ગુરુકુલ કોલેજ-જૂનાગઢ

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Compilation

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:સંકલન:-

દિનેશ જોષીપુરા

મોબાઈલ નં. ૯૯૧૩૭૩૧૬૮૪

Compilation

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શ્રી ધર્મજીવનદાસજી સ્વામી કોમ્પ્યુટર કોલેજ

શ્રી સ્વામિનારાયણ ગુરુકુલ, જૂનાગઢ

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॥ प्रवर्तनीया सद्विद्या भुवि यत्सुकृतं महत् ॥

॥ सा विद्या या विमुक्तये ॥

For the students of

B.C.A & B.Sc.IT

From Compilation by **Dinesh Joshipura**

:Compilation:

Dinesh Joshipura

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શ્રી ધર્મજીવનદાસજી સ્વામી બી.સી.એ./બી.એસસી.આઈ.ટી/સાયન્સ કોલેજ, શ્રીસ્વામિનારાયણ ગુરુકુલ, જૂનાગઢ

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:NEW SYLLABUS-B.C.A. & B.Sc.IT/SEM-I-2019-20

:New Syllabus-B.C.A & B.Sc.(IT)-Sem-I- 2019-2020:

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The Room on the Roof

Ruskin Bond

Compiled by Dinesh Joshipura - Gurukul College - Junagadh

The chracters of the novel

- Rusty - the hero of the novel
- Somi - the cyclist
- Ranbir - the best wrestler in the bazaar
- Suri - a grumpish person
- Missionary's wife
- Mr John Harrison - the boy's guardian
- a sweeper boy
- Maharani - the queen of the bazaar. cow
- Mr Kapoor the husband of Meena
- Meena Mr Kapoor's wife
- Kishen Mr Kapoor's son
- Somi's mummy
- Kishen's aunt
- Prickly Heat Suri's dog

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The Room on the Roof

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Page :- 1. One line answer questions / Objective type questions.
One mark for each question.

Question No. 1-A for five marks

Related to text - Chapter-I

Q. 1. Who has written the book (novel) "The Room on the roof." ? Imp
A. 1. Ruskin Bond has written the novel named "The Room on the Roof."

Q. 2. Which is the first novel of Ruskin Bond ?
A. 2. 'The Room on the Roof" is the first novel of Ruskin Bond.

Q. 3. How old was Ruskin Bond when he had written the novel ?
A. 3. Ruskin Bond was seventeen years old when he had written the novel.

Q. 4. Who is the hero of the novel ? Imp.
A. 4. Rusty is the hero of the novel.
Hero means the chief chracter of the novel.
(વાર્તાનું મુખ્ય પાત્ર કે નાયક) Imp.

Q. 5. Who has a habit of keeping his hands in his pocket ? Imp
A. 5. Rusty has a habit of keeping his hands in his pocket.

Q. 6. From where does the road to Dehra come from ?
A. 6. The road to Dehra comes from the mountains and passed through the jungle and valley. (ખીણ)

Q. 7. How far was the boy (Rusty) from Dehra ? OR How many miles the boy away from Dehra ?
Ans. 7. The boy (Rusty) was three miles away from Dehra. OR The boy was three miles out of Dehra.

Q. 8. How was the road to Dehra OR What kind of road did you find to Dehra ?
A. 8. The road was long and wound (હાનિ કે ઈજા પહોંચાડે તેવો ખરાબ) round (ચક્રાકારમાં) the hills, rose and fell i.e., high and low and twisted down (નીચે વળાંક લેતો) to Dehra. (turn and twisted road) (turned to) ગોળગોળ ચક્રાકારનો રસ્તો

Q. 9. Where was the road ended ? Imp
A. 9. After passing through Dehra, the road ended somewhere in the bazaar. But no one knew where it ended.

Q. 10 What did the boy like ?
A. 10. The boy liked the rain as it flecked (sprinkled) (છાંટા પડવાને / ચહેરા પર ટપટપ પડતા વરસાદનાં છાંટા) his face, he also liked the smell and the freshness of the surroundings (આસપાસની પરિસ્થિતિ / વાતાવરણ)
(surroundings) આસપાસની

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Q. 11 What situation was causative for creating a smile to the eyes of the boy?
A. 11. The light spring rain created very happy and cheerful freshness to the air. It brought a smell of earth and scent or perfume of flowers and such kind of atmosphere brought a smile to the eyes of the boy.

Q. 12. Did the boy look or notice at his surroundings?
A. 12. No, the boy did not look or notice at his surroundings, - his mind, as usual, was very far away - but he felt their atmosphere and smiled.

Q. 13. What kind of place was the bzaar? OR Imp
Imp Define the word 'bazaar'. Imp
A. 13. The bazaar was a baffling place. It was a confusing place. It was a place of confusion and uneasiness.
baffling place એટલે મૂંઝવતું સ્થાન/અકચાઇ ભેળી કરતી જગ્યા / અકળાવતું / બાવરે કે વ્યાકુળ કરતું સ્થાન
It was a place of noise/ hustle and bustle

Q. 14. Whose legs were long and athletics? Imp
A. 14. Somi's legs were long and athletics.

Q. 15. Who dressed in short pants and turban?
A. 15. Somi dressed in short pants and turban.

Q. 16. Where was Rusty born?
A. 16. Rusty was born in Dehra.

Q. 17. Who was Somi's friend?
A. 17. Ranbir was Somi's friend.

Q. 18. Who was the best wrestler? (મલ્લ/કુસ્તીબાજ) Imp
A. 18. Ranbir was the best wrestler in the bazaar.

Q. 19. Who asked the boy's name?
A. 19. Somi asked the boy's name.

Q. 20. Who met Rusty and somi on the way to Dehra?
A. 20 Ranbir - a youth and a burly figure met Rusty and somi on the way to Dehra
(burly - એટલે strong/stout - મજબૂત/મસ્તાન/ કદાવર)

Q. 21. Who was enjoying the ride and laughed merrily?
A. 21. Somi was enjoying the ride and laughed merrily.

Q. 22. Who began a swift (ઉતાવળ/ઝડપ-speedy/quick) conversation in Punjabi? Imp
A. 22 Ranbir and Somi began a swift conversation in Punjabi

Q. 23 Who was standing in the middle of the road?
A. 23 Suri was standing in the middle of the road.

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Q.24 How could you find that the boy's mind was very far away?
A.24. The boy's mind was so very far away that it was a few minutes before he noticed the swish of bicycle wheels beside him.

Q.25 What was the name of the cyclist? (Imp)
A.25. The name of the cyclist was Somi.

Q.26. Where was the boy going? (Imp)
A.26. The boy was going to Dehra.

Q.27 Who determined (દૃઢનિશ્ચય) to help the boy or the stranger?
A.27 Somi determined to help the boy or the stranger

Q.28 Who was both respected and despised? Imp
A.28. Suri was both respected and despised. despised એટલે તિરસ્કૃત થતો અથવા તિરસ્કારનો તેનો પર્યાય (સમાનાર્થ) hated strongly / disliked / scorned થાય છે.

Q.29. Who was occasionally (અવારનવાર) complaining during the journey to Dehra?
A.29. Suri was occasionally complaining during the journey to Dehra.

Q.30. Who asked the boy's (Rusty's) name?
A.30. Somi asked the boy's name.

Q.31 Whose shrill voice came to Rusty?
A.31. Suri's shrill voice came to Rusty on the wind.

Q.32. Whose interests were confined to people and their privacies? Imp.
A.32. Suri's interests were confined to people and their privacies.

Q.33. Who kept telling to Suri the words, 'shut up'?
A.33. Ranbir kept telling to Suri the words, 'shut up' and warned him.

Q.34. Who was frantically waving his arms and shouting incomprehensibly?
A.34. Suri was frantically waving his arms and shouting incomprehensibly. (incomprehensibly) frantically એટલે પાગલપણાની જેમ / દુઃખદાયક પીડાને દ્વારા તેવી રીતે અને incomprehensibly એટલે અઘરી કે સમજી શકાય તેવી રીતે.

Q.35 Who is Rusty? (Nov-Dec.2018) (Imp.)
A.35 Rusty is one of the chief characters of the

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novel 'The Room on the Roof" which is written by Ruskin Bond. He is a pale boy, with blue-grey eyes and fair hair, his face was rough and marked and the lower lip hung loose and heavy. He is the hero of the novel.

Q. 36 Who is Somi? Imp
A. 36 Somi is one of the characters of the novel "The Room on the Roof" written by Ruskin Bond. He is the cyclist and athletic and much interested in Rusty's activities.

Q. 37. Who is Ranbir? Imp
A. 37. Ranbir is one of the chracters of the novel "The Room on the Roof" written by Ruskin Bond. He is the best wrestler in the bazaar. He is Somi's friend.

Q. 38 Who is Suri? Imp
A. 38 Suri is one of the characters of the novel "The Room on the Roof." He is a pale, bony, sickly boy, bespectacled and owlish to behold. He possessed almost criminal cunning. He made useless, tedious or boring talk. He grumbled (ગણગણ કરવી) He creates disturbance and uneasiness by making howling, wailing and shrilling
→ howling એટલે કકડતા અવાજ / રડવાનો અવાજ, કરુણ અવાજ/
→ wailing એટલે આક્રંદ એટલેકે long sad cry, રડવાનો
→ shrilling એટલે તીક્ષ્ણ-કર્કશ અવાજ - piercing.

Q. 1 (B) short Questions and their answers. Attempt any three out of five. Three marks for each questions. Total Marks nine

Q. 1 What kind of atmosphere do you find near Dehra? Imp
A. 1. We feel or find an exhilarating freshness on the way to Dehra. The light spring rain rides on the wind, into the trees down the road and it creates very delightful and cheerful freshness to the air. such atmosphere brings a smell of earth and scent or perfume of flowers. It creates a smile to the eyes of the boy.
→ exhilarating એટલે ઉત્સાહ cheerful/pleasant.
→ freshness - તાજગી - સ્ફૂર્તિ liveliness.

Q.2 What was Rusty's walking style which gave him a deceptively tired appearance?

A.2. Rusty's walking style was a differentone. He had a peculiar type of walking. He had his hands in his pocket and his head down. It was Rusty's walking style. This waking style gave him a deceptive tired appearance.

Q.3. Describe the geographic and surrounding situation near Dehra. OR What do you know or notice about the outskirts or border of Dehra?

Imp

A.3. The geographic and surrounding situation near Dehra is very exhilarating. (ખૂબ આનંદ) It is pleasant and charming. It is so cheerful that it creates happiness. The outskirts or the border of Dehra is noticeable one. The long road wound round the hills. It is a rising slope (ચડતો ઢાળ) and sloping down, too. It is upward and downward slope, and twisted down to Dehra.

Q.4 Narrate the feeling of the boy when he got off the cycle.

A.4. When the boy (Rusty) got off the cycle, his feeling was notable and remarkable. He began walking away. He kept his hands once more in his pockets. He was walking according to his peculiar style. He watched the cycle receding down the road. Suri's shrill voice came to him on the wind. At that time rain was stopped, but he did not know the real situation. He was unaware of (બાહ્ય સ્થિતિ) the ground situation. He was almost home, and that was a miserable thought. To his surprise and disgust, he found himself wishing he had gone into Dehra with Somi. He stood in the sidetrack and started down the empty road, he felt immeasurably lonely.

Imp

અર્થ:- immeaswrably, lonely } → અતિશયરીતે એકલવાયો

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Chapter - II

Q.1. Who is Mr John Harrison? Imp
A.1 Mr John Harrison was a missionary. He is Rusty's guardian.
missionary એટલે કોઈ ધાર્મિક મિશન/સંસ્થા કે કાર્ય પર રહેલ વ્યક્તિ અને guardian એટલે વાલી

Q.2. Who was seen on the garden path?
A.2 A sweeper boy was seen moved up and down the path from the window look-out.

Q.3 Where does Dehra lie? OR Where is Dehra situated? Imp
A.3. Dehra lies in a valley in the foothills
OR Dehra is situated in the foothills

Q.4 What were over the tops of the cherry trees?
A.4. Over the tops of the cherry trees were mountains.

Q.5. Where was missionary or Rusty's guardian going?
A.5 The missionary or Rusty's guardian was going to Delhi.

Q.6. Who was a heavy smoker? Imp.
A.6 The missionary, Rusty's guardian was a heavy smoker.

Q.7 How old is missionary or Rusty's guardian?
A.7 The missionary or Rusty's guardian is over forty.
[OR] Imp
Q.8 How old is Mr Harrison?
A.8 Mr Harrison is over forty years. Imp

Q.9 Why did Mr Harrison look younger?
A.9. Mr Harrison looked younger because he kept his hair short, shaving above the ears.

Q.10 Which was a forbidden place (પ્રતિબંધિત કે પ્રતિબંધિત કે પ્રતિબંધિત સ્થળ) for Rusty? Imp
A.10 The bazaar was forbidden place for Rusty. forbidden એટલે સમાનાર્થી prohibited છે.

Q.11 Which community had its abode on the outskirts (છેવાડાનો) of the town?
A.11 The small, diminishing European community had its abode on the outskirts of the town. (outskirts એટલે વધારે border છે)

Q.12. How houses were built in Dehra? Imp

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A.12. Mr John Harrison's house, and the other houses were all built in an English style, with neat front gardens and name-plates on the gates.

Q.13. What words did missionary's wife use or address for bazaar?

A.13 The missionary's wife used or addressed the words as 'full of thieves and germs' for bazaar.

OR

The words 'full of thieves and germs' were used by missionary's wife for the bazaar.

Q.14. Who was the centre of everyone's attention, particularly the ladies'?

A.14 Rusty, being the only young person in the community, was the centre of everyone's attention particularly the ladies'.

Q.15. Who gave the child bars of chocolate and piles of comics? Imp

A.15 A captain of a cargo ship gave the child bars of chocolate and piles of comics.

Q.16 state the names of piles of comics.

A.16 The names of piles of comics are 'The Dandy', 'Beano' and 'Tiger Tim'.

Q.17. How old was Rusty?

A.17. Rusty was only sixteen years old.

Q.18 What were the features through which the boy looked slightly Mongolian?

A.18 With his thick lower lip and prominent (પ્રમાણમાં ઉપસેલ) cheekbones, he (the boy) looked slightly Mongolian.

Short Questions and their answers.
The question 1-B comprises - 9 marks.
Each of three marks.

Q.1. What was the matter that gave missionary's wife great pleasure?
OR Why was the missionary's wife in great pleasure?

A.1. A large white butterfly settled on the missionary's wife's palatial (મહાલય/વિશાળ/આલીશાન) bosom, (અંતરમાં)

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so she felt flattered (ખુશામત) and alowed it to remain there. Her garden was beginning to burst (વિકસવું / ફૂટવું) into flower and hence this pleasant and charming scene and situation gave her joy, enjoyment, pleasure, light and delight, happiness and satisfaction.
(bosom નો અર્થ હૃદયસ્થાન - seat of feelings)

Q.2. Which instructions did Mr John Harrison give to her wife?
A.2. Mr John Harrison 'instructed her wife that she would put the boy to work while he was away. He also told her that to make use of him and he may be occupied in some work. Thus, Harrison instructed her wife to supervise over the boy because he was habituated for dreaming too much.

Q.3. Describe Mr John Harrision's appearance.
OR Narrate Mr John Harrision's physical constitution or frame. Imp
A.3. Mr John Harrision was a tall man. He was neat, clean and tidy in appearance. Though he was over forty, he looked younger. He looked young. He kept his hair short, shaving above the ears. This was the reason of or secret of his youth. He had a small ginger (આદા કેસરી રંગની) toothbrush moustache. (મૂછ)

Q.4 What did Mr John Harrison do for Rusty?
A.4. Mr Harrison was a cousin of the boy's father. He had done a lot for Rusty. so Rusty was afraid of him. Rusty's parents were died. Rusty was taken care by Mr Harrison. Harrison was Rusty's guardian. Rusty had been kept, fed and paid for. He was sent to an expensive school in the hills. The school was run on exclusively European lines. He had, in a way, been bought by Mr Harrison. Now he was owned by him. He must do as his guardion wished, and Rusty was ready to do as his guardian wished. He had always obeyed him. (exclusively - સંપૂર્ણપણે)
Imp

Q.5. Did Rusty afraid of Mr Harrison? What were the reasons for his frightening?
Imp OR Why was Rusty afraid of Mr. Harrison?

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Ans. 5. Yes, Rusty was afraid of Mr Harrison. He was afraid of his silence. He was afraid of the ginger moustache. He was also afraid of the supple malacca cane. (ચાબખાની અને ચાલાક રબર ધ્રુજતી સાગવાળી મલાકાની નીચેની/દંડ) It lay in the glass cupboard in the drawing-room.

Imp

Q. 6. How was the sweeper boy look? OR Describe the appearance of a sweeper boy.

A. 6. Apart from Rusty, the only boy in the European community of Dehra was this sweeper boy. He was the low-caste untouchable the cleaner of pots. He wore only a loincloth (કમરે વીંટાળેલું વસ્ત્ર) His body was bare and burnt (ખુલ્લું ઉઘાડું/બળેલ રંગ) a deep brown. His head was shaved clean. He went to from the water tank and every time he returned to it he bathed so that his body continually glistened (ચમકતું) with moisture. (ભીનાશ મળી) He was of European community of Dehra.

Q. 7. What did the missionary's wife say about a sweeper boy?

Imp

A. 7 The missionary's wife had said: "Even if you were an Indian, my child, you would not be allowed to play with the sweeper boy." So Rusty was not allowed to play with the sweeper boy. According to missionary's wife's view point the sweeper boy was the low-caste and untouchable and it was unhygienic to play and contact with him. So that Rusty often wondered that with whom the sweeper boy could play.

Q. 8 Why did the boy's guardian (Mr John Harrison) remain in the country?

Imp

A. 8. The boy's guardian, though he enjoyed the same comforts, remained in the country for different reasons. He did not care who were the rulers so long as they didn't take away his business. He had shares in a number of small tea estates (ચાના બગીચાઓ) and

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owned some land - (તેમની માલિકીની જમીન) forested land (જંગલવાળી જમીન) where, for instance, he hunted deer and wild pig

Q. 9 What memories did the boy remember during his idle hours?

A. 9 The boy's idle hours were crowded with memories, snatches of childhood. He could not remember what his parents were like, but in his mind there were pictures of sandy beaches covered with sea-shells of every description. They had lived on the west coast, in the Gulf (ખાડી) of Kutch; there had been a gramophone that played records of Gracie (ગ્રેસી/ગ્રેસ્ટ) Fields and Harry Lauder (હેરી/હેરી લોડર) and a captain of a cargo-ship who gave the child bars of chocolate and piles (ઢગલા/ઢગલાઓ) of comics - The Dandy, Beano, Tiger Tim - and spoke of the wonderful countries he had visited

Q. 10 What did Rusty intend or wish or dream during his guardian's absence? OR What were the plans or dreams of the boy for tomorrow during the absence of his guardian?

A. 10. Rusty intended making the most of his guardian's absence, he would squeeze all the freedom he could out of the next few days; explore, get lost, wander afar, even if it were only to find new places to dream in. So he threw himself on the bed and visualized the morrow... means tomorrow.... where should he go - into the hills again, into the forest? Or should he listen to the devil in his heart and go into the bazaar? Tomorrow he would know, tomorrow.....

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Q. 11. character sketch of 'Rusty' રસ્ટીનું પાત્રાલેખન કરો. Imp
Imp

A. 11 Rusty is the main character or hero of the novel. He is an orphan. He has to live with his guardian named Mr John Harrison. He is not happy because his guardian is very strict. Rusty runs away from home to live with his Indian friends. He is an Anglo-Indian boy. while he is keeping engaged himself in dreams, he is thinking about the bright word of the bazaar, Hindu festivals and other aspects of Indian life so Rusty is enchanted (ચાહિલો).... and is lost forever to the prim (અક્કડ વર્તનવાળી-stiff in behaviour) properties of the European community.

Rusty is a pale boy, with blue-grey eyes and fair hair, his face is rough and marked. His lower lip loose and heavy. He has his hands in his pockets and his head down. such kind of his walking style creates a deceptive tired appearance. Actually he is not idle. His mind is active. He likes rain. He is bare-headed and in open-necked shirt, the flannel (ફ્લાનેલ-રૂંવાળું બિનકાપડ) trousers, the sandals, the thick hide belt round his waist. Thus, he is the chief character. This is a story of love and friendship

આ ચેપ્ટરના રહી ગયેલા બાકી એક વાક્યના જવાબના બે પ્રશ્નો નીચે રજૂ કરેલા છે.

Q. 1. What did Rusty mutter to himself?

A. 1. Rusty muttered himself that "playing with the sweeper boy would be unhygienic."

Q. 2 Where did Harrison keep the supple malacca cane? Imp

A. 2. Mr John Harrison kept the supple malacca cane in the glass cupboard in the drawing room.

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Chapter No. III

Q.1 A) 5 Marks One line answer questions / Objective type questions. One mark for each question

Q.1 For how many years the clock Tower had been lifeless? Imp
A.1 The clock Tower had been lifeless for five years

Q.2. How was the clock Tower built from? Imp
A.2 The clock Tower was built from public subscriptions or donation.

Q.3 Was there a clock in the clock Tower? say Yes or No
A.3. NO.

Q.4 How the clock Tower had been served? Imp
A.4. The clock Tower had been served as a good land mark.

Q.5 What did Rusty feel when he reached the clock Tower?
A.5 When Rusty reached the clock Tower, his heart was beating. He felt himself nervous, hesitant and irresolute (દ્વિધાગ્રસ્ત / અનિશ્ચિત). He was biting his nails.

Q.6 How did the bazaar and India and life begin itself? Imp
A.6. The bazaar and India and life itself all began with a rush of noise and confusion (મૂંઝવણ / અવ્યવસ્થા / ગૂંચવણ)

Q.7 What did the children play in the bazaar?
A.7. The children played hopscotch in alleyways (શેરી-ગલી) or gambled with coins.

Q.8. What are the places which were forbidden for Rusty? Imp
A.8 The bazaar and India and life itself are the places which were forbidden for Rusty

Q.9 Why was Rusty's heart beating fast as he reached the clock Tower?
A.9 Rusty's heart was beating fast as he reached the clock Tower because he was about to defy (અવગણ કરવી) the law of his guardian and of his community.

Q.10 What would Rusty get if he worked in the garden?
A.10. If Rusty worked in the garden he would get weak tea or lemonade (લિંબુ) and then a game of cards probably beggar his neighbour

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Q.11. What was the name of astrologer's platform?
A.11 The name of astrologer's platform was Manmohan Mukuldev, B. Astr., foreign degree. Imp

Q.12 Who was Maharani? Imp
A.12. Maharani was the queen of the bazaar cows. she is the strogest of all the cows.

Q.13. Who collided with Rusty in the bazaar?
A.13 Somi collided with Rusty in the bazaar.
collided – અથડાયો/ટકરાયો

Q.14 To which scents was Rusty accustomed?
A.14 Rusty was accustomed to the delicate scents of the missionary's wife's sweet peas and the occasional smell of bathroom disinfectant.
disinfectant શરદી ઓછું કરવા Bezoar નો સાબુ

Q.15. Where did Somi take Rusty for having chaat?
A.15 Somi bundled (took) Rusty into the shop from which the smoke still powed.

Q.16 From which leaves was a plate made of?
A.16 A plate was made of banana leaves. Imp

Q.17 What was there in the banana plate? Imp
A.17 There were two fried cakes (tikkee) in the banana plate.

Short Questions and their answers
Q.1-B - comprises - 9 marks Each of three marks

Q.1 What kind of place is Dehra's westernized shopping centre? OR what do you know about Dehra's westernized shopping centre? Imp
A.1. We find smart restaurants and prohibited alcohol shops in Dehra's westernized shopping centre. The Europeans, rich Indians and American touriests en route for Mussoorie can visit restaurants and eat at and drink prohibited alcohol.

Q.2. Did the boy (Rusty) visit westernized shopping centre and eat and drink there?
A.2 No, the boy (Rusty) did not visit the westernized shopping centre. He was afraid and he did not like and he had no attraction, love, fondness, trust or no attachment in such type of smart and sofisticated place and he passed hurriedly from the shopping centre

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Q.3 Describe the clock Tower. Imp

A.3. The clock Tower was a place and considered as a good land mark (સ્થળ સૂચક ચિહ્ન) It was a tower without a clock. There was no clock in the tower. It had been built from public subscription or donation. No enough money had been gathered for addition of a clock. It had been lifeless five years but served as a good land mark. There was a bazaar on the other side of the clock Tower and in the bazaar lay India. On the other side of the clock Tower began life itself.

Q.4 What did Rusty feel and do when he reached the clock Tower?

A.4. When Rusty reached the clock Tower, his heart was beating fast. He was about to defy (અવગણવા) the law of his guardian and of his community. He stood at the clock Tower, nervous (ચિંતા- ભયગ્રસ્ત), sensitive hesitant (દ્વિધાવૃત્તિ - અનિશ્ચિત), biting his nails. He was afraid of discovery and punishment, but hungering curiosity (ભૂખ્યાની જેમ જિજ્ઞાસા) impelled (મજબૂર કર્યો) him forward.

Q.5. Describe the scene of bazaar? OR What did Rusty experience when he entered the bazaar? Imp

A.5 Rusty plunged (અચાનક જોરથી પ્રવેશવું) into the throng of bustling people; means Rusty went suddenly with force into the crowd of people. The road was hot or exited and close, and alive with the cries of vendors and the smell of cattle and ripening dung. (ઠોકવાઇગયેલું છાણ-પોદળા). children played hopscotch (એક પગે કૂદવું/ઉછળવું/કૂદવું/ લંગડી રમવી રમત) in alleyways (સાંકડી ગલીઓ) or gambled with coins, scuffling in the gutter for a lost anna. (ગટરમાં ખોવાયેલા પૈસા માટે ઝગડતા/લડતા બાખડી). The cows moved leisurely through the crowd,

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nosing around for paper and stale, discarded vegetables (ફેંકી દીધેલાં શાકભાજી), the uneven (અસમાન) tempo of the noise came the blare (અવાજ/ઘોંઘાટ) of a loudspeaker playing a popular piece of music. The beggars were lying on the roadside. They were naked. The scene was sad. Some beggars covered with sores (ચાંદા-ઘાવ ગુમડાં/ઉઝરડા) old men were dying on their bed, scene of sadness was seen. children were suffering much pain. and mothers with sucking babies, living and dying.

Q.6 What types or kinds of shops do you find in the bazaar?

A.6 We find various types or kinds of shops. Every little shop is different from the one next to it. After the vegetable (green and wet) stand, comes the fruit stall. Then tea and betel leaf shop. Then we find astrologer's platform, the toy shops and near the toy shops, there is a shop from which smoke is coming out.

Q.7 Who was Maharani? By whom the way was blocked? Imp

A.7. Maharani was the queen of the bazaar cows. The road was blocked by Maharani Maharani was physically strong. she was full of strength, stamina, energy and power Maharani was the strongest of all the cows..

Q.8 Who knocked Rusty into the gutter? (Question of one mark- objective type)

A.8 Semi knocked Rusty into the gutter.

Q.9 From what kind of smell did Rusty was accustomed?

A.9. Rusty was accustomed to the delicate (નાજુક) scents of the missionary's wife's sweet peas and the occasional smell of bathroom disinfectant. (બાથ રૂમ સ્વચ્છ કરેલ સુગંધ)

Q.10 What was thrust into Rusty's hands?

A.10 A plate made of banana leaves was thrust into Rusty's hands and

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two fried cakes i.e. tikkees suddenly appeared in it.

Q.11 What was Rusty's response about the taste of the cake?

A.11. Rusty responded that it was lively, interesting and it had a different taste to anything, he had eaten before

Q.12 Who visited Dehra's westernized shopping centre?

A.12 Europeans, rich Indians, and American tourists enroute for Mussoorie visited Dehra's westernized shopping centre and could eat at smart restaurants and drink prohibited alcohol.

Q.13 For what was the missionary's wife fond of?

A.13 The missionary's wife was fond of putting Rusty to work in her garden.

Q.14 What kind of nature did missionary's wife have? or Describe the nature of missionary's wife?

A.14 Missionary's wife was a kind woman, but talkative and boring.

Q.15 How did the bazaar and India and life itself all begin? Imp

A.15. The bazaar and India and life itself all began with a rush of noise and confusion.

Q.10 Toward which shop did Rusty turn?

Rusty turned to the shop from which the smoke was coming.

Chapter No.IV (Unit-4)

Q.1. What item that can refresh one after a long walk?

A.1 Nice cool lemonade or iced lemonade is the item that can refresh one after a long walk.

Q.2 What did missionary's wife take when she walked down to Dehra from Mussoorie?

A.2. Missionary's wife took her with him a filled her thermos with lemonade when she walked down to Dehra from Mussoorie.

Q.3 what did Rusty decide to contribute to missionary's fund? Why? OR Which good thought arised in Rusty's mind?

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A. 3. Rusty decided that he would contribute an extra four annas to the missionary's fund for upkeep of church, wife and garden. Imp

Q. 4 Who passed by the window with his buckets clanging?

A. 4 The sweeper boy passed by the window with his buckets clanging.

Q. 5. Whose head projected itself over the garden wall?

A. 5. The missionary's wife's head projected itself over the garden wall.

Q. 6 Who met Rusty at the chaat shop?

A. 6. A large figure loomed named Ranbir met Rusty at the chaat shop. Rusty recognized Ranbir, the youth to whom he had met on the bicycle.

Q. 7 Who were the persons who met one another at the chaat shop.?

A. 7. Rusty, Somi and Ranbir met one one other at the chaat shop.

Q. 8 What did the three fellows eat at the chaat shop?

A. 8 Somi, Rusty and Ranbir ate chaat, a spicy salad of potato, guava (જામફળ) and orange and then gol guppas, baked flour-cups filled with burning syrups.

Q. 9 Who will waiting for playing Holi? and where?

A. 9. Ranbir will waiting for playing Holi in the jungle. Imp

Q. 10 Who will beat drum in the jungle for informing Rusty?

A. 10 Ranbir will beat drum in the jungle for informing Rusty.

Additional short questions and answers of three marks.

Q. 11. Will Somi play Holi? Why? Imp

A. 11 No, Somi will not play Holi because he is different to Ranbir. Somi wears a turban and Ranbir doesn't.

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There is a bangle on somi's wrist so it means that he is a Sikh. and the sikhs don't play Holi. But Somi replies that he will see Rusty and Ranbir the day after in the chaat shop.

Q.12 Did Rusty know about Holi festival? Who explained or gave information about Holi?

A.12 Rusty did not know about Holi festival Ranbir explained or narrated that Holi is the Hindu festival of colour. It is the day on which they celebrate the coming of spring. on that day they throw colour on each other, shout and sing and forget their misery, for the colours mean the rebirth of spring.

Q.13 What did Rusty's reply when Ranbir invited him for celebration of Holi?

A.13 When Ranbir invited Rusty for the celebration of Holi, Rusty replied that he might get into trouble. He told him that he was not allowed to visit even bazaar and his guardian might return any day. If his guardian would get such information, he would be thrashed by his guardian. Rusty added that if his guardian wouldn't come back, the next day he would play Holi with Ranbir. So Ranbir was pleased.

Q.14 How did Somi leave the chaat shop?

A.14 Somi disappeared just like smoke and left the shop. He was swallowed up by smoke and steam, but the chup-chup of his loose slippers could be heard for some time.

Q.15 What did Rusty see or visualize when he returned home from the chaat shop?

A.15 There was no sign of the missionary's wife or the sweeper boy when he returned home.

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but Mr Harrison's car stood in the driveway of the house. so Rusty felt a little weak and frightened

Q. 16. What did Rusty feel when he had seen Harrison's car at the driveway of the house?

A. 16. When Rusty had seen Harrison's car at the driveway of the house, he felt a little weak and frightened. He had not expected his guardian to return so soon and had, in fact, almost forgotten his existence. But now he forgot all about the chaat shop and Somi and Ranbir, he ran up the veranda steps in a panic.

Q. 17. Where was Harrison when Rusty returned from the bazaar?

A. 17 When Rusty returned from the bazaar, Mr Harrison was at the top of the veranda steps standing behind the potted palms.

Q. 18 What punishment was given to Rusty for visiting bazaar?

A. 18 When Mr Harrison knew that Rusty had visited bazaar during his absence, he scolded (rebuked) him. Rusty had to suffer much for visiting bazaar. Harrison's normal dry voice changed into faint shrill voce of excitement. and he spoke rapidly. Rusty wanted to argue fear of Mr Harrison held him back. He wanted to resist him, but he was conscious of the supple malacca cane in the glass cupboard. The guardian went over to the glass cupboard. He brought out the cane. He told him to bend over the sofa. The boy bent over the sofa, clenched his teeth and dug his fingers into the cushions. on the first stroke, Rusty felt no pain. But on the second stroke, and this time it hurt, it stung into the boy's buttocks, burning up the flesh, conditioning it for the remaining cuts. At the sixth stroke of the supple malacca cane, which was usually the last, Rusty let out a wild whoop, leapt over the sofa, and charged from the room. The flesh was so sore that he could not touch the place where the cane had fallen. A little blood trickled down the boy's thigh. He feel faint

buttocks means → નિતંબ/કુલો/ પૃષ્ઠ.

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Chapter-V

Q.1 Who waited for Rusty in the jungle and
Imp slapped his drum?

A.1 Ranbir waited for Rusty in the jungle and slapped his drum?

Q.2 Where did Ranbir slap his drum?

A.2 Ranbir slapped his drum in the jungle behind Mr Harrisons house

Q.3 Why was Ranbir slapping the drum in the jungle?

A.3 Ranbir was slapping his drum in the jungle because he wanted to awake Rusty.

Q.4 When Rusty heard the sound of the drum-beat, what did he remember?

A.4 When Rusty heard the sound of the drum beat, he remembered his promise that he would play Holi with Ranbir and meet him in the jungle.

Q.5 How did Rusty reach in the jungle when he heard the sound of the drum?

A.5 Rusty went to the door and listened; the house was quiet. He bolted the door. He knew that the colours of Holi would stain his clothes, so he did not remove his pyjamas. He climbed out of the window and ran over the dew-wet grass, down the path behind the house, over the hill and into the jungle.

Q.6 What is Holi?

A.6 Holi, the festival of colours, the arrival
Imp of spring, the rebirth of the new year, the awakening of love But Rusty wanted to start a new life not for only one day but for ever.

Q.7 How did Ranbir celebrate the Holiday with Rusty?

A.7 When Rusty visited the place in the jungle, Ranbir was ready to play Holi with Rusty according to previous when they had met in the market and had enjoyed the taste of tikkies. Ranbir with his right

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hand he rubbed the red dust on Rusty's left cheek, and then with the other hand he put the green dust on the boy's right cheek, then he stood back and looked at Rusty and laughed. He embraced the bewildered boy according to the custom. It was a wrestler's hug and Rusty winced breathlessly.

embraced - ભેટ્યા, bewildered વ્યાકુળ થયેલ ગભરાયેલ, winced - ધ્રુજ્યા લાગ્યો / કમકમાટી અનુભવી
wrestler's hug - મલ્લયુદ્ધના કેમ બાથભીડી કસરતબાજના કેમ ભેટ્યો

Q.8. Did Suri want to play with colours? What did he do?

A.8 Suri did not want to play with colours. He hid himself. He had locked himself in his house and did not want to play Holi. He hid in the kitchen. He ignored the invitations of his friends for playing Holi. But the youths acquired a ladder and made their entry into the kitchen by the skylight. Suri was frightened. He was bundled out and his spectacles were trampled.

Q.9. What did Rusty do on the day of Holi?

The Holiday itself became the Jolly and joyful day for Rusty. All day, Rusty roamed the town and countryside with Ranbir and his friends. Rusty forgot his guardian, the missionary's wife and the supple malacca cane and ran with the others through town and into the forest. He was very tired and hungry He had lost his shirt and shoes. He did not care for his body, too. His feet were bruised (ઝૂંટ) his body sore. He fully engrossed in celebration of Holi festival. He was exhausted but he was happy. Now he did not want to go home and wanted this to go on for ever.

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Chapter – VI

Q.1. Where did Mr Harrison stand when Rusty returned from the Holi celebration?

A.1 When Rusty returned from the Holi celebration, Mr Harrison stood at the top of the veranda steps, and there was darkness everywhere.

Q.2. How did Rusty look when he returned from the Holi celebration?

A.2. Rusty looked like the sweeper boy or someone else's servant or the mongrel (mixed breed ગીધડાનો) according to Harrison's viewpoint. Mr Harrison did not recognize Rusty.

Q.3. Why did Harrison not recognize Rusty?

A.3 Mr Harrison did not recognize Rusty because Rusty's body was a patchwork of paint, and the house was in darkness. He was in the torn pyjamas and he looked like a sweeper boy.

Q.4 What punishment did Mr Harrison give to Rusty? Imp

A.4. Mr Harrison beat a blow on his neck. He moved him into the drawing room and pushed him across the room. The boy lost his balance. He collided with a table and rolled over on to the ground. Mr Harrison used his supple malacca cane across the boy's face like a knife. Rusty cried out. He could feel the blood trickling across his mouth. Mr Harrison scolded much and used harsh, bitter and insulted words to Rusty.

Q.5 What was Rusty's response when Mr Harrison punished him?

A.5. Mr Harrison scolded Rusty in harsh words. Rusty could not bear his brutal behaviour. Rusty did not address his guardian as "Sir" and replied him

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strongly and fearlessly. He showed great spirit, courage and boldness for the first time. He wrapped his arms round his guardian's legs and pulled on them with all his strength. He lifted a vase of the missionary's wife's best sweet peas off the glass cupboard and flung it at his guardians face. It hit him on the chest, but water and flowers flopped out over his face. Then Rusty gripped him by the collar and pushed him backwards. The boy slapped his guardian's face. Rusty hit him wildly and awkwardly. In this way this time Rusty faced fearlessly and responded boldly.

Q.6. Whose voice did Rust hear at night?

A.6 At night, Rusty heard a voice of a woman and a cry of jackal. A woman sang in a room high above the street - a plaintive (કરુણ/દર્દભરું) song and in the far distance a jackal cried to the moon.

Q.7 Where did Rusty go away after collision (અથડામણ/ટક્કર) made between Harrison and Rusty?

A.7 After the collision was made Rusty escaped from the bedroom window and began running down to the road to the bazaar.

Q.8 When Rusty went to the way to bazaar, what scene did he see there? Imp

A.8 When Rusty went to the way to bazaar, it was late at night. The smart shops and restaurants were closed. People were asleep on the platforms of shopfronts. The road was quiet and deserted. Only a dog sniffed in the gutter. A woman sang in a room. She sang a plaintive, tremulous (કરુણ/ધ્રુજ) song - and in the far distance a jackal cried to the moon. The streets were empty and lifeless. It was midnight. All the shops were closed including chaat shop.

Q.9 A meeting between Rusty and a strange woman at midnight in a room high above the bazaar street. Imp

A.9 In the bazaar street when the singing stopped, Rusty looked up and saw a beckoning hand. Rusty got up and walked

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across the road until he was under the window. The woman pointed to a stairway (સીડી) and he mounted it (સીડી પર ચડ્યો). Rusty was being offered a great hospitality. The room was filled with perfume and burning incense (અગરબત્તી) A musical instrument lay in one corner. The woman reclined (આરામથી પડખાભેર આડાઅવડા લેટેલી હતી) on a bed. she smiled at the boy and beckoned again (ઇશારો કર્યો) she smiled at Rusty. Rusty stood in front of her. she told him to sit down Rusty sat down The woman ran little fair fingers over his body, and drew his head to hers; their lips were very close, almost touching, Rusty told her that he was hungry. she kissed him full on the lips, but the boy drew away in embarrassment. (શરમાઈને) Rusty also told her that he was tired. she told Rusty that he could sleep there. Rusty replied her that he would come some other time as he would not hurt the woman's feelings. They were both pitying each other, liking each other but not enough to make them understand each other. Then Rusty left the room and walked up the bazaar road and reached the clock Tower

Q.10 What instrument was there in strange woman's room?

A-10 A musical instrument was there and lay in one corner of the room.

Q.11 For which smell the strange woman's room was filled with?

A-11. The strange woman's room was filled with perfume and burning incense.

Q.12 How did the strange woman look? or How she looked?

A-12 The strange woman had a round, pretty face, but she was losing her youth and the fat (ચરબી) showed in rolls at her exposed waist (ઉઘાડી કમર પર ચરબીના વીંટાળા)

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Chapter No. VII

Q.1 What are the elements or factors that lengthen the night?

A.1 Hunger and pain are the elements that lengthen the night.

Q.2 Who are the last to see the stars?

A.2 The beggers and dogs are the last to see the stars, and the sun.

Q.3. Where did Rusty sleep and spend the night? Imp

A.3. Rusty slept on the steps of the chaat shop long after the sun had come striding down the road, knocking on nearly every door and window.

Q.4 Where did Somi bath? Imp

A.4 Somi bathed at the common water tank. He stood under the tap and slapped his body into life.

Q.5. How did Somi pass or spend his morning time?

A.5. Somi spent his mornings, laughing and talking and bathing with various people. When he had finished his ablutions (ગમે તે પ્રકાર સ્નાન – any bath), dried his hair in the sun, dressed and tied his turban. He mounted his bicycle and rode out of the compound.

Q.6 At what place or where was Harrison's absence was noted?

A.6 Harrison's absence was noted in the half-empty church on that day.

Q.7 Who was impatiently waiting for the end of the sermon at the church?

A.7 The Missionary's wife was impatiently waiting for the end of the sermon at the church.

Q.8 Who awakened Rusty ~~at~~ outside the chaat shop?

A.8 Somi awakened Rusty outside the chaat shop.

Q.9 How did Somi awaken Rusty? and what did he feel or experience?

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A.9 Somi shook Rusty by the shoulders, shouting into his ears and the pale boy (Rusty) lying on the stone steps opened his eyes and blinked in the morning sunshine; his eyes roamed about in bewilderment, he could not remember how he came to be lying in the sunshine in the bazaar.

Q.10 Where did Somi take Rusty?

A.10 Somi took Rusty home on the bicycle.

Q.11 When Somi took Rusty to his home, Who met them on the way?

A.11 When Somi took Rusty to his home, a boy named Kishen met them on the way.

Q.12 Describe Somi's house. OR How did you seem Somi's house?

A.12 Somi's house was a small flat house, covered completely by a crimson bougainvillaea creeper. (બોગન વેલિયાની વેલ) The garden was a mass of marigolds.

Q.13 Where was Somi's father?

A.13 Somi's father was in Delhi.

Q.14 Where did Somi's mother when Rusty and Somi reached there?

A.14 Somi's mother was out for the morning, buying the week's vegetables When Rusty and Somi reached there

Q.15 How many sisters did Somi have?

A.15 Somi had two sisters. Both were married.

Q.16 What were on the walls of Somi's house?

A.16 There were many pictures and in the centre a large one of Guru Nanak was also on the wall

Q.17 Who is the founder of the Sikh religion (religion)

A.17 Guru Nanak ~~was~~ is the founder of the Sikh religion.

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Q.18. What question did Rusty ask to some while they were going to somi's home?

A.18 While somi and Rusty were going to somi's home, Rusty asked somi whether he could get a job. Somi replied him not worry for job, but he would stay with him until he found a job

Q.19 Who whistled out while somi and Rusty were going to somi's home?

A.19 Kishen whistled out while somi and Rusty were going to somi's home.

Q.20. Who was Kishen? (Imp)

A.20 Kishen was Mr Kapoor's son, and somi's friend.

Q.21 How do you seem Somi's family?
OR what's your opinion about Somi's family?

A.21 Somi's family are middle class people that is they are neither rich nor beggars (poor) but managed to live all the same.

Q.22 How did Somi help Rusty when they reached home?

A.22 When Rusty and Somi both reached somi's home, Somi gave Rusty white pyjamas, a long white shirt and sandals for dressing purpose. Rusty wore the dress. Thus, Somi helped Rusty with great feeling.

Chapter No. VIII

Q.1 What did Rusty feet at Somi's home?

A.1 Rusty felt safe and a little happy and slept peacefully at somi's home.

Q.2. How much time did Rusty sleep in somi's home?
OR where did Rusty take a sound sleep?

A.2. Rusty slept the remainder (બાકીનો) of the day and through the night at Somi's home.

Q.3 Who dragged Rusty to the water tank?

A.3. Somi dragged Rusty to the water tank

Q.4 → What was the midday meal at Somi's house?
OR What items were consisted at the midday meal in Somi's house?

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A.4 At the midday meal, which consisted of curry and curd and chapattis in Somi's home. OR Rusty had taken (had) curry curd and chapattis in Somi's house

Q.5 Describe Rusty's mother's appearance or look.

A.5 Rusty's mother was a woman of about thirty five. she had a few grey hairs. Her skin was rough and dry. she dressed simply, in a plain white sari. Her life had been difficult

Q.6 From where did Somi's family come and where did they settle down?

A.6 Somi's family came from Punjab and they settled down at Dehra. At that time Somi was six years old.

Q.7 Who went to Mr Kapoor's bungalow for Rusty's job?

A.7 Somi mounted his bicycle and rode off to see Mr Kapoor to secure for Rusty the post of Professor of English.

Q.8 What return would Rusty get for English teaching? Imp

A.8 Rusty wouldn't get pay but he would get food, especially Punjabi food — which was considered the best food, water and facility of room, too.

Q.9 Whom did Somi meet for Rusty's job?

A.9. Somi met (went to) Mr Kapoor for Rusty's job.

Q.10 To whom did Rusty have to study?

A.10 Rusty had to study Mr Kapoor's son Kishen.

Q.11 Where did Mr Kapoor's family live?

A.11 Mr Kapoor's family lived near the canal. The house in which they lived was a squat (ઠીંગણો બાંધો) - comfortable - looking bungalow, and it was surrounded by uncut hedges, and shaded by banana and papaya trees. Imp

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Q.12 was Kishen interested to attend parties?

A.12 No, Kishen was not interested to attend parties. He hated parties. He did not like to attend parties. He preferred to the company of certain wild friends (ભલેસરિયા) in the bazaar.

Q.13 Who was Mr Kapoor? What was the name of Kapoor's son? → Kapoor's son's name was Kishen.
Imp

A.13 Mr Kapoor was once a Big Man himself. He had fallen from the heights, because he was habituated with bottle of whisky.

Q.14 Who were present in Kapoor's party?
Imp

Various shopkeepers, one or two Big Men, the sickly-looking Suri and a few total strangers who had invited themselves to the party - in this way different people were present in Kapoor's party.

Q.15 Who was the person who never absent from a social occasion?

A.15 Suri was the person who never absent from a social occasion.

Q.16 What kind of dress did Kapoor wear?
OR Describe Mr Kapoor's dress

A.16 Mr Kapoor wore a green dressing gown and a week's beard
Imp

Q.17 Who was Mr Kapoor's wife?

A.17 Meena was Mr Kapoor's wife.

Q.18 What was Kapoor's wife's name? Imp

A.18 Mr Kapoor's wife's name was Meena.

Q.19. Describe Mr Kapoor's wife's appearance?
OR How did Meena look?

A.19 Meena was a capable person, still young, a charming hostess; and in her red sari and white silk jacket, her hair plaited and scented with jasmine. she looked beautiful.

Q.20 what did Mr Kapoor throw on to the flames?

A.20 Mr Kapoor threw a post of the most delicious sweetmeats on to the flames.

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Chapter - IX

Q.1. Where did Kishen Kapoor spend most of his time?
A.1 Kishen Kapoor spent most of his time in the bazaar. His parents did not like this.
Q.2 Why the bazaar was a forbidden place for Kishen? Imp
A.2 The bazaar was a forbidden place for Kishen because it was unhealthy, dangerous and full of germs.
Q.3 Why did Ranbir love the bazaar?
A.3. Ranbir loved the bazaar because he was born in it.
Q.4 Who looked after his uncle's buffaloes?
A.4 Ranbir looked after his uncle's buffaloes.
Q.5 What did Ranbir do for his uncle?
A.5. When Ranbir was ten years old, he had to look after his uncle's buffaloes. He took them for grazing in the maidan. He took them to the river to wallow (કાદવમાં આળોટવું) in mud and water. Then he took them home in the evening. He rode on the back of buffaloes, and went home.
Q.6 Who did not like animals? Imp
A.6 Kishen did not like animals, particularly cows and buffaloes.
Q.7 Who was Kishen's greatest enemy? Imp
~~A.7~~ OR which animal was Kishen's greatest enemy?
A.7 Kishen's greatest enemy was Maharani, the Queen of the Bazaar.
Q.8 What was the special feature or peculiar habit (વિશિષ્ટતા) of Maharani?
A.8 Maharani was the Queen of the Bazaar, she did not feed at dustbins and rubbish heaps, but lived on the benevolence (benevolence - ઉદારતા/દયા) of the bazaar people. This is the special feature of Maharani.
Q.9 What did Kishen believe about cows? Imp
OR Kishen's beliefs or views about cows.
A.9 Kishen had no time for religion. For Kishen, a cow was just a cow. The cow was not sacred animal for him Imp

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He had no love for cows. One day, he tied an empty tin to Maharani's tail and looked on in great enjoyment. The cow ran madly and dangerously, in the bazaar road, Kishen found some pleasure in such improper and undesirable activities.

Q.10 How did Maharani take revenge of Rusty's improper action?

A.10 A few days later, Maharani pushed Kishen strongly so that he fell down in the gutter. Thus, she took revenge or reward of Rusty's improper behavior or action

Q.11 Where did Kishen and Ranbir go to earn money?

A.11 Kishen and Ranbir went to work in Ranbir's uncle's sugar cane fields and earned a rupee for the day. If they had no money, they went to work. Kishen did not like work.

Q.12 What did Ranbir and Kishen do when they had no money for chat?

A.12 Kishen took any spare money that might be lying about his father's house and sometimes they both stole money from fruit and vegetable stalls when no one was looking.

Q.13 Who was the best wrestler in the bazaar?

A.13 Ranbir was the best wrestler in the bazaar. He was a strengthful and powerful person. He was powerful just like a tree. But he was gentle by nature.

Imp

Q.14 To whom did the women give their babies to look after? and what would he do?

A.14 The women always gave Ranbir to look after their babies. When the women were busy, Ranbir would cradle the babies in his open hands and sing to them and be happy for hours.

Q.15 Who was fallen in love with a local temple dancing girl?

A.15 Ranbir was fallen in love with a local temple dancing girl.

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Q.16 Who threatened to uncover Ranbir's love with the dancing girl?

A.16. Suri threatened to uncover Ranbir's love with the dancing girl.

Q.17 Describe Ranbir's love incident towards a local temple dancing girl

A.17 One night Ranbir strayed (રાજમાર્ગથી ચ્યુત થયો - રખડતો - ભટકતો) unwittingly (મૂરખ કે બેવકૂફીને - witlessly) into the intoxicating (માદક કે કેફી પદાર્થથી છાકટી બનેલી) arms of a local temple dancing girl but he acted with instinct, (સહજપણે), his pleasure was not preplanned. Thus, accidently once he ~~was fallen~~ in love of a dancing girl, unknowingfully. Suri knew this secret. Suri was the scourge (રખડતો/ભટકતો) of the bazaar. So Suri threatened him to inform his family of this incident. So Ranbir was in worry.

Imp

Q.18 What was the name of film in the Cinema-theatre? and what was the situation?

A.18 The name of the film was: "Laurel and Hardy". It was a very popular film so the riotous situation was arised or created. As there was no arrange-ment for queue or booking, one had to fight to get into this particular cinema.

Imp

Q.19 Whose jaws had been working incessantly (સતત) on a lump of gum?

A.19 Kishen's jaws had been working incessantly on a lump of gum. So sudden sucking sound was heard.

Q.20 What game did Rusty and Kapoor play?

A.20 Rusty and Mr Kapoor played carom but the game didn't progress very fast because Kapoor kept leaving the table in order to disappear behind a screen to take wine.

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Chapter :- X

Q.1 Where would Rusty teach Kishen? Imp
A.1. Rusty would teach Kishen on the roof, because his room was on the roof.
Q.2 → From where will Rusty have to collect his water?
A.2 → Rusty will have to collect his water at the big tank.
Q.3 → When can Rusty give kishen his lessons?
A.3 → Rusty can give Kishen his lessons in the morning until twelve o'clock.
Q.4 → What they had to hop over before climbing the steps?
A.4 → They had to hop over a narrow drain before climbing the steps?
Q.5. How many steps are there on the ladder?
A.5 There are twenty two steps on the ladder.
Q.6. What did Meena kapoor tell to Rusty about her room and facilities?
A.6. Meena kapoor told Rusty that her room was a very nice one, but there was no water and electricity or lavatory (સંડાસ) In the room only a string (દોરી) bed, a table, a shelf and a few nails (ખીલા) in the wall. she told Rusty that he would have to collect his water at that big tank.
Q.7 what was there behind the tank?
A.7 There was a big mango tree behind the tank.
Q.8. What was there surrounding the house?
A.8. There were a number of litchee trees surrounding the house.
Q.9. When would the litchee and the mango trees bear fruit?
A.9 In the summer the litchee and the mango trees would bear fruit.

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Chapter - XI

Q.1 Which bird did Rusty see at perched (bird's resting place) on the window sill? (sill - ઓટલો)

A.1 Rusty saw a small brown and yellow bird, a maina at perched on the window sill, and it was Rusty's first morning in the room.

Q.2. Which strang event did Rusty experience on the first day morning in the room?

A.2 On the first day morning in the room, a strange event happened. Somthing bumped Rusty from under the bed. Rusty was frightened. Something was moving beneath him. The mattress (ગાદલું) rose gently and fell. The door was opened during the night. It might be a jackal or a wolf. Rusty trembled but did not move. It might be something more dangerous. This house was near the jungle. He presumed that it might be a thief but there was nothing to steal. He was unable to bear this suspense. So he brought his fists (મુઠ્ઠી) down on the uneven lump in the quilt (રજાઈ-ગાદલું). Kishen sprang out with a cry of pain and astonishment.

Q.3 What was the difference of age between Meena and Mr Kapoor?

A.3 There was a difference of nearly twenty years between Meena and Mr Kapoor.

Q.4 Who has brought up some milk for Rusty?

A.4 Kishen has brought up some milk for Rusty.

Q.5 Who does not like milk and hates it?

A.5 Kishen does not like milk and hates it. Imp because it spoils the flavour of Kishen's chewing gum. Kishen is fond of chewing gum.

Q.6 Who toured to Europe?

A.6. Mr Kapoor and Meena toured to Europe.

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Q.7 When did Mr Kapoor become a connoisseur of wine? (કઈ રીતે કપૂર)

A.7. When Mr Kapoor returned from Europe, he became a connoisseur of wine, means lover of wine.

Q.8 How was Mr Kapoor when Meena had been betrothed to him?

A-8 Kapoor was a promising young man, intelligent and beginning to make money when Meena had been betrothed to him.

Q.9 How did Meena look? OR How Meena looked?

A-9 Imp Meena had a noble nose and forehead. It means that she came from noble family. She had long raven-black hair. She was tall, strong, perfectly formed, and she had grace and charm and a quick wit.

Q.10 Who wanted to take away chaat shop to his house?

A. 10 Kapoorsaheb wanted to take away chaat shop to his house.

Q.11 Who had proposed to form a club?

A. 11 Rusty had proposed to form a club.

Q.12 What topic was being discussed in Kapoor's family on the second day?

A.12 "The formation of club" was the topic which was being discussed in Kapoor's family on Rusty's second day in the room.

Q.13 Describe shortly (briefly) about Kapoor?

A.13 Imp Before visiting Europe, Mr Kapoorsaheb looked a promising young man. He was intelligent, and beginning to make money. When he came back from Europe, Kapoorsaheb's life was changed completely. He became a lover of whisky or wine. He became a drunkard. After he lived in his beard and green dressing gown. He kept a glass in one hand and in another hand, he kept a bottle of whisky. Kapoorsaheb got success and wealth through hard work in his young days. But now he had lost wealth. He became poor. He lost his prestige, splendour and prosperity

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Chapter - XII

Q.1. What was the name of Suri's dog? Imp
A.1 The name of Suri's dog was 'Prickly Heat'.
Q.2 Who were Rusty's close confidents? Imp
A.2 Rusty's close confidents were the inhabitants (રહેવાસીઓ) of the banyan tree.
Q.3 Under whose greedy eye, the mangoes ripened?
A.3 Under Kishen's greedy eye, the mangoes ripened
Q.4 What Kapoor had hidden in the dicky of the car on the day of the picnic? Imp
A.4 Kapoor had hidden two bottles of wine or whisky, and the same were removed. Imp
Q.5 How Kapoorsaheb was dressed on the day of picnic? OR What kind of dress Kapoorsaheb had worn?
A.5. Kapoorsaheb had worn or dressed Khaki drill trousers and a bush-shirt
Q.6 Who had a camera slung over his shoulders?
A.6. Suri had a camera slung over his shoulders
Q.7 Who was waiting for his dog?
A.7 Suri was waiting for his dog
Q.8 Who had a turban on his head? Imp
A 8 Somi had a turban on his head.
Q.9 Who were deposited in the dicky of the car?
A.9 Suri and the dog both were deposited in the dicky of the car
Q.10 How far was the river and the sulphur springs?
A.10 The river and the sulphur springs were ten miles away.
Q.11 Where did Somi, Kishen, Rusty and Meena take their seat?
A.11 Somi, Kishen and Rusty made themselves comfortable in the back seat and Meena sat next to her husband in the front.

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Q.12 Where was the picnic arranged at?

A.12 The picnic was arranged in the jungle at sulphur springs and it was ten miles away

Imp

Q.13 What were Prickly Heat, Kapoor and Kishen doing?

A. 13 Prickly Heat yapping (લાસણી) (barking) in the dickey, Kapoor was whistling at the wheel, and Kishen was letting (બહાર કાઢવી) fly the window with a catapult (ગોલેલ / ગોફણ) (wheel → સ્ટેરિંગ)

Imp

Q.14 What preparations were made on the day of picnic?

A.14 The car had been inspected, and the two bottles that Kapoor had hidden in the dicky had been found and removed; Kapoor was put into khaki drill trousers and a bush-shirt and pronounced (ઉચ્ચારણ-જાહેર કરું), a basket of food and a gramophone were in the dicky. Suri had a camera slung over his shoulders, Kishen was sporting a Gurkha hat, and Rusty had on a thick leather belt reinforced with steel knobs. (ગાંઠ) Meena had dressed in a hurry, and looked the better for it. Somi had tied his turban to perfection.

Q.15. Describe or narrate the scene of love between Rusty and Meena in the jungle.

Imp

A. 15 The author shows the scene of love between Rusty and Meena at the picnic place in the jungle. Meena stood in a clearing at the edge of the forest. Rusty went to Meena, she wandered into the thicket. The boy followed. They were surrounded by silence, a dark, pensive (વિચારમગ્ન-ગંભીર) silence. Rusty put his arm

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round Meena and held her tight and Meena also made no effort to free herself. They both kissed eachother strongly and both were unable to release their hold. Both became fiercely (પ્રબળ/જોરદાર) passionate (કામવાસનાયુક્ત) and responded love eachother. Rusty intoxicated (ઉન્મત્ત થયો) with beauty and sweetness, Meena with freedom and the comfort of being loved. They kissed again Then they walked through the trees holding hands They lost everything but they both were mutually (પરસ્પર) carefree and gay in love, engrossed in love, thoroughly absorbed in love. engrossed એટલે મગ્ન/મશગુલ/તલ્લીન/ગર્કાવ The writer has expressed the love affair between Rusty and Meena in an excellent manner.

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Chapter — XIII

Q.1 Where did Rusty and Mr Harrison meet?

A.1 Rusty and Mr Harrison met in front of town's main grocery shop (store), the "Wine and general merchant's". It was part of the smart shopping centre. It was alien (adverse - વિપરીત - different in nature ભિન્ન સ્વભાવનું) to the bazaar but far from the European community - and thus neutral (indifferent - તટસ્થ) ground for Rusty and Mr Harrison.

Q.2 Who cut Rusty's hair? Imp

A.2 Meena cut Rusty's hair

Q.3 Who have decided to go to Delhi for a few weeks?

A.3 Mr Kapoor and Meena have decided to go to Delhi for getting good job. They want to go there for a few weeks.

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Q.4. The discussion or meeting made between Rusty and Harrison at the wine and general merchants.

A.4. Rusty addressed Harrison confidently as "Hullo, Mr Harrison, instead of addressing him as "Sir". Rusty told Harrison that he had found the job and showed his independence. Harrison told Rusty to come at his home and added that his wife would be glad if he would go there. Both talked and then Mr Harrison got into the car.

Q.5. Where did Meena and Kapoorsaheb want to go? and who would look after Kishen during their absence? Imp

A.5. Meena and Kapoorsaheb wanted to go to Delhi for a few weeks on account of a chance of getting a good job for Kapoorsaheb. Meena told Rusty for looking after Kishen. Meena told Rusty that she would leave some money for Kishen. During the absence of Meena and Kapoorsaheb, Rusty would take care of Kishen.

Chapter - XIV

Q.1 Who gave Rusty citronella oil? Imp

A.1. Somi's mother gave Rusty citronella oil
ગોરસી નું તેલ

Q.2 Which oil's smell was repugnant (પ્રતિરોધક) (resisting) to mosquitoes

A.2 The smell of citronella oil was repugnant to mosquitoes.

Q.3. What change did Rusty notice in his physique, when Rusty rubbed the oil on his limbs?

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A.3. When Rusty rubbed the oil on his limbs, he noticed that he had lost his puppy fat, and there was more muscle to his body, his complexion was a healthier colour, and his pimples had almost disappeared. Everyone had advised him about his pimples but Rusty believed that pimples disappeared without any of these remedies and but it had happened on account of falling in love.

Q.4 Imp Who had written an essay? and to whom the essay was given for corrections?

A.4. Suri had written an essay and the same was given to Rusty for corrections

Q.5. What was there on the cover of the copy book of Suri?

A.5 Suri handed over Rusty the copy book and on the cover of it, there was a pencil sketch of a rather overdeveloped nude (નગ્ન)

Q.6. Discussion between Rusty and Suri, when Suri saw a pencil sketch of a rather over-developed nude.

A.6. When Rusty saw the pencil sketch of a rather over-developed nude, Rusty and Suri discussed eachother Then Rusty told Suri a liar and a pig. But Suri told him that he is not such a saint himself. Suri presented the matter of picnic and told Rusty that what he had done with Meena Kapoor in the bushes. Thus, they both discussed about their matters and blamed reciprocally.

Q.7 How much money did Meena give to Rusty?

A.7 Meena gave Rusty seventy five rupees for taking care of Kishen

Imp

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Chapter - XV

Q.1 Who had got a letter written by Suri?

A.1. Rusty had got a Letter or note in the morning. Rusty wondered how Suri had managed to leave it on the door-step without being seen

Q.2. Who was going up to Mussoorie? Imp

A-2 Suri was going up to Mussoorie

Q-3 Why did Suri write a note and leave it on the door-step?

A-3 As Suri was going to Mussoorie and so he had arranged a goodbye party and had invited Rusty and Kishen.

Q.4 When did Suri arrange the goodbye party?

A 4 Suri arranged the goodbye party sharp at five o'clock in the evening.

Q.5 What did Kishen buy for Suri's goodbye party? Imp

A.5 Kishen bought a pair of cheap binoculars (binoculars) so that he could look at the girls more closely.

Q. 6 Who gave Suri three cheers, hooray, hooray, hooray and why?

A. 6. The guests gave Suri three cheers, hooray, hooray, hooray because he was going.

Q.7 What was served in Suri's goodbye party?

A-7. The guests were served lemonade and cream cakes.

(Imp) Q.8 From where did Suri obtain the items i.e. lemonade and cream cakes?

A.8. Lemonade and cream cakes were obtained from the smart restaurant amongst the smart shops. OR

A.8. Suri obtained lemonade and cream cakes from the smart restaurant amongst the smart shops.

Q. 9 Why didn't Rusty shut the window when it was a flash of lightening in the sky?

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A. 9. Rusty did not shut the window because he had a fear that he would kill the flowers on the creeper, he also liked the rain flecking his face and he liked to watch it pattering (ટપકાવવું/ટપકવું) on the leaves of the banyan tree

Q.10 What did Rusty receive from the postman? Imp

A.10 Rusty received a telegram from the postman. Imp

Q. 11 What did the postman bring? and what was the effect of it on Rusty and Kishen? Imp

A. 11. The postman brought a telegram. Rusty's fingers trembled (ધ્રુજવું) as he tore it open and he had read it before he reached the room. His face was white when he entered the room. Rusty told Kishen that he was to go to Haridwar to stay with his aunty. There was a panic (ભય) (હોબાળો અને ગભરાટ) in Kishen's voice. There was a terrible (ભયંકર) silence. Kishen looked helplessly at Rusty. His eyes were full of tears. Sorrow and sadness spread out. Rusty threw his arms round Kishen and wept uncontrollably. Kishen cried, Oh!, Mummy, Mummy, Oh, mummy.

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Chapter – XVI

Q.1 Why were the tears in Rusty's eyes?

A.1 There were tears in Rusty's eyes but he did not know if the tears were for himself, or for Meena or for Kishen but they were for someone. Tears came because Rusty had received a telegram

Q.2 Who arrived to take away Kishen?

A.2 Kishen's aunt arrived to take away Kishen (Imp)

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Q.3 Which vehicle did Kishen's aunt bring to take Kishen away?

A.3. Kishen's aunt brought a tonga ready to take Kishen away.

Q.4 How much money does Kishen's aunt give to Rusty? Imp

A.4. Kishen's aunt gives a hundred rupees to Rusty, and she said it was from Kapoor.

Q.5. What did Rusty tell Kishen when Kishen expressed his unwillingness to go to Hardwar?

A.5. When Kishen express his unwillingness to go to Hardwar, Rusty told him that he must go to his relatives and Hardwar was a beautiful place. People were also kind and Rusty also explained him that he had no money or he hadn't got any money and he would come to see him oneday.

Q.6. What did Rusty feel when Kishen left Dehra?

A.6 Kishen's aunt arrived with a tonga to take Kishen away. Kishen told Rusty to go with him. But Rusty replied him he would come and see him oneday. The tonga moved forward. The driver jingled his bell and tonga turned on to the main road. Rusty waved them. Now once again Rusty became alone Rusty stood at the gate; staring down the empty road. Now there would be no Meena, no Kishen. Kishen had gone and the part of Rusty's life had gone, now he thought that he became lonely.

Chapter – XVII

Q.1. What did Rusty buy from the toyseller?

A.1. Rusty liked the cheap toys, and was fond of decorating the room with them Imp He bought a two-anna flute and walked upstairs, blowing on it.

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Q.2 What items did the toy-seller have?

A.2. The toy-seller had a long bamboo pole, crossed by two or three shorter bamboos, from which hung all manner of toys - little celluloid drums (સેલ્યુલોઈડ), tin watches, tiny flutes and whistles, and multi-coloured rag (ચીંથરાં/ચણોઠી) dolls - and when these ran out, (ખૂટી ગયાં). they were replaced by others from a large bag, a most mysterious and fascinating bag.

Q.3 Why was the toy-seller a popular person with rich and poor?

A.3. The toy seller was a popular person with rich and poor alike, for (કારણ કે) his toys never cost more than four annas and never lasted longer than a day.

Q.4 What did Rusty want to eat? and what did Somi bring?

A.4. Rusty wanted to eat (ખાવું) coconut, but Somi liked cucumber. Somi brought a coconut for Rusty and a cucumber (કાકડી) for himself.

Q.5 Where did Somi decide to go?

A.5. Somi decided to go to Amritsar, for a few months and told Rusty that he would be back for a few months.

Q.6. What did Rusty feel when Somi unexpectedly declared to leave Dehra?

A.6. Rusty did not know that one day Somi might leave Dehra unexpectedly. He was thinking that first of all Ranbir, and then Suri and Kisher had gone. Now Somi was leaving Dehra. He could not speak. A sickening heaviness spread his heart and brain. Somi's words seemed like poison for Rusty. He was socked to hear Somi's words.

Q.7. Was Rusty able to leave Dehra?

A.7. No, Rusty was not able to leave Dehra because he had no money. He had no pass-port and he had no birth-certificate.

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Chapter :- XVIII

Q.1 Who had gone from Dehra?

A.1 Now everyone had gone from Dehra. Meena would never return as she died in an accident. It seemed unlikely that Kapoor could come back. Kishen had been gone to Hardwar. His departure was final. Ranbir would be in Mussoorie until the winter months. Somi would return late. Everyone had left. Rusty was alone now. All persons who were close to Rusty had left Dehra. Somi would return after a long time.

Q.2 How did Rusty feel or think when everyone left Dehra?

A.2 When Ranbir, Suri, Meena and Somi left Dehra, Rusty once again became alone. Again Rusty returned to his dreams. He spoke to himself quite often and sometimes he spoke to the lizards. He thought of making a garden on the roof, besid his room. He concentrated his mind towards making a map of the garden. He himself engrossed (मग्न हो गया) in making plan and map for preparing a garden. He thought about various plants, flowerbeds etc for creating a beautiful garden. He spent several hours for proper planning for each and every item which were required for making a garden. Thus, He began to dream, thought to lose his grip on reality.

Q.3 When did Rusty remember the whisky bottles?

A.3 When Rusty was playing with the key, he remembered that this was given by Kapoorsaheb and it was the key of the back door. So he remembered the whisky bottles

Q.4 Did Rusty taste or drink whisky?

A.4 Yes, Rusty opened the back door and he took the whisky bottle and in his room that night Rusty drank the whisky. It was the first time he had tasted alcohol and he didn't

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find it pleasant. He wasn't drinking for pleasure but he was drinking for forgetting himself and the remaining world and forgetting. He had taken or drank whisky three or four times at some intervals. He experienced so many changes and up-side-down He experienced quite disorder situation. The floor began to wobble. (ધ્રુજવા) The walls of the room were caving (ધ્રસકાવું / તૂટી પડવી) in. The bed was rocking (ઝૂલવું) and the chair was siding (સરકવા / લપસવા) about, table was slipping. In the beginning he began to talk and struggle with Meena Then after, the situation became more and more worse. He slipped

In the morning when he awoke, he threw the remaining bottles out of the window and cursed himself for his foolish action and went down to the water tank to bathe.

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Chapter - XIX chapter -19

Q.1 What did Rusty do when the rains had arrived? OR How did Rusty enjoy the first shower of the monsoon rain?

A.1→ The monsoon had arrived. The rains began or started. So Rusty wanted to enjoy or experience to the full the novelty of that first shower. He threw off his clothes and ran naked (નગ્ન) on to the roof, and the wind sprang (ઝપાટાભેર ફૂંકાયો) up and whipped in ecstasy. (લાગણીનો / ઊર્મિનો તરંગ કે ઉછાળો લીધાયો / લહેરો લીધો). The rain was more intoxicating (કેફી / માદક) than the alcohol. The force and freshness of the rain brought tremendous (પ્રચંડ / અસાધારણ / જોરદાર) relief and washed away the stagnation (સ્થગિતતા / ભંડાયેલ રસ) that had been settling on him, poisoning mind and body. Rusty returned to the room, exhilarated his body weeping (નીતરતો) He was confronted (ની સામે આવ્યો) by a flood. The water had come in through the door

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and the window and the skylight and the floor was flooded ankle-deep (ઘૂંટીસુધી ઝાડ / ઘૂંટી ડૂબે તેટલું) He took to his bed. He dried himself on the sheets. He became fresh. He sat near the window and gazed (તાકીરહેતો રહ્યો) out through the window

Q.2 Narrate the scene before beginning of monsoon.

A.2. The writer has narrated nicely the scene before the beginning of monsoon. Dust blew up much, then thunder (ગર્જના) The wind dropped suddenly and came big, black, rumbling (ગડગડાટ કે ગર્જના કરતા) clouds. At first, there was a lonely drop of water on the window still; then a patter on the roof. (પછી છત પર તડાતડ મોટી બુંદોની ઝડી વરસવા લાગી) The summer had been ended, and the monsoon had arrived. The sky shuddered (થથરાટ), the clouds groaned (વાદળોએ ગડગડાટ શરૂ કર્યો) a fork of lightening struck across the sky itself exploded. (વીજળીએ ઝબકારા માર્યા અને પછીનાં આકાશ ફાટી પડ્યું). The rain powed down, (ધોધમાર વરસતો વરસાદ) drumming on the corrugated roof (છાપરા માટે વપરાતું વળિયાવાળું લોઢાનું પતરું)

Q.3. Why did Rusty decide to leave Dehra? Imp.

Ans-3 Rusty decided to leave Dehra because he was alone there. Over and above, all his friends had left Dehra. He also remembered his friends Kishen, Somi and Ranbir when he was enjoying the moments of monsoon. He found himself only pale, dry, dull, depressed and boredom. He was determined (determined - દૃઢનિશ્ચયી/નિશ્ચિત) to break away from the atmosphere of timelessness and resignation that surrounded him and decided to leave Dehra. He told himself that he must go. He did not want to live in that same small room all his life. He did not want to live with a family of lizards - (વંશપરંપરા) He wanted to be seperated from others.

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Q.4. Where did Rusty decide to go? Imp.
A.4 Rusty decided to go to Delhi and see the High Commissioner for the United Kingdom. He also wrote Somi about this plan. On his way he would have to pass through Hardwar and there he would see Kishen, the aunt's address. As before, (usual) he was thinking and worrying about the future through out the (whole) night.

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Chapter-XX chapter-20

Q.1 What did Somi write to Rusty?
A.1 Somi wrote Rusty that not to travel in a third-class compartment. All the way to Amritsar he had to sleep standing up, and the carrige was very much crowded. He also stated that he would come back to Dehra in the spring and watch him (Rusty) play Holi with Ranbir, and not to leave India and run off to England. He added that to wait a little and be patient and the bad days would pass away.

Q.2 Where did Rusty put Somi's letter?
A.2 Rusty folded the letter carefully and put it in his pocket for ever. He could not wait for Somi's return but he knew that their friendship would last a lifetime and that the beauty of it would always be with him.

Q.3 What preparations did Rusty make for going England?
Ans-3 Rusty had no case or bedding-roll to pack, no belongings at all, only the clothes he wore which were Somi's and about 50 rupees for which he had to thank Kishen. Thus, he had made no preparations for the journey.

Q.4 Who met Rusty on the way, when he was going to the railway station?

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Ans. 4 The sweeper boy met Rusty when he was going to the railway station. OR when Rusty was going to the railway station, a sweeper boy met him.

Q.5 What did Rusty see or observe in the sweeper boy's behaviour?

Ans-5 Rusty saw or observed nobility (nobility) and he could not belittle nobility. — મહત્વ ઘટાડવું / ઓછપ લગાડવી

Q.6 What were there on the railway platform? OR what did Rusty see at the platform?

Ans-6 → Rusty saw that the coolies pushed and struggled and shouted incomprehensibly. (અણસમજપણે / અકળાવા પૂર્વક મજૂર વગાર). They lifted heavy trunks with apparent ease. (સ્પષ્ટ સરળતાથી) Merchants tried their wares, (માલ) trundling (ગબડાવતા) barrows (હાથગાડી-lorry) up and down the platform. On the station platform, soda water, oranges, betel-nut, halwai sweets etc stalls were seen or found. The flies swarmed (માખીઓ ઝુંડ ની વધારાપાર) around the open stalls clustered (આખાનું ઝુમખું) on glass-covered sweet boxes, the mongrel dogs ownerless and unfed roved (મન ફાવે ત્યાં ભટકતા હતા) the platform and railway lines.

Q.7 What did Rusty feel or observe at the maidan, while he was going to the railway station?

Ans-7 While Rusty was going to the railway station, he saw a group of students playing cricket, another group wrestled, young girls gossiped (ગપ્પા મારી રહી હતી) away. Rust remembered his first night on the maidan, when he had been frightened and wet and lonely and now, though the maidan was crowded he felt the same loneliness, the same isolation. In the bazaar, he walked with a heavy

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heart. From the chat-shop, the familiar smell of spices came out.

Q.8. Of which class did Rusty buy a ticket?

Ans.8 Ignoring Somi's advice, Rusty bought a third class ticket.

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Chapter-XXI Chapter-21

Q.1 Where was Mr Kapoor's house in Hardwar? (Imp)
OR Where did Kapoor live?

Ans1. Kapoor's house in Hardwar was on top of a hill, and from the road Rusty could see the river below. Rusty could also see the temples and hundreds of people moving on the long graceful steps that sloped down to the water.

Q.2 What is Hardwar? (Imp)

Ans.2. Hardwar is a sacred city and much famous in all over India. It is a place of pilgrimage (યાત્રાનું સ્થાન) It is a peaceful, pleasant, charming place. It is also a beautiful, pleasing and delightful one. (શાંતિપૂર્ણ / આનંદપ્રદ / ખુશનુમા સ્થાન - મનોહર અને સુંદર) (રમણીય)

Q.3 Who ~~ope~~ opened the door when Rusty knocked on the door?

A.3 An unknow lady (Mr Kapoor's wife) opened the door when Rusty knocked on the door in Hardwar.

Q.4 How did Rusty and an unknown lady look at eachother? why?

A.4 Rusty and an unknown lady looked at eachother with puzzled, questioning eyes, because they both did not know eachother.

Q.5 How did Mr Kapoor look (seem) in the house at Hardwar?

A.5 When Rusty entered the front room, he saw a glass of whisky on the table, but Kapoor was not drunk. He was shaved and dressed. He looked a good deal younger than when Rusty had last seen him. But his jovial friendliness (આનંદી કે ઓજિલી મૈત્રી joyful friendship or friendiness), his enthusiasm (ઉત્સાહ) had gone.

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Thus, this Kapoor was a different man to the Kapoor of the beard and green dressing gown. There was a vast difference between Kapoorsaheb of Dehra and Kapoorsaheb of Hardwar.

Q.6 Why did Rusty go to Hardwar?

A.6 Rusty went to Hardwar to meet or see Mr Kapoor and Kishen before leaving for England. Rusty would meet his fast friend Kishen.

Q.7 To whom did Rusty meet first in Hardwar?

Ans.7. Rusty met Kapoorsaheb first in Hardwar.

Q.8 How did Meena die? (Imp)

A.8 Meena died in a car accident. The car left the road and hit a tree.

Q.9. Did Kishen meet Rusty in Kapoor's house?

A.9. No, Kishen did not meet Rusty in Kapoor's house. Kapoor told Rusty that Kishen had ran away and he would be somewhere in Hardwar.

Q.10. What did Rusty know about Kapoorsaheb in Hardwar?

Ans.10 When Rusty met Kapoorsaheb in Hardwar, he knew that Kapoorsaheb married again within a short time after Meena's death. Rusty's heart was breaking with a fierce anger. He was shocked and revolted to hear this. (revolted - ઘૃણા ઉપજી)

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Chapter - XXII - Chapter - 22

Q.1 What did Rusty lose near the bank of river in Hardwar?

A.1 Rusty lost his shirt and sandals near the bank of river in Hardwar.

Q.2 Where was Rusty's money? where did he keep it?

Ans.2 Rusty's money was in the leather purse attached to his belt, and, as long as he had the belt, he had both money and pyjamas.

Q.3. How did Kishen look (seem) in Hardwar?

Ans.3. Kishen, barefooted and ragged (ગાભારેલો) and thin, but with the same supreme confidence in himself, leant against the wall of an alleyway

(ગલી), and watched Rusty's progress along the river bank. Rusty noticed Kishen's wild condition; the boney protrutruded from the boy's skin, his hair was knotted and straggly, his eyes danced, searching the steps for others. (કિશન ખાવ ગંદુ લાગતો હતો. તે રસ્તાને જોતું. કિશનની ચામડીમાંથી હાડકા દેખાતાં હતાં અને વાળ ખાવ ગુંચા અને ઉંદરાયેલા હતા.

Q.4 What did Kishen bring for Rusty? Why? and from where?

Ans 4. Kishen brought water melons for Rusty because Rusty was hungry, tired and weak. He was too weak to shout. He walked very slowly and painfully because he was very hungry and he became weak, too. Kishen and Rusty both were in bad condition. Kishen brought water-melons from the fruit vendor.

Q.5 Had Kishen money? How did Kishen purchase or bring watermelons for Rusty?

Ans5. Kishen had no money. He purchased (bought) two large watermelons on credit.

Q.6 How many watermelons did Kishen bring or buy for Rusty?

A.6 Kishen brought or bought two large watermelons for Rusty.

Q.7 How did Kishen seem according to Rusty's viewpoint?

Ans.7. According to Rusty's viewpoint, Kishen seemed competent and practical. Rusty was amazed to see such kind of efficiency. Kishen's mind had developed far quicker than his body. He was a funny cross between an experienced adventurer and a ragged urchin. (કિશન તો હવે ખતરાનો ખેલાડી અને આવારા-ગવાલી છોકરો વરચેનો એક જણ હોય તેવો લાગતો હતો) A month ago he had clung (વળગ્યો) to Rusty for protection; now Rusty looked to Kishen for guidance.

Q.8 Where did Rusty and Kishen spend their night in Hardwar?

A.8 Kishen and Rusty spent their night (they slept) in the open, on the temple steps.

Q.9 Where did Rusty see Kishen?

A.9 Rusty saw Kishen in the alleyway (ગલીમાં)

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Q. 10 What was Rusty's condition (physical) when he reached near the bank of the river Ganga? (Narrate Rusty's physical condition in Hardwar)

A. 10 → Rusty was very tired and his physical condition became weak when he reached near the river Ganga. He was weak and exhausted. (થાકી ગયો હતો) He could not think clearly. He was very hungry. He was thinking about Kishen. When Rusty had bathed and refreshed himself, he climbed back on to the stone bank. His sandals and shirt had disappeared. But Rusty no longer cared what happened to his things. His money was in leather purse attached to his belt. He had both money and pyjamas. Rusty saw Kishen in the alleyway. He was too weak to shout. He stood in the sun, and looked up the steps at Kishen standing in the alleyway. At last, Kishen called, 'Hullo, Rusty.' Rusty went there slowly and painfully. He was very tired. Thus, they met there in the Hardwar near the bank of the sacred river Ganga.

Q. 11 What did Kishen arrange for Rusty when he was in Hardwar?

Ans-11 When Rusty met Kishen in Hardwar, he was very hungry. So Kishen walked into the open, and approached a fruit vendor. He purchased (took or bought) two large watermelons. Rusty asked Kishen if he had money. But Kishen replied him that he had taken just on credit. They both ate watermelons. Rusty became fresh.

Q. 12 What did Kishen and Rusty decide a plan in Hardwar?

Ans:-12 Kishen and Rusty both met in Hardwar, a sacred and a pilgrimage place. Both were alone and isolated there. Both were in bad condition, wretched condition, miserable condition (ખરાબ સ્થાન/દુઃખી સ્થિતિમાં) Both were unfortunate. What a tragic or pitiable condition the author has narrated! Both were helpless.

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They were both refugees... refuges from the world. They were each other's shelter, each other's refuge, each other's help. Kishen and Rusty decided a plan to return to Dehra. Kishen told Rusty that he would find someone for him to give English lessons and (Kishen) he would start a chaat shop. Rusty's plans for England, fame and riches were all forgotten and would soon be dreams again. They would leave Hardwar next morning. They planned to start their journey for Dehra through boat. Rusty thought that he would go back to the room as though nothing had happened and no one would notice that anything had.

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Chapter-XXIII → Chapter-23

Q.1 How did Rusty and Kishen go (return) to Dehra?
Q-1 By which vehicle Rusty and Kishen reach Dehra?

Ans-1 Kishen and Rusty climbed into the ferry boat. They had to cross the river. so they went to Dehra by ferry boat.

Q.2 What was the charge or fee of the ferry boat for crossing the river?

A.2 There was no charge or fee of the ferry boat for crossing the river

Q.3 To whom did the ferry boat take away?

Ans.3 The ferry boat took away or carried pilgrims (યાત્રાળુઓને) from temple to temple without taking any charge or fee.

Q.4. What kind of people or persons were there in the ferry boat?

Ans:4 The people who climbed in were even more diverse (અલગ/જુદા/વિભિન્ન) than those Rusty had met on the train: women and children, bearded old men and wrinkled women,

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strong young peasants (ખેડૂતો-farmers) – not the prosperous (સમૃદ્ધ) or mercantile class, (વેપારીવર્ગ) but the poor – who had come miles, mostly on foot, to bathe in the sacred waters of the Ganges.

Q.5 How did Kishen and Rusty sit in the ferry boat?

Ans-5 Kishen and Rusty sat crushed together in the middle of the ferry boat.

Q.6 Why did Rusty have to go back to Dehra? OR → Was Rusty's return justified?

OR Why did Rusty return to Dehra?

Ans 6. Rusty had to go back to Dehra because Kishen and Rusty were both refugees – refugees from the world... They were each other's shelter, (આશ્રય), both were divorced from mankind, both were helpless, both were each other's help, both were lonely or isolated. And theirs was a tie that would hold, because they were the only people who knew each other and loved each other. Because of this tie, Rusty had to go back. Thus, Rusty's return was quite and thoroughly justified.

Q.7 Who said this sentence or statement in the ferry boat? "It is beautiful to hear the children sing"

Ans.7 An old woman, who had white hair and a face lined with deep ruts, said: "It is beautiful to hear the children sing."

Q.8 Could Rusty escape from life?

A.8 No, Rusty could not run away: He could not escape the life he had made. He escaped or left his guardian's house. But at last he had to return to the room, his room, he had to go back.

Q.9 When did Rusty remember (યાદ કરવું) the day of the picnic? recall

Ans.9. When Rusty was returning to Dehra from Hardwar, he remembered the forest on the day of the picnic because he was passing through the jungle to reach his "Room on the Roof". When he was passing through the jungle he also remembered the magic of the forest and the magic of Meena.

Q.10. Narrate the scene or atmosphere of the bank of river's steps.

Ans. 10. On the bank of river's steps the scene and atmosphere was lively (alive) and active. Liveliness was seen everywhere on the river bank. Moreover, the offering prayer with a sacred lamp to a god was going on. Humming sounds of prayers, praise, rites were heard It was a very pleasant, charmful and sacred or pious picture which was created on the bank of river's steps.

Q. 11 Narrate Rusty's and Kishen's journey from Hardwar to Dehra.

Ans. 11. Rusty's and Kishen's journey from Hardwar to Dehra was notable and noticeable, too. The narrator has skilfully and extraordinarily presented his views in this novel. Kishen and Rusty started his journey by ferry boat. It was the first crossing and was a crowded one. Kishen and Rusty both sat crushed together in the middle of the boat. There was no likelihood of their being seperated now, but they held hands. They both knew each other and loved each other. Because of this tie, Rusty had to go back to Dehra. Thus, his return was quite, extremely and thoroughly justified. The boat came ashore. They disembarked (કિનારાપર ઉતર્યા), walking over the smooth pebbles and the forest rose from the edge of the river and beckoned them. (હાથારાથ બોલાવતું) When they passed through the jungle, Rusty remembered the day of the picnic, when he had kissed Meena and held her hands. He also remembered the magic of the forest and the magic of Meena. Then, they both walked back. They walked back to the "Room on the Roof." They had to go back, to bathe at the water tank and listen to the morning gossip, to sit in the fruit trees and eat in the chaatshop and perhaps make a garden on the roof; to eat and sleep, to work, to live, to die. This was the beginning and the end of the journey of Rusty and Kishen. What a classic end!

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English Language & Communication Skills (core)

Q.1 Define the term Communication. OR what is communication?

A.1. The word communication is derived (લેવામાં આવ્યો) from the Latin terms 'communis' and 'communicare' which mean 'to share or common. Communication is an art of sharing and exchanging meaningfur (purposeful) ideas, facts, views, thoughts, informations, opinions, emotions, feelings, knowledge, skills and experience through words spoken or written, through body language, face expressions, gestures, signs and symbols, graphs, charts, pictures, drawings, designs, diagrams and illustrations (દૃષ્ટાંતો). It also involves (સમાવેશ કરે છે) listening, speaking, reading and writing skills. Communication is the art of being understood.

Q.2 Define the word 'sender'.

A.2. The person who wants to convey an idea or thought is called the sender. He is an encoder or a communicator. He is the sender of the message. He initiates (begins) the process of communication. He is the important factor of communication. The sender is at the centre (center) of the process of communication. He sends the message to the receiver. The sender may be a speaker, a writer or an actor.

Q.3. Define the word 'encoding'.

A.3 The sender encodes the message. The work of encoding is done at the level of sender. Encoding can be done in the form of symbols, pictures words or images. The message encoded can be verbal, non verbal or both. The sender must choose the media (channel) carefully. The sender must be very careful at the time of encoding. So that receiver can understand the message properly, and feedback or response can be achieved in right form.

Q.4 Define the word 'channel' or 'medium'

A.4. channel or medium is a vehicle through which a message is carried from the sender to the receiver. The encoded message is sent or convey or transmitted through proper channel. The choice or selection of proper channel is very essential or necessary.

Q.5 Define the word 'receiver'.

A.5 The person or group to whom the message is directed is known as receiver. The person who receives the message is called a receiver. He may be a reader or a listener. He is also known as the decoder or communicatee.

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Q.6: Define the word 'message'

A.6: A message means an idea or thought put into words or symbols in order to be communicated. It may be verbal (spoken or written) or non verbal (e.g. appearance, body language, silence etc.) In short, the encoded idea becomes the message. Message is the heart of the process of communication

Q.7 Define the word 'decoding'

A.7 The process of decoding is the opposite of encoding. The receiver decodes the message using the systematic code. Decoding is the interpretation (समझ) of the message by the receiver. The receiver should be very vigilant at the time decoding.

Q.8 Define the word 'feedback'

A.8 After deriving meaning the receiver reacts or responds to the message. He sends back his response to the sender. This return flow of communication is called feedback. In short, it is a response of the receiver. The observation of the receiver's response is called feedback. This is the last component and important factor of process of communication. If the receiver does not respond, there is no feedback. The feedback may be said to be the measuring rod of process of communication.

Q.9 Define the word 'noise'

A.9 Noise is an interruption in the process of communication. There are so many kinds of noise. Physical and psychological disturbances are also called noise. Noise can make the communication ineffective or lead to miscommunication

Q.10 Define the word 'pauses'

A.10 Breaks in the middle of the sentence or utterance.

Q.11 What is the meaning of 'transmission'?

A.11 Transmission means sending or forwarding of message

Q.11 What is the meaning of 'space'?

A.11 The term 'space' means the distance between the sender and the receiver of the message in oral communication. This distance is called as proximity. It is a non-verbal signal. Communication experts call this dimension of communication 'proxemics'. Physical distance between sender and the receiver is called space. It is divided in four zones (1) Intimat (2) Person (3) social (4) public

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Q.12 Define the term 'conciseness'

A.12 Conciseness means shortness or brevity or briefness. Conciseness is the soul of good communication. Ruskin has rightly said, "say all you have to say in the fewest possible words"

Q.13 Define the word 'clarity'

A.13 Clarity means the receiver or the listener can understand the meaning of the message clearly. Clarity is the essential element for effective communication.

Q.14 What is the meaning of 'courtesy'

A.14 Courtesy means friendly and helpful behaviour towards others. Politeness is essential for harmonious communication. Courtesy always pays.

Q.15 What is the meaning of 'barriers'

A.15 Anything that obstructs the free flow of communication is called 'noise' or we may refer to it as 'barrier'

Q.16 Define the term 'semantic barriers'

A.16 Semantic barriers means the barriers relating to meaning of words, i.e. related to language (ભાષા/શબ્દાર્થને લગતા અવરોધો) semantic barriers arise because of problems in language. The problems that occur in encoding and decoding process are called semantic barriers

Q.17 Define the term 'jargon'.

A.17 Jargon is a word or expression used by a particular profession or group. Jargon means strange sounding knowledge of experts. Jargons are difficult for others to understand. Jargon can also mean clumsy language that is hard to understand. Jargon should be avoided if one wants to make one's communication up-to-date.

Q.18 What is the meaning of information overload?

A.18 Excess of communication is called information overload. When receiver cannot comprehend (understand) and absorb beyond his mental capacity is also called information overload.

Q.19. What is the meaning of 'closed mind'?

A.19 The person who has deep-rooted prejudices (પૂર્વગ્રહો) and not able to receive the message in correct form is called close minded.

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Q.20 What is the meaning of 'coherence'.

A.20 The word or term coherence means logical relation, or well knitted form. coherence is essential for effective communication In a coherent sentence the words are correctly or properly arranged so that the ideas clearly express the intended meaning. coherence means harmony or consistency (સુસંગતતા/સુસંગત)

Long questions

Q.1 Explain the importance of communication - (Benefits/Merits/Purposes)

communication is the basic or fundamental need for any business firm or organization. It is a life-blood for every corporate sector. The importance of communication is as under

- communication is necessary for managers to perform (બજાવવા) the basic functions of management.
- Good planning is possible through harmonious (સંવાદી) communication.
- communication helps in giving information and instructions/suggestions
- Communication helps to take vital (મહત્વના) decisions.
- communication builds and strengthens the character and goodwill of an organization
- The problems and conflicts (સંઘર્ષો) can be minimised through healthy and harmonious communication
- The vital decisions can be implemented or executed through effective comm.
- Communication plays an important role in inspiring or motivating people
- Communication is the most effective means for creating atmosphere of unity, co-operation and co-ordination
- Leadership qualities can be developed through effective communication
- Sound industrial relations can be established through good communication
- Excellent communication creates meeting of minds and meeting of hearts.

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- It can bring people closer to eachother.
- Sound and open communication helps to improve relations between employer (માલિક) and employees and between employer and trade unions
- The productivity and profit can be increased through harmonious communication
- Communication provides information, knowledge and morale.
- Communication creates and maintains image, reputation and credit.
- Controlling is possible through comm.
- Communication prevents unnecessary gossip (ગપ્પાં) and grapevine in the organization
- Communication helps the persons in building confidence for speaking in group and public gatherings.
- It develops faith (trust) among the workers or employees
- It is needful for creating and maintaining up-to-date discipline in the organization
- Rules and regulations can be informed through oral and written communication
- Consciousness (સભાનતા) about safety is created among people. Training is one part of communication and it is given to prevent accidents.
- Communication create great, grand and glorious morale. High morale of employees improves efficiency and performance.

In short, effective and healthy communication is the key factor for progress and prosperity of an organization. So each and every management should develop an effective communication system.

Q.2 Explain the process of Communication with a diagram. OR Describe the components of process of communication.

Ans.2 The component of communication process are as below:- The process of communication involves series of actions and reactions Communication is a dynamic and two way process It is a bridge of understanding

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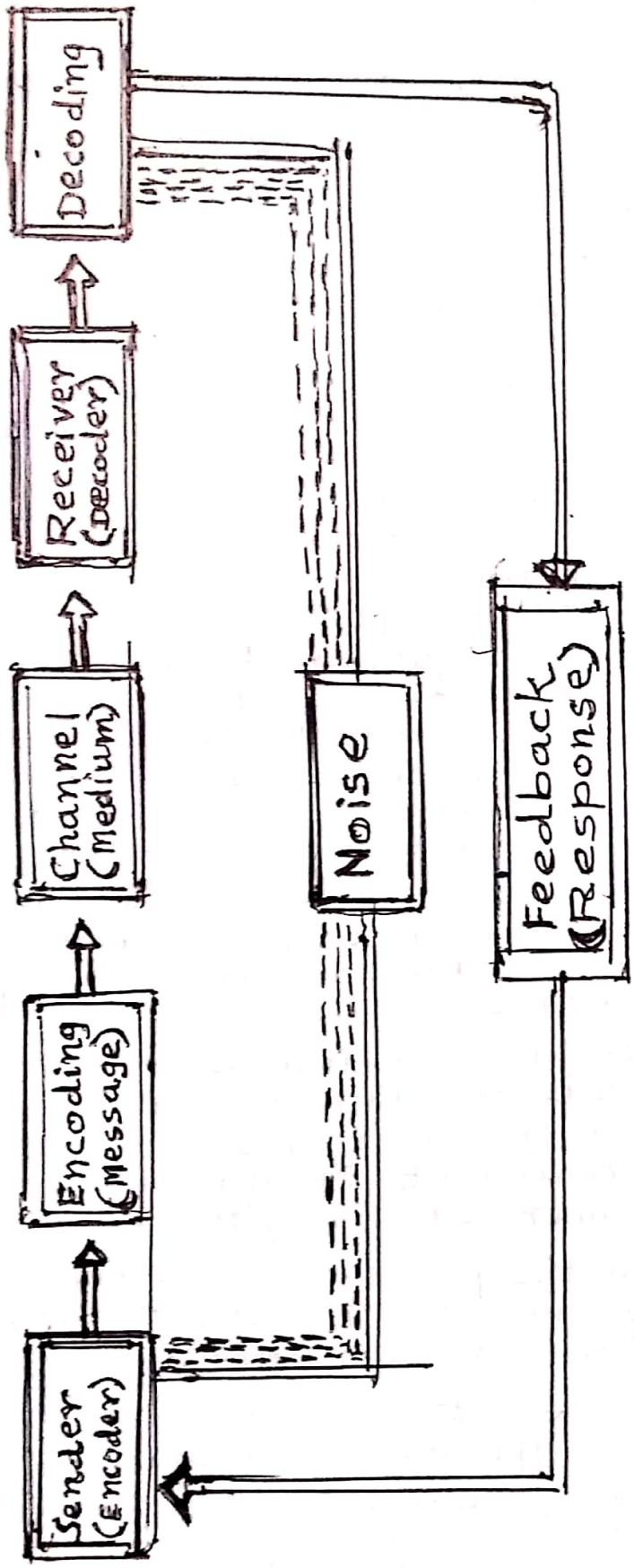
The diagram (figure) of process of communication



The components or elements of process of communication

Diagram of process of communication

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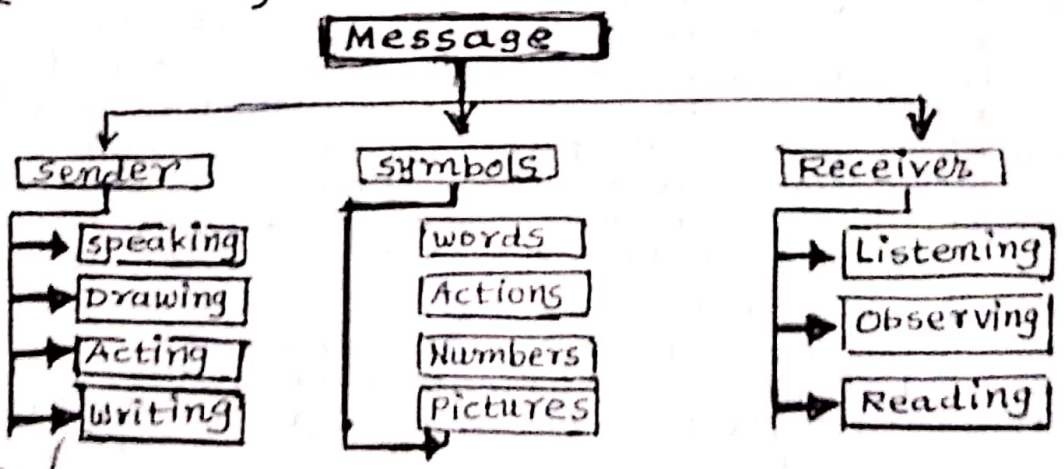
1 Sender (Encoder – communicator) :– The person who wants to convey an idea is called the sender. He is a communicator or encoder. He is the sender of the message. He initiates (begins) the process of communication. He may be an editor, a reporter, a film-maker, a lecturer, a writer, a speaker, a leader or any person. The sender should have positive attitude, effective communication skills, good knowledge of the subject and an excellent presentation skills. The ability to think, to organize thoughts quickly and express oneself effectively are some of the attributes of a good communicator. Somebody who uses appropriate words, meaningful sentences, sweet tone, effective gestures etc. may be called a good communicator.

2 Encoding :– Encoding can be done in the form of symbols, pictures, words or images. The sender's encoding can be affected by his skills, attitude, knowledge and social and cultural skills. The message encoded can be verbal, non-verbal or both. The sender must choose the media (channel) carefully so that the receiver can comprehend (understand) the message well.

3 Message :– The encoded idea becomes the message. It is the subject matter of communication. The message can be in the form of spoken words, written words, printed letters, facial expressions, body language (gestures), signs and symbols, pictures, photographs, films, paintings, pictures, posters, diagrams etc. A great deal of skill is required to formulate (ઘડવું) a message. The meaning of the message should be understandable to the receiver. The purpose of communication is to get the favourable responses so that appropriate decisions can be taken. The success of communication, therefore, depends on what you say (the content) and how you communicate. (the manner)



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4 Channel (Medium) :- Channel is the vehicle through which a message is carried from the sender to the receiver. There are various (so many) channels. The channel should be selected carefully and properly. The encoded message is transmitted through written or spoken words, verbal non-verbal forms, mass media such as TV, radio, newspapers, books, telephone, mobile, e-mails. The success or failure of communication depends on the selection of right channel. The choice of channel and the type of symbols are determined by the situation. When addressing a conference of research workers a scientist uses technical language. He speaks distinctly and make suitable gestures to drive home his points. On the other hand, when he talks to his wife and children he uses simple everyday language and speaks in an informal language.

5 Receiver (decoder - Communicatee) :- The person who receives the message is called a receiver. The message receiver is your reader or listener. He is also known as a decoder. If the sender and the receiver are on the same mental level, communication takes place immediately otherwise it fails or is delayed. An important factor in communication process is the existence of the co-operation and harmony (સંવાદ સુમેળ) between the sender and the receiver. If you speak a person who has totally lost his thoughts, he does not understand, no communication will take place. If the receiver does not have the ability to listen, to read, to think, he will not be able to receive and decode the message properly or rightly. The receiver does not understand the message of the sender and hence communication fails.

6 Decoding :- The receiver decodes the message using the systematic code. Decoding is the interpretation of the message by the receiver. In this context, it is important that the sender should use or choose the words and symbols which are known and familiar to the receiver.

7 Feedback :- Feedback is a response of the receiver when the receiver receives the message, he is expected to act, to react or respond to it. The exchange is possible only if the receiver responds. This response can be verbal or non-verbal. Immediate feedback is possible in face to face communication. The observation of the receiver's response is called feedback. The face to face communication has one significant (મહત્વનો) advantage. The sender can promptly adjust the tenor (અર્થ/આશય/ટેવ - meaning - intention - direction - style - method - voice pitch - etc) of his communication. In written communication, there is no immediate feedback, but you can edit, review and revise as often

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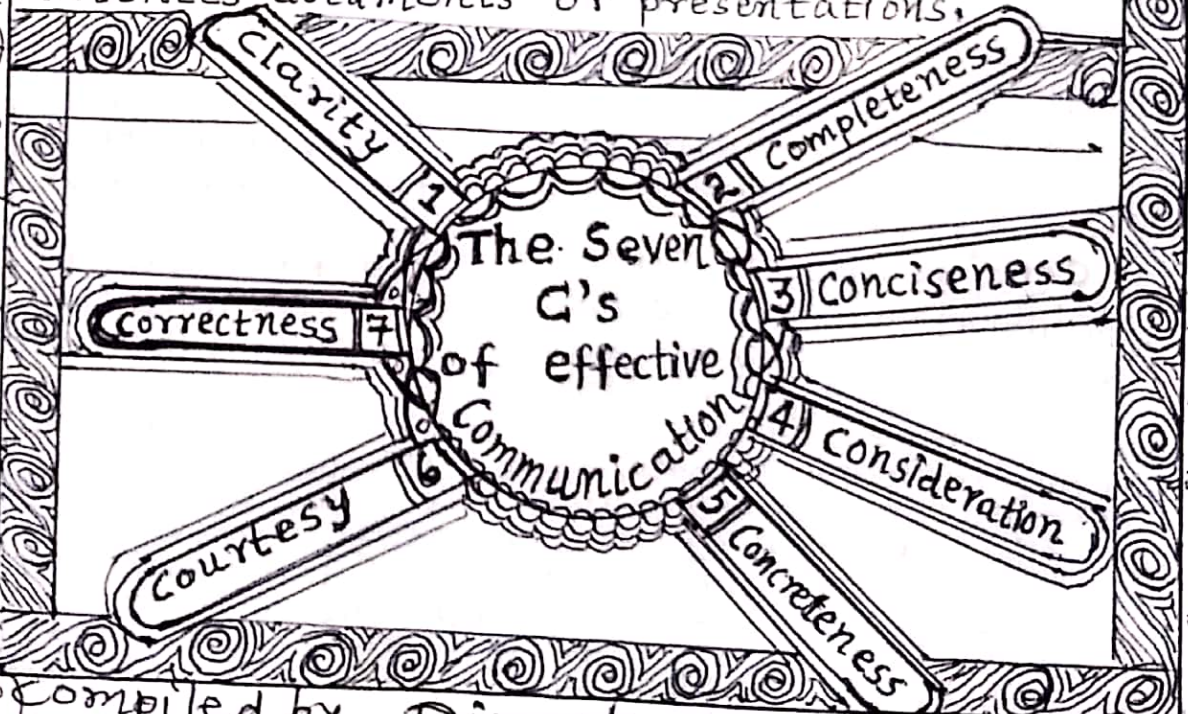
as you like. The feedback is the key factor or element or component of this process. If the receiver does not respond, there is no feedback, and communication will be failed. Feedback is the essential part of communication process. Feedback varies (અલગ-અલગ) from one situation to another. In this way, the feedback may be said to be the measuring rod of process of communication.

[8] Noise :- Noise is an interruption in the process of communication. Environment is one mejor cause that interferes with message reception: like noise from roadside, constant chattering of individuals outside the communication act, blaring (મોટા અવાજે - ઘરાકડુ - શોર મચાવવો - a loud noise, utter loudly) loudspeakers, faulty transmission, etc. Physiological impairment (શારીરિક ક્ષતિ-નુકસાન) can also block the effective sending and receiving of message. Noise can occur in other forms also: poor hand-writing, heavy accent or soft speech, communication in a poorly lit room and so on. In fact, these are barriers to effective communication. Thus, for smooth, effective and harmonious communication, it is necessary eliminate or reduce noise as far as possible.

Q.3. Explain the Seven C's of Communication

Ans.3 The seven C's are the golden principles of effective communication. To compose effective written or oral messages, the following seven C's principles are essential. These principles provide guidelines for choice of content and style of presentation. They are applicable to all forms of communication, from mere utterances and sentences documents or presentations.



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[1] **Clarity** :- Clarity is one of the most important factors in communication. One should choose short, simple and sweet words. S^3 principle should be adopted. Common, concrete and concordant (અનુકૂલ) words should be preferred. C^3 concept should be implemented. Fine, fair and familiar words should be considered while you are communicating. F^3 formula should also be kept in mind. Jargon and slang (કોઈ ખાસ ક્ષેત્રના વિશિષ્ટ પ્રકારના શબ્દો) words should not be used. One should arrange one's words well. Long and complicated sentences should be avoided. Correctness leads to clarity. Clarity means the the receiver or the listener can understand the meaning of the message clearly. It must never cause any misunderstanding. One should use visual aids to enhance (વધારવા) readability and clarity. The message must be clear in thought and expression. The beginning must be clear, correct and impressive. If the beginning is not clear, it may adversely affect the entire communication.

[2] **Completeness** :- Every communication must be complete and adequate. Incomplete messages create misunderstanding and confusion. Incompleteness (અપૂર્ણતા) creates delay in actions. Completeness of message brings the desired result, and proper feedback. It also builds goodwill. All necessary facts and figures should be provided. All important information should be furnished. In order to ensure completeness of message, we should check for the "Five-Wh" questions, when, where, who, what and why [1] When the meeting is to be held? [2] Where it is being held? [3] Who is to attend the meeting? [4] What is to be discussed in the meeting? [5] Why it is being held? Thus, Completeness of message is the prime factor of effective communication.

[3] **Conciseness** :- Conciseness is prerequisite (પૂર્વશરત) to effective business communication. Ruskin said, "Say all you have to say in the fewest possible words." Brevity (સંક્ષિપ્તતા) is the sout of good communication. Therefore, we should use only useful, important and relevant detain in our message. Conciseness saves the time of the sender and the receiver of the message. Brevity in speech and writing creates good impression on the mind of the listeners and the readers. More words do not lead to clarity. More words create monotonous situation, tedious atmosphere

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we should avoid repetition, and unnecessary information. We should use Short, Sweet and Simple words and sentences. S^3 principle should be adopted. Shortness of expression is the salient factor (દ્યાગાંકર્ષ પરિબળ)

4 **Consideration:-** In order to make communication effective, think and look from the receiver's angle or viewpoint. The send should adopt humane (દયાળુ-માયાળુ-પરોપકારી) approach. Kind or benevolent approach of sender leads to successful communication. The sender should understand the receiver's emotions, feelings and sentiments. He should understand and focus on the receiver's needs and necessities. The golden rule: "First understand and then be understood," should be followed. Five specific ways to indicate consideration are:

- Focus on 'You' instead of "I and We" means 'You Attitude' approach should be implemented
- show audience benefit or interest in receiver.
- Emphasize positive, pleasant, precise facts.
- Avoid gender bias. (સ્ત્રી-પુરુષ ભેદ-પૂર્વગ્રહ-prejudice/predisposition)
- Impart integrity (પ્રામાણિકતા-પવિત્રતા-uprightness or purity) to the message

In short, message should be audience-oriented.

5 **Concreteness:-** Communicating concretely means being specific, definite, authentic, certain, exact, sure, true, reliable. One should use concrete facts and figures in the message. The message and related details should be obvious and clear and evenmore truthful in all respects. One should choose vivid and image-building words in the message. It is desirable to use active voice construction rather than the passive.

6 **Courtesy:-** Courtesy begets (જન્માવે છે/ઉત્પન્ન કરે છે) courtesy, so make the message courteous. Courtesy means friendly and helpful behaviour. Courtesy means, humility, (વિનમ્રતા-વિનયશીલતા) politeness, modesty, civility, etiquette, etc. Polite manners facilitate (સરળ કરવું / આસાન બનાવવું (make easy or promote) communication. A.G. Gardiner used to say that polite words are lubricants. They help in making our life smooth. Courtesy not only wins friend but also conquers enemies. Politeness always pays. Prompt, proper, perfect, precise replies, speedy compliances, are the part and parcel of good business relations. So one should be sincere, tactfull,

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respectful and diplomatic. (વ્યવહારકુશળ) when you communicate, your tone should be right and effective. It is necessary to maintain correctness of tone and content. Courteous communicators generate a special tone in their writing and speaking. It is necessary to thank generously for any favours. Courtesy sometimes called the oil of commerce and trade machine. Politeness is one of the best investments as it costs nothing, and yet repays in hundred fold in peace, progress, pleasantness, prosperity and popularity. Nobody ever yet lost anything by politeness but many people have lost much by rudeness.

[7] **Correctness** :- The communicator should transmit the correct message. Accuracy and authenticity both are essential while one is communicating. Thus, communication should be correct as far as language, forms, facts and figures and content are concerned. The written and oral communication must be correct in linguistic (ભાષાકીય રચનાત્મક) aspects like grammar, construction of sentences, choice of words, syntax (વાક્યરચના), word formation, phonetics (ભાષાનું ઉચ્ચારણ શાસ્ત્ર pronunciation), spellings, syllable, stress, rhythm and intonation (તાલ-લય અને ઢાળ અને સ્વરઘોળ). One should use correct and simple language, so that receiver can understand easily and no confusion is created in the mind of receiver. If employees forward incorrect information to managers, decisions based on such information may be wrong. Similarly, transmission of incorrect information to outsiders may spoil relations and reputation.

Besides these seven C's, **Carefulness** is also most important factor in communication. While sending and receiving a message, one must be careful and pay full attention. Extreme and undivided attention is necessary to ensure that all the relevant details are included in correct and clear manner. The communication is the joint responsibility of the sender and the receiver. Proper posture, gestures right eye contact and appropriate facial expressions help to make communication effective. Careful use of body language is also important.

One more 'C' is **'control'**. Self control is essential for effective communication. The sender should be fully impartial while he is sending a message. He should not allow

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his emotions, feelings, attitudes or bias to distort (to misrepresent ખોટી રજૂઆત કરવી/વિકૃત કરવું/ વિકૃતિ કરવી) the message. He should send or communicate unpleasant facts in a pleasant way. 'Correct feedback' is the key element in communication. 'Coherence' is also an important element. Coherence means logical relation. All thoughts and important ideas which are expressed in oral and written communication should be logically connected and presented according to sequence and importance of the subject matter. Character (character) is one of the important elements in oral and written communication 'Character' means 'individuality.' A business letter should reflect the talent or personality of a writer. The words and presentation style chosen by the speaker or the writer show his personality, and individuality, character means good name or reputation. character means one's own identity. communication should carry that individual impression.

'Carefulness' is the essence of communication The writer or the speaker should be cheerful. The communicator should never express sad mood or passive outlook. Sad mood fails to create a positive outlook. or impress on the readers or the listeners. Cheerfulness is a quality that helps in winning the customers and employees, i.e outsiders and insiders of an organization. If you follow seven C's of communication you will become better communicator.

Over and above, the four S's are also important in oral and written communication. (1) Shortness - brevity or briefness (2) Simplicity - The simpler the message, the easier it is to comprehend or understand. One should make or prepare or compose one's text simple and convincing. (3) Strength (4) Sincerity, means reality, genuinenes,

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reality, truthness straight-forwardness. sincerity always pays. (સાચું - યથાર્થતા - સત્યતા, વાસ્તવિકતા - સહૃદયતા - નિખાલસતા - નિરૂપટતા) (-વિશુદ્ધ ભાવ ૨ પ્રમાણિકતા)

Question-4

Formal and Informal Communication

communication network is often complex. It may be formal or informal. Let us briefly study the distinctions between the two :-

Formal Communication	Informal Communication
(1) It has organizational hierarchy (હાઈરાર્કી) (ઉચ્ચમાળખું) structure	(1) No organizational hierarchy with fixed structure
(2) Task-oriented system	(2) Employee-oriented system
(3) Vertical, horizontal, diagonal directions.	(3) Free flow in all directions.
(4) Position oriented system	(4) Person oriented system
(5) Artificial channels. fixed/formal channels	(5) Spontaneous (સ્વયંભૂ) channels
(6) Time consuming	(6) Speedy flow of communication
(7) Impersonal and objective	(7) Personal and subjective
(8) Rigidity	(8) Flexibility
(9) Structural	(9) Unstructured and open
(10) Fixed structure	(10) Ever-changing structure
(11) Watertight compartments with fixed duties and rights	(11) No fixed duties and rights.
(12) Reports, e-mails, orders etc are the examples of formal communication	(12) Grapewine is the example of informal communication.

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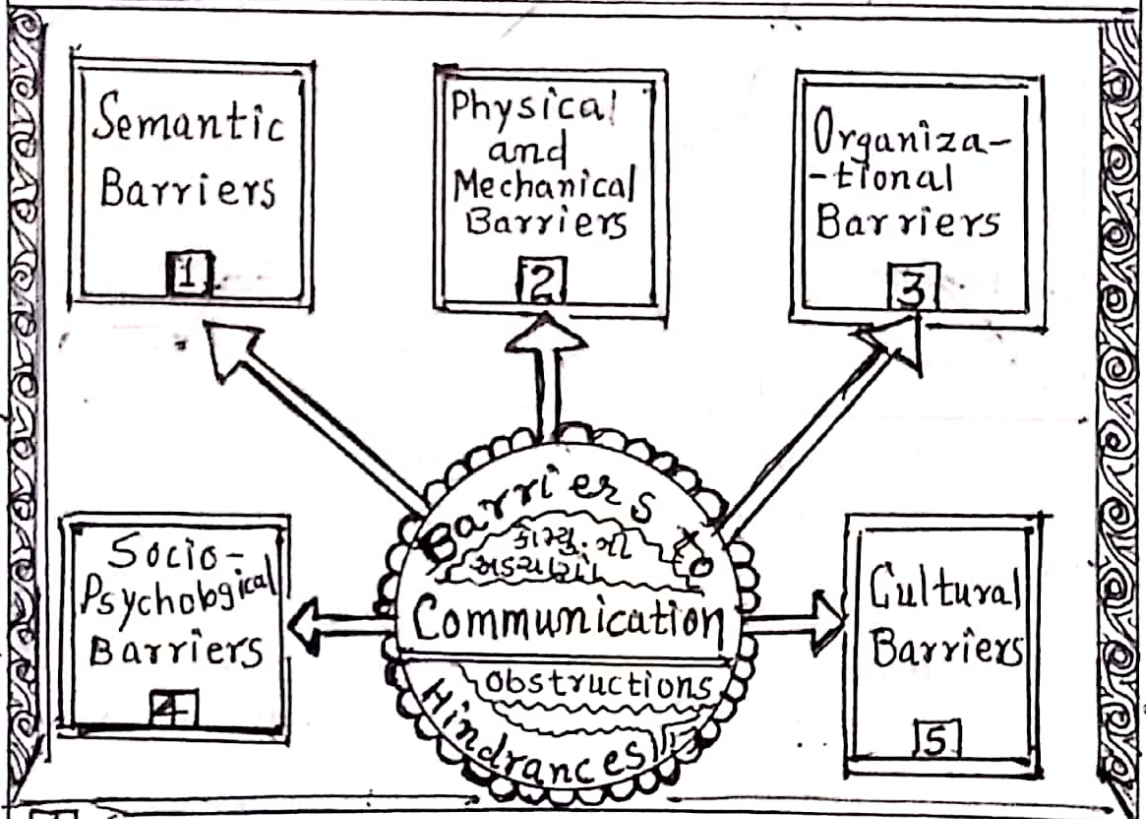
Q.5. Barriers of Communication and how to overcome them

A.5 Anything that obstructs (hinders/impedes) the free flow of communication is called 'noise' or we may refer to it as 'barrier' to communication. Barriers or problems can arise at any stage of communication process. Barriers of communication are as under.

(1) Sementic barriers (ભાષા/શબ્દાર્થને લગતા અવરોધો)
(2) Physical and Mechanical barriers (શારીરિક/ભૌતિક પરીબળો)
(3) Organizational barriers (સંસ્થાકીય અવરોધો)
(4) Socio-Phychological barriers (સામાજિક/માનસિક અવરોધો)
(5) Cultural Barriers (સાંસ્કૃતિક અવરોધો)



1 Semantic Barriers :- semantic barriers means the barriers relating to meaning of words, i.e. related to language. Semantic barriers arise on account of problems in language. Language is the most important tool of communication. Convention of meaning is most important factor for effective communication. 'convention' means custom. (રૂઢિ/પરંપરાગત). The sign (સંકેત) or form (સ્વરૂપ) fixed by agreement for common use is called convention. The fundamental principle of communication is that the signs and symbols which the sender uses to communicat message must have essentially (અનિવાર્યપણે) the same

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meaning in both the sender's and receiver's minds Semanti understanding is necessary easy, smooth, healthy, harmonious, effective and excellent communication. Differences in semanting understanding create miscommunication. A way of clarifying semantic problems is to view the semantic triangle. The study the below semantic triangle and understand it properly

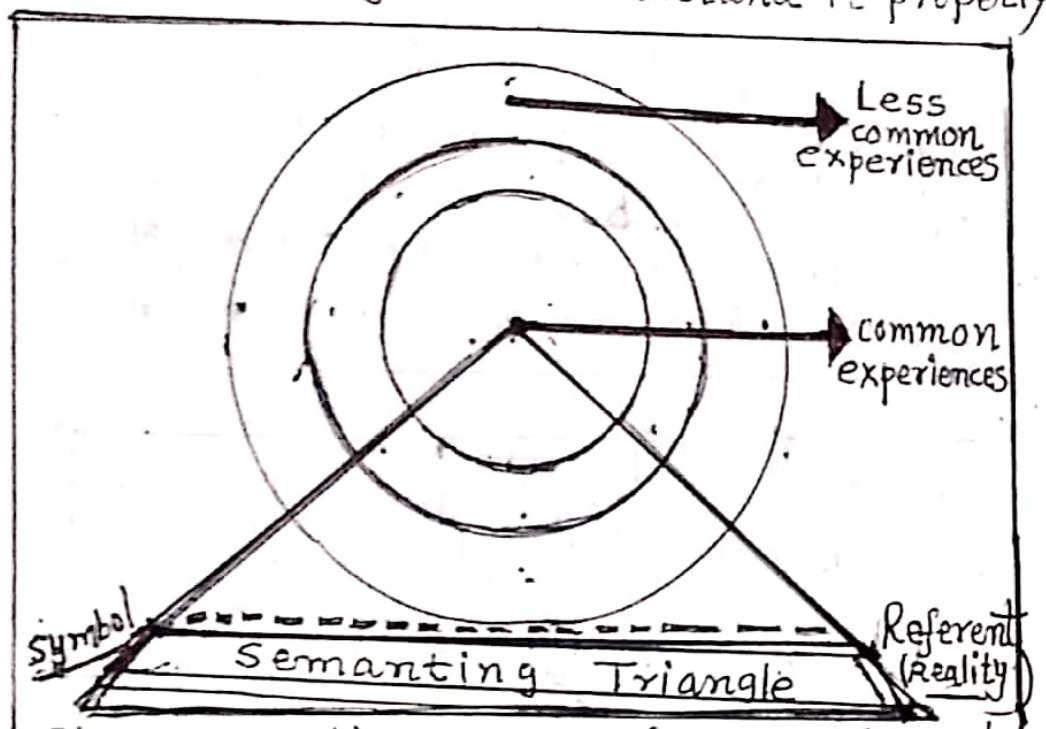

Figure or diagram for Semanting Triangle

In the above triangle, a symbol is a sign for something that exists in reality (Left hand side below indicates symbol and right hand side below indicates Referent or reality) Thus, your name - really a symbol or word - represents you. Only through common experience is a connection made between the symbol or word attached to you and the person you are in reality. The closer the common experiences surround the symbols and their things (referents) in the minds of the sender and receiver, the closer the level of understanding.

Interpretation of words (શબ્દોનો અર્થ) is the most important factor in comm. process. most of the communication is carried on through words, whether spoken or written. But words are capable of communicating a variety of meanings. So mutual understanding between the sender and the receiver in context of Semanting matter is important and necessary.

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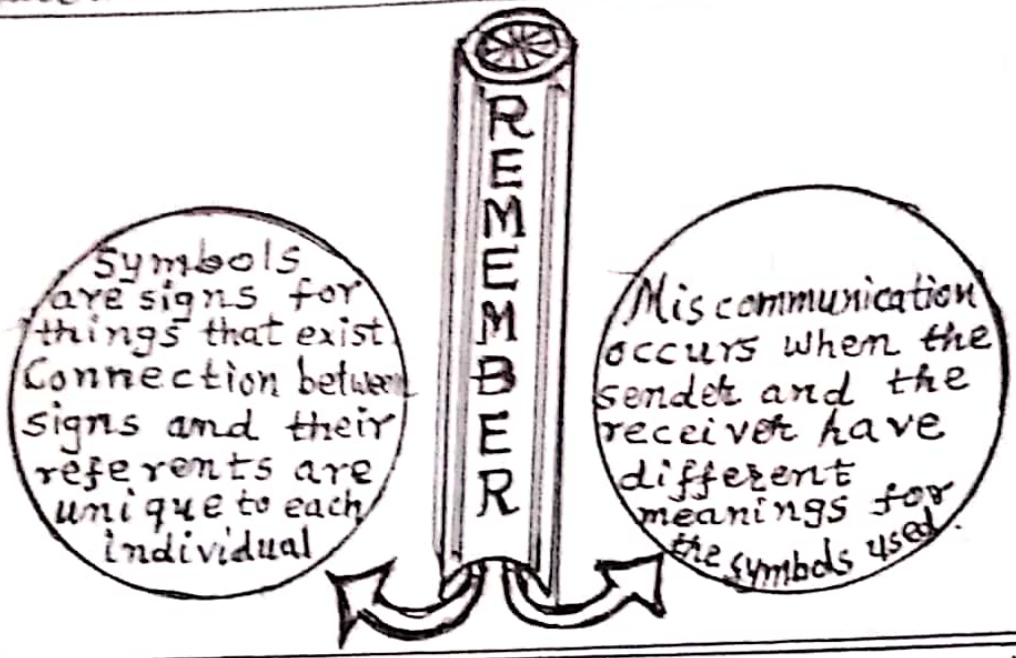

Faulty translation, unclarified assumptions, poor gramar-punctuation, lack of common language, poor vocabulary or lexical knowledge are barriers to effective communication.

To communicate effectively and properly, one must be aware of the denotative (વાચ્યાર્થ-શબ્દાર્થ) and cannotative (સંકેતાર્થ) ie. special or definite idioms and phrases of the words. So one must choose one's language, words carefully.

2 Physical and Mechanical Barriers :

Physical and mechanical barriers also obstruct the free flow of communication. Such barriers are as follows;

(A) Noise (B) Time Gap (C) Physical distance
(D) Defects in the mechanical devices
(E) Information Overload.

A Noise: Noise is quite often a barrier to communication. In factories oral communication is rendered (અવાજ હો) (is rendered) difficult by the loud noise of machines. Electronic noise like blarring (યાંત્રિક ઘોંઘાટ) often interferes in comm. by telephone and loudspeaker system. The word 'noise' is also used to refer to all kinds of physical interference like illegible handwritings, (અવાચ્ય હસ્તાક્ષરો), smudged copies (કાળા/ઘાટા/ચરબીવાળા નકલો) of xerox, poor telephone connections

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etc. Noise breaks the concentration of the sender or the receiver, and this blocks the smooth flow of communication. Nose from the roadside, constant chattering of individuals, faulty transmission system, heavy accent or soft speech, communication in a poorly litroom are considered as barriers.

B Time Gap: Deyaled message creates confusion. In factories persons working in different shifts may fail to communicate effectively on account of time gap. Faulty seating arrangement may block eye contact between the speaker and the listener thereby preventing effective communication. If the employee do not communicate with their superiors for a long time, it may create a communication gap between them, which may effect their relationship.

C Physical Distance: – Physical distance between the sender and the receiver can be a strong barrier to communication. There may be breakdown in the telephone, telex and other devices or mechanical equipments, such promblems in the medium of communication lead to loss in transmission. So the physical distance should be proper and according to situation and circustances so that the barriers can be eliminated or decreased adjusting the distance.

D Defects in Mechanical Devices: –
Modern mechanical devices have revolutionized the field of communication, but many defects arise in their use which may cause a barrier to the smooth of communication. At times there may be a problem with the telephone line, the fax machine or the printer might not work properly or might not give the desired output because of some defects in these mechanical devices.

E Information Overload: – Excess of information or communication is called information overload. The receiver cannot comprehend and absorb beyond his mental capacity. His mind will be closed for a part of communication. So we should be precise and brief in sending messages.

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3 Organizational Barriers :-

Organizational barriers arise or occur on account of defects in the organization structure, and the communication system of an organization. An organization is a collection of people who work together to achieve a common objective. Proper and live communication is required to achieve the goals of organization. In addition to this, there are various policies, rules and regulations procedures and systems which create somewhat delay and cause as barriers.

A status :- status is a position or social rank of a person in a group. It depends on person's abilities, amount of pay, job-skills, seniority, type of work assigned, age and occupation. Status reflects the degree of power, authority, importance and responsibility placed on an individual by other people in the society. The people at the lower level are usually afraid of communicating unpleasant and unfavourable information to those highly placed managers. They are afraid to communicate their problems, shortcomings, mistakes to the higher-ups because of their fear. The lower class employees or workers do not show courage for offering suggestions and plans for improving the organization

B Structure of the Organization:-

Organizations are multilayered (બિનિસ્તરીય) based on the hierarchies (શ્રેણી કે સોપાન). Large organizations have a number of layers of supervision and long communication lines. So the distance is created between the top management and the workers. So barriers arise because of the structure of the organization, rules and regulations, procedures, bureaucratic system (અમલદારશાહી પ્રથા)

C Rules and regulations of organization:-

Rules and regulations are made to improve performance by all those who are working in an organization. However, some rules and regulations cause unnecessary delays and loss of information. This point also an important barrier to comm.

D Unsuitable Medium:- choice and use of unsuitable medium may act as a barrier to communication. For instance, if a manager wants to compliment an employee for his excellence

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performance, he should have a face to face talk rather than sending a memo. Suitable medium of communication may be selected.

4 Socio-Psychological Barriers:-

A Attitudes and opinions:- Personal attitudes and opinions often interfere with communication. Each individual deals with situaction and events according to his attitudes, opinions, values and norms. (views and beliefs)

B Emotions:- Emotional states of mind plays an important role in the act of communication. If the sender is perplexed, worried, excited, afraid, nervous, of poor health, he will be unable to organize his message properly. The state of mind or mood is sure to be reflected in his message. Emotions block our mind, blur (ગોળ વાળી દે) our thinking and we fail to organize the message properly. Thus, we can neither transmit nor received the message correctly if our mind is agitated. Positive emotions such as joy, love or affection do not interfere with communication, Negative emotions always create barriers.

C Status consciousness:- It is a major barrier to communication. Status distinctions exist in every organization. Because of status consciousness employees do not express themselves frankly and fearlessly.

D Closed Mind:- It is very difficult to communicate with a person who has deep-rooted prejudices. Such a person is not prepared to receive any message. His mind is closed to new ideas, facts and suggestions. Thus a closed mind is a great barrier to comm.

E Inattentiveness:- Lack of attention on the part of the listener or reader is a common barrier to communication. Inattentiveness leads to miscommunication. If the attention and interest is not paid to the message, the communication will be failed. Attentiveness, activeness and alertness ar the important qualities which lead to effective communication.

F Poor Retention:- (યાદશક્તિ):- Poor attention of messages is also a barrier to effective communication. Sharp retention is essential for smooth and effective communication.

G Poor Communication skills:-

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poor communication skills or lack of language skills is a barrier to communication. Excellent language skill pre-requisite element for effective and smooth communication. The correct use of language and appropriate choice of words are necessary for transmitting the message properly. "Speak the language of the receiver" is worth considering at this point. Communication is a process of transmitting a message through oral, verbal or non-verbal means. (સાંકેતિક) So language skill is required.

[4] Premature Evaluation:- Some people form a judgement before receiving the complete message. Such pre-mature evaluation prevents effective communication. The judgement or decision based on incomplete information is likely to be wrong. Therefore, one must listen to or read the full message before reacting to it.

[5] Cultural Barriers:- People with different cultural background understand certain words or symbols in different ways. So it is necessary to know cultural background of the receiver while making communication with them. When the sender and the receiver belonged to different cultures, share different values then misunderstanding is created and it affects adversely on smooth and effective comm.

Q.6 How to overcome various types barriers to communication? OR What steps or remedies should be taken to remove barriers?

[1] The sender should convey clear cut message to the receiver. He should use simple and easy words so that receiver can easily understand the message. The sender's words should convey the intended meaning to the recipient. If the receiver gets an unclear message, he should clarify the matter from the sender before acting on it.

[2] The sender should choose the language carefully so that barriers can be minimized. If one wants to convey exact idea and to achieve desired results, one should know and take into consideration the proper denotation and cannotations.

[3] One should keep an open mind.

[4] One should express one's views candidly.

[5] One should encourage one's subordinates to express their ideas and suggestions.

[6] One should pay full and complete attention.

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7. One should listen patiently.
8. One should select suitable medium of comm.
9. One should present one's idea or message in a very simple, short and sweet way.
10. One should use familiar words.
11. One should translate the message correctly
12. One should encourage training and practice.
13. One should provide accurate (proper) feedback
14. The sender should translate the message correctly and the receiver should understand the message in a right way.
15. Proper interpretation of the message at receiver's level is necessary for effective communication.
16. The sender and the receiver should have keen interest in the topic
17. Harmony between individuals at workplace is necessary
18. The sender should consider audience' needs and requirements.
19. The sender should speak and write the language of the receiver
20. The sender and the receiver should know the meaning of technical jargons
21. The sender should structure his thoughts in an appropriate fashion before delivering the message
22. The quantum (નિશ્ચિત માત્રા / આવશ્યક પરિમાણ) or definite portion of comm. should be just right
23. The sender should adopt "You attitude".
24. Collaborative (અન્યની સાથે મળીને કામ કરવું) efforts are necessary.
25. Semantic understanding should be created between the sender and the receiver
26. Premature evaluation is necessary to overcome barriers.
27. The different cultures persons will have to act or work with due understanding and proper interpretation of words and symbols
28. Clumsy expressions (વિષમ / અટપટા) should be avoided

From
From
Dinesh Joshipura

Wish you all the best
Best of Luck

Unit - III. Written Communication

Q.1. Explain purposes / advantages / merits of written communication.

A.1 Written communication demands or requires conscious and constant efforts, practice and special skills. The following are the advantages / merits / purposes of written communication.

[1] Purpose of Wide Access :- Written comm. is done because it helps in spreading the message, to the widest possible coverage.

[2] Precision and Accuracy :- (શુદ્ધતા / ચોકસાઈ) Precision / accuracy / exactness are the chief purposes of written communication. It is trustworthy and authentic because it is prepared with due care and proper thinking.

[3] Repeated Reference :- We can obtain old records and repeated reference through written communication. We can understand the message better through repeated reference.

[4] Mechanical Efficiency :- It is the Object of written communication. The message can be saved, stored and filed for future purpose. Copies in any numbers can be easily made and distributed at a low cost.

[5] Possibility of editing and reviewing :- Written communication permits editing and reviewing. It ensures uniformity. It acts as a controlling mechanism.

[6] Permanent Record :- The purpose of written communication is to provide a permanent records for future reference. Such kind of permanent records are useful for decision making and planning purposes. Permanent record is useful as a concrete proof or authentic proof in the court of justice for defending the legal matter.

[7] Record of legal Evidence :- One of the objects of written comm. is legal evidence. When disputes arise, written communication can be used as legal evidences. Written records or documents are more reliable and acceptable as a documentary proof.

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8 Lengthy Messages: Lengthy messages can be transmitted easily through the forms of written communication. Written comm. is the suitable medium for sending lengthy messages.

9 Fixed Responsibility :- When orders, circulars instructions and decisions are recorded and conveyed in writing, responsibility of errors can easily be fixed on the sender. Nobody can avoid or escape from his liabilities So written comm. ensures more security and safety.

10 Convenience :- Conveniency is available in written comm. The personal presence of the sender or the receiver is not necessary. The writer can write or dictate at a time that suits him. The reader can also read or reread at his convenience.

11 Measurement of progress :- Properly filed messages are useful to know the progress of the concern. The records provide relevant and basic information. Filing messages serve as a barometer of progress. It supplies or gives information for preparation of annual reports, reviews and other periodicals.

12 ~~Errors~~ Rectification of errors : Earlier records help in reducing errors or mistakes

13 No Rumour or Gossip :- (અફવા/ગપાટાને સ્થાન નહિ)
Written communication has official or formal section. It is done systematically and in proper and fixed way. It is certain, truthful and authentic. So there is no question or place of rumour or gossip in written communication

14 Secrecy Maintained or Preserved :-
In Written comm. the secrecy or privacy can be maintained and preserved.

15 Creative Activity : It is a creative activity so knowledge and skills are expanded day by day. One becomes skilful, capable and flair for writing. Expression power can be increased through written communication. Practice always gives us ease of expression

16 Creation of status and goodwill :- It creates status and goodwill in the society and business field, too. It helps in expansion of business.

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Q.2 Demerits / Disadvantages of Written communication / Limitation - ગેરફાયદાઓ/મર્યાદાઓ

Ans.2 The following are the demerits/limitations/disadvantages of written communication. The below mentioned drawbacks (ક્ષતિઓ) are seen or found in written communication

[1] Time consuming :- Written comm. is a time consuming process. It takes more time than oral communication. So in quick decisions, the written communication is avoided.

[2] Costly or Expensive : *W. C. (Written Comm.)* is more expensive than oral communication. It requires stationery items, filing, paperwork, typewriters, computers, ink and necessary instruments so it is a costly process.

[3] Lack of Secrecy :- It is difficult to keep written messages completely secret. It might be leak out or fall into wrong hands.

[4] Rigidity :- (રસહી) W. Comm. (Written comm.) lacks (ગુણ/ગુણધર્મ) flexibility. Non-verbal forms like face expressions, gestures, eye contact etc. cannot be issued.

[5] Lack of personal touch or contact :- Personal touch or contact is not possible in written comm. So receiver cannot be persuaded personally.

[6] Delayed Feedback :- Immediate or prompt feedback is not possible in case of written comm.

[7] Delayed Clarification :- Immediate clarifications and adjustments cannot be made in written comm. As the physical presence of both parties is not possible, the clarifications are delayed. Doubts and queries cannot be solved promptly in W.C.

[8] Clarity and precision :- W. C. (Written comm.) requires clarity and precision

[9] Necessity of knowledge, skill and efficiency :- W.C. requires more knowledge, extra skills and efficiency in language. W.C. demands some special type of writing skills, tact and art. It also demands constant efforts and practice. Letters, reports, notices, memorandum, circulars, proposals, agenda, minutes emails are the forms of W.C

*Please note that W.C. = Written Communication

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Short information in context of W.C.

Written Communication at a glance

Advantages Merits - Benefits	Disadvantages Demerits
(1) Wide access	(1) Time consuming
(2) Precision and accuracy	(2) Costly and expensive
(3) Repeated reference	(3) Lack of secrecy
(4) Mechanical Efficiency	(4) Rigidity
(5) Possibility of editing and reviewing	(5) Lack of personal touch or contact
(6) Permanent record	(6) Delayed Feedback
(7) Record of legal evidence	(7) Delayed Clarifications
(8) Lengthy messages	(8) clarity and precision - essential
(9) Fixed responsibility	(9) Necessity of knowledge, skill and efficiency.
(10) Convienience	(10) Lack of immediate impression
(11) Measurement of progress	(11) No sope for exchange of feelings or emotions.
(12) Rectification of errors	(12) No possibility of non-verbal communication
(13) No rumour or gossip	
(14) Preservation of secrecy	
(15) Creative activity	
(16) Creation of status and goodwill	

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A comparative study of Oral and Written communication

	Point of comparision	Oral Communication	Written Communication
1	Type	Informal with personal touch	Formal without personal touch
2	Speed	Fast	Slow
3	Flexibility	High	Low
4	Record	No record	Permanent record
5	Cost	Economical (Low)	High cost
6	Gestures and expressions	can be used	can't be used
7	Feedback	Immediate	Delayed
8	Suitability	For short and simple messages	For lengthy messages.
9	Clarification	Immediate	Delayed
10	Secrecy	can be maintained	may not be maintained
11	Responsibility	cannot be fixed	can be fixed
12	Nature	Natural and spontaneous	A conscious effort/practice required
13	Persuation and Control	Easy	challenging

In short, written communication is the result of continuous efforts. It requires education, knowledge, skill, practice and understanding. It also demand tact, talent and efficiency. It must be clear, correct, creative, candid, concise, concrete, coherent candid, considerate and commanding.

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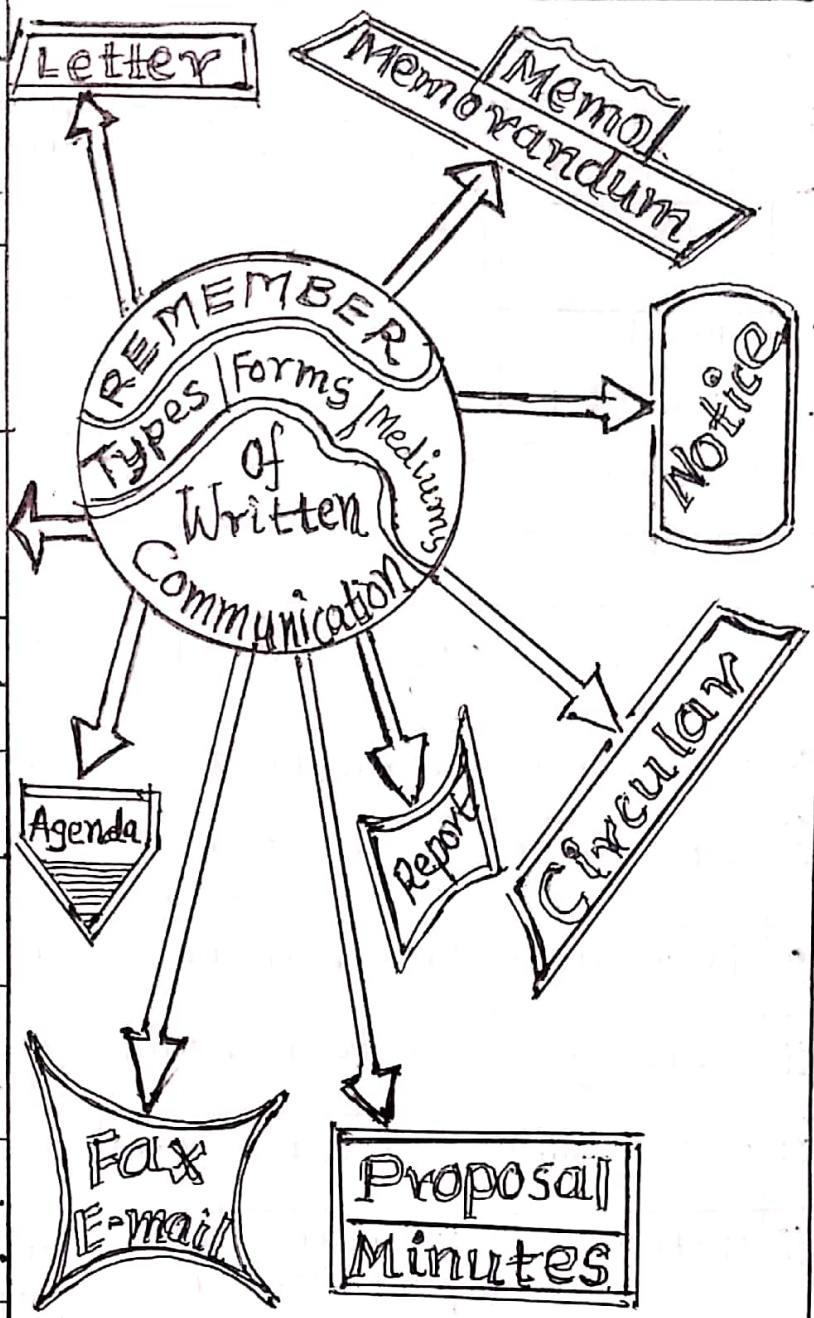
Q.3 Types/Forms/Medium of written communication. Ans:-3

- Directives
- Forms
- News
- Bulletins
- Agreements
- Handbooks
- Pamphlets
- Brochures
- Job-Applications
- Pay envelopes
- Inserts
- Booklets
- Office Orders
- Instructions
- Manuals
- Office Notes
- Explanations
- Magazines
- Newspapers
- Posters
- Leaflets
- Handfiles
- House Journals
- Complaints
- Suggestions
- Union publications
- Agenda



Several methods or means are used in written communication

There are two types of comm.
(1) Verbal Communication.
(2) Non-verbal —do—

① VERBAL COMMUNICATION

1 Oral communication	2 Written Comm.
Face to face / Telephone / Presentation / public speech / Meeting / Interview	The forms of written comm. are shown in the above chart

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[1] Letters :- Letters are the important means of written communication. Letters convey messages from one person to another person. They are the best tools of W.C. In business, there are different types of business letters. They all are very useful for development of firms or organizations. Communication through letters is very safe and chances for barriers are very less. Every letter we write bears the hallmark of our character and personality. The medium used most often for written messages to person outside your organization is the business letter.

[2] Memorandum :- Memo means memorandum. It is a note or record for future use. Memo is an integral part of any business enterprise. It is an internal means. It is one kind of a letter. It relates to routine day to day work. Generally, it is used for instructions and information purpose among the members of organization. Memo is a very useful short and quick way of communication. The language of memo should be easy to understand. Another useful function of a memo is to establish accountability.

[3] Notice :- Notice is used when an organization wants to convey the same message to the large number of people. It is the most effective tool of W.C. It conveys the message properly and clearly to proper person. It is very important that notice should be short and written in simple and clear language. Issuing public notices is a routine affair for companies. When an organization wants to call a meeting, the notice is required to be drafted and issued timely to all the members of the company. The date, the day, time and place of the meeting and other matter to be discussed in meeting, should be mentioned in the notice.

[4] Circular :- It is one type of letter which circulates the same message. Circular should be written in proper way. The style of writing circular should be decent. The tone of circular should be effective and impressive. The recent changes, change in the procedure and changes in the rules and regulation and other important information are informed through circulars.

[5] Report :- A report is one of the major forms of W.C. It is a statement containing some information or an account of something. It is an organised and factual account of the work

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done by a person, a group or an organization. It is objective in nature. It presents the truth, fact of the matter. It includes findings and recommendations. It is a formal statement of what happened, why and what should be done. It is a basic management tool used in decision making. There are various types of reports. (1) Oral and written reports (2) Formal and informal reports (3) statutory and non-statutory reports (4) Routine and special reports (5) Informational and interpretative reports. (6) Business reports (7) Press reports. The reports should be written systematically and according its structure and specific style.

[6] Proposal :- Persuasion (સમજાવ) lies at the heart of the proposal writing. Proposals are written to departments with the company or to outside requesters. The proposals are written for various purposes. The proposal should contain (include) title page, executive summary, draft contact, table of contents, introduction, background, procedures, equipment and facilities, personnel, budget and appendixes. Writing style is no different from other short or long reports. Clarity above all - especially in the executive summary is needed for instant and clear communication. There are research proposals and business proposals. Professors and school or university departments often submit requests for research proposals. Academic institutes submit most research proposals. Business proposals may be solicited and unsolicited. In major business proposals the following parts are used. The following is the structure of formal proposals. (1) Title page (2) Table of content (3) List of tables, graphs, figures and charts (4) Abstract or summary (5) methodology (6) Introduction (7) statement of the problem (8) Proposal plan and schedule (9) Advantages - disadvantages (10) recommendations (11) conclusion (12) Appendices

Q.4 What are the purposes (main purposes) of proposals?

A.4. The following are the main purposes of proposals

- To initiative a new project.
- To provide fresh ideas.
- To solve problems.

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- To reinforce (બળવાન કરવું) innovative (સુધારાવધી) strategies (વ્યૂહરચનાઓ) સુધારાવધી વ્યૂહરચનાઓ બળવાન કરવી
- To persuade (સમજાવવા) the customers to purchase goods or services.
- To conduct the basic research before developing a new plan.
- To modernize of office procedures of an organization.

Q.5 How to prepare proposals? OR what are the essentialities to be remembered in mind while preparing proposals? OR Explain principles for writing proposals?

Ans.5 The following factors or principle should be kept in mind while one is writing or preparing proposals

Basic preparation for writing proposals

- Be realistic as to what you can accomplish. Avoid over extending your capabilities, and those of your company
- Be specific as to method of meeting all goals.
- Be precise with time schedule
- Be clear as to how you will evaluate your work, production or product.
- Be exact as to the scope: what you will do and what you will not do.

7 About Fax :- રિટન કોમ્યુ. ના સ્વરૂપો/પ્રકારો/માધ્યમો ની ચર્ચામાં આગળ દર્શાવેલ Proposal ના છઠ્ઠા મુદ્દા પછીનો આ ફેક્સનો સાતમો મુદ્દો (અત્યેના ગાળામાં ઓફિસમાં પત્રો બે ઝડપી વિશેષ લાગેલા છે)

Fax is a short form of facsimile. It is an electronic device of sending messages. The fax machine transmit visual meterial like charts pictures, figures, graphs, tables, maps, diagrams, drawings etc., with written or printed materials. The fax mails can be sent to long distances. It is electronically scanned and signals are sent to the receiver. The receiver gets an identical (identical - the very same - સમાન - અભિન્ન) copy of message or material reproduced on a paper. Thus, important documents can be sent through fax. A fax can also be sent by the computer if a modem is attached to it. The advantages of fax are shown belows.

- Easy operation.
- Saving of cost and time used in letters, posting,

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handling etc.

→ Useful in business, offices and writing, editing etc.

→ It is used for personal and official purpose.

[8] E-mail :- E-mail means electronic mail. In recent time, it has made tremendous development. Internet and e-mail have advantages over other systems of communication. Here message is sent from one computer to the other over telephone or private network. E-mail is a fast and efficient method of exchanging messages and data. If two computers are connected on network, it is possible to send and receive messages through e-mail. In these days of science and technology, e-mail becomes very common, popular and rapid mode of communication. It has low cost compared to other modes of communication. It is used widely and it is very popular because of its high speed and low cost. E-mail messages contain five segments, or components (1) Heading (2) salutation (3) Body (4) closing (5) signature.

→ Procedure of sending e-mail.

(1) Logon: connecting the computer to network or e-mail programme.
(2) Find out the receiver's e-mail address
(3) compositing the message
(4) Instruct the program to send message.
(5) The message is sent.

→ Procedure of receiving e-mail.

(1) Log on (2) To read the list of new mails (3) Find out the message to read (4) Reading (5) saving, storing or deleting (6) Reply if desired.

→ E-mail Etiquette :-

Be clear, concise, candid, complet and correct when you send an e-mail message. The general guidelines for good business writing should always be applied.

→ Advantages and disadvantages of e-mail :-

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Advantages	Disadvantages
(1) Speedy delivery	(1) Lack of secrecy or security
(2) storage facility	(2) Cost of installation and establishment.
(3) cheap cost	(3) Necessity of technical knowledge/ skill on the part of the user
(4) Multiple copies available	(4) Computer literacy required.

Q.4 Explain the principles or essentials of oral communication.

A.4 Oral comm. means through spoken words. It plays an important part in our day to day life. spoken words have more powerful influence than written words. They carry the emotions of the speaker. One must use the words very wisely in oral communication. It is said that we are the masters of unspoken words but spoken words are our masters. Oral comm. (comm. = communication સંચાર) primarily includes face to face comm., presentations, interviews speeches, meetings, telephone talks, seminars, radio talks, intercom, debates, Grup discussions etc. The following are the principles of oral comm.

[1] Clarity:- The speaker should pronounce his words clearly and correctly. He must talk distinctly and slowly. Clarity in speech and writing is a must. Clarity refers to clear projection of ideas and thoughts. clarity of oral expression must be the aim at all times.

[2] Brevity:- Message must be kept as brief as possible. Only relevant facts should be presented. One should avoid repetition. KISS method should be adopted. KISS means "Keep it short and Simple". Briefness/conciseness is essential in oral communication.

[3] Precision:- (ચોકસાઈ/ચોક્કસતા) Precision means exactness or accuracy. Precision can make oral comm. effective and impressive. The message should be complete and perfect. The more concise the message, the more effective it is.

[4] Right words:- The words should be selected carefully. Proper words create excellent effect on the mind of listeners. Right words make

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the message more effective and powerful.

[5] Avoid Hackneyed (ફરી ફરી વાપરીને સામાન્ય બનાવવું) Phrases and jargon:- The speaker should avoid Hackneyed phrases like 'you know', 'I see', 'you see', 'what I mean', 'isn't it?' etc. and jargon words. such phrases interrupt the flow of speech. Simple language and words should be used.

[6] Understand the listener:- or Audience analysis :- A good speaker must understand the listener before talking. People vary in terms of their education, age, income gender social status, occupation, culture, intelligence level and interest. Audience analysis or awareness is necessary before delivering the speech. Before you begin your talk size up your listeners. The speaker should adjust his speech according to listeners needs, interest and abilities. An efficient communicator adjust his vocabulary, loudness, speed of delivery and accent.

[7] Natural Voice :- The speaker should use his natural way of speech. He should have a pleasing voice, sweet voice and natural style.

[8] Logical sequence :- Before speaking, the speaker should arrange his ideas in a logical sequence. Jumbled ideas (ગોટાળાવાળા/આડાઅવળા વિચારો) create confusion. Logical arranged ideas make the message effective and easy to understand.

[9] Conviction:- (અટલ શ્રદ્ધા) A speaker must have conviction in what he says. Lack of conviction causes lack of confidence on account of lack of conviction the speaker cannot present clearly and forcefully. Careful thinking and intelligent planning are required to develop conviction.

[10] Seven C's :- According to Francis J. Bergin, the speaker must remember 7 C's of communication and implement them properly while he is delivering his speech.

[11] Make a good first impression:- One should create good impression upon listeners. "First impression is the last impression. One's personality, appearance, the way of walking, the style of smiling and speaking - all aspects create first impression.

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(12) "You Attitude' should be adopted.
(13) Great cheerfully and confidently. Maintaining proper eye contact is an effective factor
(14) Always maintain a calm tempor
(15) Expressions should be proper and polite
(16) The style of putting stress on proper words can change the meaning and it creates unique effect upon audience's mind and views.
(17) The oral comm. should be done tactfully. Lively face and pleasing words create excellent effect upon the mind of listeners. Voice modulation, pitch para language and gestures should be proper according to situation, subject and circumstances.
(18) Visual Aids :- Visual aids should be used if they are required considering the message and an importance thereof.

In short, the aforesaid principles or essentialities or tips are required to be followed for effective or impressive oral communication. Oral comm. is a skill which must be developed and mastered by individuals to convince, persude and win over people. If you are an effective communicator, you will enhance your prestige, personality, popularity, good will and credit and come to occupy more important position / status in the organization and the society. If you are a skilful and competent communicator, you will be demanded and welcomed everywhere so be an excellent communicator by adopting the above principles of oral communication.

Q.5 Advantages / Merits / Benefits of oral communication — Explain properly.

Ans 5 The following are the main merits or advantages of oral communication.

(1) Immediate Feedback :- The biggest benefit of oral comm. is that it provides immediate feedback. The speaker can also understand the response of the listeners, through positive or favourable expressions done by them
(2) Time Saving : Oral Comm. is fast. so it

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saves time. Time saving is the best and the biggest benefit of Oral Comm.

[3] Economical :- The oral comm. is not expensive, but economical one. It saves the money spent on stationery in an organization.

[4] Personal Touch :- Personal touch is possible in oral comm. So persuation (સમજાવટ) and control both actions can be fulfilled easily and effectively through oral comm.

[5] Flexibility :- Flexibility is the fine, factual and actual advatage of oral comm. with the help of variations in tone, pitch and intensity (તીવ્રતા) of voice, the speaker can convert and convey different shades of meaning which is not possible in written Comm.

[6] Secrecy :- Oral messages can be kept secret or confidential than written message. Trustful or faithful person can keep the message secret.

[7] Possibility of Kinesics or Body Language - gestures and postures :- In oral comm, one can get good and great benefit of kinesics / body language / gestures and make the communication effective, interesting, attractive and impressive.

[8] Immediate clarifications and corrections :- In oral comm., clarifications, corrections, modifications are possible. The speaker can change his voice, style, pitch, method, tone etc. It provides the speaker to correct himself through changing his actions reactions and change his words and style. Body language can be used to reinforce (સમર્થન કરવા) the words.

[9] Group Communication :- Oral comm. is extremely useful for communicating with groups in meetings, conferences, assembles etc.

[10] Easy Understanding :- In oral comm., easy understanding is possible, so that receiver can respond quickly and correctly. Confusion can be removed immediately. Doubts can be solved and clarified. In face to face comm. there are no chances of misunderstanding.

[11] Key factor in the times of emergency :- Oral comm. is benefited in the times of emergency.

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12 Enhancement in co-operation, co-ordination, unity and team-spirit :-
On account of oral comm., the good values (qualities) like co-operation, co-ordination, unity and team spirit are increased or enhanced. so that the organization's prestige, credit and status can be increased.

13 Possibility of speedy follow-up actions :-
As the proper feedback is received quickly, the follow-up action and decision-making procedure can be done speedily, and somehow, the message is rejected, the follow up action will immediately be possible. or the follow-up action is quite possible without loss of time.

Q.6 Explain or narrate disadvantages or demerits or limitations of oral communication

1 Poor Retention (ગ્રહણ ધારણશક્તિ) or Poor memory power
The listener cannot retain (to keep in mind) oral messages in his memory for a long time. Sometimes the speaker himself may not recall what he actually said.

2 No Record :- Oral comm. provides no record, for future reference. So oral messages have no legal validity unless they are taped or recorded and made a part of permanent record.

3 Time Consuming :- Oral comm. may not always be time saving. Sometimes meetings continue for a long time without arriving at any satisfactory conclusion.

4 Misunderstanding :- Oral messages are likely to be misunderstood because of poor vocal expression and noise. The speaker may not be able to make himself quite clear or the listener may be inattentive.

5 Lengthy Messages :- Oral comm. is not suitable for lengthy messages. For lengthy messages, the written comm. will be considered as convenient and comfortable.

6 Lack of Responsibility :- Oral messages are not recorded. Therefore, it becomes difficult to hold persons responsible for mistakes, inaccuracy, untruth etc in oral comm.

7 Imprecise :- (અસ્પષ્ટતા/અસ્પષ્ટ) :- People usually take less care when speaking than when writing.

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So spoken words tend to (વલણ/ઝોક/વૃત્તિ ધરાવવી -have a tendency to) be less precise than the written words. Imprecise message creates misunderstanding.

[8] Distance Factor:- Oral comm. is not possible if the sender and the receiver are far away from each other. Much distance between the sender and the receiver creates obstruction in oral comm. Moreover, if no mechanical devices are available to connect them, the oral comm. is impossible.

[9] Costly devices:— Introduction of mechanical devices for oral comm. involves a lot of capital investment, and recurring expenditure (expenditure – cost)

[10] Distant place of work :- When the sender and the receiver are far off, oral comm. is not possible effectively. It is a problem particularly with field workers and others who are at different work places or distant places.

[11] Absence creates problems :- Sometimes subordinates or superiors may go on leave, may be absent which creates problems. This type of problem does not arise in written comm.

[12] Problem of Language:- Personnel (કર્મચારીઓ) with diverse educational, literacy and language background are working in an organization. People with different linguistic backgrounds may not derive (વ્યુત્પન્ન/ઉદ્ભવ - to draw - to get) the benefits of oral communication

[13] No secrecy:- Secrecy of official matters cannot be maintained. In oral comm., there are chances of leak out of secret matters. When one is speaking to another openly, the secrecy cannot be maintained

Q.7 Explain the forms/ types/media of oral communication

Ans.7 The forms/types or media of oral communication are as under. There are various forms/types or mediums of oral communication.

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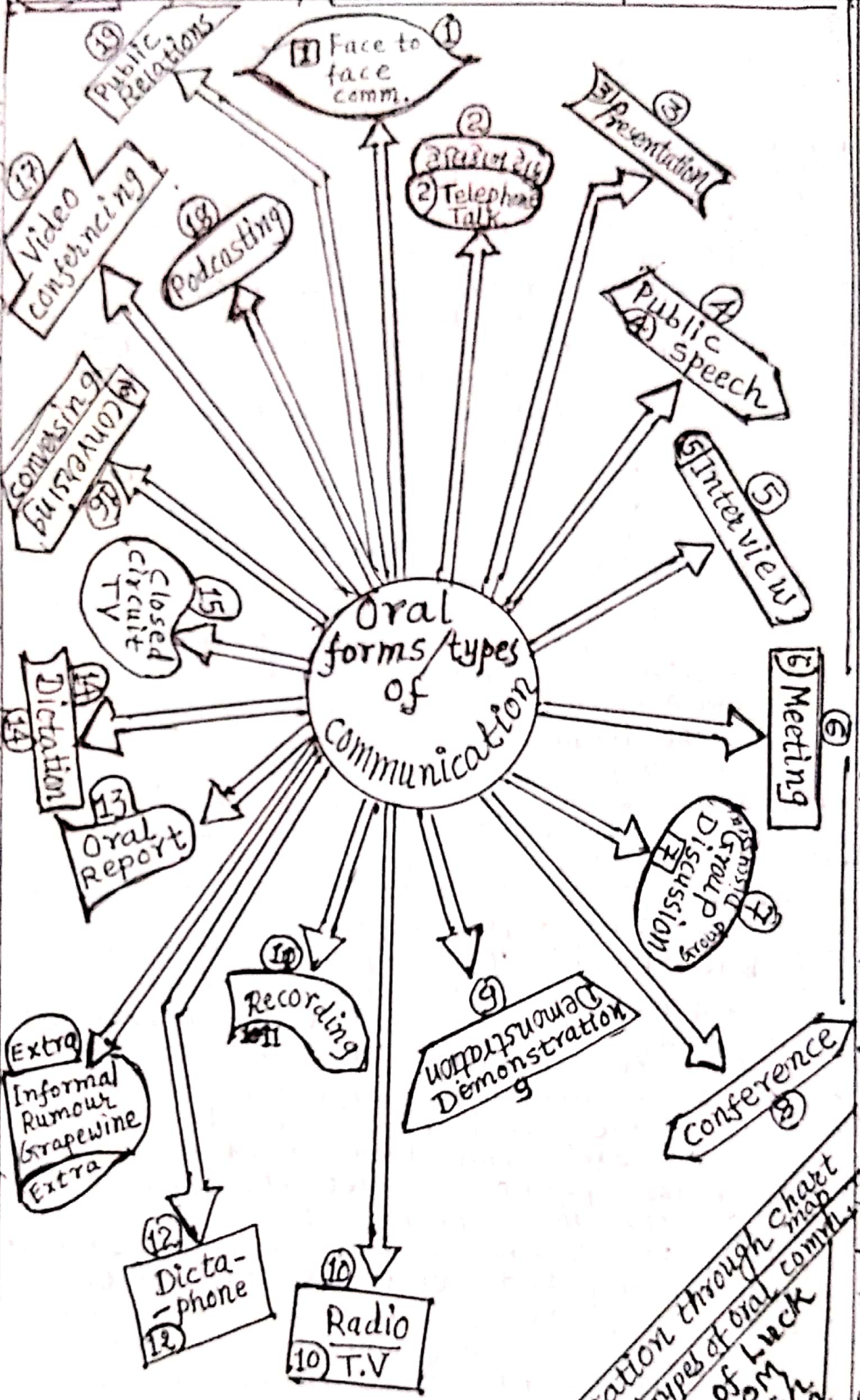

Interpretation through chart map
Forms/types of oral comm.
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(1) Face to face comm. :- Face to face comm. is very effective and impressive. This is possible between two individuals or among small groups of persons. The interview, the meeting, the conference public speeches, the lectures, the group discussions the presentations are the examples of face to face comm. Non-verbal forms of comm. are used. By observing facial expression, eye contact, tone of voice, gestures-postures, other body movements one can understand the message better. It gives immediate feedback. Spoken words create more powerful effect than written words. This is quick time saving - more effective and impressive.

(2) Telephone- Cell phone :- These both forms are oral forms of comm. But these are not face to face comm. There is no physical presente of persons. It depends entirely on the voice. Here loud and clear language usage (ઉચ્ચારણ) is of utmost (અત્યંત) importance.

(3) Presentation :- It is a face to face oral comm. Presentation helps to convey a proper message to the receiver. This form is used for launching (નવા ઉત્પાદનની રાજુઆત) new products or services, to give the details of new strategies, marketing and sales of products, and data interpretation. It is a well prepared talk about a particular topic. Here the use of audio-visual aids, power presentation (પાવર પ્રેઝન્ટેશન), slide show are the modern equipments which help to convey the message properly and effectively.

(4) Public Speech :- speaking is much more powerful way of comm. than writing. If we speak well, we are wanted everywhere. It is a face to face comm. The audience can see the body language, object language, paralanguage, gesture/posture, face expression eye contact etc and understand the message properly. The speaker can get the idea of feedback through clapping, cheers, noise, shouting and even sometime silence. It should be interesting and audience oriented.

(5) Interview :- It is a form of oral comm. It is a face to face comm. In this form one or group of people are involved. The interviewer asks the questions to the interviewee and interviewee gives the answers. It has specific structure and specific objective. It is generally in

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question-answer format. Interview means "view between" or "sight between." It is also used to evaluate candidate's various aspects such as goals, attitude, interest, nature, motivational levels, knowledge level, I.Q, ability to react situations etc.

(7) Meeting:- A group of people involved in discussion with one another for a particular topic is called a meeting. This is oral and face to face comm. A chairperson of a meeting leads and maintains proper order of meeting. It is well planned. There is a fixed agenda of meeting. It is arranged at fixed place and at fixed time. It ends with the minutes of the meeting.

(8) Group Discussion:- It is oral and face to face comm. form. In today's competitive era employers/organizations look for various skills like leadership quality, interpersonal skills, group dynamics etc. in their employees/candidates. Therefore, they conduct group discussion among candidates for evaluating such kind of special skills and abilities. The proper candidates are chosen through this system. The G.D. is conducted to interchange information, to solve problems, to take decisions, to judge personality traits (વિશિષ્ટ ગુણવૈશિષ્ટ્ય-ખાસિયત - look/way/quality), to select efficient candidate. The candidate's originality, creativity and non-verbal comm. skills are evaluated through G.D. The candidate's knowledge, voice, nature, attitudes, behaviour and other important factors are also judged.

(9) Conference:- It is an oral and face to face comm. It is a meeting for discussion. Conference is conducted in various fields to discuss and find a proper solution to the problem of their interest. Eminent and expert participants contribute their thoughts and experience in solving the problem. It is a joint-effort of the people gathered. They interact, exchange with others and learn from each other. A conference is an assembly of a group of persons gathered to exchange information for some particular purpose. The words 'conference' and 'meeting' are generally used interchangeably.

(10) Press Conference:- It is a gathering of journalists and press reporters.

(11) Demonstration:- Action and message is a comm. medium called demonstration.

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This medium is mostly adopted by corporate marketing strategy. It is also used to educate the voters as to how to exercise his franchise. It is a part of the sales presentation. The sales-man provides that his company's product will do all.

[11] Radio and TV. :- Both are the vehicles of mass media. They broadcasting programmes mainly because of their wide accessibility and relatively low cost. T.V. is a audio - vedio electronics media.

[12] Recording :- It is an oral comm. form. It involves recording a programme at a particular place. Record player is an electrical instrument. It reproduces the sound recorded on records. This is used for future reference

[13] Dictaphone :- A mechanical dictating machine is called "dictaphone." It is a combination of electric and mechanical means record the voice. The transcriber reproduces the voice. It saves time, reduce cost. Speed and accuracy can be achieved and personal presence of typist and stenographer is avoided.

(14) Oral Report :- Oral reports means presentation of written matter before a group. One must have an oral comm. skill for oral report presentation. The originator of oral report presents informational and analytical report.

(15) Closed Circuit Television :- It is live pictures and sounds can be piped from the originating point at one or more receiving locations for reviewing by a selected audience i.e. video signals.

(16) Dictation :- It is a comm. process in which something is read or spoken by the sender to another to write it down. It is oral comm. It is one of the multi-medias communications. There are two methods of dictation (1) Face to face dictation (2) Machine dictation

(17) Conversing :- Conversation is a special category of comm. or colloquial. (રોજ-રોજીંદી રાજિંદી વાતચીતમાં વપરાતું). It is opposed to dialogue, which has a purpose but is formal, while conversation is without a purpose

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[18] Video-conferencing:- It is the use of webcams or other electronic recording media to conduct a meeting. It uses telecommunications of audio and video to bring people at different sites together for meeting. This can be as simple as a conversation between two people in private offices (point to point) or involve several sites (multi point) with more than one person in large rooms at different sites.

(19) Podcasting:- A podcast is a digital audio or video file that is episodic, (પ્રસંગ-ઉપરાંત) downloadable, programme-driven, mainly with the host or theme and convenient usually via an automated feed with computer software. The podcast is ideal for recording voice to audio files which can be downloaded and listened to via portable devices (mp3s). These can be used for technical training and giving demonstration.

[20] Informal/rumour/grapevine:- It is informal. A piece of news or story passes from person to person and it may not be true. It is called grapevine, because it is like vine (વેલ) that bears grapes. As it is not formal, it is faster. Good managers use it to their advantage. It takes the form of gossip. It is usually oral and not always reliable.

Q. 8 What is the meaning of 'interview'? Explain purposes/objects of interview.

A. 8 The word 'Interview' means 'view between' or 'sight between'. It is a formal meeting between the candidate and his prospective employers (employers). In this probe, (શોધ) the employer tries to find out whether the candidate is suitable for a post through questions and answers. It is also used to evaluate the candidate's various aspects such as goals, knowledge, attitude, behaviour, motivational levels, ability to react to situations etc. It is a form of oral comm. and it is a

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two way process. The word interview is derived (ઉતરી આવેલ છે) from the French word entrevue, which means to see eachother. Interview means an oral examination of an applicant for a job by the interviewer. Two parties are involved in an interview, i.e. the interviewer and the interviewee. The interviewer asks the questions and the interviewee gives the answers asked by him. Interview is a word composed with arranging nine letters, I, N, T, E, R, V, I, E, W. = INTERVIEW

I = Intelligence બુદ્ધિ
N = Nobility ઉદારચરિત્ર/ઉમદા પદરચાર્ય-ઉમદા ગુણલક્ષણવાળી
T = Tact → વ્યક્તિ આવડત/કુનેહ
E = Education - વાચકાર/શિક્ષણ
R = Responsibility જવાબદારી
V = Vigour- સ્વાસ્થ્યશક્તિ/શારીરિક-માનસિક બળશક્તિ/ઉત્સાહ
I = Interest (કાર્યમાં) રસ
E = Experience અનુભવ
W = Work knowkdge કાર્યની જાણકારી

The above nine types of special qualities/values/abilities are evaluated or examined at the time of interview.

Purposes of Interview:-

Interviews are conducted for various purposes. However, the chief (main) aim of conducting an interview is to judge the candidate's sense of values, his abilities to put across his ideas, his character and personality; whether the candidate would be able to handle well the job assigned to him. The purposes are as under:- (સોંપવામાં આવેલું)

[1] Selection:- The potentialities (અંતર્નિહિત શક્તિઓ) of the candidates are assessed. The interviews help to select the right person for the right job

[2] Promotion:- Interview is the most effective tool (ઓજાર-સાધન) for assessing capabilities and competencies (કાર્યક્ષમતા-efficiencies) required for higher positions.

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3 Performance Appraisal :- (કામગીરી મૂલ્યાંકન)
Feedback regarding a job or performance is also communicated through interviews

4 Exit Opinions :- When a person leaves a job, exit opinions are invited through exit interviews.

5 Counselling :- Interviews also help persons or individuals to develop their skills and abilities through counselling as it helps not only to get the useful information but also provides the necessary feedback.

Q.9 Narrate the art of Interviewing

Ans.9 An interview is an oral tool of communication. It is used to test candidate's suitability for employment or admission to an institute of learning. It demands skills of oral and non-verbal comm. skills. The special kinesicks skills are necessary to impress the interviewers.

Interviewing is an art. It calls for (demands) patience, practice, training and experience. It is a special skill which should be cultivated through practice and proper training. Now-a-days, to communicate effectively is one kind of art. The person should acquire various kinds of soft skills and hard skills for facing the interview. Art is the ability or skill. It demands more practice than learning. Art refers to the best way of doing things. Hard work, thoughtful efforts and repeated action are required for facing interview. The interview process is much related with the behaviowral, competence and intelligence aspect of the candidate. How to apply the principles and concepts of comm. skill at the time of interview is one kind of art. It is a matter of art. It demands some special tact, definite techniques, crafts for the interviewee. A man of integrity, honesty, confidence, knowledge and with special skills of logical thinking can successfully appear the interview. So Interviewing is one kind of art. So it must be cultivated with practice.

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Q.10 Discuss the types of interview

Ans10 Interviews are of so many types The same are mentioned below

[1] Panel Interview:- In a panel interview, each member of the panel is closely observing the interviewee. Hence the interviewee's body language and eye contact are especially important.

[2] Telephone Interview:- In telephone interview, the interviewee should use proper modulation of voice and tactful and polite behaviour. Voice or utterance should be clear and impressive.

[3] Lunch or Dinner Interview: Meal Interview:- To take lunch in front of a stranger is an art. The person who could potentially be your boss demands etiquettee. You should order moderately priced item on the menu, never order alcohol and don't talk when your mouth full. This type of interview is conducted in an informal environment, but the interviewee should be careful about body language and manners

[4] Preliminary Interview:- It is a first-stage screening test. The interviewee should pay full attention to it. This stage must be cleared before moving to the final interview. It is very simple, brief and short.

[5] Skill-based Interview:- Such interview requires special type of skill that are relevant to the job. Here, the demonstrative skills are useful according to job and situation For instance, someone seeking to be an actor or a salesperson can be asked to act or read a script or demonstrate his or her pitch and skills of persuasive oral comm.

[6] Academic Interview:- An academic interview is conducted in a question and answer format The interviewee should be able to demonstrate attentive listening, eye-contact, clarity of ideas, and depth of knowledge

[7] Personality Interview:- This form of interview evaluates his/her individual personality. Here non-verbal comm skills are very useful and important. one's style, response

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to some situation, how one acts and behaves in a particular situation. One have to demonstrate "well-rounded personality".

[8] Clinical Interview:- clinical interview is used in medical profession and is done to learn the cause of certain psychological abnormalities. Once the cause is found, remedial measures are taken.

[9] Group Interview:- or Focus Group Interview This type of interview is conducted for a group. It can last 1-2 hours and has 10-12 members with one moderator. This method is used in marketing research to collect information on a product type such as detergent.

[10] Structured Interview:- This is a face-to-facte interview where the candidate is probed and probed and probed again. The interviewers are looking for dedication, team work, leadership and who you are, your personal characteristics. The pattern of this type of interview is predecided. The questions, their wording, their sequence are fixed.

[11] Case-based Interview:- This type of interview is used for higher ranked professionals. The interviewer presents a business case and you are asked to solve it. CBI tests, candidates' technical knowledge and skills, problem-solving - strategic thinking, leadership skills as well as ~~and~~ their ability to perform under pressure.

[12] Situational Interview:- This interview consists questions about what you would do in a certain situation, this is how you think, would handle it based on your existing skill set, experience and personality.

[13] Stress Interview:- This is an interview for senior executives. The interviewer observes that how well you handle yourself in the time of stress

[14] Formal Interview:- An official interview which is conducted according to the prescribed rules, procedures laid down. Interview procedures generally laid down in organizational manuals. In this type of Interview, the interviewer

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puts a set of well-defined questions and takes notes according to the requirements. A common interview is a social research.

[15] Exit Interview :- Another familiar type of interview is exit interview, i-e. when a person leaves the organization. This is an interaction between the interviewer and the person leaving the organization. A face-to-face conversation to review job satisfaction, future prospects in the new organization and to create a goodwill.

[16] Persuading or sales Interview :- It is an interview between the seller and the buyer. The interaction is either as a seller or a buyer in a persuading interview. It is a highly skilled interview system. It focuses on convincing or persuading a person to action.

[17] Appraisal Interview :- Another familiar type of organisational interview is conducting an appraisal interview. It is performance appraisal (appraisal) interview which did with job effectiveness. The emphasis is on evaluation of performance of job, need for training, time for promotion, fixing salary etc.

[18] Other types of interviews are: (1) Diagnostic Interview (2) Treatment Interview (3) Short-contact Interview (4) Prolonged contact Interview (5) Qualitative Interview (6) Mixed Interview (7) Quantitative Interview (8) Repeated Interview (9) Focussed Interview (10) Goal-setting Interview (11) Discussion Interview (12) correction Interview (13) Complaint or Grievance Interview (14) Disciplinary Interview (15) Second and third interview (16) Research Interview or hypothesis (17) Selection Interview etc.

Q. 11 Essential features/qualities/attributes/traits/characteristics of Interview

Ans. 11 Interview is a face-to-face interaction between two or more persons. It is carried out with a definite objective. The various skills, knowledge, intelligency, attitudes behaviour or views or ideas, interests and other values and aspects are evaluated through interview process.

→ What does a job interview assess?

According to the employer's needs, interviewers look for the following attributes in candidates. Most important or salient features are considered as under :—

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1 Clarity:- The candidate's clarity on academic subjects, his/her career objectives, the reasons for these objectives, long term goals, national and global issues and so on.

2 Depth of knowledge and understanding:- This attribute is necessary across a wide range of subjects and issues, along with clarity, demonstrate the candidate's academic excellence.

3 Personality:- A candidate's attitude, ability, honesty, behaviour and professionalism reflect his/her capability to work in an organization, and with other people. In additon, the candidate's self-awareness and analysis of personal strengths and weaknesses are important.

4 General awareness:- This feature is also observed and current issues regarding national / International and awareness of thereof be considered.

5 Application of concepts to real life problems:- The interviewee's initiative, capacity, ability to handle problematic situation is observed. How one takes or judges and takes proper decisions at the time of crises? Has he got special ability or tact the real life problems? or has he moved beyond classroom learning?

6 Communication skills:- The candidate's capacity to express his/her thoughts clearly and briefly is evaluated alongwith her/his listening and comprehension skills. verbal and non-verbal skills / body language are the main aspects of personality are also considered.

7 Integrity:- It is an important factor. The employer also considers interviewee's C.V. and asks questions in context of C.V. submitted by him/her. He or the interviewee's should be well aware of the information of the C.V. Since the resume is the primary document, applicants should know their all details and study thoroughly and be prepared to discuss or answers any question. So one must become very vigilant while drafting and submitting the C.V.

8 Education and experience:- Proper educational qualification, practical know-how and experience for the post applied for are the important features. These should be well related to job-profile. Achievements, evidence of growth, willingness to take responsibility, leadership qualities, negotiation skill and other softs skills are also judged and expected.

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[9] Psychological qualities :- General intelligence, mental stability and strongness at risk taking situation, logical thinking, will power, tact for taking reasonable judgements and decision-making skills are the important traits.

[10] Interpersonal and comm. skills :- Attitudes, manners, courtesy, politeness, warmth, listening skills, skill of comprehension, memory power, expression ability and proper kinesicks.

[11] Personality aspects :- In personality aspect, one's self confidence, enthusiasm, friendly and cooperative nature, assertiveness, proactive nature, appearance, dress, tidiness, will power, intimacy, polite approach etc

Q.12 What types or kinds of skills are essential for facing interview?

A.12 The following preparation should be done for facing interview. One should keep in mind or implement following points before interview

(1) Build a positive mindset :- Positive mindset is the first aspect or feature for facing interview. Create strong self confidence and positive approach before interview. Such situation leads to success.

(2) Contact and meet successful candidates The candidate should contact the successful candidate and get the required information and knowledge from him so that proper and up-to-date preparation can be done

(3) Arrange mock-interview and build powerful confidence :- Each and every candidate arrang mock interview for practice purpose. Such kind of practice of mock interview give special and proper experience and leads to great, grand and glorious success.

(4) Study your resume well :- For getting success in interview one should study the C.V and memorise the information given or written in the C.V. If the questions asked from the C.V., the answers can be given properly, quickly and effectively

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(5) Do some background research about your potential employer :- You should know the history or the back-ground of the company before appearing in the interview. This reflects your interest in the organization and your keenness for the job. The interviewee can give correct answer if the question is asked about the company.

(6) Brush up your general knowledge :- You should brush up your G.K., before appearing in the interview. G.K. is a common subject during the interview. Recent news and information should be stored in mind so that perfect answers can be given promptly.

(7) Keep your testimonials/portfolio ready :- You should keep your testimonials/original documents/achivements certificate ready, so that they can be produced as and when demanded by the interviewer.

⇒ During the Interview :-

(1) Make a good first impression :- The interviewee's first impression creates great impression upon the mind of interviewer. One's personality, dress, speaking and walking style, smiling face etc aspects are judged by the interviewers.

(2) Greet cheerfully :- One should greet cheerfully and confidently. Proper eye-contact and non-verbal aspects also create good impression.

(3) showing good conduct and behaviour The interviewee should show good conduct, character and behaviour. This point includes many aspects such as waiting for the permission to sit down, sitting in a relaxed manner and yet being alert, be self-controlled, maintaining a positive mind-set.

(4) Answer briefly and to the point :- The interviewee should take a reasonable time to think and answers should be given briefly and to the point. Avoid irrelevant points.

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(5) Get the question clarified:- If you do not understand the question asked by the interviewer properly, one may ~~requ~~ request the interviewer to repeat it.

(6) Be confident and careful:- Confidence and carefulness both lead to success. Avoid nervous movements and nervous expression on the face; Be confidents - in words, expressions and mannerisms.

(7) Be honest:- If you don't know the answer to any question during the interview, you must not the beat about the bush; speak whatever you are sure of.

(8) Take up "You attitude" for the company:- You should follow the principle of "you attitude". Focus on what you can contribute the company and reflect that you wish to grow along with the organization.

(9) Make a graceful exit:- Just as a first impression, your last impression is also equally important, thank the interviewers and leave the room with dignity.

→ After the interview :-

If you have promised to send some documents to the interviewers, you should submit the same at the earliest possible.

Q.13 Project Presentation

(13) Advantages and disadvantages of visual aids

Ans. Advantages of Visual Aids:-

The visual media or aids are very useful. The following are the merits or advantages of visual aids.

(1) Quick communication:- Visual aids

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are known for quicker communication. Speedy comm. is necessary in respect of certain subject matter. when certain important facts or figures need to be high-lighted or attractive, observation is necessary.

(2) Understanding At a Glance:- Visual techniques like charts, tables, maps, pictures, slides etc are very useful for understanding purpose. One can understand the subject matter easily and effectively with the help of visual aids.

(3) Memorising Effect:- Message in a pictorial (સચિત્ર/ચિત્રનું) form may long last in the mind. The observer can carry home on a permanent way and recall and refresh the image whenever he wants. It has more memorising effect. A well designed aid can project an impressive effect and clear cut idea of the message

(4) Purpose of comparison:- The charts, tables, graphs are very useful for the purpose of comparison. The data can be easily compared and proper decisions can be taken promptly.

(5) Time saving:- Visual aids save much time. one can grasp the subject matter quickly. One can easily understand the message. so they save our time.

(6) Bird's Eyeview:- The visual aids give a bird's eyeview of the subject matter The chief message can be understood speedily and effectively

(7) Flexible and dynamic:- visual aids can be prepared according to changing needs so they are not rigid or static but dynamic or flexible according to the need and importance of situation and circumstances

(8) Attractive and fascinating:- Visual aids are more attractive and fascinating to the eyes. So persons can get interest. Pictorial presentation always creates great grand glorious effect on the mind of receivers

(9) Interesting and Motivating:- Colourful photographs, pictures, paintings make the presentation interesting and motivating

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(10) Easy and effective way:- visual aids like pictures, tables, graphs, posters convey the message very easily and economically. They are the easy and effective way of communication. The Chinese proverb: 'A picture is worth a thousand words.'

(11) Mass Publicity and propaganda:- The visual aids are suitable for mass publicity, mass propaganda and mass education.

Disadvantages / Demerits of visual Aids :-

(1) Transmission of Limited message:- visual aids like a picture, chart graph or slide etc are shown one single piece At a time one picture, slide, chart, graph can be presented. Only limited message can be transmitted. Heavy message load may result in the risk of confusion

(2) Costly and expensive:- visual aids are costly. The expense of these means is very much. This is the reason for not using visual aids in majority of the cases. It involves not only heavy installation-cost but also recurring/revenue-cost.

(3) Preparation:- Preparation of visual pictures takes a lot of time. It requires technical and expert people to draw, print or paint.

(4) Time Element:- The media, though simple and attractive to see, is not so easy in practice because it takes a lot of time. A lot of efforts is also needed for preparation. It requires lead time (દોરવાનો/માર્ગદર્શન/દોરવાનો સમય) to prepare.

(5) Approximation and Adjustment :- In visual aids, the approximation and adjustments are done. Rounding of figures are the common features in preparation so pinpoint accuracy in the presentation of message is not possible. It gives some sort of confusion and communication gap.

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(6) Corrections and alterations :- In visual aids, on the spot corrections, alterations additions etc are not possible on spot.

(7) Communication of simple and elementary ideas :- Only simple and elementary ideas can be communicated.

(8) Skill and effort :- For preparing visual aids, a great amount of skills, intelligence and efforts are required. The slides, pictures, posters and cartoons etc are prepared and drawn systematically and properly. So they demand special skills, certain knowledge and great effors and time for preparing them.

In short, there are many kinds of visual aids. They include such devices as tables, charts, graphs maps, photographs, diagrams, pictorial presentation visual projection cine, slide, overhead projector etc. So these means should be used according to situation, circumstances and need of the subject matter.

Q. What is Executive Summary? what kind of information are included in it?

Ans. The executive summary is a record or statement that reflects or indicates the main points of business message, plans and decisions etc. in a very short form. It includes the key-points of the presentation. Those persons who do not know the message of presentation for whatever the reason may be or who ever picked up a report, can get the keypoints of the presentation easily and up-to-date manner.

The following information be included in Executive summary.

(1) Sources of the information
(2) Volume of data considered
(3) Techniques, tools or processed used
(4) Amount of resources consumed in analysis.

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(5) Investment needed to reach next phase.
(6) Key observations or risks.
(7) Recommended actions.

Q. How to prepare Executive Summary? OR Discuss Four Keys for creating Executive Summary

Ans. (1) Synthesize :- All numerous data information may be summerised when you prepare E.S., you are really boiling down numerous data / spreadsheets of data and repacking all of it into a well-groomed package. In short, the E.S. should ideally not repeat the data or information of the facts but present the same in synthesize and short form.

(2) Brief and to the point :- The E.S. should be very brief and to the point. The essential message should be presented in KISS Method. Keep the Executive summary short, sweet and simple. So that misunderstanding is not arised. The confusion will not be arised, if the same is prepared properly and with due care and caution.

(3) Appropriate Preparation :- E.S. should be prepared appropriately. The reviewer of the E.S. should be pleased when he observes and studies it. For this, BLUF (Bottom Line UP Front) concept should be adopted.

(4) choose Language carefully :- You should chose the language very carefully, while you are preparing or creating it. Easy words and sentences should be used so that one can understand it easily and properly, and the organizational (organizational) goal can be achieved.

The above four Key-points be kept in mind at the time of preparing Executive Summary (E.S.=Executive Summary)

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Q. What is chart? Give short details thereof.

Ans. Chart is a graphic representation of data. A chart denotes a map showing some information. It may be a table or diagram. A chart gives numerical and statistical information. It is a visual form of communication. charts may be painted, printed or drawn. charts allow users to see what the results of data to understand better and predict current and future data. There a wide variety of charts available to display data. The following are the most popular types of chart. (1) Bar chart (2) column chart (3) Flow chart (4) Graph chart (5) Line chart (6) Pie chart (7) Point chart considering microsoft excel and other spread-sheets, there are two types of charts (1) Embedded chart (2) chart sheet.

Q. What is a presentation?

Ans. A presentation is a live mode of sharing information with a select audience. It is a form of oral communication. In oral comm, a person shares factual information with a particular audience. To get a clear idea of presenting as a distinct communicative activity - different from lecturing and training - it is possible to define a presentation as an oral activity that uses a visual medium (such as LCD projectors or PowerPoint slides) to discuss new ideas and information with a specific audience in a persuasive and convincing manner.

Q. What are the essential characteristics of a good presentation?

A. A good presentation has the following characteristics.

- There is a clear structure with an introduction, discussion and conclusion
- The presenter recognizes and matches the audience's needs, interests and level of understanding (understanding), while discussing the ideas.
- Facts and figures are visualy presented in tables, graphs, and charts, and different colours are used to make the presentation vivid and interesting.
- Humour and anecdotes may be employed to create a good relationship and connection with the audience
- The presenter speaks clearly and logically and uses body language effectively
- Questions are given serious attention and are regarded as an essential part of the presentation

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Q. What are the main or major elements of presentation?

A. Presentations have three major elements
(1) The presenter (2) The audience
(3) The specific content and definite objective to be achieved.

Q. Explain the design / structure of the presentation. OR Discuss about the distribution of time in Project Presentation.

A. Distribution of time is the important factor in project presentation. The design/structure of project presentation should be proper and well arranged. The presenter should be well aware of the purposes of the presentation. First, the presenter should identify the purpose and the goal of presentation. He should analyse the audience and their needs. Time element should be kept in mind and it should be distributed properly. Distribution of time with regard to presentation is the prime and notable point. The nature or scope of presentation consists of four stages. Time for each stage is also a salient factor. The sequence and timing of each part in a 30-minute presentation should be as under

NO	sequence/part	Time Limit
01	Introduction	03 Minutes
02	Main Body	15 Minutes
03	Conclusion	02 Minutes
04	Question-Answer Session	10 Minutes
	Total minutes →	30 Minutes

The presention should be designed logically, clearly and properly. It should be completed in 30 minutes, alloted to it. Presentation should be done accurately, logically and according to its sequence so that it becomes more interesting, attractive, informative, effective and impressive.

[I] Introduction:- It is the first stage or step of presentation. Time is alloted or distributed 03 minutes for introduction. The main idea/subject and theme of the presentation should be given in short, simple and sweet manner. KISS - Method i.e. Keep it short and simple method should be adopted. The should establish rapport (a friendly relation in which people understand eachother ~~wer~~ very well) It should (should) be to the point and up-to-date. It should be interesting, effective and impressive.

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[2] Main Body :- This is the second stage or step of presentation. The presenter should present the main part of the presentation in effective way. All related facts and figures should be presented in logical manner and order. Ideas should be presented with great zeal and delight. strong, powerful and methodical presentation create wonderful and excellent effect on the mind of audience. The examples should be presented so that presentation becomes superb, and goal oriented and purposeful.

[3] The Conclusion :- The conclusion should be done in logical manner. It should include main content. Repeatation of main idea is the essence of conclusion. Most important message or idea should be presented briefly with supporting data. It should be well planned and implemented accordingly. It should be clear, sound, positive and easy to understand. Ending should be impressive. It should lead to key points of the message or ultimate objective. Thank the audience and invite questions. It should be completed in two minutes.

~~[5] Conclu~~

[4] Question - Answer session (10 minutes) :-

Question - Answer stage is the last stage of presentation. It is the important stage or chance for audience point of view. The sender should encourage for asking questions. The answer should be given with free and frank mind. Honesty should be maintained for giving answers. The answer should proper and perfect considering the facts of the matter. A good sense of humour and a ready wit can help one a great deal while handling questions but you should never lose your temper.

Q. What is visual Presentation? and importance thereof

A. Visual means connected with seeing or sight. The presenter should use visual aids such as charts tables, figures, graphs diagrams drawings, photographs should be used to make the presentation more effective, attractive, interesting impressive, informative, and meaningful. Charts and graphs are useful for explaining difficult topics. They give quantitative data for information. Photographs drawings, diagrams clarify the details of complex objects and structure. Humorous visuals such as cartoons are very useful medium of comm. Moreover, In presentation, visual aids like PowerPoint slides, transparencies models, objects etc are used to elaborate

(કોમ્પ્યુટર વિદ્યાર્થી તૈયાર કરેલું / રચેલું / દોરેલું)

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the points or ideas. Pictorial (of picture) information should be given so that audience can understand the difficult topic. Picturesque (સુંદર ચિત્રમાં મળી શકે એવું) information or presentation is essential to be done for long lasting effect and understanding purpose.

At present visual aids have become a part of presentation. It becomes almost necessary to use visual aids in presentation. It increases effectiveness of presentation. It also increases the confidence/will power of the speaker and the speaker can easily and effectively clarifes the points of the topic. Visual aids increase audience interest in presentation so they play a vital role in comm.

Q. Discuss or explain the guidelines or tips for using visual aids.

A. The following are the guidelines or tips for using visual aids.

- You should plan your presentation before creating visual aids.
- Use visual aids for highlighting and supporting your key points and message
- You should make your visual aids visible to the entire audience
- You should talk or look at the audience at least 80% of the time, not to your visual aids.
- You should try to avoid laser pointors. Your visual aids should be so clear that your audience can easily see, read, think and easily follow along. Use your hand, if necessary
- You should explain the content of the visual aids, when you first show the audience.
- When you finish your work with visual aids, remove it or turn it off. When using PowerPoint, tap the B key and the screen will go to back. Tap any other key, and the screen light up again
- You should limit the amount of material on anyone visual aid. Use each slide to convey a single point - Bullet points - no more than four or five per side - explain - illustrate or substantiate that one point
- You should avoid clip art from well know sources. It's always boring. Do use images, graphs and charts whenever possible and appropriate
- Focus on one idea at a time. Not to include three/four ideas in a single visual
- Repeatation of text should not be done.
- Proof-reading should be done very carefully.

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- Simple statements and key-words/phrases should be used. Simplicity is a key to gain audience's attention and interest.
- Consider handing out copies of your visual presentation. Be sure to have sufficient copies or quantity avaible for your audience
- Fonts should be easy to read and pictures should be easy to see.
- Test your presentation ahead of time. Make sure that it is easy to read from an appropriate distance and everything is in proper order
- Use not more than three graphs per slide.
- Don't use all CAPS. Use only one idea per slide
- Use simple font styles for readability.
- Use the rule of sevens :- Not more than 7 (seven) lines per slide, and no more 7 (seven) words per line.
- Include only essential information and use contrast colour (sea)
- Use consistent graphics that are similar in appearance
- Use a consistent design.
- Don't read presentation from the slide
- It is desirable to use different colours to draw attention to a particular aid.
- Accuracy of message incorporated in the aids and which need to be matched with the spoken words is utmost important for smooth transition and discussion
- Whenever necessary, footnote explanation should be given at the end of or the bottom of the picture/chart
- Display visual aids with sufficient light or in a dark room, depending upon the type of aid used.
- The observer grasps the pictorial message quickly and correctly.
- Each aid should bear a caption or label clearly and lucidly
- Keep the aids in the order and sequence in which oral part of the text follows.
- Pictures, slides etc., should be attractive and interesting.

Q. Explain the advantages (merits - benefits) and disadvantages (Demerits - limitations) of Visual Aids.

Ans The visual aids are more extremely useful. The advantager or merits or benefits as as under

[1] Speedy or Quick communication :- Quick communication can be done with the support or help of visual aids. They are speedy means of comm. Visual aids are very very helpful, useful and purposeful in the times of urgency.

[2] Understanding at glance :- It is said that, "A picture can be worth a thousand words." Audience can easily, quickly and effectively understand the message or topic through pictures, paintings, charts, graphs etc.

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This is the biggest benefit.

[3] Long last effect:- When message is given or spread out through visual aids like pictures, charts, diagrams, drawings, tables, graphs etc, the effect there of will be long last in the mind of audience. The observers can remember, recall and refresh the image whenever he wants. It has long lasting effect.

[4] Easy to compare:- When the information or facts figures are given through tables, graphs and charts, we can compare the data very easily and speedily.

[5] Bird's Eyeview:- Visual aids give a bird's eyeview of a subject matter. So one can understand the matter very quickly and effectively.

[6] Flexibility:- Visual aids are created or prepared according to current needs, circumstances and situation. So they are not static but dynamic.

[7] Attractive and Impressive:- Visual aids are the most attractive and impressive forms of comm. Audience's interest can be maintained through these aids. They are more revealing and appealing to the eyes. So audience can understand the matter promptly and easily.

[8] Time Saving:- Visual aids save time. Audience can understand the message effectively within short time.

[9] Encouraging and Inspiring:- Visual aids encourage and inspire observers. The audience can get light and delight, joy and enjoyment in observing various kinds of colourful pictures and cartoons. They create interest, zeal and increase (enhance) observers' morale.

[10] Hold attention and concentration:- A presentation can be made more vivid by the use of visual aids. Through visual display, the presenter can make the audience see what they hear. Graphics tend to garner and hold attention and concentration more easily than spoken words, so they also help keep the audience fully absorbed.

Disadvantages - Demerits - Limitations of visual aids :-

[1] Limitation of Message:- Only limited message accommodated in each form. At a time, one picture, graph, chart, slide etc, can be shown.

[2] Essentiality of technical know-how:- Visual aids must be prepared very carefully and intelligently. Preparation of visual picture demands a lot of time and technical knowhow.

[3] Expensive:- Visual aids are costly or expensive so generally, they are not used frequently. It demands installation expenditure and recurring cost, too.

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[4] Time consuming :- Visual aids are prepared with due care and caution. so the process of preparing picture / drawing / cartoons / charts demands much time. Thus, it is a time consuming process. It requires lead time to prepare.

[5] Lack of exactness or Pinpoint Accuracy :- In visual aids, Exact or pinpoint accuracy cannot be maintaind. Adjustments and approximations are common feature in preparation of visual aids. so sometimes, such kind of presentation creates confusion and comm. gap.

[6] Personal Preference :- Some people dislike visual aids like graph, charts etc. They do not like to present the message in graphical manner.

PowerPoint Presentation :-

A presentation can be made more vivid by the use of statistical data, figures, diagrams and so on, which can be displayed via PowerPoint slides and other modern forms. Computer-based Microsoft PowerPoint presentations have now become more widespread than transpe-rencies and slides. These are projected with the help of multimedia projectors. Usually, a computer screen displays the information to a large audience. Pictures and photographs are all displayed as part of the presentation. The entire presentation is saved on a laptop (with a backup on CD, if possible). The laptop is then connected to the projection equipment so that the laptop screen is cloned on the projector. The whole operation is automatic and simple. The visual impact is impressive and absorbing.

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Unit-IV - Grammar (In brief)

The chart of the verbs

-: Verb :-

- (મુખ્ય ક્રિયાપદો) Main Verbs OR Primary Auxiliary
  - 1. To be હોવું/થવું
    - am / is / are — વર્તમાન કાળ
    - was / were — ભૂતકાળ
    - Shall be / Will be — ભવિષ્યકાળ
  - 2. To have નો પાસે હોવું નું હોવું નો માલિકીનું હોવું
    - has / have — વર્તમાનકાળ
    - had — ભૂતકાળ
    - Shall have / Will have — ભવિષ્યકાળ
  - 3. To do કરવું
    - do / does — વર્તમાનકાળ
    - did — ભૂતકાળ
    - Shall do / Will do — ભવિષ્યકાળ

નોંધ: ઉપર્યુક્ત મુખ્ય ક્રિયાપદો મુખ્ય ક્રિયાપદ તરીકે વપરાય છે, અને સહાયકાર ક્રિયાપદ તરીકે (Helping Verb) પણ પ્રયોજાય છે જેમકે, નેગેટિવમાંથી પ્રશ્ન કરવા/પ્રશ્નાર્થ તથા નકાર વાક્યો બનાવવા, વિવિધ કાળની રચના કરવા પણ ઉપયોગમાં લેવામાં આવે છે.

- (સહાયકારક ક્રિયાપદો) Helping verbs OR Auxiliary verbs
  - મિજાજ Moods બતાવતા ક્રિયાપદો
  - Defective Verbs અધૂરાં ધરાવતાં ક્રિયાપદો
    - shall
    - will
    - should
    - would
    - May
    - Might
    - can
    - Could
    - Must
    - Need
    - Ought to
    - Dare
    - Used to

નોંધ: ઉપર્યુક્ત સહાયકારક ક્રિયાપદો ચોક્કસ પ્રકારની રીત (mode) કે ભાવ વ્યક્ત કરતા ક્રિયાપદો હોવાથી mode ઉપરથી modal axiliezles કહેવાય છે. જેમકે/ જોઈએ/શકવું/સમર્થન નિયુક્તિ/ચિંતા/ હિંમત/ જરૂરિયાત/ કદાચ/ રજા મેળવવા ભવિષ્ય સંદર્ભ જેવા વિવિધ ભાવો ઉપર્યુક્ત ક્રિયાપદો રજૂ કરે છે.

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1 Noun - નામ એટલે કોઈ વ્યક્તિ માટે, સ્થાન માટે કે વસ્તુને ઓળખવા માટે ઉપયોગમાં લેવામાં આવતો શબ્દ. નામના પાંચ પ્રકારો છે. જે નીચે પ્રમાણે છે.

The kinds of Nouns

1 Proper Noun
સંજ્ઞાવાચકનામ
↓
વ્યક્તિઓના પાડેલાં નામો Suresh, Jagdish
નદીઓના નામો The Narmada, The Ganga,
ધાર્મિક પુસ્તકોના નામો - The Bhagvad Geeta, the Ramayan
રાજ્યોના નામો Gujarat, Rajsthan Maharashtra
શહેરોના નામો જૂનાગઢ, રાજકોટ મુંબઈ, જયપુર
મહિના/દિવસના નામ January / Sunday
પ્રખ્યાત ઈમારતોના નામો the Taj Mahal the Qutub Minar
તહેવારોના નામો Diwali, Holi
દેશોના નામો. France, India Germany.
પ્રજાના નામો Indians, chinese
પર્વતોના/સમુદ્રના/મહાસાગરોના નામો Sabarmati, the Himalayas the Alps, mount Everest, Red sea, Indian ocean
વર્તમાનપત્રોના નામો, the Times of India the Indian Express
મેગેઝિનના નામો Reader's Digest
સંસ્થાઓના નામો BKNM University Bank of India P. G. V. C. L.

2 Common Noun
સામાન્ય નામ
જાતિવાચક નામ
a boy, a nurse
a student, an elephant
a book, a car
a peacock, a girl, a door,
a lecturer, a bench,
a table, a chair,
a cow, a parrot,
a dog, a cat,
a gate, a jar
an apple, a banana,
an ink-pot
વગેરે
↓
કોમન નામ એટલે વ્યક્તિ/પદાર્થ માટે દરેક સ્થાને સમાન રીતે વપરાતું નામ એ જાતિવાચક નામો છે.

3 Collective Noun
સમુદાયવાચક નામ
A crowd, army
A bunch, group
a fleet,
a flock,
a police
cattle, jury
mob, class
team, family

4 Material Nouns
milk, water, petrol, curd, rice, air glass, bread butter, grass, gold, silver, copper, iron, wheat, wood butter-milk, tea, sugar, વગેરે ઉપરોક્ત નામો દ્રવ્યવાચક કે જથ્થાવાચક નામો છે કે ગણી શકાતા નથી એટલે કે uncountables છે.

5 Abstract Nouns
service, adjustment, honesty wisdom ability absence poverty height generosity cruelty goodness kindness youth pride prudence bravery length vanity stupidity darkness carelessness politeness shortness novelty layalty

5 contd Abstract Nouns
justice vacancy zeal depth humility width ignorance knowledge performance narration health fear kingdom boyhood friendship love sleep theft law novel heroism laugh touch success punishment action protection usefulness

આમ, ઉપરોક્ત નામો ભાવવાચક નામો છે જે જોઈ શકાતા નથી, સ્પર્શી શકાતા નથી - અમૂર્ત છે જે ગુણની અવસ્થા - ક્રિયા રજૂ કરે છે ભાવ અભિવ્યક્ત કરે છે.

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2 Pronoun :- Pro + noun → Pro એટલે બદલે અને Noun એટલે નામ. નામને બદલે જે શબ્દ પ્રયોજાય કે વપરાય તેને Pronoun સર્વનામ કહે છે. The word which is used in place of noun is called pronoun.

① પુરુષવાચક સર્વનામ એટલે Personal pronouns. જે નીચે દર્શાવ્યા પ્રમાણે છે.

I, me, my, mine, we us, our, ours, you, your, yours, he, him, his, she, her, hers, it, its, they, them, their, theirs → આ બધા ત્રણેય વિભક્તિ એટલે કે કર્તા / કર્મ અને સંબંધક વિભક્તિના પુરુષવાચક સર્વનામો છે.

② સ્વવાચક સર્વનામ એટલે Reflexive pronouns જે નીચે દર્શાવ્યા મુજબ છે. આ પ્રકારમાં કર્તાએ કરેલી ક્રિયા કર્તા તરફ પાછી વળે છે ક્રિયા turned back એટલે કે કર્તા તરફ reflex થાય છે, પ્રતિક્ષિપ્ત કે પરાવર્તિત ક્રિયા થાય છે કર્તા તરફ પ્રતિક્ષિપ્ત થનારી કે કર્તા તરફ પાછી વળતી ક્રિયાને Reflexive તરીકે ઓળખવામાં આવે છે જેમકે, myself, ourselves, yourself, yourselves, himself, herself, itself themselves વગેરે સર્વનામો સ્વવાચક સર્વનામો છે

He did **himself**. she looks after **herself** તેણે તેમની જાતે કર્યું

compiled by Dinesh Joshipura FYB.Sc. Sem-I (2019) 9173168

He never depends on **himself**

she is ashamed of **herself**

Please, try to believe **yourself**

I awakened **itself**

③ બારદર્શક સર્વનામને emphatic pronouns કહે છે. જે નીચે પ્રમાણે છે.

I **myself** did this. You **yourself** can draw properly

ઉપરોક્ત નં.2 માં દર્શાવેલા જે Reflexive pronouns છે તે પ્રોનાઉન્સનો ઉપયોગ અહીં કર્તાની ક્રિયા ઉપર ભાર દર્શાવવા માટે ઉપયોગમાં લેવાય છે, તેવા બારદર્શક સર્વનામો કહે છે

④ દર્શક સર્વનામોને Demonstrative pronouns કહે છે. આ સર્વનામોમાં - this, that, these, those, same, such જેવા શબ્દો / સર્વનામો તરીકે વપરાય છે. જેમકે,

This is a valuable gift from my brother.

That is a cow. **Those** are my photographs

These are your pens. આમ, અહીં દર્શક સર્વનામ પછી ક્રિયાપદ આવતાં હોવાથી તેનો ઉપયોગ સર્વનામ તરીકે થયેલો છે; પરંતુ જો આ પ્રકારના સર્વનામો પછી નામ આવતાં હોય તો તેનો ઉપયોગ દર્શક વિશેષણ તરીકે થયો ગણાય છે જેમકે, નીચેના ઉદાહરણોનો અભ્યાસ કરો

This gift is valuable. **That** cow is white.

Those photographs are nice. **These** pens are good

અહીં this પછી gift; That પછી cow; those પછી photographs અને these પછી pens નામો આવેલાં છે, તેથી દર્શક વિશેષણ કહેવાય

આમ, નામને બદલે વપરાતા શબ્દને સર્વનામ કહેવામાં છે, અને આ પ્રકારના શબ્દો પછી સીધું ક્રિયાપદ આવતું હોય ત્યારે તેને દર્શક સર્વનામ કહે છે; પરંતુ આ પ્રકારના શબ્દો પછી તુરત જ નામ આવતું હોય અને નામની અગાઉ નહિ શબ્દ વપરાયો હોવાથી દર્શક વિશેષણ કહે છે અને Demonstrative adjective કહેવાય છે.

(5) અનિશ્ચિત સર્વનામોને Indefinite pronoun કહે છે. જેમ one, none, some, somebody, nobody, anybody, everyone, noone, other, others, few, many, they each વગેરે.

Nobody was presen there. Some are born great. None of these pens are good. One must do one's duty

(6) Distributive pronouns એટલે વિભાજક છે વિતરક સર્વનામ કહે છે. જેમાં each, either, neither વગેરે

Each of us will tell a story. Either of these two girls may win the race. Neither of the books is good.

(7) અન્યોન્યલક્ષક/અરસપરસના/mutual/એકબીજાને સૂચક શબ્દોને Reciprocal pronouns કહે છે, જેમાં each other, one another, જેમકે, The two brothers quarrelled with each other.

(8) પ્રશ્નવાચક સર્વનામને કહે છે. જેમાં પ્રશ્નસૂચક શબ્દો who, whom, whose, શબ્દો પ્રયોજાય છે જેમકે,

What is your name?
Which is your book!

Interrogative pronoun શબ્દો 'wh' words જેવાં કે which, What જેવા

What do you want?
What is she doing?

ઉપરોક્ત શબ્દો પછી તરત જ ક્રિયાપદ આવે છે તેમાં અને wh શબ્દોનો ઉપયોગ પ્રશ્નાર્થે સર્વનામ તરીકે થયેલો ગણાશે પરંતુ આ પ્રકારના શબ્દો પછી નામ આવે તો પ્રશ્નાર્થે વિશેષણ તરીકે ઉપયોગ ગણાશે જેમકે, Which book is yours? Which road do you prefer? અહીંયા which પછી book અને road નામ આવે છે તેથી તેનો ઉપયોગ પ્રશ્નાર્થ વિશેષણ એટલે Interrogative adjective તરીકે ગણાશે.

(9) સંબંધક સર્વનામોને Relative pronouns તરીકે ઓળખવામાં આવે છે જેમાં who, Whom, whose, which અને that નો ઉપયોગ કરવામાં આવે છે. જેમકે, This is the boy who met me yesterday. This is the pen which I lost last Monday. This is the girl whose house is near the school. All that glitters is not gold. All/only/nothing પછી સંબંધક સર્વનામ that જ વપરાશે.

[3] Verb :- એટલે ક્રિયાપદ. જેમાં ક્રિયા બોધક શબ્દ હોય તેને ક્રિયાપદ તરીકે ઓળખાય છે. ક્રિયાપદ વગર કોઈપણ અર્થપૂર્ણ વાક્ય (meaningfull sentence) બની શકતું નથી. વાક્યમાં ક્રિયાપદ અતિ મહત્વનું અંગ છે. ક્રિયાપદના પ્રકારો તથા તેનું કાર્ય નોંધવાનું છે. જે સમજવું અગત્યનું છે.

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The chart of the Verbs

VERBS

મુખ્ય ક્રિયાપદો - Main Verbs OR Primary Auxiliaries

(1) To be હોવું-થવું

- am / is / are — વર્તમાન કાળ
- was / were — ભૂતકાળ
- Shall be / will be — ભવિષ્યકાળ

(2) To have. ની પાસે હોવું નું હોવું - ની માલિકીનું હોવું

- has / have — વર્તમાન કાળ
- had — ભૂતકાળ
- Shall have / will have — ભવિષ્યકાળ

(3) To do કરવું

- do / does — વર્તમાન કાળ
- did — ભૂતકાળ
- Shall do / will do — ભવિષ્યકાળ

સહાયકારક ક્રિયાપદો Helping verbs OR Auxiliary verbs

મૂડ & moods બતાવતા ક્રિયાપદો Defective verbs તરીકે ઓળખાતા ક્રિયાપદોની વિગત

- shall
- will
- should
- would
- may
- might
- can
- could
- must
- need
- ought to
- dare
- used to
- ...

Compiled by Dinesh Joshipura 9913731654

REMEMBER

નોંધ:- ઉપરોક્ત મુખ્ય ક્રિયાપદો મુખ્ય ક્રિયાપદ તરીકે વપરાય છે અને સહાયકારક ક્રિયાપદ તરીકે પણ વપરાય છે જેમકે, સ્ટેટમેંટ્સ, પેસિવ કરવા, ફરજીયાત તથા નકાર વાક્યોની રચના કરવા તથા વિવિધ કાળની રચના કરવા માટે પણ ઉપયોગ છે.

મુખ્ય ક્રિયાપદ તરીકે-નો ઉપયોગ

I am a student

↓ મુખ્ય ક્રિયાપદ

I am writing now → ચાલુ વ. કા. બનાવવા માટે

↓ સહાયકારક ક્રિયાપદ તરીકેનો ઉપયોગ

A song is sung by me

↓ સહાયકારક ક્રિયાપદ તરીકે-પેસિવ વોઈસની રચના કરવા માટે.

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—: A Table of Tenses :—

	Simple સાદો કાળ	continue ચાલુકાળ to be + વર્તમાન કૃદંત	Perfect પૂર્ણકાળ to have + ભૂતકૃદંત	ચાલુ પૂર્ણ કાળ to have + been + વર્તમાનકૃદંત
વર્તમાન કાળ Present Tense દ્વારા	I go He (she/It) goes	I am going. We are going He (she/It) is going.	I have gone. He (she/It) has gone.	I have been going.
Negative વાક્ય	I do not go. He does not go	I am not going	I have not gone.	I haven't been going
Interr-ogative પ્રશ્નાર્થ	Do I go? Does he go?	Am I going	Have I gone?	Have I been going?
Usage	વર્તમાનના હંમેશ માટેની (રોજિંદી) ક્રિયા દર્શાવવા	વર્તમાનમાં ચાલી રહેલી ક્રિયા દર્શાવવા	ક્રિયા પૂર્ણ થઈગઈ હોય પણ તેની અસર વર્તમાનમાં છે તે દર્શાવવા	ભૂતકાળમાં શરૂ થયેલી ક્રિયા હજુ ચાલુ છે તે દર્શાવવા માટે
sign or key words નિશાની	everyday, daily, often, always, never sometimes.	see, now, watch, behold at present, Look. etc.	just, just now yet, ever, never, since for, already	અનુસંધાનમાં બનતી ક્રિયા દર્શાવતા હોય
ભૂતકાળ Past Tense દ્વારા	I went	I was going We were going	I had gone	I had been going
Negative વાક્ય	I did not go	I was not going	I had not gone	I had not been going
Interro-gative પ્રશ્નાર્થ	Did I go?	Was I going?	Had I gone?	Had I been going?
Usage: ઉપયોગ	બનેલા ભૂતકાળ-માં થયેલ ક્રિયા દર્શાવવા	ચોક્કસ સમયે ભૂતકાળમાં બની રહેલી ક્રિયા દર્શાવવા	દૂરના ભૂતકાળની ક્રિયા દર્શાવવા બે ક્રિયાના અનુ-સંધાનમાં પ્રથમ ક્રિયા પૂર્ણ ભૂતકાળની	ભૂતકાળમાં શરૂ થયેલ ક્રિયા ભૂતકાળમાં ચાલુ હતી તે દર્શાવવા
sign. key words નિશાની	Yesterday, Last week, Last month Last year etc	When, while before after	When, after before, last	When વગેરે
ભવિષ્ય-કાળ Future Tense	I shall go. You will go	I shall be going. You will be going.	I shall have gone. You will have gone	I shall have been going.
Negative વાક્ય	I shall not go.	I shall not be going. You will not be going	I shall not have gone. You will not have gone	I shall not have been going.

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	સાદો કાળ	ચાલુકાળ	પૂર્ણ કાળ	ચાલુ પૂર્ણ કાળ
Interrogative પ્રશ્નાર્થ	Shall I go? Will you go?	Shall I be going? will you be going?	Shall I have gone? Will you have gone?	Shall I have been going?
Usage ઉપયોગ	ભવિષ્યમાં થનારી ક્રિયા માટે	ભવિષ્યમાં કોઈ ચોક્કસ સમયે ક્રિયા ચાલ હશે તે દર્શાવવા	ભવિષ્યમાં કોઈ ચોક્કસ સમય પહેલાં ક્રિયા થઈ ગઈ હશે તે દર્શાવવા	ભૂતકાળમાં શરૂ થયેલ ક્રિયા ભવિષ્યમાં ચાલુ હશે તે દર્શાવવા
Sign Key words નિશાની	Tommorrow, the next week, the next month, the next year, the day after tomorrow	at this time by this time	બીજી ક્રિયા સાદા વર્તમાન-કાળની હોય	after this time, before this time વગેરે.

VERB

1 Transitive Verb – સકર્મક ક્રિયાપદ

ક્રિયાપદને 'શું' (What) અને 'કોને' (Whom) પ્રશ્ન પૂછવાથી કર્મ મળે છે. શું પ્રશ્ન પૂછવાથી જે કર્મ મળે તે નિર્જીવ કર્મ હોય છે જેને પ્રત્યક્ષ કર્મ કહે છે એટલે કે Direct object કહે છે અને કોને પ્રશ્ન પૂછવાથી જે કર્મ મળે છે તે સજીવ કર્મ મળે છે તેને Indirect object (પરોક્ષ કર્મ) કહે છે. નીચેના ઉદાહરણોનો અભ્યાસ કરો

(1) Rama eats a bread
શું 'ખાય છે?' → a bread → નિર્જીવ કર્મ (D.O.)
કોણ 'ખાય છે → Rama → કર્તા (subject) છે

(2) Rama tells a story to sita
શું કહે છે → a story → નિર્જીવ કર્મ (D.O.)
કોને કહે છે? → to sita → સજીવ કર્મ (I.O.)

2 Intransitive Verb અકર્મક ક્રિયાપદ

જે વાક્યમાં ક્રિયાપદ કર્મ લેતું ન હોય તેને અકર્મક ક્રિયાપદ કહેવાય છે. નીચેના ઉદાહરણોનો અભ્યાસ કરો

(1) Lata looks happy
(2) Silence is golden
(3) The baby sleeps.

ઉપરોક્ત વાક્યોમાં પ્રથમ વાક્યમાં અવસ્થા બતાવે છે, બીજા વાક્યમાં સ્થિતિ દર્શાવે છે, ત્રીજા વાક્યમાં અવસ્થા દર્શાવે છે માટે અકર્મક ક્રિયાપદો છે. શું / કોને પ્રશ્ન પૂછવાથી જવાબ આપતા નથી.

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નોંધ:- જે વાક્યમાં સકર્મ હોય એટલે કે સકર્મક વાક્ય હોય તેનું જ પેસિવ-વોઇસ પેસિવ થઇ શકે છે. Examples of Transitive and intransitive

Transitive (સકર્મક)	Intransitive (અકર્મક)
(1) Do not stop me.	Let us stop here a little.
(2) He writes a good letter	He writes legibly.
(3) He eats bread	We eat to live.
(4) He falls tree with an axe.	The tree falls.

Direct and Indirect Objects ના એટલે કે પ્રત્યક્ષ (નિર્જીવ) કર્મ તથા પરોક્ષ (જીવંત) કર્મના ઉદાહરણો

Subject + Verb	Indirect Object	Direct Object
(1) She wrote	me	a letter.
(2) My mother told	us	a story
(3) The teacher teaches	us	English
(4) Will you buy	me	a few books?

Subject + Verb	Direct Object	Preposition	Indirect Obj.
(1) She wrote	a letter	to	me.
(2) My mother told	a story	to	us
(3) You should buy	a new shirt	for	yourself.
(4) Will you make	a glass of drink	for	me?

Parts of Finite verbs સીમિત ક્રિયાપદના અંગો સીમિત (Finite) અને અસીમિત (Non finite) ક્રિયાપદ અંગેની સમજૂતિ:- Examples

(1) The tree fell. (Finite)
(2) The falling tree (Non finite)

પ્રથમ વાક્યમાં fell ક્રિયાપદ - subject tree વડે સીમિત બનેલું છે. Finite verb કર્તાના વચન/પુરુષ પ્રમાણે સીમિત કે મર્યાદિત બનેલું હોય છે. જ્યારે વાક્ય નં.૨ માં ક્રિયાપદ falling ને કોઈ કર્તા નથી તેથી તે અસમિત ક્રિયાપદ છે તે કોઈ કર્તાના વચન અને પુરુષથી મર્યાદિત બનેલું નથી.

The Uses of the Tense કાળના ઉપયોગો

① Uses of Simple Present Tense સાદા વ.કા. ના ઉપયોગો.

(1) Here comes the principal → નજર સામે બનતી ઘટના
(2) He gets up early in the morning → દૈનિક થતી રોજિંદી ઘટના
(3) The sun rises in the east → સત્યસનાતન ઘટના - Universal Truth
(4) The soul is immortal → —do—
(5) The earth moves round the sun —do—

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(6) Three and three make(s) six → ગાણિતિક ગણતરી
(7) Time and tide wait for none → કહેવત - proverb
(8) Water boils at 100°c. → Scientific principle વૈજ્ઞાનિક સિદ્ધાંત
(9) Truth wins in the end → સુવાક્ય - maxim
(10) Barking dog seldom bite → કહેવત - proverb
(11) Fortune favours the brave → maxim - સુવાક્ય
(12) change is the law of nature → નિયમ - rule
(13) Smoking is injurious to heath → સુવાક્ય - maxim

ક્રમમાં વાક્ય નં. 3 થી 13 સુધીના વાક્યોમાં સર્વાત્ન સત્યો (universal truths), કહેવતો (proverbs), વૈજ્ઞાનિક સિદ્ધાંતો (scientific rules/principles), સુવાક્યો (maxims) અવતરણો (quotations), ગાણિતિક સૂત્રો (mathematical propositions etc વ્યક્ત થયેલા હોવાથી સાદા વ.કા. કે To be ના વ.કા.માં રજૂ થયેલા છે.

(14) Amdavad (Ahmedabad) stands on the Sabarmati
કાયમી સ્થિતિ/પરિસ્થિતિ કે હકીકત વ્યક્ત કરવા સાદો વ.કા.
(15) School starts again on June 11th.
(16) We leave for Mt. Abu next week.
(17) The college reopens next week.

વાક્ય નં 15 થી 17 નજીકના ભવિષ્યમાં થનારી ક્રિયા રજૂ થયેલ છે તેથી સાદા વ.કા.માં રજૂ થાય છે,

(18) Now, Hanuman gets ready to jump.
Now, the battle of Panipat begins.

અહીં બન્ને વાક્યોમાં ભૂ.કા.માં પૂર્ણ થઈ ગઈ હોય તેવી ઐતિહાસિક ઘટના હોવાથી સાદા વ.કા.માં રજૂ થઈ છે આમ, ભૂ.કા.ની ઐતિહાસિક ઘટના, પ્રસંગ, કે કથા સાદા વ.કા.માં રજૂ કરી શકાય છે તેથી આ કાળને ઐતિહાસિક વર્તમાનકાળ એટલે કે Historic Present Tense તરીકે પણ ઓળખી શકાય છે.

(19) Kohali comes to bat. - નજર સામે થતી ઘટના

(20) If you work hard, you will pass શરતદર્શક વાક્ય છે. જ્યારે Principal clause (મુખ્ય ઉપવાક્ય) માં સાદો ભવિષ્યકાળ વપરાયો હોય ત્યારે સમય કે શરત દર્શાવવામાટે subordinate clause માં (ગૌણ ઉપવાક્યમાં સાદો વ.કા. વપરાય છે. બીજું વાક્ય Unless you ask, you will not get. નું ઉદાહરણ:- They will start the journey as soon as they get ready.

નોંધ:- એ ખાસ યાદ રાખો કે જ્યારે if, unless, when, before, after, as soon as till, until દર્શાવતાં વાક્યો-માં સાદો ભવિષ્યકાળ હોય ત્યારે (main clause માં), ગૌણ ઉપવાક્ય (subordinate clause) માં સાદો વ.કા. ઉપયોગમાં લેવાય છે નીચેના વાક્યો બંને રીતે સાચા ગણાશે. બધાં વાક્યોને સમજીને યાદ રાખો.

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(1) If thirty is divided by three, the answer is ten
If thirty is divided by three, the answer will be ten.
(2) If it stops raining, crop dries up.
If it stops raining, crop will dry up.
(3) If water freezes, it becomes ice.
If water freezes, it will become ice.
(19) May you live long! (લાંબુ જીવો!/દીર્ઘાયુષ્ય ભોગવો)
(20) Our good wishes are with you!
(21) May God bless! (ભગવાનના તમારા પર આશીર્વાદ હો!)
વાક્ય 19 થી 21 શુભેચ્છા દર્શક વાક્યો હોવાથી સાદા વર્તમાન કાળમાં રજૂ થયેલાં છે.

[2] Uses of Simple Past Tense :-

study the following examples

(1) Saket sang a beautiful song last week.
(2) I learnt English in Poone.
(3) Nanji never came late
(4) While he cooked (was cooking) I read a newspaper
(5) I wish I were a millionaire!
(6) Would that our life were happy!
(ખરા છે કે આપણું જીવન સુખી હોત!)
(કલ્પના કરેલા અવાસ્તવિક કાલ્પનિક વા.ક.)
(7) He walks or talks as if she were mad.
(8) She sings as if she were Lata Mangeshkar.
(9) You spend money as if you had a treasure

(3) Uses of Simple future Tense

(1) They will visit the garden tomorrow.

(4) Uses of continuous Present Tense:

(1) He is writing a letter now.
(2) They are meeting tomorrow બીજાના ભવિષ્યમાં કોઈ ક્રિયા કરવાનો વિચાર ચાલુ વા.ક.માં રજૂ થઈ શકે
(3) He is always wasting time
He is always telling a lie
Ranjit is always reading.

(4) નીચેના વાક્યોને બરાબર સમજો.

Wrong	Right
(1) These mangoes are tasting sour	These mangoes taste sour ✓
(2) I am thinking you are wrong ✗	I think you are wrong ✓
(3) she is seeming unhappy ✗	she seems unhappy ✓
(4) she is having a bike ✗	she has a bike ✓

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(5) Uses of continuous Past Tense:-

(1) They were playing cricket then

(2) While they were climbing Mt Abu, the cold wind was blowing

(3) While Rome was burning, Nero was playing fiddle (વાજીંત્ર)

(6) Uses of Continuous Future Tense

(1) They will be playing cricket tomorrow

(7) Uses of Present Perfect Tense.

(1) she has just finished her homework

(2) Have you ever seen the Tajmahal?

(3) I have never seen the Tajmahal.

(4) Mr Patel has been to America
શ્રીમાન પટેલ અમેરિકા જઈ આવ્યા છે

(5) I have cut my finger

(6) He has lived here for eight years

(7) she has been ill since sunday.

(8) I will ring you as soon as I have finished my work. મારું કામ પૂરું થતાંની સાથે હું તમને ફોન કરીશ

(9) He will succeed, if he has worked hard.
જો તેણે સખત પરિશ્રમ કર્યો હશે તો તે સફળ થશે

(10) We will not start distributing prizes until Mr Patel has come
શ્રીમાન પટેલ નહીં આવે ત્યાં સુધી આપણે ઇનામવિતરણ શરૂ નહીં કરીએ

(8) Uses of Past Perfect Tese.

(1) He had got up before the sun rose.

(2) The farmer sowed after it had rained

(3) Meera had finished her work when Geeta came to see her.

(4) He had finished his work before 6 o'clock
અથવા He finished his work before 6 o'clock

(5) બે ઘટના લગોલગ / સાથે બની હોય (ભૂ.કા.માં) ત્યારે આદ્ય ભૂ.કા. વપરાય છે જેમકે
When the teacher entered the room, the children stood up.

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(6) I had hoped that you would help me.
(7) If she had worked hard, she would have passed.
(8) Even if we had invited her, she might not have come. અમારે તેને આમંત્રણ આપ્યું હોત તોપણ તે કદાચ ન આવી હોત
(9) I wish I had invited to the party મને આવ્યો છે કે મેં તેને આમંત્રણ આપ્યું હોત તો સારું હતું.
(10) She sang a song as if she had been Lata Mangeshker. (અવાસ્તવિક/કાલ્પનિક ધારણા)

(9) Uses of Future Perfect Tense.

(1) She will have taken her breakfast before 8 o'clock.
(2) He will have married by the end of this year
(3) The play will have begun when you get to the theatre
(4) He will have spent all his money by then

(10) Uses of Present Perfect Continuous Tense

(1) Shanta has been reading this book since May last.
(2) He has been staying with me for four weeks

since shows point of time નિશ્ચિત સમયબિન્દુ બતાવે છે જ્યારે For shows period of time For સમયગાળો બતાવે છે.

(11) Uses of Past Perfect Continuous Tense

(1) I had been reading English since 7 o'clock
(2) He had been waiting for a long time

(12) Uses of Future perfect Continuous Tense

(1) He will have been saving money for four years by 2011 (તે પૈસા બચાવતો રહેતો હશે તેને ૨૦૧૧માં ચારવર્ષ થયાં હશે)
(2) She will have been painting for ten hours by evening સાંજ પડશે ત્યારે તે ચિત્ર દોરતો રહ્યો હશે તેને દસ કલાક થયા હશે.

Errors in the uses of Tenses

Incorrect :- She did not wash the clothes yet.
Correct :- She has not washed the clothes yet.
Incorrect :- I did not hear from her for a month
Correct :- I have not heard from her for a month
Incorrect :- He lived in Ahmedabad since 2005.
Correct :- He has lived in Ahmedabad since 2005
અહીં, ચર્ચા વ.કા.ને બદલે સાદો ભૂ.કા.ખંડને વપરાયો છે.

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સામાન્યપણે સાદા ભૂ.કા.ની જગ્યાએ પૂર્ણ ભૂ.કા. ખોટી રીતે ઉપયોગમાં લેવાય છે જેમકે,-

Incorrect :- Alexander Graham Bell has invented 'telephone'.
correct :- Alexander Graham Bell invented 'telephone'.
Incorrect :- Mahesh has won the first prize.
correct :- Mahesh won the first prize.
Incorrect :- The peon has not come when called.
correct :- The peon did not come when called.

ભૂતકાળ સંબંધિત શબ્દ કે key words સાથે ખોટી રીતે પૂર્ણ ભૂ.કા.નો ઉપયોગ:-

Incorrect :- I have written a letter to him yesterday.
correct :- I wrote a letter to him yesterday.
Incorrect :- A new shop has been opened last tuesday.
correct :- A new shop was opened last tuesday.
Incorrect :- she has finished her work last evening.
correct : she finished her work last evening.
Incorrect :- A few minutes ago I have heard strange news.
correct :- A few minutes age I heard strange news.
Incorrect :- The poor woman has died of cold last night
correct :- The poor woman died of cold last night.

સામાન્યપણે ભૂ.કા.ની જગ્યાએ પૂર્ણ ભૂ.કા ખોટી રીતે વપરાય છે જેમકે :-

Incorrect :- she had written a letter to him yesterday.
correct :- she wrote a letter to him yesterday
Incorrect :- They have gone to vadodara last week.
correct :- They went to vadodara last week.
incorrect :- I had gone to the cinema last night.
correct :- I went to the cinema last night.
incorrect :- He had died in 2011.
correct :- He died in 2011.

→ સામાન્યપણે સાદા ભૂ.કા કે સાદા ભૂ.કા.ની જગ્યાએ પૂર્ણ ભૂ.કા કે સાદા પૂર્ણ ભૂ.કા. ખોટી રીતે પ્રયોગાય છે જેમકે

Incorrect :- she told me that he was ill for five day
correct :- she told me that he had been ill for five days
Incorrect :- He was fasting for two weeks when the doctor came
~~correct~~
Correct :- He had been fasting for two weeks when the doctor came

→ સામાન્યપણે પૂર્ણ ભૂ.કા.ની જગ્યાએ સાદા ભૂ.કા ખોટી રીતે વપરાય છે જેમકે,

Incorrect :- The train left before we reached the station
correct :- The train had left before we reached the station

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Incorrect:- The patient died before the doctor arrived.
correct :- The patient had died before the doctor arrived.
Incorrect :- she finished her work before he came to see her
correct :- she had finished her work before he came to see her.
→ ઘણીવાર પૂર્વ ભવિષ્યકાળના સ્થાને સાદા ભવિષ્યકાળ ખોટી રીતે ઉપયોગમાં લેવાય છે જેમકે,
Incorrect :- They will return home before the sun will set.
correct :- They will have returned home before the sun sets.
Incorrect: I shall leave this place by the time she will come
correct: I shall have left this place by the time she comes.

1. Going to નો ઉપયોગ :-
They are going to buy a new car next week.
Are you going to learn Sanskrit?

Tenses in conditional sentences
શરતી વાક્યોમાં વિવિધ કાળ, ત્રણ પ્રકારની શરતો
(I) open condition નિર્બંધ / ખુલ્લી શરત પૂરી થાય ન થઈ પણ શકે Examples are as under
(1) What will they do if she doesn't return?
(2) What shall we do if it rains?
(3) He will hire a taxi if he misses the train
(4) They will prefer the loan if the interest is less
(5) If it rains, the match will not be played
(6) If he doesn't return books in time, he will be fined.
(7) If I have time, I shall visit the zoo.
(8) If you dropped the glass, it would be broken

Active - Passive voice or construction
Examples :-
~~(1) Simple Present Tense~~ / Past tense — Passive construction
(1) I write a letter → A letter is written by me
(2) Do we celebrate Diwali? → Is Diwali celebrated by us?
(3) Who loves India? → By whom is India loved?
(4) What do you think? → What is thought by you?
(5) They visited our house → Our house was visited by them
(6) Did you play football? → Was football played by ~~him~~ you?

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(7) she will sing a bhajan. A bhajan will be sung by her

(8) Shall we celebrate Diwali? Will Diwali be celebrated by us?

(9) she is not cooking rice. Rice is not being cooked by her

(10) Was he attending the party? → Was party being attended by him?

(11) Maya had knitted a sweater. A sweater had been kinitted by Maya

(12) children will have teased a monkey → A.V.
A monkey will have been teased by children → P.V

(૦) આમ, verb forms માં Active voice અને passive voice ની રચના ખાલી રીતે સમજાઈ શકે છે. અગાઉ ધો.૧૨ સુધી આ રચના તમે શીખી ગયા છો, છતાં બા.જ. ના મુદ્દા અર્થે માત્ર ધ્યાન દોરવું છે. વિશેષ મુદ્દો ગ્રામર બુક મારફત અભ્યાસાર્થે મૂકી રહ્યો.

Agreement of the verb with the subject
કર્તા સાથે ક્રિયાપદની સુસંગતા / મેળ

Examples:-

(1) Ramesh and suresh are playing on the ground

(2) Time and tide wait for no one (no body)

(3) slow and steady wins the race

(4) Bread and butter is our primary need

} અહીં બે કર્તા એક બાબતને રજૂ કરે છે તેથી ક્રિયાપદ એકવચનમાં છે

(5) The writer and editor was absent

(6) The writer and the editor were absent.
વાક્ય નં 5 માં રાઇટર અને એડીટર બન્ને એક વ્યક્તિ છે, કારણકે editor ની આગળ the આર્ટિકલ નથી; જ્યારે વાક્ય નં 6 માં રાઇટર અને એડીટર બન્ને અલગ વ્યક્તિ છે, કારણકે editor ની આગળ the આર્ટિકલ છે. તેથી ક્રિયાપદ પાંચમા વાક્યમાં એ.વ.નું was અને છઠ્ઠા વાક્યમાં બ.વ.નું were આવશે.

(7) Each અને every પછી હંમેશા એકવચનનું ક્રિયાપદ આવશે. ઉદાહરણના અભ્યાસ કરો.

Every boy and every girl in the school was terrified.

Each day and each hour brings a new hope

Each અને every પછી એ.વ.નું નામ તથા ક્રિયાપદ આવે. Everybody is on the field.

(8) or, nor, either.. or, neither.. nor વડે જોડાયેલાં બે એ.વ. નામોની સાથે એ.વ.નું ક્રિયાપદ આવે છે

Either Savitri or shailaja is in the garden

Neither lecturer nor peon was there in the library

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Either Rita or Rekha is in the class.
Neither wheat nor millet is tobe found in that country.
Neither Arvind nor his friends were present
આ વાક્યમાં નોર (Nor) પછી બ.વ. હોવાથી were આવશે. નહિયરોત or કે nor થી જોડાએલ કર્તાઓ જુદા જુદા પુરુષના હોય ત્યારે ક્રિયાપદ તેની નજીક રહેલા કર્તાના પુરુષ પ્રમાણે મૂકાય છે જેમકે,
Either you or he is telling a lie
Neither my brother nor I am happy
જો બે નામો with કે as well as થી જોડાયા હોય તો ક્રિયાપદ પ્રથમ નામ સાથે સુસંગત હોવુ જોઈએ જેમકે, Rajesh as well as his brothers has gone to libary.
Rajan as well as you has done well.
The king, with all his ministers, was welcomed

(9) Either, neither, each, every one, many a પછી એ.વ.નું ક્રિયાપદ જ આવશે નીચેના ઉદાહરણો જોશો
Either of the two offers is tempting
Neither of the two views is beneficial
Each of these girls has done her best
Many a woman is tempted by diamonds

(10) The behaviour of the boys was good
The quality of the bananas was good
The cost of all these things has risen
અહીં of પૂર્વેના કર્તાને ક્રિયાપદ અનુસરે છે.

(11) પુસ્તકોના ટાઈટલ માટે / શાસ્ત્રોના નામ સાથે એ.વ.નું ક્રિયાપદ આવશે જેમકે Electronics, Economics, mathematics, The Arabian Nights, The United states, politics, news, the wages વગેરે. (એ.વ.નું ક્રિયાપદ આવશે)

(12) નીચેના વાક્યોની સાથે એ.વ.નું ક્રિયાપદ આવશે.
A thousand rupees is a good sum
Three weeks is a long vacation

Adverbs ક્રિયાવિશેષણ

He sings sweetly
she is singing very loudly.
we are playing here. His brother is out

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He came early. she goes to library daily
He arrived yesterday. she will soon return
It is good to get up early

→ brighty, bravely, effectively, appropriately, slowly, loudly foolishly cleverly, nicely, આ બધા Adverb of manner - રીતવાચક ક્રિયા વિશેષણો છે.

→ here, there, out, away, below, above, in, everywhere — Adverb of place સ્થાનદર્શક ક્રિયાવિશેષણો છે. ઉપરોક્ત ઉદાહરણોમાં તે જોવા મળે છે

→ Adverb of number / frequency સંખ્યા / આવૃત્તિ દર્શક શબ્દો thrice often, seldom, always, never, sometimes again etc.

→ Adverb of degree / quantity - માત્રા/પ્રમાણ દર્શાવતા very, fully, partly, almost, nearly, entirely, altogether, rather વગેરે

→ Adverbs of reason કારણદર્શક ક્રિયાવિશેષણો therefore,

→ Interrogative Adverbs પ્રશ્નાર્થ ક્રિયાવિશેષણો where, whence, when, how long, how often, why વગેરે

→ Relative Adverbs સંબંધક ક્રિયાવિશેષણો

આમ, ક્રિયાવિશેષણોના ૪ પ્રકારો થયા છે.

નીચેનાં વાક્યો વાંચો તથા અભ્યાસ કરો. જેથી વિશેષણ (Adjective) અને (Adverb) ક્રિયાવિશેષણની સરતા સમજાઈ જશે.

વિશેષણ Adjective	ક્રિયાવિશેષણ Adverb
① This is a fast train.	① This train runs fast.
② There is much milk in the jug.	② He is much better today.
③ Come from back entrance.	③ Give back.
④ It is a long distance.	④ They waited long.
⑤ she is an early riser.	⑤ she wakes up early.
⑥ Read every little detail.	⑥ He talks little.
⑦ she gives a quick answer.	⑦ His answer received quick
⑧ Rakesh sings in a loud voice.	⑧ His voice seems loud.
⑨ This is the best picture.	⑨ she behaves best.
⑩ Diamond is a hard material.	⑩ We worked hard.

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જે શબ્દ ક્રિયાપદ વિશે વિશેષ માહિતી આપતો, ક્રિયાપદ સાથે સંકળાયેલ હોય, ક્રિયાની ઓળખ આપતો હોય, ક્રિયાપદ સાથે જતો હોય તેને ક્રિયાવિશેષણ કહેવાય છે. ક્રિયાપદની ઓળખ આપનાર ક્રિયાને identify કરનાર શબ્દ તે Adverb. : જ્યારે વિશેષણ એ નામની ઓળખ આપે છે, નામના અર્થમાં વધારો કરે છે, નામને identify કરે છે તેથી તે વિશેષણ કહેવાય છે. આમ ઉપરોક્ત ક્રિયાવિશેષણના વાક્યો તથા વિશેષણ-ક્રિયાવિશેષણના નહોતાના વાક્યોના અભ્યાસથી તે બંનેની સમજણ થઈ જશે.

-: Adjective વિશેના ઉદાહરણો :-

(1) Shantilal is a <u>short</u> boy. → short શબ્દ boy ની ઓળખ આપે છે.
(2) He lives in <u>that</u> house → that શબ્દ houseની ઓળખ આપે છે.
(3) We sold <u>two</u> cupboards — two શબ્દ કબાટની સંખ્યા બતાવે છે
(4) There is <u>little</u> water in the well. little શબ્દ પાણીની ઓળખ

આમ, પ્રથમ ચાર વાક્યોમાં અનુક્રમે boy, house, cupboards, water એ નામ છે અને તેની આગળ જે શબ્દ અનુક્રમે short, that, two, little આવે છે તે નામને specify કે identify કરે છે, નામની ઓળખ આપે છે માટે વિશેષણ (Adjective) કહેવાય છે. તે શબ્દો નામના અર્થમાં વધારો કરે છે તેથી વિશેષણ તરીકે ઓળખાય છે.

(1) Sita is a <u>clever</u> girl → Adjective of quality
(2) <u>Indian</u> tea = tea of India → Proper adjective
(3) I have <u>enough</u> money → Adjective of quantity
(4) A year has <u>twelve</u> months → Numerical adjective
(5) <u>Several</u> girls attended the class → Indefinite adjective
(6) <u>That</u> boy runs fast → Demonstrative adjective
(7) <u>Each</u> girl had five books → Distributive adjective
(8) <u>Which</u> train runs fast? → Interrogative —do—
(9) We saw it with our <u>own</u> eyes. → Emphasizing —do—
(10) <u>What</u> an idea! → Exclamatory adjective

ખાસ સમજો :-
We ate <u>some</u> rice. → Adjective of Quantity
<u>Some</u> girls are intelligent. → Adjective of Number

Some nouns used as an adjective કેટલાક નામો વિશેષણ તરીકે ઉપયોગ થાય છે જેમકે,

He made a <u>paper</u> boat.	a <u>school</u> boy
He liked a <u>toy</u> plane.	a <u>computer</u> game

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Pronoun વિશે Pro + noun

Pro = બદલે અને noun એટલે નામ. નામને બદલે કે નામના સ્થાને જે શબ્દ પ્રયોજાય તેને સર્વનામ (Pronoun) કહે છે.

→ પુરુષવાચક સર્વનામો જેવાકે I, me, my, mine, we, us, our, ours, you, you, yours, he, him, his, she, her, hers, it, it, its, they, them, their, theirs વગેરે

Examples :-

I have a pen. — I ↓ Personal pronoun; pen ↓ common noun

This is my pen — This ↓ Demonstrative pronoun; my ↓ Possessive Adjective

This is your book. — This ↓ Demonstrative pronoun; your ↓ Possessive Adj; book ↓ common noun

This book is yours — This ↓ Demonstrative Adjective; book ↓ common noun; yours ↓ Personal pronoun

→ Reflexive and Emphatic Pronouns
સ્વવાચક અને ભારવાચક સર્વનામો.
myself, yourself, ourselves, yourselves, himself, herself, itself, themselves વગેરે સ્વવાચક અને ભારવાચક સર્વનામો તરીકે કાર્ય કરે છે
ઉદાહરણ તપાસો :-

(1) He killed himself → Reflexive pronoun

(2) I myself do this work → Emphatic —do—

પ્રથમ વાક્યમાં કર્તા He એ કરેલી ક્રિયા કર્તા તરફ પાછી ફરે છે માટે સ્વવાચક સર્વનામ અને દ્વિતીય વાક્યમાં I myself કર્તાએ પોતે જ એવો ભાર આપવામાં આવે છે માટે myself ભારદર્શક સર્વનામ કહેવાય.

→ This, That, These, Those એ Demonstrative pronouns છે, દર્શક સર્વનામો છે.

This is a chair.	This chair is nice
This ↓ Demonstrative pronoun	This ↓ Demonstrative Adjective
This પછી ક્રિયાપદ છે માટે સર્વનામ તરીકેનું function છે	નામની આગળ this વપરાયેલ છે, તેથી વિશેષણ કહેવાય

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→ one, none, some, somebody, nobody, few, many, anybody, everyone, any, each. વગેરે અનિશ્ચિત સર્વનામો (Indefinite pronouns) છે જેમકે,

One can do it. Some are born great
All are correct. Anybody can do it
Everyone believed him.

પરંતુ અમુક શબ્દો વિશેષણ તરીકે પણ પ્રયોજાય છે જેમકે, one day, Any fool, few words some milk

→ Each, either, neither – વગેરે Distributive pronoun તરીકે પ્રયોજાય છે. જેમકે,
Each of us will sing a song
Either of you can come.
Neither of the reply is correct

→ Each girl got the first class
↓
Distributive adjective તરીકેનો ઉપયોગ

→ Each of the girls got a first prize
↓
Distributive pronoun તરીકેનો ઉપયોગ

→ each other / one another નો Reciprokal pronoun – અન્યોન્યતાવાચક સર્વનામ તરીકે ઉપયોગ
(1) The two persons loved each other very dearly
(2) children love one another

નોંધ પ્રથમ વાક્યમાં બે વ્યક્તિની વાત છે. માટે each other વપરાયું છે, દ્વિતીય વાક્યમાં બેથી વધારે બાળકોની વાત હોવાથી one another વપરાયું છે. બે વ્યક્તિ, વસ્તુ કે પદાર્થ માટે each other વપરાય પણ બે વ્યક્તિ, વસ્તુ કે પદાર્થથી વધારે વ્યક્તિ / વસ્તુ કે પદાર્થ હોય તો one another વપરાશે

→ પ્રશ્નવાચક સર્વનામ વિશે :- Who, whom, whose, which, what વગેરે પ્રશ્નાર્થ સર્વનામ જેટલાંક Interrogative pronouns તરીકે પ્રયોજાય છે.
ઉદાહરણો – Who are you? Whose book is this? Which is the shop? What is the matter?

Who → Nominative case / subjective case
whom → objective case / Accusative
Whose → Possessive case

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તફાવત સમજો :-

Which pen do you like? → Interrogative Adjective નામની આગળ Which વપરાય છે

Which is your pen? → Interrogative Pronoun — Which પછી તરત ક્રિયાપદ આવે છે -

→ Relative Pronouns - સંબંધક સર્વનામો -

who, whom, whose, which અને that નો ઉપયોગ સંબંધક સર્વનામ તરીકે થાય છે, જેમકે,

(1) This is the girl Who sang a sweet song.
(2) This is the box which cheated the crow.
(3) This is the girl whose purse is lost.
(4) This is the boy whom I know.
(5) I do what I like.
(6) choose anything that you like.

નોંધ :- Who/Whom/Whose - માત્ર વ્યક્તિઓ માટે વપરાય છે.
Which - પ્રાણીઓ / નિર્જીવ પદાર્થો માટે વપરાય છે
That — વ્યક્તિઓ/ પ્રાણીઓ/ નિર્જીવ પદાર્થો માટે વપરાય છે
What → વ્યક્તિઓ નો નહીં પણ વસ્તુઓનો નિર્દેશ કરે છે
સામાન્યત:→ only, any, same, all પછી that વપરાય છે

As :- the same અને such પછી સંબંધક સર્વનામ as વપરાય છે

(1) This is the same bag as mine (is)
(2) She is not such a good singer as you are

The Preposition પરત્વે

Preposition → Pre + position - Pre એટલે આગળ અને position સ્થાન કે સ્થળ - સ્થાન કે સ્થળની આગળ જે શબ્દ વપરાય તેને Preposition (નામયોગી અવ્યય) કહેવાય છે. on, upon, in, into, of, over, with, by, for, about, to, at, across, below, under, towards, વગેરે The books are on the table. There is a cat under the table. He is fond of reading The cat jumped over the wall. She plays with a ball

- In (માં / અંદર / સ્થિતિદર્શક)
  - The students are in the class. (સ્થિતિ દર્શક)

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→ into - માં/અંદર/ગતિદર્શક shows motion
The teacher came into the class.

→ on ઉપર / અડીને ઉપર / સમય દર્શાવવા વપરાય
There is a book on the table.
He plays cricket on sunday → વાર વગેરેની આગળ વપરાય

→ at - સ્થળ તથા સમયદર્શક - indicating place/time
He is standing at the ticket window
I will reach at six o'clock.
He threw a stone at the dog ← તરફ

→ above ઊંચે/ઉપર - સામા
The sun is above our head

→ over ઉપર- ઉપર થઈને - ગતિદર્શક - shows motion
He jumped over the wall

→ from માંથી - સમયથી
My mother is in the kitchen from morning

→ તરફ - સ્થળ -
I went to the baazar.

→ with સાથે/વડે/થી
I went to the zoo with my family

→ without વગર/સિવાય
Do not travel without ticket

→ near - પાસે → My house is near the station

→ by (પાસે/ /વડે/ સુધીમાં/ પાસે થઈને
- A car passed by me.
- I shall finish my work by 4 o'clock

→ beside (પાસે) નજીક
He stood beside me.

→ besides (ઉપરાંત) - (moreover)
Besides money, he gave the beggar some clothes

→ between - બે વ્યક્તિ/વસ્તુ કે પદાર્થની વચ્ચે
There was a tree between the two houses.

→ among - બે કરતાં વધુ વ્યક્તિ/વસ્તુ કે પદાર્થ માટે
The teacher distributed the prizes among the students.

→ before: આગળ/પહેલાં/સમક્ષ
A beggar is standing before my house

→ after પછી/ત્યારબાદ
Children should not go out after evening

→ behind પાછળ.. સ્થળ તરફ
He lives behind bus station

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→ for - માટે / તરફ He brought a book for me.
→ Of - નો/ની/નું/ના The tail of elephant is short.
Off - અંદરથી કે ઉપરથી બહાર / થી અલગ
He fell off the scooter (shows separation)
→ about - વિશે : This story is about Akbar.
→ Under નીચે : The cat is under the table
Below નીચે The number is below ten
→ against - ની સામે :- Keep a ladder against the wall.
— during (દરમિયાન) It was very hot during the day.
→ since (થી / અમુક સમયથી) - નિશ્ચિત સમયબિન્દુ બતાવે છે. He is ill since August, 2019. જેમ કે since Diwali, since Monday વગેરે
→ for (થી) - સમયગાળો બતાવે છે -
નોંધ: He is ill for five days.
→ since - shows point of time since નિશ્ચિત સમયબિન્દુ વ્યક્ત કરે છે; જ્યારે for — shows time for → સમયગાળો બતાવે છે, period of time દર્શાવે છે
across - એક છેડેથી બીજે છેડે → He ran across the road.
→ through — માં થઈને - ના દ્વારા.
He got the job through his uncle.
→ till - સુધી — The school will remain closed till Saturday
→ untill (સુધી) - I waited for you until noon
→ except (સિવાય) All came except Govind.
→ out of (માંથી બહાર / માં થઈને)
He looked out of the window.
→ than - ના કરતાં સરખામણી નું કમ્પેરેટિવ ડિગ્રીમાં વપરાતું પ્રેપોઝિશન
You are taller than I
→ down નીચે - We climbed down the hill
→ beyond મર્યાદાબહાર
To lift this bag is beyond my capacity
— after તથા before ના ઉપયોગ (યાદશક્તિ)
(1) I had finished my homework before I left school
(2) I left school, after I had finished my home-work
before ના પહેલાં પૂર્ણ ભૂ.કા. અને after ના પછી પૂર્ણ ભૂ.કા.

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→ with – થી/થકી/વડે
I shall write my assignment with Goldex pen
A policeman thrashed a thief with his stick

→ by ના ઉપયોગો
I think our project will be completed by 7 o'clock. (સાતવાગ્યા સુધીમાં-ક્રિયા પૂર્ણ થવાનો સમય)
The child sat by me (by નો અર્થ પાસે અથવા બાજુમાં near)

ટૂંકમાં, આ પ્રકારના Prepositions નો ઉપયોગ સાચા અર્થમાં શીખવો જરૂરી છે. તથા Prepositional phrase નામયોગી શબ્દ સમૂહ પણ પૂછાઈ શકે છે. માટે આ પ્રકારના નામયોગી અવ્યયનો મહાવરો કરતા રહો જેથી તેનો યથાર્થ ઉપયોગો સમજ શકાય.

Conjunctions વિશે થોડું જાણીએ.

Conjunctions એટલે ઉચ્ચારવાથી અવયવો જોડાય શબ્દોમાં તેને Connectives-(સંયોજકો) કહેશું. એ શબ્દો કે જે વાક્યોને જોડીને મોટા વાક્ય બનાવવામાં આવે – સંયુક્ત વાક્ય (compound sentence) અથવા સંકુલ વાક્ય (complex sentence) બનાવવામાં આવે છે. Conjunctions are of two types સંયોજકો બે પ્રકારના છે (1) coordinating conjunctions (2) Subordinating conjunction

→ Coordinating Conjunctions થી સંયુક્ત વાક્યની (compound sentence) રચના થાય છે.
→ Subordinating Conjunctions થી સંકુલ વાક્યની (complex sentence) રચના થાય છે.
→ and, but, or, otherwise, so, therefore, either... or, neither... nor વગેરે સંયોજકો

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કે ઉભયાન્વયી અવ્યયોથી બે સમાન દરજ્જાના વાક્યોને જોડીને એક મોટું સંયુક્ત વાક્ય રચવામાં આવે છે નીચેના વાક્યોનો અભ્યાસ કરો

→ 'and' - માહિતીનું ઉમેરણ કરે છે. જેમકે
Govind goes to a book-stall and buys books.

→ but - વિરોધ ભાવનો - (contrast) રજૂ કરે છે.
she ran fast, but she missed the train.

→ or અથવા otherwise - બેમાંથી એક વિકલ્પ (option / alternative) પસંદ કરવાનું સૂચવે છે
Sit here or go home (બેમાંથી એક)
Work hard otherwise you will fail. (શરતનો ભાવ)

→ so અને therefore નો ઉપયોગ.
Tina is tired, so she is taking rest
કારણ Reason — પરિણામ Result

ઉપરના વાક્યમાં so ને બદલે therefore નો ઉપયોગ કરી શકાય છે.

→ either ... or અને neither ... nor નો ઉપયોગ. બેમાંથી એકની પસંદગી કરવા માટે either ... or નો ઉપયોગ અને બેમાંથી એકપણ નહીં તેવું સૂચવવા માટે neither ... nor નો ઉપયોગ થશે જેમકે

→ They will visit either the museum or the zoo. (હકાર અર્થ)

→ she is neither here nor there. (નકાર અર્થ)

ઉપરોક્ત સંયોજકોથી બનતાં વાક્યોને સંયુક્ત વાક્યો કહે છે - compound sentence કહે છે. આ પ્રકારના સંયોજકોથી જોડાતાં વાક્યો સમાન દરજ્જાના (of the same rank or order) તથા સ્વતંત્ર વાક્યો (Independent sentences) હોય છે, એકબીજા ઉપર આધાર નહીં રાખતા વાક્યો હોય છે. ઉપરોક્ત સિવાયના અન્ય સંયોજકો-માં as well as, not only but also, still, yet, both ... and, for, nevertheless, વગેરે પણ co-ordinating conjunction તરીકે ઉપયોગમાં લેવાય છે

હવે અન્ય પ્રકારના એટલે કે Subordinative Conjunctions નો ઉપયોગ પણ ધ્યાનમાં લેવો જરૂરી છે.

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- Who, whom, whose, which, અને that જેવા relative pronouns ના સંયોજકો ને વાક્ય બને છે તે અડનોડ્ય ક્લોઝ બને છે અને વાક્યનો પ્રકાર Complex sentence હોય છે જેમકે.

→ My father has a friend Who is a doctor
→ He is Mr Joshipura Who teaches us English in our college.
→ I know the student whom the teacher punished
→ The mangoes that are in that basket are ripe.
→ This is the boy whose mobile phone is lost
→ This is the pen which I bought yesterday

ખાસ નોંધવાલાયક બાબત છે કે પુરોગામી / અગાઉ Antecedent તરીકે all, only કે nothing જેવા શબ્દો આવશે તો અવશ્ય that સંયોજક વપરાશે — આ ખાસ યાદ રાખશો.
જેમકે :- All that glitters is not gold

→ If / If... not અને Unless સંયોજકો ના સંકુલ વાક્ય (complex sentence) બને છે. જેવારે Adverb Clause of Condition શરતદર્શક ક્રિયાવિશેષણ ઉપવાક્ય વાળુ સંકુલ વાક્ય બન છે જેમકે,

If you work hard, you will pass.
Unless you work hard, you will fail.
Unless you work hard, you will not pass.

આમ, Unless = If...not = જો નહીં તો અને If એટલે જો.. તો. Unless માં not નજરે પડતું નથી, છતાં પણ, નકાર અર્થ રજૂ કરે છે Negative meaning પ્રસ્તુત કરે છે.

→ Though, although, even though અને even if આ પણ સંકુલ વાક્ય બન છે જેને Adverb clause of contrast વિરોધદર્શક ક્રિયા વિશેષણ ઉપવાક્ય કહે છે
→ Though he is poor, he is honest
→ Though નો અર્થ "ભલે.. છતાંપણ" થાય છે
→ Though વાળું વાક્ય સંકુલ વાક્ય છે, જ્યારે તેમાં but વાપરશું તો સંયુક્ત વાક્ય બનશે.

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→ When, while, till, until, before અને after એ Adverb clause of time સમયદર્શક ક્રિયાવિશેષણ ઉપવાક્ય – સંકુલ વાક્ય બને છે. જેમકે,

When the sun rises, I get up.

While he was crossing the road, he met with an accident (While ની જગ્યાએ 'as' વાપરી શકો)

I waited till he finished his work.

Don't go out until you finish the work.

The peon locks the room before he goes home અથવા The peon goes home after he locks the room

→ તુલનાત્મક અડવર્બ ક્લોઝ એ સિમ્પલ/ઘટક અથવા કોમ્પલેક્સ બનાવવા માટે so... that અથવા such... that નો ઉપયોગ થાય છે

→ અડવર્બ ક્લોઝ ઓફ પ્લેસ માટે Where કે wherever સંયોજક વપરાય છે

→ અડવર્બ ક્લોઝ ઓફ ટાઈમ માટે when/while, whenever, after, before, as as soon as, no sooner... than, scarcely, hardly... when, as long as, till, until અને since જેવા સંયોજકો વપરાય છે.

→ અડવર્બ ક્લોઝ ઓફ પરપઝ :- so...that, in order that, lest વગેરે સંયોજકો પ્રયોજાય છે

→ અડવર્બ ક્લોઝ ઓફ રિઝન માટે because as since, that જેવા સંયોજકોનો ઉપયોગ

→ અડવર્બ ક્લોઝ ઓફ કમ્પારિઝન માટે than, as... as, so... as વગેરે

→ અડવર્બ ક્લોઝ ઓફ મેનર/સપોઝિશન માટે as, as if નો ઉપયોગ થાય છે

→ નામિક ક્લોઝ બનાવવા માટે that, if, whether, what where, when, why how many how much, how often જેવા સંયોજકો વપરાય છે.

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The words of Interjections
કેવા પ્રયોગી શબ્દોના ઉપયોગથી બનતા વાક્યો જેમાં Hello! Alas! Hurrah!, Hark!, Ah!, Oh!, Hush, જેવા શબ્દોના પ્રયોગથી જે વાક્ય બને છે તેવાક્યો કોઈ આનંદનો ભાવ, લાગણી કે ઊર્મિ પ્રગટ કરે છે અથવા દુઃખનો ભાવ, ખાનિ, શોકનો ભાવ રજૂ કરે છે. આમ, આ શબ્દો ઉદ્ગારવાચક શબ્દો તરીકે ઓળખવામાં આવે છે. જેમ Hurrah! અને Huzza → આનંદનો ભાવ Alas! — દુઃખનો ભાવ, Ha!, What! Oh! વગેરે આશ્ચર્યનો ભાવ અને 'Bravo!' શાબાશીનો ભાવ રજૂ કરતા શબ્દો છે. જ્યારે Ah! નિરાશાનો ભાવ રજૂ કરે છે.

હવે છેલ્લે આવે છે Punctuations
વિરામચિહ્નોનો ઉપયોગ-ઉદાહરણ દરેક નુક્રમ પ્રમાણે પાછળ આપેલ છે.

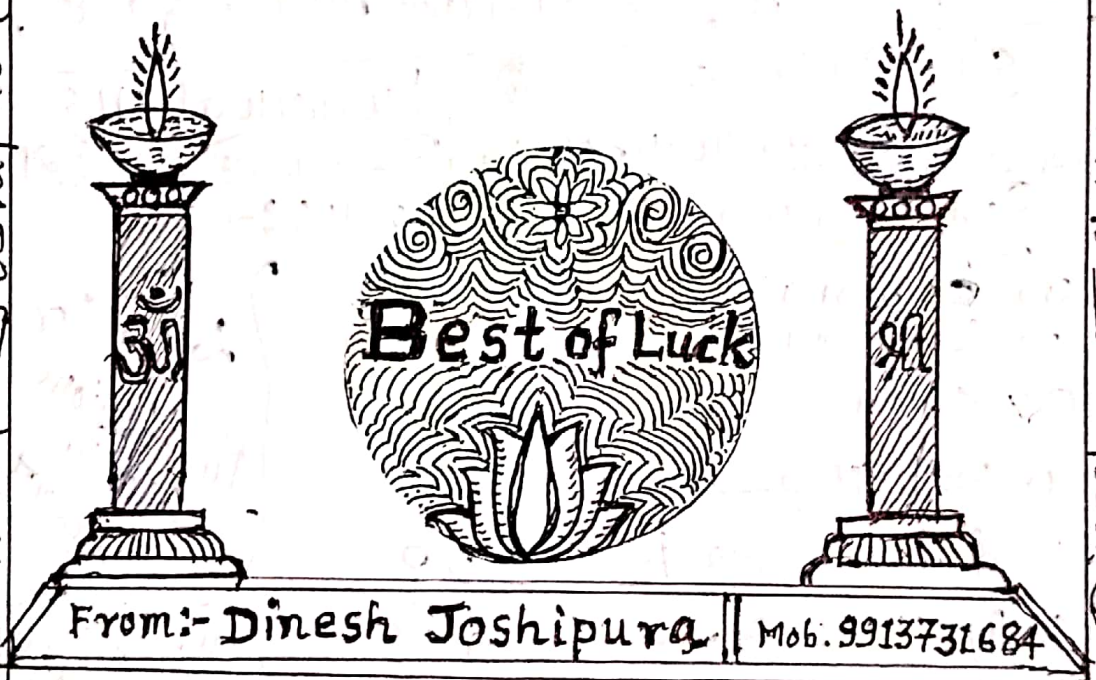
Some Punctuation Marks :-

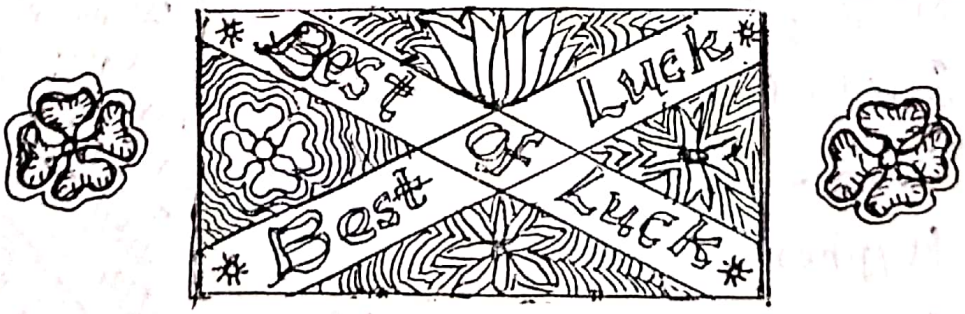
(1) comma → ,
(2) Semicolon → ;
(3) colon → :
(4) Full stop → .
(5) Question Mark → ?
(6) Apostroophe → '
(7) Mark of Exclamation → !
(8) Quotation mark → " "
(9) Dash → —
(10) Hyphen → -
(11) Brackets → ( )

આ બધાં Punctuations Marks નો ઉપયોગ વાક્ય ના અર્થ પ્રમાણે, યોગ્ય રીતે અનુસાર વિરામચિહ્નો ના ઉદાહરણો ને પરીક્ષામાં ઉપયોગી ઉદાહરણ પાછળ છે.

શ્રી ૐ Best of Luck
From: Dinesh Joshipura

(1) Though he is industrious, he is not intelligent.
(2) Health means happiness; illness means misery.
(3) Please send the following: → 5:3:1
(4) Do what you are told. → B.E. Dec. Encl.
(5) Have you ever visited Hardwar?
(6) Hari's books → women's dresses → Keats's poem
(7) What a piece of work is man! How beautiful!
(8) Hari said, "They also think so."
(9) A similar exercise — you would recall — was done last year.
(10) cross-examine. → ninety-eight → single-phase motor
(11) They are offering 30 per cent off (their usual discount) on these books





"Excellence is not luck. It is the result of hard and practice."

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L. S. R. W. Skills

4 Skills

Four Fold Language Skills

1 → **L** Listening

2 → **S** Speaking

3 → **R** Reading

4 → **W** Writing

In order to acquire mastery over English language, these four skills must be cultivated/mastered

1 Art of Listening || Listening Skill

Listening requires two ears, One for meaning and one for feeling

Be a good Listener

Holy Bible

"Listen to counsel and receive instruction, That you may be wise in your latter days. Cease listening to instructions my son, And you will stray from the words of Knowledge

One side of the coin is effective speaking and the other side of the coin is effective Listening

→ What is Listening?

→ Listening is a process of receiving, interpreting and reacting to the messages received from the sender.

→ Listening is an art, a fine art. An active, attentive listening is essential. Poor listening may lead to gaps, conflicts, problems and resentment, (રોષ/ખાર) Effective listening requires patience,

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presence of mind, interest and attitude. It is not an inborn trait or quality, but a skill to be acquired by practice experience and training, comprehensive listening is required

→ Listening is a process involving awareness, reception and perception.

→ Listening is a fine art it can be mastered by cultivation, consciously, carefully and systematically.

→ Listening involves the three steps.
① Reception ② Perception ③ Attention.

→ Listening is a process of receiving, interpreting and evaluating the spoken words. It involves recognizing what is said and comprehending the matter i.e understanding the sounds spoken by the speaker. It also involves the recognition of some other signals like pause, stress, tone and rhythm pattern.

The listening process or cycle or stages/phases
❀ Levelling ❀ Sharpening ❀ Assimilation

→ Listening involves the ears, eyes, heart and mind.

→ The whole listening process passing through four stages :-
(1) sensing (2) Decoding (3) Evaluating (4) Response

(1) Sensing :- The listener hears the sound with attention or focus.

(2) Decoding :- The listener decodes or interprets the message

(3) Evaluating :- The listener evaluates the message

(4) Response :- The listener responds the message

→ કાને અવાજ અથડાવાની ક્રિયાને ① Sensing કહે છે

→ કાને અવાજ અથડાયા પછી તેને ઓળખી મેળવેલ સિગ્નલ્સ signals નું માહિતીમાં રૂપાંતર કરવાની ક્રિયાને decoding ② કહે છે.

→ માહિતીનું પૃથક્કરણ કરી /મૂલ્યાંકન કરી સમજવાના પ્રયત્નને ③ evaluating કહે છે

→ મેસેજને સમજ્યા પછી તે પ્રત્યે પ્રતિક્રિયાને ④ Response કહે છે.

To listen is to pay thoughtful attention to what someone is saying

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In this way, listening is an integrated process. It is an important skill and well related to ① Undivided attention ② Hearing ③ Understanding ④ Interpreting ⑤ Evaluating ⑥ Conceptualizing માનસિક ધ્યાન પરત્વે

→ Effective listening requires certain frame of mind. Attentively hearing of message is the prima facie (પહેલી નજરે/પ્રથમ દૃષ્ટિએ) or most essential component. To concentrate over what is being said, an earnest (serious minded-ગંભીરતા- intent-ઉત્સુક) listener would focus on the message

→ Effective listening involves hearing distinct (clear; easily hear/seen/સિરાણા- વિશિષ્ટ- લાક્ષણિક) sounds and perceiving (સમજવા/સૂક્ષ્મતા સમજવુ) fine modulations સૂરના ચોક્કસ ઘોળવા/આરોહ - અવરોહ) (variation of tune) in tone. (સ્વરનો અવાજ/લય - pitch) The receiver recognizes the shape of words and intonation (વાણી/સૂરલય), rhythm/વાણી ગેય-રવાડ) pitch voice modulation and the quality of sound are equally important.

→ The listener should understand the intended meaning. Full meaning of the message should be understood. This includes words, tone and body talk. A good listener hears words, observes body movements gestures, facial expression and eye-movements and notices variations in tone and pitch of voice.

→ The listener comprehends what is heard.

→ The listener evaluates what is heard. The evaluation is content is necessary

→ A sympathetic listener sees the speaker's point of view.

→ Conceptualization is essential. This is why listening is not only important but also indispensable (અનિવાર્ય) for perfect communication.

Types of Listening :-

① Marginal Listening :- Marginal listening means partial listening. A listener has the capacity to listen four times faster than someone can talk. So the listener can use the extra time available to think about other matters than the subject matter given by the speaker. This is known as marginal listening. It is called Superficial

② Discriminative Listening :- It is the most વિવેકબુદ્ધિવાળુ સાંભળવુ

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basic type of listening. The objective of this listening is to differentiate the sound and the visual stimuli. (પ્રોત્સાહન/ઉત્તેજનાત્મક) Here the listener concentrates on the non-verbal elements like speaker's tone, pitch, word stress, volume, facial expression, gestures etc.

Example :- A clever customer listens to the salesman explaining of a product.

(3) Comprehensive Listening :- પૂર્ણપણે કે ઉદ્દેશ: સાંભળવામાં આવે તે પ્રકારનું :- જેને Full Listening પણ કહેવામાં આવે છે. It means to listen to something in order to comprehend (comprehend) the meaning out of it. In comprehensive listening the focus is on "understanding the message". It is also called full listening or Academic listening

Example :- A student listens to his lecturer in a classroom

(4) Critical Listening :- વિવેચક કે મૂલ્યાંકન કરવાને શ્રવણ :- It is a listenin to something in order to evaluate and judge. This type of listening helps the listener frame an opinion what is being said and come to judgement. It is also called evaluative or judgemental listening

Example :-> A judge listens to both the prosecutors in the court of justice.

(5) Appreciative Listening :- મનોરંજનના હેતુ માટે કરવામાં આવતું શ્રવણ. Listening for entertainment / for the purpose of joy and enjoy is called appreciative listening In this type, the listener's focus is on enjoyment from what he listens to. It is self-selected listening at leisure time. Leisure or spare time becomes pleasure time.

Example :- Watching comedy programmes on TV. like Tark Mehta Ka Ulta Chashma, watching movies in a theatre, listening to music, mimicry, jokes, poetry, speeches etc.

(6) Empathetic Listening :- (સહાનુભૂતિપૂર્વકનું શ્રવણ - જાણે પોતે જ અનુભવી રહ્યા છે) It is also called active listening or reflective listening. I helps improve mutual understanding, and trust among the people.

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It involves understanding both the content of a message as well as the intent and feeling (emotion) of the sender

Example:- We listen to a distressed friend who wants to vent (ઉલેચ કાઢવું / ઠાલવી કાઢવી) his emotions. A psychiatrist listens to the patients.

Besides this, it is very difficult task to become an active listener unless one practices. Listening for feeling content is called active or emphathic listening.

(7) Projective Listening:- It is most commonly used in committee meetings and other types of group communication. It is a process to observe and understand what is said and to assimilate the viewpoint of the speaker. Listeners have to fully grasp the message and the imotional contents of the ideas. In this listening, judgement making is not an important aspect but an attempt is made to grasp the message before contradictio or further ideas. This helps for solving complex problems and in using participative leadership tools.

(8) Passive Listening:- In this listening, the listener just absorbs the information given like hearing a tape recorder. The physical presence but mental absence of the listener can be defined as passive listening or hearing. All spoken messages are being heared but not really absorbed. Absorption of the spoken words can happen only when there is sharpening and assimilation. In the absence of these two processes, real or meaningful listening does not take place.

What should be done to improve listening skill?

Guide lines or Tips for Effective Listening.

→ Listen to the speaker attentively. Sit up straight or lean forward slightly, to show your attentiveness through body language

→ Maintain Eye Contact:- A listener must

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exhibit a behaviour of making eye contact. so that the speaker can understand that the listener is taking keen interest in listening. It encourages the speaker.

- Mimize external distractions. Turn off the TV, put down your book or magazine and concentrate on the message
- Respond appropriately so that the speaker can get satisfaction and enthusiasm. Murmur (uh, huh, um) and nod. Raise your eye-brows. Say words such as 'yes', 'OK', 'really', 'interesting' or ask the speaker 'What did you do then?'
- Focus only on what the speaker is saying.
- Minimize internal distractions. stop talking to yourself. Focus you attention to the message.
- Listen to understand. Keep in mind that the most effective conversations are those where we use our ears, more than our mouth.
- Bodily Exhibitions :- Non verbal signs can be used. Facial expression, eye contact etc convey certain things to the speaker.
- No personal Bias :- It is always desirable to drop personal biases and attitudes about a speaker and his views.
- Listen to Total Meaning :- Listen to the total meaning of the message being communicated. Don't assume and don't pass judgement quickly.
- Be an open-minded and open-hearted person while you are listening.
- Listening Habits : One should be aware of listening habits. Emotions often affect our listening ability. Listen and understand the viewpoint of those you disagree with
- Listen patiently :- The speaker is entitled to be heard, even if you feel his approach is wrong.
- Avoid arguments but indicate acceptance
- Understand speaker's feeling
- Rapport :- It is a good principle to establish good rapport with the sender

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Q. Speaking skill and how to improve it? Or Guidelines or tips for improving speaking skill.

A. We require speaking skills to express our views, ideas opinions, aspiration, needs etc speaking skill should be cultivated. It is a a mode of communication There are three purposes for speaking: (1) to persuade (2) to inform (3) to delight

→ creation of courage and self-confidence is necessary for effective speaking

→ Courage to speak is the first requisite factor for good speech.

→ You should have strong desire and great enthusiasm for speaking

→ If you create confidence and faith, you will be able to overcome stage fright.

→ You should get mastery over the subject. You should know your subject well. You should have good knowledge of the subject

→ Preparation is essential. Preparation is key to success. Proper preparation make your speech effective and impressive.

→ You should act confidently. A speaker must put on the appearance of boldness.

→ Appropriate dress is necessary.

→ You must always think that you are the master of your subject. To get rid of inferiority complex.

→ Practice is necessary for effective and impressive speaking

→ You should prepare speech in advance. Think over the speech.

→ You should stress the word which is very important.

→ Speaker's voice should be clear and loud so that audience can understand

→ change in pitch, variation is necessary

→ Proper pause before and after important ideas is essential

→ Your dress/clothing should be proper and good so that it creates impression on audience's mind. Importance of personality or individuality is the prime aspect

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- Rehearsal (પૂર્વાભ્યાસ practice) (રિહર્સલ) is the fundamental need for effective speech. Before going to speak, it is essential
- Physical Movement :- movements of the part of body - non-verbal forms of comm. should be implemented properly. Stand erect, eye-contact, calm and quiet face, pleasant appearance, vigorous (ઉત્સાહી - જોશીલી) speech, etc are the essentialities
- You should improve your memory power for improving speaking skill. A person having great remembrace power achieves much popularity, progress and greatness.
- Discussion with friends adds your knowledge. Knowledge leads to success.
- Advance preparation of speech :- If you prepare your speech well in advance, you can make more and more practice. You can get mastery over the subject and so you can increase your self confidence, and you will be able to deliver the speech in excellent manner.
- Audibility of voice is one of the factors for effective speaking. Soft and sweet voice along with due audible voice should be given prime preference, when you are going to speak. Clarity of words, pronunciation of words, audibility of words, plain (સાદું/સરળ) and placid (શાંત/ધીરજ) presentation, sincerity in utterance, impressive and strenuous or vigorous or zealous words are the indispensable qualities or elements for effective and impressive speech. Tone should be proper.
- The opening and closing part of speech should be carefully framed and sequence of the topic should be maintained and well knit.
- Slang words, technical jargon and long sentences should be avoided. Use simple, sweet, sensible, sympathetic, suitable, strenuous, and systematic words and sentences so that your speech itself creates classic, unique,

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Rearding Reading Skill :-

Q.1 What is readin skill?

A.1 Reading means the activity or skill of understanding written words. Reading involves the physical act of looking at words written or printed in a book, magazine, letter or other written administrative communication and the mental act of understanding them simultaneously. Our eyes look at words our mind interprets them at the same time.

→ Thus, reading consists of two activities.

1. Seeing words prited or written on the page
2. Understanding them as the same time as we see them.

Q.2 How can reading skill improve?

A.2 → Reading skill can be improved through constant practice and training.

Q.3 How many reading styles/speeds are there?

Ans 3 There are three reading styles or speeds

→ (1) Slow study reading style.

→ (2) Normal ——do——

→ (3) Rapid ——do——

Q.4 What is the meaning of study reading skill?

A.4. The slow reading style is called study reading style. This skill requires identifying (identifying) main and sub-points; is referred to as study reading. students mostly employ this technique. It is the reading style that is slow and used for the careful reading of important materials. It is to be chewed and digested, and thoroughly understood. we use this style for understanding important text books, or complex written matter or intricate (ગૂંચવણ/ગૂંચ) arguments or any serious content demanding careful attention. It is related to detailed study. The study reading style leaves out no portions of the text. In this style, the full content or the whole material is to be studied and understood

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Q.5. Why the 'study reading' is done?

A.5. The study reading is done to increase understanding and knowledge about the document.

Q.6. What is 'critical' reading?

A.6 This type of reading skill is occasionally applied to make a critical evaluation of the matter. Research related reading is a good example of critical reading. The researcher analysis the matter critically for study purpose.

Q.7 What is 'analytical' reading?

Ans.7. Text material which requires analytical reading is seldom long. These are usually short explanations of theories, concepts and mathematical formulas and require concentration for reading is also done mostly in science or applied science.

Q.8 What is 'exploratory' reading?

A.8 While reading long articles we usually explore (શોધખોળ/ વધારાની સમીક્ષા/ અન્વેષણ/ શોધખોળ) What the heading is, who wrote, and in what context it has been written. This type of reading is exploratory reading. Researchers often use this method as they have to read extensively for research work and they think it's (it is) beneficial to read in detail only that which is relevant to the field of study.

Q.9 What is 'skimming' reading?

Ans.9 This is the quick reading style. This is the fastest type of reading. Skimming is called surveying, too. The reader skims through the pages looking for relevant matter. Here, the reader skims in content or titles or subtitles. The reader may also use index for help. Skimming type reading is used to locate what the reader is looking for. Searching for a book in a library could be skimming.

Q.10. What is 'scanning' reading?

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Ans. 10 :- Once you find a book you could scan to see whether it fits your requirement or not. Scanning is close to exploratory reading; it is similar to skimming where at the most you may consult the contents, the index or the headings. However, in sanning, you could also read the text, main phrases or words without trying to gather any idea or gain understanding.

Q.11. What is SQ3R?

Ans 11. The technique of SQ3R is the most popular technique of systematic study. SQ3R stands for:

S → Survey
Q → Questions
R → Reading
R → Recite
R → Revise

Q-12 Guidelines/Tips/Techniques/Principles for improving your reading skill.

- Know your purpose of reading clearly, this will determine your reading style.
- Read by assimilating (આત્મસાત્ કરવા/આત્મસાત્ કરવા) and understanding whatever you read. Do not read to memorize the content.
- Read by comprehending the content. Follow the thought of the writer. Active reading increases your understanding of the text.
- Widen your visual plan. Look at group of words, not single words.
- Make practice for rapid reading.
- Improve your reading comprehension. You should comprehend and understand what is read.
- Keep a dictionary with you when you read.
- Do a wide range of reading. This will improve your knowledge of variety of subjects, and widen your understanding of new ideas.
- After reading the full chapter, describe the author's viewpoint. Get the substance of what you have read.
- Summarise the entire reading in a few words of a gist of what you have read.
- To develop the skills, the reader should read extensively. The more he reads, the better he will become in use of words and their meaning.

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- To improve reading skills, a reader needs to pick challeging material to read.
- The reader should read the material critically and analyze what is being said and why and also think on how the writer has defended his message

: Regarding Writing Skills :—

Writing is one kind of are. one should cultivate such kind of special skill. Technical writing is important for one's career. writing reveals one's ability to think clearly and to use language effectively. Effective writing does not come by chance. It does not just happen. There is a set of skills required to write simply, clearly, accurately and concisely.

Q.1 What is writing skill

To write simply, clearly, accurately, concisely, correctly, completely, candidly, creatively, competently, and in courteous manner is an art or a skill. one should achieve it with great efforts and constant practice and experience.

Q.2. What is coherence?

A.2 Coherence means to be well knit and logically related to the matter. It is one of the important component of written communication. To achieve clarity in a written communication the principle of coherence is there. Relation and clarity are the two important aspects of coherence. This principle applies to sentences, paragraphs and to the message as a whole. coherance means harmony or consistency. Writing should be well knitted and arranged and quite clear. This is the gist of coherence.

Q.3. What are the main purposes of writing?

A.3. There are three purposes of writing

(1) To inform (2) To instruct (3) To persuade

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Q.4 What are the principles of effective writing?

Ans 4. There are three chief principles of effective writing. (1) Accuracy (2) Brevity (3) clarity.

(1) Accuracy in all facts and figures,
(2) —do— the choice of words,
(3) —do— in the language and tone
(4) —do— in grammar, punctuation marks, spelling and usage

(2) Brevity means essential points should be considered and unnecessary words or points should be omitted. Being brief does not mean saying less than what the occasion demands. Brevity is not to be achieved at the cost of clarity. Nor is brevity to be gained by sacrificing proper English. To achieve, avoid wordiness.

(3) Clarity :- An important requirement for effective writing is to recognize the needs, expectations fears and attitudes of the audience or receiver and the reader of the written message.

(4) The writer should consider the language, tone and level of formality while he is going to write.

(5) The writer should standard English. 'Standard English' includes the most commonly used and accepted words.

(6) Possitive language should be used. One should write with a cool frame of mind.

(7) The principle of "You Attitude" should be used while writing. 'You-attitude' is the reader's point of view. The author should write from the reader's point of view.

(8) Natural language should be used.

(9) Active voice should be used.

(10) Your ideas, thoughts and information

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should be organized logically. A good strategy is to build an outline before you begin

(11) The basic method for improving writing skill is practice. The more you practice, the more you will become skilled in writing. Prepare an outline before you start writing. Good preparation will lead to producing a well-written documents. No one becomes a good document writer in a day. Read extensively, it will help you learn and expand your knowledge. Your skills will improve with practice and imitation.

Other Important Short Questions

Q.1 What is 'Coherence'? (આગળ આવી ગયેલ છે છતાં વિશેષ સમજૂતિ તથા માહિતી અર્થે)

A.1 'Coherence' means holding together to for a whole. In writing, it means that all the sentences in a paragraph should be interlinked. Coherence is the method that makes the paragraph or matter easily understandable to readers. Unity and coherence are the passwords of good writing.

Q-2 What is oral communication?

A.2 Oral communication means the communication through spoken words. Oral means stemming from the mouth or the words comes out from the mouth. Messages in the form of spoken words are referred to as oral communication.

Q.3. What is written communication?

A.3 Written communication refers to the words that are written and structured in the form of a message. It is in the form of letters, memos, reports, proposals, emails, notices, circulars, etc. You have to exercise caution when drafting your written message. There should not be any scope of ambiguity (ક્રિયા/શંકા/અસ્પષ્ટતા શંકિત - doubt - vague) It should be clear and understandable.

Q.4. What is voice-modulation?

A.4 Voice modulations and inflections in the tone refer to the changes in voice and speech pattern. Variation in

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voice modulations can communicate much about the feelings and attitude of the sender. Levels of energy and pace of speaking also communicate a message. For example, when you speak with high energy, you communicate enthusiasm (ઉત્સાહ), involvement and interest in the process of communication. But when you speak with low energy, or are slow paced, you are thinking or are not involved in the process and lack enthusiasm.

Q.5 What is object language?

Ans.5. Object language refers to the message communicated by the objects or things that you carry on the self. For instance, a respectable dress code, a good pen, a decent briefcase communicate class! Object language always precedes (આગળ ચાલે છે) oral communication.

Q.6 What is 'psychological noise'?

Ans.6 'Psychological noise' means the noise which creates mental disturbances, problems difficulties and prevents the communicator from paying attention to the spoken content. There are so many reasons of psychological noise such as, preoccupation, anxiety, tiredness, ego-hang ups, fatigue, bias or predisposition or prejudice etc. These are mental turbulence causing trouble.

Q.7 What is the meaning of 'physical noise'?

Sounds related to physical disturbances in the surrounding environment and create problems and obstructions to communicator and decentralized his attention is called physical noise. such noise leads to miscommunication or ineffective communication.

Q.8 Explain the term 'Biased Listening'

A.8 Listening with a judgemental or pre-decided mindset, is called biased listening

Q.9 Explain the term 'Empathy'.

A.9 Feeling the emotions, the sentiments of the other person in almost the same manner as are/were being felt. - one kind or nature of sympathy.

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Q.10 What is the meaning of 'Analytical'?
A.10 Analytical means logical and systematic.
Q.11 What is the meaning of 'Brevity'?
A.11 The attribute of being brief or short.
Q.12 What is the meaning of 'Etiquette'?
A.12. Polite behaviour or customary rules of behaviour (રિવાજો)
Q.13. What is the meaning of 'Sign Language'?
A.13 Marks or symbols used to mean something is termed as signs of language. Gestures are used in place of words number, punctuations marks in the sign language. The language system of deaf people and the hitch-hiker's finger is the example of sign language
Q.14. What is 'proximics'?
A.14. The distance that the people keep themselves between the speaker and the listener is termed as proximics, i.e. nearness in space.
Q.15 Explain the term 'Paralanguage'.
A.15. Another important dimension of non-verbal communication is paralanguage. Non-verbal things in communication are called paralanguage. Sounds are the basis for paralanguage. Paralanguage include tone of voice, power or emphasis, pitch, rhythm, volume pause or break in sentence, speed of delivery, loudness or softness etc. These languages influence meaning and convey message. It is non-verbal because it does not involve use of words.
Q.16. Explain the term 'Kinesics'.
A.16 'Kinesics' includes following factors.
① Facial expressions ② Gestures ③ Body movements ④ Postures ⑤ Eye-contact ⑥ Tactile (touch) ⑦ Movement of head, hands, feet, limbs, winking, smiling, style of dressing and grooming. It is known as body language or body talk.

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Q.17 Explain the term 'Gestures'.

A.17 A gesture is a movement of the head, hand, body etc., to express an idea, feeling, emotions etc. Speakers sometimes emphasise their words with gestures. Action when exhibited, is intended to show a person's feelings. Gestures convey meaningful messages. For instance, nodding head means to say 'yes' and in certain circumstances it also means 'no'. Similarly, shaking of head sideways is to say 'no'.

Q.18 What is the meaning of 'Body Language' or 'Body Movements'?

A.18 Body language is an important mode of non-verbal communication. In verbal or oral communication, body language plays an important role. Face and head are used for body language. Moreover, eye-contact, eye-movement, smile, frown, touching, furrowed brow, hip moment, closeness and breathing are also included in body language. Body movements communicate messages effectively. Body movement transmits (definitely transmit) feelings, emotions ideas reasons opinions, attitudes etc. Body movements' include movements of hands, head, face, eyes and postures which give meaning without using words. We can read or know others thoughts or intentions through body language.

Q.19 What is the meaning of 'Semantic Barriers'?

A.19 Problems of language are called "semantic barriers. Semantic barriers arise on account of linguistic background and ability of the communicator. Perception capacity differs from person to person.

Q.20 Define the term 'Pitch'.

A.20 'Pitch' means the highness or lowness of your voice.

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Q.21 What is the meaning of 'closed mind'?

A.21 Listening, to a large extent, depends on one's curiosity to know things. Some persons believe that they know everything in a field or subject. Their minds refuse to receive information from other sources. A closed state of mind acts as a barrier to oral communication. Not to accept others new ideas, plans and opinions etc.

Q.22. Define the term 'Proxemics.
(Ref:- Question No. 14 page No. ____)

A.22 Proxemics is a non-verbal form of communication alongwith haptics (touch), kinesics (body movement), vocalics (paralanguage) and chronemics (structure of time). It is defined as the interrelated observation and theories of man's use of space, personal space etc.

Q.23 Define the term 'Posture'

A.23. The term 'Posture' is understood through such indicators as direction of lean, body orientation, arm position and body openness. The position in which you hold your body when standing or sitting - a comfortable / relaxed posture / upright

Q.24 Define the term 'Haptics'.

A.24 The term 'Haptics' is related to touch. It is touching communication. It is non-verbal communication, such as handshakes, holding hands, kissing cheek-lips-hand etc., back slapping, brushing an arm, patting on shoulder etc.

Q.25. What is the meaning of 'Silence'?

Silence means pausing, waiting, secrecy etc. It is said that: 'silence is more eloquent than words'. It is a non-verbal form that communicates a number of responses. It is communicated through various responses.

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શુભ કામના. "Wish you all the best."

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Put your heart, mind, and soul into even your smallest acts. This is the secret of success.
-Swami Shivanand.

॥ सत्यम् शिवम् सुन्दरम् ॥

Best of Luck

Dinesh Joshipura

"Purity, patience, perseverance are the three essentials to success and above all Love."

"તનમન જોડી, સમર્પિત તથા એકાગ્ર બની જોમજુસ્સાથી ઉત્સાહઉમંગથી પ્રયત્નો કરવાથી સફળતા-સિદ્ધિ સાંપડે છે, દિવ્યતા તરફ ગતિશીલ થવાય છે."

સત્ય+સદાચાર+શીલ+સહિષ્ણુતા = સૌંદર્ય

Truth + good conduct + character + patience = Beauty

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Sub:- English Language and communication skills

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Shri Dharmjivandasji Inst. of I.T & Science

Best of Luck

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Put your heart, mind and soul into even your smallest acts. This is the secret of 'Success'

Swami Shiwanand.

FROM:- **Dinesh Joshipura.**

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