसार लिखा जाता है।

- (5) Precis लिखते समय अपने Views या Opinion नहीं दिए जाने चाहिए।
- (6) Precis की भाषा Simple तथा grammatically correct होनी चाहिए।
- (7) Precis का Heading, Passage की theme के अनुरूप ऐसा होना चाहिए जो एक शब्द में पूरे Passage के बारे में बताए। Heading सामान्यतया Passage के शुरू में या अन्त में मिल जाता है जो पूरे Passage के Idea या theme को बताता है।

How to Write a Good Precis?

उपरोक्त आवश्यक तत्वों को ध्यान में रखते हुए जिस Passage की Precis लिखनी है उस Passage को दो बार पढ़िए। उसमें से Important बिन्दुओं को Underline कर लीजिए या अलग से उतार लीजिए। फिर उन्हें और भी संक्षिप्त करने हेतु ऐसे sentences में से भी Decorative words, Comparison आदि हटाकर इन्हें आपस में जोड़ दीजिए/ध्यान रखिए Precis की completeness, compactness तथा clarity बनी रहे।

Do's and Don'ts of Precis Writing:

- (a) Start your precis by stating the main idea of the Passage.
- (b) Do not use the words 'in this article'. Use the style 'Jackob argues that the most significant contribution of the Iraqies was.'
- (c) When writing about history, use the Past tense.
- (d) Do not use abbreviations or contractions.
- (e) Avoid words like big, good, bad, little, and a lot. Also do not use the phrase 'throughout history'. This is cliché.
- (f) Titles of texts should be put in italics or underlined.

Precis Writing : Examples

Q1. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

When our childhood has fallen behind us and taken on some of the glamour of distance we often ransack our memories in order to call up to our mind's eye the picture of the children we were. Then we are surprised to discover how little we remember of our earliest days; they have gone for ever and seemingly have left nothing behind them. All is lost in haze, and no definite image rewards our efforts to recapture the incidents of infancy.

Some, however, can recall more than others; one may remember something that happened when he was only a child of two, while another may find his memory blank—a clean sheet of paper as far as anything is concerned which befell him before he was five. Yet, perhaps as regards things generally, the memory of the latter may be stronger than that of the former, it is only in regard to his early childhood that the first man's memory is stronger.

To account for these variations is not easy : there are so many factors to be taken into account. Nature and circumstances have to be considered. One may be markedly introspective, unconsciously looking into himself from his earliest days : another may have had an accident which could not fail to impress itself on his memory. Again, one man may remember earlier events because his memory is a visual one, while another looks not so far back because his memory is more of the mind and a child's mind is of slower development than his sight.

Some Tips : Memory of Childhood

Main points of the passage are to be noted down :

- (1) We remember little of our earlier days.
- (2) The memory of some extends farther back than that of others.
- (3) Variations in the memory of childhood are due to a person's nature and early circumstances.

Use above points to write a precis leaving aside unimportant and superfluous items :

Precis : Memory of Childhood

After some years, if we look back to our earliest days of childhood, we would find that we remember very little. The memories of some however can go back farther than that of others. It is not necessarily the stronger memory that does it. It is the nature of a man and his circumstances that determine the extent of his memory. A man with visual memory may have better memory than others.

Q2. Make a precis of following passage. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

It is possible to score goals and lose the game. It is possible to win battles and lose the campaign. It is possible to make money and miss a fortune. The short-sighted man suffers, no matter where he is found; he may see some things with excessive clarity, but he fails to get the true perspective which will enable him to arrive at wise conclusions. He gains one thing, but he loses something better.

This is a very common error. The student makes it when he forgets the life-goal in thinking of the medal or the scholarship. The saint forgets it when he thinks of today and forgets the greater tomorrow. The businessman misses his way when he chooses a present gain and forfeits ten times as much in the future. The youth makes such a mistake when he marries a girl of good look, and forgets the character which will be necessary to command his respect for forty years to come.

Man was made to think and unless he uses his brain he will stumble into no end of unseen morasses. There is a future, and it cannot be evaded; and when it is reached it cannot be changed, for we are just deciding what it shall be. We are our own destiny-makers. It is well to face the future with care and caution.

How to make the precis ? Learn through the following example :

Disadvantages of Short-sightedness

Main points of the passage are to be noted down :

- (1) Winning and losing game and money are possible in life of everybody. A man who suffers from short-sightedness sees only the immediate gain with clarity, but loses something better and greater in the future.
- (2) The students who cares more for the medal than for the goal of life, the saint who thinks of the present and not of the glorious future, the businessman who for an immediate gain forgoes greater future gain, and the youth who marries a girl of good looks rather than of character, all are the victims of this grave error.
- (3) Our future lies in our own hands. We are our own destiny-makers. We should face the future with care and caution.

Use above points to write a precis leaving aside unimportant and superfluous items :

Precis : Disadvantages of Short-sightedness

Winning and losing game or money are part of life. A short-sighted person loses the greater future gain for an immediate small gain. The student misses his life-goal for the medal or scholarship, the saint ignoring future bliss for the present achievement, the businessman forgoing a larger future fortune for the present trifle gain and the youth marrying a good looking girl rather than one of character, all are short-sightedness of the respective fellows. We are the architect of our future, and therefore, of our destiny; we should face it warily and carefully.

Q3. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

How many apparent defeats, Enthusiasm has transformed into victories ? It is one of the most vital elements in all successes, but in the sphere of religious activity its value cannot be overestimated. Nevertheless it must be admitted that enthusiasm is not something that can always be had merely for the asking.

In the first place, to be effective, enthusiasm must be genuine. Simulated enthusiasm is a weak, vapid thing that soon dies. People do not become enthusiastic merely by wanting to be. It is not something that can be thrust upon others at will. Nothing could be more ridiculous than for someone to rise before a large gathering and say, "I move them all and they became enthusiastic!" Enthusiasm is not necessarily a noise or shouting or even feverish activity. These may be, and sometimes are, manifestations of its presence, but not necessarily so. Often, indeed, such symptoms are merely spurious imitations, and as far from the genuine articles as the counterfeit money from the real money.

All genuine, lasting enthusiasm must be built upon knowledge. This is the true fountain from which it bubbles up, and nothing will take its place. People cannot be lastingly enthusiastic about that of which they know nothing.

Learn to make Precis through the following example :

The Power of Enthusiasm

Main points of the passage are to be noted down :

- (1) Enthusiasm has transformed many apparent defeats into victories.
- (2) It is the most vital element in all successes. But enthusiasm cannot be had for the asking.
- (3) Genuine enthusiasm is effective. Simulated enthusiasm is a dull and temporary thing. Enthusiasm cannot be forced upon others.
- (4) Genuine enthusiasm can be built upon knowledge alone. One cannot be enthusiastic about a thing for long unless one has complete knowledge of it.

Use above points to write a precis, leaving aside unimportant and superfluous items :

Precis : The Power of Enthusiasm

Enthusiasm is one of the most important elements to achieve successes and has turned many sure tumbling into victories. But in order to be effective and lasting, it must be genuine. Simulated enthusiasm dies soon. We should distinguish real from false enthusiasm which consists in noise, shouting or feverish activity. Genuine enthusiasm can be built upon knowledge alone. To be lastingly enthusiastic about a thing, the people should have complete knowledge of it.

Q4. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

When in the course of human events it becomes necessary for one people to dissolve the political bonds which have connected one another and to assume among the powers of the earth a separate and equal station, a decent respect for the opinions of mankind requires that they should declare the causes which impel them to separation.

We hold truth to be self evident that all men are created equal; that they are endowed by their creator with certain inalienable rights; that among these are life, liberty and the pursuit of happiness; that to secure these rights, governments are instituted deriving their just powers from the consent of the governed; that whenever any form of government becomes destructive of these ends, it is the right of the people to abolish it and to institute a new government, laying its foundation on such principles and organising its power in such form, as to them shall seem most likely to effect their safety and happiness.

Prudence will dictate that governments, long established should not be changed for light and transient causes and accordingly all experience hath shown that mankind are more disposed to suffer while evils are sufferable than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism. It is their duty to throw off such government, and to provide new guards for their future security.

Precis : The People and the Government

Whenever one people forces to break the political bonds with another and assumes an independent status as a separate nation, they should declare the causes of such a separation.

All men are created equal and they possess certain inalienable rights : life, liberty and the pursuit of happiness. Governments are created by the people to protect these rights. If a government fails to secure these, the people have a right to change that government. Prudence requires that long-established governments should not be changed for trivial causes. Only when constant abuses and usurpations threaten to bring them under despotism, then such a government should be thrown off to secure the future well beings.

Q5. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

Trading is a social activity. Whoever undertakes to sell any kinds of goods to the public, does what affects the interest of other persons and of society in general. Thus, his conduct, in principle, comes within the jurisdiction of society. Accordingly, it was once held to be the duty of governments, in all cases which were considered of importance, to fix prices, and regulate the process of manufacture. But it is now recognized, though not till after a long struggle, that both the cheapness and the good quality of commodities; are most effectively provided for by leaving the producers and sellers perfectly free, under the sole check of equal freedom to the buyers for supplying themselves from elsewhere.

This is the so-called doctrine of Free Trade, which rests on grounds different from, though equally solid with, the principle of individual liberty. Restrictions on trade or on production for purposes of trade are indeed restraints; and all the restraints, as the restraint, is evil. But the restraints in question affect only that part of conduct which society is competent to restrain and those are wrong solely because they do not really produce the results which are desired to be produced by them. As the principle of individual liberty is not involved in the doctrine of Free Trade, so neither is in most of the questions which arise respecting the limits of the doctrine : as, for example, what amount of public control is admissible for the prevention of fraud by adulteration; how far sanitary precautions or arrangements to protect work-people employed in dangerous occupations, should be enforced on players. Such question involves considerations of liberty, only in so far as leaving people to themselves is always better than controlling them.

Precis : Control over Trade

Trade affects the society. Governments in the past, as a duty, fixed the prices and regulated the manufacturing processes. Things of cheap and good quality can be available only when the buyers and sellers are free to deal with each other and with anybody else. This is called a Free Trade which may or may not have personal freedom. Restraints for the sake of restraints of trade are unjustified. Restraints imposed by the society itself are improper because the result is not as desired. Enforcement of control to prevent adulteration and to protect people from health hazards again involves the point of liberty. So it is always better to left the people free and let them control themselves.

Q6. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

One has to function in line with the highest ideals of the age one live in. It had been classified under two heads : humanism and the scientific spirit. Between these two there has been an apparent conflict, but the great upheaval of thought today, with its questioning of all values, is removing the old boundaries between the external world of science and the internal world of introspection. There is a growing synthesis between humanism and the scientific spirit, resulting in a kind of scientific humanism. Science also, while holding on to fact, is on the verge of the other domains or at any rate has ceased to deny them contemptuously. Our five senses and what they can perceive obviously, do not exhaust the universe.

During the past seventy-five years or so there has been a profound change in the scientists picture of the physical world. Science used to look at nature, as something almost apart from man. But now, Sir James Jeans tells us that the essence of science is that man no longer sees nature as something distinct from 'himself'. And then the old question arises which troubled the thinkers of the *Upanishads* : How can the knower be known?

How can the eyes that can see external objects see themselves? Science has begun to touch it still, the earnest scientist of today is what the philosopher and the man of religion were in earlier ages. 'In this materialistic age of ours', says Professor Albert Einstein, 'the serious scientific workers are the only profoundly religious people. In all this there appears to be a firm belief in science and yet an apprehension the purely factual and purposeless science is not enough. Was science providing so much of life's furniture, ignoring life's significance?

There is an attempt to find a harmony between the world of fact and the world of spirit, for it was becoming increasingly obvious that the over emphasis on the former was crushing the spirit of man. The question that troubled the philosopher of old has come up again in a different form and context : How to reconcile the life of the world with the inner spiritual life of the individual ? The physicians have discovered that it is not enough to treat the body of the individual or of society as a whole.

Precis : Scientific Humanism

One has to act according to the age one lives in. Humanism and Scientific spirit have been treated as the two conflicting and different thoughts in the past, but now the two are being synthesized and being called Scientific Humanism. Science relates to factual analysis of the things, but it has been realised by the scientists also that pure factual science is not serving the purpose of humane. Earlier scientist thought that the nature and man are different and have no relation with each other, but now the perceptions have changed. It resulted into the happy blending of science and religion. The need of harmony between the facts of the science and the spirituality is felt necessary, as both are essential for an individual. Taking care of both the physical and the spiritual aspects are necessary to keep a man fit.

Q7. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

Although our age far surpasses all previous ages in knowledge yet there has been no correlative increase in wisdom. The agreement between the two ceases as soon as we attempt to define 'wisdom' and consider means of promoting it. I want to ask first what wisdom is and then what can be done to teach it.

There are, I think, several factors that contribute to wisdom. Of these, I should put first a sense of proportion the capacity to take account of all the important factors in a problem and attach to each its due weight. This has become more difficult than it used to be owing to the extent and complexity of the specialized knowledge required of various kinds of techniques.

Suppose, for example that you are engaged in research in scientific medicine. The work is difficult and is likely to absorb the whole of your intellectual energy. You have no time to consider the effect which your discoveries or inventions may have outside the field of medicine. You succeed (let us say) as modern medicine has succeeded, in enormously lowering the infant death-rate, not only in Europe and America but also in Asia and Africa. This has the entirely unintended result of making the food supply inadequate and lowering the standard of life in the most populous parts of the world.

To take an even more spectacular example, which is in everybody's mind at the present time : You study the composition of the atom from a disinterested desire for knowledge and incidentally place in the hands of powerful lunatics the means of destroying the human race. In such ways the pursuit of knowledge may become harmful unless it is combined with wisdom and wisdom in the sense of comprehensive vision is not necessarily present in specialist in the pursuit of knowledge.

Comprehensiveness alone, however, is not enough to constitute wisdom. There must be also, a certain awareness of the ends of human life. This may be illustrated by the study of history. Many eminent historians have done more harm than good because they viewed facts through the distorting medium of their own passions. Hegel had a philosophy of history which did not suffer from and lack of comprehensiveness, since it started from the earliest time and continued into an indefinite future. But the chief lesson of history which he sought to inculcate was that from the AD 400 down to his own time Germany had been the most important nation and the standard-bearer of progress in the world.

Perhaps, one could stretch the comprehensiveness that constitutes wisdom to include not only intellect but also feeling. It is by no means uncommon to find men whose knowledge is wide but whose feelings are narrow. Such men lack what I am calling wisdom.

Precis : Knowledge vs Wisdom

Our age is far ahead of previous ages in the matter of knowledge, but not so in case of wisdom. Wisdom means a sense of proportion. It further means to analyse a problem in the light of all the related factors. Comprehensiveness itself does not mean the 'wisdom'. Technical knowledge about medicines and atomic energy does not bother about the far-reaching consequences of its use. So, there should be wisdom to control and guide the use of knowledge. Besides comprehensiveness, wisdom includes the awareness about the ends of our lives. The study of history well threw light on this point. Some historians distorted the facts of history because of their personal passion and interest. Indifferently pursuing for acquiring the knowledge may result in its misuse, if used by a man having no wisdom. A man with wide knowledge but no feelings is a man without wisdom.

Q8. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

What is a perfectly free person? Evidently a person who can do what he like, when he like and where he like, or do nothing at all if he prefers it. Well, there is no such person, and there never can be any such person. Whether we like it or not we must all sleep for one-third of our lifetime; wash and dress and undress; we must spend a couple of hours eating and drinking; we must spend nearly as much time in getting about from place to place. For half the day we are slaves to necessities which we cannot shirk, whether we are monarchs with a thousand servants or humble labourers with no servants. And the wives must undertake the additional heavy slavery of child-bearing if the world is still to be full of people.

These natural jobs cannot be shirked. But they involve other jobs which can. As we must eat we must first provide food; as we must sleep, we must have beds and beddings in houses with fireplaces and cool; as we must walk through the streets, we must have clothes to cover ourselves. Now, food, houses and clothes can be produced by human labour. But when they are produced they can be stolen. If you like honey you can let bees produce it by their labour, and then steal it from them. What you can do to a bee you can also do to a man or a woman or a child if you can get the upper hand of them by force or fraud or trickery of any sort, or even by teaching them that it is their religious duty to sacrifice their freedom for yours.

So, beware if you allow any person, or class of persons, to get the upper hand of you, they will shift all that part of their slavery to Nature that can be shifted on to your shoulders; and you will find yourself working from eight to fourteen hours a day when, if you had only yourself and your family to provided for, you could do it quite comfortably in half the time or less. The object of all honest governments should be to prevent your being imposed on in this way. But the object of most governments is exactly the opposite. They enforce your slavery and call it freedom. But they also regulate your slavery, keeping the greed of your master within certain bounds. They promise that in future you shall govern the country for yourself. They redeem this promise by giving you a vote, and having a general election every five years or so.

At the election, two of their rich friends ask for your vote : and you are free to choose which of them you will vote for to spite the other....a choice which leaves you no freer than you were before, as it does not reduce your hours of labour by a single minute. But the newspapers assure you that your vote has decided the election, and that this constitutes you a free citizen in a democratic country. The amazing thing about it is that you are foolish enough to believe them.

Precis : Perfect Freedom

Perfect Freedom is an illusory thing. None can be perfectly free. Neither the Kings nor the labourers are perfectly free. They also have to obey the natural calls of sleeping, eating, clothing, drinking etc. For fulfilling these calls, we need food, beddings, which is produced by human labour, but which can be stolen also, just as man steals honey from bee hives. In the same way, man exploits other weak people through force or fraud. Strong are the slaves of nature. They in turn, enslave the weak by forcing them to work from eight to fourteen hours a day. This exploitation should have been stopped by the governments, but instead of stopping this, they perpetuate slavery in the name of freedom.

By extending a right to vote, they hoodwink the people with the idea of self governance by choosing their rulers themselves. But the choice is limited because the poor have to choose one rich man everytime who does not bother to give any relief to the poor. The newspapers also make the people feel that they have chosen their leaders and they are befooled to believe that they are the free citizens of a democratic country.



TEST YOURSELF Exercises

Make a precis of each the following passages. As far as possible the precis should be in your own words. Suggest a suitable title for the precis.

- (1) Disarmament assumes a very special importance for us, overriding all other issues. For many years past, there have been talks on disarmament and some progress has undoubtedly been made in so far as the plans and proposals are concerned. Still we find that the race for armaments continues, as also the efforts to invent ever more powerful engines of destruction. If even a small part of these efforts was directed to the search for peace, probably the problem of disarmament would have been solved by this time. Apart from the moral imperative of peace, every practical consideration leads us to that conclusion. The choice today in this nuclear age is one of utter annihilation and destruction of civilization or of some way to have peaceful coexistence between nations. There is no middle way.
If war is an abomination and an ultimate crime which has to be avoided, we must fashion our minds and policies accordingly. In order to achieve peace we have to develop a climate of peace and tolerance and to avoid speech and action which tend to increase fear and hatred. It may not be possible to reach full disarmament in one step, though every step should be conditioned to that end. Much ground has already been covered in the discussion on disarmament. But the sands of time run out, and we dare not play about with this issue or delay its consideration. This, indeed, is the main duty of the United Nations today and if it fails in this, the United Nations fails in its main purpose.
- (2) If the rule of reason, in the region of thought, is the aim of science, the rule of equality, in the region of behaviour, is the aim of democracy. Democracy is not a political arrangement or a form of government. It is a pattern of life, an active conviction which informs and inspires every thought, word and deed. Our present constitution of society induces in its more fortunate members far too great readiness to accept privilege as though it were inherent in the social order as though it were normal and even proper and just.

If we are sincere in our professing of democracy, we should not shut our eyes to the most obvious defects of the present social order. A system which does not offer security and decent employment to multitudes of trained young men suffers from fundamental vice. Society is in danger of splitting to pieces if the few who have the benefits of civilization are not willing to share them with the rest. No state is stable unless it procures for all its members the essentials of a good life.

We acknowledge that health is better than disease, sufficiently better than poverty, shelter better than cold and exposure, ease of mind better than racking anxiety. It is our duty to obtain these essentials of civilized life or the mass of the population to work for basic economic justice for all, if necessary; by the imposition of higher taxes on incomes, land, property and inheritance. Riches were created by the maker for being spent on social purposes. It was Blackstone, not Lenin, who wrote, "The law not only regard life and protects every man in enjoyment of it, but also furnishes him with everything necessary for its support. For there is no man so indecent or wretched, but that he may demand a supply sufficient for all the necessities of life from the more opulent part of the community."

- (3) We talk so much about democracy, without going into ancient records. Parliamentary democracy, roughly speaking, is something of the growth of the last 150 or 200 years. We might remember that, say in England and in other countries too, this parliamentary democracy and the system of giving the franchise to the people was very strictly limited. Till quite recently, some 20 to 30 years ago relatively small number of people had the vote. Even now in quite advanced countries, half the population consisting of women do not have the vote. Therefore, democracy in those countries is presumably thought of in terms of 'male democracy' not female.

When we talk about democracy in the nineteenth century it was a democracy which was limited very strictly to certain classes and gradually after great struggles it widened out; the franchise went wider and wider. Then again after a good deal of trouble, the actual representatives, who were chosen, also spread out from certain limited classes to other. It is a relatively slow process, therefore, it is only in the last, I believe, thirty years or so, that adult franchise has come into being in a number of countries.

That clearly is long enough, I suppose, and yet it is not long enough really to tell us what the ultimate effects of this are likely to be in solving problems etc., because the ultimate test, of course, is how far a system of government solves the problems which the country had a face and the people have to face. Any broadly theoretical approach to this question, good as it may be, does not take you very far if the best of these fails to solve the problems that the country. Of course, the problems are solved not merely by good machines, the structure of government, but by many other things, by the quality of human beings, by their training, by their education, by their character and any number of other things. All that the machine can do is to make it easier for these qualities to develop and remove any element of suppression and actually encourage them to grow.

Now, we talk about democracy again. Democracy has been spoken of chiefly, in the past, as political democracy, roughly represented by every person having a vote. This is a substantial idea, but it becomes obvious that a vote by itself does not represent very much to a person who is down and out, to a person, let us say, who is starving or hungry or has no other resources. He is much more interested in getting food to eat than a vote apart from some few individuals who might be.

Therefore, political democracy, by itself, is not enough except that it may be used to obtain a gradually increasing measure of economic democracy, equality and the spread of the good things of life to other and removal of gross inequalities. That process has, no doubt, continued for some time in countries where there is political democracy and brought about a lessening of these differences, and because of the growth in other ways it has lessened internal tensions, though not completely.

- (4) Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a good conversationalist is to find a subject that interests you and your listeners. There are, for example numberless hobbies to talk about. But the important thing is that you must talk about the other fellow's hobby rather than your own. Therein lies the secret of your popularity. Talk to your friends about the things that interest them, and you will get a reputation for good fellowship, charming with, and a brilliant mind. There is nothing that pleases people so much as your interest in their interests.

It is just as important to know what subjects to avoid and what subjects to select for good conversation. If you don't want to be set down as a wet blanket or a bore, be careful to avoid certain unpleasant topics. Avoid talking about yourself, unless you are asked to do so. People are interested in their own problems, not in yours. Sickness or death bores everybody. The only one who willingly listens to such talk is the doctor, but he gets paid for it.

To be a good conversationalist, you must know not only what to say, but how to say it. Be civil and modest. Don't over-emphasize your own importance. Be mentally quick and witty. But don't hurt others with your wit. Finally, try to avoid mannerism in your conversation. Don't bite your lips or click your tongue or roll your eyes or use your hands excessively as you speak. Don't be like the Frenchman who said, "How can I talk if you hold my hands?"

- (5) Then there is the newspaper press that huge engine for keeping discussion on low level and making the politics test final. To take off the taxes on knowledge was to place a heavy tax on broad and independent opinion. The multiplication of journals "delivering brawling judgements on all things all day long" has done much to deaden the small stock of individuality in public verdicts. It has done much to make vulgar ways of looking at things and vulgar ways speaking them stronger and stronger, by formulation and repeating and stereotyping them incessantly from morning until afternoon and from year's end to year's end. For a newspaper must live, and to live it must please, and its conductors suppose, perhaps not altogether rightly, that it can only please by being very cheerful towards prejudices, very chilly to general theories, loftily disdainful to the man of principle.

Their one cry to an advocate of improvement is some sagacious silliness about recognising the limits of the practicable in politics and seeing the necessity of adapting theories to facts. As if the fact taking a broader and wise view than the common crowd disqualifies a man from knowing what the view of the common crowd happens to be, and from estimating it at the proper value for practical purposes. Why are the men who despair of improvement to be the only person endowed with the gift of deserving the practicable? It is, however only too easy to understand how a journal existing for a day, should limit its view to the possibilities of the day, and how being most closely affected by the particular, it should coldly turn its back upon all that is general, and it is easy too to understand the reaction of this intellectual timorousness upon the minds of ordinary readers who have too little natural force and too little cultivation to be able to resist the narrowing and deadly effect of the daily iteration of shortsighted common places.

- (6) When people who are tolerable fortunate in their outward lot do not find in life sufficient enjoyment to make it valuable to them, the cause generally is caring for nobody, but themselves. To those who have neither public nor private affections, the excitements of life are much curtailed, and in any case dwindle in value as the time approaches when all selfish interests must be terminated by death: while those who leave after them objects of personal affection and specially those who have also cultivated a fellow—feeling with the collective interests of mankind, retain as lively an interest in life on the eve of death as in the vigour of youth and health.

Next to selfishness, the principal cause which the fountains of knowledge have been opened, and which has been taught, in any tolerable degree, to exercise its faculties—finds sources of inexhaustible interest in all that surrounds it: in the objects of nature, the achievements of art, the imaginations of poetry, the incidents of history, the ways of mankind past and present, and their prospects in the future. It is possible, indeed, to become indifferent to all that and that too without having exhausted a thousands part of it; but only when one has had from the beginning no moral of human interests in these things, and has sought in them only the gratification of curiosity.

- (7) The problem of unemployment, I venture to submit, so far as the educated classes are concerned, cannot be solved without reorganising our entire system of education so as to produce not merely men of culture but also practical-minded men who can become useful economic units of the nation. Side by side with this and as an indispensable accompaniment of educational reform we have actually to provide more careers for our educated young men to establish modern lines of cottage industries, to absorb those possessing technical, scientific and practical knowledge in large-scale industries to open other avenues of work.

While I realise the growing importance of vocational education and industrial training. I also feel that such education and such training themselves cannot solve the problem unless each province assumes responsibility for developing those wealth producing activities which alone can find employment for our young men.

If I may be permitted to quote from the report with which I was associated, "There cannot be one single remedy which can solve the question of unemployment, nor can it be solved immediately, but I think that if it is attacked systematically on a well conceived plan with the resources available to Government, great deal of relief can be given to the unemployed among the educated.

While, if Governments are prepared to spend more money on the development of the resources of the country, reorganising the entire system of education and on encouraging and fostering the true spirit of industrialization, a great deal more may be done." I think the time has come when our Provincial Governments, who under the new constitution will be concerned with unemployment should definitely recognise the importance and the urgency of the problem and also the danger of postponing the solution or the danger of proceeding at a leisurely pace. Such steps as have hitherto been taken by governments only touch the fringe of the problem and at times I feel as if there is not that keen and close appreciation of it, which in these days, we are entitled to expect and demand from Governments.

I agree with the point of view that the success or failure of the new Governments, which are to come into being in the provinces within the next few months, will be measured by their ability or inability to face and cope with our economic problems. I do not forget that we have got to work in the midst of imperfect conditions and with such tolls as we can command.

I do not however, believing the paralysing doctrine that we can do nothing to relieve unemployment or economic distress generally until the dream of a new order of society has been realised. It is pleasant to think of "the church of the future, the commonwealth of the future and the society of the future", but the essential and the immediate problem of consideration should be how harmonise this tempting idea with the actual condition of human life in our country.

I may, therefore, hope that whatever may divide your future legislators, they will all be united in taking this very practical problem in a practical spirit. I think the problem is big enough in all its ramifications to engage the attention of a whole time Minister and in any case I sincerely hope that it will not be relegated to a subordinate position in the departmental work of the Government.

- (8) The essential qualities for a man of business are of a moral nature; these are to be cultivated first. He must learn besides to love truth. That same love of truth will be found a potent charm to bear him safely through the world's entanglement—I mean safely in the worldly sense. Besides, the love of truth not only makes a man act with more simplicity, and therefore, with less chance of error, but it conduces to the highest intellectual development. The following passage in the *Statesman* gives the reason : "The correspondence of wisdom and goodness are manifold, and that they will accompany each other is to be inferred; not only because men's wisdom makes them good, but also because their goodness makes them wise.

Questions of right and wrong are a perpetual exercise of the faculties of those who are solicitous as to the right and wrong of what they do and see; and a deeper interest of the heart in those questions carries with it a deeper cultivation of the understanding that can be easily affected by any other excitement to intellectual activity." What has just been said of the love of truth applies also to other moral qualities. Thus, charity enlightens the understanding quite as much as it purifies heart. And indeed knowledge is not more girt about with power than goodness is with wisdom.

The next thing in the training of one who is to become a man of business will be for him to form principles; for without these, when thrown on the sea of action, he will be without rudder and compass. They are the best results of study. Whether it is history or political economy, or ethics that he is studying, these principles are to be the reward of his labour.

A principle resembles a law in the physical world; though it can seldom have the same certainty as the facts which it had to explain and embrace do not admit of beings weighed and numbered with the same exactness as material things. The principles which our student adopts may be unsound, may be insufficient, but he must not neglect to form some : and must only nourish a love of truth that will not allow him to hold any, the moment that he finds them erroneous.

Much depends upon the temperament of a man of business. It should be hopeful, that it may bear him against the faintheartedness, the folly, the falsehood, and the numberless discouragements which even a prosperous man will have to endure. He should also be calm : for else he may be driven wild by any great pressure of business, and lose his time, and his head, in rushing from one unfinished thing, to begin something else. Now this wished for conjunction of the calm and the hopeful is very rare. It is, however, in every man's power to study well his own temperaments, and to provide against the defects in it.

- (9) Culture is an abstract word, the thing is an abstraction and all abstraction tend to become dopes and a dope habit is bad. Let us make it easier by translating it into concrete terms :

"Culture is the training or discipline by which man's moral and intellectual nature is refined and enlightened."

Culture is the product of cultivation. Culture pertains to people and things. You cannot have cultivation an abstraction. You must have something or some person who is cultivated. But people and things differ in their nature. They differ both as objects of observation and as objects of speculation. They are different in shapes and sizes; they are different in their ends or purposes.

The culture of human beings is their cultivation according to their nature, *i.e.*, their purpose, both immediate and ultimate. There is, therefore, no cultivation of men in general except religious cultivation. Religious cultivation is the cultivation of the whole race of men with a view of eternal beatitude or temporal happiness. It is the quality of being cultivated according to the character of your particular purpose religious in relation to your 'last end', secular in relation to your means of earning as living.

Culture, then, that it to say, the cultivation of men means the quality of men who are trained, cultivated according to their common ends of attaining eternal beatitude, but as all men differ from one another and therefore, live and earn their living in different manners, the qualities and kinds of culture will differ.

Such is the nature of culture as I understand it. It is not something added like sugar on a pill. It is the quality of being cultivated according to your way and purpose of living. A peasant culture is the product of peasants cultivated according to the nature of peasant life. A town culture is the product of townsmen cultivated according to the nature of town life. There is no such thing as culture apart from purpose. And human culture is the product of what men do for a living.

- (10) The importance of education in forming character and opinion is very great and well recognized by all. The genuine beliefs, though not usually unconsciously acquired by most children; and even if they depart from these beliefs in later life, something of them remains deeply implanted, ready to emerge in a time of stress of crisis.

Education is, as a rule, the strongest force on the side of what exists and against fundamental change : threatened institutions while they are still powerful, process themselves of the education machine, and instil a respect for their own excellence into the malleable minds of the young. Reformers retort by trying to dust their opponents from position of vantage.

The children themselves are not considered by either party; they are merely so much material, to be recruited into one army or the other. If the children themselves, were considered, education would not aim at making them belong to this party or that, but at enabling them to choose intelligently between the parties; it would aim at making them able to think, not at making them think what their teachers think.

Education as a political weapon, could not exist if we respected the rights of children. If we respected the rights of children, we should educate them so as to give them the knowledge and the mental habits required for forming independent opinions; but education as a political institution endeavours to form habits and to circumscribe knowledge in such a way as to make one set of opinions inevitable.

- (11) People confound literature and article dealing because the plan in both cases is similar, but no two things can be more distinct. Neither the question of money nor that of friend or foe can enter into literature proper. Here, right feeling, or good taste, if this expression be preferred—is alone considered. If a bonafide writer thinks a thing want saying he will say it as tersely, clearly and elegantly as he can. The question whether it will do him personally good or harm, or it will affect this or that friend never enters his head, or if it does, it is instantly ordered out again. The only personal gratifications allowed to him (apart, of course, from such as are conceded to everyone, writer or not) are those of keeping his good name spotless among those whose opinion is along worth having and of maintaining the highest tradition of a noble calling. If a man lives in fear and trembling lest he should fail in these respects, if he finds these consideration alone weigh with him, if he never writes without thinking how he shall best serve good causes and damage bad ones, then he is a genuine man of letters. If in addition to this he succeeds in making his manner attractive, he will become a classic. He knows, although the Greeks in their mythology forgot to say so, that conceit was saved to mankind as well as Hope when Pandora clapped the lid on to the box. With the article-dealer, on the other hand, money is and ought to be the first consideration. Literature is an art : article writing, when a man is paid for it, is a trade and genuine pictures another.

People have, indeed, been paid for some of the most genuine pictures ever painted, and so with music and with literature itself—hard and fast lines ever cut the fingers of those who draw them—but, as a general rule, most lasting art has been poorly paid so far as money goes till the artist was near the end of his time, and whether money passed or not, we may be sure that it was not thought of. Such work is done as bird sings for the love of the thing; it is preserved as long as body and soul can be kept together, whether be pay or no, and perhaps better if there be no pay.

- (12) There are more literate people in India today than ever before. But there are also more illiterates than ever before. More children go to school than at any time in the past. But more children today are out of school than any time in the past. But it is not enough to blame the high birth-rate for this state of affairs. Indeed, it can be reasonably argued that continued mass illiteracy is not the result, but the cause of the high birth-rate. Consequently spread of literacy can be a potent weapon of socio-economic development.

Unfortunately official thought and planning in this regard has betrayed a failure of perception. The problem of illiteracy is related to but not the same as that of education. And while it is a colossal task to provide proper and full academic education to all children and youth in the country, the eradicating illiteracy calls for a different and less leisurely blueprint. The following measures will be in the right direction; more primary schools, new part-time educational centres for those who cannot attend regular schools, and functional literacy centres for adults, especially in semi-urban and rural areas.

- (13) Democracy always needs a kind of public honesty which expresses itself in there being a permanent supply of people who are prepared to question the popular, the accepted and the convenient and to suggest alternatives. Some systems using the name of democracy deny this. They maintain that certain things have been, as it were, revealed to be true and cannot be questioned; certain alternatives are held not to be only desirable, but even indiscussible. This cannot be democracy.

We live in an age of slogans. Slogans are very necessary to make big issue understandable to simple people. One of the most memorable phrases in world history in such a slogan, the French Revolutionaries slogan of 'liberty, equality, fraternity.

But very often sloganology is the art of making an unclear idea appear to be clear when it is no such thing. A functioning democracy must, therefore, be very careful to explain, as far as possible to its citizens what it is talking about, what its terms mean and not simply to speak in resounding formulae.

**SOLUTIONS****TEST YOURSELF Exercises****(1) Heading: Importance of Disarmament**

Precis: Disarmament has acquired a special significance today. In spite of talks, plans and proposals to stop it, mad race for armaments and search for more destructive weapons still continue. In this Nuclear Age we are to choose either total destruction or an atmosphere of peaceful coexistence. To create a peaceful environment we must avoid speeches and talks mounting tensions, fear and hatred. Total disarmament is not possible in one step, but gradual move towards this goal can be fruitful. In order to prove its utility the U.N.O must endeavour to achieve this goal.

(2) Heading: Essentials of Democracy

Precis: The aim of democracy is to establish the rule of equality in the behavioural conduct of society. Democracy is not simply a form of government, but a way of life, an important mode of conduct. In the prevailing order of our society a few classes flourish but masses suffer.

Unless the inequality is removed and the States provide security, employment, health, shelter, peace of mind, basic economic justice and other essentials of civilized life to all the citizens, it cannot be said to be truly democratic. A few affluent can't be safe, if the masses are wretched. For its own existence, it is the first duty of the State to protect the basic rights of the poor and to provide economic justice to all.

(3) Heading: Parliamentary Democracy

Precis: Parliamentary democracy is a product of gradual growth of 150 to 200 years. In the past, franchise was limited in many countries to a few people. Even now there are countries where women do not have any franchise. It was after a long drawn struggle that the right of voting was extended to others. But the ultimate effect of this change has to be seen not simply in the kind of government that it promises to introduce, but in the way it helps the people in solving their economic and other problems. A vote by itself has no value for a starving person. For true political democracy it is necessary that it leads to economic equality, equal distribution of wealth among the people, and to the lessening of their social and economic differences and for all round gradual growth with little internal tensions.

(4) Heading: Art of Conversation

Precis: Art of conversation is a most easily teachable art. A good conversationalist finds a subject of common interest that make him popular among his friends. Unpleasant topics and mannerism should be avoided. One must know what to say and how to say it. One must not only be civil and courteous in his talks but also be mentally quick and witty. Biting lips, clicking tongue, rolling eyes or using hands in excess must be avoided during conversations.

(5) Heading: The Effect of the Press on Public Mind

Precis: By providing own public opinion on all subjects, the newspaper press discourages broad, independent and individual opinions. In fact, the increase in journals has kept the discussion on a low level and destroyed the individuality of judgement. Every hour and every day publication of cheap mass opinion has vulgarly effected the outlook of general public. The presumption of the edition that they can make the newspapers or journals interesting only by feeding to the common passion and prejudices of the general public. They are mainly concern only to the things of temporary and practical interest and disregard the general good and the ideal things. The effect of this press-tendency is very serious on the minds of the common readers who are not capable to resist the force of the common place.

(6) Heading: Happiness in Life

Precis: Persons who fail to enjoy happiness in life in spite of their fairly good means are themselves responsible for this. Only those who are philanthropic and who believe in collective good and have fellow feeling enjoy the life up to the last. For a self-centred man who has no respect for others, finds no enjoyment in life. Further to it is the need of a well cultivated mind for the achievement of true happiness. A disciplined and enlightened man with a curious mind finds interest, in nature, art, poetry and history and every thing. For such a man, the whole world is a consistent source of affection and happiness.

(7) Heading: Unemployment among the Educated Youth

Precis: The problem of unemployment among the educated youth can't be solved by a single remedy. Not only the entire system of education is required to be reconstituted, but also job opportunities for the technically trained and educated youth is required to be created. Each province should encourage and create its employment generating economic activities by having thrust upon the modern cottage and Industrial units. The problem is required to be dealt with patiently and systematically. The steps that our newly formed Provincial Governments have taken so far are not adequate. These Governments should now realise that their success or failure in future depends upon the extent of solving the economic problems of the society particularly this problem of unemployment. The time is very difficult, whatever may be the other differences but this problem is to be tackled unitedly and with all sincerity.

(8) Heading: The Qualities of a Businessman

Precis: The essential qualities of a man of business are not only the wisdom, but also the love of truth. Truthfulness keeps one free from many entanglements and contributes in his intellectual development charity, honesty and other moral values exercise a whole some influence on him. A businessman should also form principles of action. The study of history and ethics would help a businessman enormously and provide ready cut solutions for the actions in case of need. He should at once rectify those principles which prove to be erroneous when put into practice. Temperament also plays an important role in the life of a successful businessman. A patient and cool temperamental businessman can take prudent and wise decisions in difficult circumstances. So one should analyse his temperament well and take care of the shortcomings.

(9) Heading: Cultivation of Culture

Precis Culture is the result of cultivation, it is a kind of training which refines and enlightens the man's moral and intellectual nature. It belongs to both men and things. For men, their cultivation is according to their present or last ends and purposes in life. The form of cultivation may be religious or secular as the purpose of man to attain eternal beauties or to find temporal happiness. As men differ in their ways and means of achieving their purpose, so there are different kinds of culture.

Thus, there is a peasant culture which is the product of peasant life, a town culture is the product of town life. Similarly, human culture is the product of what men do for achieving the purpose of their life. Culture is not at all apart or different from the purpose of life and it is cultivated accordingly.

(10) Heading: The True Aim of Education

Precis: Education plays an important role information of the character and opinion of children. The lessons learned by the children from their parents and teachers last throughout their life. And so the reformers and politicians try to keep education under their control and use education as a tool to frame one - sided opinion for their own advantage. If the rights of children be given due weightage then, we should educate them to think critically and judge independently. Education to be true to its salt, must be kept free from all kinds of social and political influences and prejudices.

(11) Heading: A True Literary Artist

Precis: Literature and article writing are entirely different things. For an article writer money is primary, but a true literary artist does not care for money or for the good opinion of his friends. He writes clearly and elegantly whatever he believes is right. If he has any personal consideration, it is his desire to keep his name respectable among those whose opinion is really worth having. One who writes without fearing the bad opinion of people and without the object of supporting or rejecting any particular cause is a true literary artist. It is true that some artists, have been paid for their work, but a true artist did it, never for money's sake, but for the love of the thing itself and preserved to the last.

(12) Heading: Illiteracy

Precis: High birth-rate is not the cause but the result of wide-spread illiteracy. However, official thought and planning have failed to perceive that spread of literacy can lower birth-rate and bring about socio-economic development. The problem of literacy, is concerned with the education, but its solution is different. Opening primary schools, part time educational centres and literacy centres for adults particularly in semi-urban and rural area can be helpful in tackling the problem of illiteracy.

(13) Heading: Functioning of Democracy

Precis: Democracy needs public honesty, means freedom to the people to question the popular and accepted ideas and to suggest alternatives. In some systems, though named democratic, deny this right are indeed undemocratic. Slogans help in understanding the big issues, but for the proper functioning of democracy the sloganology must not be used to make an unclear thing appear clear, instead things must be made crystal clear to the public .

Directions Four alternative summaries are given below each text. Choose the option that best captures the essence of the text. **[CAT 2004]**

- (A) You seemed at first to take no notice of your school-fellows, or rather to set yourself against them because they were strangers to you. They knew as little of you did of them: this would have been the reason for their keeping aloof from you as well, which would have felt as a hardship. Learn never to conceive a prejudice against others because you know nothing of them. It is bad reasoning, and makes enemies of half the world. Do not think ill of them till they behave ill to you; and then strive to avoid the faults which you see in them. This will disarm their hostility sooner than pique or resentment or complaint.
- (1) The discomfort you felt with your school fellows was because both sides knew little of each other. You should not complain unless you find others prejudiced against you and have attempted to carefully analyse the faults you have observed in them.
- (2) The discomfort you felt with your school fellows was because both sides knew little of each other. Avoid prejudice and negative thoughts till you encounter bad behaviour from others, and then win them over by shunning the faults you have observed.
- (3) You encountered hardship amongst your school fellows because you did not know them well. You should learn to not make enemies because of your prejudices irrespective of their behaviour towards you.
- (4) You encountered hardship amongst your school fellows because you did not know them well. You should learn to not make enemies because of your prejudices unless they behave badly with you.
- (B) The human race is spread all over the world, from the polar regions to the tropics. The people of whom it is made up eat different kinds of food. Partly according to the climate, in which they live, and partly according to the kind of food which their country produces. In hot climates, meat and fat are not much needed; but in the Arctic regions they seem to be very necessary for keeping up the heat of the body. Thus, in India, people live chiefly on different kinds of grains, eggs, milk, or sometimes fish and meat. In Europe, people eat more meat and less grain. In the Arctic regions, where no grains and fruits are produced, the Eskimo and other races live almost entirely on meat and fish.
- (1) Food eaten by people in different regions of the world depends on the climate and produce of the region, and varies from meat and fish in the Arctic to predominantly grains in the tropics.
- (2) Hot climates require people to eat grains while cold regions require people to eat meat and fish.
- (3) In hot countries people eat mainly grains while in the Arctic they eat meat and fish because they cannot grow grains.
- (4) While people in Arctic regions like meat and fish and those in hot regions like India prefer mainly grains, they have to change what they eat depending on the local climate and the local produce.

Solutions : A. (1) B. (2)

REPORT WRITING

What is a Report?

A report is a factual description of some incident taken place or a consolidated statements of some plan or scheme either existing or being implemented based upon some logs collected verbally or in writing.

How to Write a Good Report ?

रिपोर्ट एक औपचारिक सूचना है जो तथ्यों के आधार पर एक विशेष उद्देश्य को ध्यान में रखकर तैयार की जाती है। रिपोर्ट एक घटना से सम्बन्धित हो सकती है, किसी विशेष स्थान या किसी विशेष प्रोजेक्ट को लागू करने से पूर्व या किसी विशेष प्रोजेक्ट या योजना को सफलता-असफलता के सन्दर्भ में या किसी आकस्मिक समस्या के सन्दर्भ में तैयार की जाती है। मुख्य बात है रिपोर्ट तैयार करने हेतु तथ्यों का संकलन। रिपोर्ट में तथ्य **Eye witness** की भाँति या सरकारी-गैर सरकारी आँकड़ों के आधार या सम्बन्धित व्यक्तियों, संस्थाओं से मौखिक वार्तालाप, साक्षात्कार या अन्य आँकड़ों के आधार पर संकलित किए जाते हैं। एक अच्छी रिपोर्ट में समस्त आवश्यक तथ्यों को संकलित कर, उनका समुचित तरीकों से विश्लेषण कर, सम्बन्धित उद्देश्यों हेतु प्रस्तुत करना होता है

रिपोर्ट को निम्न भागों में वर्गीकृत किया जा सकता है:

- (1) **Report to a Newspaper by a reporter:** Newspaper के संवाददाताओं द्वारा किसी घटना के सम्बन्ध में प्रकाशन हेतु प्रेषित रिपोर्ट सामान्य रूप से स्वयं घटनास्थल का अवलोकन कर मौखिक जानकारी करने के पश्चात् भेजी जाती है। इस तरह की रिपोर्ट का Heading, Eye Catching होता है।
- (2) **Report for a Specific Purpose:** कई बार Newspaper के columnist एवं correspondents द्वारा एक विशेष समस्या, एक विशेष प्रोजेक्ट, किसी सरकारी-गैर सरकारी योजना या संस्था के सम्बन्ध में रिपोर्ट तैयार की जाती है जो तथ्यों के वास्तविक संकलन एवं उचित विश्लेषण पर आधारित होती है।
- (3) **Official Report:** आधिकारिक रिपोर्ट, सामान्यतया, एक अधिकारी या समिति द्वारा किसी उच्च अधिकारी को, सार्वजनिक महत्त्व की किसी समस्या के सन्दर्भ में प्रेषित की जाती है। इस तरह की रिपोर्ट किसी एक अधिकारी द्वारा या एक समिति द्वारा उपलब्ध सरकारी-गैर सरकारी आँकड़ों, वर्तमान परिस्थितियों एवं दूरगामी परिस्थितियों एवं परिणामों को ध्यान में रखकर, रिपोर्ट के उद्देश्यों के सन्दर्भ में तैयार की जाती है। कई बार इस तरह की रिपोर्ट, किसी सरकारी योजना की सफलता, असफलता के सन्दर्भ में तथा कई बार इस तरह की रिपोर्ट, वर्तमान समस्या या आने वाली समस्या के समाधान हेतु लिए जाने वाले निर्णय के लिए उपलब्ध आँकड़ों का तथ्यात्मक विश्लेषण करके, संस्तुतियों सहित तैयार की जाती है।
- (4) **Technical/Research Report:** तकनीकी ज्ञान रखने वाले अधिकारी द्वारा या समिति द्वारा इस तरह की रिपोर्ट, किसी विशेष प्रोजेक्ट, योजना के सम्बन्ध में तैयार की जाती है। इसमें आँकड़ों का जटिल विश्लेषण कर तथ्यात्मक टिप्पणी की जाती है। यह महत्वपूर्ण रिपोर्ट होती है, जिसके आधार पर बड़े-बड़े वित्तीय निर्णय लिए जाते हैं।

What is a Good Report?

एक अच्छी रिपोर्ट में निम्न विशेषताएँ होती हैं:

- (1) **Factual Description:** रिपोर्ट तथ्यों के उचित संकलन एवं समुचित विश्लेषण के आधार पर तैयार की जानी चाहिए। Report कर्ता के व्यक्तिगत दुराभाव से प्रभावित नहीं होनी चाहिए।
Report must be factual and free from personal prejudices.

- (2) **Clear, Compact and Concise:** रिपोर्ट, स्पष्ट तथ्यात्मक होनी चाहिए तथा अनावश्यक रूप से लम्बी-चौड़ी नहीं होनी चाहिए। यदि आँकड़ों की अधिकता के कारण रिपोर्ट विस्तृत हो गई है तो अन्त में उसे Summarise करना, अच्छी रिपोर्ट की आवश्यकता होती है।
- (3) **Purpose:** रिपोर्ट का उद्देश्य, बहुत महत्वपूर्ण है। जिस उद्देश्य से रिपोर्ट तैयार की जानी है, उससे असम्बद्ध चित्रों तथा तथ्यों (Irrelevant figures and facts) का संकलन एवं विश्लेषण, रिपोर्ट को अनावश्यक रूप से जटिल बना देता है।

A Good Report must contain relevant points as per the purpose of the Report.

मुख्य बात यह है कि एक रिपोर्ट, तथ्यों के आधार पर निष्पक्ष (Impartial) रिपोर्टर द्वारा स्पष्टता एवं संक्षिप्तता (Brevity) को ध्यान में रखकर उद्देश्य के अनुकूल आँकड़ों के संकलन एवं उचित विश्लेषण के आधार पर तैयार की जानी चाहिए।

Examples of Reports

- (1) *You are Ankit, working as the news correspondent for the Times of India, Mumbai. You are invited by the organisers to cover the programme of the National Film Festival Awards. Write a report giving necessary details in not more than 100 words.*

Sanjay, Manisha Won the Best Awards

Mumbai: 15th April, 200....

(From our news correspondent Mr. Ankit)

The much awaited 9th Film Festival Award 20...., was organised at the famous Buddha Auditorium. The auditorium was fabulously decorated with dazzling light and an electronical effect was given to the stage, to welcome the film stars. The Chief Minister of Maharashtra graced the occasion as Chief Guest. A large gathering cheered the respected leader and the film stars. The awards were given for the best film in Hindi and other regional languages. The best film actor and actress award was conferred on Sanjay Dutt and Manisha Koirala. Other awards included for the best director, character actor, movie director and the best singer. When the function was closed, people crowded the stars to get their autographs. The function was a grand success.

- (2) *As a staff reporter of the Hindustan Times, who witnessed a multiple collision of a Maruti car, a scooter and a tourist bus in a road accident, write a report in not more than 100 words.*

Two Dead, Six Injured in Road Accident

New Delhi, 10th May, 20....

(From our staff reporter)

It was perhaps the most unfortunate and saddest day of many people who witnessed a multiple collision of a Maruti car, a scooter and a tourist bus near ITO, New Delhi. A tourist bus of U.P. Roadways, full of passengers, was on a picnic to India Gate. When it reached near ITO, it hit a Maruti car from the left side and a scooter from the back. The two young boys in their teens, on the scooter were thrown on the road and died at the spot. The dead bodies were lying on the road in a pool of blood. The scooterists were not wearing helmets so they succumbed to the head injury caused in the accident. Even the driver of the Maruti car lost his sense, hit a wall, but didn't get hurt. Passengers in the bus got a sudden jerk. Six passengers seriously injured. All were crying for help. There was a loud hue and cry. The injured were taken to the hospital for immediate medical aid. The whole traffic came to a standstill. The police arrived in no time and registered a case for negligent driving and homicide against the bus driver.

- (3) *You are Mohan, a staff reporter at Times of India. You have witnessed a severe road accident involving a Truck and a Maruti car. Write a report including details about number of people injured and extent of damage caused to the colliding vehicles in not more than 100 words.*

Truck Hits Maruti, One Dead

New Delhi, 16th September, 20....

(From our staff reporter Mohan)

A serious accident took place near Naraina, in which a truck bearing Registration No. DLI 023, D 4573 suddenly jumped the red light and turned to right. It was about to collide with a Maruti car Registration No. DLJ 012, J 1572, but the driver was very smart and careful. He saw the impending danger and took a turn to the left, but could not escape fully. The Truck hit the Maruti and lost its balance and hit the wall in the right. The truck was overturned causing serious injuries to the passengers sitting in the cabin. The driver was thrown out and his head struck against the wall and died on the spot. The three passengers sitting in the cabin of the truck were badly injured, two suffered minor injuries. The Maruti driver got minor injuries. The traffic came to a standstill. The injured were removed to the hospital. Police rushed to the spot and a case was lodged against the truck driver.

- (4) *You are Nisha working as a newspaper reporter for the Hindustan Times. Yesterday, you were invited to attend a press conference convened by the Union Minister for Parliamentary Affairs on the proposed changes in the Constitution of India. Write a report for publication in the newspaper in not more than 150 words.*

Constitutional Amendments Necessary for Stability : Minister

New Delhi, 24th March, 20....

(By Miss Nisha, staff reporter from HT New Delhi)

The Union Minister for Parliamentary Affairs convened a press conference at his residence on the proposed changes in the Constitution of India in order to provide a stable government to the country. Here, in India, Members of the Parliament are elected to run the government. In case any political party fails to get a clear majority to form the government, it has to get the support of other political parties to form a government. Thus, a coalition the government takes place. At present we are having a coalition government, but its success is neither certain nor admirable, as the allies parties in general forced its motives and decisions on the government. This creates great hurdles in the smooth functioning of the government. Sometimes the coalition partners start working against the Government. In order to put a check over such practice, certain changes in the Constitution are under process. The majority party shall be allowed to form a government. In the first instance no candidate should be allowed to change a party after winning the election. On the issues of national interest all parties have to give their consensus. There should be only four political parties which have secured at least 20% votes in the last three elections. Once accepted as coalition partner that party shall not be allowed to withdraw the support. Once a government is formed, that cannot be thrown out unless a majority of two-third of the total membership put a demand in writing to the President and a no-confidence motion is passed by the same majority. When asked about the feasibility of such a move the Minister replied that it is well in the interest of the nation and for the peace and progress stability is must.

- (5) *Paresh Tonk, a correspondent from Statesman, was asked to submit a report on Environment Pollution. Write a report on Environmental Pollution in 80-100 words.*

Environmental Pollution

New Delhi, 25th Oct., 20....

(From our special correspondent Mr. Paresh Tonk)

Environmental Pollution has assumed alarming proportion resulting in a serious health hazard now-a-days. Not only air, but also water has become dangerously polluted. Smoke pollutes the air, sewage pollutes the water and solid wastes (garbage and junk etc) pollute the land. Population explosion, urbanization and industrialization are the biggest causes of the present pollution. Industrial units throw their wastes and chemicalized water in the rivers. Sewage of big cities is being dumped into rivers. This has resulted into spreading of harmful chemicals in the environment which are harmful for the living creatures.

Plants, animals and human beings are suffering from many known and unknown diseases because of this pollution. The polluted water causes cancerous diseases like cholera, jaundice and diarrhoea etc.

The smoke coming out of the chimneys of the factories and vehicles causes serious health problems. We regularly breathe the polluted air and as a result headache, nausea and many diseases of lung and heart take place. This is a serious health hazard to all of us. The public be made aware to the harms and the problems caused due to environmental pollution. Public be advised to use anti-pollutant instruments in their vehicles and regular tuning and pollution check to be made compulsory. Industrial units be forced to take anti-pollution measures. A proper arrangement for dumping of Industrial and sewage wastes be made. Use of Polythene bags be banned. A mass awareness programme be launched by the Governmental and Non-governmental agencies. To save the younger generation from the side-effects of the environmental pollution it is necessary to take immediate and proper action.

- (6) *You are Mr. Ashok Jain. You have seen a student demonstration near Moti Nagar, New Delhi. Write your report in about 80-100 words for the newspaper.*

Students Demonstrated Against Fees Hike

New Delhi, 29th August 20....

(From our special correspondent Mr. Ashok Jain)

The students of Senior Classes of Government School, Moti Nagar walked out of their classes and held massive demonstration against the hike in board fees. They were raising slogans against the government decision for increasing Board fees and abolishing the compartment examinations altogether. They were having hand bills and many posters. They were shouting slogans for restoring the compartment examination and maintaining the status quo in the matter of Board fees. This peaceful procession proceeded towards the office of Education Minister. Approximately 20,000 students gathered at the office of the Education Minister from all corners of Delhi. The police tried to disperse the students, but they did not budge even a single inch. There was complete chaos and the traffic was jammed. The Minister arrived on the spot and had discussion with the student leaders. After discussion, he assured the students for prompt and positive action. The situation was thus controlled and then the students left the place winningly and peacefully.

- (7) *You are Sarla. You visited the Industrial Exhibition at Pragati Maidan. Your teacher has asked you to write a report for the school magazine. Write your report in about 100 words.*

A Report on Exhibition

Delhi, 25th Dec, 20....

(Report by Miss Sarla, a staff correspondent)

A national level exhibition commenced at Pragati Maidan today, inaugurated by the Home Minister. On the inauguration the Home Minister said, "Exhibitions are the reflections of a country's progress into and this exhibition is unique, in which all the States and the Union Territories are participating." Every year many exhibitions and trade fairs are organised by the Governmental and Non-governmental Agencies. This year a specific industrial exhibition was held in Pragati Maidan. All the States participated in this exhibition. It attracted a throng of visitors from all over the country. It reflects that India has made an exemplary progress in the field of Industry. People could be seen in long queues before the different pavilions.

At the machinery section, one could not find a place to keep foot on. Agricultural implements of Punjab were in great demand. Hand made Galichas and dresses of Kashmir also attracted a lot of visitors. The pavilion of Rajasthan was also very interesting as it had very cheap and beautiful items of clay and mud. Some of the stall-keepers distributed hand-bills to the visitors. People were walking here and there in an enthusiastic mood. Small children were enjoying the merry-go-rounds, horse and camel rides. The refreshment corner was also full of hustle and bustle.

- (8) *You are Bhawani Dev, a correspondent from Indian Express. You were an eye witness to an Electioneering campaign in Ahmedabad. Write a report for the newspaper in about 100 words.*

Elections Held Peacefully

Ahmedabad, 25th Nov, 200.... (Report by Bhawani Dev, a correspond from Indian Express)

India being the largest democracy of the world a great emphasis is laid on the free and fair elections. In Gujrat, the election commission declared elections and the schedule of filing and withdrawing nominations as well as the date of election was also announced. This time the Electronics Voting Machines will be used in the elections. All preparations were made in advance. More than thirty candidates filed their nomination papers for Ahmedabad (North) assembly seat. After date of withdrawal there were ten candidates in the fray. Accordingly different symbols were allotted to the contesting candidates. The candidates arranged meetings and put forth their charter of manifesto. Every candidate was trying to tempt and woo the voters through his oily and sweet slogans and speeches. Posters and slogans were decorating the walls.

Several meetings of many high profile leaders and Film stars were organised during the campaign. Hand bills were being circulated among the residents. The candidates were holding corner meetings under a certain code of conduct. The election campaign came to a standstill 48 hours before the date of polling. On the polling day tight security arrangements were made. The voters came in great number and there were long queues in the beginning. The voting started at 7.00 P.M. and continued till 5.00 pm. The counting was scheduled after three days. It was started in the presence of the candidates and their agents as per the scheduled programme. The returning officer declared the result then. The elections were held peacefully and in a congenial atmosphere.

- (9) *Imagine you are posted as SDM in a district, prepare a report on the Pulse Polio Programme carried out in the district.*

From:

Sub Divisional Magistrate
District

To,

The Chief Secretary,
Government of

Sub: Pulse Polio Programme

Sir,

Under National Programme of Polio Eradication, we have carried out the Pulse Polio Campaign on 15th August in the district. A good advance publicity campaign was launched to make the general public aware of the Programme and about the date 15th August, the day of vaccination. A wide publicity was made not only in the city area, but in the remote rural areas also.

Forty teams of doctors and nurses, fifteen for the city area and twenty five for the rural areas deployed on the vaccination day to provide polio drops to every child. Male and Female nurses were deployed to visit door to door and give the drops to the children wherever possible. More than twenty thousand children were given the polio drops on that day.

We are planning to repeat this campaign in the month of October again. This time we shall be covering only the rural areas of the district. Our target for the district is 90,000 children. We have already covered twenty thousand plus forty thousand (in earlier camps) total sixty thousand children so far. We hope not only to achieve our target but also to exceed the same. Every child will be given the drops positively. We are determined to make the Polio Eradication programme a grand success positively.

R.K. Purohit

23rd Aug, 20....

S.D.M

- (10) *You are posted as District Family Planning Officer in the district. Submit a report to the Director, Medical and Health of the State in respect to the Family Planning Campaign launched in your district.*

From:

District Family Planning Officer
District

To,

The Director,
Medical and Health Department
.....
.....

Sub *Family Planning Campaign in the district of ...*

Sir,

As per the instructions received from your office vide letter No. RJ/FP/103/200.... dated 25th December. We launched the Family Planning Campaign on 20th January, 2006.

All the staff of our department was deployed for the purpose. Various voluntary organisations including Panch, Sarpanch and the respected persons of each village were motivated to make the campaign a grand success. In city area the public is well aware to the advantages of adopting family planning measures, but in rural area, more awareness is required to be created.

During this campaign, 315 operations were done and 3,000 packets of condoms were distributed.

To make this programme a regular feature, I like to suggest that at least two Mobile Operation van be made available for the district to cover the rural areas. We want to fix a day for every village, on which the pending cases and the interested cases may be operated on a regular basis.

However we will be achieving our targets positively.

PK Sharma

22nd Jan, 20....

D F P O

Ahmedabad, 25th Nov. 20....

- (11) *You are posted as Assistant Collector in a district. Flood has caused a lot of damage in the district, submit a factual report to Chief Secretary of the State, stating therein the measures taken by you to control the situation and your recommendations to assist the flood affected people.*

From:

Assistant Collector
District

To,

The Chief Secretary,
.....
.....

Sub: *Flood in the district of*

Sir,

I have personally visited the area affected by the recent flood. The villages lying in the path of river 'Sone' are the worst affected. As there had been little rain during the last three-four years so the people started settling nearby the river. The sudden rains have overflowed the river and all the huts and houses within approximately one km range of the river were completely washed away and destroyed. Flood

water entered the houses. People have taken shelter in hills. A huge damage to properties have been done. Two persons died in Takupaka village. An acute shortage of eatables, drinking water and dry fire wood, is being faced.

We have taken all measures to help the flood victims. Packets of food, bottles of drinking water, wheat flour, kerosene etc, are being supplied to the people, with the assistance of the generous people and the NGOs and other voluntary organizations and selfless clubs. To check the spread of any epidemic diseases CMHO was called to take necessary measures immediately. A team of doctors was dispatched to every affected village to take care of spreading of any water borne or any other kind of diseases.

We are taking all possible measures to assist the flood affected people. But looking at the heavy damage caused by the flood, more funds are required immediately. You are requested to arrange at least five crore rupees urgently, so that the relief work can be carried out effectively.

JC Bhagat

19th Sept, 20....

Assistant Collector

- (12) ***Suppose you are Collector of a district. Submit a report to the Chief Secretary of the State in respect to the drought situation in the district. Inform the remedial measures taken by you and what further measures required to control the situation.***

From:

Collector

District

To,

The Chief Secretary,

Government of

.....

Sub : Havoc caused by the drought in the district of ...

Sir,

Our district has been suffering from the shortage of rains regularly for the last four years. Due to scanty rainfall, the water level in whole of the district has gone down tremendously. Without water in the wells and no rainfall, all the crops have dried up thus causing huge loss to every farmer. Our agriculture depends mainly on rainfalls. The dams and ponds are also fully dried up. An acute shortage of water is being faced. Cattle are either sold by the farmers or left to die for the shortage of water and fodder. The cost of fodder has increased tremendously. This drought has so far claimed 120 lives of cattle and affected more than 600 villages of the district with a population of 78 lacs.

'No rains' and 'shortage of water' have created famine like conditions. The drought has rendered lacs of villagers jobless. The dead bodies of animals are stinking in the fields and creating a health hazard. The danger of spreading an epidemic is immense.

I have visited almost all the affected villages. I found the situation very alarming. We are arranging fodder from the nearby state. Water is being supplied in tanks from the city area. Loans are being arranged for the farmers for deepening of wells and electrification of wells. The CMHO is instructed to check the spreading any disease. Free dry wood is made available for the cremation of dead animals.

We have also taken assistance of voluntary organisations, NGOs and other generous people to help the affected people. The situation is under control, yet lot of fund is needed to help the affected people. We need at least 150 crores rupees to start relief work in a proper manner.

Please arrange the necessary funds, so that the situation caused due to the drought may be checked effectively.

Piyush Dixit

28th Aug, 20....

District Collector

- (13) *As a newspaper correspondent of a national daily, write a report for your paper on the destruction caused by flood and the relief measures have been taken by the administration.*

The Editor,
Indian Express,
Bahadur Shah Zafar Marg,
New Delhi-110002

Sir,

I hereby submit to you a report on the flood situation in district Ropar of Haryana. Floods have become a common feature in our country during rainy season. This time it has affected many areas of Haryana, but the situation in district Ropar is the worst. Thousands of people have been rendered homeless. At least twenty-two persons are reported to have been drowned. Thousands of people have been marooned owing to heavy rainfall. One railway track is badly damaged and many roads are under knee-deep water. Property worth crores of rupees has been washed away huts/houses destroyed.

The people of the area are facing the calamity bravely. The Haryana Government is handling the situation on a war footing. The rescue and relief operations are going on in full swing. The medicines, clothes and other necessary articles are being supplied to the flood-stricken people by the Government and voluntary organizations. Many boats have been pressed into service to rescue the marooned people. The Chief Minister of Haryana is personally supervising the relief operations and he has announced an outlay of ₹ 250 crores to rehabilitate the affected people. Many voluntary organizations from neighbouring States Punjab, Rajasthan and Delhi have sent men and materials to assist the relief work. The Government has exempted the farmers from payment of land revenue and postponed the repayment of loans. The situation now appears to be quite under control though most of the areas in the district are still submerged in water. An active team of policemen and two battalion of military soldiers have been keeping round the clock vigil on strategic points. Due to active role played by the political leaders and vigilance of the Government machinery a lot of sufferings of the affected people have since mitigated. It is hoped that, in a week or so, there will be a remarkable improvement in the situation.

XYZ

Correspondent

- (14) *Imagine that you have conducted a survey of teenagers in your city and the television programmes they watch. Write a report for a newspaper about the survey, your findings and your critical remarks.*

The Editor,
The Indian Express,
New Delhi

Sir,

I have conducted a survey of TV watching teenagers about their preferences. A peculiar similarity was observed in the likings of the present teens. A few important points which are universally applicable to all the children who fall between the age of thirteen and nineteen are being discussed here under.

A few special traits and tendencies govern their minds. The teenagers generally select those T.V. programmes, which are action oriented or have love triangle. They prefer adventurous stories, serials involving love, romance and separation, detective episodes, comedy serials and some other programmes like cartoon films etc. They do not relish things of lofty and sublime nature. They enjoy funny, imaginative, romantic and tragedy items, which can make them jump and in themselves one of the heros of the serials. Some serials which show conflict with the society in the matter of love and marriage are also liked by the teenagers very much. They do not need things of intellectual nature.

I think such type of tendencies are not good for their real development. They are living in imaginations and dreams. They are being carried away by the imaginatives of the serials and unable to understand the reality of the life, of the world. They should be inspired to watch different programmes connected with political, social, religious and economic subjects. It is must for the healthy development of the teenagers. The parents should check the children and try to discuss with them and quench their queries. Something radical should be done to raise the level of teenagers thinking. Infact the parents can play a vital role in this matter.

I request you to publish this survey report in one of the columns of your leading daily and oblige.

Yours faithfully,

Rajesh Prassanna

A free lancer.

- (15) *Imagine that you have travelled by train and as a result of derailment of the train all the passengers were delayed and faced many kinds of problems. Write a report for newspaper describing the problem the passengers faced. Narrate the accidents as eye witness.*

The Editor,
The Hindustan Times,
New Delhi

Sub: *A report on Train Accident.*

Sir,

Hardly had the Meerut Shuttle travelled about 20 Kms, when suddenly its three bogies and the engine derailed about 7.15 P.M. on Saturday, the 20th December, 20.... Nine passengers were reportedly died on the spot and 85 injured, some of them were serious.

The Ghaziabad-Meerut Administration of U.P. Government started rescue and relief operations immediately. The nearby local residents helped in the rescue work. The policemen and military jawans have rushed to the place of accident. The injured were taken to Ghaziabad and Meerut hospitals where they are being given treatment. Senior Police Officers and the District Magistrate have already reached the accident site. They are personally supervising the relief work. But still the accident victims are facing a number of problems. Some dead bodies are still lying in the wreckage. The arrangement of power crane could not be made for five hours. In the hospital some patients are complaining against the lack of up-to-date facilities and prompt attention. The relatives of the seriously injured are not able to meet them. Proper arrangements of food, medicines etc, are not being made. However, the Chief Minister of U.P. is in constant touch with the local administration. He has announced a compensation of ₹ 5 lacs to next of kin of the dead and ₹ Fifty thousand for the injured. I hope that the situation will come back to normalcy within two or three days. Further developments will be communicated to you in the next despatch.

Yours sincerely

XYZ.

- (16) *You participated in an inter-college debate competition as a contestant, organized by the Lions Club of your area, in which you spoke in favour of the motion and stood first. The topic for the debate was, "In the opinion of the house, free education upto secondary level should be the fundamental right of every Indian Child." Write a report in not more than 120 words for publication in your college magazine.*

Jaipur, 15th Aug, 20....

(From Rajdeep TDC IInd Yr. Sc.)

Yesterday an inter-college debate competition was organized by Lions Club in our college. Total twelve participants spoke in favour of the topic that free education upto the secondary level should be the fundamental right of every Indian child. Simultaneously twelve contestants spoke against the motion. Many college lecturers, students and parents were there to listen to the different ideas. I was also one of

the contestants. I pleaded that without education a man is just like a devil who can disrupt the life of a nation. It is the education that ennobles our souls and remove darkness from our minds. Education is a window that opens channels to achieve the highest learning. It joins us with the master minds of other nations, whose achievements can be made use of, in the best possible way. Getting education upto secondary level should be a Fundamental Right of every child of India. The government should see that every school going child must attend the school. It is the education that provides wisdom, wealth, prosperity and what not. The audience clapped time and again when I cited many examples supporting my contentions. When the result was declared, I was adjudged as the best contestant. The function was a grand success. Chief Guest, the District Collector, exhorted the president of the Lions Club to organise such type of competitions on regular basis, as such debate opens the minds of the students and make them a good citizen.

- (17) You are a reporter from the Times of India News service. Being an eye witness to AN-52 aircraft, which crashed near Delhi airport. Draft a report of the crash in about 150 words.**

New Delhi, 21st Sept, 20....

(By a staff reporter)

An Indian Air Force transport aircraft crashed near the upcoming Dwarka township in South-West Delhi on 21st Sept., killing 22 persons including all the 17 IAF officials and the pilot on board and injuring seven. The UK built AN-52 first hit electric wires strung across two poles, with one of its wheels breaking off after hitting a concrete structure. It burst into flames after hitting a ten-feet high boundary wall and finally crashed into an under construction DDA water tank. As per one eye witness the pilot saved the residential area by slightly changing the direction of the plane, otherwise a huge loss to the lives and the property could have taken place. The accident took place at about 7:20 A.M. Besides the IAF Men, a 60 years old mason, two children of another mason and two passerby were also killed due to the burning fuselage of the aircraft. The aircrafts' fuselage lay embedded in the water-tank with parts of its engine, wings, scattered on top of the structure. Broken wings of metal and the debris of the aircraft were spread over an area of around 500 meters around large stretches of vacant land. IAF sources said a court of inquiry has been constituted. The Government of Delhi has also ordered a judicial enquiry into the cause accident.

- (18) You are working for Times of India as reporter. Last week, you attended a seminar on 'Pleasures of Eye-Donation', organized by the Medical Association of your district. Write a report of this seminar is not more than 120 words for publication in the Newspaper.**

New Delhi, 29th April, 20....

(By a staff reporter of Times of India)

Last week, a seminar on 'Pleasures of Eye Donation' was organized by the Medical Association of our district at the Andrew's Community Centre on 27th April. A large number of residents attended the seminar. The President of the Association Mr J.H. Jha, stressed the need for protection of our eyes and emphasised the pleasures of Eye donation, "We can provide eyes to the blind and the others who need eyes." People can mention in their will that their eyes can be taken for the benefit of others after their death. It will be a great source of pleasure for the departing soul. They will provide light to the needy people. Much of our generation fail to get proper light and become prematurely blind. It is our duty to help them. Stressing the need of the eye donation the Chief guest of the function Sh. Vijay Dutta said, "By donating eyes we can give support and light to others." It is said, "Eyes are the greatest Blessings on Earth. We can help others even after our death." More than thousand rose to register their names for eye donation after their death. Such functions can solve the problems of blinds to a great extent.

- (19) You are a reporter of the Hindustan Times. One day you happened to attend a seminar on 'Case for Reducing the Retirement Age in the Public Sector from 60 to 55', organised by the 'Society of Public Sector Employees'. Write a report on this seminar in not more than 100 words for publication in the Newspaper.**

New Delhi, 25th June, 20....

(From our staff reporter)

A very exhilarating seminar on reducing the retirement age in Public Sector from 60 to 55 was organized at Sapru House yesterday by the 'Society of Public Sector Employees'. Eminent jurists and legal experts participated in the seminar and spoke vehemently against the reduction of the retirement age and they compared the employees with the politicians who have no age limit for their retirement. They advocated that they can work with more zeal and zest, with more responsibility and sincerity than the modern youth and the politicians. On the other side government advocated that by reducing the retirement age, they will be opening avenues for unemployed youths.

The employment among the youth rather posed a greater threatening to the nation. They can never be compared with politicians as after retirement they can too join politics. It was also pleaded that this will be less costly for the exchequer to recruit new men in the Public Sector. After a heating debate, a consensus was arrived at to fix the retirement age in Public Sector to 58. The recommendations will be sent to the Government for being looked into. The society also asserts that if the Government does not agree to the consensus arrived at, the association of the public sector employees can go to the court and resort to the strikes and other direct actions in the matter.

- (20) *On International Women's Day, different women activists organized functions, seminars etc, in the capital. Being a reporter from Indian Express News Service you attended one of the programmes. Draft a report in about 150 words.***

New Delhi, 9th March, 20....

(By a staff reporter, Indian Express)

From workshops to burning of effigies of politicians and seminars to puppet shows, women activists organized a wide range of programmes in the capital to mark 'International Women's Day' on Monday. The 'Joint Action Forum for Women' organized a seminar on 'Necessity of Women's Empowerment for the Development of the Nation', in which Union Human Resource Development Minister was the Chief Guest. Several other political leaders also graced the occasion with their presence. Most of the speakers asserted the need of passing the bill on providing Women's reservation in Parliament and State Assemblies. The minister informed that the bill on reservation had already been introduced in this budget session of Parliament and the government is trying to get the bill passed with support of the opposition.

He also informed that some political parties are opposing the bill just for the sake of opposition. The member activists exemplify the role of women in the freedom struggle and in the development of the nation. The president of the forum Mrs. Kidwai told that by giving 33 Percent reservation for women, no political party is doing any favour to the women. Women constitute 50% of the total population. A demand for free education for women upto graduation, making judiciary more quick in disposing the cases of crimes against the women was also made. Though participants expressed jubilation at the progress women have made in several fields, but the crude statistics of crime against women and low literacy among women bothered many. Many politicians stressed the need that the women and the girls should avoid invitational and inciting fashions, which resulted in the increase in the crimes against the women and girls. The necessity of moral and ethical values was also emphasised in the education of the young generations. The seminar was a grand success.

- (21) *Pollution has become a problem for all. Write an article on Environmental Pollution in Metropolitan cities. Suppose you are a correspondent of a local newspaper.***

Environmental Pollution in Big Cities

New Delhi, 15th Feb, 20....

(By a correspondent)

Preservation of environment is one of the most alarming problem of today. Most of the big cities are suffering from the problem of conservation and preservation of purity of environment. Our atmosphere is being polluted by various factors like smoke, noise, dirt, dust, chemicals and gases. Even water has become polluted. We need a safer and healthy environment for our survival and for the survival of the

young generation. Water, air and food are the basic necessities of life that all are becoming polluted day-by-day. The rapid industrialisation has made everything polluted, no care has been placed for the safe drainage of the chemical wastes, safe exhaling of the gases. The nature has provided a very balanced and correct system for our survival. For example we inhale oxygen and exhale carbon-di-oxide. This carbon gas is absorbed by plants. Still we need care to preserve our environment.

The recent decisions and directions of the Supreme Court that the vehicles run by the CNG should replace the vehicles run by the petrol and diesels is very important in keeping the air pure and inhalable in big cities. We as a member of the civic society should also not spoil it by spreading unhygienic items, e.g., garbage and rubbish that produce foul smell. We can save our atmosphere by applying and paying careful attention for their proper disposal. It will help us in stopping the spread of dangerous diseases and pollution of the atmosphere. So, it is sacred duty of all to preserve our environment for our survival. We should also adopt the motto. 'Keep clean and Remain clean.'

- (22) *English is a link language and opens a gateway to knowledge. Write a case on 'Importance of English in Education'. Write your description in about 100 words.*

Importance of English in Education

Meerut, 26th Jan, 20....

(From special correspondent)

India became free 15 August, 1947. The Britishers ruled over India, they left their imprint on us. Since, then English forms an important part of our educational system. All the technical, medical and professional courses are taught in English. The literature of these subjects are available in great abundance written in English. Without English our education seems to remain incomplete. It has opened a way to see the world in its entirety. It has become a universal language. In every country, we find people speaking, talking and understanding English. In reality, English has become a link language and we cannot do without it. It paves our way to understand the culture, customs and other activities of different nations. In this period of globalization it is, but necessary to learn writing and speaking good and correct English.

- (23) *'Drug Addiction' has become great menace against the society. Write an article for your college magazine on Drug Addiction in about 100 words.*

Drug Addiction

Mumbai, 15th March, 20....

(By Kapil Nagar)

The word 'addiction' implies to be habitual to something and it is generally applicable in bad sense. Of course, addiction to anything is bad, but drug addiction is the worst of all. The modern scientific research has proved the harmful effects of regular use of a particular drug. It not only damages our digestive system, but also spoils our nervous system. In reality it is a breeder and an invitation to death. It is a slow poison, degrades one to the lowest level. All our energy and vitality is sucked like a bacteria sucks our blood. The user becomes hollow just like a coconut. The addict person loses his moral values and to get the drug he can commit any crime like theft, dacoity, even the murder. He cannot do any thing properly, can't work, can't rest, can't play, even can't sleep without taking drugs. Addiction to smoking, wine, smack, hashish and heroine distort the mental ability, agility, confidence, propriety of any decision of a drug addict. We should avoid use of such narcotics.

- (24) *As the correspondent of a local daily, write a report for the paper on need of vocational education in India.*

Vocational Education

Hisar, 30th April, 20....

(From Local Correspondent)

The Britishers provided us a very outdated and defective system of education. That system produces clerks and white collar job-seekers. India is facing a great problem of educated unemployment because of this educational system. After Independence many changes have taken place in our educational system.

The Kothari and Chattopadhyaya Commissions have strongly recommended for the vocationalization of education. Many vocational schools or colleges find place in our society. Vocational Education helps us in controlling unemployment. Above all, vocational education gives us a sense of dignity of labour. We can stand on our foot without feeling any work ignoble. It is a high time that Government and our society should come forward to open more and more such vocational institutions, so that the youth do not feel frustrated after completion their studies and get employment or can start their own ventures.

- (25) *You are correspondent of a local daily, you find very unhealthy craze among the students for the foreign goods. Write an article for a newspaper in about 100 words.*

Craze for Foreign Goods

Chandigarh, 12th May, 20....

(From Local Correspondent)

A general tendency is now-a-days seen among the students that they are attracted by foreign goods, whether good or bad, but whatever they purchase should be originated from a foreign country. This idea never enters into our brains that Indian goods are not in any way inferior. We have advanced to such an extent that many items are being exported by us. Our goods are of the superb quality. Still we have a sensation to buy a foreign make. We are admired in construction, utility and acclaim its worth. In some of the cases, even our manufactured items are labelled as made in foreign, e.g., Japan, England and Germany etc. We never try to examine its worth, utility and consumption. Gone are the days when even from the smallest needle to the highest implement was imported from England or USA. This led to a habit of liking for the foreign goods. It is also a worth mentioning fact that foreigners do not like to purchase foreign goods. They believe in purchasing their own national goods. Let us come forward and initiate steps to buy own *Swadeshi* goods. Consuming goods made in our own country saves very precious foreign exchange.

Look at the following Original Reports taken from a Newspaper :

Economic Times, dated 4th Jan, 20....

Sensex Rise Makes MF Investors Junk Debt

Mumbai, 4th January

Financial Correspondent

Equity culture is making deeper inroads due to the rising sensex. Mutual fund investors who have been traditional debt schemes takers are opting for the riskier equity oriented schemes to crash into the sensex party, Puja Mehra reports from New Delhi. Historically, MF investors in India have had a huge debt bias. Total share of assets under management in equities, however, has grown gradually, but steadily, over the past few months. As per latest data, the share of assets deployed in equities has risen to 21.6% against 16.0% in 03. Significantly, the jump in the equity share has come despite the blow of net outflows from existing equity schemes. These schemes suffered heavy redemption pressures from investors booking profits. Investor preference for equities, however, is most visible in subscriptions to new equity schemes launched by domestic funds.

Economic Times, dated 04-01-20....

SC Notice to Government on Soft Drink PIL

Our Delhi Bureau

New Delhi, 3rd January

The Supreme Court today stepped up pressure on the government to review the contents of soft drinks marketed in the country. The court issued a notice to the Centre on a petition seeking a thorough examination of the contents of soft drinks on the ground that they pose 'health hazards'. This follows the court's observation earlier last month when it dismissed petition filed by soft drink makers Pepsi and CocaCola, challenging a Rajasthan High Court order asking them to print on containers, the extent of pesticide residues in their products.

In its latest salvo, a Bench comprising Chief justice R.C. Lahoti and justice G.P. Mathur issued the notice on a petition by the Centre for Public Interest Litigation (CPIL) alleging that the government, which has a duty to protect the life of citizens, has not taken any initiative in this regard despite several researches finding soft drink contents to be harmful, especially for children. The petitioner requested the court to direct the Centre to constitute an expert technical committee to evaluate the harmful effects of soft drinks on human health, particularly children and put in place a regulatory regime to control and check the contents of particular chemical additives in foods and soft drinks. It also requested the court to make it mandatory for soft drink manufacturers to disclose the contents and the quality of their products including appropriate warning about ingredients and their harmful effects.

Economic Times, 31st Dec 20....

Fresh Tsunami Fear Causes Alert

Chennai, 30th December

Fresh panic swept the Tsunami ravaged coasts of southern India as the government today issued a high alert against more titanic waves a possible quake near Australia could generate. The warning issued after an emergency meeting of the home ministry's crisis management team, triggered fresh fears as the already traumatised people along the southern and south-eastern coastline scurried for safe ground. The warning was flashed through television, whereby the administration asked the people to vacate their homes in the more vulnerable villages.

In some areas, loudspeakers were also used to relay the alert. But, despite the warnings, Prime Minister Manmohan Singh's aides said he was not cutting short his tour of the affected areas. All coastal states and union territories, especially the worst hit Tamil Nadu and the Andaman and Nicobar Islands, were asked to be on the highest alert for the next 48 hours for tidal waves hitting Indian coasts. This is barely four days after Sunday's giant waves generated by a huge undersea quake off Sumatra ravaged seven South and South-East Asian nations including India and swallowed up large tracts of coast claiming at least 60,000 lives. Amid experts fears of an ominous tectonic sea bed shift around Australia, heightened sea turbulence was being reported from the 1,000 km.

East Coast of Tamil Nadu and people were being warned to keep off the shore. Choppy conditions and sea incursions of upto 10 metres have been reported Thursday morning from the Thiruvannamiyur Beach in South Chennai and rough sea has been reported also at Chennai's Marina beach. Large ripples were said to be hitting the Kalpakkam and Cuddalore coast once again besides the Kanyakumari coast. Based on inputs from experts and weather-men, the home ministry directed immediate evacuation of people to safer places and all shorelines to be made accessible to the public.

Economic Times, 30 Dec, 20....

NC Leader among 9 Killed in Valley

**Masood Hussain
Srinagar, 29th December**

In a sudden escalation in violence, militants killed a National Conference (NC) leader in old city. Another incidents claimed eight lives including that of a soldier in other areas of the Stsgate. Police said they have busted a number of hideouts in border Poonch-Rajouri region where a few militants were also killed. Police said unidentified militants shot dead Farooq Ahmad Zargar, provincial president of the Youth NC in old city's Kawdara locality around noon. Massive protests were reported from South Kashmir Tral township after reports of soldiers raining bullets on a passenger bus spread like wild fire. Residents resorted to brick-bating and damaged many government buildings and vehicles. Details revealed that when Rashtriya Rifles-42 stopped a Srinagar bound passenger bus in Lalgam village in Tral, a militant alighted from the bus and shot at one of the soldiers.

This led to an encounter, in which three passengers and the militant were killed. Four other commuters received serious bullet injuries and they were admitted to hospitals. Some of them are stated to be critical. Police said the slain militant Abdul Rashid Bhat was a Hizb-ul Mujahideen cadre who was set free after two years detention in October last. Defence spokesman Lt. Col. V.K. Batra said, the soldiers were attacked by the militant who was killed in retaliatory fire. Asked about civilian casualties, the spokesman said it was actually a BSF party that was passing through and opened fire on the bus.

However, a BSF spokesman said their party reached around 30 minutes after the incident had taken place. A fierce gun battle was killed and a soldier was wounded. In Sopore, militants shot dead a BSF man Anuraj Kumar near the local bus stand and fled with his rifle. A hitherto unknown outfit Al-Khandak has staked the claim for the attack. Reports from Jammu said police recovered the corpse of civilian Ali Mohammed whom militants had kidnapped a day earlier from Sarwara belt in Rajouri. In neighbouring Darhal belt, soldiers killed a militant whose identity was not immediately known.

Economic Times, 30th Dec, 20....

More Hooch Victims Pour in Hospitals

Our Political Bureau

Mumbai, 29th December

Municipal hospitals across Mumbai continue to register more casualties in the Hooch tragedy. The toll from the spurious liquor tragedy in suburban Vikroli alone has mounted to 65 with seven more persons succumbing to the lethal drink. The condition of a majority of the over 80 people undergoing treatment is reported to be serious. Of the 174 affected individuals admitted to the Rajawadi hospital in Ghatkopar, 49 succumbed to internal haemorrhage caused by the spurious liquor. "Ten persons were brought dead", said hospital dean Dr. V.B. Shukla. In Sion hospital, six of the 34 persons admitted died, hospital sources said. Over 80 people are still under going treatment in the hospitals, while some have been discharged.

Taking stern action against the erring officials the State Government on Tuesday suspended 27 officials including five from the excise department and 22 policemen. The Police also arrested 24 persons in neighbouring Thane and Nhava Sheva for their alleged involvement in the illicit liquor trade. Taking a serious note of the tragedy, the Maharashtra Government today decided to hand over the probe into the spurious liquor tragedy, to the CID,

"The CID will conduct a thorough probe into the illicit liquor tragedy, once the present probe being handled by an officer of the rank of Additional Police Commissioner is completed", State Deputy Chief Minister R.R. Patil, who also holds the home portfolio. Following the twin Hooch tragedy, massive raids have been conducted over the last two days at various places in Navi Mumbai, Raigad and Thane said the deputy CM. He said, that a large stock of illegal liquor had been destroyed. He attributed the tragedy to the small number of licenced liquor shops and availability of cheaper illegal liquor.

Interestingly, the proposal to legalise bootleggers, by offering them country liquor licences was raised during the winter session in Nagpur. However, it is believed that the political parties were divided on this front, which is why the subject was not brought up for discussion at the cabinet meeting today. The Deputy CM also gave a clean chit to city police chief A.N. Roy, whose transfer was sought by opposition leader Narayan Rane holding him responsible for the incidents. "The Police Commissioner had directed police officials to take precautionary measures", said Patil.

COMPREHENSION

What is a Comprehension?

Comprehension का अर्थ है Ability of understanding, समझने की योग्यता या समझ। Comprehension का उद्देश्य न केवल छात्र को Passage समझने की योग्यता का आंकलन करना होता है बल्कि उसकी Vocabulary एवं passage को समझकर दिए गए प्रश्नों का सही, सटीक उत्तर देने की योग्यता को भी जाँचना होता है।

विभिन्न Competitive Examinations के प्रश्न-पत्र में Comprehension का समावेश होता है। Comprehension (Passage) में प्रयुक्त शब्दों के आधार पर हम Comprehension को (i) Lengthy Passage (ii) Short Passage में विभक्त कर सकते हैं।

Lengthy Passage में लगभग 2000 Words होते हैं। जबकि Short Passage में 200 से 400 Words होते हैं।

Comprehension से सम्बन्धित प्रश्नों में Descriptive एवं Objective दोनों प्रकार के प्रश्न पूछे जाते हैं। कुछ Competitive examinations में पूछे गए Descriptive प्रश्नों का उत्तर Comprehension में से ही उसे ध्यानपूर्वक पढ़कर देना होता है। Objective प्रश्नों में, प्रश्न में ही दिए गए चार-पाँच उत्तरों में से, एक को चुनना होता है। Comprehension में Vocabulary से सम्बन्धित प्रश्न जैसे: Synonym or Antonym भी आते हैं। कई बार Comprehension में प्रयुक्त Idioms, Verbal Phrases का भी अर्थ पूछा जाता है। वस्तु : Comprehension का उद्देश्य छात्र की अंग्रेजी भाषा को न केवल पढ़ने/समझने की योग्यता/क्षमता का आंकलन करना है बल्कि छात्र की Idioms, Vocabulary, Phrasal verbs इत्यादि की Knowledge की जाँच करना भी है।

How to Attempt the Comprehension?

बहुत से महत्वपूर्ण Competitive Examinations जैसे: CAT, GMAT, Management Courses, Bank Probationary Officers इत्यादि के प्रश्न-पत्रों में 3 से 5 Passages का समावेश होता है। इस तरह की परीक्षा में समय का अभाव होता है एवं छात्रों द्वारा बहुत Speed से प्रश्न हल करने के बावजूद भी वे प्रश्न-पत्र को पूरा हल नहीं कर पाते हैं।

Some Tips to Score Maximum Marks

- (A) सर्वप्रथम Passage से सम्बन्धित प्रश्नों को Speedily पढ़ें, फिर Passage को Speedily पढ़ना शुरू करें। जैसे ही किसी प्रश्न का उत्तर दिखाई दे, उस भाग को पुनः पढ़कर प्रश्न का उत्तर देना चाहिए। यह **Technique उस स्थिति में अपनानी चाहिए जब आपके पास समय का अभाव है, एवं कम समय में अधिकांश प्रश्नों के उत्तर देना है।** इस तरह अच्छे अंक प्राप्त करने हेतु छात्र की Passage पढ़ने की अच्छी Speed एवं अच्छी Vocabulary एवं अच्छी Analytical Power की आवश्यकता होती है।
- (B) यदि छात्र के पास **comprehension को पढ़ने का पर्याप्त समय है तो बिन्दु (A) में बताई गई Technique उपयुक्त नहीं है।** ऐसी स्थिति में निम्न Technique छात्र को अच्छे marks प्राप्त करने में सहायक होगी :
 - (1) सर्वप्रथम छात्र को एक बार पूरे Passage को पढ़ना चाहिए, साथ ही पूछे गए प्रश्नों को भी पढ़ लेना चाहिए। पुनः छात्र को इस Passage को पढ़ना चाहिए एवं पूछे गए प्रश्नों के अनुसार Passage में जहाँ-जहाँ प्रश्नों के उत्तर हैं वहाँ numbering कर लेनी चाहिए।

- (2) दो बार पढ़ने से Passage की theme, idea का पता लग जाता है। यदि दो बार में भी Passage समझ में नहीं आता तो तीसरी बार पुनः पढ़ें।
- (3) अब प्रश्नों का उत्तर देना शुरू करें। आपने Questions के आधार पर Passage में Numbering कर ली है। इस portion को पुनः पढ़कर अपना answer जहाँ तक सम्भव हो, अपने शब्दों में लिखने का प्रयास करें। यदि answer देने हेतु कोई शब्द सीमा दी गई है तो उसका ध्यान रखना चाहिए।
- (4) Answer कभी भी Because या Therefore से शुरू नहीं करना चाहिए। Answer बहुत लम्बा भी नहीं लिखा जाना चाहिए, irrelevant बातों को avoid करें।
- (5) ध्यान रखें प्रश्न का उत्तर Passage से ही देना है अपने ideas, opinion नहीं देनी चाहिए।
- (6) Answer grammatically correct तथा to the point होना चाहिए।
- (7) कई बार Comprehension में Verbal phrases या words दिए जाते हैं उसे explain करने को कहा जाता है या meaning पूछा जाता है। ध्यान रखें इसके लिए न केवल अच्छी Vocabulary की आवश्यकता है बल्कि आपकी Expression power भी अच्छी होनी चाहिए। ऐसे प्रश्नों का उत्तर, Simple भाषा में न बहुत लम्बा न बहुत छोटा दिया जाता है। Answers में Grammatical errors न हो, इसका ख्याल रखें यदि Phrase को explain करना कठिन महसूस हो तो आप अन्य उदाहरण देकर अपने उत्तर को स्पष्ट कर सकते हैं।

Short Passages

कई Competitive examinations में Short Passage करीब 200-400 Words के आते हैं। इन Passages द्वारा छात्र की अंग्रेजी समझने की योग्यता, power of analysing the things properly एवं Passage को पढ़कर, पूछे गए प्रश्नों का सही एवं सटीक उत्तर देने की योग्यता का मूल्यांकन किया जाता है। इस तरह के Passage में प्रयुक्त Phrases, Idioms का अर्थ भी कई बार पूछा जाता है तथा कई बार Passage का Title या Theme of the passage भी पूछा जाता है। Descriptive प्रश्नों का उत्तर Passage के आधार पर लिखना चाहिए तथा Objective प्रश्नों का उत्तर, प्रश्नों में दिए गए Alternative Answers में से चुनना होता है।

“Comprehension judges your capability and ability of understanding the passage, your power of analysing the problem in proper perspective and your ability of presenting your answers systematically”.

Examples

Directions for Questions : Each of the passages given below is followed by a set of questions choose the best answer to each question. [CAT November 2014]

Passage I

The painter is now free to paint anything he chooses. There are scarcely any forbidden subjects and today everybody is prepared to admit that a painting of some fruit can be as important as painting of a hero. The impressionists did as much as anybody to win this previously unheard of freedom for the artist. Yet, by the next generation, painters began to abandon the subject altogether, and began to paint abstract pictures. Today, the majority of pictures painted are abstract.

Is there a connection between these two developments? Has art gone abstract because the artist is embarrassed by his freedom. Is it that, because he is free to paint anything, he doesn't know what to paint? Apologists for abstract art often talk of it as the art of maximum freedom. But could this be the freedom of the desert island? It would take too long to answer these questions properly. I believe, there is a connection. Many things have encouraged the development of abstract art. Among them has been the artists' wish to avoid the difficulties of finding subjects when all subjects are equally possible.

I raise the matter now because I want to draw attention to the fact that the painter's choice of a subject is a far more complicated question than it would at first seem. A subject does not start with what is put in front of the easel or with something which the painter happens to remember. A subject starts with the painter deciding he would like to paint such-and-such because for some reason or other he finds it meaningful. A subject begins when the artist selects something for special mention. (What makes it special or meaningful may seem to the artist to be purely visual its colours or its form.) When the subject has been selected, the function of the painting itself is to communicate and justify the significance of that selection.

It is often said today that subject matter is unimportant. But this is only a reaction against the excessively literary and moralistic interpretation of subject matter in the 19th century. In truth, the subject is literally the beginning and end of a painting. The painting begins with a selection (I will paint this and not everything else in the world); it is finished when that selection is justified (now you can see all that I saw and felt in this and how it is more than merely itself).

Thus, for a painting to succeed it is essential that the painter and his public agree to succeed it is essential that the painter and his public agree about what is significant. The subject may have a personal meaning for the painter or individual spectator, but there must also be the possibility of their agreement on its general meaning. It is at this point that the culture of the society and period in question precedes the artist and his art. Renaissance art would have meant nothing to the Aztecs and vice-versa. If, to some extent, a few intellectuals can appreciate them both today it is because their culture is an historical one: its inspiration is history and therefore it can include within itself, in principle if not in every particular, all known development to date.

When a culture is secure and certain of its values, it presents its artists with subjects. The general agreement about what is significant is so well established that the significance of particular subject accrues and becomes traditional. This is true, for instance of reeds and water in China, of the nude body in Renaissance, of the animal in Africa. Furthermore, in such cultures the artist is unlikely to be a free agent he will be employed, for the sake of particular subjects and problem, as we have just described it will not occur to him.

When a culture is in a state of disintegration or transition the freedom of the artist increases, but the question of subject matter becomes problematic for him has to choose for society. This was the basic of all the increasing crises in European art during the 19th century. It is often forgotten how many of the art scandals of the time were provoked by the choice of subject (Gericault, Courbet, Daumier, Degas, Lautrec, Van Gogh, etc).

By the end of the 19th century, there were roughly speaking two ways, in which the painter could meet this challenge of deciding what to paint and so choosing for society. Either the identified himself with the people and so allowed their lives to dictate his subjects to him; or he had to find his subjects within himself as painter. By people I mean everybody except the bourgeoisie. Many painter did, of course, work for the bourgeoisie according to their copy-book of approved subjects, but all of them filling the Salon and the Royal Academy year after year and now forgotten, buried the hypocrisy of those they served so sincerely.

- (1) *In the sentence, 'I believe there is a connection' (second paragraph), what two developments is the author referring of?*
- (a) Painters using dying hero and using a fruit as a subject of painting
 - (b) Growing success of painters and an increase in abstract forms
 - (c) Artists gaining freedom to choose subjects and abandoning subjects altogether
 - (d) Rise of impressionists and an increase in abstract forms

- (2) *When a culture is insecure, the painter chooses his subject on the basis of :*
- (a) the prevalent style in the society of his time (b) it is meaningfulness to the painter
 - (c) what is put no front of the easel (d) past experience and memory of the painter
- (3) *In the context of the passage, which of the following statements would not be true?*
- (a) Painters decided subjects based on what they remembered from their own lives
 - (b) Painters of reeds and water in China faced on serious problem of choosing a subject
 - (c) The choice of subject was a source of scandals in 19th century European art
 - (d) Agreement on the general meaning of a painting is influenced by culture and historical context
- (4) *Which of the following views is taken by the author?*
- (a) The more insecure a culture, the greater the freedom of the artist
 - (b) The more secure a culture, the greater the freedom of the artist
 - (c) The more secure a culture, more difficult the choice of subject
 - (d) The more insecure a culture, the less significant the choice of the subject
- (5) *Which of the following is not necessarily among the attributes needed for a painter to succeed?*
- (a) The painter and his public agree on what is significant
 - (b) The painting is able to communicate and justify the significance of its subjects selection
 - (c) The subject has a personal meaning for the painter
 - (d) The painting of subjects is inspired by historical developments

Answers : 1. (a), 2. (c), 3. (c), 4. (a), 5. (a).

Passage II

Recently I spent several hours sitting under a tree in my garden with the social anthropologist William Ury, a Harvard University professor who specialises in the art of negotiation and wrote the best selling book, *Getting to Yes*. He captivated me with his theory that tribalism protects people from their fear of rapid change. He explained that the pillars of tribalism that humans rely on for security would always counter any significant cultural or social change.

In this way, he said, change is never allowed to happen too fast. Technology, for example is a pillar of society. Ury believes that every time technology moves in a new or radical direction another pillar such as religion or nationalism will grow stronger-in effect, the traditional and familiar will assume greater importance to compensate for the new and untested. In this manner, human tribes avoid rapid change that leaves people insecure and frightened.

But we have all heard that nothing is as permanent as change. Nothing is guaranteed. Pithy expressions, to be sure, but no more than cliches. As Ury says, "people don't live that way from day-to-day. On the contrary, they actively seek certainty and stability. They want to know they will be safe."

Even so we scare ourselves constantly with the idea of change. An IBMCEO once said "We only restructure for a good reason, and if we haven't restructured in a while, that's a good reason. We are scared that competitors technology, and the consumer will put us out of business so we have to change all the time just to stay alive. But if we asked our fathers and grandfathers, would they have said that they lived in a period of little change? Structure may not have changed much. It may just be the speed with which we do things."

Change is over-rated, anyway, consider the automobile. It's an especially valuable example, because the auto industry has spent tens of billions of dollars on research and product development in the last 100 years. Henry Ford's first car had a metal chassis with an internal combustion, gasoline-powered engine, four wheels with rubber tyres, a foot operated clutch assembly and brake system, a steering wheel and four seats and it could safely do 18 miles per hour.

A hundred years and tens of thousands of research hours later we drive cars with a metal chassis with an internal combustion gasoline-powered engine, four wheels with rubber tyres, a foot operated clutch assembly and brake system, a steering wheel, four seats and the average speed in London in 2001 was 17.5 miles per hour !

That's not a hell of a lot of return for the money. Ford evidently doesn't have much to teach us about change. The fact that they're still manufacturing cars is not proof that Ford Motor Co. is a sound organization, just proof that it takes very large companies to make cars in great quantities—making for an almost impregnable entry barrier. Fifty years after the development of the jet engine, planes are also little changed. They've grown bigger, wider and can carry more people. But those are incremental, largely cosmetic changes.

Taken together, this lack of real change has come to mean that in travel—whether driving or flying—time and technology have not combined to make things much better. The safety and design have, of course, accompanied the times and the new volume of cars and flights, but nothing of any significance has changed in the basic assumptions of the final product.

At the same time, moving around in cars or aeroplanes becomes less and less efficient all the time. Not only has there been no great change but also both forms of transport have deteriorated as more people clamour to use them. The same is true for telephones, which took over hundred years to become mobile or photographic film which also required an entire century to change.

The only explanation for this is anthropological, once established in calcified organizations humans do two things: sabotage changes that might render people dispensable and ensure industry-wide emulation. In the 1960s, German auto companies developed plans to scrap the entire combustion engine for an electrical design. (The same existed in the 1970s in Japan and in the 1980s in France) So for 40 years we might have been free of the wasteful and ludicrous dependence on fossil fuels. Why didn't it go anywhere? Because auto executives understood pistons and carburettors, and would be loath to cannibalise their expertise, alongwith most of their factories.

- (1) *Which of the following views does the author fully support in the passage?*
 - (a) Nothing is as permanent as change
 - (b) Change is always rapid
 - (c) More money spent on innovation leads to more rapid change
 - (d) Over decades structural change has been incremental
- (2) *According to the passage, which of the following statements is true?*
 - (a) Executives of automobile companies are inefficient and ludicrous
 - (b) The speed at which an automobile is driven in a city has not changed much in a century
 - (c) Anthropological factors have fostered innovation in automobiles by promoting use of new technologies
 - (d) Further innovation in jet engines has been more than incremental
- (3) *Which of the following best describes one of the main ideas discussed in the passage?*
 - (a) Rapid change is usually welcomed in society
 - (b) Industry is not as innovative as it is made out to be
 - (c) We should have less change than what we have now
 - (d) Competition spurs companies into radical innovation
- (4) *According to the passage, the reason why we continued to be dependent on fossil fuels is that :*
 - (a) auto executives did not wish to change
 - (b) no alternative fuels were discovered
 - (c) change in technology was not easily possible
 - (d) German, Japanese and French companies could not come up with new technologies

Answers : (1) (b), (2) (d), (3) (b), (4) (a).

Passage III

Fifty feet away three male lions lay by the road. They didn't appear to have a hair on their heads. Nothing the colour of their noses (leonine noses darken as they age, from pink to black), Craig estimated that they were six years old-young adults. "This is wonderful!" he said, after staring at them for several moments. "This is what we came to see. They really are maneless." Craig, a professor at the University of Minnesota, is arguably the leading expert on the majestic Serengeti lion, whose head is mantled in long, thick hair. He and Peyton West, a doctoral student who has been working with him in Tanzania, had never seen the Tsavo lions that live some 200 miles East of the Serengeti. The scientists had partly suspected that the maneless males were adolescents mistaken for adults by amateur observers. Now they knew better.

The Tsavo research expedition was mostly Peyton's was mostly Peyton's show. She had spent several years in Tanzania compiling the data she needed to answer a question that ought to have been answered long ago: why do lions have manes? It's the only cat, wild or domestic, that displays such ornamentation. In Tsavo she was attacking the riddle from the opposite angle. Why do its lions not have manes? (Some "maneless" lions in Tsavo East do have partial manes but they rarely attain the real glory of the Serengeti lions'.) Does environmental adaptation account for the trait? Are the lions of Tsavo, as some people believe, a distinct subspecies of their Serengeti cousins?

The Serengeti lions have been under continuous observation for more than 35 years, beginning with George Schaller's pioneering work in the 1960s. But the lions in Tsavo, Kenya's oldest and largest protected ecosystem have hardly been studied. Consequently legends have grown up around them. Not only do they look different, according to the myths, they behave differently, displaying greater cunning and aggressiveness. "Remember too," Kenya: The Rough Guide warns, "Tsavo's lions have a reputation of ferocity." Their fearsome image became well-known in 1898, when two males stalled construction of what is now Kenya Railways by allegedly killing and eating 135 Indian and African labourers. A British Army officer in charge of building a railroad bridge over the Tsavo River, Lt. Col. J. H. Peterson, spent nine months pursuing the pair before he brought them to bay and killed them. Stuffed and mounted, they now glare at visitors to the Field Museum in Chicago. Peterson's account of the leonine reign of terror, the *Man-Eaters of Tsavo*, was an international best-seller when published in 1907. Still in print the book has made Tsavo's lions notorious. That annoys some scientists.

"People don't want to give up on mythology. "Dennis King me one day." The zoologist has been working in Tsavo off and on for four years. "I am so sick of this man-eater business. Peterson made a helluva lot of money off that story, but Tsavo's lions are no more likely to turn man-eater than lions from elsewhere."

But tales of their savagery and wiliness don't all come from sensationalist authors looking to make a buck. Tsavo lions are generally larger than lions elsewhere, enabling them to take down the predominant prey animal in Tsavo, the Cape buffalo one of the strongest, most aggressive animals of Earth. The buffalo don't give up easily: They often kill or severely injure an attacking lion, and a wounded lion might be more likely to turn to cattle and humans for food. And other prey is less abundant in Tsavo than in other traditional lion haunts. A hungry lion is more likely to attack humans. Safari guides and Kenya Wildlife Service rangers tell of lions attacking Land Rovers, raiding camps, stalking tourists. Tsavo is a tough neighbourhood, they say and it breeds tougher lions.

But are they really tougher? And if so, is there any connection between their manelessness and their ferocity? An intriguing hypothesis was advanced two years ago by Gnoske and Peterhans. Tsavo lions may be similar to the unmaned cave lions of the Pleistocene. The Serengeti variety is among the most evolved of the species—the latest model, so to speak—while certain morphological differences in Tsavo lions (bigger bodies, smaller skulls and may be even lack of a mane) suggest that they are closer to primitive ancestor of all lions. Craig and Peyton had serious doubts about this idea, but admitted that Tsavo lions pose a mystery to science.

- (1) *The sentence which concludes the first paragraph. "Now they knew better", implies that :*
- (a) the two scientists were struck by wonder on seeing maneless lions for the first time
 - (b) though Craig was an expert on the Serengeti lion, now he also new about the Tsavo lions
 - (c) earlier, Craig and West thought that amateur observers had been mistaken
 - (d) Craig was now able to confirm that darkening of the noses as lionsaged applied to Tsavo lions as well
- (2) *The book 'Man-Eaters' of Tsavo annoys some scientists because :*
- (a) it revealed that Tsavo lions are ferocious
 - (b) Petterson made a helluva lot of money from the book by sensationalism
 - (c) it perpetuated the bad name Tsavo lions had
 - (d) it narrated how to male Tsavo lion were killed
- (3) *Which of the following, if true, would weaken the hypothesis advanced by Gnosake and Peterhans most?*
- (a) Craig and Peyton develop even more serious doubts about the idea that Tsavo lions are primitive
 - (b) The maneless Tsavo East lions are shown to be closer to the cavelions
 - (c) Pleistocene cave lions are shown to be far less violent than believed
 - (d) The morphological variations in body and skull size between the cave and Tsavo lions are found to be insignificant
- (4) *According to the passage, which of the following has not contributed to the popular image of Tsavo lions as savage creatures?*
- (a) Tsavo lions have been observed to bring down one of the strongest and most aggressive animals-the Cape buffalo
 - (b) In contrast to the situation in traditional lion haunts, scarcity of non-buffalo prey in the Tsavo makes the Tsavo lions more aggressive
 - (c) The Tsavo lion is considered to be less evolved than the Serengeti variety
 - (d) Tsavo lions have been observed to attack vehicles as well as humans

Answers : 1. (a), 2. (c), 3. (d), 4. (d).

Passage IV

Throughout human history the leading causes of death have been infection and trauma. Modern medicine has scored significant victories against both, and the major causes of ill health and death are now the chronic degenerative diseases, such as coronary artery disease, arthritis, osteoporosis, Alzheimer's, muscular degeneration, cataract and cancer. These have a long latency period before symptoms appear and a diagnosis is made. It follows that the majority of apparently healthy people are pre-ill.

But are these conditions inevitably degenerative? A truly preventive medicine that focused on the pre-ill, analysing the metabolic errors which lead to clinical illness, might be able to correct them before the first symptom. Genetic risk factors are known for all the chronic degenerative diseases, and are important to the individuals who possess them. At the population level, however, migration studies confirm that these illness are linked for the most part to lifestyle factors—exercise, smoking and nutrition. Nutrition is the easiest of these to change, and the most versatile tool for affecting the metabolic changes needed to till the balance away from disease.

Many national surveys reveal that malnutrition is common in developed countries. This is not the calorie and/or micronutrient deficiency associated with developing nations (Type A malnutrition); but multiple micronutrient depletion, usually combined with calorific balance or excess (Type B malnutrition) . The incidence and severity of Type B malnutrition will be shown to be worse if never micronutrient groups such as the essential fatty acids, xanthophylls and flavonoids are included in the surveys. Commonly ingested levels of these micronutrients seem to be far too low in many developed countries.

There is now considerable evidence that Type B malnutrition is a major cause of chronic degenerative diseases. If this is the case, then it is logical to treat such diseases not with drugs but with multiple micronutrient repletion, or pharmaco-nutrition'. This can take the form of pills and capsules—'nutraceuticals', or food formats known as functional foods'.

This approach has been neglected hitherto because it is relatively unprofitable for drug companies—the products are hard to patent—and it is a strategy which does not sit easily with modern medical interventionism. Over the last 100 years, the drug industry has invested huge sums in developing a range of subtle and powerful drugs to treat the many diseases we are subject to. Medical training is couched in pharmaceutical terms and this approach has provided us with an exceptional range of therapeutic tools in the treatment of disease and in acute medical emergencies.

However, the pharmaceutical model has also created an unhealthy dependency culture, in which relatively few of us accept responsibility for maintaining our own health. Instead, we have handed over this responsibility to health professionals who know very little about health maintenance or disease prevention.

One problem for supporters of this argument is lack of the right kind of hard evidence. We have a wealth of epidemiological data linking dietary factors to health profiles/disease risks, and a great deal of information on mechanism: how food factors interact with our biochemistry. But almost all intervention studies with micronutrients, with the notable exception of the omega 3 fatty acids, have so far produced conflicting or negative results. In other words, our science appears to have no predictive value. Does this invalidate the science? Or are we simply asking the wrong questions?

Based on pharmaceutical thinking, most intervention studies have attempted to measure the impact of a single micronutrient on the incidence of disease. The classical approach says that if you give a compound formula to test subjects and obtain positive results, you cannot know which ingredient is exerting the benefit, so you must test each ingredient individually. But in the field of nutrition, this does not work. Each intervention on its own will hardly make enough difference to be measured. The best therapeutic response must, therefore, combine micronutrients to normalise our internal physiology.

So do we need to analyse each individual's nutritional status and then tailor a formula specifically for him or her? While we do not have the resources to analyse millions of individual cases, there is no need to do so. The vast majority of people are consuming suboptimal amounts of most micronutrients, and most of the micronutrients concerned are very safe. Accordingly, a comprehensive and universal program of micronutrient support is probably the most cost-effective and safest way of improving the general health of the nation.

[CAT November 2004]

- (1) *Tailoring micronutrient-based treatment plans to suit individual deficiency profiles is not necessary because :*
- (a) it is very likely to give inconsistent or negative results
 - (b) it is a classic pharmaceutical approach not suited to micronutrients
 - (c) most people are consuming suboptimal amounts of safe-to-consume micronutrients
 - (d) it is not cost effective to do so
- (2) *The author recommends micronutrient-repletion for large-scale treatment of chronic degenerative diseases because :*
- (a) it is relatively easy to manage
 - (b) micronutrient deficiency is the cause of these diseases
 - (c) it can overcome genetic risk factors
 - (d) it can compensate for other lifestyle factors

- (3) *Why are large number of apparently healthy people deemed pre-ill?*
- (a) They may have chronic degenerative diseases
 - (b) They do not know their own genetic risk factors which predispose them to diseases
 - (c) They suffer from Type-B malnutrition
 - (d) There is a lengthy latency period associated with chronically degenerative diseases
- (4) *Type-B malnutrition is a serious concern in developed countries because :*
- (a) developing countries mainly suffer from Type-A malnutrition
 - (b) it is major contributor to illness and death
 - (c) pharmaceutical companies are not producing drugs to treat this condition
 - (d) national surveys on malnutrition do not include newer micronutrient groups

Answers : 1. (c), 2. (c), 3. (c), 4. (c).

Passage V

The viability of the multinational corporate system depends upon the degree to which people will tolerate the unevenness it creates. It is well to remember that the 'New Imperialism' which began after 1870 in a spirit of Capitalism Triumphant, soon became seriously troubled and after 1914 was characterised by war, depression, breakdown of the international economic system and war again rather than Free Trade, Pax Britannica and Material Improvement. A major reason was Britain's inability to cope with the by-products of its own rapid accumulation of capital; *i.e.*, a class-conscious labour force at home; a middle class in the hinterland, and rival centres of capital on the Continent and in America. Britain's policy tended to be atavistic and defensive rather than progressive—more concerned with warding off new threats than creating new areas of expansion. Ironically, Edwardian England revived the paraphernalia of the landed aristocracy it had just destroyed. Instead of embarking on a 'big push' to develop the vast hinterland of the Empire, colonial administrators often adopted policies to arrest the development of either a native capitalist class or a native proletariat which could overthrow them.

As time went on, the centre had to devote an increasing share of government activity to military and other unproductive expenditures; they had to rely on alliances with an inefficient class of landlords, officials and soldiers in the hinterland to maintain stability at the cost of development. A great part of the surplus extracted from the population was thus wasted locally.

The new Mercantilism (as the Multinational Corporate System of special alliances and privileges, aid and tariff concessions is sometimes called) faces similar problems of internal and external division. The centre is troubled: excluded groups revolt and even some of the affluent are dissatisfied with the roles. Nationalistic rivalry between major capitalist countries remains an important divisive factor. Finally, there is the threat presented by the middle classes and the excluded groups of the underdeveloped countries.

The national middle classes in the underdeveloped countries came to power when the centre wakened but could not, their policy of import substitution manufacturing, establish a viable basis for sustained growth. They now face a foreign exchange crisis and an unemployment (or population) crisis—the first indicating their inability to function in the international economy and the second indicating their alienation from the people they are supposed to lead. In the immediate future, these national middle classes will gain a new lease of life as they take advantage of the spaces created by the rivalry between America and non-American-oligopolists striving to establish global market positions.

The native capitalists will again become the champions of national independence as they bargain with multinational corporations. But the conflict at this level is more apparent than real, for in the end the fervent nationalism of the middle class asks only for promotion within the corporate structure and not for a break with that structure. In the last analysis their power derives from the metropolis and they cannot easily afford to

challenge the international system. They do not command the loyalty of their own population and cannot really compete with the large, powerful, aggregate capitals from the centre. They are prisoners of the taste patterns and consumption standards set at the centre.

The main threat comes from the excluded groups. It is not unusual in underdeveloped countries for the top 5 percent to obtain between 30 and 40 percent of the total national income, and for the top one-third to obtain anywhere from 60 to 70 percent. At most one-third of the population can be said to benefit in some sense from the dualistic growth that characterises development in the hinterland. The remaining two-thirds, who together get only one-third of the income, are outsiders, not because they do not contribute to the economy, but because they do not share in the benefits. They provide a source of cheap labour which helps keep exports to the developed world at a low price and which has financed the urban-biased growth of recent years. In fact, it is difficult to see how the system in most underdeveloped countries could survive without cheap labour since removing it (e.g. diverting it to public works projects as is done in socialist countries) would raise consumption costs to capitalists and professional elites.

- (1) *According to the author, the British policy the 'New Imperialism' period tended to be defensive because*
 - (a) it was unable to deal with the fallouts of a sharp increase in capital
 - (b) its cumulative capital had undesirable side-effects
 - (c) its policies favoured developing the vast hinterland
 - (d) it prevented the growth of a set-up which could have been capitalistic in nature
- (2) *In the sentence, "They are prisoners of the taste patterns and consumption standards set at the centre." (fourth paragraph), what is the meaning of 'centre'?*
 - (a) National government
 - (b) Native capitalists
 - (c) New capitalists
 - (d) None of these
- (3) *The author is in a position to draw parallels between New Imperialism and New Mercantilism because*
 - (a) both originated in the developed Western capitalist countries
 - (b) New Mercantilism was a logical sequel to New Imperialism
 - (c) they create the same set of outputs—a labour force, middle classes and rival centres of capital
 - (d) both have comparable uneven and divisive effects
- (4) *Under New Mercantilism, the fervent nationalism of the native middle classes does not create conflict with the multinational corporations because they (the middle classes)*
 - (a) negotiate with the multinational corporations
 - (b) are dependent on the international system for their continued prosperity
 - (c) are not in a position to challenge the status quo
 - (d) do not enjoy popular support

Answers : 1. (b), 2. (c), 3. (b), 4. (a).

Passage VI

Directions (Q. 1 to 15) *Read the following passage carefully and answer the questions given below. If certain words are printed in bold to help you to locate them while answering some of the questions.*

[Indian Bank PO August 2004]

Can India make it to a leadership position in the new millennium or will it retain the 'fast train-going-show' image of the last 50 odd years? Most people believe that the potential for our country to succeed is huge. They are also disappointed at the inability to convert the natural advantages we possess into tangible benefits. The recent success of our infotech industry globally has reinforced the belief that when we put our mind to it we can and do succeed. Now, the expectation is that this success will be replicated in other areas.

There is not doubt that India's further will be driven by the intellectual capital of its people. Even though many of the billion Indian people are and will continue for the foreseeable further to live in a third-world setting, there are many Indians with the skills, ability and aspiration to prosper and flourish in a first-world environment. It is, therefore, likely that India will, at the same time, belong to both the first and third worlds.

That first-world environment will be powered increasingly by knowledge workers and brainware India clearly has the numbers. It needs to invest in training and skill-building and also encourage entrepreneurship and risk-taking.

I have no magic recipe to convert India's people power into a competitive advantage on global basis. Also, I am nowhere near qualified to address macro issues like universal education and school curriculum. Therefore, I have to shrink the issue into a familiar **framework** of 'growing our people. '

It is imperative that Indian business pay more than lip service to the empowerment of their employees. We have to break the 'do-as-you are told' mentality which inhibits creativity and promotes the culture of servitude long after our 'foreign masters' are gone. Together with empowerment, there has to be a culture of personal accountability so that everyone realises the necessity of valuing commitment.

In all areas of activity, seniority and hierarchies (if any) must be based purely on merit. **Seniority, like respect, must be earned** and not 'termed,' *i.e.*, based on the length of service. Future organisations will be based on communities and interaction between individuals and teams both within and outside the organisation. The work environment both with respect to physical space as well as culture, must be barrierless/boundryless, allowing the **impromptu** and regular and regular interaction across workgroups/teams.

Organisations must accept that empowerment and personal accountability should go hand in hand with a degree of tolerance for mistakes and failures. Mistakes and failures are good learning opportunities for our people and should be regarded as such unless repeated. Tolerance would also provide a safety net for those prepared to take risks, a quality rarely seen among Indian executives today but crucial to succeed in the new economy.

Organisations must be as transparent as possible with their employees. Both good and bad news must be shared. Often organisations and their leadership wrongly believe that the employees aren't interested in certain information or more arrogantly, decide that information is best withheld as it is beyond the comprehension of their employees. Knowledge sharing must be pushed at all levels through a carrot-and-stick approach. Those who continuously hoard knowledge must be weeded out. Everyone must come to work thinking that they will learn and add to their skills.

Performance management must be institutionalised to give everyone a clear understanding of organisational goals, team goals, the individual's role or goals within a team, rewards which follow from meeting goals and career opportunities in the organisation. Encourage a sense of commitment to the community among your employees. Apart from making them feel good about themselves it also affords opportunities for them to work as teams in a non-work environment. Above all, make work fun. If people, however talented, show up at work because it is a job', then they are unlikely to realise their full potential.

The above is not an exhaustive list for each organisation to get the best out of its people. But if each organisation addresses some of these issues then people will grow individually and collectively. Thus, is bound to have a beneficial effect on harnessing and driving their intellectual capital.

(1) *The author attributes success of India in infotech industry to :*

- | | |
|----------------------------------|---|
| (a) do-as-you are told mentality | (b) lazy and intolerant attitude of Indians |
| (c) growing global economy | (d) realising the latent intellectual capital |
| (e) None of these | |

- (2) *Which of the following is the best way for organisations to be transparent?*
- (a) Share both good and bad news at all levels
 - (b) Share only that information which employees can understand
 - (c) Share only good news and withhold bad news
 - (d) Only relevant information should be shared
 - (e) None of the above
- (3) *The carrot-and-stick method will realise which of the following objectives?*
- (a) The accountability of the employees will improve
 - (b) The confidential information will remain as guarded secret
 - (c) There will be improvement in the skill of employees
 - (d) The free flow of knowledge and information will improve
 - (e) None of the above
- (4) *Which of the following measures, if adopted, according to the passage will make employees value commitment?*
- | | |
|-----------------------------|----------------------------------|
| 1. Strengthening the skills | 2. Giving necessary instructions |
| 3. Fixing accountability | |
- (a) All of these (b) 2 and 3 (c) 1 and 3 (d) Either 1, 2 and 3
- (e) None of these
- (5) *What does the word impromptu communicate in the passage?*
- (a) The communication should be unprovoked
 - (b) Employees interaction should be spontaneous and natural
 - (c) The work groups should be prompted to talk less, work more
 - (d) Work groups and teams should interact only if it is necessary
 - (e) None of the above
- (6) *The phrase fast-train-going-slow in the passage refers to :*
- | | |
|---|--|
| 1. Following the old policies of governance | 2. Not realising the inbuilt potential |
|---|--|
- (a) Only 1 (b) Only 2
- (c) Either 1 and 2 (d) Neither 1 and 2
- (e) Both 1 and 2
- (7) *According to author, which of the following factors inhibits creativity?*
- | | |
|--|---|
| (a) Giving more emphasis on seniority | (b) Less emphasis on team work |
| (c) Asking employees to follow directions only | (d) Liability of organisation to address macro issues |
- (e) None of these
- (8) *According to the passage which of the following is predicament of Indian business?*
- (a) The core issues of universal education are not addressed
 - (b) The Government policies are not favourable
 - (c) While strengthening employees potential the policies are more talked implemented
 - (d) The field of competition is uneven
 - (e) None of the above
- (9) *To realise the full potential of the talent, what are recommendations of the passage?*
- (a) Making the working place as funny as possible
 - (b) Love your job even if you hate to work
 - (c) Make clear difference between job and work
 - (d) Make your work as interesting as if it is fun
 - (e) None of the above

- (10) Which of the following provides good learning opportunities?
 (a) High level of tolerance for failure (b) Repeating the mistakes till learning takes place
 (c) Overlooking the mistakes of the employees (d) Making efforts not to do the same mistake again
 (e) None of these
- (11) The phrase 'seniority, like respect, must be earned'. refers to :
 1. the seniority must reflect the expertise and knowledge
 2. the earning of seniority should be related to length of services.
 3. merit should decide seniority.
 (a) 1 and 3 (b) 1 and 2 (c) 2 and 3 (d) All of these
 (e) None of these
- (12) What is the expectation of the author from the Indians?
 (a) They will realise their potential in areas other than Information Technology
 (b) Despite being slow they will think fast
 (c) They will stop working oif forced to work like 'do as you are told'
 (d) Indian will turn natural disadvantage to advantage
 (e) None of the above
- (13) Which of the following is not true in the context of the passage?
 (a) India has huge potential to succeed
 (b) To empower its employees Indian business pay more for the services of the employees
 (c) The seniority should not be based on age
 (d) India should encourage the risk taking behaviour
 (e) Business bodies of future will have more knowledge workers
- (14) Which of the following best describes the word framework as used in the passage?
 (a) Working within frame (b) Fixing frame for the assigned work
 (c) The basic premise (d) Divising a defined work culture
 (e) None of these
- (15) How does sense of commitment to community among employees help people?
 (a) It develops competition feeling in them.
 (b) People learn risk-taking even in non-work situation
 (c) It encourages accountability in them
 (d) People start perceiving opportunities for them to work as teams in non-work situation also
 (e) None of the above

Answers 1. (d), 2. (a), 3. (c), 4. (c), 5. (b), 6. (b) 7. (c) 8. (c)
 9. (d), 10. (a), 11. (a), 12. (a), 13. (b), 14. (c) 15. (d)

Passage VII

Directions (Q. 16 to 25) Read the following passgae carefully and answer the questions given below it. Certain words are printed in bold to help you to locate them while answering some of the questions

[Iddian Bank PO August 2014]

Many people believe that science and religion are contrary to each other. But this notion is wrong as a matter of fact, both are complementary to each other. The aim of both these institutions is to explain different aspects of life, universe and human existence. There is no doubt that the methods of science and religion are different. The method of science is observation, experimentation and experience. Science takes its recourse to progressive march towards perfection the rules of religion are faith, intuition and spoken word of the **enlightened**, in general, while science is inclined towards reason and rationality, spiritualism is the essence of religion.

In earlier times when man appeared on Earth, he was over-awed at the sight of violent and powerful aspects of nature. In certain cases, the usefulness of different natural objects of nature overwhelmed man. Thus began the worship of forces of nature—fire, the Sun, the rivers, the rocks, the trees, the snakes, etc. The holy scriptures were written by those who had developed harmony between external nature and their inner self. Their object was to ennoble, elevate and liberate the human spirit and mind. But the priestly class took upon itself the monopoly of scriptural knowledge and interpretation to its own advantage.

Thus, the entire human race was in chains. Truth was **flouted** and progressive, liberal and truthful ideas or ideas expressing doubt and skepticism were suppressed and their holders punished. It was in these trying circumstances the science emerged as a saviour of mankind but its path was not smooth and safe. The scientists and free thinkers were tortured. This was the fate of Copernicus, Galileo, Bruno and others but, by and by science gained ground.

- (16) *Why does man worship the force of nature?*
- (a) The holy scriptures advocate the worship of forces of nature
 - (b) The worship elevates and liberates the human spirit and mind
 - (c) The worship makes man believe in faith and intuition
 - (d) Forces of nature reach us spiritualism
 - (e) None of the above
- (17) *Which of the following statements is true in the context of the passage?*
- (a) Science and religion are antagonistic to each other
 - (b) Science encourages worshipping of nature
 - (c) Religion is essential for external peace and harmony
 - (d) Regimental religion was replaced by scientific principles
 - (e) Science is essential for inner peace of mind.
- (18) *According to the passage science and religion both :*
- (a) rely on the spoken word of the enlightened
 - (b) emerged out of the fear of man
 - (c) emerged from the desire of man to worship the forces of nature
 - (d) employ different methods of enquiry
 - (e) work at the cross-purpose of each other
- (19) *Why is it said in the passage that, “science emerged as a saviour of mankind”?*
- (a) Many great thinkers contributed to the progress of science
 - (b) Science takes recourse to progressive march towards perfection
 - (c) Science is inclined towards reason and rationality
 - (d) Man was bound in chains by religious orthodoxy
 - (e) The free thinkers and enlightened men were tortured
- (20) *Which of the following statements is not true in the context of the passage?*
- (a) Man worships the forces of nature
 - (b) Methods of science and religion are different
 - (c) Regimental religion got degenerated into orthodoxy
 - (d) Galileo and Bruno were disciples of Copernicus
 - (e) The holy scriptures were written by people who had tremendous inner strength
- (21) *Choose the word which is most nearly the same in meaning as the word “flouted” as used in the passage:*
- (a) mocked
 - (b) nourished
 - (c) expressed
 - (d) deflated
 - (e) concealed

- (22) *According to the passage science and religion :*
- | | |
|---|---|
| (a) are contrary to each other | (b) have the same origin |
| (c) are supportive to each other | (d) have the same aim of controlling universe |
| (e) do not allow any deviation from their rules | |
- (23) *According to the passage, at the present juncture, there is a need to :*
- encourage spiritualism as much as possible
 - teach people to worship the forces of nature.
 - free man from all sorts of bondages
 - explain to the people different aspects of life and universe
 - judiciously mix the principles of science and true spirit of religion
- (24) *What was the object of the authors of the holy scriptures?*
- To teach man the methods of worshipping nature
 - To advocate the progressive and liberal ideas
 - To educate and raise the human spirit and mind
 - To develop harmony between external nature and their inner self
 - None of the above
- (25) *Choose the words which is most opposite in meaning of the word ‘enlightened’ as used in the passage.*
- | | |
|-----------------|----------------|
| (a) uninformed | (b) derogatory |
| (c) downtrodden | (d) educated |
| (e) authority | |

Answers : 16. (b), 17. (d), 18. (d), 19. (d), 20. (d), 21. (a), 22. (c), 23. (e), 24. (c), 25. (a).

Passage VIII

Directions (Q. 1 to 15) *Read the following passage carefully and answer the questions given below it. Certain words /phrases are printed in bold to help you to locate them while answering some of the questions*

[Bank PO]

In modern time Abraham Lincoln stands as the model of a compassionate statesman. He showed this quality not only in striving for the emancipation of the American blacks but in the dignity with which he conducted the American Civil War.

Lincoln did not fancy himself as a liberator. He thought it would be better for all if emancipation was a gradual process spread over many years. He proposed compensation for slave—owners in US bonds and grants for the rehabilitation of blacks— ‘colonisation’ as the called it. But fate was to deem otherwise. The haste with which the South wanted to break away from the Union with the North, compelled him to move faster than he expected, perhaps more than most men of his time he had thought through the issue of slavery. ‘We must free the slaves’, he said, ‘or be ourselves subdued. ‘Before reading he first draft of the proclamation of Emancipation, he told his colleagues. ‘In giving freedom to the slaves, we assure freedom to the free’.

On September 22nd, 1862. Lincoln set his hand on the Proclamation of Emancipation declaring that on the first day of January 1863, all persons held as slaves within any state ‘shall the then and forever free. ’

Lincoln’s revulsion for slavery left him without any moral indignation or passion against the slave-owners. The guilt of the slave-owners, he felt , should be shared by the whole country the North and the South, for it seemed to him that everyone in the nation was an accomplice in perpetuating that system. To have whipped up any hatred against slave-owners would, to him, have been an act of malice.

“I shall do nothing in malice”, he wrote, ‘what I deal with is too vast for malicious dealing’. As the Civil War was coming to a successful conclusion, a Northerner demanded of Lincoln, “Mr President, how are you going to treat the Southerners when the war is over?” Lincoln replied, “As if they never went to war?”

When the news came of the Victory of the Northern against the Confederate forces, someone suggested that the head of the Confederation Administration, Jefferson Davies, really ought to be hanged. "Judge not, that ye be not judged", Lincoln replied, as to the demand for the prosecution of rebels, Lincoln replied, "We must extinguish our resentments if we expect harmony and union". This was his last recorded utterance.

(1) *The sentence : 'In giving freedom to the free' (last sentence of para 2) means :*

- (a) by freeing slaves, we are honouring the concept of freedom
- (b) by freeing slaves, we are safeguarding our own interests
- (c) if we give freedom to the slaves, they will serve us better
- (d) if we do not give freedom to the slaves, they will free themselves
- (e) None of the above

(2) *What came in Lincoln's way of carrying out emancipation as a gradual process?*

- (a) The haste of the South to break away from the Union with the North
- (b) The inadequate compensation given to slave-owners
- (c) His own over-enthusiasm to complete the process fast
- (d) His proposition to give grant for the rehabilitation of slaves
- (e) None of the above

(3) *Which of the following makes Abraham Lincoln a compassionate statesman?*

- (a) His hesitation in striving for emancipation of American blacks
- (b) His indifference in conducting the American Civil War
- (c) His efforts to force the American blacks from slavery
- (d) His efforts to conclude the American Civil War without dignity
- (e) None of the above

(4) *The term 'colonisation' as used in passage means :*

- (a) making separate dwelling arrangements for slave-owners
- (b) rehabilitation arrangements made for slave-owners
- (c) efforts made by American blacks to free themselves
- (d) handing over slaves to the slave-owners
- (e) None of the above

(5) *The incidents in the passage prove that Lincoln was :*

- (a) not a firm administrator
- (b) afraid of the majority of slaves
- (c) unduly concerned for the safety of the rebels
- (d) sympathetic and kind-hearted statesman.
- (e) unreasonably in favour of slaves.

(6) *The author of the passage seems to be*

- (a) a staunch and biased critic of Abraham Lincoln :
- (b) an advocate of the system of slavery
- (c) an opponent of the system of slavery
- (d) indifferent to Lincoln's remarkable achievements
- (e) impressed with Lincoln's good qualities

(7) *According to Lincoln, the culprits of the system of slavery were :*

- (a) the slaver-owners alone
- (b) the slaves alone
- (c) both the slaves and the slave-owners
- (d) all the people in the country
- (e) None of these

- (8) Which of the following statements is true in the context of the passage?
- Lincoln hated the demand of hanging Jefferson Davies
 - Lincoln turned down the demand of the prosecution of rebels
 - Lincoln wondered how mere compassion could lead to harmony
 - The Civil War was fought by the Northerners and Southerners against the enemies
 - None of the above
- (9) Lincoln didn't have any hatred for the slave-owners because :
- they were in a vast majority
 - they all belonged to upper caste
 - they would have treated him with malice
 - they were not guilty at all
 - None of the above
- (10) Lincoln's reply to the Northerner's question regarding the treatment to Southerners proves that :
- the Southerners were wicked in their dealings
 - Lincoln did not have revengeful attitude towards the Southerners
 - the Northerners were in favour of the Southerners
 - Lincoln did not like the Southerner's act of breaking away from the union with the North
 - Lincoln could control his anguish against the Southerners while expressing himself

Answers : 1. (a), 2. (a), 3. (e), 4. (e), 5. (d), 6. (e), 7. (d), 8. (b), 9. (e), 10. (b).

Short Passages

Passage 1

Directions (Q. 1-5) Read the following passage and answer the questions based on it.

[CDS January 2002]

At low tide he walked over the sands to the headland and round the corner to the little bay facing the open sea. It was inaccessible by boat, because seams of rock jutted out and currents swirled round them treacherously. But you could walk there if you chose one of the lowest ebb tides that receded a very long way. You could not linger on the expedition, for once the tide was on the turn, it came in rapidly. For this reason very few people cared to explore the little bay and the cave at the back of it.

But the unknown always drew this man like a magnet. He found the bay fresh and unlit, as it was completely covered by the sea at high tide. The cave looked mysteriously dark, cool and inviting and he penetrated to the farthest corner where he discovered a wide crack, rather like a chimney. He peered up and thought he could see a patch of daylight.

- (1) According to the writer, the bay could not be reached by boat, because :
- it had numerous layers of rock
 - there were too many eddies
 - it was facing the open sea
 - there were seams of rock and treacherously swirling currents
- (2) One could visit the bay
- | | |
|-------------------------------|------------------------------------|
| (a) at any time one chose | (b) on certain specified occasions |
| (c) when there was a low tide | (d) during the evening walk |
- (3) It was not possible to 'linger on the expedition' because :
- the water rose rapidly
 - the tide turned quickly
 - the tide turned sprightly
 - the water rushed in with a great force

(4) *He found the bay "fresh and unlitteed" because :*

- (a) the sea water had receded
- (b) he was the first visitor there
- (c) the high tide had just washed the litter away
- (d) it was not frequented by people who would pollute it

(5) *While passing through the cave, the writer discovered a :*

- (a) cool and secluded corner
- (b) large opening
- (c) chimney-shaped rock
- (d) big crack through which light came in

Answers : (1) (d), (2) (c), (3) (c), (4) (c), (5) (d).

Passage 2

Directions (Q. 6-10) *Read the following passage and answer the questions based on it.*

[CDS January 2002]

Regular physical activity provides numerous health benefits—from leaner bodies and lower blood pressure to improved mental health and cognitive functioning. As the school physical education programme promotes physical activity and can teach skills as well as from or change behaviour, it holds an important key to influencing health and well-being across the life span. To improve the fitness of students, we need to rethink the design and delivery of school-based physical education programme.

Adults in the United States think that information about health was more important for students to learn the content in language arts, mathematics, science, history or any other subject. Despite this high ranking, most schools devote minimal curriculum time to teaching students how to lead healthy lives. Our first step might be to consider ways to increase curriculum time devoted to physical education. In addition, schools need to thoughtfully analyse the design and delivery of school physical education programme to ensure that they are engaging, developmentally appropriate, inclusive and instructionally powerful.

(6) *According to this passage, regular physical activity is needed to :*

- (a) control one's blood pressure
- (b) lose one's weight
- (c) improve one's cognitive skills
- (d) improve one's physical as well as mental health

(7) *In order to tone up the physical education programme :*

- (a) it should be made compulsory at school
- (b) as assessment of the existing programme should be made
- (c) a committee should be set up in every school
- (d) the programme should be reoriented and implemented

(8) *According the Americans, health education is more important than teaching :*

- (a) social sciences
- (b) liberal arts
- (c) any subject
- (d) natural sciences

(9) *The author wants the reoriented physical education programme to be :*

- (a) given minimal curriculum time
- (b) very comprehensive
- (c) relevant to the modern society.
- (d) thoughtful

(10) *In order to improve the physical education programme, we should, first of all :*

- (a) allot more time to the teaching and learning of physical activity
- (b) decide on the number of activities to be taught
- (c) employ qualified instructors
- (d) increase the teaching load of instructors

Answers : (6) (d), (7) (d), (8) (c), (9) (d), (10) (d).

Passage 3

Directions (Q. 11-15) *Read the following passage and answer the questions based on it.*

[CDS January 2002]

The highbrows reverse the numerical argument and imply that, because they are so few, they must therefore be right but where they chiefly offend is in their excessive self-congratulation and contempt for others. In the past, the highbrows were alone in expressing a feeling of superiority; the lowbrows humbly accepted the position assigned to them. Recently, however, there has been a change and the lowbrows now adopt towards the highbrows exactly the same attitude as the highbrows adopted towards them.

- (11) *The reversal of the numerical argument in the context of the passage means that the highbrows :*
 (a) have no regard for the majority (b) respect the majority
 (c) are indifferent to numbers (d) have regard for the minority
- (12) *A highbrow is :*
 (a) a liberal minded person (b) a believer in conservative values
 (c) a self-opinionated intellectual (d) a democrat
 at
- (13) *The phrase 'self-congratulation' can best be replaced by :*
 (a) self-effacement (b) self-admiration
 (c) self-negation (d) self-criticism
- (14) *The attitude of the lowbrows towards the highbrows in the past was one of :*
 (a) violent rejection (b) resentful acceptance
 (c) open rebelliousness (d) unprotesting submission
- (15) *The recent change in the attitude of the lowbrows towards the highbrows suggests that :*
 (a) the lowbrows have rejected the superiority of the highbrows
 (b) the lowbrows have become highbrows
 (c) the lowbrows have become indifferent to the highbrows
 (d) the highbrows have become meek and humble

Answers : (11) (c), (12) (c), (13) (b), (14) (d), (15) (a).

Passage 4

Directions (Q. 16-20) *Read the following passage and answer the questions based on it.*

Crude mineral oil comes out of the earth as a thick brown or black liquid with a strong smell. It is a complex mixture of many different substances, each with its own individual qualities. Most of them are combinations of hydrogen and carbon in varying proportions. Such hydrocarbons are also found in other forms such as bitumen, asphalt and natural gas. Mineral oil originates from the carcasses of tiny animals and from plants that live in the sea.

Over millions of years, these dead creatures form large deposits under sea-bed and ocean currents cover them with a blanket of sand and silt. As this material hardens, it becomes sedimentary rock and effectively shuts out the oxygen, so preventing the complete decomposition of the marine deposits underneath. The layers of sedimentary rock become thicker and heavier. Their pressure produces heat, which transforms the tiny carcasses into crude oil in a process that is still going on today.

[CDS January 2002]

- (16) *Marine deposits under the sea do not get decomposed because they :*
 (a) become rock and prevent oxygen from entering them
 (b) are covered by the sand and silt brought by the current
 (c) contain a mixture of hydrogen and carbon

- (d) are constantly washed by the ocean current
- (17) *Sedimentary rock leads to the formation of oil deposits because :*
- (a) it becomes hard and forms into rocks which produce oil
 - (b) its pressure produces heat and turns the deposits of animal carcasses and plants into oil
 - (c) it turns heavy and shuts out the oxygen
 - (d) it becomes heavy and hard and applies pressure to squeeze oil
- (18) *In order to have mineral oil, hydrogen and carbon are combined in :*
- (a) equal proportions
 - (b) fixed proportions
 - (c) varying proportions
 - (d) the proportion of two and one
- (19) *The time it takes for the marine deposits to harden into rocks is :*
- (a) a few years
 - (b) thousands of years
 - (c) hundreds of years
 - (d) million of years
- (20) *The most apt title for the passage is*
- (a) crude mineral oil
 - (b) how sedimentary rock is formed?
 - (c) how mineral oil is formed?
 - (d) marine deposits under the sea

Answers : (16) (b), (17) (b) (18) (c), (19) (d), (20) (c).

Passage 5

Directions (Q. 21-25) *Read the following passage and answer the questions based on it.*

[CDS January 2002]

To avoid the various foolish opinions to which mankind is prone, no superhuman brain is required. A few simple rules will keep you free, not from all errors, but from silly errors. If the matter is one that can be settled by observation, make the observation yourself. Aristotle could have avoid the mistake of thinking that women have fewer teeth than man, by the simple device of asking Mrs. Aristotle to keep her mouth open while he counted. Thinking that you know when in fact you do not is a bad mistake, to which we are all prone. I believe myself that hedgehogs eat black beetles, because I have been told that they do; but if I was writing a book on the habits of hedgehogs, I should not commit myself until I had been one enjoying this diet. Aristotle, however, was less cautious. Ancient and medieval writers know all about unicorns and salamanders; not one of them thought it necessary to avoid dogmatic statements about them because he had never seen one of them.

- (21) *The author portrays mankind as :*
- (a) very intelligent
 - (b) having superhuman qualities
 - (c) nervous and weak
 - (d) by and large, lazy and ignorant
- (22) *The author is in favour of drawing conclusions on the basis of*
- (a) reasoning
 - (b) study of eminent thinkers
 - (c) empirical evidence
 - (d) discussion and consultation
- (23) *According to the author, unicorns and salamanders :*
- (a) existed in the past but now have become extinct
 - (b) are invisible
 - (c) never really existed
 - (d) have caused strange stories to be written about them
- (24) *The author implies that :*
- (a) hedgehogs eat black beetles
 - (b) hedgehogs do not really eat black beetles
 - (c) he is writing a book about hedge-hogs
 - (d) he is never seen a hedgehog eating beetles
- (25) *The attitude of the author is :*
- (a) philosophical
 - (b) scientific
 - (c) cultural
 - (d) commonsensical

Answers : (21) (d), (22) (c), (23) (c), (24) (d), (25) (b).

Passage 6

Directions (Q. 26-30) *Read the following passage and answer the questions based on it.* [CDS January]

Long ago Emerson wrote: "A man's task is his life-preserver". This seems to be remarkably correct in our modern life. The man without task is like a ship without a ballast and anchor, he is all too often merely a drifter. Few men seem to have initiative enough to choose a task for themselves if they do not need to work. When the inevitable disappointments come, as they assuredly will, they are completely overwhelmed. But the man who has his task has no time for vain regret, he escapes the disastrous fate which overtakes his less fortunate brother. Work is one of the greatest safety-valves which was ever invented, and youth especially needs it.

(26) *It seems to be remarkably correct in modern life that :*

- (a) a man has enough leisure
- (b) youth needs less work and more rest
- (c) the correct choice of the task preserves one's life
- (d) men fail to choose a task for themselves

(27) *The expression 'safety-valve' means :*

- (a) something which blows up safety
- (b) an outlet for rent-up energy
- (c) something which guarantees safety
- (d) a leaf of a folding door

(28) *A ship without ballast and anchor :*

- (a) is in great danger
- (b) merely drifts
- (c) is very safe
- (d) may not go in the right direction

(29) *A man who suffers from vain regrets must have :*

- (a) chosen his life's work rather carelessly
- (b) met with disastrous fate
- (c) been a victim of adverse circumstances to do

(30) *A person who has chosen the right task has no time to regret because he*

- (a) is engrossed in his work
- (b) has too much to do
- (c) has succeeded in life
- (d) has a safe and secured life

Answers : (26) (c), (27) (c), (28) (d), (29) (a) (30) (b).

Passage 7

Directions (Q. 1-5) *Read the following passage and answer the questions based on it.*

[SSC Stenographers]

Mountaineering is now looked upon as the king of sports. But men have lived amongst the mountains since prehistoric times and in some parts of the world, as in the Andes and Himalayas, difficult mountain journeys have inevitably been part of their everyday life. However, some of the peaks there were easily accessible from most of the cities of Europe. It is quite interesting that while modern mountaineers prefer difficult routes for the greater enjoyment of sport, the early climbers looked for the easiest ones, for the summit was the prize they all set their eyes on. Popular interest in mountaineering increased considerably after the ascent of the Alpine peak of Matterhorn in 1865 and Edward Whymper's dramatic account of the climb and fatal accident which occurred during the descent.

In the risky sport of mountaineering the element of competition between either individuals or teams is totally absent. Rather one can say that the competition is between the team and the peaks themselves. The individuals making up a party must climb together as a team, for they depend upon one another for their safety. Mountaineering can be dangerous unless reasonable precautions are taken. However, the majority of fatal accidents happen to parties which are inexperienced or not properly equipped. Since many accidents are caused due to bad weather, the safe climber is the man who knows when it is time to turn back, however, tempting it may be to press on and try to reach the summit.

- (1) *Mountaineering is different from other sports because :*
 (a) it is risky and dangerous (b) it can be fatal
 (c) it is most thrilling and exciting, there is no competition between individuals
- (2) *People living in the Andes and the Himalayas made mountain journeys because :*
 (a) it was a kind of sport (b) they had to undertake them in their day-to-day life
 (c) they lived in pre-historic time (d) of the challenge offered by the difficult journey
- (3) *Mountaineers climb as a team because :*
 (a) the height is too much for one individual (b) the competition is between the team and the peak
 (c) they have to rely on each other for safety (d) there is no competition among them
- (4) *" the summit was the prize they all set their eyes on ". In the context of the passage, this means :*
 (a) reaching the top was their exclusive concern
 (b) they kept their eyes steadily on reaching the summit
 (c) they cared for nothing but the prize of reaching the summit
 (d) they chose a route from which they could see the summit clearly
- (5) *"to press" in the last sentence of the passage means :*
 (a) to struggle in a forceful manner (b) to force upon others
 (c) to work fearlessly (d) to continue in a determined manner
- Answers :** (1) (c), (2) (b), (3) (c), (4) (a), (5) (d).

Passage 8

Directions (Q.6-10) *Read the following passage and answer the questions based on it.*

[SSC Stenographer]

On the morning of 31st August, 1573, 3000 horsemen of the imperial Mughal army paused at the banks of the Sabarmati. The rebels, they were after, lay just beyond the swollen river but the soldiers were exhausted: they had traversed 960 kilometers of difficult terrain in nine days, riding almost continuously. Suddenly a warrior on a chestnut charger plunged into the raging torrent. As man and horse struggled on to the opposite bank, a thrill ran through the army. It was the emperor, Jalaluddin Akbar ! with a roar, the soldiers followed him across and within two days, they had put down the rebellion so thoroughly that Gujrat remained in Mughal hands for the next 185 years.

- (6) *The rebels were camped :*
 (a) across the Sabarmati river (b) on the banks of Sabarmati river
 (c) in Gujrat (d) in imperial Mughal courts
- (7) *The expression 'swollen river' means :*
 (a) a river in flood (b) a calm and serene river
 (c) a deep river (d) a shallow river
- (8) *The Mughal soldiers didn't cross the river because*
 (a) they were cowards (b) they had joined hands with the rebels
 (c) they were waiting for the king to arrive (d) they were tired after a difficult journey
- (9) *The sudden arrival of King Akbar :*
 (a) surprised the soldiers (b) angered the soldiers
 (c) dismayed the soldiers (d) enthused the soldiers
- (10) *The attack on the rebels turned out to be :*
 (a) a dismal failure (b) a grand success
 (c) of no particular significance (d) an ordinary affair

Answers : (6) (b), (7) (a), (8) (d), (9) (d), (10) (b).

Passage 9

Directions (Q. 11-15) *Read the following passage and answer the questions based on it.*

[SSC Stenographer]

He saw nothing he had no knife or sharp instrument, the grating of the window was of iron and he had too often assured himself of its solidity. His furniture consisted of a bed, a chair, a table, a pail and a jug. The bed had iron clamps, but they were screwed to the wall and it would have required a screwdriver to take them off.

Dantes had but one resource which was to break the jug and with one of the sharp fragments attack the wall. He let the jug fall on the floor and it broke in pieces. He concealed two or three of the sharpest fragments in his bed, leaving the rest on the floor.

The breaking of the jug was too natural an accident to excite suspicion and next morning the gaoler went grumblingly to fetch another, without giving himself the trouble to remove the fragments. Dantes heard joyfully the key grate in the lock as the guard departed.

(11) *Dantes was in :*

- | | |
|----------------------|-------------------|
| (a) a hostel | (b) a dining room |
| (c) an army barracks | (d) a prison |

(12) *Dantes' was planning to :*

- | | |
|---------------------|------------------------|
| (a) carve his name | (b) make his escape |
| (c) tease the guard | (d) call for breakfast |

(13) *The guard left the fragments because he*

- | | |
|----------------------------|-------------------------------|
| (a) didn't notice them | (b) wished to punish dantes |
| (c) was too lazy to bother | (d) wanted Dantes to clear up |

(14) *Dantes probably broke the jug :*

- | | |
|---------------------|-----------------------|
| (a) in the morning | (b) during the night |
| (c) after breakfast | (d) at exactly 3 P.M. |

(15) *Dantes heard the key grate in the lock when the*

- | | |
|--------------------------|--------------------------|
| (a) cell door was shut | (b) cell door was opened |
| (c) storeroom was opened | (d) storeroom was shut |

Answers : (11) (d), (12) (b), (13) (c), (14) (b), (15) (a).

Passage 10

Directions (Q. 16-20) *Read the following passage and answer the questions based on it.*

[SSC Stenographer]

Wild peacocks live together in large flocks in the forests of Central Africa. They scratch about in the ground during the day for seeds to eat and at nightfall they fly up to the trees where they perch and sleep. Every peacock has several wives, known as peahens. The female birds build their nests on the ground and lay from four to six whitish, sometimes spotted eggs. During the mating season the male utters a harsh raucous cry.

(16) *Why do peacocks live in flocks?*

- | | |
|--|----------------------------------|
| (a) They are frightened of wild animals. | (b) They cannot fly very well |
| (c) They can get more food | (d) The passage does not tell us |

(17) *'Perch' in the passage means :*

- | | | | |
|----------|----------|-----------|---------|
| (a) rest | (b) nest | (c) climb | (d) fly |
|----------|----------|-----------|---------|

(18) *Peacock eggs are :*

- | | | | |
|----------------|-------------|-------------|----------------------|
| (a) pure white | (b) whitish | (c) spotted | (d) Both 'a' and 'c' |
|----------------|-------------|-------------|----------------------|

(19) "Harsh raucous cry" in the passage means :

- (a) loud cry (b) deep cry (c) roaring cry (d) loud and hoarse cry

(20) A suitable title for the passage could be :

- (a) Peacock Eggs (b) The Habitat of the Peacock
(c) Wild Peacocks (d) Wild Birds of Africa

Answers : (16) (d), (17) (a), (18) (d), (19) (d), (20) (b).

Passage 11

Directions (Q. 1-9) Read the following passage carefully and answer the questions given below it. Certain words/phrases are given in bold to help you to locate them while answering the questions.

[Reserve Bank of India, Grade 'B' Officers]

Alleviation of rural poverty has been one of the primary objectives of planned development in India. Ever since the inception of planning, the policies and the programmes have been designed and redesigned with this aim. The problem of rural poverty was brought into a sharper focus during the Sixth Plan. The Seventh Plan too emphasised growth with social justice. It was realised that a sustainable strategy of poverty alleviation has to be based on increasing the productive employment opportunities in the process of growth itself.

However, to the extent the process of growth bypasses some sections of population, it is necessary to formulate specific poverty alleviation programmes for generation of a certain minimum level of income for the rural poor. Rural development implies both the economic betterment of people as well as greater social transformation. Increased participation of people in the rural development process, decentralisation of planning, better enforcement of land reforms and greater access to credit and inputs go a long way in prospects for economic development improvements in health, education drinking water, energy supply sanitation and housing coupled with attitudinal changes also facilitate their social development.

Rural poverty is inextricably linked with low rural productivity and unemployment, including underemployment. Hence, it is imperative to improve productivity and increase employment in rural areas. Moreover, more employment needs to be generated at higher levels of productivity in order to generate higher output. Employment at miserably low levels of productivity and incomes is already a problem of far greater magnitude than unemployment as such. It is estimated that in 1987-88 the rate of unemployment was only 3% and inclusive of the underemployed, it was around 5%.

As per the currently used methodology in the Planning Commission, poverty for the same year was estimated to be 30%. This demonstrates that even though a large proportion of the rural population was working it was difficult for them to eke out a living even at subsistence levels from it. It is true that there has been a considerable decline in the incidence of rural poverty over time. In terms of absolute numbers of poor, the decline has been much less. While this can be attributed to the demographic factor, the fact remains that after 40 years of planned development about 200 million are still poor in rural India.

(1) According to the passage, rural poverty is associated with which of the following one or more factors?

- (1) Want of effectiveness of productive efforts. (2) Dearth of employment opportunities.
(3) Better sanitation and housing facilities.
(a) Only 1 (b) Only 2 (c) Only 3 (d) 1 and 2
(e) 2 and 3

(2) Which of the following statements is/are true in the context of the passage?

1. There has been a significant increase in the number of the rural poor.
2. Before the Sixth Plan, the policies regarding alleviation of rural poverty were almost nonexistent.
3. Social change coupled with financial upliftment is implied in rural development.
(a) Only 1 (b) Only 2 (c) Only 3 (d) 1 and 2
(e) 1 and 3

- (3) *Under which of the following circumstances is employment a greater problem than unemployment?*
- There cannot be such circumstances
 - In rural areas where employment opportunities are less
 - In urban areas where sanitary conditions are subnormal
 - In areas where magnitude of unemployment is more serious
 - None of the above
- (4) *Which of the following is not mentioned in the passage as an important factor for rural development?*
- Better enforcement of land reforms
 - Greater access of credit and inputs
 - Transferring planning from central to local authorities
 - Involvement of rural folk in the development process
 - Enhancing production in the various new industries in rural areas
- (5) *The passage deals mainly with.*
- the shortcomings in the implementation of poverty alleviation
 - improvement in industrial growth strategies
 - alleviation of rural poverty
 - methodology of Planning Commission
 - the growth rate of unemployment
- (6) *Which of the following necessitates formulation of specific poverty alleviation programmes?*
- Certain sections are not covered in the process of growth
 - The sharper focus given in the Sixth Plan
 - Extension of social justice to rural areas
 - To keep the rural population outside the periphery of growth
 - None of the above
- (7) *Which of the following inferences can be drawn from the passage?*
- The number of the rural poor people in India is quite substantial
 - The development activities during the past 40 years had all been futile
 - Alleviation of rural poverty needs a strong political will
 - The unemployment situation in the country has been worsening year after year
 - None of the above
- (8) *What is the desired probable impact of formulation of specific poverty alleviation programmes?*
- Provision of good sanitation and housing for the rural poor
 - Ensuring certain minimum income for the rural poor
 - Change in attitude of the rural masses
 - Increased involvement of the rural people in developmental activities
 - None of the above
- (9) *Which one or more of the following statements show/shows a striking paradox?*
- In 1987-88, the rate of unemployment was only 3% and inclusive of underemployment it was 5%.
 - Unemployment together with underemployment was 5 % whereas the poverty was 30%.
 - More employment needs to be generated at higher levels of productivity in order to generate higher output.
- Only 1
 - Only 2
 - Only 3
 - 1 and 2
 - 2 and 3

Answers : (1) (a), (2) (c), (3) (d), (4) (a), (5) (b), (6) (b), (7) (c), (8) (b), (9) (c).

Passage 12

Directions (Q. 1-9) *Read the following passage carefully and answer the questions given below it. Certain words/phrases in the passage are given in bold to help you to locate them while answering the questions.*

[Bank PO conducted by BSRB Delhi]

Globalisation, liberalisation and free market are some of the most significant modern trends in economy. **Most economists** in our country seem **captivated** by the spell of the free market. Consequently, nothing seems good or normal that does not accord with the requirements of the free market.

A price that is determined by the seller or for the matter, established by anyone other than the aggregate of consumers seems **pernicious**. Accordingly, it requires a major act of will to think of price-fixing as both normal and having a valuable economic function. In fact, price fixing is normal in all industrialised societies because the industrial system itself provides, as an effortless consequence of its own development, the price-fixing that it requires.

Modern industrial planning requires and rewards great size. Hence, a comparatively small number of large firms will be competing for the same group of consumers that each large firm will act with consideration of its own needs and thus avoid selling products for more than its competitors charge is commonly recognised by **advocates** of free-market economic theories.

But each large firm will also act with full consideration of the needs that it has in common with the other large firms competing for the same customers. Each large firm will thus avoid significant price cutting, because price-cutting will be prejudicial to the common interest in a **stable** demand for products. Most economists do not see price-fixing when it occurs because they expect it to be brought about by a number of **explicit** agreements among large firms; it is not.

Moreover, those economists who argue that allowing the free-market to operate without interference is the most efficient method of establishing prices have not considered the economics of non-socialist countries. Most of these economies employ intentional price-fixing, usually in an **overt** fashion. Formal price-fixing by cartel and informal price-fixing by agreements covering the members of an industry are common place.

Were there something peculiarly efficient about the free market and inefficient about price-fixing, the countries that have avoided the first and used the second would have suffered drastically in their economic development. There is no indication that they have.

Socialist industry also works within a framework of controlled prices. In the early 1970's the Soviet Union began to give firms and industries some flexibility in adjusting prices that a more informal evolution has accorded the capitalist system. Economists in the USA have hailed the change as a return to the free-market.

But the then Soviet firms were not in favour of the prices established by a free-market over which they exercised little influence; rather, Soviet firms acquired some power to fix prices.

(1) *The author's primary objective of writing the passage seems to :*

- (a) belie the popular belief that the free market helps enhance development of industrial societies
- (b) advocate that price-fixing is unavoidable and it is beneficial to the economy of any industrialised society
- (c) explain the methodology of fixing price to stabilise free-market
- (d) prove that price-fixing and free market are compatible and mutually beneficial to industrialised societies
- (e) create awareness among the general public regarding combating price-fixing by large firms

- (2) Which of the following statements (1), (2) and/or (3) is/are true in the context of the information given in the passage?

The information in the passage is helpful to :

- (1) know some of the ways in which prices can be fixed
 (2) identify the products for which price-fixing can be more beneficial
 (3) differentiate between the economies of various countries
 (a) Only 1 (b) Only 2 (c) Only 3 (d) 1 and 2
 (e) None of these

- (3) Considering the literal meaning and connotations of the words used in the passage, the author's attitude towards 'most economists' can best be described as :

- (a) derogatory and antagonistic (b) impartial and unbiased
 (c) spiteful and envious (d) critical and condescending
 (e) indifferent

- (4) The author feels that price fixed by seller seems pernicious because :

- (a) people don't have faith in large firms
 (b) people don't want the Government to fix prices
 (c) most economists believe that consumers should determine prices
 (d) most economists believe that no one group should determine prices
 (e) people do not want to decide prices

- (5) Which of the following statements is definitely true in the context of the passage? Price fixing is :

- (a) a profitable result of economic development
 (b) an inevitable result of the industrial system
 (c) the joint result of a number of carefully organised decisions
 (d) a phenomenon uncommon to industrialised societies
 (e) a result of joint venture of the Government and industry

- (6) According to the passage, price fixing in non-socialistic is generally :

- (a) intentional and widespread (b) illegitimate but beneficial
 (c) conservative and inflexible (d) legitimate and innovative
 (e) conservative and scarce

- (7) What was the result of the then Soviet Union's change in economic policy in the 1970's?

- (a) They showed greater profits (b) They had less control over the free-market
 (c) They were able to adjust to techno advancement
 (d) They acquired some authority to fix prices
 (e) They became more responsive to free market

- (8) The author's primary concern seems to

- (a) summarise conflicting viewpoints (b) make people aware of recent discoveries
 (c) criticise a point of view (d) predict the probable results of a practice
 (e) prepare a research proposal

- (9) Which of the following statements about the socialist industry is/are false?

- (1) It works under certain price restrictions (2) It has no authority to determine price
 (3) It hails the strategy of price fixing, as a major deviation
 (a) Only 1 is false (b) Only 2 is false
 (c) Only 3 is false (d) 1 and 2 are false
 (e) 2 and 3 are false

Answers : (1) (b), (2) (a), (3) (b), (4) (c), (5) (b), (6) (a), (7) (e), (8) (a), (9) (c).

Passage 13

Directions (Q. 1-5) *Read the following passage carefully and then answer these questions based on what is stated or implied therein.* **[Management Aptitude 2001]**

Are the 1980s and 1990s the era of colour? According to some people, they are. Now you can buy radios and electric fans in lavender and pink. Restaurants have an emphasis on flowers and colourful plates. Cars are coming out in pink and aqua.

Even bathroom fixtures are being made in 'honeydew' and 'blond'. Part of the importance of the colour of an object is that the colour affects the way one feels about it. You want a vacuum cleaner to look light and easy, which is why it may be coloured in pastels and light colours. But gardening equipment and athletic equipment you want to look powerful.

You would never find a lawn mower in pink, but red would be fine. Not very long ago, sheets were always white and refrigerators commonly came in colours like 'old gold' 'avocado green' and 'coppertone'. Now those are thought of as old-fashioned, popular colours change because fashion influences everything.

In fact, new colours often spring from the fashion industry. It's a lot cheaper to make a blouse or skirt than a sofa. After people get used to seeing new colours on clothing or towels, they are ready to accept those colours in carpeting, refrigerators or cars. Colour-analysis consultants have been very successful in recent years. People want to choose the most flattering colours for make up and clothing.

Some car designers are even saying that people may begin buying cars of the colour that goes with their skin colouring. This sounds too extreme. It's hard to believe that people are that impressionable.

(1) *The main subject of the passage is :*

- | | |
|-----------------------------|---------------------------------|
| (a) popular colours today | (b) colour consultants |
| (c) the influence of colour | (d) colours that flatter people |

(2) *The word 'era' in line 1 could best be replaced by which of the following words?*

- | | |
|------------|----------------|
| (a) Season | (b) Age |
| (c) Epic | (d) Generation |

(3) *According to the author which of the following is not popular now?*

- | | |
|----------------|---------------------------------|
| (a) Coppertone | (b) Colourful cars |
| (c) Pastels | (d) Colourful bathroom fixtures |

(4) *According to the author, why would red be a good colour for a lawn mower?*

- | | |
|--------------------------|--------------------------|
| (a) Because it is strong | (b) Because it is cheap |
| (c) Because it is light | (d) Because it is pastel |

(5) *In this passage, which of the following are not used names for colours?*

- | | |
|--------------|-----------------|
| (a) Fruit | (b) Hair colour |
| (c) Minerals | (d) Drinks |

Answers : (1) (c), (2) (b), (3) (a), (4) (a), (5) (a).

Passage 14

Directions (Q. 1-5) *Read the following passage carefully and then answer these questions based on what is stated or implied therein.*

[Management Aptitude 2001]

If life exists on Mars, it is most likely to be in the form bacteria buried deep in the planet's permafrost or lichens growing within rocks, say scientists from NASA. There might even be fossilised Martian algae locked up in ancient lake beds, waiting to be found. Christopher McKay of NASA's Ames Research Centre in California told the AAAS that exobiologists, who look for life on other planets, should look for clues among the life forms of the Earth's ultra-cold regions, where conditions are similar to those on Mars. "Lichens, for example are found within some Antarctic rocks, just beneath the surface where sunlight can still reach them. The rock protects the lichen from cold and absorbs water providing enough for the lichen's need", said McKay.

Bacteria have also been found in 3-million-year-old permafrost dug up from Siberia. If there are any bacteria alive on Mars today, they would have had to have survived from the time before the planet cooled more than 3 billion years ago. Nevertheless, McKay is optimistic, "It may be possible that bacteria frozen into the permafrost at the Martian South Pole may be viable."

McKay said, "Algae are found in Antarctic lakes with permanently frozen surfaces. Although no lakes are thought to exist on Mars, they might have existed long ago. If so, the dried-out Martian lake beds may contain the fossilised remains of algae." "On Earth, masses of microscopic algae form large, layered structures known as stromatolites, which survive as fossils on lake beds and the putative", Martian said, Jack Farmer, one of McKay's colleagues. The researchers are compiling a list of promising Martian lake beds to be photographed from spacecraft", said farmer. Those photographs could help to select sites for landers that would search for signs of life, past or present." "If we find algae on Mars, I would say the Universe is lousy with algae," McKay said. "Intelligence would be another question."

(1) *The passage is primarily concerned with*

- (a) the possibility of life on Mars
- (b) selecting sites for landers on Mars
- (c) research on Mars
- (d) Findings of Christopher McKay on Mars

(2) *Lichens survive in the extreme cold conditions of Antarctica on Earth for all the following reasons, except :*

- (a) some Antarctic rocks protect lichens beneath their surface
- (b) bacteria in the Antarctic frost protect lichen from the residual cold after the rock absorbs water
- (c) sunlight penetrates the surface of the Antarctic rock where lichen grows
- (d) the Antarctic rocks protect the lichen from cold by absorbing water and leaving enough for the lichen's needs

(3) *Which of the following statements is not true?*

- (a) If any bacteria are alive today on Mars, they must have survived from the time before the planet cooled
- (b) Space photographs of Martian craters should reveal to the explorers signs of life there
- (c) Bacteria frozen into permafrost at the Martian South Pole may be viable
- (d) On digging up, more than 3 million years old Siberian permafrost has revealed bacteria

(4) *The most primitive forms of life likely to exist on Mars are all the following except*

- (a) villus and spare
- (b) bacteria
- (c) algae
- (d) lichen

(5) *Exobiologists might find on Mars algae similar to stromatolites on earth because :*

- (a) on our planet stromatolites are formed by microscopic algae
- (b) martian lake beds may contain fossilised remains of algae similar to stromatolites on earth
- (c) there is evidence that photosynthesis which takes place in Earth's algae can be found in Martian algae on be found in Martian algae too
- (d) All of the above

Answers : (1) (a), (2) (b), (3) (b), (4) (a), (5) (d).

Passage 15

Directions (Q. 1-5) *Read the following passage carefully and then answer these questions based on what is stated or implied in the passage.* [Management Aptitude May 2001]

A jolly musicologist by the entirely unobjectionable name of Henry Pleasants has written a book called *'The Agony of Modern Music'*. That word 'Agony' is right. Much of it is just not written down but improvised. Much of what passes for music of these times is raucous noise and the excuse for persisting with it is that every common youngster understands and likes it.

The pleasant fellow concedes that 'serious' music is virtually dead. This may be dismissed as yet another pleasantry which the undirected young indulge in. Paul Hindesmith, possibly one the last of the classical giants. Once said that some composers tended to develop an oversublimated technique "which produces images of emotions that are far removed from any emotional experience a relatively normal human being ever has.

That is just the point. High art can never be totally democratised. There is a barrier between the egghead and the hoipolloi and it would be lazy idealism to ignore this. When Bach played and beethoven roared, who was then the gentleman?

The pity of it is that while talking music to the masses, all known rules are broken and improvisation becomes king. That, roughly speaking is how jazz was born; by dropping discipline, inspiration, deep personal emotions and every element of creative art and adopting improvisation as its main rationale. Why, they even tried to smuggle bits of jazz into serious music so that the composer could somehow survive.

Now they are going one step further : learn it by ear, don't write down the stuff, make it up as you go along and hope, by these shoddy techniques, that everyone present will applaud and thus, provide the composer and the performers with their daily bread.

(1) *The author uses the word 'improvisation' to suggest :*

- | | |
|---|---------------------------------|
| (a) making the original more sublime | (b) tampering with the original |
| (c) rendering the original more popular | (d) simplifying the original |

(2) *According to the author high art cannot be democratised because :*

- (a) high art is oversublimated
- (b) people differ in their emotional experience
- (c) masses cannot be expected to appreciate what only the few intelligent can
- (d) democratising necessarily involves improvisation

(3) *They tried to introduce bits of jazz in serious music so that :*

- (a) music might survive
- (b) the masses could take to serious music
- (c) the new composers might survive
- (d) music is democratised

(4) *Which of the following words can best replace the word raucous in the paragraph?*

- | | |
|--------------|--------------|
| (a) shrill | (b) soothing |
| (c) pleasant | (d) popular |

(5) *Speaking of the techniques of some composers Paul Hindesmith said that they evoked image of emotions:*

- | | |
|--------------------------------------|-----------------------------------|
| (a) not experienced by normal people | (b) felt only by subnormal people |
| (c) never felt by masses | (d) not experienced by eggheads |

Answers : (1) (b), (2) (b), (3) (c), (4) (a), (5) (a).

Passage 16

Directions (Q. 1-5) *Read the passage given below carefully and then answer these questions based on what is stated or implied in the passage.*

[Management Aptitude 2001]

One simple concept lies behind the formation of the stars : gravitational instability. The concept is not new. Newton first perceived it late in the 17th Century. Imagine a uniform, static cloud of gas in space. Imagine then that the gas is somehow disturbed so that one small spherical region becomes a little denser than the gas around it so that the small region's gravitational field becomes slightly stronger. It now attracts more matter to it and its gravity increases further, causing it to begin to contract. As it contracts its density increases, which increases its gravity even more, so that it picks up even more matter and contracts even further. The process continues until the small region of gas finally forms a gravitationally bound object.

- (1) *The primary purpose of the passage is to :*
 - (a) describe a static condition
 - (b) support a theory considered outmoded
 - (c) depict the successive stages of a phenomenon
 - (d) demonstrate the evolution of the meaning of a term
- (2) *It can be inferred from this passage that the author views the information contained within it as :*
 - (a) lacking in elaboration
 - (b) original but obscure
 - (c) speculative and unprofitable
 - (d) uncomplicated and traditional
- (3) *With which of the following words can you replace the word 'uni-form' as given in this passage?*
 - (a) uniting
 - (b) varying
 - (c) gaseous
 - (d) unvarying
- (4) *What does the underlined word 'it' stand for in the passage?*
 - (a) gravitational instability
 - (b) cloud of gas
 - (c) small spherical denser region
 - (d) matter
- (5) *The author provides information that answers which of following questions?*
 - (1) What causes the disturbances that changes the cloud from its original static condition?
 - (2) How does this small region's increasing density affect its gravitational field?
 - (3) What is the end result of the gradually increasing concentration of the small region of gas?
 - (a) Only 1
 - (b) Only 2
 - (c) 2 and 3
 - (d) 1, 2 and 3

Answers : (1) (c), (2) (d), (3) (d), (4) (c), (5) (c).

Passage 17

Directions (Q. 1-4) *Read the passage given below carefully and then answer these questions based on what is stated or implied in the passage.*

[UPSC Assistant Provident Fund Commissioners]

A great deal of the world's work is neither producing material things nor altering the things that Nature produces, but doing services of one sort or another. Thoughtless people are apt to think a brickmaker more of a producer than a clergyman. When a village carpenter makes a gate to keep cattle out of a field of wheat, he has something solid in his hand which he can claim for his own until the farmer pays him for it. But when a village boy makes as noise to keep the birds off he has nothings to show, though the noise is just as necessary as the gate.

The postman does not make anything—the policeman does not make anything—the doctor makes pills sometimes; but that is not his real business, which is to tell you when you ought to take pills and what pills to take, unless indeed he has the good sense to tell you not take them at all and you have the good sense to believe him, when he is giving you good advice instead of bad. The lawyer does not make anything substantial—they are all in service.

- (1) *Thoughtless people think a brickmaker more of a producer than a clergyman because more of a producer than a clergyman because :*

- (a) a clergyman is an idler
 - (b) a brickmaker produces something solid which he can keep with him till he gets its price
 - (c) a brickmaker, being physically stronger than a clergyman, can naturally produce more
 - (d) he cannot understand the philosophical lectures of the clergyman
- (2) *According to the author of the passage, a large number of persons :*
- (a) are producing material things
 - (b) are altering the things that nature produces
 - (c) are doing nothing in particular
 - (d) offer services
- (3) *The writer thinks that :*
- (a) both the doctor and the patient are sensible when one makes pills and the other buys them
 - (b) the doctor is sensible and the patient is insensible
 - (c) the doctor is insensible and the patient is insensible.
 - (d) both the doctor and the patient make sense when one offers and the other receives a service.
- (4) *The writer's description of the doctor's business :*
- (a) strengthens the main argument of the passage because the doctor's business is to make pills
 - (b) is irrelevant to the main argument of the passage
 - (c) weakens the main argument of the passage
 - (d) illustrates the difference between producing something and offering a service

Answers : (1) (b), (2) (d), (3) (d), (4) (d).

Passage 18

Directions (Q. 1-6) : *Read the passage carefully, then answer the questions which are based on what is stated or implied in the passage.*

[Management Aptitude]

Since the world has become industrialised, there has been an increase in the number of animal species that have either become extinct or have neared extinction. Bengal tiger, for instance, which once roamed the jungle in vast numbers, now number only 2300 and by the year 2025 their population is estimated to be down to zero. What is **alarming** about the case of Bengal tiger is that this extinction will have been caused almost entirely by poachers who according to some sources, are not interested in material gain but in personal gratification. This is an example of the callousness that is part of what is causing the problem of extinction. Animals like the Bengal tiger, as well as other endangered species, are a valuable part of the world's ecosystem. International laws protecting these animals must be enacted to ensure their survival and the survival of our planet.

Countries around the world have begun to deal with the problem in various ways. Some countries, in order to circumvent the problem, have allocated large amount of land to animal reserves. They then charge admission to help defray the costs of maintaining the parks and they often must also depend on world organisations for support. With the money get, they can invest in equipment and patrols to protect the animals. Another solution that is an attempt to **stem the tide**, of animal extinction is an international boycott of products made from endangered species. This seems fairly effective, but it will not, by itself, prevent animals from being hunted and killed.

- (1) *What is the author's main concern in this passage?*
- (a) Problems of industrialisation
 - (b) The Bengal tiger
 - (c) Endangered species
 - (d) Callousness of man
- (2) *According to the passage, poachers kill for :*
- (a) material gain
 - (b) personal satisfaction
 - (c) Both 'a' and 'b'
 - (d) None of these
- (3) *Which of the following words is closest in meaning to the underlined word 'alarming'?*
- (a) Serious
 - (b) Dangerous
 - (c) Distressing
 - (d) Frightening

- (4) *Certain species are becoming extinct because of :*
 (a) industrialisation (b) poaching
 (c) love of products made from them (d) all of these
- (5) *The Phrase 'Stem the tide' means*
 (a) save (b) stop (c) touch (d) spare
- (6) *Which of the following best describes the author's attitude?*
 (a) Concerned (b) Vindictive (c) Surprised (d) Generous
- Answers :** (1) (c), (2) (b), (3) (d) (4) (d), (5) (b), (6) (a).

Passage 19

Directions (Q. 1-6) *Read the passage carefully and then choose the best answer for each question.*

[Management Aptitude]

The conservative is not an extreme individualist. He may be willing to concede numerous arguments of the unqualified individualists, for his own respect for the dignity of the individual is not surpassed by that of any man. Yet he cannot agree to the full implications of individualism, which is based so he thinks on an incorrect appraisal of man, society, history and government. In his own way, the individualist is as much a perfectionist as the Socialist and with perfectionism the conservative can have no **truck**.

In particular, the conservative refuses to go all the way with economic individualism. His distrust of unfettered man, his recognition to groups, his sense of the complexity of the social process, his recognition of the real services that government can perform all these sentiments make it impossible for him to subscribe to the dogmas and shibboleths of economic individualism : laissez-faire, the negative state, enlightened self-interest, the law of supply and demand, the profit motive.

The conservative may occasionally have kind word for each of these notions, but he is careful to qualify his support by stating other, more important social truths. For example he does not for a moment deny the prominence of the profit motive, but he insists that it be recognised for the selfish thing it is and be kept within reasonable, socially imposed limits.

- (1) *The conservative is :*
 (a) a perfectionist (b) an economist (c) a socialist (d) None of these
- (2) *The conservative is against economic individualism for all the following reasons except :*
 (a) he does not trust free men (b) he believes in the authority of the government
 (c) he believes in groups (d) he feels that social processes are important
- (3) *The author mentions all the following catchwords of economic individualism except :*
 (a) free trade (b) the profit motive (c) balance of trade (d) the negative state
- (4) *Which of the following words can replace the underlined word 'truck'?*
 (a) Dealing (b) Bargain (c) Debate (d) Transport
- (5) *Which of the following statements is true?*
 (a) The socialist and the individualist tend to be broadly similar in their views
 (b) The conservative believes that profit motive originates in selfishness
 (c) The conservative is also an extreme individualist
 (d) None of the above
- (6) *Which of the following could be an appropriate title for the passage?*
 (a) Anarchy and freedom (b) Progress and The conserving
 (c) A conservative Apology (d) The conservative stand

Answers : (1) (d), (2) (d), (3) (a), (4) (a), (5) (b), (6) (d).