1. Write a précis of the following passage not exceeding one-third of the length. Give an appropriate title.

The great advantage of early rising is the good start it gives us in our day’s work. The early riser has done a large amount of hard work before other men have got out of bed. In the early morning, the mind is fresh, and there are few sounds or other distractions, so that work done at that time is generally well done. In many cases, the early riser also finds time to take some exercise in the fresh morning air, and this exercise supplies him with a fund of energy that will last until the evening. By beginning so early, he knows that he has plenty of time to do thoroughly all the work he can be expected to do, and is not tempted to hurry over any part of it. All his work being finished in good time, he has a long interval of rest in the evening before the timely hour when he goes to bed. He gets to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night’s rest, rises early next morning in good health and spirits for the labours of a new day.

It is very plain that such a life as this is far more conducive to health than that of a man who shortens his waking hours by rising late, and so can afford in the course of the day little leisure for necessary rest. Anyone who lies in bed late, must, if he wishes to do a full day’s work, go on working to a correspondingly late hour, and deny himself the hour or two of evening exercise that he ought to take for the benefit of his health. But, in spite of all his efforts, he will probably not produce as good results as the early riser, because he misses the best working hours of the day.

It may be objected to this that some find the perfect quiet of midnight by far the best time for working. This is no doubt true in certain cases. Several great thinkers have found by experience that their intellect is clearest, and they can write best, when they burn the midnight oil. But, even in such cases, the practice of working late at night cannot be commended. Few men, if any, can exert the full power of their intellect at the time when nature prescribes sleep without ruining their health thereby; and, of course, the injury to the health must in the long run have a bad effect on the quality of the work done.

2. The Printing & Stationery Department is spending a huge amount on the reimbursement of medical bills of its employees. In many cases, the claims are bogus. Prepare the draft of an Office Memorandum from the Printing & Stationery Directorate giving detailed instructions to Heads of Circles, etc., stating clearly under what circumstances they should not pass the bills.

3. Write an essay on any one of the following topics in not less than 500 words.

(a) Religious festivals and their values.
(b) Promotion of tourism in Mizoram.
(c) Corporal punishment.
(d) Natural and man-made disasters.
4. Read the following passage carefully and answer the questions that follow.

With the recent growth of mass media technology advertising has begun to play a significant role in the national economy. Thousands of people are working to promote the sale of each new product or to boost the sale of a product already in the market. In fact, advertising as an industry now enjoys a respectable status and is regarded by many as a service to society.

The avowed purpose of advertising is to inform the audience and to influence it to buy a particular product. The customer is made aware of goods and services available, their merits, uses and value. Advertising thus helps him in choosing what he actually needs or what he should have to add to his comfort and improve his standard of living.

But the sale of a product does not depend on advertisement alone. The quality of a product must be good and its price within the reach of those for whom it is intended. If exaggerated claims are made or the price is too high, advertising, howsoever powerful, will not prove effective.

India’s advertising industry is about 75 years old. The British firms in India were the first to make use of advertising for marketing purposes in the beginning of the twentieth century. The advertising agencies opened by them gave an opportunity to the Indian staff to get training and set up their own establishments in due course. The first Indian advertising agency, B. Dattaram and Co., started functioning in 1903.

When India became free, Five-Year Plans were launched, economic activities increased at a tremendous pace. Many new industries were set up and gradually a large number of products, which were imported earlier, began to be manufactured in the country. Under these circumstances, naturally advertising received a big boost. Now hordes of specialist agencies have come into existence to look after particular aspects of the advertising industry.

(a) What is the main function of advertising? (3)
(b) What factors have contributed to the growth of advertising as an industry? (3)
(c) Why is advertising considered an important activity of modern society? (3)
(d) Under what conditions can advertising prove effective? (3)
(e) Why did the advertising industry in India get a boost after independence? (3)
(f) Does advertising sometimes exercise a harmful influence on our society? (3)
(g) Do you think that the government should censor advertisements? (2)

5. Rewrite the following sentences correctly: (5×1=5)

(a) The ancients did not know that the earth was round.
(b) This is the boy whom I believe threw the stone.
(c) Both of them are good, but this is the best of the two.
(d) He ordered for the dismissal of his servant.
(e) John is not so brave like his brother.

6. Rewrite the following sentences as directed. (5×1=5)

(a) Is this the way you behave in the office? (change into negative)
(b) He learnt the alphabets before he could read. (change into passive voice)
(c) The General said, “Forward, my men and face the foe bravely.” (rewrite into reported speech)
(d) The problem of communal harmony cannot be glossed _____________ by government. (insert appropriate preposition)
(e) If the doctor does not come immediately the patient may die. (change into compound sentence)
7. Make meaningful sentences with any five (5) of the following Idioms and Phrases. (5×2=10)

(a) To know no bounds  (b) Feather one’s nest
(c) Eat humble pie  (d) Hard nut to crack
(e) Commit to memory  (f) Bear a charmed life
(g) At one’s beck and call  (h) Ghost of a chance
(i) Left-handed compliment  (j) Nip in the bud

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