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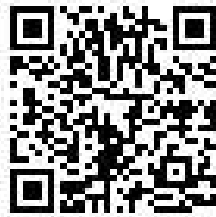
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## Essay Writing

1. Essay Writing - Kinds of Essay.
2. Different parts of the Essay.
3. Effective essay writing techniques.
4. How to Write a Scoring Essay?
5. 200 most important essays

### ESSAY WRITING - KINDS OF ESSAYS

#### Essay writing

- An essay is a piece of writing which is often written from an author's point of view. Essays can consist of a number of elements, including-literary criticism, observations of daily life, recollections, and reflections. There can be various types of essays.
- Essay writing reveals how systematic your thought process is, and tests your ability to present your thoughts in a coherent manner.
- Essays can be written in various styles but the idea should be effective and capturing .An essay should be so constructed that it gives a meaningful impression to the examiner.
- Every aspirant thinks "Essay writing is so easy" but it is not so simple. Before starting the first paragraph, you need to know what argument you're going to make. Only then can you start writing the structure for an essay that builds up to your overall conclusion. Building your vocabulary and using it properly, which helps to develop an argument, is another important thing.

#### Kinds of Essay

##### **Narrative Essays**

- A Narrative essay is a narration of some event or incident. They are experiences written by you that you face during your life. It tells a story whether based on real experiences or imaginative. The writer uses details that are significant and merge them to build up a story line that is easy for the examiner to follow.
- Example of Narrative essay: **A day of my life when everything went wrong.**

##### **Descriptive Essays**

- Descriptive essays are a genre of essay that asks the students to describe an object, person, place, experience, emotion, situation, etc. These types of essays allow for a great deal of artistic freedom.
- Example of Descriptive essay: **Wonders of the ancient world.**

##### **Persuasive Essays**

- Through persuasive essays, you have to persuade the examiner into convincing that your point of view is correct by adopting logical reasoning to show that one idea is more legitimate than another idea.
- Example of Persuasive essay: **Death Penalty in India.**

### Reflective Essays

- It is a reflection or thoughts on some subject. The goal of a reflective essay is to not only discuss what you learned, but to convey the personal experiences and findings that resulted.

### Imaginative Essays

- In these, you have to imagine a position or situation, such as ‘If I were the Prime Minister’; or ‘**If all motor cars are banned**’, ‘**Autobiography of a Television**’, etc.

## Important Parts of an essay

To write a scoring and convincing essay, it needs to be presented inside a well-structured piece of writing. How do you do this? The essay should be within the framework of a general structure of an essay:

Essays contain 3 main parts-

- 1 **Introduction**
- 2 **Body**
- 3 **Conclusion**

### Introduction

- Every topic should be introduced properly. Slightly general, the introduction should define, explain or enlarge the topic. It should be a short paragraph leading to the further exposition of the topic in the body of the essay.
- Must contain an **attention grabber** for the examiner or at least make the essay sound interesting and one may begin with “**A quote**” or “**A fact**” about the particular topic.
- Ensure that the introduction **moves from the general to the specific** in regards to the topic.
- Provides the examiner with a “**road map**” of the essay in a logical order.

### Main Body:

- This is the most important aspect of the essay, the major thrust of the essay. It contains the main points or the explanation.
- All the major points should be put in separate paragraphs.
- These should be linked logically, the first point leading to the second, the second to the third and so on.
- Logical ordering of ideas. For example order of time, order of locations; top to bottom, least important to most important
- Include suitable examples and evidence to support your argument and make sure each example is relevant to your particular topic.

### Conclusion:

- Ideally, it should summarize the main points of the essay.
- This section should wrap all of your arguments and points.
- Should restate the main arguments in a simplified manner.
- Ensure that the examiner is left with something to think about, particularly if it is an argumentative essay.

## **Effective essay writing Techniques**

### **Selection First**

Generally, the question paper presents the candidate with choices that touch different fields.

Now, what generally happens in the exam hall is that- we start writing in excitement on the first topic that hits our mind. However, this should be avoided. Generally, our mind gets excited to see anything that we might have read lately. Thus, it inclines our attention towards that topic. However, our initial interest in a topic doesn't need to be a hint towards our expertise on it. Thus, we highly recommend that you should analyze every topic carefully, and give a thought about your level of competency for each topic.

### **Planning Pays**

You might have chosen a few examples you want to use or have an idea that will help you answer the selected topic of your essay.

And it's fine to write them first in rough! But even the best-written essays can fail because of ineffectively placed arguments. So keep in mind – 3 important parts of essay:

- **Introduction**
- **Body**
- **Conclusion**

### **Introduction: The first impression**

Introduction can be the most difficult part of a paper to write. Usually when you sit down to respond to an assignment, you have at least some sense of what you want to say in the body of your paper. The first sentence – the topic sentence - of your body paragraphs needs to have a lot of individual pieces to be truly effective.

### **You never get a second chance to make a first impression**

The opening paragraph of your paper will provide your examiner with their initial impressions of your argument, your writing style, and the overall quality of your work. A vague, disorganized, error-filled, irrelevant, or boring introduction will probably create a negative impression.

### **Your introduction is an important road map for the rest of your paper.**

Your introduction conveys a lot of information to your examiner. You can let them know what your topic is, why it is important, and how you plan to proceed with your discussion.

### **Ideally, your introduction will make your examiner want to read your essay.**

The introduction should capture the examiner's interest, making him want to read the rest of your essay. Opening with a compelling story, an interesting question, or a vivid example can get the examiner to see why your topic matters and serves as an invitation for him to join you for an engaging intellectual conversation.

Open with something that will draw the examiner in. Consider these options

#### **A provocative "Quotation"**

Using a quote will make your essay sound fresh and establish your authority as an author.

For example, for an essay on women empowerment, Women and Economy, Women entrepreneurs in India.

**“Women as the motherhood of the nation should be strong, aware and alert”.**

**“Women Are Half The World's Population, Working Two Thirds Of The World's Working Hours, Receiving 10% Of The World's Income, Owning Less Than 1% Of The World's Property”.**

**“When women are the advisor, the Lords of creation don’t take the advice till they have persuaded themselves that it is just what they intended to do; then they act upon it and if it succeeds, they give the weaker vessel half the credit of it; if it fails they generously give herself the whole”.**

For example, for an essay on Role of Science And Technology in development of a nation, Role of Science And Technology in politics, Importance of Science And Technology in our life.

**“Science can amuse and fascinate us all, but it is technology that changes the world”.**

For example, for essay on Reservation in India

**Reservation is ‘help’ offered by the system and not a fundamental right.**

### **Quotes from Famous People**

Including a quote from an authoritative and influential person can help support your argument and create an intriguing hook. The key is to make sure that you clearly show how the quote is relevant to your essay.

For example, for an essay on women empowerment, Women and Economy, Women entrepreneurs in India.

**“We cannot all succeed if half of this are held back” –Malala Yousufzai**

**“There is no tool for development more effective than the empowerment of women.”- Kofi Annan.**

### **Pose a Question**

Almost nothing can attract interest better than a well-constructed question. The examiner will want to continue reading your essay in order to discover the answer. Be sure to avoid simple “Yes” or “No” questions and try to pose questions that ask the examiner to consider the other side or engage in some critical thinking.

Examples:

**“What would you do if you were invited to host a famous game show?”**

### **Include an Interesting Fact or Definition**

These types of hooks start by surprising the examiner with something that may not have known. Provide an interesting fact about something you are going to discuss in your essay’s body and the examiner wants to keep reading to learn more.

For an essay on –Problem of Brain Drain in India

**According to a U.N.O. report, thousands of experts migrate from backward countries like India to highly advanced countries like the U.S.A., U.K., Canada, Germany, etc. The U.S. has been the biggest gainer from the brain drain in India.**

### **Statistics**

By listing proven facts at the very beginning of your paper, you will create interest that can be carried throughout the rest of the essay.

Examples:

For an essay on Social Networking: A Boon or A Bane

**“70% of all jobs found today were got through different networking strategies”**

For an essay on - Cross Border Terrorism in India, Terrorism in India

**“According to a report issued by global terrorism index 2014, India was ranked among the top ten countries to be significantly affected by terrorism activities in 2013”.**

### **Reveal a Common Misconception**

The most interesting essays will teach the examiner something new. If you start your introduction by showing that a commonly accepted truth is actually false, your examiner will be instantly hooked.

Examples:

**“While most coffee enthusiasts would tell you that their favorite drink comes from a bean, they would be wrong. Coffee is actually made from a seed that is simply called a bean.**

## **Main Body: The storehouse of your essay**

### **Effective Analysis and Organization**

An effective and scoring essay must be properly organized. Sufficient background should be given to make it clear that you understood the topic well. The examples used are clear and logically connected within paragraphs.

Make sure to use the what/why/what

- What are the techniques used to solve the problem related to the given topic?
- Why did you try to use those techniques?
- What effect does their use have?

Organization in the essay is aided by transitions between all paragraphs, which create a smooth, consistent argument that is easy to follow

### **Use of Active voice**

Wherein the subjects direct actions rather than let the actions "happen to" them.

**"He scored a 97%" instead of "he was given a 97%"** – is a much more powerful and attention-grabbing way to write. At the same time, unless it is a personal narrative, **avoid personal pronouns like I, My, or Me.** It is better to use we or the pronoun 'one'.

### **Aim for Variety**

Sentences and vocabulary of varying complexity are one of the hallmarks of effective writing. If you are asked about **"money," you could try "wealth" or "riches."** At the same time, avoid beginning sentences with the dull pattern of **"subject + verb + direct object."**

### **Make Sure to Use Transitions!**

Words such as **however, therefore, but also** are good ways to transition from one thought to another. What makes them especially useful in creative writing is the fact that they push emphasis onto whatever event that you are bringing about. This allows for more drama and suspense, while also keeping the story flowing smoothly!

### **Avoid repetition of words or phrases.**

When you are writing, try to avoid using the same words and phrases over and over again. You have to be a little variant and can make the same idea sparkle.

### **Focus on - How?**

Most essays answer the question, “What?” Good essays answer the “Why?” The best essays answer the “How?”

If you get stuck trying to make your argument, or you’re struggling to reach the required word count, try focusing on the question, “How?”

For example:

How do we help in eradicating the problem faced by working women in India?

If you focus on how, you’ll always have enough to write about.

### **Conclusion: Your last chance to impress**

- The conclusion should be short and impressive. This is the last chance to impress the examiner.
- In your essay, you should not use the words 'in conclusion' or 'conclusion' anywhere. This is so that the essay conclusion can appear natural.

#### **Echoing the introduction**

Echoing your introduction can be a good strategy if it is meant to bring the examiner full-circle. If you begin by describing a scenario, you can end with the same scenario as proof that your essay was helpful in creating a new understanding.

#### **For Example Essay on Computers and children**

Introduction: In today's modern world, computers are an essential part of everyday life. Around the globe, children often use computers from a very young age. Although it is important for children to participate in various well-balanced activities, also children who use the computer daily are actually developing a critical skill for future success.

Conclusion: there is no doubt that the computer is a technological tool around the globe. The sooner children become computer-literate, the better for many aspects of their future lives.

#### **End with a summary**

A typical and traditional way to conclude an essay is by restating the thesis and summarising its main support points. Such an ending very often occurs in a relatively long essay containing a number of important points; it may also occur in some short essays as well. However when using this form of conclusion, summarise the points in the introduction and the key points in all the main body paragraphs differently, but most persuasively.

#### **Ponder the question and answer it**

Try to show the examiner that you are pondering over the serious questions raised from the topic and try to synthesize and answer them in the conclusion.

#### **For Example in women empowerment essay**

Conclusion: Well, it was important because it was a key to bring women empowerment in the Indian society, it needs to understand and eliminate the main cause of the ill practices against women which is a patriarchal and male dominated system of the society.

#### **In Reservation: a boon or bane essay**

Conclusion: Basically, I'm just saying that reservation is a bane as who will want to work hard if one gets an opportunity and other incentives without burning the midnight oil?

Instead of encouraging this kind of lethargy, the policy should be formulated in such a way as to harness the real cream of every section of the society regardless of their caste or community for the betterment of the society.

#### **Don't mention new information in your conclusion**

Never try to introduce a new idea in the conclusion part. It only causes your examiner to be confused and it reduces the importance of your topic that you have tried so hard to develop throughout your essay.

#### **Example**

As you can see, the problem of smoking on our campus can be very detrimental to students, but the lack of online classes is an even worse problem.

### **Looking to the future**

Looking to the future can emphasize the importance of your paper or redirect the examiner's thought process. It may help them apply the new information to their lives or see things more globally.

#### **Example**

If higher-paying careers continue to attract the best and the brightest students, there will not only be a shortage of good teachers. Our youth will suffer. And when youth suffers, the future suffers.

#### **Practice! Practice! Practice!**

In the end, though, remember that good writing does not happen by accident. Although we have tried to explain everything that goes into effective essay writing in as clear and concise a way as possible, it is much easier in theory than it is in practice.

Practice writing sample essays on various topics. Even if they are not masterpieces at first, a bit of regular practice will soon change that – and make you better prepared when it comes to the real exam.

## **How to write a scoring Essay**

**Planning First:** Before you begin, give yourself some time to organize what you want to put down on the paper. The aim should be to spend some time in planning and thinking. Don't think it's a time wastage as once you have planned it out well you can spend the rest of the time in writing.

**Understand the topic well:** In most cases it doesn't ask you to write down all that you know about the topic. It asks a specific question such as- Problems of A working woman. Here we have to specifically talk about working women and problems faced by them and not about problems faced by women in general.

**Organise your essay-** Introduction – body- main line of argument- Conclusion. Make sure that the introduction and the conclusion are catchy and good as the examiner's eyes will first fall on the introduction.

**Don't be repetitive.** If each paragraph deals with the factors, points or issues raised in your introduction, the examiner sees that you are fully in control.

**Divide your essay into paragraphs** and make every paragraph catch the eye by beginning with a strong argumentative point that is linked to the main argument of your essay. Then you can go on to explain the point.

**No need to use big words unnecessarily if you don't know their meaning and usage.** At times these words are also used at inappropriate places. The essay should be easy to read. The points you make within a paragraph should flow from one to the other and each paragraph should link well with the next.

**Pay attention to grammar, spelling mistakes etc.** If one's grammar is weak, making short sentences will reduce the chances of errors.

**Summarize your main points** and end with a clear and well thought out main argument. A strong ending will remind the examiner of what you have proven and show that you have been in control of the essay all the way through.







### **Essay-5 : Digital India**

Digital India is a flagship program launched on 1st July 2015 by the Honorable Prime Minister of India Mr. Narendra Modi with a view to transforming the country into a digitally empowered society by improving internet connectivity.

The main objective of this campaign is to connect rural areas with high-speed internet connectivity and increase digital literacy. It is both an enabler and beneficiary of other key Government of India schemes, such as BharatNet, Make in India, Startup India, and Standup India, industrial corridors, Bharatmala, Sagarmala.

Digital India consists of three core components: the development of secure and stable digital infrastructure, delivering government services digitally, and universal digital literacy. Under this initiative, gram panchayats will be connected with an optical fiber network under BharatNet, government services will be made accessible to all citizens through their phones, farmers will be provided with a platform to sell their crops, students will be given access to digital libraries, etc. The government has also launched various services such as digital attendance, digital locker, e-Aadhar, e-ticketing, e-Hospital, e-sign, etc. All these facilities will help in empowering the citizens digitally.

There are several challenges in the implementation of the scheme such as a high level of illiteracy, the problem of connectivity in remote areas, cybercrime, etc. Despite all these challenges, Digital India has been highly successful. India's digital index has gone up by 56% after the implementation of this scheme. It has made the life of common people more convenient. In the near future, we will reap even more benefits of digitalization.

### **Essay-6 : Working from home: challenges and opportunities**

All working people have one common dream, working comfortably from the comfort of their drawing rooms while sitting on their luxurious couches. Now, that dream has turned into reality amid this coronavirus pandemic. The fulfillment of that dream has brought some new challenges and opportunities for us.

The biggest convenience of working from home is the flexibility of working hours. Now there is no need to get up early and rush to the office. Moreover, one no more needs to commute through traffic to reach the office after what seems like an eternal journey. This has added a few more hours to one's timetable, which one can utilize for some productive work. Also, the absence of office disturbances and the freedom to take occasional breaks at one's will have made working a pleasant experience and thus increased a person's efficiency. Also, now one can focus more on family, which is a boon for those with growing kids or ailing parents.

But it has its own fair share of challenges as well. One big challenge lies in transferring the entire office life at home. Not everything can be made available at home and hence only certain specific tasks can be done while working from home. Another issue is the solitude one feels because no real-life interaction with colleagues is possible, making work-life monotonous.

Everything considered, work from home has more positives than negatives and the biggest point in its favor is that it kept the economy rolling even during the lockdown.

### **Essay-7 : National Digital Health Mission**

Honourable Prime Minister of India Mr. Narendra Modi announced a national health ID for every Indian while addressing the nation on the occasion of 74th Independence Day. This ambitious mission, unveiled on 15 August, finds its roots in a 2018 Niti Aayog proposal to create a centralized mechanism to uniquely identify every participating user in the National Health Stack.

The national health ID will be a repository of all health-related information of a person. Every patient who wishes to have their health records available digitally must start by creating a unique Health ID. The health ID will contain information about medical data, prescriptions and diagnostic reports, and summaries of previous discharge from hospitals for ailments.

Each Health ID will be linked to a health data consent manager — such as National Digital Health Mission — which will be used to seek the patient's consent and allow for a seamless flow of health information from the Personal Health Records module. This ID is to be created by using a person's basic details and mobile number or Aadhaar number, but the health ID will not be mandatory for treatment.

Since data security and privacy of patients are a big concern, it is proposed that the health records will be accessible and shareable by the patient with appropriate consent and complete control of the records will remain with the patient. Health is a justiciable right and hence every India should have access to quality health services. This mission is envisioned as India's first step towards Universal Health Coverage.

### **Essay-8 : Importance of food security**

Food security is a measure of the availability of food and individuals' ability to access it. Food security exists when all people, at all times, have physical and economic access to sufficient, safe, and nutritious food to meet their dietary needs and food preferences for an active and healthy life.

Despite our economic growth in the past few decades, food security has been a major challenge in India. A large chunk of the population still sleeps empty stomachs in India. 25% of all hungry people worldwide live in India and 38% of children between 0-5 years are stunted in the country. India has ranked 102nd among 107 countries in the Global Hunger Index.

Providing food security in India has numerous challenges. One big challenge is our population. To feed such a large population, agricultural production needs to be adequate. But factors like flood, drought, a decline in soil fertility, water scarcity, etc bring down the agricultural yield.

Despite these challenges, the green revolution, white revolution, etc have been tremendously successful in making food accessible to the commonality. Moreover, government schemes like the mid-day meal for the school children and cheap distribution of ration to the poor have countered the problem to a large extent.

But there is a lot to be desired as far as food security in India is concerned. Modernization of agriculture to increase its efficiency and allocation of more funds to address agricultural distress are two big reforms we should take. We must ensure that no one sleeps hungry in our country.











### **Essay-17 : Consumer Protection Act 2019: A hope of changing India**

The Digital Age has ushered in a new era of commerce and digital branding, as well as a new set of customer expectations. Digitization has provided easy access, a large variety of choices, convenient payment mechanisms, improved services, and shopping as per convenience. However, along the growth path, it also brought in challenges related to consumer protection.

Keeping this in mind and to address the new set of challenges faced by consumers in the digital age, the Indian Parliament passed the landmark Consumer Protection Act, 2019, that repeals and replaces the Consumer Protection Act, 1986. The Act came into effect by 20 July 2020. It provides for the establishment of the Central Consumer Protection Authority (CCPA) to promote, protect, and enforce the rights of consumers.

Under this act, every e-commerce entity is required to provide information relating to return, refund, exchange, the security of payment methods, etc. including country of origin which will enable the consumer to make an informed decision at the pre-purchase stage. This Act introduces the concept of product liability and brings within its scope, the product manufacturer, product service provider, and product seller, for any claim for compensation. It also enables a consumer to file complaints electronically.

With the New Act, gone are the days, where the consumer was asked to beware of unfair business practices. A consumer is now the one who assumes to be treated like a King. Hence, it is important for consumer-driven businesses to have robust policies dealing with consumer redressal in place.

### **Essay-18 : Impact of Chinese goods on Indian economy**

After the Chinese aggression in the Himalayan Galwan Valley, anti-China sentiment reached its peak in India, with people advocating the boycott of Chinese goods in the country. Chinese products always had a high demand in India be it toys, electronic gadgets, etc. But with the call for a boycott of Chinese products, one needs to assess what impact they have had on the Indian economy to understand the impact of such boycotts.

India's MSMEs have had the worst hit due to the popularity of Chinese goods in the market. Poor quality Chinese products dominate the unorganized retail sector. Because of this, the good quality Indian products suffer as they are costlier than their Chinese counterparts. This has led to a terrible loss to the MSME sector.

Other than that, the pharmaceutical industry is highly reliant on Chinese products. In some cases, the dependence on Chinese imports is 90%. The same is the case with the solar industry, where 84% of the requirements of the National Solar Mission is met through China. Along with these, our textile, firecracker, and bicycle industries too are struggling to survive due to Chinese goods.

Trade figures suggest that India is the biggest importer of Chinese consumer goods. India imports almost seven times more from China than it exports to it. That is why it is imperative for India to wean itself off Chinese products, so as to reduce its reliance on this hostile nation and give a boost to our local industries, and initiatives like Atma-Nirbhar Bharat might help India achieve this feat.

### **Essay-19 : Coronavirus: Do's and Don't**

Coronaviruses are a large family of viruses that are transmitted between animals and people i.e. they are zoonotic. Illnesses caused by them range from the common cold to Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

Recently a new strand of coronavirus was identified in Wuhan, the capital of China's Hubei province after the outbreak was reported in December 2019. This was named as Covid-19. Covid-19 has been declared as a pandemic by WHO and till now there is no vaccine or drug for this. That is why there are certain precautions we need to follow to safeguard ourselves and our loved ones.

Since this virus spreads primarily through contact with an infected person through respiratory droplets generated when a person, coughs or sneezes, or through droplets of saliva or discharge from the nose, practicing good respiratory hygiene is necessary. Hence, one should always wear a face mask.

As this virus is highly transmissible, maintaining a safe distance from the infected person is a must. This is why it is advisable to remain indoors and avoid crowded places as much as possible. Moreover, washing hands with soap or hand sanitizer every time one travels or touches anything will help avoid any infection.

There are few things which we should absolutely avoid, like spitting in the open, using public transport, and touching our face. But the most important of them is not to panic or spread panic. Coronavirus has once again proved that the old proverb is correct that prevention is better than cure.

### **Essay-20 : Education is the most powerful weapon**

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education” – Martin Luther King

Education, in its true form, is the light that drives away the darkness from our lives. It forms our character, enlightens our minds, and makes us independent. It empowers us with the ability to think by dispelling ignorance. An educated person possesses the power to change the entire world.

History is replete with examples of many great people who changed the world with the power of education. Swami Vivekananda, Raja Ram Mohun Roy, Socrates, Plato, and many others brought a significant change in society by the power of their education only. Einstein, Newton, Tesla, Edison, all revolutionized the world of science and technology with the weapon called education.

All developed countries are also highly educated societies. Take the example of Scandinavian countries, their standard of living is considered the best in the world. They reached this stage by focusing on education. Thus one can deduce that education and development go hand in hand.

Our mind is like a wild elephant, who has tremendous power and potential. But to utilize it, the elephant needs to be trained first. Education is the training which enables our mind to utilize its full potential.

Our education starts from the moment of our birth and continues until our last breath. Mahatma Gandhi, emphasizing the importance of learning, once said, “Live as if to die tomorrow, learn as if to live forever.”

### **Essay-21 : Online Culture is the need of the hour**

25 years ago, no one would have believed that in the future one would be able to get groceries, clothes, books, etc delivered to their doorstep with a single click. And the idea of working and studying from the comfort of one's home would have baffled many. But the rapid development of online technology and the improvement of internet connectivity have made these seemingly impossible tasks everyday phenomena.

Now, online culture is no longer a luxury but a necessity. In today's world, one cannot fathom daily tasks without the availability of the internet, be it work-related or just leisure. In this fast track world where time is everything, online culture acts as a boon.

One can avoid long queues of banks and simply use internet banking for transactions anytime anywhere. Businesses have expanded rapidly with the help of e-commerce websites. Quality education has reached semi-urban and rural areas due to online teaching. Even the entertainment industry has gained from the online culture with the help of web streaming services.

From politics to activism, online culture has facilitated all the aspects of our lives. We can see political parties using social media for campaigning. Similarly, movements like Me too, and black lives matter gained traction because of online publicity. During the lockdown due to the Covid-19 pandemic, it was the online activity that kept the ball rolling.

Hence, it will not be wrong to say that online culture is the need of the hour and without it, this world will come to a standstill.

### **Essay-22 : Corporatization of Media is Not in Favour of Public**

What do we understand about the corporatization of media? It means the transfer of control of media in the hands of corporates and private entities. The media, which is often termed as the fourth pillar of democracy, plays a crucial role in our lives. It is supposed to provide us with clear and unbiased reporting on the important events in the country. Therefore a free and independent press is indispensable to a country.

It is surprising that today most of the media houses are owned by corporations and journalism has been reduced to money-making ventures. Under the corporate media, journalists have only a limited space to speak and write. As corporates are inclined only towards making a profit, they compromise the integrity of the media for their gains. Journalists are hired on a contract and are always under the threat of losing their jobs if they report anything which might displease the benefactors of those corporates.

India as a democracy is the worst hit by it. Instead of being a watchdog of the public, the media has become a lapdog of a handful of powerful people, who solely decide what we should read, watch, and even think. This way people are kept in the dark.

The time has now come to declare media freedom as a fundamental right and to provide journalists with free and independent platforms to report the truth. Press Guilds should be insulated from government influence so that they can safeguard the interests of the journalists. Independent press is the voice of people, if it is stifled, people's voice gets stifled.

### **Essay-23 : Quick but steady wins the race**

“Slow and steady wins the race.” Our elders used to teach us this proverb. But it has lost its relevance in today's fast-paced life, where speed is everything, and thus it has changed to “quick but steady wins the race.”

But how can one be both quick and steady at the same time! Turns out, this is possible. It is like a seed that steadily grows, taking apt nourishment and once in its full sway, blooms in a prompt way. Similarly, humans bloom when they have been nourished with knowledge and goodness at a steady pace.

Today, with the advent of technology and digitization, the time has become of utmost importance. One cannot move at the pace of a tortoise and expect to survive in this world. For instance, in the technology sector, people need to keep themselves updated with rapid advancements else they will fail to compete with others.

We all can learn from Nokia's example. How a giant in mobile business just disappeared completely because of its failure to keep up with the pace of technological changes is for everyone to see.

But being quick alone is not enough. One must be steady too, unlike that rabbit, who became too proud of his speed and stopped to relax, thus losing the race to the steadiness of the tortoise. Due to his lack of steadiness, his talent was lost. Thus we can say that to win the race in today's world, one needs to be quick like a rabbit and steady like a tortoise.

### **Essay-24 : Terrorism and world peace**

Terrorism is, in the broadest sense, the use of intentional violence for political or religious purposes. It is used in this regard primarily to refer to violence during peacetime or in the context of the war against non-combatants (mostly civilians and neutral military personnel).

Since the turn of the millennium, few themes have shaped the global discourse as much as terrorism. As UN security-general Antonio Guterres once said, “Modern-day terrorism is an unprecedented threat to international peace, security, and development.”

The terrorist attacks are more prevalent in underdeveloped and developing countries. The Global terrorism index 2019, which ranked countries of the world according to their terrorist activity, was topped by Afghanistan, and India ranked 7th in it. Terrorism is acting as a hurdle in their development and disrupting their internal as well as international peace. Terrorism today is the single biggest challenge to global peace and countries all over the globe are now realizing it. That is why they all unequivocally supported India's resolve to combat terrorism.

Due to the terrorist attacks, a country's internal security is compromised. Precious human lives are lost and the property is damaged, and people of that region live in constant fear. The economy goes for a nosedive and investment suffers. International relationships between countries become strained.

A terrorist attack in one country creates ripples all over the globe. And since terrorism now has reached a global scale, a concerted effort from all countries worldwide is required to tackle it. Then only we can attain global peace.

### **Essay-25 : Be the change you want to see in others**

“Be the change you want to see in others” said Mahatma Gandhi. Today, his insight is being put to test like never before. Our fast and changing lifestyles have made most of us so busy that we keep on cursing the others for the problems prevalent today, instead of ourselves taking responsibility for them. True adoption of these wise words from the learned Mahatma is missing from our society.

What do these lines truly imply? These lines imply that we should first change ourselves before trying to change others and lead them by our example because individuals form societies, societies form nations and nations form the world. And if individuals start improving themselves instead of focusing on others, this world will consequently become a better place.

Mahatma Gandhi always believed in leading by example. That is why to inspire others to adopt a simple living, he gave us his flourishing practice as a lawyer and dedicated himself to the national as well as the social cause.

Today, the world is marred by a plethora of problems. All these arise because we refuse to change ourselves. For instance, we talk about climate change but will do nothing on our individual level to save our environment. Likewise, we complain about the lack of cleanliness around us but will rarely use a dustbin to dump the waste.

Changing ourselves might be a small step today but it will become a giant leap in the future because our progeny will follow our footsteps, thus making this world a better place.

### **Essay-26 : IPL: Boon or Bane for Indian Cricket**

Indian Premier League is the most attended domestic cricket league in the world and the first-ever sporting event to be broadcast live in the history of YouTube in the year 2010. Founded by the Board for Control of Cricket in India, it has done wonders since its inception in the year 2008. This event has not only revolutionized cricket in India but has also changed the way the world looks at this sport.

IPL has provided a platform for regional players to showcase their skills. Many of them come from a small town with humble beginnings and would never have had the opportunity to shine had it not been for IPL. Here they get international exposure by playing with international players and training under international coaches. This has improved the level of cricket playing in India by leaps and bounds. Young talents like Hardik Pandya, Jasprit Bumrah, etc made it to the national team only through IPL. Even those who are unable to make it to the national team can easily make their living, courtesy of IPL.

However, there is also a dark side to this glitter. There have been cases of gambling, match-fixing, corruption, etc. It will not be wrong to say that such activities also got a boost due to IPL. Moreover, amid all this glamour, players are forgetting the true spirit of sport.

In conclusion, one can say that IPL has both good and bad but in a country where cricket is a religion, it has been more of a boon than a bane.

### **Essay-27 : Role of Bureaucracy during the national disaster**

Bureaucracy refers to the body of the administrative policy-making group. It is one of the pillars on which the state stands and acts as a bridge between the government and people. An effective bureaucracy is necessary for a nation to progress. It is responsible for administration and thus, during the time of a national disaster, its role becomes even more vital.

During a disaster, the government may form several departments or announce relief measures and schemes, but it is the bureaucracy that ensures their functioning. They, in that sense, act as the lifeline during a disaster. It is the bureaucracy that keeps an eye on the ground situation, ensures that people are shifted to a safe place, and have access to necessary resources like food, water, and medical facilities.

The recent Covid-19 pandemic has once again highlighted the role of bureaucracy during a disaster. It is only because of the strenuous and dedicated efforts of its bureaucracy that India has been able to fare so well during this pandemic. The efficient bureaucrats were the ones who ensured that people were well informed about all the regulations during the lockdown and complied with them, and at the same time ascertained that they did not feel its pinch.

The role of bureaucracy continues even after the disaster has passed. It ensures proper and effective rehabilitation of the affected people and gets everyday life back on track. It will not be wrong to say that without an effective bureaucracy, a nation would crumble.

### **Essay-28 : Books are our best friends**

Books are our best friends, there is a saying. They bring light into darkness and the sunshine into shadow. The joy of reading books can't be described in words. It's something that one understands only by real experience.

The people who tell, teach, or advise us are not always there with us. But the books are always with us. We can refer to them and clarify our doubts or remind ourselves of some point we have forgotten or learn a point which we have not looked into so far.

Books are like gold mines. They correct us when we go astray, amuse us when we are bored and give us a pleasant company when we feel lonely. They provide us with another angle to enjoy beauty. They take us to the places we have never seen, the depths we have never felt. They act as guides, mentors, and companions.

Books written by great persons generate noble thoughts in us. They give us analytical skills and help in the conceptualization of concepts and practical problems, but it is important to be practical in applying the knowledge gained from the books and not just remain readers.

In the modern world, books are also changing their appearance from printed ones to ebooks. But it does not matter in which format we read them, they will always remain our best friends. Some people might not agree but books have accelerated the progress of our civilization and will continue to play this role till eternity.

### **Essay-29 : Has “Mid Day Meal Scheme” been successful to meet its objectives?**

“The best way to contribute towards society is to fill the belly of hungry children so that they can study and become the leaders of tomorrow.” - Jawaharlal Nehru

With 38% of children between 0-5 years stunted in the country, India definitely needed a scheme to address the problem of malnutrition in children. Thus, the initiative mid-day meal was started with the order of The scheme came into force with the supreme court order, dated 28 November 2001, acknowledging the right to food as the fundamental right for children studying in primary and upper primary schools.

The aim of this scheme is to provide nutritional food to the children studying in Government schools at primary and upper primary levels in order to ensure their healthy growth from a young age, irrespective of the economical background.

Overall this scheme has been very successful, covering around 10 lakh schools and benefiting children all over India. It has reduced the school drop-out rate and also brought down the cases of malnutrition.

But time and again concerns have been raised over the quality of food being served to children. In many cases, adulterated or poor quality food was found being served to children, which even proved fatal in some instances. Moreover, the geographical stretch of India makes it difficult to effectively implement it everywhere.

All in all, we can say it is a successful scheme but its effective implementation is required in order to get the desired results, as the children are the future of the country.

### **Essay-30 : Deforestation- Causes, Effects and Solutions**

Man has defeated all odds and conquered the world in his journey to development. In his blind obsession for development and technological advancement, he has severely damaged the environment and caused environmental problems like global warming, pollution, etc. The epicenter of this web of problems is deforestation.

Deforestation is defined as the clearing of forests by humans to make the land available for other uses. Deforestation can involve the conversion of forest land to farms, ranches, or urban use.

The primary cause of deforestation is agriculture. Trees are cut down for use as building material or sold as fuel, while cleared land is used as pasture for livestock and farming. Other causes of deforestation include population growth and urbanization. Both of these increased pressure on land and resources and thus led to indiscriminate chopping down of trees.

Deforestation has resulted in habitat damage, biodiversity loss, and aridity. Deforested regions typically incur significant other environmental effects such as adverse soil erosion and degradation into a wasteland. Deforestation also disrupts the carbon cycle and contributes to global warming. Trees are the “kitchen of the lifeforms” and biological air purifiers, and by deforestation, man is inviting his own doom.

The best way to tackle deforestation is reforestation. Other ways include passing stringent laws to protect our forests and creating awareness among the general public. Also, countries must pledge to develop only in a sustainable manner, where development and ecological conservation go hand in hand. As Mahatma Gandhi said, there is enough for everyone’s need but not for everyone’s greed.





### **Essay-33 : Small scale industries are the backbone of the Indian economy**

In accordance with the provision of Micro, Small & Medium Enterprises Development (MSMED) Act, 2006 the Small Enterprises are classified in two Classes: Manufacturing enterprises, in which investment is between twenty-five lakh to five crore rupees; Service Enterprises in which investment is between ten lakh to two crore rupees.

Small scale industries are labor-intensive yet require little capital. They provide opportunities for entrepreneurs with limited capital and offer several job opportunities for skilled labor. That is why they are considered the lifeline of the Indian economy.

Small scale industries distribute resources and wealth more equitably. This results in both economic and social welfare. Moreover, the consumer goods produced by Small Scale Industries are cheaper and satisfy the requirements of the poorer sections. Further, products produced by them are used in the manufacture of products by large scale industries.

They also contribute nearly 40 percent to the industrial exports of the country and thus earn valuable foreign exchange as their imports are very little and so there is less foreign exchange outgo. Therefore Small Scale Industries are net foreign exchange-earners.

So, without a doubt, small scale industries can be considered the backbone of the Indian economy. Understanding the importance of small scale industries, the Government of India launched various initiatives like Make in India, Skill India, Startup India, and many others. The Mudra loan started by the government can be availed up to the amount of 10 lakhs. These initiatives, if prudently availed, will help our small scale industries and ultimately boost our economy.

### **Essay-34 : Technology cannot replace manpower**

The world in which we are living is full of technology. Look around us, we are surrounded by the contributions of technology, be it gadgets, devices, transport facilities, medical facilities, banking, etc. All of these are a result of technological advancements. But did these changes and inventions happen on their own? The answer is no. It is the human mind that is behind them.

Technology can drive machines and electronic gadgets but their proper execution is in the hands of human beings. Technology can reduce effort, time, and fuel, reduce the manpower requirement in every field but the complete replacement of manpower is not possible. The biggest limitation of the technology is that it cannot evolve and upgrade itself. It requires the intervention of a human being for the same.

The scientists and researchers are constantly engaged in the field of research and development to bring forth and uncover the unexplored areas. The successful use and execution of the technology require skilled, capable, and sufficient manpower which is efficient at its work. If manpower is not developed properly, it can also throttle research and development.

Therefore, technology surely helps us make things easy but it can never be used as a substitution of manpower. The skills which are possessed by a human brain increase the productivity of machines. Technology is completely dependent upon human interventions. Thus, technology and manpower should go hand in hand for the development of mankind. The technology exists to serve mankind, not to rule it.

### **Essay-35 : Rights and duties go hand in hand**

Rights and duties are two sides of the same coin. Wherever we have rights, we have an equal amount of duties, whether it is our house, our society, our country, or any field in life. Neither can exist without the other. The more the rights, the more the duties

When India's constitution came into force on 26th January 1950, seven fundamental rights were provided to its citizens, inspired by the constitution of The United States. But there were no fundamental duties mentioned in it. Then in 1976, through the 42nd amendment of the constitution (also known as the mini-constitution) ten fundamental duties, inspired by the constitution of the USSR, were added under article 51A.

Today, in the name of rights, we are getting to see their gross misuse in forms of violence, strikes, etc. Everyone wants more rights, but no one is willing to understand one's obligation towards one's nation and society. If those demanding more rights begin to understand their duties and start using their rights judiciously, our society will become much better and our country will progress by leaps and bounds.

Children should be taught about the importance of duties when they are informed about their rights so that they grow up to become responsible citizens. Citizens of all developed nations maintain a balance between rights and duties. From there we can deduce that only a balance between the two can help us become a developed nation because the absence of rights leads to tyranny while the absence of duties leads to chaos.

### **Essay-36 : Should voting be mandatory for all citizens?**

India, on account of having the largest number of registered voters, is the world's largest democracy. It provided all the citizens with the right to vote under the Representation of People's Act, 1951 right from the time of independence, without discrimination of any kind. Unfortunately, there are many who do not exercise this right, which gives rise to the question of whether voting should be made mandatory or not.

Those in favour cite lower voter turnout as their chief argument. This, as per them, leads to the election of criminals and other unworthy candidates as our legislators. Making voting mandatory will make people choose the right candidate based on their belief, as then people will stop treating the voting day as a holiday and will instead vote like responsible citizens.

Although potent that argument sounds, it has some fundamental flaws in it. Voting is a right. Making a right a compulsion goes against the very spirit of rights. Moreover, there are several practical difficulties in implementing it. The sick, the elderly, and the disabled might find it difficult to go out and vote. Similarly, daily wagers cannot afford to miss a day's wage and exercise this right. If voting becomes compulsory, such people are likely to face harassment by authorities and representatives of the candidates fighting the elections.

Thus, whether or not one should exercise the right to vote should be decided by that individual only. Rights are rights only if they are exercised by free will, if they are exercised by compulsion, they become the enablers of tyranny.

### **Essay-37 : Merits and Demerits of cashless economy**

A clean and growth-oriented economy sets the future fate of any country whereas a hazy and debt-ridden economy can cause a disaster. A clean economy means an economy that is transparent and free from black money transactions and a cashless economy is one of the pillars on which a clean economy can be built.

There are many successful countries that have transformed their cash-driven economy into a cashless economy. For instance, Singapore made 61 % of its total transactions through cashless mode.

There are several merits of a cashless economy. Firstly, it promotes electronic payment methods that improve transparency and accountability. Secondly, it leads to an increase in tax collection. Thirdly, it mitigates corruption and the flow of black money as all the deals can be traced. Fourthly, it is more convenient as people need not carry cash all the time. And lastly, a cashless economy is environment friendly too, as it saves a huge amount of paper used for the printing of currency. Moreover, less cash means less counterfeiting of money.

But like everything, it has its fair share of demerits too. A cashless economy is convenient for educated and tech-savvy people, but it still remains a hassle for common people and makes them prone to cyber fraud. Moreover, there is a question of feasibility too. Lack of internet connectivity makes it impossible to make cashless transactions.

All in all, the advantages of a cashless economy eclipse its disadvantages. Hence, awareness must be created among the public to promote a cashless economy, as it can truly transform our society.

### **Essay-38 : Do you think Goods and service Tax (GST) is able to meet its objectives**

The goods and services tax is a destination-based tax on the consumption of goods and services. It is levied at all stages right the manufacture to the final consumption with credit of taxes paid at previous stages available as setoff. GST subsumed several then existing central and state taxes like central excise duty, VAT, etc.

GST was introduced by the 101st constitutional amendment on 1st July 2017. Around 160 countries have GST in one form or the other. France was the first country to implement it. India, owing to its federal structure, has dual GST: Central GST and state GST, just like in Canada.

GST has led to tax buoyancy and increased tax compliance by bringing several businesses under the tax net. The GST revenue collection for the fiscal year 2019-20 was ₹1222131 crore. It has also eliminated tax evasion. Moreover, it brought down the turnaround time for the transportation of goods by dismantling the barriers and check posts on state borders, thus increasing the efficiency. This led to the emergence of a truly national market.

Although GST was the single biggest tax reform post-independence, there is still a long road ahead for it to call it successful. The structure of GST in India is still too complex and it is time the government simplified it. One big move can be the reduction of tax slabs from five. Undoubtedly, there were some pains when it was launched but the long term gains from this reform far exceed these minor hiccups.

### **Essay-39 : Urbanization: causes and impacts**

Urbanization is the process through which cities grow, and higher and higher percentages of the population come to live in the city. There are several causes that can be attributed to this phenomenon. The increase in population is the first reason which significantly contributes to it. The greater the number of people, the greater will be the need for the expansion of cities.

The second dominant factor responsible for the phenomenon is the migration of population from the rural to the urban. Employment opportunities in cities are one of the major attractions. Many industries are located in cities and offer opportunities for high urban wages. There are also better educational and healthcare facilities, and several other factors that provide people with the hope of gaining a better standard of living. All of these factors allure people to move towards urban areas.

Urbanization has both positive and negative consequences. It signifies the economic prosperity of a nation and stimulates innovation and development in business, science, technology, and industry. However, these many benefits of urban life do not apply to all. Rapid population increases and unplanned growth create an urban sprawl with negative economic, social, and environmental consequences. As a result, in some cases, urban residents have to strain even for the most basic amenities such as housing, water supply, sewerage, and solid waste disposal, etc.

In conclusion, one can say that although urbanization is desirable for the advancement of a society and country, its implementation in an unplanned manner can have equally undesirable consequences.

### **Essay-40 : Disaster Management**

A disaster is a serious disruption that causes widespread human, material, and environmental loss. It can be natural, like an earthquake, or man-made, like an explosion. Disaster management refers to the steps taken before, during, and after a disaster to lessen the damage caused to lives and property during it.

Developing countries suffer the greatest costs when a disaster hits – more than 95% of all deaths caused by hazards occur there, and losses are 20 times greater than those of developed nations. This makes disaster management even more vital for them.

Although preventing disasters is not possible, we can lessen their impact by inculcating effective disaster management schemes in the country's policy framework. Such policies can significantly reduce the loss of life and property during a disaster by creating awareness among people and providing them with proper training. Moreover, they will lead to proper fund allocation to the agencies dedicated to disaster management, with the help of which they can upgrade their technology and predict disasters more precisely, thus lessening their impact.

To mitigate the impact of a disaster, India formed the National Disaster Management Authority, which is mandated to lay down policies for disaster management in 2005. Due to its effective policy framework, India has significantly reduced the impact of disasters in the past two decades. It can reduce it even further by creating a robust policy framework that will lead to better coordination between different agencies during disasters and increase public participation. When it comes to disaster management, preparedness is the key.

### **Essay-41 : Social protection is the responsibility of the government**

“Green landscapes, proper infrastructure, 100% employment, and well-educated people.” Is this the complete picturization of a developed nation? Surely not, because in an ideal nation citizens must live in peace and harmony, enjoying equal rights. The government has a major role to play in this regard as social security is a necessity, not a luxury.

But the current scenario of Indian society presents a different reality. Increasing cases of rapes, murders, riots, and people protesting for their rights raises a big question on the government’s functionality. Ever wondered why we lag behind other nations in terms of Human Development Index, Happiness Index, etc. That is because of the lack of social security in our country.

This problem of social security is not new. In the past too, great leaders like Mahatma Gandhi, Raja Rammohun Roy, etc fought for the rights of the underprivileged. But this problem still persists despite the best efforts of these great men. Understanding the gravity of the problem, the government took several measures to counter it. Some of these include reservation for depressed classes, the Disabilities act, Sukanya Samridhhi Yojana, provision of minimum support price for farmers, labor laws, etc.

Although the major responsibility to ensure social security lies largely on the government’s shoulders, the roots of this issue are social. Hence, equal efforts on the part of citizens, in the form of support to the government, and providing proper social values to their children are also required to ensure that we live in a peaceful and harmonious society.

### **Essay-42 : Positive and negative effects of Globalization**

Globalization is the word used to describe the growing interdependence of the world's economies, cultures, and populations brought about by cross-border trade in goods and services, technology, and flows of investment, people, and information. Globalization in India began way back in the 1990s when we adopted the LPG (liberalization, privatization, and globalization) reforms, which saved our country from sovereign default and boosted our economy.

Globalization has both positive and negative effects. Positive effects include economic growth, modernization, greater choices of goods to consumers, increased international trade, technological advancement, job creation, improved health care, overall development of the country, increased cooperation between countries due to interdependence for goods and services, and also exposure to each other’s cultures.

But all is not rosy. If there are positive effects, then there are negative effects too. One big negative of globalization is the threat to the local market, which struggles to survive amid international competition. This creates job losses and unemployment. If the imports of a country are larger than its exports, then it also leads to the wealth drain. Also, it makes a country dependent on others and threatens its sovereignty. Moreover, exposure to foreign cultures endangers indigenous cultures and customs as people try to imitate those cultures and forget their own.

All in all, globalization is a necessity in today’s world if a country wants to progress, but it has its own risks and perils. So, it will not be wrong to define it as a necessary evil.

### **Essay-43 : Should juveniles be treated as adults for heinous crimes**

Who is a juvenile? Legally speaking, a juvenile can be defined as a child who has not attained a certain age at which he can be held liable for his criminal acts like an adult person under the law of the country.

The juvenile justice system is relatively new. Prior to the 1800s, youths were handled in the same way as adults. But as the penal system became more progressive, it started making a distinction between adults and juveniles.

Should juveniles be treated as adults for heinous crimes? The argument that even teenagers understand the gravity of crimes like murders and rapes, and thus should be tried as adults is potent but has certain flaws.

Firstly, there is no yardstick to determine whether the juvenile is mature enough to realize the gravity of those crimes. Secondly, the fact that we are ready to punish them as adults for their crimes but not reward them as adults for their achievements is against natural justice.

There are several other ways of ensuring that juveniles do not commit such heinous crimes like instilling them with a sense of moral and social values at the very beginning, changing the community that encourages such behaviour, regular counseling by parents to detect early signs of maladjustments, etc.

In conclusion, I would say that if we wish to treat juveniles as adults, we must also be willing to provide them the rights of adults. Otherwise, it will be a regressive step and a gross injustice to all juveniles.

### **Essay-44 : Has cinema potential to survive in multi-platforms competition**

While the cinema hall still remains the rock star wooing a major share of the eyeballs there is a growing number of viewers who are choosing other options ranging from television to mobiles to see films. In a country as populous as India, there is a viable market for all players, for now. But a few years down the line, cinema halls could possibly face some serious challenges.

The first permanent movie theatre was The Nickelodeon – launched in Pittsburgh, USA, in 1905, which was quite successful. Then home movies became popular in the 1950s through VHS, DVD, etc and caused consternation for movie theatres.

Finally, now we have an era of streaming services. These platforms offer subscriptions that are cheaper than a movie ticket or a DVD. Now one can watch movies at one's will without the requirement of any additional device (unlike in the case of DVDs etc), in the luxury of one's home and at a very affordable price. Platforms like Amazon Prime and Netflix have even started producing their own content, which can exclusively be watched on those platforms only.

These platforms have posed a threat to cinemas like never before. In this fast-paced world, people do not have the time to drive to the cinema hall and then stand in line for movie tickets when they can watch movies just with a click. Still, there are certain thrills that one can enjoy in the cinema only and those thrills have kept it alive. But it must improvise with time to survive this cut-throat competition.

### **Essay-45 : Rome was not built in a day**

Rome was not built in a day is an idiom which is valid even in today's era. The true meaning is that nothing great comes without hard work and time. To turn one's dreams into reality, one must patiently and incessantly work hard. Many people struggle in life but only a few achieve success. So, one should only concentrate on perseverance and success will follow the path.

When we dream big we should be prepared for all the obstacles that might come into the path of making it a reality. It is not wise to give up halfway. We all know the story of the Rabbit and the Tortoise in which the Rabbit, too proud of its speed, decides to rest halfway whereas Tortoise continues to persevere till the end and wins the race. Similarly, If we plant a tree and want to enjoy its fruits, we need to regularly water it and nurture it with love and care for a long time. Only then the tree will grow and start giving us fruits.

So, if we wish to achieve something great in life then hard work, patience, and dedication towards the goal are extremely important. All successful people have these attributes and these very attributes distinguish them from the rest. If we are focused on achieving our goal then nothing is impossible in life. The best example of this is Rome, one of the most marvelous cities in the world, which took its own share of perseverance and time to prosper.

### **Essay-46 : Banking system is the backbone of economic growth**

A banking system is a group or network of institutions that provide financial services for us. These institutions are responsible for operating a payment system, providing loans, taking deposits, and helping with investments.

The health of any economy is directly related to the financial status of its banking system. The Indian Banking System is regulated by the Reserve Bank of India, which was set up in 1935 under the Reserve Bank of India Act, 1934, and nationalized in 1949.

The Banking System is called the backbone of any economy for a variety of reasons. Firstly, it plays a vital role in economic development by mobilizing resources and allocating them better. It also keeps the cash flowing in the economy. Secondly, it provides financial resources to an individual, corporation, government, or a sector in need. That helps in developing large infrastructure in the country and providing better facilities to the people. Thirdly, it employs a large number of people, thus contributing to employment generation. Fourthly, it helps in tackling the problem of black money. Black money, as we all know, is a bane for any economy. Moreover, it helps in reducing corruption by helping the government to directly transfer financial benefits to the people.

But the banking system has its own challenges such as the NPA, which must be tackled to improve its health. Despite this, it remains a boon to the economy. There was a time when money lenders used to exploit people. Those days of suffering are now over, all thanks to the Banking System.

### **Essay-47 : Infrastructure development is the backbone of Indian Economy**

The economy of any country immensely depends on the infrastructure of that country. Infrastructure includes facilities like good roads, energy, transportation, communication, banking, internet connectivity, finance, and insurance. It also includes other social overheads like education, health, and hygiene. It is impossible to imagine any economic development in India without these facilities. Infrastructure development is an ever-evolving process that cannot be imported from anywhere else but needs to be developed to support the economy of India.

Indian economy is dominated by agricultural, manufacturing, and services sectors. For agriculture, we need good irrigation facilities and stable power availability to make sure that we receive a good harvest. After the harvest, good roads are required to distribute it to the rest of the country, and godowns are needed for its storage.

Similarly, in the manufacturing sector proper space, buildings and machines are required for the process to even start. New technologies are needed for the efficient production of goods. In the services sector, we need transportation and residential facilities so that human resources can live and travel easily to companies.

The educational infrastructure which includes schools and colleges produces skilled human resources that contribute towards the growth of the economy by creating new startups and providing employment to other people.

Even in building infrastructure, there is a large source of employment for the citizens of the country. The power plants, railways, dams, airports, universities, telecoms, and urban infrastructure are the facilities on whose shoulders the Indian economy is standing and growing, and without which the economy will collapse.

### **Essay-48 : Right to Education**

Education enables an individual to put one's potential to optimal use. Education, in its true form, is the light that drives away the darkness from one's life. It forms one's character, enlightens one's mind, and makes one independent. It empowers one with the ability to think by dispelling ignorance. That is why education is an indispensable right.

Over the years, the demand for children's education has grown by leaps and bounds. Everybody, be it poor or the well off, acknowledges the value of education in the overall development of children. With this in mind, the government of India passed the 86th Amendment Act 2002, making elementary education a Fundamental Right. It was followed by the Right of Children to Free and Compulsory Education (RTE) Act 2009, which enforced free and compulsory education to children as a fundamental right under Article 21-A.

The RTE Act aims to provide primary education to all children aged 6 to 14 years. The act mandates a 25% reservation for disadvantaged sections of the society. It also makes provisions for a non-admitted child to be admitted to an age-appropriate class and states that sharing of financial and other responsibilities should be between the Central and State Governments.

It has been more than a decade since this act was passed. It has achieved several milestones when it comes to providing education to the needy by making it more inclusive and accessible to everyone. That day is not far when we will finally achieve a high literacy rate and become an advanced society.



### **Essay-49 : When justice fails, instant justice steps in**

That Nature abhors a vacuum is as much a law of physics as it is of criminal justice. Something will rush in to fill the space. Justice is the backbone of a society. That is why, whenever the judicial system fails to provide justice, instant justice steps in.

Ensuring timely justice is the duty of our judiciary. It is often said that justice delayed is justice denied. Delayed justice, if becomes the norm, culminates in public anger and calls for instant justice.

We have examples of the Nirbhaya case, Kasab, etc, where the judicial process took so long to deliver justice that people lost faith in our judiciary. Such instances may seem to justify the demand for instant justice, but is it truly a just demand?

Our judicial system considers a person innocent until proven guilty. Giving a fair chance to the accused to prove innocence is one of the rudimentary pillars on which justice stands. Instant justice deprives the accused of this chance and strikes at the very core of the spirit of justice. There are cases where the accused of even the most heinous crimes turned out to be innocent, as was seen in the case of a school boy's murder in Ryan International School. Instant justice would have done gross injustice in such cases by punishing the innocent.

That is why, no matter how just the demand for instant justice seems, it will ultimately lead to more injustice. What we need is not instant justice, but speedy justice following the due process of the law.

### **Essay-50 : Are we becoming too dependent on mobiles phones**

Is this question one needs to ask? We can see all around ourselves and realize the truth. We have become not only dependent on mobile phones but also addicted to them. There is no denying the fact that mobile phones are useful gadgets. They have become so central to daily life that most people find it really hard to do without them.

Never in human history, has a device influenced and transformed the means of communication as mobile phones have. They have facilitated rapid communications and have made it possible to communicate with everyone from anywhere, be it vocal communication or text. This has brought people closer to each other than ever before.

Apart from calls and text messages, mobile phones also facilitate data sharing. They can be used to transmit information and also to store data. In addition to this, one can listen to music, watch movies, etc for entertainment to relax oneself. Moreover, just by a swipe, one can do everything from banking to online shopping right there on the small gadget.

Today, mobile phones are no longer a luxury but a necessity. But their overuse has its own health hazards. Radiation emitted from network towers as well as mobile phones can cause serious health issues. Moreover, the overuse of mobile phones severely harms eyesight and also leads to insomnia and other sleep-related and psychological disorders. Yes, mobile phones have revolutionized our lives, but over-dependence on them comes at its own cost. We must realize that too much of something is always unhealthy.

### **Essay-51 : Secularism in India**

“WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC.”

These lines from the preamble, also known as the heart and soul of our constitution, prove that secularism is and always has been an integral part of the Indian society. In practice, unlike Western notions of secularism, India's secularism does not separate religion and state. The Indian Constitution has allowed extensive interference of the state in religious affairs. But India does partially separate religion and state. For example, it does not have an official state religion and state-owned educational institutions cannot impart religious instructions.

Secularism, in the Indian context, does not mean the absence of religion. It means treating all religions equally. This very notion of secularism has kept the rich and diverse cultural and religious heritage of India preserved for all these decades.

India is a diverse country, where different cultures and religions have thrived under a single umbrella. If there is no secularism in our society, this rich and diverse heritage, which has always been a hallmark of India, will be smothered. Every religion, every culture, every tradition finds an equal place in our great country only because of our secularism. Without this, one dominant community will supersede the others.

Today, we can proudly boast of this heritage internationally. Inspired by our secularism, even other countries are also following this path. It was the vision of our founding fathers to keep India a secular state and that vision has kept us united.

### **Essay-52 : Justice delayed is justice denied**

"Justice delayed is justice denied" is a legal maxim. It means that if legal redress or equitable relief to an injured party is available, but is not forthcoming in a timely fashion, it is effectively the same as having no remedy at all.

Justice is one of civilization's foundational goals. It is therefore imperative for the judiciary to perform its duty properly for any society to continue its pursuit of peace, harmony, and progress. This principle is the basis for the right to a speedy trial and similar rights which are meant to expedite the legal system, in order to provide timely and effective justice to the injured party.

Without the judicial system, there will be total anarchy. Therefore, it is rightly called the shield of the innocent and the guardian of civil rights. Lack of timely justice leads to further suffering of the injured party, whereas the guilty keep on enjoying freedom. Therefore, a delay in justice is considered tantamount to injustice because of the pain and suffering it causes to the injured.

Sometimes, because of the lengthy trial, the accused passes away during the trial and thus it becomes impossible to provide justice in that case. Moreover, over time, even the injured party finds it unsustainable to fight the legal battle due to financial and other constraints. Hence, a delay in justice is considered injustice. And as Martin Luther King said, "Injustice anywhere is a threat to justice everywhere." Hence, timely justice is imperative for this world to remain just.

### **Essay-53 : Is GDP a correct way to measure the development of a nation**

Gross Domestic Product (GDP) is the monetary value of all finished goods and services made within a country during a specific period. GDP provides an economic snapshot of a country, used to estimate the size of an economy and growth rate. Economic growth, measured popularly via GDP, is a complementary indicator to development, but not an adequate indicator when considered on its own.

One of the limitations of GDP is that it only addresses average income, failing to reflect how most people actually live or who benefit from economic growth. Although the level of GDP per capita reflects the standard of living of that country, it does not reflect the inequality prevalent there as GDP per capita is only an average.

GDP includes what is spent on environmental protection, healthcare, and education, but it does not include actual levels of environmental cleanliness, health, and learning. Because many factors that contribute to people's happiness are not bought and sold, GDP is a limited tool for measuring the standard of living. For instance, GDP includes spending on medical care, but it does not address whether life expectancy or infant mortality has risen or fallen.

Still, even though GDP does not measure the development with precision, it does indicate when a country is materially better or worse off in terms of jobs and incomes. In most countries, a significantly higher GDP per capita occurs hand in hand with other improvements in everyday life. No single number can measure development, but GDP remains a useful tool in estimating it.

### **Essay-54 : Floods and Cyclones in India: Causes, effects, and measures**

“What goes around comes around”, goes the quote. We have been exploiting our nature for several centuries. Now, we can see the aftereffects of that exploitation. The rate of natural disasters has been increasing all over the world, whether they are earthquakes, landslides, etc. Two such natural disasters that we commonly encounter are floods and cyclones.

A flood is an overflow of water on normally dry ground. Our Indo-Gangetic plain is prone to frequent inundation. Other than that, we recently saw severe flooding in Kerala, Tamil Nadu, and Northeast. Floods are mainly caused due to an overflowing river, a dam break, snowmelt, or heavy rainfall. Frequent flooding has caused a great loss of life and property in India.

A cyclone is any large system of winds that circulates about a center of low atmospheric pressure. Owing to its long coastline, India has been often exposed to severe cyclones, especially the states of Odisha, Andhra Pradesh and Bengal, and most recently, Maharashtra. For instance: Amphan, a category five cyclone, had recently hit Bengal.

We might attribute several reasons for the frequent occurrence of these disasters, but the chief cause which has drastically increased their frequency is climate change. There are several measures we can take to mitigate the loss due to these disasters, like technological advancement for timely warning of such disasters, rapid action from government agencies like NDRF during the time of the disaster, etc. But the core solution lies in preserving our nature because no matter how prepared we are, we cannot survive the fury of nature.

### **Essay-55 : It is very easy to defeat someone but it is very hard to win someone -**

**Dr. APJ Abdul Kalam**

“In order to attain a goal, no matter how big or small, the means must be as pure as the end.” These words explain the fact that defeating someone requires nothing but power and brute force but winning someone demands a great amount of dedication, pure heart, love, affection, and courage.

History is replete with examples of both kinds of people, the ones who used brute force and oppression to crush one's opponents, and the ones who held no bitterness in their hearts towards their adversaries and won over them by love and harmony.

The most contrasting comparison of the two can be found in the personalities of Hitler and Mahatma Gandhi. While Hitler committed genocide of innocent people to oppress them, Mahatma Gandhi took to non-violent means to oppose even the oppressors. Today, it is Mahatma Gandhi who is held in great regard, not Hitler.

Today's children are the future's youth. These children learn what they see, inculcate what their elders do, and hence try to emulate their actions. It is imperative that they grow up with the thought not to defeat people but to win them.

Interestingly, it is not as difficult as said to win against someone. This can be done by keeping a smile on one's face, talking politely with others, listening to others patiently, and understanding their points without being hostile to them for having a different opinion. We must remember that at the end of the day, we all are humans, and it's humanity that should prevail over everything else.

### **Essay-56 : The positive and negative effects of technology**

The great advancements in technology have changed the world radically. From the way we eat to our definitions of luxury, everything has changed over the past decades. Computers, smartphones, airplanes, televisions, air conditioners, etc have made our lives easier. But this marvelous scientific stream – technology – has its own positives and negatives.

On the positive side, technology has made transportation much easier by the invention of cars, etc. On the communication front, telephones have brought the world closer than ever before. The invention of computers and tablets has made business very easy. Technology also facilitated data storage, all thanks to the invention of hard disks, USBs, and most recently, the cloud. The Internet, a marvel of technology, has single-handedly revolutionized the entire world. We can now assess remote areas through satellites and explore the space all thanks to technology.

Although technology has its merits, it is damaging to several areas of life. Addiction to gadgets is giving rise to new psychic problems like insomnia, depression, and several other disorders. Its overuse can also lead to social isolation as people then avoid real-time interactions and prefer virtual communication. Moreover, there are now concerns about privacy as all the data is available online, which hackers can misuse. Technology causes a higher consumption of energy when we don't turn our devices off and thus increase in greenhouse gas emissions.

So, in the end, one can say that technology is a double-edged sword. It is in our hands whether or not to use it judiciously.

### **Essay-57 : India's National Security- Challenges and solutions**

India faces a very challenging strategic environment, with its immediate opponents possessing significant capabilities and militaries that are modernizing rapidly. The gradual shift in the balance of power from the West to the East has introduced security competition among the major states in Asia. As India's economic and military profile grows, it faces a range of internal and external security challenges.

Cross border terrorism, fuelled by Pakistan, is one of the primary challenges that India faces. Memories of the Pathankot and the Pulwama attacks are still fresh in our minds. Moreover, India has disputed boundaries with both Pakistan and China, which have remained contentious for decades and are likely to cause more challenges in the future with the growing assertiveness of these neighbors.

On top of that, India faces a big internal security challenge in the form of Naxalism. Several parts of states like Chhattisgarh, Jharkhand, Orissa, etc have been victims of Naxal violence, where time and again local mainstream leaders and the paramilitary forces have faced deadly attacks.

The recent rise of communalism is turning out to be another great challenge. Communal harmony is necessary for a diverse ethnic and religious nation like India, lack of which can even result in a civil war, as happened in Sri Lanka.

To address these issues, India must modernize its forces and develop a comprehensive long term defense strategy. Moreover, bringing the Naxalites and separatists into the mainstream will also help in tackling these challenges. Lastly, it must forge strategic partnerships with other nations to counter the threat from its neighbors.

### **Essay-58 : Effect of climate change on vegetation**

“Since our leaders are behaving like children, we should take the responsibility we should have taken long ago.”  
-Great Thunberg

Listening to these words, one wonders whether to feel heartened to see a young child talking about something as serious as climate change or to feel disheartened to see the grown-ups living in denial about it.

Climate change is any significant long term change in the expected climate pattern, whether due to natural variability or as a result of human activity. Environmental conditions play a key role in defining the function and distribution of plants.

Changing climatic variables relevant to the function and distribution of plants include increasing carbon dioxide concentrations, increasing global temperatures, altered precipitation patterns, changes in the pattern of extreme weather events such as cyclones, fires, or storms, a decrease in water availability, and changes to soil condition. All these factors stunt plant growth. Along with these, there are several indirect effects too, such as a change in the migratory pattern of several birds, which severely affects the pollination of several plant species.

We have reached a stage where we can see both indirect and direct consequences of climate change. Several species of plants have become extinct because of it and many others are on the brink of extinction. Human actions are currently triggering the sixth major mass extinction our Earth has seen, changing the distribution and abundance of many plants. With such drastic consequences of climate change hanging over our heads, it is time we finally woke up from our denial.

### **Essay-59 : Ayushman Bharat Yojana**

Pradhanmantri Jan Arogya Yojana is a centrally sponsored scheme that aims at making interventions in primary, secondary, and tertiary health care systems. It was launched in 2018 under the Ayushman Bharat mission of the Ministry of Health and Family Welfare and is an umbrella of two major health initiatives, namely, Health and Wellness Centers and the National Protection scheme. Indu Bhushan is the chief executive officer of the Ayushman Bharat Yojana.

This scheme is formed by subsuming multiple schemes, including Rashtriya Swasthya Bima Yojana, Central Government Health Scheme, etc. the Wellness Centre scheme aims to set up 1.5 lakh health and wellness centers, for which the budget of ₹ 1200 crore has been allotted. These centers will provide comprehensive health care, including for non-communicable diseases and maternal and child health services, apart from free essential drugs and diagnostic services.

The National Health Protection Scheme will cover over 10 crore poor and vulnerable families, providing coverage up to ₹ 5 lakh per family per year. It is the world's largest government-funded Health Insurance Scheme.

But there are several bottlenecks of the scheme. First is the lack of proper healthcare infrastructure. Second is the submission of fake bills by hospitals. Both of them need to be tackled. This scheme has the potential to transform the healthcare sector in India. So, families should be made aware of this scheme by the doctors. This is the first time that such attention has been paid to healthcare in India and it is our duty to support the government to make it a success.

### **Essay-60 : How far society is responsible for rape incidents in India**

Women are not safe anywhere in India, be it at home, at the workplace, or in the streets. India reports around 100 rape cases every day and in almost 95% of them, the perpetrator is known to the victim. These figures themselves are telling and suggest something is rotten in our society.

Our attitude towards rapes is highly problematic. Some of us like to blame the victim for 'inciting' the crime by dressing 'inappropriately', going out at night, drinking with friends, or being too friendly with men. The more charitable ones call the perpetrator a mentally sick person and put the onus on women to avoid such men. In case the perpetrator is drunk, the alcohol becomes the culprit. But none addresses the root cause of the problem, which is the patriarchal mindset of the society.

This problem can be addressed by proper education and gender sensitization. Instead of idealizing women, we must acknowledge that they are humans too, and have rights and liberties like men. Another way of addressing the problem is by ensuring a speedy trial. But the social pressure on the victim and attitude of the authorities towards her discourage her from even reporting the crime. And the perpetrator's being someone known to her further complicates things. This emboldens the perpetrators.

It is time we started treating women as equals and stopped seeing feminism as a threat. The day we start teaching our sons to respect women instead of curtailing the freedoms of our daughters, our society will become much safer for women.

### **Essay-61 : Duties of a good citizen**

As we all know that man, no matter where he stays, in the family, in the society, in the office or in the country, he has some obligations towards them. These obligations of an individual are called duties. Just like all these, man has some obligations or duties towards his country as well. Anyone who fulfills his duties is called a good citizen.

The foremost duty of a good citizen is his loyalty to the country of his birth. It should be dearer to him than all his worldly possessions, and he should always be ready to sacrifice everything for its sake. He should have firm and deep faith in the welfare of his motherland. He must respect the constitution of his country and obey its laws.

A good citizen must also have great respect for the tradition and culture of his country. He should have great regard for its heroes and great people and ought to take pride to be born in the land blessed by their birth. He should work hard to take his country forward and also help the needy of his country. At the same time, he should ensure that his country is clean and green.

Good habits, noble thinking, promotion of peace and harmony, and respect for others' faiths and beliefs are some other attributes that he must possess. Along with fulfilling his own duties, he also makes others aware of theirs. A good citizen is a blessing to his country and we all should strive hard to become one.

### **Essay-62 : Should death penalty be banned in India?**

Capital punishment is the most severe form of punishment that is announced for the most dreadful crimes. Today, with the increasing rate of inhuman crimes in India, people are demanding the death penalty for the perpetrators. With this, society is bifurcated into two groups, one favoring and the other opposing the death penalty.

Those in strong favor of capital punishment are of the view that it is the only way to deal with such crimes. In their view, hanging the culprit of such heinous crimes till death not only acts as a deterrent to others but also provides a sigh of relief and satisfaction to the victim's family.

Those opposing the death penalty argue that it is against humanity to take life. The protectors of the law cannot be as barbarous as the perpetrator. Also, it has been seen that awarding the death sentence does not significantly decrease the crime rate. Some are also of the view that the sentence cannot be reversed later if the guilty are found innocent because taking a life is easy but it is impossible to give it back to someone.

If one thinks emotionally, the pro-death penalty argument sounds potent but when one thinks rationally, one tends to agree with the one opposing it. Almost all progressive and liberal countries have abolished capital punishment either in law or in practice, whereas the regressive or oppressive ones have continued its use. Now, it is up to us whether we want to emulate the example of those progressive nations or the regressive ones.

### **Essay-63 : Political stability and economic growth**

The fall of the stock market and the value of the Euro during Brexit gave a clear message that political stability and economic growth are directly related. Political stability is defined as the attribute of the government to resist its collapse or change.

Political stability and economic growth are two sides of the same coin. The uncertainty associated with an unstable political environment may reduce the pace of economic development. Similarly, poor economic performance may lead to government collapse and political unrest.

The yellow vest movement in France in October 2018 for economic justice clearly showed the political instability existing there in the implementation of schemes. Similarly, the economic slowdown in Spain led to political unrest and a secessionist movement in Catalonia. Similarly, in India, the political stability from 1950-1977 provided sturdy economic growth, whereas the instability in the next decade almost brought our economy to the verge of collapse.

Political stability provides a peaceful environment for growth because if a country is free from conflicts and radical changes of regimes, the people concentrate on working, saving, and investing. Moreover, political stability has been empirically found to be among the factors found to reduce corruption.

Political instability is an investor's nightmare. Change in regime often leads to a change in economic policies. This shakes the investor's confidence and leads to lesser liquidity in the market. India has been one of the fastest-growing economies due to its political stability and if we wish to continue this growth, we need to ensure a stable political environment in the country.

### **Essay-64 : Doctors are living God**

Does God exist, one often wonders. I believe it does, in the form of doctors. After all, it is a divine task to cure a malady, look after the needy and save someone from death's clutches, is it not? So, it is not an exaggeration to call doctors living God. And doctors, on their part, have always lived up to this epithet through their strenuous efforts and selfless service of mankind.

Being a doctor is a challenging task. Only the one, who possesses the spirit of selfless service and the strong resolution to endure all the hardships that come along while serving others, can truly become a doctor. And in a country like India, where resources are limited and overburdened, this profession becomes even more difficult. To add to their woes, they often face violence on part of patients or their families. But our doctors have proved their mettle even in such trying conditions. The fact that our life expectancy has increased from a mere 32 years at the time of independence to 70 years at present is a testimony of this.

The current Covid-19 pandemic has once again put doctors to test, which they have passed with flying colors. They have worked relentlessly to keep us safe during this pandemic, without even caring for their own well-being. They deserve our love, support, and respect for all the efforts they have made. With such people walking among us, one can, without a doubt, feel the presence of the divinity.



**Essay-65 : “I am not a Handsome guy, but I can give my hand to someone who needs help. Beauty is in the heart not in the face.” Abdul Kalam**

John Keates quotes, “A thing of beauty is a joy forever.” No one would disagree with it but the definition of beauty might differ from person to person because, as it is said, beauty lies in the eyes of its beholder. For some, it is the external beauty that matters while for some it is the internal one that is important.

Initially, one might find external looks to be attractive, but looks are never synonymous with good nature. External beauty does not vouch for the inner qualities of a person. Love, compassion, kindness, etc are the qualities that contribute to the inner and real beauty of a person.

To quote an example, Adolf Hitler was considered to be charismatic for his looks by many, but for the deeds that he did, there is nothing wrong in saying that he was the devil incarnate. On the other hand, we had Mahatma Gandhi who did not possess such charming looks but his deeds were those of a saint. So, whom should we consider more beautiful, Adolf Hitler or Mahatma Gandhi?

External beauty, although very alluring, is evanescent whereas the internal one is permanent. A person with a good heart is always considered to be beautiful, irrespective of one's looks. No doubt, everyone wants to look beautiful but with time when one grows wise, one realizes that the true beauty lies in one's heart and deeds, not in one's looks. So, if we want to be beautiful forever, we must possess a beautiful heart.

**Essay-66 : Water pollution**

“Thousands have lived without love, but not one without water.” - W. H. Auden.

Although about 71% of the earth's surface is covered with water, only 2.5% of total water is freshwater. And to further add to the woes, only a mere 0.014% of all water on earth is fresh and accessible. The importance of water for our survival is known to everyone, yet we have been ignorant of its pollution.

Water pollution is the pollution of bodies of water, such as lakes, rivers, seas, the oceans, as well as groundwater. It occurs when pollutants reach these bodies of water, without treatment. Waste from homes, factories, and other buildings get into the water bodies, and as a result, water gets contaminated.

Water pollution affects the quality of life in more ways than one. The untreated sewage contains harmful chemicals that cause death in aquatic animals. The chemicals in water disrupt the nature of soil by altering the pH and reducing fertility thus adversely affecting agricultural activities. When humans consume water that is polluted, they suffer from diseases like cholera. Water pollution also results in the scarcity of safe water for consumption by people.

Water is a very important resource for the survival of the human race. That is why it is imperative to take measures to check water pollution like the treatment of sewage water, preventing effluents from mixing into water bodies, etc. We must remember that we have not inherited this vital resource from our parents, we have borrowed it from our children.

### **Essay-67 : Future of online business and its impact on the offline market**

Hungry? Order food online on Zomato. Want a ride? Book a cab on Ola. Almost every service is now just a few taps away on our smartphones. Online businesses have made life easier for us and due to India's growing market, e-commerce websites are deluging it. But what is the future of online businesses? And, what impact will they have on the offline market?

Online business uses lesser manpower and is easy to manage. Given the availability of tools created by ever-evolving technology, having an online business allows one to market and promote one's products and to provide services rapidly with great width and scope as compared to having traditional marketing methodologies.

Online shopping provides consumers with a wide range of products and allows them to compare and review these products extensively before purchasing. This comes with a great advantage in today's world where the consumer is becoming more and more vigilant. Moreover, in today's fast-track world, where time is everything, e-commerce websites allow customers to shop from the comfort of their homes. This has adversely affected the offline retail market.

Apart from snatching away a giant portion of the market from retail stores, e-commerce websites have also influenced the mindset of the customer. Now, with the growth of the digital age, they are further going to boom. And the Covid-19 pandemic has discouraged the consumer from opting for the offline market. Undoubtedly, online shopping has severely affected the offline market, and in the near future, it will pose an even greater challenge.

### **Essay-68 : Working women have more challenges than working men**

There was a time during the Vedic period when women were treated as equals to men. They had more rights and liberties than they have today. In the Vedic period, women were an as important part of the society as men, but with time they lost their importance due to the building up of a patriarchal society.

Because of that, women were just confined to household chores. The male dominance completely crushed their freedom but due to the feminist movements all around the globe, women are getting more empowered and rightfully getting back their place as equals of men. One outcome of such movements was that women got the opportunity to work outside their houses.

Unfortunately, the woes of women did not end with just that. Even though they now have the opportunity to work, there are several challenges they have to face. They experience discrimination right from the recruitment, where precedence is given to men. Even after getting recruited, they have to face discrimination at work. To make matters worse, there are other issues like sexual harassment, safety while commuting to work, lack of family support, pay gap, and many more.

Moreover, once they get married, women have to look after their families and kids along with their work. It is considered their duty to complete all the household chores on their own. This attitude towards women needs to change if we wish to progress. How can we expect to become an advanced society if half of our population is oppressed and discriminated against?

### **Essay-69 : Humans are responsible for the extinction of certain species**

“There is enough for everyone’s need but not for everyone’s greed.” These indelible words of Mahatma Gandhi explain how human greed is harming our natural resources. Wildlife is a natural resource that plays a crucial role in maintaining the ecological balance. However, due to reckless human interference, our biodiversity has been shrinking for the last few decades.

In the process of making his life more comfortable, man has forgotten that every species has an equal right to live. Rapid industrialization and urbanization are the major causes of the loss of flora and fauna. Forest cover, which is the habitat of wildlife, is gradually declining to accommodate the ever growing population. Moreover, pollution and forest fires are equally responsible for the extinction.

Anthropogenic activities like the usage of plastic, poaching, etc have further aggravated the problem. Climate change, which is a direct consequence of human activities, is equally blameworthy.

The need of the hour is to conserve our biodiversity. The international community has taken many initiatives such as the man and biosphere program by UNESCO etc. The Indian government also adopted the Wildlife Protection Act, 1972. Wildlife sanctuaries are greatly helpful in the conservation of endangered species. Project Tiger is one such example that is worth applauding.

But there is much more to be done to conserve our nature. Strict laws must be enforced against illegal poaching. At an individual level, we should abstain from products that harm our nature. If we truly want to make a significant change, the collaboration between the government and the citizens is a must.

### **Essay-70 : Role of Youth in Indian democracy**

India is a country with immense goodness. When many of our neighboring countries have fallen prey to dictatorships or military rules, India has kept up political democracy intact for more than seven decades. One big reason for the achievement of this feat is its vigilant youth who actively partake in the democratic process.

One of the salient features of a democracy is that it always hears the voice of people, and the youth are not scared of voicing their opinion. This way, the youth act as the voice of people and make them heard. Moreover, the youth, with their energy and vigor, play an important role in the development of its country by providing the workforce needed for advancement. They also happen to be unconventional thinkers and thus act as a catalyst for change which is needed to survive in the 21st Century.

The youth of the present can provide promising leaders for the future who can take our country forward. Today, our democracy is marred with age-old lethargic practices and institutions. Making the youth a part of democratic institutions will rejuvenate those institutions and fill them with new vigor and vividity.

India has more than 50% of its population below the age of 25 and more than 65% below the age of 35. If the youth realize their full potential, they can completely transform Indian democracy and can start a new era in the world’s largest democracy as only the youth possess the intellect and energy needed to eradicate the evils that plague our democracy.

### **Essay-71 : Should religion play a role in politics**

Secularism is a device that seeks to protect religion from the corruption of politics and politics from becoming usurped by religion. But neither the conception of the individual self nor the construction of the collective self is free from political or religious considerations. All political issues that are important eventually affect individuals and collective identity, and in the process trigger religious sentiments.

The significant role religion plays in the life of billions of people necessitates consideration of the role of religion in politics. Religious leaders are respected and their opinions carry weight when they speak for the oppressed. Religion can foster human connections and humane values which are prerequisites for a good leader. Religious people can witness their lord by raising their voices against injustice, serve their lord by serving the poor, love their lord by loving their fellow humans. Their thoughts and beliefs can be translated into political action through social movements and NGOs who fight for the rights of all, advocate a welfare state, enable distributive justice, encourage philanthropy and support educational institutions that pursue knowledge without a tilt towards any ideology.

But if religious groups pursue power to impose laws, to force ideology as knowledge and discriminate against other religions, the religion becomes evil. As long as religion plays a role in the identities of people, it will play a role in politics. What is needed is a religion that motivates believers to seek for their fellow beings all the goods they seek for themselves. Then it can be a force for good.

### **Essay-72 : Ease of doing business: Problems and opportunities in India**

Before the liberalization of our economy in the 1990s, doing business in India used to be extremely challenging. Economic liberalization opened up several avenues for the private businesses in India, which hitherto used to be the state's prerogative. Still, there are several challenges that businesses face in our country.

Firstly, it takes approximately a month to start a business in India and the procedures to secure permits are cumbersome. Secondly, the Indian market is currently sluggish and prospects of good foreign investment seem slim due to it. Thirdly, legislative roadblocks for land acquisition, over-regulation, and legal hassles also act as bottlenecks for doing business. Fourthly, the red-tapism erodes the trust of investors and impedes the prospects of small businesses.

Despite all these challenges, India provides a slew of opportunities for businesses. India fares among the best in access to credit in the South Asian region. Effective implementation of reforms like GST, Insolvency, and Bankruptcy Code has boosted businesses. Moreover, India is a fast-growing market with ever-growing consumer demand. This provides a lot of scope for businesses to set up in India.

There used to be a time when our roads used to have only Ambassador and Fiat cars, and only Bata for footwear. Now, we have several other companies flooding the Indian market. This very fact proves that India has come a long way when it comes to ease of doing business and if it continues down this path, it will soon become one of the top 50 countries in ease of doing business.

### **Essay-73 : Youtube has become the backbone for job creation and new opportunities**

With the advent of the internet and the massive revolution in information technology, YouTube has become a part and parcel of our daily lives. Apart from visually connecting People worldwide, YouTube has gained a wider user base where people are using it for professional use.

In the last decade, there has been a shift in telecommunication where youths and teenagers are more occupied with online streaming services than televisions and video games. This has brought a major change globally where YouTube, being the most popular free video-sharing website, has become the lynchpin for startups as well as big companies. From advertisements to live streaming of launch events, everything is possible through YouTube. Companies are hiring popular YouTubers to showcase their products for better interaction with the customers, which in turn helps them in understanding their demands and needs.

Faster internet, language barriers, and literacy issues are making startups explore “video” as an option to make their products go viral. New startups are using YouTube to reach micro and small merchants across the country. Bloggers are becoming full-time YouTubers as they think visual content is more appealing than the written one. Lastly, education has also undergone a big change with teachers coming online on YouTube to teach thousands of students, which was not possible through conventional classrooms.

These are some of the factors which are encouraging youngsters to take YouTube as an active career and also as a means for better channelization of their talents. If used properly, YouTube can play a substantial role in providing employment opportunities to many.

### **Essay-74 : Contributions of Indian female athletes in the recent past**

“Success is not final and failure is not fatal, it is the courage to continue that counts.”

Whether it is the Olympics, the Paralympics, the Commonwealth Games, or the Asian Games, Indian female athletes have never failed to win accolades all around and have taken the nation by storm.

The Commonwealth Games 2018 became the witness of the herald of a new dawn in the context of Indian female athletes. PV Sindhu, MC Mary Kom, Manu Bhakar, Meerabai Chanu were some of our rising stars. Even the flag bearers were PV Sindhu and Mary Kom.

In 2019, Dutee Chand became the first Indian woman athlete to clinch a gold medal at the Universiade. PV Sindhu won for the first time the world championship whereas Mansi Joshi won the para world championship in badminton. PU Chitra clinched gold in the women's 1500-meter race in Asian Athletics Championship. But the best performance was registered by Golden girl Hima Das. She won 5 gold medals, four of which came in the 200-meter sprint while one came in the 400 meters. We have also witnessed MC Mary Kom winning the gold medal at the Indian Open boxing tournament.

In the past, we have seen numerous star female athletes like Karnam Malleshwari, PT Usha, Mithali Raj, Anjali Bhagwat, etc who have made a distinction in their respective sports and made the nation proud.

Social and family support, enhancement of sporting conditions, improvement in financial status, etc have all made this possible. Hopefully, they will continue to win many more such accolades in the future.

### **Essay-75 : Benefits of Yoga**

Yoga is an ancient practice that originated in India. The word Yoga is derived from the Sanskrit word 'yog' which means union. Yoga is the union of body and mind, and it keeps the body and the mind healthy.

The beauty of yoga is that one doesn't have to be a yogi or yogini to reap its benefits. Whether one is young or old, overweight, or fit, yoga has the power to calm the mind and strengthen the body. The benefits of a regular yoga practice are wide-ranging. In general, a complete yoga workout can help keep one's back and joints healthy, improve overall posture, stretch and strengthen muscles, and improve balance. Regular yoga prevents various lifestyle diseases like diabetes and hypertension. The breathing exercises can help control diseases like asthma and other respiratory diseases.

Furthermore, yoga helps in sharpening minds and improving intelligence. One can achieve a higher level of concentration through yoga and also learn how to steady one's emotions. It connects one to nature like never before and enhances one's social well-being. Yogic exercises reduce stress and keep away mental illnesses.

In addition, one can develop self-discipline and self-awareness from yoga if practiced regularly. One will gain a sense of power over one's body and help lead a healthy life free from any problems. In brief, we can say that yoga gives great relief when it is practiced regularly, as it keeps away the ailments from the mind and the body. That is, to promote Yoga, 21st June is celebrated as World Yoga Day.

### **Essay-76 : It is not the degree but the skills that make one successful**

Degree or skills, which of the two holds more importance? In my opinion, skills are more important than degrees in today's time. Consider such successful people as Dhirubhai Ambani, Bill Gates, and Steve Jobs. They amassed a fortune but none among them had a college degree. So, how come they managed to be so successful?

Well, the truth is that you don't need a college degree if you have skills. The world is changing fast and skills are needed to adapt. Most of the business empire we see today had been started by people possessing skills but no degree.

There was a time when most of the jobs available were government jobs where the degree was necessary to be hired. Now, most of the jobs are in the private sector where the skills are more important than the degree. A degree can at best grant you an interview but you will only get a job if you are skilled enough. Most electrical engineers and electronics engineers from I.I.T.s land jobs in computer companies where they are hired on the basis of programming skills they acquired as additional skills. Private companies have started skill-based hiring, thus rendering degrees redundant.

The advantage of skills-based hiring is that people without a degree are no longer overlooked by employers. They have the same chances of getting hired as those who have a degree. People with skills are able to achieve goals easily. They are more full of self-confidence as they know that they can overcome new challenges easily.

### **Essay-77 : An idea can change the world**

Yes, an idea can change the world. All the advancements we see around us are only because of new ideas. If we look around ourselves, we are surrounded by ideas that completely transformed the world.

The idea that created the world wide web www is one such idea. This transformative idea came from humble origins as it was started as a file-sharing system for scientists working in a physical laboratory in the year 1989, but no idea has gone on to have such a profound impact on our modern life as the internet. We now spend most of our waking hours gazing into some screen or other, and the web has shown an extraordinary ability to connect people.

Similarly, it was an idea that inspired Alexander Graham Bell to invent the telephone in 1876, which revolutionized the world of communication. And it was again an idea that took us from those fixed-line phones to smartphones. And we all are aware of the importance of smartphones in our lives. From banking to shopping, we can do anything we like just with a simple tap from the comfort of our homes with their help. Again, it was merely an idea that led James Watt to invent the steam engine, which was the trailblazer for industrialization.

If one thinks carefully, one realizes that only ideas have taken our civilization forward since time immemorial. From transportation to communication, everything has undergone a complete transformation because of new innovative ideas. Imagine what our life would have been had no one come up with these ideas.

### **Essay-78 : Are Robots the Future?**

We are living in a technology-driven era where it plays a dominant role in developing and shaping human civilization. A robot is a machine, especially one programmable by a computer, capable of carrying out a complex series of actions automatically.

Robots are more accurate than human beings in their results. There are very few chances of robots making a mistake and that is why they can be extensively used in fields like industries, hospitals, laboratories, etc where precision and reliability are the most important factors. Imagine a future where all complex surgical operations will be performed by robots and think how much that will increase the success rate of those operations.

Similarly, robots hold the key to revolutionize the field of education. A time will come when students will have robotic teachers who will adjust their teaching techniques as per the acumen of the individual student. Moreover, that day is not far when robots will be used for traffic control and other monitoring tasks, owing to their impeccable surveillance. Similarly, fields like space exploration, warfare, and many more will be benefitted by them.

However, robots have several drawbacks. The first is their exorbitant cost. The second is their inability to upgrade themselves without human help. The third is their lack of emotions, which are the building blocks of human civilization. Hence robots can be an efficient workforce but can never replace humans.

Despite the above-mentioned drawbacks, robots have a bright future. If optimally utilized, the robots possess the potential to become a blessing for the entire mankind.

### **Essay-79 : Playing video games is a waste of time**

Ever since video games were invented, the controversy over their beneficial and detrimental effects on children has never died down. Often one hears the news about how video games are harming people, hearing which one wonders if playing video games is merely a waste of time.

Like all other gifts of science, video games too have their own merits and demerits. If one talks about merits, they relax one's stressed mind and provide entertainment in an otherwise monotonous life. This helps in focusing on work better and increases efficiency. Moreover, some video games also stimulate logical thinking and contribute to the grey matter inside our brains. That is why some kindergarten institutions have initiated video game-based learning modules which, according to psychologists, is a good way of pedagogy.

However, the banes of video games are myriad. They make one addicted to the virtual world, thus keeping one far away from the realities of life. One wastes too much time on them and thus loses focus on work and studies. Moreover, a few games like the Blue Whale challenge, etc have been found to induce negative and suicidal thoughts in their players. Besides that, prolonged hours on screen harm one's eyesight. A recent phenomenon, known as dry eyes syndrome, where one's tear glands stop producing tears is a result of that.

In this era of technology, one cannot completely ignore these digital advancements. Video games are good if played in moderation. However, outdoor gaming is more beneficial than video games and must be encouraged over them.

### **Essay-80 : Importance of exercise to stay fit and healthy**

"Those who think they have no time for exercise will sooner or later have to find time for illness." This saying of Edward Stanley rightly emphasizes the importance of exercise.

The era we are living in today is of a fast-paced life. The humongous pressure of education, work, etc hampers the balance of our perfect nutrition, which impairs our health. Insufficient sleep, consumption of fast food, excessive working hours, etc all contribute to health problems like cardiovascular ailments, diabetes, etc.

Regular exercises have indisputably helped reduce the risk of such ailments. Morning walk, jogging, yoga, gymnastics, swimming, sports, etc not only help invigorate our body but also keep us psychologically rampant. That is why the habit of playing various outdoor games is extremely important.

These days, most of us spend hours working on our computers, which results in what is called the computer neck, in which our spinal area starts aching. Exercises keep muscles strong and joints, tendons, and ligaments flexible, which reduces the risk of joint and lower back pain.

These days, even young children are stuck with their screens, playing games on their laptops or smartphones, thus becoming couch potatoes. Hence, to encourage children towards outdoor games, the government of India initiated the 'Khelo India' campaign.

The greatest wealth is health. If one does not live a healthy life, one misses the true essence of it. One may have big dreams about life but to fulfill them, staying fit and healthy is extremely important. That is what makes exercise so important.



### **Essay-81 : Will railway privatization open new opportunities**

Recently, the Indian Railways initiated the process to allow private firms to operate passenger trains on its network by inviting entities to participate in 109 origin-destination routes through 151 new trains. This marks the beginning of private sector participation in passenger train operations.

The private operators will have to pay fixed haulage charges, energy charges, and a share of their gross revenue to the Railways. This will generate more revenue for Indian railways, which currently recovers only around 57% of the cost through tickets on an average.

In addition to this, liberalizing the entry of private operators will be the path for facilitating the growth and expansion of the sector. From a passenger perspective, there is a need for more train services, particularly between big cities. During 2019-20, five crore intending passengers could not be accommodated for want of capacity. This move will ensure that there are no more waiting lists or overcrowded trains.

Also, Railways has set certain key performance indicators for the private player, like punctuality, reliability, and maintenance of trains. A definite upgrade from what Indian Railways offers is one of the preconditions. This will give passengers an option of superior trains and will improve services, and modernize the Indian Railways.

Moreover, the Request for Qualifications has been issued under the Make in India policy. So the coaches would have to be manufactured in India, which will generate jobs. All in all, this is a welcome move that will open a slew of new opportunities for the railways as well as the passengers.

### **Essay-82 : Relevance of Gandhiji in today's time**

"Generations to come, it may well be, will scarcely believe that such a man as this ever in flesh and blood walked upon this earth."

The above lines were said by Elbert Einstein for our beloved father of the nation, Mahatma Gandhi, on his 75th birthday. We recently celebrated his sesquicentenary and these lines seem indelible even today. It was the charm of his principles and teachings that a short, fragile, and plain-looking man like him galvanized millions into following him. But, are his principles and teachings relevant today?

Today, everywhere one looks, one finds anger, hatred, oppression, and violence. At such times, his teaching of nonviolence and harmony seems even more pertinent. This very teaching inspired great leaders like Martin Luther King, Nelson Mandela, and many others.

Moreover, when humans have become blind with greed and are exploiting natural resources, a simple living and minimalist approach holds the key to conserve our mother nature, and thus save our civilization. As he put in his own words, "There is enough in this world for everyone's need, but not for everyone's greed." These lines have inspired environmentalists for decades.

But his relevance does not end with just that. His message of universal upliftment has inspired the downtrodden to demand equal rights. His contribution towards female empowerment is the pedestal on which the modern feminist movement stands. If people start following his teachings and practices, this world will become a much better place to live in. That is what makes him great and relevant even seven decades after his death.

### **Essay-83 : Importance of reading habit among students**

As said by English author Bacon “reading makes a full man”.

Reading is one of the most important habits one can inculcate. Reading relaxes one’s mind, body, and soul. Sitting comfortably on a chair or sofa and opening oneself to the world of books can do wonders. Those who have the habit of reading are actually the ones who can really understand the value and pleasure of reading.

It is very important to inculcate the habit of reading in students from a very young age because the habits we develop during an early age remain with us lifelong. It is rightly said that books are the best source of knowledge. Every time one reads one gets new knowledge that is useful. And knowledge is the key for students who aspire for success.

As Sir Richard Steele put in his own words, “Reading is to the mind what exercise is to the body.” Reading diverse and bountiful genres opens up the mind and enhances creative ability and language skills, which are indispensable for students aiming for a successful career.

The advancement of technology led to the development of e-books and e-book reading devices that have made reading extremely convenient. Now one no longer has to physically carry a book and can access one favorite study material anywhere anytime.

There are many perks of good reading habits. It keeps the mind active, strong, and healthy. Reading is important for one’s overall personal growth and development. That is why it is advisable for students to develop this habit.

### **Essay-84 : Increasing crime among children - Effect of spending less time with parents?**

It is easier to bring up strong children than to fix broken adults. The way children are brought up plays an important role in shaping their minds.

Weak bonding between family members resulted in subsequent weak supervision, guidance, and involvement that leads to possible drift to unlawful acts. Children these days are not getting the social and emotional learning they need from parents. A little more time from parents might help prevent juveniles from committing crimes.

However, this is not the only cause. The recent generation has become addicted to social media, online content, video games, thus becoming socially disconnected. The virtual world has become a tutor instead of their own parents. The violent online web series and programs create a criminal instinct in children’s minds. They get so involved that they resort to imitating them in the real world. Social media has become a platform for recruiting children into terrorist groups. Posts on political propaganda also contribute significantly to nurture criminal and violent mindset in children. Dreadful videogames like Momo, Blue Whale have taken many lives. Other reasons responsible for throwing innocent children into the crime world include financial hardships, drug and alcohol abuse, bullying by peers.

Hoover said, “Children are our most valuable resources”. Parents need to take care of their children. Regular meetings with teachers, spending more time with children, encouraging reading habits, limited exposure to digital media at a young age can bring a positive change in the attitude of children.

### **Essay-85 : The past is a permanent dimension of human consciousness and values**

It's almost impossible to seclude our past from the present and the future. Human actions and reactions are influenced by a multitude of factors, but the past being a sacrosanct and permanent dimension enjoys the ultimate authority to rule upon the minds of the people.

Human consciousness is defined as an individual's ability to experience and feel the happenings going in his sphere of life. Values define which type of conduct is right or wrong.

Even after releasing itself from the shackles of slavery of the British Raj, India is continuing a plethora of laws, rules, regulations, or policies made by them, owing to their utility and suitability to the political structure of our country. India's intense relations with its neighbors like China and Pakistan are also a product of the past wars. Societal norms and values are also a product of human consciousness which are regularly updated to meet the changing needs of the society. Live-in relationships, recognition of the third gender are also a product of a plethora of ideas spearheading their mind and putting them to use their consciousness and values to reach a logical conclusion. The remnants of the past cultured and cultivated in an individual decide his future course of action.

Our present actions are guided by the values etched in our minds learned from our past. Though the past plays a prominent role in shaping human consciousness and values, it is the present that shapes our future.

### **Essay-86 : India-Pakistan relations**

India and Pakistan share linguistic, cultural, geographic, and economic links, yet their relationship has been mired in complexity due to a number of historical and political events. Their relations have always been in the news since the partition of 1947. Wars in 1965, 1971, and the Kashmir war in 1999 made diplomatic ties more complex.

Despite India's best efforts, the relations between the two neighboring countries have remained far from satisfactory. Indo-Pak hostility is an outcome of several factors deeply, Hindu Muslim Sikh hostility, large scale migration from both sides, Pakistan's support to terrorists in Punjab and Kashmir, Nuclear programs of Pakistan and i rooted in the history like the partition of India, division of assets and liabilities, demarcation of boundaries of both, the land, the water, communal riotsflux of latest sophisticated arms into Pakistan, Pakistan's links with fundamentalist elements, trans-border smuggling of weapons, and the treatment meted out to the minorities in Pakistan. Recent instances of Kulbhushan Jadhav, the Indus-Water treaty, and Burhan Wani's death have worsened the relationships. Because of no support received from Pakistan, the shift of balance between the two countries from confrontation to cooperation seems unlikely.

Improving ties between the two countries is necessary in this economically-integrated world. Many Pakistani artists are well-known faces in Indian cinema and Sania Mirza and Shoaib Malik are a power couple. Parvez Musharraf is a huge fan of Sachin and Dhoni and the India-Pakistan cricket match draws the highest viewership.

Misinterpretation of religions sometimes causes unrest. More endeavors like Kartarpur Corridor, Samjhota Express, coordination between RAW and ISI are essential for improving the bilateral ties.

### **Essay-87 : Western influence on Indian culture**

“A nation’s culture resides in the hearts and the soul of its people.” - Mahatma Gandhi.

Indian culture is considered one of the oldest and richest cultures while western culture is considered the most advanced culture in the world.

Westernization of Indian culture directly affects our traditions, customs, joint family, marriage, and other social structures. The concept of joint families is fading fast, and everyone wants to remain aloof. Marriages are breaking and our tolerance and patience have exhausted. Indian society teaches us to be a part and parcel of the society, sharing each other’s joys and sorrows but westernization has shifted the focus to rampant consumerism and brand materialism. Western clothing has percolated into the Indian populace quite widely. The Indian palate has welcomed Western cuisine. Pizzas, burgers, noodles are commonplace in cities. Of late, barbecues, steaks, pasta, lasagna, spaghetti, tacos, and other foods are also making their presence felt. The English language is a prerequisite for gaining employment opportunities and consequently a better lifestyle. There is a change in taste in music and dance with Michael Jackson, Lady Gaga becoming our role models.

Indian culture has sustained and can surely take care of itself. We should adopt modernization, not westernization. The modernization consists of industrialization, urbanization, increasing levels of literacy, education, wealth, and social mobilization, and diverse occupational structures. The unprecedented evolution in medicine, sports infrastructure, the latest weapons in defense, the latest technologies is a result of modernization and has helped India to become one of the leading countries of the world.

### **Essay-88 : Role of women in society**

Throughout the annals of history, the central role of women in society has ensured the stability, progress, and long-term development of nations.

When the economic and political organization of a society changes, women can take the lead in helping the family adjust to new realities and challenges. The role of women is at the front end of the chain of improvements leading to the family’s and the community’s long-term capacity. When women are empowered and can claim leadership, opportunities, and choices, the economy grows, food security is enhanced and prospects are improved for current and future generations.

Napoleon said, “Give me good mothers and I will give you a good nation.” Women are the epitome of love, sacrifice, courage, and strength. Women are adorned with patience and perseverance which has helped them attain the pinnacle of success. Arundhati Bhattacharya in Finance, Koneru Humpy, PV Sindhu in sports, Kalpana Chawla in astronomy are some glorious examples of golden daughters of the recent era. We cannot forget the role of Laxmi Bai, Sarojini Naidu in the freedom struggle and the indomitable spirit of Mother Teresa for the service of mankind.

Despite knowing the importance of women in society, a group of psychologically retarded men is continuously trying to harm the self-esteem of women. Even among young people, a cohort seen as more progressive, there is a significant minority that holds conservative views about women’s role in households, workplaces, and society. It is imperative to tackle these issues with vigor and empower our women as their empowerment is fundamental to a legion of social improvements.

### **Essay-89 : Nepotism is the bedrock of social existence**

Nepotism is the practice among those with power or influence of favoring relatives or friends over others. It has been criticized since ancient times by several philosophers, including Aristotle, Valluvar, and Confucius.

It is said that charity begins at home. This statement is nothing but a validation of nepotism. Today, we find nepotism prevalent everywhere be it politics, business, sports, entertainment, or any other field.

Nepotism is a common accusation in politics when the relative of a powerful figure ascends to similar power seemingly without appropriate qualifications. The British English expression "Bob's your uncle" finds its origin in nepotism. In a similar manner, former sportsmen try to influence the selection committees of their respective sports to secure a place for their own family members, even when they do not possess the required skills.

Nepotism can also occur within organizations when a person is employed due to their familial ties. Nepotism at work can mean increased opportunity at a job, attaining the job, or being paid more than other similarly situated people. Echoes of "nepotism" are also often heard in the entertainment industry, where outsiders struggle to establish themselves but children of established stars easily get opportunities.

Although it is true that nepotism undermines talent, it provides stability and continuity which is crucial in many fields. Humans are social animals and one's society begins with one's own family. We all inherit our family's legacy, that is how the society functions. That is why nepotism is considered the bedrock of social existence.

### **Essay-90 : Is India moving towards a unitary state from federalism?**

Nations are either unitary or federal. In unitary government, a single central government has total power over all of its other political subdivisions. Contrastingly, in federal government power is divided between a central national government and local state governments that are connected to one another by the national government.

Indian constitution describes it as a Union of States. In India, too much power is vested in the centre to call it federal but its states enjoy considerable autonomy so it cannot be called unitary either. Thus it is termed as a quasi-federal structure.

Indian constitution provides for a division of powers between the Central and state governments and gives three lists – the Union, State and Concurrent, under the Seventh Schedule. Our Union list initially had ninety-seven subjects, which have now increased to a hundred, whereas the state subjects have been reduced from sixty-six to sixty-one. This suggests that India is becoming more unitary with time.

The recent revocation of article 370 and subsequent downgrading of Jammu and Kashmir to a Union Territory is another instance that points towards a paradigm shift from a quasi-federal to a more unitary structure.

Our constitution was framed in the wake of partition and there was a fear of disintegration. Thus the centre was given more powers so that it could act as a unifier. Still, our founding fathers scrupulously provided for a balance of power between the centre and the state. But with time, we have become quasi-federal in letter while in spirit we have become unitary.

### **Essay-91 : My Dream Job**

“What do you aspire to become when you grow up?”, a question our elders often ask us during our childhood. Whenever I encountered this question, I used to answer, “I want to be a scientist.” Yes, ever since I was a child, I dreamt of working in the research field.

Why, one may ask, do I aspire to be a scientist and not a civil servant or a successful businessman? The answer to this question is quite simple: My inclination towards science right from the beginning. The beauty of science always fascinated me. Born with an appetite to explore the reason behind the occurrence of everyday phenomena, I would spend hours seeking the answers to quench my inquisitiveness. This hobby of mine turned into a passion when my parents gifted me with a copy of ‘A Brief History of Time’ by late scientist Stephen Hawking.

This book further strengthened my resolution and I went on to pursue a Bachelor of Science in Physics, Mathematics, and Geology, with the aim of pursuing masters in Physics. Spending hours in the laboratory, working with sophisticated equipment and working out complex equations happen to be major attractions for me in this job.

Although this job is what I yearn for, the road ahead is not going to be an easy one. For one, pursuing masters and the Ph.D. from a reputed college is going to be no mean feat. Then getting to work in a premier research institute will be another challenge. But it, being my dream job, is worth the effort.

### **Essay-92 : Where there is a will there’s a way**

If one is determined to do something, one will find a way to accomplish it regardless of obstacles. It emphasizes that with strong determination and hard work, a person can achieve success.

With strong will power, one can confront all the obstacles and create a new pathway. One needs to work continuously with perseverance and in the right direction to turn one’s dreams into reality. Lack of willpower leads to a state of lethargy, deteriorating one’s physical, financial, or mental state. Innumerable examples such as Mahatma Gandhi, who was determined to free India from the shackles of slavery, ‘Manjhi the mountain man’, who was able to carve out a road through the mammoth peak, Arunima Sinha, who the world’s first amputee to climb Mount Everest and Mount Vinson, Stephen Hawking, who despite suffering from paralysis gave black hole theory, make us believe in the power of strong determination and will power.

One should not be deterred by failures as they are the stepping stones to success. Edmund Hillary on his first failed attempt said, “I will come again and conquer you because as a mountain you can't grow, but as a human, I can.” Sandeep Singh who was paralyzed after a gunshot wound later on overcame insurmountable odds to lead the Indian hockey team to victory in 2009.

“Where there is a will, there’s a way” explores the optimism in human actions and believes that a person with strong will power and determination will be able to create a way out even in unfavorable circumstances.

### **Essay-93 : Smoking should be banned in all public places**

“The first wealth is health.” Article 21 of the Indian Constitution includes the right to a clean environment as a part of the right to life and personal liberty. In cities like Delhi, pollution has long crossed the maximum level and at this juncture smoking in public places adds fuel to the fire.

In India, under the Cigarettes and Other Tobacco Products Act, smoking in public places was banned from 2nd October 2008 and its violation is penalized. But, the definition of public places includes schools, hotels, hospitals, restaurants, etc, and not open places.

The involuntary inhaling of smoke from other people's smoking is called passive smoking. Passive smoking can cause premature death in non-smokers. Passive smoking increases the risk of coronary heart disease by 25-40% - almost the same level as a smoker. It may also increase the risk of some other types of cancer, stroke, and lung disease Chronic Obstructive Pulmonary Disease (COPD).

There are also some temporary effects of exposure to smoke such as breathing difficulties, headaches, etc. Passive smoking is particularly dangerous for children. Children exposed to passive smoke are at higher risk of respiratory infections, asthma, bacterial meningitis, and cot death.

Thus, unlike self-indulgent practices like drinking, smoking is not singularly linked with those who smoke. It almost equally affects people around them. Thus, smoking in public places puts the health of a large number of people at risk and diminishes the aesthetic appeal of those places. It is about time that smoking is considered a public hazard and banned in all public places.

### **Essay-94 : What can we learn from the life of Dr. APJ Abdul Kalam?**

“You cannot change your future, you can change your habits. And surely your habits will change your future.” -Dr. APJ Abdul Kalam

The life of Dr. Kalam is a source of inspiration for millions. A boy hailing from a humble background goes on to become India's leading scientist and then the most popular President teaches us the importance of grit, resilience, and perseverance, and how the lack of resources cannot stop one from achieving success.

In his school years, Dr. Kalam had average grades but was a bright and hardworking student who had a strong desire to learn. From here we can derive the lesson that instead of obsessing over grades, one must have the passion to learn. While working on a senior class project at Madras Institute of Technology, he was asked by the Dean to finish the project within the next three days. It was an impossible deadline but Dr. Kalam met it, sending the lesson that even impossible tasks can be achieved if one has the will.

He narrowly missed achieving his dream of becoming a fighter pilot, so he joined DRDO and developed India's first missile, which earned him the epithet 'Missile Man of India'. From here we can learn not to be discouraged by failure.

How ironic it is that the man who could not become a fighter pilot went on to become the supreme commander of all three forces of India. That is the life of Dr. Kalam in a nutshell and the lessons we can learn from it.

### **Essay-95 : Role of opposition in Democracy**

Democracy is the government of the people, by the people, for the people. For any democracy to thrive, a healthy opposition is as important, if not more, as the incumbent. As a matter of fact, it is the very presence of a healthy opposition that prevents it from turning into an autocracy.

Our country is no exception to this. That our democracy has been thriving for more than seven decades is because of healthy opposition. For instance, when our nation went into an emergency, it was the opposition who resisted that despotic decision and saved our democracy in its darkest hour. That is why, to acknowledge the role of the opposition, the leader of the opposition has been granted a cabinet rank.

Democracy, by its very model, works on the principle of checks and balances. And the greatest check to the government's authority is the opposition. At times when the government stops paying heed to the voice of people, it is the opposition that becomes their voice. Moreover, there are several marginalized sections that do not get a representation in the government. It is the opposition that represents them. Also, it is the very opposition that holds the government accountable for its actions.

We can take examples of all advanced democracies, all of them have a healthy opposition. Although the role of opposition in a democracy is under-credited, it is the opposition that maintains the delicate balance of power, the absence of which will turn the government authoritarian.

### **Essay-96 : Fake News**

What is fake news? In Layman's terms, any piece of information claiming to be factually correct but providing fabricated facts or false content with the intent of misleading the reader can be termed as fake news.

Although fake news can be spread using traditional ways like word of mouth, the internet has become the most convenient tool for spreading misinformation. From social media posts to specially dedicated websites for this purpose, there is no dearth of means for spreading false content on the web to misguide the gullible readers. And with the increase in the use of social media websites like Facebook or messaging apps like WhatsApp, the situation seems to be worsening every day.

Unfortunately, these rumors are not just confined to innocuous misinformation. At times, it has resulted in highly condemnable incidents like riots and lynchings. Not many moons ago, there was an incident where two innocent tourists were lynched to death because a rumor was spread about them of being involved in child theft.

Today, fake news has become such a nuisance that the government was forced to intervene and to ask social media and messaging platforms to curb the flow of this menace. But the government alone cannot tackle this humongous problem. To successfully counter this issue, active public participation is also required. We should be careful before passing on any information and especially the ones which appear suspicious to the eye. Active participation on the part of citizens, along with government aid, is the only way to stop fake news.



### **Essay-97 : Indian Diaspora**

“Be it London, Washington, Paris, or Canberra; for sure we will find there the Indian Diaspora.”

A diaspora is a scattered population whose origin lies in a separate geographic locale. The reason for this migration is the search for a better life, livelihood, and opportunities. Globalization has fuelled this phenomenon and one community that has exerted its influence all around the globe is the Indian. Indians are not merely present all over the world but are also occupying prominent positions.

Everyone has heard of Sundar Pichai, Satya Nadella, and Indira Nooyi, who held positions as CEOs in big companies like Google, Microsoft, and Pepsico. Along with that, Indians are becoming lawmakers in other countries like Priti Patel, etc. this shows that people of Indian origin are capable of achieving anything if provided with the opportunity.

Statistics show that the Indian community living abroad is more successful and prosperous than the aborigines. The reason behind their success is their hard work, discipline, and skills. Because of their propriety and prudence, they are respected everywhere and make their country proud. Moreover, they use their power to help in the growth of their own country, which is worth applauding.

That is why Pravasi Bharatiya Divas is celebrated on 9th January every year to mark the contribution of the Overseas Indian community in the development of India. Indian Diaspora is a glittering example of the fact that India is poised to emerge as a global superpower in the coming years.

### **Essay-98 : Social movements and their impact on society**

When members of a society organize themselves to lead social movements, true social change occurs. These groups might be attempting to either create change or resist it. They might even be trying to provide a political voice to those otherwise disenfranchised.

Social movements establish a new order of life and there is a sense of belonging and group consciousness between the participants. Social movements are organized by groups of individuals who are focussing on a particular issue to bring the attention of concerned authority towards the issue. The intellectuals with similar thinking congregate to raise the issue so that their voices can be heard and decisions can be taken. They enhance the voice of the suppressed minority and suppress the illegal demands of the majority.

Initially, social movements may face resistance, but in the long run, they have a lot of impact on society. When Raja Ram Mohan Roy campaigned against Sati and formed the Brahma Samaj, protectors of Sati formed the Dharma Sabha and appealed to the British not to enact a law against Sati. Greta Thunberg is a Swedish environmental activist who has gained international recognition for promoting the view that humanity is facing an existential crisis arising from climate change. In the beginning, she was alone. Later, her protest became a mass movement and people across the globe participated. Other popular movements in India are the Chipko movement, Save Silent Valley, Narmada Bachao Andolan.

A social movement with a noble cause and support of the majority has the power to change the world.

### **Essay-99 : Do we really need a language in the whole country?**

For a country that often ascribes all its ills to colonialism, it is strange that India needs to subscribe to a very European notion - one country, one language. Language and literature hold the key to cultural continuity from a unique and great past.

When languages fade, so does the world's rich tapestry of cultural diversity. Opportunities, traditions, modes of thinking, and expression are lost. It's important to strengthen our local languages to preserve our ancient philosophy, our culture, and the memory of the freedom struggle.

India is made up of different cultures. It is our strength that we have many languages and dialects. The imposition of a common language can give a blow to the federal spirit of the constitution and can also create burning contentions among the different linguistic groups. We have the example of Switzerland which has been a relatively stable country for long, without ever having a single national language.

The current practice of clubbing together multilingual spaces with monolingual habitats is not fair to the large cities today. It is not desirable for a country with a diverse population, plural ethos, and a cauldron of many languages and cultures. This idea will slow down migration and reduce the ease of capital flow. A multitude of languages means empowerment, many life-worlds, many knowledge systems, and mobility. The idea is not in tune with our history, culture, and civilization as India is a multilingual society.

India is united in its diversity. Diversity is a great philosophical idea and should never be seen as a cultural burden.

### **Essay-100 : Tourism in India - Challenges & Opportunities**

India is a land of great tourism potential, with every region having its uniqueness and flavor. Our ancient civilization with a continuing legacy, varied and splendid heritage including our culture, cuisine, music, art, handicrafts, and especially our spirituality can act as a much bigger draw if tapped well.

Tourism contributes to an increase in national income, generation of foreign exchange, rising tax revenue, and transformation of the regional economy.

Government Initiatives such as 'Incredible India' and 'Atithi Devo Bhava' provide a focused impetus to growth. 'Swadesh Darshan Scheme' is a major engine for job creation and building synergy with various sectors. PRASAD is a scheme for identifying and developing the pilgrim sites across the country.

Lack of good infrastructure, inadequate connectivity, poorly managed marketing campaigns, security issues hamper tourist visits to heritage sites.

Tourists should be offered a holistic exposure to our heritage. In Lucknow, besides showcasing eclectic monuments like Imam Bara and Baradari, its delightful culinary legacies like galouti kebabs, traditional handicrafts like chicken embroidery, and rich musical heritage must form part of every tourist's experience.

Increasing powers of ASI, availability of emergency helpline numbers, increasing budgetary allocation to carry out cleanliness drives, improving flight connectivity through the implementation of UDAN, easier visa process, better dissemination of information through digital means, use of CSR activities in conservation and development of all heritage sites can be undertaken.

The government should encourage the participation of the private sector in a big way for developing the tourism sector that has the potential to act as the key driver of inclusive growth.

### **Essay-101 : “Simple living, high thinking”**

“In character, in manners, in style, in all things, the supreme excellence is simplicity.” - Longfellow.

Many people repeatedly misconstrue and underestimate the concept of simple living by associating it with poverty, gullibility, or stupidity. But in reality, it is consistent acumen which is free from unnecessary desires.

Simplicity makes life easy, comfortable, enjoyable, and beautiful. Nature is the greatest demonstrator of simplicity. The sun shines so simply, the stars twinkle without any subterfuge, rivers flow so innocently, flowers bloom so simply. For a simple man, it is simple to change in accordance with any circumstance.

In modern society, the virtue of simplicity is almost extinct. People admire sophisticated gadgets, elaborate attires with sundry accessories, and a complex lifestyle. If life is to be lived optimally, it is possible only through simple living and high thinking. Simplicity is the ultimate form of sophistication. Living a simple life frees up our time, money, and energy, which allows us to focus our energy on the greater pursuits in life. We need to develop a simple mind, with few but powerful thoughts to achieve the heights of zenith.

Mahatma Gandhi, Jawaharlal Nehru, Abraham Lincoln, and Bertrand Russell have proved that simple living is a better way of achieving greatness. One of Mahatma Gandhi’s greatest strengths was simplicity, which he exemplified till his dying day. In times of increasing industrialization, he said “Live simply so that others may simply live.”

When we unburden ourselves of all of the attachments, unnecessary desires, useless activities, and negative thinking, we can live a truly blessed life.

### **Essay-102 : Why do social welfare schemes fail in India?**

Despite the presence of a plethora of social welfare schemes for every sector, India is far behind in creating a harmonious and prosperous society. The commitment of suicides by the farmers, lack of quality education, underutilization of demographic dividend all raise eyebrows regarding the reach and efficacy of these schemes.

The government’s intention to assist the poor and their upliftment is clear, but there are various lacunas in their implementation. Mismanagement, lack of transparency, corruption, under-utilization of allocated funds, government’s misdiagnosis of the issues, and lack of political will are often considered the reasons behind the failure. However, the apathy of the people for whom schemes are made, their non-cooperation, lack of awareness, misappropriation of facilities provided under the scheme are also to be blamed equally. Because of all these challenges, welfare delivery has been weakened and a unique opportunity to transform the welfare architecture through greater devolution lost.

The policies are made in ministries but implemented at the state, district, and village level and the administrator may be unaware of several schemes. So merging all smaller schemes into one can improve the execution of policies. Better coordination among center and state and customized policies may work better than homogeneous ones in some states. Building a common social registry can provide a gateway for the potential inclusion of an eligible population. Better coordination among private entities, communities, civil society, NGOs, and the government in designing a public policy can improve transparency, quality, and effectiveness of a policy or scheme.

### **Essay-103 : Obesity: a curse**

Being overweight is a curse on not only one's health but also one's entire life. Obesity is a "new world syndrome" and a multifactorial disorder, often associated with a multitude of diseases such as diabetes, hypertension, and other cardiovascular diseases.

It is a state of imbalance between calories ingested versus calories expended which leads to excessive or abnormal fat accumulation. A sedentary lifestyle, genetic susceptibility, hormonal disorder, lack of enough sleep, consumption of processed foods all contribute to obesity.

It is a serious, chronic medical condition, which is associated with a wide range of debilitating and life-threatening conditions such as tumors in the stomach and pancreas. This is just the tip of the iceberg. Obesity is known to create an endless list of problems. Gallbladder, ovary, thyroid, and blood cancer are also linked to excess weight. The fat deposition also hampers the elasticity of the arteries. Obesity can cause havoc in our body by altering blood pressure. Weight gain puts a lot of pressure on the bones of the body, making them weak and disturbing their smooth functioning. In women, it increases the chances of breast cancer.

Once considered a result of a lack of willpower or a lifestyle choice, now it is considered a chronic disease, which requires effective strategies for its management. Avoiding stress, maintaining a healthy weight via a good diet and regular exercise will reduce the risk of obesity in most people. Healthy living takes practice, preparation, and commitment but it's worth it.

### **Essay-104 : Life in the city is better than in the village?**

There is a large exodus of people from the villages to cities to find greener pastures. While the village life is praised for its close-knit communities, calmness, beautiful natural landscapes, fresh air, and less congestion, city life comes bundled with another set of advantages in terms of better health, education, job opportunities, and better connectivity.

Life in a village comes with its own set of challenges like lack of proper infrastructure for providing health and education facilities, limited job opportunities, poor connectivity as roads are rarely tarmacked, low standard of living, etc. Division of labor is not prominent which leads to low quality of work. Indirect means of social control in villages often fail to punish criminals. The dogmatic and conservative mindset of villagers is often a hurdle in the progress of society.

Cities have well-structured transport, better communication facilities, hi-tech security equipment, better career opportunities, more entertainment options. Cities are a hotspot of various cultures because of the migration of people from different parts of the country. That fosters unity and eradicates any form of prejudice. Cities have state of the art technology that is up-to-date with the current trends of the world. However, urban life has a high cost of living and is full of competition and people tend to forget their relationships.

There is an urgent need to upgrade our villages and provide them with a quality life offering a better standard of living because the soul of India lives in its villages.

### **Essay-105 : Clean energy**

There is no development without fuelling the engine of growth, and sustainable growth is a prerequisite for national and global progress.

The resulting changes in global climate have led to intense heat waves, more floods and droughts, increased water stress, and reduced food production in the country, which consequently will undermine progress towards the Sustainable Development Goals.

There is tremendous economic opportunity for the countries that invent, manufacture, and export clean energy technologies. Responsible development of energy resources including solar, wind, water, geothermal, bioenergy, and nuclear will ensure a cleaner and more secure energy future. It will provide universal energy access and target poverty by creating more employment opportunities.

Fossil fuels such as coal have no future economic viability. They will rather lead to greater pollution, add to greenhouse gas emissions, and place a burden on India's health system. The advantages of renewable resources include low-cost, protection from volatile commodities markets, improvement in air quality, more employment opportunities.

To achieve SDG 7, India has set an ambitious target to produce 175GW renewable energy by 2022 comprising 100GW Solar, 60 GW Wind, 10GW biomass, and 5GW for hydropower. The National Solar Mission aims to establish India as a global leader in solar energy.

Investment in renewable energy, clean transport, and energy efficiency, ending fossil fuel subsidies, placing a price on carbon pollution, and committing to no new coal power plants will stimulate green growth. It will drive competitiveness, create jobs, support healthy communities, and provide the route to resilient, long-term economic growth.

### **Essay-106 : The Internet has fundamentally changed the way we communicate with each other.**

The internet, technology and new media are fundamentally changing human interaction and we are only seeing the tip of the iceberg. Newer technologies can now translate spoken language even in real-time. We live in a world where we can do almost anything with a few taps on the screen. But we are forgetting with whom we are communicating, people or screens.

People today talk with several people simultaneously through social media but not even with one in real life. We text someone, share our happiness and sorrows but the internet can't share our empathy. Online dating via the internet has contributed to the rise of interracial marriages.

Today Facebook, Twitter, Whatsapp are the prominent social platforms rekindling lives. The Internet is used by the media to disseminate information along with TV or Print. Various online courses from the best faculties are available for students from the comfort of their homes.

The internet has undoubtedly transformed the way of communication, created new opportunities for brands and universities, and even brought personality back into the digital world. Live chats are trending. We can communicate faster and more effectively through the internet.

The internet is magical but with uncharted territory. It is we who should not leave personal relationships behind in this era full of technology. The Internet has drastically changed the way we communicate, but whether it is positive or negative varies from person to person because of the difference in their experiences.

### **Essay-107 : Knowledge is power and power rules the world**

“An investment in knowledge pays the best interest.” - Benjamin Franklin.

Knowledge is something that will serve us our whole life. It never decreases if used and only increases with time. Every educated person is not knowledgeable, but every knowledgeable person is educated. Acquiring knowledge is a never-ending process that involves cognitive methods, communication, perception, logic, and a desire to learn. Without knowledge, human beings would have been as good as animals.

Some use knowledge for personal progress as well as the progress of the community like Bill Gates, Warren Buffet, Mark Zuckerberg, Larry Page, etc. These people read a lot so that they can increase their financial literacy. They don't read because they are successful, they are successful because they read. Negative elements of society like terrorists also possess knowledge about weapons, aeronautics, computers but they use it in destructive ways.

A person with knowledge can outwit the physical strength of any other person. From the annals of history, we can see that great scholars and preachers like Aristotle, Swami Vivekananda are remembered even today.

Knowledge is power because it can solve any issue and influence anyone to do any work. We should use this power to empower other living beings and nature. Acquiring knowledge is important for us but executing the acquired knowledge in the right way and at the right time leads us to achieve success in life, as it has the power to eradicate all the social evils.

### **Essay-108 : My favourite book**

Reading is one of my many hobbies. I have read a lot of books ranging from biographies to fiction. But Rachna Singh Bisht's "Brave: Story of Param Veer Chakra Awardees" is my all-time favorite.

It gives me a lot of inspiration by narrating the stories of our brave soldiers. This book is divided into various chapters, each dedicated to one PVC Awardee. It tells us the story of Abdul Hamid, who blew up more than seven Pakistani tanks in the 1965 war and became a martyr. It tells us about the battle of Rezang-La where a battalion led by Major Shaitan Singh was stationed during the 1962 Indo-China war. The narration is so vivid that we start associating ourselves with the stories of the soldiers who fought for the nation. The whole battalion of Major Shaitan Singh kept fighting until their last breath even after being heavily outnumbered by Chinese soldiers. In the book, I also read about Captain Vikram Batra, a Kargil war hero who martyred himself to save his fellow soldiers.

It contains stories of raw bravery which are usually unusual. This book enlists so many heroes to get inspiration from. This book is a must-read for everyone. We should be aware of the people who gave the highest sacrifice and displayed distinguished bravery to safeguard and protect our nation. I love this book so much that I repeatedly read the stories several times.

### **Essay-109 : “Do heavy traffic fines ensure road safety?”**

The Motor Vehicle (Amendment) Act, 2019 is a huge move forward in tackling the traffic hazards all over the country. The main objective of this act is to deter individuals from violating any traffic rules, thus leading to safer roads eventually saving lives.

Irresponsible driving leads to road accidents and deaths every year and the law-evading citizens jeopardize the safety of fellow citizens. High fines can act as a deterrent for people driving rashly or without proper documents. But it can also increase the risk of corruption among cops as people may get away by paying a bribe.

Extreme violations such as overspeeding, drinking and driving must be fined heavily but trivial violations shouldn't be. The fines must be increased but gradually. Public attitudes towards government rules and traffic casualties are so cavalier and callous that merely raising fines will achieve little. Technological advancements should be there to address issues such as bribery and for better implementation of new laws.

The government can not absolve itself by just imposing fines and expecting people to follow traffic laws. Making driving skill tests stringent, launching awareness campaigns, improving road safety management capacity, developing safe infrastructure, rolling out safer cars, changing road-user behaviour, improving post-crash care will surely help in minimizing the traffic casualties.

Each and every life is precious, the citizens, civil society, and the government should do their bit to save it. Moreover, hefty fines should not discourage us if we are abiding by the rules.

### **Essay-110 : Harmful effects of polyethylene bags**

Plastic bags are so useful in our day-to-day lives that we seemingly can't do without them.

The use of plastic is very detrimental to the environment. Plastics do not undergo degradation for years, thus affecting soil fertility. Improper disposal of food bags, when eaten by animals can lead them to suffocation and death. The plastic manufacturing industry dumps waste directly into water bodies. Plastic bags can choke or poison fish, animals, and birds. Plastic is a product of fracking which in itself causes harm to the environment. Littering of plastics in open spaces creates unhygienic conditions thus providing a breeding ground for mosquitoes and clogging of drainage systems.

Ethylene oxide, xylene, phthalates, adipates, benzene, and even alkylphenols are some of the chemical toxins present in plastic, which can have hazardous effects on the environment. Vinyl chloride, which is used in the manufacturing of PVC pipes, is classified as a carcinogen.

Plastic bags have contributed significantly to a massive pile of plastic debris found in the North Pacific Ocean. The garbage pile, which is nearly double the size of Hawaii, is known as the Great Pacific Garbage.

The use of oxo-biodegradable bags and paper bags is a viable option to save our environment. Cloth bags or Jute bags are fast becoming a favorite among environmental supporters. The best possible solution is “Reduce, Reuse, Recycle.” Effective recycling systems like that of Sweden, Ireland should be developed.

Effective implementation of the Plastic Ban Law, 2016, and advanced technologies can help India achieve its aim to phase out single-use plastics by 2022.

### **Essay-111 : Your favourite sportsperson**

He says “Don’t play for the crowd, play for your country.” Though he belonged to a middle-class family, his indomitable spirit made him the most successful captain the Indian cricket team ever had. He is none other than captain cool, Mahendra Singh Dhoni. His enthusiasm and passion for cricket makes him my favorite sportsperson.

Born on 7th July 1981, in Ranchi, Dhoni excelled in goalkeeping during his school days. Later he directed his goalkeeping skills to wicket keeping and made his Ranji Trophy debut in 1999-2000. Even after facing countless rejections, he won a remarkable position in the ODI team with the success of the India-Pak series.

His consistent good performance led him to be elected as captain of the Indian cricket team. The glory of the Indian cricket team grew under his leadership. India made history by winning the 2007 T-20 World Cup and one-day International World Cup in 2011.

Dhoni’s humble nature and maturity for the game gained him respect for senior players like Sachin Tendulkar, Rahul Dravid. He got so popular that he was listed among the 100 most influential persons in 2011 and became the 10th most valuable brand in sports worldwide. He was also awarded Rajiv Gandhi Khel Ratna.

His supercool attitude even in tense scenarios motivates us to focus and face tough situations boldly. His biographical film inspires us to be responsible and work hard relentlessly.

For me, he is not just a cricketer but a lesson that sky’s the limit for those who refuse to give up and work with dedication.

### **Essay-112 : Silence is the best answer to anger**

There are times when silence is the loudest voice. When someone can’t understand our silence, they can’t understand our words.

We must learn how to deal with our emotions. Sometimes we feel anger pulls beneath the surface of our tolerance. It may be confusing and feel consuming to control our emotions and we may have a sudden urge to lose our patience.

When we stay angry, we tend to lose control over the brain. As we do not remain in full consciousness at the time of anger, we tend to speak out a lot of things that we do not even mean. We might find it difficult to deal with ourselves, or our mind and heart in the heat of the moment, but if things become unbearable for us, we should make sure that we are relaxed and should try to think about all that went wrong.

Silence shows that external factors cannot affect our self-esteem. Silencing is harnessing our calm and composure in a heated moment. It is a moment of ‘Zen’ in which we can see the positive and negative coexisting together. Silence is the power to mindfully choose to stay out of the negative space, and not to say hurtful words back. It takes true strength to hold our tongue and not succumb to negative energy. Silence is the way to avoid saying things that we may later regret. Silence is always there for a moment of clarity.



### **Essay-113 : Environmental Pollution**

“Our planet’s alarm is going off, and it is time to wake up and take action.” - Leonardo Dicaprio

Pollution takes place when nature does not know how to decompose an element that has been brought to it unnaturally.

The increasing use of fossil fuels, transportation, deforestation, pesticides and consequent acid rain, urbanization, and industrialization along with economic development have led to an increase in energy consumption and waste discharges.

Environmental pollution is causing a lot of distress to humans and animals, endangering many animal species and driving them to extinction. It leads to prenatal disorders, infant mortality, malignancies, respiratory disorders, allergies, asthma, irritation of the eyes and nasal passages, and other respiratory infections. It can also lead to hepatitis, typhoid, diarrhea, and hormonal disruptions. It is depleting the ozone layer which protects us from harmful UV rays. Soil pollution destroys microorganisms, the first layer of the primary food chain.

Environmental planning should be considered as a base stone for developmental planning. Shifting to eco-friendly transportation, the use of solar power, carrying out an environmental impact assessment, construction of green buildings, developing national land-use conservation policies can help in controlling pollution.

Various governmental initiatives like National Clean Air Programme, International Solar Alliance, National Air Quality Index, Clean Ganga Mission, Swachh Bharat Abhiyan have been taken.

Man has exploited the wealth of nature at the cost of his and the environment’s health. All measures will help in securing our as well as our next generation future. “We were born to help the world, not to destroy it.”

### **Essay-114 : Article 370**

Article 370 of the Indian Constitution gave special status to the state of Jammu and Kashmir and provided it with the power to have a separate constitution, a state flag, and autonomy over the internal administration of the state. The article was drafted in part 21 of the Constitution: Temporary, Transitional and Special provisions.

The Constituent Assembly of Jammu and Kashmir was empowered to recommend the articles of the Indian Constitution should be to the state or to aggregate the Article 370. Since the constituent assembly dissolved itself without recommending the abrogation, Article 370 was deemed to have become a permanent feature of the Indian Constitution.

Thus, on 5th August 2019, President Ram Nath Kovind passed a constitutional order. That order used clause 1 of Article 370 to introduce clause 4 in Article 367: Interpretation, to modify the interpretation of the term ‘constituent assembly’ in clause 3 of article 370. It also used clause 1 of article 356, which is the president's rule, to enable the Parliament to use clause 3 of Article 370 to enforce the constitution of India in its entirety in Kashmir, thus scraping article 35A, which empowered the state of Jammu and Kashmir to define its permanent residents.

After that, another presidential order passed on 6th August 2019 made all the clauses of Article 370 inoperative except clause 1, making Article 370 a dead letter. Scrapping of article 370 enabled the ordinary Indians to enjoy full rights in the state.

### **Essay-115 : Science vs Religion**

“One of the greatest tragedies of our time is this impression that has been created that science and religion have to be at war.” - Collins

Science and religion seem to be agnostic to each other but intrinsically their purpose is the same, to make life happy and worth living. Both claim to be based on truth though their methods of working and areas of activity are different.

As man moved on the earth, he experienced natural calamities which made him realize the presence of some spirit behind all such happenings. He began to devote himself to that invisible power, gave it the name of God, and eventually, the birth of religion took place.

Science makes us rational, free-minded. Religion wants us to believe blindly in what we are told to be true. Science asks questions and puts every thesis to test whereas religion abhors such methods. Science believes in logic and truth and has a rationale behind every inference; religion pre-supposes the result and wants to stick to it irrespective of the outcome of the experiment.

With developments in science like abortion, stem-cell research, both came into conflict with each other as religion believes that only God has the power to give and take away lives.

Science and religion are two nonconflicting bodies of knowledge, equally valuable complementary paths leading toward an ultimate understanding of the world and our place in it. Religion without science is superstition and science without religion is materialism. Both have much to offer but how we interpret them is something that continues to evolve.

### **Essay-116 : Triple talaq**

“The abuse of women is the most pervasive and unaddressed human rights violation on the earth.”- Jimmy Carter.

Unity in diversity of culturally rich India provides enough room for different religions to practice their laws and customs. People follow various religious practices some of which even perpetrate violence against women. A social practice that had been in the eye of the storm for long is the issue of triple talaq.

Under the Muslim law, Triple Talaq or ‘Talaq-e-biddat’ means liberty from the relationship of marriage, eventually or immediately, where the man, by simply uttering the word ‘talaq’ three times, ends his marriage. In several instances, women have been given talaq through a letter, phone, or even through messages and Whatsapp.

Most Islamic countries such as Egypt, Pakistan, Bangladesh, Syria, Malaysia have already banned the practice but the custom continued in India which does not have a uniform set of laws on marriage and divorce that applies to every citizen.

Some called the practice deeply discriminatory towards women whereas others pointed that it’s unusual to criminalize divorce and the state has no place in regulating the marital home.

After the judgment of the ‘Shayra Bano case’, the government enacted the triple talaq law on 1 August 2019, ensuring gender equality and strengthening the socio-economic, fundamental, democratic, and constitutional rights of Muslim women.

No matter how personal a law is to any religion, it can never be above human rights. Triple talaq led to the subjugation of Muslim women for years but its solution must be realized through coexistence rather than coercion.

### **Essay-117 : Gender inequality**

In India, women are considered an oppressed section of society and have been neglected for centuries. The birth of the son is celebrated while the birth of a daughter is filled with pain. Boys are encouraged to be tough and outgoing but girls are encouraged to be homebound and shy.

Women have always been disbanded from the share in the properties as it is believed that men are the ones who carry their generation forward. Upward trends in brutal crimes against women such as rapes, dowry deaths, honor killings, huge wage gaps between men and women, unequal access to health and education all prove the inequalities prevailing in our society.

Despite a lot of governmental efforts in the post-independence era, the condition of women in India is still pathetic. Efforts like full-throttled focus on supporting women who face domestic violence, enhancing digital access and scaling of skills specifically targeting low-income women should be made. Policies must be structured around rebuilding societies and economies in ways that empower women to lead safe, productive, and fulfilling lives.

Patriarchy is so entrenched in Indian society that even though one may try one's best to uplift women to the level of men, patriarchy would pull them down. The dire need of the hour is to change this patriarchal mindset and destroy the prejudices that damage the future of the girl child. What is required is a concerted effort on our part and the part of the government to sensitize society in eradicating this issue of gender inequality.

### **Essay-118 : Universal basic income vs Subsidy**

Universal Basic Income (UBI) ensures every citizen a right to minimum income to cover one's basic needs as a long-term solution to reduce poverty and alarming inequalities in the country. It can serve as a safety net in situations where the economy is unable to generate jobs. Unlike farm loan waivers, universal basic income does not impair credit culture and, unlike farmer-specific transfers, does not discriminate based on occupation or tie-down people to farming.

In India, many existing subsidy schemes are plagued with issues such as leakages in the delivery system, misidentification of beneficiaries, exclusion of deserving households, as well as inadequate and untimely delivery. But replacing them with the UBI will also mean losing some of the other benefits of these schemes. Consider the Integrated Child Development Services program which monitors the growth of the children, their pre-school education, and also improves nutrition and health education to women. If ICDS is replaced by UBI, the benefits of these components will be lost.

Functional JAM (Jan Dhan, Aadhara, and Mobile) to ensure direct cash transfer is a prerequisite for UBI. If cash is given to the beneficiaries, it is difficult to target the true beneficiaries and it is not certain that they will buy the goods we intend them to buy.

It is better to have a mix of both. The subsidy schemes which are working fairly in a particular state should not be disturbed and only those subsidy schemes which are not working effectively must be replaced by UBI.

### **Essay-119 : One country one election**

One of the reasons that India's vibrant democracy has survived the test of time for seven decades is the electoral reforms it has undergone all these decades. But one major reform that we are yet to embrace is simultaneous elections. The election commission had suggested it as early as in 1983. The Law Commission in its 170th report in May 1999 had reiterated the same.

Simultaneous elections were held up to 1967 but the cycle was disrupted due to the premature dissolution of the Lok Sabha in 1971, and of different state assemblies afterward. Democracies like South Africa, Sweden, etc hold simultaneous polls every five years.

Frequent elections put on hold development programs, disrupt normal public life, impact essential services, and burden people with prolonged periods of election duties. In 2013, the state machinery of Himachal Pradesh was paralyzed for 75 days due to the model code of conduct. Moreover, elections put a lot of burden on the exchequer. The 2019 elections cost a staggering ₹50,000 crore. With simultaneous elections, these issues can be remedied and our lawmakers can deliver better governance.

Although the idea of simultaneous polls is good, its implementation is full of challenges. Firstly, a constitutional amendment will be needed, as the tenure of the house must be fixed to make it possible. Secondly, the deployment of security forces in 700,000 polling stations all over India and equipping all of them with EVM and VVPAT machines will pose an immense logistic challenge. But, its pains notwithstanding, gains from this reform will truly transform our democracy.

### **Essay-120 : Why is the monsoon so important for the Indian economy?**

Monsoon is the lifeblood of India's farm-dependent economy. It is critical for keeping the economic engine chugging along in India.

India gets around 70% of its annual rainfall during the monsoon season, which affects the yield of key Kharif or summer crops like rice, pulses, and oilseeds such as soybeans. A good monsoon leads to bumper farm output that keeps food prices under control whereas a delayed monsoon can lead to supply issues and even accelerate food inflation. In a good monsoon season, farm output goes up, boosting demand for consumer goods as well as the income of rural people. This leads to a stronger economy. A stronger economic outlook tends to lift the stock prices of companies focused on selling products in rural areas. A good monsoon season can reduce demand for subsidized diesel used for pumping water from wells for irrigation. Monsoon rains replenish reservoirs and groundwater, allowing better irrigation and more hydropower output.

India is self-sufficient in rice and wheat, but a poor monsoon will have a rippling effect on its economy, increasing imports of pulses and edible oils such as palm oil, soy oil, and sunflower oil. During droughts, the government has to support farmers through incentives, subsidies, thus widening the fiscal deficit.

To ensure food and farmer's income security in case of a weak monsoon requires a comprehensive and broad approach. As with climate change, monsoon variability is bound to increase. The need of the hour is to use the best technologies and services to boost production, income, and reduce climate risks.

### **Essay-121 : Is cyber crime a bigger threat than terrorism?**

Cybercriminals ranging from rogue individuals to organized crime groups to state-sponsored factions use techniques like phishing, social engineering, and all kinds of malware to pursue their nefarious plans. As the Internet of Things evolves and smart devices become more popular, cybercriminals benefit from increased opportunities to penetrate security measures, gain unauthorized access, and commit crimes.

Even many countries are now influencing the economic policies of other countries with the help of this weapon. The Stuxnet Worm virus, one of the most infamous cyberattacks, infiltrated the control systems of Iran's nuclear sites in 2010. A virus of this magnitude could be powerful enough to cripple a state's military capabilities. Through human beings, it is impossible to influence in a short span with a tremendous result, hence there is no denying the fact that cybercrime has much more potential than terrorism. This is a new and advanced weapon of terrorism.

Terrorists can attack one place or few places at a time but cyber attacks can collapse the whole world. These cyber attackers can collapse the stock markets and can trigger the internal war by revealing the country's secured data. An outsider attacker can be monitored but an inside attacker cannot be, as evidenced in Edward Snowden's case.

Cybercriminals evolve their tactics rapidly, and the repercussions of cybercrime are overwhelming for any single organization to combat alone. A united response will prove to be an indispensable tool for advancing the state of cybersecurity. Perhaps it's time that some of the budget is moved from guns and drones to training staff and investing in computing.

### **Essay-122 : Importance of biodiversity**

Stewart said, "Plans to protect air, water, wildlife, and wilderness are plans to protect mankind". Though humans reside on the apex of the food pyramid, other animals too have a profound contribution to the food supply chain. If any of the contributors become extinct, the downfall of the whole pyramid will be just a matter of time. Here lies the sheer importance of biodiversity.

The enormous diversity of life is of immense value, imparting the resilience of ecosystems and natural processes. Ecology can not sustain with only one component. It is a chain of harmony that started from herbivores to the greatest carnivores. Think, if no earthworms are there, the recycling of nutritious elements of soil will not happen. Greater species diversity ensures natural sustainability for all life forms. Healthy ecosystems can better withstand and recover from a variety of disasters.

Despite knowing all the benefits, human greed ushers the breakdown of biodiversity. Recent examples of ruthless killing and poaching of one-horned rhinoceros, snow-leopard, olive ridley turtles will surely have an irreparable effect on ecology.

Many NGOs, the government are working hand-in-hand to protect the vulnerable species from becoming victims of human greed. Wildlife sanctuaries, National parks have been constructed for their breeding and residing purpose. Rapid urbanization is another prime reason for the imbalance of biodiversity.

The coexistence of all animals in the lap of nature is defined by nature itself. Humankind needs to act quickly, ensuring that the ancient pact between flowers and pollinators stays intact, to safeguard our food supply and to protect our environment for future generations.

### **Essay-123 : Pradhan Mantri Jan Dhan Yojana: How effective it is on the social and economic structure of society**

Pradhan Mantri Jan Dhan Yojana was launched in 2014 to provide universal access to banking facilities to the people in the country.

The objective of PMJDY is to ensure access to various financial services like availability of basic savings bank accounts, access to need-based credit, remittance facility, insurance, and pension to weaker sections and low-income groups. It envisages channeling all government benefits to the beneficiary accounts and the Direct Benefit Transfer scheme of the central government.

It provides an avenue to the poor for bringing their savings into the formal financial system, an avenue to remit money to their families in villages besides taking them out of the clutches of the usurious money lenders. Over 63.6% of the account holders are from rural areas while 36.4% are from urban areas. Over 55% of account holders are women.

A significant number of tribal populations have neither Aadhaar nor any other documents for KYC proof. Maximum accounts are dormant. Free insurance, overdraft facilities are a burden to PSU banks and insurance companies. Sociologists raise voices for food security and crop security for farmers rather than providing them zero balance accounts.

Farmers' suicide, extra charges borne by the State government towards free insurance, proper selection of beneficiaries, and curbing corruption need to be surmounted. Loopholes in this relief measure need to be identified and taken care of pan-India.

Despite Jan Dhan's Guinness record-breaking feats, basic savings account penetration in most states is still relatively low. Policymakers thus need to be cognisant about exclusion errors due to DBT not reaching unbanked beneficiaries.

### **Essay-124 : Housing for all by 2022**

To achieve the UN Sustainable Development Goal, the Government launched Pradhan Mantri Awas Yojana in 2015, aiming to provide affordable housing to the urban poor by the year 2022. The scheme also caters to the housing requirement of slum dwellers residing in confined areas of slums with inadequate infrastructure, poor sanitation, and drinking facilities.

A right to shelter is a basic human need. Affordable housing activities generate direct and indirect employment and also generate sustained consumption in the long term. A 2014 study by the National Council of Applied Economic Research indicates that every additional rupee of capital invested in the housing sector adds Rs. 1.54 to the GDP. The government has announced several tax benefits to increase the demand for affordable housing.

Unavailability of the land, absence of supply of quality developers, lack of participation of large organized real estate players due to low-profit margins and liquidity issues, unaffordable loans, absence of clear communication, and coordination among the implementing agencies are some of the key challenges involved. Affordable housing is possible except in cities like Mumbai which have a paucity of land. In such states, the concept of providing rental houses to the masses is possible.

The entire housing ecosystem needs to be well developed and all the stakeholders need to work collaboratively with a high degree of conviction and risk-taking ability. Timely construction remains a challenge, but the introduction of new and effective technologies such as pre-fabricated construction can help achieve this target within the stipulated deadline.

### **Essay-125 : We can choose our friends but not our neighbours**

“Love thy neighbor” goes the saying. It is an important principle to live by because we do not get to choose our neighbors. Circumstances choose our neighbors for us but we make friends depending on our taste and similar outlook towards life.

In the current scenario of South Asian geopolitics, the context of friends and neighbors is extremely important. India is blessed with a beautiful landscape and favorable geographical location. But unfortunately, India could not choose her neighbors. With looming threats that range from border disputes to terrorism, the nation faces a lot of troubles from its neighbors. From Pakistan, there is a persistent effort to harm our life and property and China’s formidable trade and defense policies have always been a looming threat. Other small nations like Sri Lanka and Bangladesh prove to be wily neighbors by frequently changing their obligations.

Although India can not choose her neighbors she has chosen her friends wisely. In America, India has a reliable trade partner while Russia has proven to be an able defense ally and good relations with countries like Iran and Venezuela have taken care of our fuel needs. Gulf countries are deeply committed to friendly relations with India and do not support any interference in our internal affairs.

However, in these tumultuous times, realpolitik is the order of the day. Friends and foes keep changing. Thus for peace to sustain neighbors need to be embraced as friends. It is true that we cannot choose our neighbors but we can always choose to befriend them.

### **Essay-126 : My favourite person from history**

He said, “Hate the sin, love the sinner.” He said, “Be the change that you want to see in the world.” His indomitable attitude shook the century long-ruling British power. He is none other than ‘Father of the Nation’, Mahatma Gandhi.

The fight for independence was filled with new vigor after his arrival from South Africa and his magical power to unite all the classes made the voice louder. Using non-violence as a weapon, he became the role model for every youth.

I am fond of him because of his innumerable admirable qualities. His indefatigable moral strength teaches me to have the perseverance to achieve my goal. He emphasized inter-caste brotherhood which is the crying need in a current political and religious context. This has become the most serious concern around the globe. He always encouraged the use of indigenous materials and believed in the decentralization of powers.

The contributions of this great personality are honored in our country till today and will be honored forever. Swachh Bharat Mission has been initiated to fulfill his dream. His birthday is celebrated as Gandhi Jayanti and his date of assassination is ‘Martyr’s Day.’

He appeared in Indian polity when it lagged a true leader. The qualities a leader should possess were present in him. A hero motivates us towards various windows of life. This great personality’s stories have inculcated the seed of altruism, perseverance inside me.

### **Essay-127 : Indian customs and tradition have been in favour of men.**

Women in India, where patriarchy is deep-rooted, find themselves in a quandary whether to rebel or reconcile. There is not even an ounce of doubt that Indian culture and tradition have been in favor of men.

Women leaving their parental home after marriage, senior-most male becoming the head of the household, male-dominated patrilineal society with a patriarchal mindset, women getting married at a young age unable to fulfill their ambitions are all a manifestation of laws favoring males.

Unfortunately, women are still not given due respect and the social value of women in India is measured by their marital status and reproductive abilities. Dowry has a prominent place in contemporary society even though there are enough legal provisions to curb it. Women face physical and mental torture if they fail to fulfill dowry demands. They are forced to leave schools after an age and learn household chores. Women suffer from repression, unnatural indoctrination, unequal, inferior status, and the denial of freedom even in their homes. All these are detrimental to the development of our society.

However, the scenario is changing. Now more liberty and priority are given to women. Women are equally important in rituals, responsibilities. Roosevelt once said, “women are like tea bags, you can’t judge their talent unless they are put in hot water.” The recent achievements of women in every field is a testimony to the changed scenario.

Many initiatives have been taken to raise the status of women. But still, there are many miles to go to root out the gender bias prevalent in our society.

### **Essay-128 : Plastic: A Threat to Humans**

On the morning of November 28, 2019, a dead sperm whale washed up on Scotland’s Isle of Harris. The insides of this juvenile whale, on cutting open, revealed something shocking: 220 pounds of plastic waste.

The above incident is enough to help one fathom the damage these non-biodegradable products like plastic cause to our environment. Thus calls the need for minimizing the use of such products in order to save our environment.

The chemical structure of most plastics renders them resistant to many natural processes such as degradation. Consequently, they get accumulated in the Earth’s environment and adversely affect wildlife and humans. A 2017 study found that 83% of tap water samples taken around the world contained plastic pollutants. Tap water in India is the third most polluted, after that of the United States and Lebanon.

Compounds used to manufacture plastic are hazardous to humans in large quantities. For instance, bisphenol A (BPA) imitates the female hormone estrogen and has adverse effects on fertility, delays the onset of female puberty, and has an influence on the estrous cycle. Similarly, polybrominated diphenyl ether (PBDE) damages thyroid hormones, and several other compounds harm the endocrine system.

Thus, one can conclude that plastic is a threat to our environment, to our wildlife, and most importantly to us. It would hence be wise on our part to minimize its usage and replace it with some suitable biodegradable and economical alternative. Stopping the usage of single-use plastic completely can be the first step towards this enlightened objective and saving ourselves from this toxin.



### **Essay-129 : The pen is mightier than the sword.**

The proverb the pen is mightier than the sword means literature is more powerful and efficient in bringing changes in society than violence. Literature expresses people's voices and has the power to reach a large audience. It has the potential to influence and enlighten the masses.

Ideas can revolutionize societies, bring down governments, or promote peace. Consequently, people who promote the ideas through their writings are either praised or killed as witnessed in the Gauri Lankesh case.

Ideas change the mindset of the people as happened in K.M. Nanavati v. State of Maharashtra case. Through writings, even minute details of a case are brought to light. In contrast, violence forces people to subjugate to particular rules without changing their mindset or educating them. Ideas have a primary role in democracy. Different ideas compete with one another and the best idea is upheld in any democracy. As the world is inching towards a knowledge-based economy, ideas are the main drivers of future economies.

However, the power of a pen can be misused at times. Some party led newspapers spread fake news and changed people's voting behaviour. Paid news includes fabricated and deceptive news to serve vested interests. International relations can be harmed, nationality can be threatened and the political stability of a nation can be compromised through fake news. Vested business interests can promote biased research and change people's behaviour.

Mahatma Gandhi's idea of non-violence corroborates the fact that an idea can surmount unprecedented violence. Indian independence movement emphasized constitutional reforms rather than resorting to revolutionary ideology proves the adage.

### **Essay-130 : Artificial intelligence: Opportunities & challenges**

Have you heard of Hongkong made AI robot Sophia which has been given citizenship by Saudi Arabia or the RADA robot used at airports by Vistara airlines to help passengers? All these are nothing but the application of Artificial Intelligence.

Artificial intelligence (AI) is a set of technologies through which intelligent machines are gaining the ability to learn, improve, and make calculated decisions. Increased data collection and usage are magnifying the learning process of computers and improving the quality of AI systems.

The ability of machines to apply advanced cognitive skills in predictive behaviour, decision making, language processing, and learning makes this domain of paramount importance. AI's ability to analyze high-resolution images from satellites, drones, or medical scans can improve responses to humanitarian emergencies, increase agricultural productivity, and help doctors identify skin cancer or other illnesses.

However, Elon Musk called AI an "immortal dictator". It is an expensive technology and includes challenges such as its impact on the workforce, the ethical implications of some of its applications, and the need for capacity-building. Other Challenges include issues such as shortage of manpower having data analytics and data science skills, lack of transparency, breach of trust and security due to data thefts, concerns about displacing jobs, and exacerbating inequalities.

When countries like the US, China, and Russia are adopting AI increasingly, India cannot afford to lag behind them and utilize the immense potential offered by AI for the benefit of mankind. Pandit Jawaharlal Nehru once said, "Future belongs to science and those who are friends with science".

### **Essay-131 : Unregulated media and democracy**

“Those who control the media control the minds,” said Jim Morrison. That’s why the media is the first victim of dictatorship while in a democracy media is considered as the fourth pillar.

An independent and unregulated media that reserves the capacity to criticize the state is the hallmark of democracy. The duty of the media is to hold the mirror to the society and expose the evils. Democracy sustains due to the reasoned skepticism of the citizens and media acts as a leash to rein our representatives. In several cases such as the Nirbhaya case, the media appealed to the conscience of the society and pulverized the minds of people. The media supported Anna Hazare and held the government by the scruff of its neck to wring out legislation.

However, now with rapid digitalization and the advent of social media, the prospect of an unregulated media seems terrifying. With a smartphone in everyone’s hands, accessibility is not an issue. This is used for the propagation of fake news which consists of morphed images, doctored videos, and changed narrative to suit the propaganda of a particular party. We have received the death news of celebrities when they are hale and hearty. Riots have started on the basis of fake photos. This explosion of uncontrolled news has reached such a level that countries like Malaysia are considering formulating laws to regulate it.

The edifice of democracy rests on the shoulder of the media. If the media becomes toxic the edifice will crumble. Therefore there is a need to regulate unspecified media.

### **Essay-132 : Organic Farming: Challenges and opportunities**

Organic farming is a method of crop and livestock production that involves much more than choosing not to use pesticides, fertilizers, genetically modified organisms, antibiotics, and growth.

Conventional farming which uses chemical fertilizers is detrimental to the environment, yields, and personal health. It pollutes the complete supply chain. Many areas of land have reached a stage where they no longer produce anything.

Organic farming offers greater sustainability and profitability. Organic products are synthetic-free and contain more nutritional value.

However, it is an expensive process that involves constant expenditure. Right from expensive organic farming methods, limited production, supply chain irregularity, storage, and preservation to market competition, organic produce stays on a higher side of the cost factor. For getting the organic certification, the cost involved is too high. The cost includes international validity, inadequate certifying agencies & supporting infrastructure facilities for verification. There is a shortage of reliable, quality input for organic farming and along with that, there is no subsidy from the government on such input products. High costs and low yields make it a loss-making business. It is difficult to find consumers willing to pay a premium price for organic produce.

A separate policy framework is needed for organic farming covering seeds production and input supplies. A certification framework is required and certification cost for organic produce should be waived off for marginal and small farmers. A holistic and community-driven approach along with a smart strategy, scientific planning, responsible public activity, and government support can help in making a shift from conventional to organic farming.

### **Essay-133 : One swallow does not make a summer**

“There is nothing permanent except change” - Heraclitus.

This quote by the famous Greek philosopher is a universal truth. Life is the sum of all present choices. Therefore, we need to be cautious about our decisions at all times, especially when things are going the right way. A single fortunate event does not mean that what follows will also be good.

Of course, this does not mean that we should not cherish the moments when things are going in our favor. In fact, those are the moments we live for and they must be celebrated. But at the same time, we should always be ready for the next challenge that life is going to throw at us.

History is a testimony to the fact that the greatest achievers are the ones who never let success ride their minds. Despite being the most celebrated scientist and statesman, Abdul Kalam was always down to earth and never let arrogance cross his mind. The example of Alexander, the great shows us how arrogance can lead to failure.

Being down to earth, compassionate about fellow beings, and always looking forward to facing new challenges of life are the key attributes of great achievers. It is only when you have power, your true character is visible and put to test.

We always have a space to improve upon our success and we should see it as an opportunity to improve. All need to learn this lesson to continuously move forward in their lives.

### **Essay-134 : Digital revolution: widening gap between haves and have-nots.**

India is experiencing a digital revolution in areas like e-payments, digital literacy, financial inclusion with the launch of Digital India, e-Pathshala, Swayam. But it has created a new dividing line between the information “haves” and “have-nots” and further exacerbated the inequalities.

The new information technology is facilitating an exodus of jobs from cities to the suburbs. Banks are now beginning to take advantage of new technologies and tend to eliminate downtown jobs in the process. The lack of adequate telecommunications facilities does not allow low-income communities without the proper infrastructure to get “wired” to the Information Age. They also lack the required technological know-how to access technology. It feeds a spiral of poverty whereby the lack of investment leads to fewer economic and employment opportunities at the community level. The digital divide widens the gap between citizens of a country as well as between countries. Countries with lower digital readiness risk losing out income opportunities due to a decline in the workforce with the required skills.

Developing countries should adapt to narrow the divide directing the younger generation to pick up the necessary skills. The government needs to adopt a deliberate strategic digital policy on a private-public partnership basis to train the younger generations to bridge the digital divide. It is important to focus on value creation and structural transformation through digitalization.

If steps are not taken for reducing digital inequalities, there will be a digital ‘periphery’ and a digital ‘center’ where all of the digital revenue will get concentrated.

**Essay-135 : Education and economic independence of women is leading to an increase in the number of divorces.**

Women today are leading the charge for a progressive society. The grit and determination that is intrinsic to womanhood has remained constant and stood the test of time and helped in strengthening their status in society. Without education and economic independence, women can again be pushed to the gallows of child-marriage, sati, polygamy, and physical and mental torture.

Education brings enlightenment, not arrogance. It can never destroy a relationship. One may argue that as women have become educated and self-dependent, they no longer fear about society or their survival and hence don't bother to save their marriage. But it should be understood that marriage is an institution where two people are involved and it is the equal responsibility of both to save their marriage. Educated women are more aware of their rights and responsibilities and know their limits and liberties. There are several reasons for divorce in our country. Firstly, women are tortured and harassed at the hands of their husbands or in-laws. Secondly, a huge dowry is demanded at the time of the wedding failing which the in-laws torment her, continuously pressurizing her to bring dowry. Thirdly, the demand for a boy child and fourthly, women are forced to meet high expectations like managing both household chores and office responsibilities and be at everyone's beck and call. When women oppose such injustice, their education and economic independence are blamed.

Divorce is not tied to the education of a person, it is tied to the happiness, trust, understanding, love, satisfaction, respect present in a relationship.

**Essay-136 : Success and failure of old age social security schemes in India**

With a rapid increase in the population of older people and a changing socio-economic scenario, issues concerning old people are now being included in social security schemes.

Financial assistance to the elderly empowers them and improves their social status, independence, self-esteem, and overall quality of life. India's social security schemes cover initiatives such as retirement pension, family pension, widow pension, old-age pension, health insurance and medical benefits, disability benefits, and gratuity. "Integrated program for older persons" is a flagship program of the GoI to improve the quality of life of older people by providing them basic amenities like food, shelter, medical care, and employment opportunities.

But these social security schemes have failed to solve the issues of the older people owing to various hindrances such as lack of caregivers and awareness about schemes. The elderly find the schemes difficult and the amount insufficient to fulfill their basic needs. Enjoying the benefits of these schemes involves a lengthy process such as getting ration cards, election cards, and address proofs which is sometimes difficult for these people. In some instances, the children take away the pensions of the elderly and the utilization pattern of the pension amount can not be captured distinctly. They are left to survive only with the food given by the temples and by the aid from the NGOs.

Initiatives like increasing old-age pensions, allowance for government employees having dependent parents, strengthening the existing social support schemes, and social institutions such as family and kinship will go a long way to promote the welfare of the older generation.

### **Essay-137 : Global warming: causes, effects and remedies**

Global warming is the increase in the average temperature of the earth's surface over a period of time when the sun's rays that penetrate the atmosphere cannot escape back into space.

Human activities like industrialization, urbanization, deforestation, burning fossil fuels and emission of greenhouse gases like carbon dioxide, chlorofluorocarbons, water vapor, methane, and nitrous oxide cause a "greenhouse effect" in the earth's atmosphere.

Global warming depletes the ozone layer which protects us from harmful UV rays of the sun and presents the issue of climate change. Climate change refers to changes in weather patterns and growing seasons around the world. It has led to sea-level rise caused by the expansion of warmer seas and melting ice sheets and glaciers which has further led to coastal flooding. Disruption of habitats such as coral reefs and alpine meadows can drive many plant and animal species to extinction. Forests, farms, and cities will face new pests, heat waves, heavy downpours, and increased flooding. Allergies, asthma, and infectious disease outbreaks have become more common due to increased growth of pollen-producing ragweed, higher levels of air pollution, and the spread of conditions favorable to pathogens and mosquitoes.

Curbing dangerous climate change requires very deep cuts in emissions, as well as the use of alternative fuels worldwide like natural gas, solar energy. Developed countries should help developing countries with advanced technologies to lower carbon emissions. Awareness should be created and the use of refrigerators, ACs should be properly planned. Our generation needs to take care of the earth with immediate effect to safeguard future generations.

### **Essay-138 : Don't waste your time. This time will never come.**

In this superficial world, people often forget that something more valuable than money is time. To be successful in life, one needs to respect and value time.

In ancient times many kings proclaimed themselves as the rulers of their respective ages, forgetting the fact that they had limited time. Time can make one a king or beggar in a moment of seconds. We can earn the money we spent but we cannot get back the time we have lost.

Everyone should realize that many of the future troubles can be avoided by taking prompt action. The famous proverb, "a stitch in time saves nine" highlights the importance of sorting out a problem at an early age.

"If you waste time, time will waste you." Every minute should be enjoyed and savored. The best gift you can give to someone is your time, hence be careful in choosing people that you wish to spend time with. If we understand the time value, then we can gain experience and develop skills over time. Effective utilization of time includes setting goals, preparing work lists, and prioritizing tasks. A successful person knows how to manage time effectively.

The only time we have is the present. People think life is long, however, the truth is that no one knows how much time one has on one's hands. Therefore, life should be led in a meaningful way, without wasting time as killing time is tantamount to suicide.

### **Essay-139 : Importance of sports in human development**

Due to its vast reach, unparalleled popularity, and foundation of positive values, sport is undoubtedly one of the greatest things man has ever created.

Sports make us stronger and healthier, reducing the risks of obesity, diabetes, and other health complications. Sports help build the character and personality of a person. They have a massive positive impact on the mind and body. They build self-confidence and increase self-esteem. All these qualities increase one's productivity, thereby promoting the overall growth of an individual.

In a competitive world, sports reduce stress, thus saving us from succumbing to addictions like alcoholism and drug abuse.

Sports bring discipline in life and teach the values of dedication and perseverance. Sports sharpen the mind, develop strategic and analytical thinking, goal setting, and risk-taking abilities of an individual. All these positive traits when inculcated together help in the accomplishment of one's dreams.

Sports teach us to accept both successes and failures equally. They teach us not to lose hope until the very last moment. Sports inculcate values such as honesty, teamwork, leadership, and fair play.

Participation in sports offers a constructive way for families to have fun and spend quality time together. Therefore, sports help in forging stronger friendly relations.

Swami Vivekananda encouraged youth to participate in sports. Sports bridge the gap between dream and success. To build a nation with morally strong youth, sports should be made compulsory at the educational curriculum at every level across the country.

### **Essay-140 : Importance of transparency and accountability in governance**

“Open government is critical to an informed public, and an informed public is critical to democracy.” - Judith Zaffirini.

Transparency means providing information that is accessible, relevant, released on time, and communicated in a way that can be understood by the receivers. Accountability refers to a relationship between the agent and the principal, in which the principal can hold the agent responsible for its actions and the proper execution of its powers.

Accountability and transparency are two key elements of good governance. Transparency is a powerful force that, when consistently applied, can help fight corruption, improve governance, and promote accountability. Accountability evaluates the ongoing effectiveness of public officials and ensures they are working to their full potential. It builds trust, enhances participative governance, improves service quality, and enhances the relationship between government and people.

Right to Information Act, GST implementation, televised debates, and published government audits are great examples of how the federal government has encouraged transparency. Without transparency and accountability, trust will be lacking between the government and its citizens. The result would be social instability and an environment that is less conducive to economic growth.

Least transparent governments exist in the most corrupt countries. People should step out and create pressure on government organizations and other institutions to be transparent and accountable. Informed citizens can alert authorities and denounce dysfunctions. Transparency and accountability are used to address government failures and to fill the gaps of democratic deficiencies in the most effective way.

### **Essay-141 : Work smarter not harder**

Many people work hard but only a few become successful. What exactly makes the difference? Sometimes working hard is not enough to achieve success. Hard work only focuses on the end result, irrespective of the method used whereas smart work focuses on the strategy to be adopted to produce the desired results.

The effort is important, but knowing where to put in efforts is all that makes the difference. It is important to channelize one's energy in the right direction. It saves a lot of time and allows one to be organized. Learning to work smarter, not harder can improve your productivity, performance, creativity while increasing your overall job satisfaction and saving your precious time. It can also make you a valuable asset to the organization.

Smartness can be inculcated by prioritizing and decluttering tasks. One must distinguish between necessary tasks and useless ones. The most important aspect is analyzing the performance and correct deviations if any. Surrounding oneself with like-minded people also goes a long way in adopting a smart work approach.

However, working smarter can be troublesome sometimes. People have a lot of expectations from one and excessive pressure and failure to meet their expectations may lead to depression.

Knowing the difference between outcomes and goals is key to set realistic and attainable objectives. In return, one will accomplish most of one's goals without even trying. One needs to know where to focus one's energy to achieve goals.

### **Essay-142 : Merits of protecting ancient heritage and culture**

In our country, a large number of historical sites are lying in decrepit condition. The deplorable attitude of people who have no qualms about defacing and destroying historical monuments, blissfully ignorant of their significance and what they represent in terms of India's cultural heritage, and government apathy are reducing our national treasures to dust.

Heritage and culture is the reflection of the identity of a nation. Our cultural heritage is a legacy of our past and a mirror of our national unity. Historical buildings provide a sense of pride and a tangible link with the past that all can experience. They are irreplaceable sources of life and inspiration. Learning about various cultures makes us a good global citizen and improves our analytical thinking. Inspirational stories behind these sites have strengthened many people to fight injustice and oppression. Traditional knowledge has contributed to modern medicine and health care, thus improving quality of life. Preserving the history of a place provides a link to the roots of the community. It promotes tourism, provides jobs, thus increasing the tax base. Educational, social, and monetary benefits can accrue if historical heritage is preserved and marketed in the right way.

Initiatives like Jawaharlal Nehru National Urban Renewal Mission, Atal Mission for Rejuvenation and Urban Transformation, and Heritage City Development and Augmentation Yojana aim at the restoration of historic places.

It will be a real shame if the tangible symbols of our rich past are allowed to crumble into oblivion on account of our negligence.

### **Essay-143 : Demographic dividend in India: Challenge and opportunities**

The demographic dividend is defined as the growth potential resulting from shifts in a population's age structure. The demographic dividend provides a great foundation for a sustained period of high growth. For India, it is coming at an opportune time when the population in large parts of the world is aging.

Asymmetric demography, lack of skills, low level of health and education, informal nature of the economy, jobless growth are some of the challenges to be faced by India while reaping the benefits of demographic dividend.

India needs state-specific policies on the health and education sector, with more women entering the workforce in young states like Bihar, and policies to attract migrants and elderly care systems in aging states like Kerala. An educated workforce is more productive and more capable of taking advantage of new opportunities. The government needs to open up the education sector to attract global players while revamping the capability and powers of education regulators and boards. Reduction in caste and urban-rural inequalities is needed.

Schemes such as Smart City Mission and AMRUT should be effectively implemented for addressing issues arising out of urbanization. Steps like increasing job creation opportunities through schemes like Start-up India, Make in India and improving the Ease of Doing Business Index, building human capital through skill development, and providing quality education and health services should be taken.

We can only harness the economic potential of the youth bulge if the right opportunities are put in place otherwise India will miss the opportunity presented by a huge young working population.

### **Essay-144 : Saving rivers is the future of India**

In our constant struggle for rapid progress and development, rivers have been declining at an alarming rate. Once revered, rivers are now the most neglected aspect of our environment.

Continuous human exploitation, deforestation, pollution, and climate change have caused smaller streams and rivulets to fade into oblivion. Prominent perennial rivers are turning seasonal today. Dams and canals exploit the rivers to provide the required impetus to food production through irrigation. It has led to the over-extraction of water from rivers and to the rapid degradation of topsoil that may lead to a water crisis for future generations. Currently, some cities are facing an imminent water crisis and scarcity of drinking water.

We rely on rivers for transportation and trade, agriculture, drinking water, generation of electricity. The beauty of rivers gives relief from tensions of everyday life.

Restoration and rejuvenation of rivers to their original state is a task fraught with difficulties. Pollution of rivers through industrial, agricultural, and human waste must be curbed. Programs like 'Namami Gange' should be implemented strictly. Awareness campaigns and advertisements can bring the required behavioural change. Methods like educating farmers on sustainable agricultural practices like alternate cropping patterns, drip irrigation can be followed. Centre and states must rally together to put forth a set of inclusive policies that are river-friendly and focused on implementing reforms that will revive these natural resources. Rather than immediate relief reforms, a comprehensive policy framework is needed to rejuvenate water resources.

India's dying rivers should be revived by the inclusive efforts of one and all as they are the future of the nation.



### **Essay-145 : Role of public participation in governance**

Citizen participation implies the involvement of citizens in a wide range of policymaking processes, including the determination of levels of service, budget priorities, and the acceptability of physical construction projects to orient government programs towards community needs, building public support, and encouraging a sense of cohesiveness within neighborhoods.

Good governance entails efficient and effective policymaking, implementation, and service delivery. It promotes accountability, transparency, justice, respect for human rights, gender equality, and the sustainability of the environment, thus enabling citizens to exercise personal freedoms, and providing tools to reduce poverty, deprivation, fear, and violence.

Civil societies including independent mass media, think tanks, NGOs, social and religious groups help in demarcating the concerned areas which require the immediate attention of the government. Civil liberties provide the critical foundation which enables people to participate without fear and to disagree peacefully with the government.

However, corruption, the inefficiency of bureaucracy, nepotism in public administration, improper use of resources, poor planning, criminalization of politics, attitudinal problems of civil servants, lack of accountability, red-tapism, non-compliance of rules, ineffective implementation of laws, etc., alienated citizens from actively participating in governance.

Measures like decentralization, electoral reforms, RTI Act, Citizen's charters, Lokpal Act, the launch of MyGov, etc. empowered the citizens to contribute towards Surajya. MyGov platform is divided into various groups like Clean Ganga, Green India, etc. and each group aims to bring about a qualitative change in that sphere towards public participation.

Therefore, the success of democracy is impossible without the participation of the people and the State should adopt a flexible approach in the design and implementation of public policies.

### **Essay-146 : Satyamev Jayate**

Mahatma Gandhi said, "There have been tyrants and murderers, and for a time, they can seem invincible, but in the end, they always fall. Always."

'Satyamev Jayate', the inscription below our national emblem proclaims that it is always the truth that ultimately wins. It is a Sanskrit word taken from Mundaka Upanishad. We celebrate many religious festivals that deliver the message of victory of good over evil. Our scriptures are replete with the stories and incidents of the ultimate victory of truth. We also inculcate the virtue of truth in our children.

Gandhiji helped India achieve independence using the massive weapon of 'Satyagraha', a force born out of truth, and Nelson Mandela also followed the truth, faced adversities but succeeded in ending apartheid in South Africa. It is a fact that victory of truth over falsehood demands the following of the right path. Even then the irony is that it is not easy to seek justice in life.

Crores of cases have been lying pending in our courts for years. Those fighting for justice are under stress, while the criminals are roaming free and enjoying life. Today dishonesty has become the order of the day. From dawn to dusk we wear a mask and wear false smiles. Media brings to light various heinous crimes committed against children, women, and the old.

According to the National Crime Record Bureau, more than one lakh rapists went unpunished between 2009 and 2010. The insensitive and casual approach of the police, lawlessness, tardy system of the judiciary, slurs by politicians have failed this motto.

### **Essay-147 : Cultural Nationalism**

Cultural nationalism refers to ideas and practices relating to the intended revival of a purported national community's culture. It focuses on the cultivation of a nation and building a moral community.

Constitution makers have dreamed of an India which has the ideology of Gandhi, the maturity of Ambedkar, and knowledge of Nehru. Cultural nationalism does not focus on ethnicity but looks for other positive signs of commonality, reducing racial discrimination to a great extent. The shared values and cultural ideals get priority over racial segregation and discrimination. The key agents of cultural nationalism are intellectuals and artists who seek to convey their vision of the nation to the wider community.

However, repeated lynchings in the name of cow protection, open threats to intellectual activities, persecution of Dalits over the caste, curtailing the freedom of speech, and sedition cults are nothing but 'enforced cultural nationalism.' A nation that declared unity in diversity as its motto now seemed to say that all diversity should follow a single norm or face the music.

JS Mill states that no nation can become great by dwarfing its own people. A country as diverse as India cannot be expected to lead a homogenized existence, with a single ideology and monochromatic way of living, or a standard diet. Our nationalism may be cultural, political, or civic but it must be inclusive. Just like an individual is not justified in putting the majority under tyranny and silencing their voice, so is the majority not justified in silencing an individual.

### **Essay-148 : Valentine day and Indian culture: Convergence or conflict**

Valentine's Day is celebrated by lovers all around the world prominently by the Christians but lately, Indian people are also embracing this tradition. Love, kindness, and truth are fundamental to all the religions of the world.

For the land of Khajuraho, Konark Sun Temple, and Vatsyayana's Kamasutra, Valentine's Day can not be alien. It is a day to celebrate and express love. But some rigid religious groups argue why to celebrate love for just one day and that too imitating the west. The pro group argues if the western world can celebrate 'Yoga day' then why we should stonewall cultural exchange. We have forgotten the essence of this day which calls for standing by our love, no matter what the situation is, an idea very similar to a Hindu marriage. Valentine's Day is not restrained to lovers, it is a celebration of the relationship we share with our family and friends.

We have changed the way we celebrate our festivals, the way we dress, the way women are now perceived in society. We have added festivals like Mother's Day, Father's Day. Our social structure has changed. We have undergone changes in the thinking process and have pushed so many reforms within the society. This celebration can jog the frozen love and bring communities together and if the very meaning of it is realized, we can associate it with our culture that teaches spiritual love and sacrifice and further strengthen the institution of love and commitment in our society.

### **Essay-149 : Why are you proud to be an Indian?**

“India is the cradle of the human race, the birthplace of human speech, the mother of history, the grandmother of legend, and the great grandmother of tradition” - Mark Twain.

India is a wealthy nation because of its culture, traditions, values, history, and people. It had a glorious past, an optimistic present, and a promising future. There are many reasons for one to be proud of being an Indian.

No country in the world has such a diverse population in terms of religion, customs, and practices and yet living peacefully with harmony and brotherhood. The diversity of India is its strength. We are a secular nation and have respect for each other’s rights. We believe in participatory governance and so are the largest democracy in the world. We believe in the concept of equality and gave universal adult franchise to our citizens, unlike the US and UK.

India introduced the power of Yoga and spirituality to the world. Eminent personalities like Gandhi, Tagore, Kalpana Chawla, and Kalam were born on this land. Great philosophers and scientists like Aryabhata, Patanjali, and Nagarjuna gave scientific theories when the West did not appreciate Science. Vedas and Upanishads are the epitome of knowledge. Our strength lies in our demographic dividend.

We are a peace-loving nation that gave the concept of Non-alignment. Despite limited resources and a huge population, we have achieved self-sufficiency in agriculture.

This is our mother who loves the wretched and the tycoons and rears them. The more you explore, the more you love it.

### **Essay-150 : If we do not discipline ourselves the world will do it for us - William Feather**

Success is like a seed that needs a balanced proportion of hard work, discipline, and perseverance, the absence of any one of these results in a failure to achieve one's goal. Discipline is the most important trait of our personality. If we are disciplined, over a period of time hard work and persistence can be achieved but without discipline, the other two remain meaningless.

Discipline is the monomaniacal focus on a single goal and doing it regularly until it becomes a habit. In China, children are taught Martial Arts at a young age which teaches them the discipline to channelize their energy in a constructive way. A fitness enthusiast builds a body that requires constant discipline on his part. A sincere student studies regularly, eschewing all the distractions to attain excellence. Our lives become monotonous, unmotivated, and depressed without any progress. If we do not discipline ourselves in life, the world does it for us. Children are taught the value of discipline from an early age.

We have seen people becoming rich and losing it completely afterward, getting indulged in drugs and all sorts of worldly pleasures be it gambling or alcoholism. That happens because of our failure to put a restraint on our actions, thoughts, and desires.

Lack of discipline disturbs our inner peace, spoils our relationship with others, and fills us with discontentment. We live in a state of constant confusion, always looking for alternatives, leaving us in ruins. The ultimate aim of human life is the fulfillment of its desires and it always remains a far cry until and unless we are disciplined.

### **Essay-151 : Should higher education be privatised**

A well established educational system is the soul of any society. What makes humans different from animals is their evolved brain, which when educated generates revolutionary ideas.

The education sector in India has predominantly been public owing to our historical communist and socialist tilt. Nothing significant happened till the late 1990s to change this socialist idealism. Many higher education centers were opened which still are the most sought after in their respective categories. But time and again it has been proved that the government alone is like a bully haggler. No matter what the poor countrymen ask for, the government gives only half of it.

But the government can not be blamed entirely for minimal and limited “access to higher education” in India because of colossal expenses on the ever-growing population, security threats and subsequent defense spending, poverty alleviation budget. Privatization hence is not a choice but the need of the hour. It will lead to the majority of the youth getting access to vital training to overcome the pressing challenges faced by our country. A regulating authority led by unflinching decision-makers can ensure the rapid expansion of a system without compromising in quality.

India currently has a handful of organizations like UGC, AICTE to permit and monitor private players willing to venture into higher education. Poor management of private institutions has led to postgraduates applying for menial jobs. The majority of private-run institutions are nothing but cash gulping dragons who fail to provide progressive higher education.

An efficient Public-Private-Partnership along with a strong oversight can overhaul the higher education system.

### **Essay-152 : Every human being is superstitious**

Despite having well-developed brains, complex technologies, and centuries of scientific progress, the human species remain a fearful, superstitious lot.

The number thirteen, black cats, breaking mirrors are some things that we, being superstitious, tend to avoid. Superstition is generally a belief in supernatural forces such as fate. Carrying charms, wearing certain clothes, visiting places associated with good fortune, preferring specific colors, and using particular numbers are all elements of superstition.

Superstition is highly prevalent in sports. Within football, gymnastics, competitors pray for success, check their appearances in the mirror, and dress well to feel better prepared. Players and athletes also engage with personalized actions and behaviours such as wearing lucky clothes, kits, and charms. Serena Williams used to wear the same socks unwashed when she used to be on a winning streak, as well as to bounce her tennis ball exactly five times before her first serve.

When something important is at stake yet the outcome is uncertain, then superstitions are likely to be used to fill the gap and make us feel more confident. They promote a positive mental attitude. For many people, engaging with superstitious behaviours provides a sense of control and reduces anxiety which in turn improves their performance. But superstition can lead to irrational decisions such as trusting in the merits of good luck and destiny rather than in sound decision making.

Being a little superstitious is of no harm if it brings good luck to us but in the world of science, we should not succumb to superstitions.

### **Essay-153 : Have Indian women achieved economic empowerment?**

Economic empowerment of women refers to the capacity of women to participate in, contribute to, and benefit from the process of growth and development. It increases women's access to economic resources and opportunities and also helps in building economic capital.

The Government of India has taken many initiatives in this direction. Jan Dhan Yojana is one such initiative that has enabled the unbanked women to avail themselves of the banking services. Poor women can now get funds provided by Rashtriya Mahila Kosh. To promote women entrepreneurship, Mahila E-Haat, a web-based marketing facility has also been launched. Sukanya Samridhi Yojana aims to ensure the financial future of the girl child. Initiatives like MGNREGA and NRLM provide livelihood and economic security to rural women. Further, National Skill Development Policy and Kaushal Vikas Yojana aim to secure decent employment and help to move out of poverty.

Despite the above measures, studies revealed that women lag far behind men in terms of labor workforce participation in India. Income generation activities failed to help them. Rather they have increased the workload without enhancing their income. A large number of women are still employed in the unorganized sector and lack control over the property and productive resources. A patriarchal mindset, denial of equal opportunities, violence against women are some of the issues which obstruct the economic empowerment of women.

Women's economic empowerment is a pre-requisite for sustainable development, pro-poor growth, and inclusive economic growth. A holistic approach with a long-term commitment from all the stakeholders of the society is all that is needed.

### **Essay-154 : Indian great marriages are show of money power**

It is said that "Marriages are made in heaven." India is a diverse nation where the customs of wedding change with family, society, region, state, and also with money.

Indian weddings are famous all over the world for their multi-cuisines, beautiful trousseaus, a series of traditions, and glam and glitz. Rich Indians enter the wedlock in lavish ceremonies, to name a few, Steel king Lakshmi Mittal's daughter's wedding, Isha Ambani's wedding, and weddings of Bollywood stars, cricket players, big politicians' children. These people spend a fortune on their wedding celebrations which usually lasts for seven to eight days. Each wedding function is so grand that the media covers the procession and the entire nation witnesses it. They are a show of strength, a glamorized return to tradition, and a celebration of social conservatism.

The big fat Indian weddings put big hotels in business and wedding planners, decorators, designers, choreographers to work. People do so to maintain their social status and to show their prestige and power. These lavish weddings are not just limited to the high-class society but impact the middle class as well who save their entire life to spend on their children's wedding.

Ostentatious marriages involving an unabashed display of money are "the most visible site of conspicuous consumption and conspicuous waste." If this money is better spent to help the needy, it will be accompanied by their blessings. In India, every night millions go to bed without food. If they are fed, their blessing and gratitude will make lives happier.

Money once spent will not return, but blessings last forever.

### **Essay-155 : Do you think bachelors can be more successful?**

It is a common belief that marriage distracts us from our aims and it is better to marry after settling down.

Nobel Laureate George Akerlof said, “Men settle down when they get married; if they fail to get married they fail to settle down.” Marriage has a transformative effect on adult behaviour, emotional health, and financial well-being. After marriage, men assume a new identity. They feel a sense of responsibility towards their family and are more motivated than their counterparts to work harder to give a better lifestyle to their family. Family provides a deep purpose and incredible reason for existence. Partners can provide a unique kind of social support and help each other overcome some of life’s biggest challenges. Therefore, married men are more likely to accomplish their goals and targets than bachelors.

Bill Gates, Steve Jobs, Mahindra Singh Dhoni, Sachin Tendulkar are some of the personalities reinforcing the fact that it is possible to maintain the same level of success even after getting married. Conscientious spouses exhibit good habits like diligence and reliability which workers then emulate in the workplace. Having a partner that keeps personal life running can reduce stress and increase focusing abilities.

Success cannot only be defined in terms of money. Raising a child and imbibing ethical values in it is considered a success for parents. Our lives become more meaningful and have a well-defined path to follow after marriage which ultimately leads to success.

### **Essay-156 : Power corrupts and absolute power corrupts absolutely**

Hitler, King Yazid, Saddam Hussain, Kalmadi & Macbeth. Is there anything common among the seemingly unrelated people? They belong to different times and different countries who once wielded power which debased them.

Power can be defined as the possession of control over others. When a person primarily driven by selfish motives comes to power, it inflates his ego and clouds his wisdom. That’s why we find officers demanding kickbacks and politicians siphoning funds. But it’s not all about monetary gains. Absolute power corrupts because it gives license to arbitrarily impose one’s will without worrying about consequences. They consider themselves above law. Even sincere people often become blinded by their clout of power and position. A UK Psychologist held that weak managerial ability and degrading value systems are equally responsible for corruption brought by power.

There have been leaders like Nehru and Gandhi, businessmen like Bill Gates, Azim Premji who never abused their power and rather channelized it into making the world a better place. It was their strength and character that immunized them to the viciousness power can instill.

To steer clear of the ill effects of absolute power, a democratic framework is an ideal choice. The education system should be so oriented as to inculcate the spirit of cooperation and sympathy and eliminate authoritarian tendencies among the students. Self-restraint is the best remedy to kill corruption so that when one rises to power, one does not give in to vile temptations of ‘vaulting ambition’.

### **Essay-157 : Automation and its impact on society**

Automation is the process of advanced mechanization in which complex machines perform tasks formerly performed by men.

In homes and offices, automation plays an important role in power saving. Motion and heat sensors monitor and check for human presence, based on which lights and electrical appliances can be turned off. Most of the rapid transit systems such as the metro, which are remotely controlled from the control tower, are a great boon for the commuters. E-commerce companies such as Flipkart and Amazon are planning to deliver the orders by drones and quadcopters which eliminates any delay due to traffic jams, lack of delivery staff, etc. The health sector has greatly improved due to automation. Complex surgeries can be performed much more easily.

In industries, automation increases productivity owing to an increase in production rate and reduction in labor content. Productivity gains have led to reduced prices and increased prosperity for society. Also, automation safeguards the workforce against the hazards of the factory environment.

One of the direct effects of automation in factories is the dislocation of human labor from the workplace. But population increase and consumer demand for the automated products have compensated for losses. Automation includes high capital expenditure, a high level of maintenance and offers a lower degree of flexibility in terms of possible products. Other effects include invasion of privacy by data networks, misuse of tech that can endanger the civilization, and over-dependence of humans on machines.

Automation has the potential to transform the future of humans but a proper balance should be struck between machine and man.

### **Essay-158 : Other sports are ruined by cricket in India**

Cricket has become the religion of India so much so that the word “sports” has become synonymous with cricket. Television, commercialization, and the advertising world have promoted cricket to the extent that it is affecting other sports.

It is a common sight that young children are playing cricket in every lane, street, and garden. But people don't know how to play other sports or what are the rules for other games. A budding sports kid who is almost as tall as the bat claims that someday he would be 'Tendulkar'. Why not become 'Saina Nehwal', 'Milkha Singh' or 'Ajit Pal Singh'? We cannot blame kids if they don't know about them because it's our society and its mindset which is responsible. People encourage their children to play cricket more than any other sport as it has money, fame, opportunities, and less struggle.

Many budding players in shooting, lifting, hockey cannot continue their passion due to lack of governmental aid, poor sports facilities, lack of good coaches, lack of awareness in rural areas, gender inequality. India can produce good sportsmen if people change their mindset and treat other sports on par with cricket.

Cricket, like any other sport, is not unscathed by politics and corruption but despite all the odds, it has grown impressively. Instead of being hell-bent on blaming cricket for ruining other sports, we must encourage players to play their respective games in their respective arena and bring glory to the nation.

### **Essay-159 : Money is not everything**

What defines a human is not his materialistic gains but his values and emotions. Money is necessary for living a decent life, but for living a 'rich' life, love and compassion are required.

No doubt money is important - it is needed to buy food, run schools, and for almost all day to day activities. But at the end of the day, it's just a piece of paper revered by mankind, to which we have attached so much importance. It doesn't have any intrinsic value of its own. Money can only buy materialistic pleasures but not soulful gains. An orphan can be given a toy that comes from money, but it cannot fill the void felt due to the lack of love of a mother.

Had money been everything, we must have commemorated and celebrated the legacy of rich Indians, not rich India. We remember Mother Teresa - the lady who spread the love and kindness among the sick and orphaned, Nelson Mandela who fought against apartheid, Mahatma Gandhi who taught us the principles of truth and non-violence. People remember kind words and deeds, and not monetary gains.

However, society today is a capitalist and materialistic society giving more emphasis on the brands we wear, the car we drive, or the restaurant we eat in. We forget that the parameters that define our lives are health, relationships, inner peace, and contentment.

Wise people say that money does not grow on trees, but even if it did, the takers for fruit would outnumber the takers for money.

### **Essay-160 : Change is inevitable**

The only constant thing in the world is the change which may be difficult to conceive sometimes. We are living in an era with dramatic changes in every field.

The myriad of changes that our society has undergone is quite staggering. Due to advancements in technology, life expectancy along with the quality of life has increased substantially. Ravaging of human societies by disease appears to be a thing of the past, thanks to a better-organized world. But change also brought along with it inventions that made us lazy and crooked, drew us away from our relationships, challenged our cultural beliefs and traditions. Therefore, a proper balance between change and stability is needed.

It's easier to hang out in our comfort zone but for continuous growth, it is important to embrace the unknown. Change faces resistance in some form and carries with it certain consequences. Change is inevitable, so the best that can be done is planning for it to be positive. Our world will continue to change and we have to be flexible enough to adapt to changes and we need to embrace the fluidity of it. Change means learning, growing, and achieving something which once seemed impossible.

We should be open enough to take a dive into pragmatic solutions to life and accept changes that are useful but should be cautious enough to let go of any ideas that may affect lives negatively. The change should be energizing, capturing new ideas, sparking creativity, expanding boundaries while delivering new and consistent results.



### **Essay-161 : Women make an organization a great place to work**

An organization is not just a bunch of people working together, it has a unique culture and shares certain fundamental values, ethics, and morals. Women help immensely in establishing and maintaining the organization's culture and ethos.

The qualities possessed by women like better management skills, quick problem solving, communicational and motivational skills, tender and less aggressive attitude, working for the well-being of every member gave them recognition and made them the first choice for human resource managers. Being intuitive, understanding and persuasive, women can handle a team better than their male counterparts. Their team spirit, team-centered goals, optimistic, calm, and quiet attitude, good listening skills create an open and friendly environment at the workplace.

Their problem-solving skills are commendable. They approach every problem from various angles and lead by example. They know best how to manage personal and professional lives. They reward generously for every success. Chanda Kochhar, Arundhati Bhattacharya, Indra Nooyi are just a few names who have taken the industries to a new high under their strong leadership.

In today's global market where communication and collaboration skills are highly valued to achieve success, women have a considerable advantage in the workplace. Women are inclusive, compassionate, and believe in a collaborative workforce. Blessed with qualities of patience, intuition, and optimism women can win employees' or everyone's hearts and influence or motivate others to perform their best. An organization that cherishes the role of its female employees and gives freedom to them, has greater efficiency and is a great place to work for.

### **Essay-162 : Not me but you : How far can it take you forward?**

We can't control our lives but we have absolute control over our actions. Before doing anything, we should think about what consequences our actions will have on others.

Albert Einstein said, "Only a life lived for others is a life worthwhile." Forgetting and surrendering the self and rendering selfless service to others gives our soul immense satisfaction. Selfless service for the cause of humanity is as important as worshipping God.

A life lived only to fulfill one's personal interests is of no importance. It's a pity that we have succumbed to the materialistic pleasures of life and have forgotten the values of brotherhood, unity, and selflessness. Materialistic life is the graveyard of humanity.

It's the quality, not the longevity of one's life that is important. It's apt to say "If you want to go fast, go alone. If you want to go far, go together". The success of an individual is a product of many factors. One cannot reach heights of zenith if he works in isolation keeping aside inclusive growth. Consider owning an industry that generates hazardous waste, it may give loads of profits for a short time, but in the long run, it will compromise with the sustainability of the environment affecting our future generations. Corporate Social Responsibility also highlights the importance of service to others for effective, efficient, and equitable social and economic growth. An overhaul in thinking ideology from 'me' to 'you' and prioritizing others over ourselves in the need of the hour for maintaining peace and stability in society.

### **Essay-163 : Egoism provokes domestic violence**

Domestic violence, one of the greatest taboos of any society, blatantly continues to exist. Domestic violence can be physical, verbal, emotional, religious, economic, or sexual abuse. It ranges from hurling abuses to marital rape, from shoving to burning, etc. Various reasons can be attributed to domestic violence such as low self-esteem, jealousy, mood swings, loss of temper, alcoholism but the most brutal is egoism.

‘Egoism’ is a feeling when a person driven by self-obsession and self-interest becomes apathetic towards the suffering of others. The person hardly cares that his gesture or attitude is wreaking havoc on his partner. Domestic violence occurs everywhere and in every relationship especially where love, care, affection are subsumed by egoism.

The major reason for domestic violence is the fear of one partner of losing supremacy over the other. This leads to brutally insulting or harassing one’s wife, children, parents, siblings, etc. The inferiority complex is the prime culprit of one being dissatisfied, unhappy, depressed with one’s relationship and then it takes a toll on a relationship. Domestic violence begins with putting a restriction on personal choices to physically hurting and then can end up taking one’s life also.

Domestic violence is a curse to society. It exploits the life of the victims, makes them vulnerable and weak, and at times suicidal. We must realize that the key to a successful relationship is love. The focus of a relationship should be on attacking personal issues rather than attacking the person.

### **Essay-164 : Dating at a young age: A symbol of freedom**

“Time misspent in youth is sometimes all the freedom one ever has”.

The world is getting smaller and we feel more connected, thanks to Globalisation. Globalization also redefined the concept of Modernity. The western culture which has engulfed almost all the world is considered modern and in times of modernity, people are blindly following it. Dating is a part of such culture that redefined the concept of relationships in various countries.

Even a country like India, strongly tied to its roots and culture, couldn’t remain unscathed by this culture. Dating is a culture where people spend time together (virtually or really) to assess each other’s suitability as a prospective partner. The youth got attracted to this concept more than any other age group because of more exposure to the outside world. In this 21st century, youth demand freedom to make their own decisions without restrictions, and the quench for this freedom led to the emergence of dating.

In this globally connected world, it takes only a few seconds to connect with others using the internet. More dating sites have flooded the internet engaging youth in virtual relationships. Youth have plenty of options from whom they can choose their partners. But this may also lead to quick and frequent breakups losing the very essence of relationships.

There is no doubt that globalization has revolutionized the world. But this openness brought with itself a number of ways to distract youth. Hence, even in a country like India where relationships are of utmost importance, the ties are gradually weakening.

### **Essay-165 : India is a country of opportunities**

India is a developing country growing at 7 percent per year in terms of its GDP, the highest growth rate in Asia. According to the World Bank reports, the growth rate of India will surpass that of China in the next few years. Every sector like manufacturing, space, e-commerce, education, tourism, information technology, aviation, defence is growing exponentially. India is an incredible country with ample opportunities. All that is needed is to look and seize those opportunities.

Having the advantages of cheap labor, government schemes, and a conducive environment, the FDI is increasing in India, thus increasing job opportunities. Introduction of schemes like Make In India, Start-Up India, Stand Up India boosted the manufacturing sector providing more streams of revenue.

On the Science front, ISRO created a world record by launching 104 satellites on a single mission. There are many opportunities for engineers and science graduates.

Information technology and e-commerce are also growing at a much faster pace. The E-commerce and Digital India mission of the government are very much connected. There are great opportunities for entrepreneurs in this sector. More and more IT companies are coming to India because of the presence of large numbers of software engineers.

The tourism industry is growing by leaps and bounds. The Indian government is capitalizing on the beautiful landscape, rivers, valleys, and mountains of India and earning huge revenues. It also provides impetus to hotels, guides, and the transport sector.

India's economy is a perfect blend of openness, opportunities, and options and is contributing towards a prosperous and resilient world through the clarion call of 'Atma Nirbhar Bharat'.

### **Essay-166 : Products are sold not bought**

Steve Jobs said, "A lot of times, people don't know what they want until you show it to them."

Sometimes the art of telling stories is so enthralling that people lose track of their wallets. This art is known as marketing by which sometimes such products are pushed upon a consumer which he doesn't understand or perhaps even need. The alleged reason for their continued sale is this art of marketing practiced by sales advisors or marketing executives who get big bucks for selling them.

'Bending the customer according to the product' and 'developing the product according to customer needs' are the two important concepts of marketing. Products are tailor-made designed to capture a particular set of consumers. Advertisements play a prominent role in influencing the target audience's attitudes and behaviours. Through advertising, companies create awareness regarding their products and services. Sometimes these advertisements are so lucrative that people give in to temptation.

The smart-phone industry has ever-changing upgrades every week, thus launching new products every month. Despite owning the latest model Samsung phone, on the launch of the iPhone, people fall into the trap to buy one because of the influential marketing campaigns and strategies adopted to capture a vast audience worldwide.

But thanks to this technology-driven world, consumers are well equipped to decide what is useful for them and what is a waste of money. Therefore, marketing companies cannot befool their customers anymore and have to level up their game to meet consumer expectations.

### **Essay-167 : Inspiring role of women in sports**

Today there is no field remaining untouched by the dignity and perseverance of women, be it the field of corporate, politics, defense, space exploration, or sports. Women are no more confined to the four walls of their homes and are effectively participating in shaping the destiny of our nation.

In the recent past, our country has witnessed a commendable rise in female participation in the sports field. Challenging and shattering the orthodox beliefs, Indian daughters like Sania Mirza, Saina Nehwal, Hima Das, Dutee Chand, and P.T. Usha have made our country proud on numerous occasions. PV Sindhu became the first Indian to win the World Championship in 2019. These women have won the hearts of the whole nation and inspired millions of girls to come out of the parochial fringes and give themselves a goal in life.

Both the Central and State governments reward the national and international champions, and they are bestowed with laurels and significant financial support too. Moreover, outstanding and inspiring players get national awards. These incentives boost the morale of women players across the country.

In a country where two-thirds of the population dwells in rural areas, the path for women is comparatively more challenging than that for men. Rotten ideology restricting women to be a part of sports should be demolished completely. Better training facilities, introduction of sports in the curriculum, increasing scholarships will encourage female athletes. Although women have come a long way yet they have to go further to stop being considered inferior to men in sports.

### **Essay-168 : India is a country of festivals**

In today's busy world, what is the better way to get rid of stress and pressure, other than celebrating festivals? India, with a large population consisting of diverse communities with almost all the religions of the world, celebrates festivals of each religion with so much enthusiasm which proves each time how its unity lies in its diversity.

Indians celebrate festivals throughout the year in unique ways. Hindus celebrate a large number of festivals like Lakshmi Puja, Saraswati Puja, Durga puja for wealth, knowledge, and courage respectively, Sankranti or Pongal for a good harvest, Maha Shivratri where people do fasting for good health and prosperous life, Holi for bringing colors into their life, Ugadi to celebrate the new year for Telugu and Kannada people, Ganesh Chaturthi to worship Lord Ganesh, Raksha Bandhan where a brother promises to protect his sister, Dussehra, Navratri and Diwali, the festival of lights, to celebrate the victory of good over evil or light over darkness.

Muslims celebrate Muharram, the day of mourning, where people take out colorful processions, Bakrid, Eid-ul-Fitr, Ramzan where people do fasting to give them a long life. Christians celebrate Christmas, Good Friday, and Easter to commemorate the birth and crucifixion of Jesus Christ. Similarly, Sikhs, Buddhists, Jains celebrate Guru Nanak's birthday, Buddha's Jayanthi, Vardhman Mahavir's birthday as festivals to glorify their own cultures. Also, many tribes throughout the country worship nature and animals with great devotion.

All these different festivals among different religions and tribes make India more appealing to the world. This proves not only our unity in diversity but also India's capability of celebrating life in different ways.

### **Essay-169 : Role of books is diminishing**

It is said that books are our best friends because they don't demand anything from us, give us plenty of joy, take us into an imaginary world, entertain us, provide us with valuable knowledge. However, the importance of books and the hobby of reading books are diminishing slowly.

We might have heard from our parents that they used to read plenty of books when they were in their teenage years. What has happened? Why has the role of books started diminishing? The reasons are many. There are other media which are becoming more attractive and replacing books. We prefer to watch tv or surf the internet, play computer games, listen to music instead of reading books. People find it easier to search on the web rather than referring to a book. And the conventional book reading is old fashioned and modern young people have almost lost interest in reading books.

Also, in this modern and busy life, people don't have the time and desire to read books. They consider reading as a waste of time. However, with technological advances, though the role of conventional books is diminishing, e-books are gaining popularity which have advantages like easy search, easy accessibility, environmental friendliness, no requirement for storage space, and disadvantages like strain on the eyes.

But, be it through any medium, reading books is important because books are treasures, which teach us what is right and wrong, which improve our memory, vocabulary, which increase self-confidence, and which not only give us knowledge and pleasure but also act as best companies throughout our lives.

### **Essay-170 : Generation gap and old age**

The generation gap is the difference in thinking patterns, opinions, and lifestyles among people of different age groups. While youngsters are rash and adventurous, the elders prefer to exercise prudence and caution. This gap often leads to misunderstanding, conflict, and isolation within families.

Although it had existed for years, the generation gap has worsened after the IT revolution. While modern gadgets and appliances are indispensable for youngsters, their parents and grandparents find them difficult to operate as well as unnecessary. The older generation disapproves of the ways and value system of today's youth. On the other hand, young people believe that instructions for their conduct, language, or fashion choices inhibit their freedom.

Lack of communication and rigidity of views are perhaps the biggest contributing factors to this ever-widening gap. Parents are hard-pressed for time owing to work and social commitments. The nuclear family system adds to the distance between grandchildren & grandparents. The old and the young appear to be living in different, detached worlds.

Old age comes with grave challenges like physical infirmity, emotional insecurity, and financial dependence. Aged people face the loss of a spouse and old friends, needing more care. However, families often neglect them, sometimes sending them to old-age homes. Some people are overwhelmed with feelings of redundancy and loneliness.

To overcome the problem, families should instill feelings of intimacy among members by spending quality time together. Young children should respect their elders while the older generation should be accommodative of the new generation's changes. The youth should be empathetic towards their grandparents, who can teach them valuable lessons of life.

### **Essay-171 : Ethics and value**

‘Ethics’ and ‘Values’ are not mere words but a way of life. Kalidasa said that ethical values operate as an inner voice to give a proper direction and decision to life.

Ethics are concerned with what is good for individuals and society. Values are a set of enduring beliefs or principles based on which an individual makes decisions in life. While ethics are consistently applied over the period and remain the same for all human beings, values have an individualistic approach. Every religion prescribes high ethical standards and values and teaches us to tread on a virtuous path.

Einstein said ‘Try not to become a person of success but rather try to become a person of value’. Ethical conduct establishes our credibility among people and forges better interpersonal relations. Ethics act as a self-governing system to maintain an equilibrium between human self-interest and the good of society. Deterioration in ethics and values leads to an increase in the number of crimes like murder, theft, molestation, terrorism, drug abuse, etc. The enemies of society and social life can only be defeated with the weapons of ethics and values.

Ethics and values together lay the foundation for the sustainability of a society. At a time when the world, in general, is grappling with issues like intolerance, racism, apathy towards migrants, animal cruelty, it is only the deep-rooted values of Indian society that have held our nation in good stead.

### **Essay-172 : Never too old to learn**

If age is just a number, how can it restrict our mind to expand its wings, learn new things and fly high.

A mind without dreams doesn't exist. Everyone dreams but not everyone can live them due to various pressing constraints and unfavorable circumstances. But it's never too late to learn and there's no time like the present to start.

Skill development is not age-sensitive. With years of experience of success and failure, one knows what one seeks from life. One has better management skills and is much more disciplined which all helps in learning better. Sometimes all we need are some seconds of insane courage, and something better will come out of it. Colonel Sanders started KFC when he was already in his late 50s. Dominic O'Brien became the UK and Pan European Memory Champion in 2018 at the age of 61. He is an 8-time World Memory Champion.

Neuroscientists all over the world say that learning difficulties have nothing to do with age. If we only focus on the upkeep of what we already know, the potential for new connections tends to wither away. Therefore, if one wants to achieve success, one must continue to learn. Nothing can dampen the spirit of learning if triggered from within.

Knowledge and wisdom gained through experience will eventually decay if not supplemented with a continuous zeal of learning. Irrespective of how much we know, there always remains a scope to learn further.

### **Essay-173 : Sports are a good career option**

“Focus on your studies not on games”. All of us must have got this advice in our childhood. There is no denying that studies and traditional career options are still the most popular and pragmatic, but sports have started making their way as an attractive career option in the last few years because of the feeling of nationalism, glamour, and instant fame they bring.

The field of sports as a career option comes bundled with a lot of attractions. It gives us the privilege to represent our country internationally which is no less than a dream. If we are a prodigy, it gives us instant fame and money. It gives job opportunities as the government has a sports quota in jobs. It blesses us with good health. Most importantly, sports are something we hold dear since childhood, so opting something which we love as a career is the icing on the cake.

Let's delve a little deeper to check whether the picture is as rosy and bright as it appears from the periphery. How many people can reach a level high enough to take sports as a career? What is the average career duration of a sportsperson? Do we have sufficient good coaches and affordable training facilities? What if we suffer from any physical injury?

The saying “if you want to achieve big, be ready to sacrifice” holds true as a career in sports is a sort of gamble. You need to be good enough and injury-free, and perfect timing is essential. But once achieved its fruits are unparalleled.

### **Essay-174 : Democracy is the best form of governance**

The world's first democratic form of government was formed after the great American civil war which spread the ideas of democracy like equality, liberty, and fraternity to the rest of the world. These ideas were the brainchild of noblemen like Voltaire and Rousseau.

The ideas such as human rights, equality spread like a forest fire throughout the world and destroyed most of the monarchies. People idealized the concept of democracy where every person enjoys one's rights, elects one's own representatives, and takes an active part in the governance of the country.

Parallely there existed other forms of government like Oligarchy and Monarchy. Oligarchy is absolute control by few. In Monarchy, people can't elect their representatives. Their rights were deprived on the basis of their birth. People had to pay for the foolish acts of the king and no one could question him.

On the other hand, a democratic form of government provides freedom to its citizens. They are allowed to question the government by protesting through constitutional means. They enjoy basic rights - The right to freedom of speech and expression, the right to life, the right to practice any religion. Most importantly, no one is deprived of one's rights based on birth which is corroborated by the fact that Abraham Lincoln, son of a cobbler became the President of The United States.

Democracy is the best form of government in terms of accountability and the freedom it imparts to the citizens to provide them a life of dignity.

### **Essay-175 : Space programs are meaningless in a developing country like India**

How can the ventures in space be considered a colossal waste of money when we visualize India to be on an equal footing with the developed countries of the world in the coming decades. Further, the amount spent on these projects is much lesser than the return on investment.

Space programs offer immense military, medical, communicational, and commercial benefits. The invention of the coronary stent by Kalam is used to open the heart's vessel. Indian Regional Navigation Satellite System, called NAVIC, helps both the military and the common man. When NASA and US GPS failed to provide an accurate estimation of the cyclone that hit Orissa in 2015, ISRO did a brilliant job in accurately estimating its movement and time of landfall. Interestingly, no life was lost. INSAT-2 satellites provide telephone links to remote areas, data transmission for organizations such as the NSE, mobile satellite service communications for private operators, railways, and road transport, and broadcast satellite services used by India's state-owned television agency as well as commercial television channels. India launched the GSLV satellite in 2004 with the intent of adult literacy and distance learning applications in rural areas. Dissemination of news via satellites and tele-education has helped poverty-stricken farmers and families to increase their crop productivity. Various programs of ISRO provide us with mechanisms for a strong defense, food security, disaster management and empowering our women at the same time.

Some launches may be mere vanity projects, but advanced and innovative technological solutions can prove to be a boon for a nation like India.

### **Essay-176 : Social films are catalyst of change**

“A film can tell people that they can change their lives and contribute to progressive change in the world.” - Win Winders, German Filmmaker

There is something inherently appealing about movies. They are a widely popular means of entertainment. However, the real power of cinema lies in its potential to change attitudes and beliefs, and ultimately catalyze social change.

The filmmakers, both Indian and Western, have not disappointed us. Time and again, they have portrayed social themes powerfully. While ‘Achhut Kanya’ showed the mirror on caste-based discrimination in the reformist period, ‘Aligarh’ highlighted the face of modern-day discrimination based on sexual orientation. We experienced the desperation of a domestic abuse victim through ‘Provoked’ and the powerlessness of a widow through ‘Dor.’ Audiences worldwide were shocked to witness the atrocities perpetrated in the name of religion via ‘The stoning of Surayya M’.

And these depictions have had a considerable impact on our society. After ‘3 Idiots’ and ‘Udaan,’ parents have become less rigid, allowing their children to pursue careers of their choice. When conditions like Learning Disability (Taare Zameen Par), AIDS (My Brother Nikhil), Autism (Rain-Man), etc. were humanized on-screen, it sensitized us towards the sufferers. Movies raise awareness, which is the first step towards making a difference.

Cinema communicates effectively through vivid audio-visual stimuli to elicit our primary emotions, which is easier to comprehend. Today, filmmakers often make movies keeping only box-office collections in mind. However, they should not forget that this creative medium is a tool of great power. It can spur widespread positive change if used responsibly.



### **Essay-177 : India needs more scientists or businessmen**

In the book titled 'The Discovery of India,' Pandit Jawaharlal Nehru writes, "The scientific approach, the adventurous and yet critical temper of science, the search for truth and new knowledge, the refusal to accept anything without testing and trial, the capacity to change previous conclusions in the face of new evidence, the reliance on observed fact and not on preconceived theory, the hard discipline of the mind, all that is necessary, not merely for the application of science but for life itself and the solution of its many problems."

Science has lifted the world's living standards for two centuries and can now help us resist the ravages of climate change. Science is imperative for the emancipation of India from the scourge of blind faith, superstition, and for inclusive development. But there exists no conflict between business and science. If a research idea is to benefit society, it has to be wrapped around a business. It has to go through research that creates a product with the use of new technology, which is then taken to the common man—for example, nanotechnology.

India, to transform itself from a developing to a developed economy, should follow a holistic approach providing equal impetus to both the professions. Some of the well-known scientists like Benjamin Franklin, Thomas Edison, also exhibited an entrepreneurial streak. From pharma giants to MedTech start-ups, science and business work in tandem. If India has to fast-track her progress and make major strides in development, it can neglect neither the scientific community nor the business conglomerates.

### **Essay-178 : Do you think smaller states lead to good governance?**

The size of a state has little or no correlation with the quality of governance. Good quality of living, access to basic amenities, proper health and education infrastructure, employment are some of the parameters to vote upon while deciding on the quality of governance.

On one hand, smaller states can provide us with a more responsive and effective administration resulting in faster socio-economic growth, quicker execution of the policies, and reduction in the regional disparities leading to greater homogeneity.

On the other hand, the carving out of smaller states can lead to the centralization of powers in the hands of few, increased administrative cost, inter-state disputes, intra-state party conflicts, unequal access to resources, the hegemony of the dominant community, and demands for the creation of further new states.

A rational assessment of the factors behind the creation of newer states should be done based on a formula derived from taking into account factors such as population size, geographical homogeneity, strategic nature of the location, etc. Existing lacunas in governance like corruption and administrative inefficiency should be addressed. Citizen-centric governance, along with better service delivery through Sevottam, should be practiced.

Time and again, it has been proved that the necessary sine qua non for rapid economic growth is sound policies, strong institutional framework and sound human development indicators. Both large and small states will have poor governance until there is effective devolution of funds, functions, and functionaries to local authorities.

### **Essay-179 : A country can progress through economic development not through army**

Even though the military strength of a country is in favor of the growth of a nation and protects it from outside threats, the real strength of a nation lies in its economic development, not in its army.

Through economic development, the nation ensures the economic, political, and social well-being of its citizens. An inclusive and sustainable development approach leads to the growth of the nation by increasing jobs and standard of living, decreasing disparities between rich and poor, reducing poverty and associated crimes, strengthening a nation on its economic upfront, thus helping it to emerge as a superpower.

Martin Luther said, “Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.” Purchasing weapons and maintaining an army can never survive a nation through the economic crisis. Only an open market economy coupled with faith in its policies that work with the nations, not against the nations can do that. North Korea is a failed state despite having one of the most lethal arsenals in the world because it is a secluded state. On the other hand, the USA is a developed economy and also has the best defense network in the world.

The army of a nation acts as a defender from external powers, but why would a nation which doesn't have any useful resources in terms of human skill and capital be attacked. It is imperative for holistic development to boost exports and have an open market where every nation, be it small or big, can participate.

### **Essay-180 : Nationalism**

What is the motivation behind a soldier who jeopardizes life for protecting one's nation? Is it just one's duty or something else as well? Why do we leave everything behind and get glued to the television when PV Sindhu plays badminton in the Olympics? Why do we feel elated when we read the news regarding Kalpana Chawla or Major Dhyanchand? Well, you guessed it right. It is the feeling of “Nationalism.” When it comes to the national interest, we put our interests on the back burner for the sake of the nation. This is nationalism.

Nationalism can be defined as a concept that involves an extremely strong attachment towards one's nation. It is the phenomenon where we together celebrate the achievements and become equal partners in pride as well as in humiliation.

The feeling of nationalism acts as a unifying force overshadowing personal identities and forging a much more inclusive and rational identity. It was this feeling which inspired people to sacrifice their lives to free India from the evil clutches of the British. It inculcates a sense of duty towards our nation.

However, in its excessive or superior form, nationalism can also lead to jingoism, isolation of some sections, prejudice towards other nations or religions, ethnic cleansing, and even wars and clashes between two nations.

While nationalism unites a nation, jingoism can prove to be a destructive force. This feeling of oneness is the sole reason for the survival of various nations of the world.

### **Essay-181 : Economic reforms imparts economic freedom**

In 1991, India resorted to major economic reforms of “Liberalization, Privatization, Globalization” to revive its weakened economy hampered due to sluggish economic growth. The introduction of the GST regime in 2017 with the slogan “One nation, one tax, one market” was another historical milestone achieved in economic reforms.

Privatization opens up the economy for domestic industrialists to venture into permitted activities. The delicensing of some industries also leads to a hassle-free setup of such industries. The government has eased restrictions on FDI limits to attract more foreign investors.

India has been able to access the global markets, export its quality products, import the required goods due to economic freedom resulting from economic reforms.

A country should be flexible in introducing economic reforms as the need arises. The economic reforms bring economic prosperity, an increase in production, foreign investment, domestic investment, improved infrastructure, export revenue generation. Without economic freedom, it is difficult for the government of any country to improve its infrastructure, living standards of its people, and its economy. The free market provides ample opportunities for innovation and progress, ultimately resulting in greater human flourishing. It makes the economy less volatile, resulting in higher GDP as well as better healthcare, improved education standards, and reduction in income inequalities.

Improvements in economic freedom are a vital ingredient to achieve rates of economic expansion that are high enough to reduce poverty. Nations with greater economic freedom have stronger economies. Economic policies should be launched with an overarching objective to provide an environment best suited for translating opportunity into prosperity.

### **Essay-182 : Child Marriage**

Child marriage is an age-old practice to get girls married at a tender age, sometimes, at as young as 11.

While culture plays a role in child marriages, other factors such as immutable patriarchal structure, regressive social norms, prejudiced mindset, lacunas in law implementation, poverty, and lack of education exacerbate them.

Isolated and with limited freedom, married girls often feel disempowered. Child marriage deprives them of their fundamental rights to health, education, and safety. With little or no access to education, they are unaware of their rights and can fall victim to domestic violence. Child marriage and poverty are intertwined. With no economic opportunities at their disposal, they and their families live in a state of perpetual poverty.

There is a need to put in place dialogues with parents and the community and various other stakeholders to change social norms towards girls’ education. It is the mindset that needs to be challenged and changed. High social standards need to be set which recognize child marriages as a violation of fundamental human rights. Girls need to be empowered for a better tomorrow through better skills, capabilities, and self-esteem. They are the key-catalysts for socio-economic development.

India’s significant drop in child marriage over the years must be celebrated. But, if India plans to put an end to this dreadful menace by 2030 and fulfill its commitments towards Sustainable Development Goals, the progress needs to be made manifold. A greater granular analysis is what India needs today to better target efforts against child marriage.

### **Essay-183 : Corporate Social Responsibility**

Despite emerging as an important player in the global order, India is still home to the largest number of people living in absolute poverty. While responding to this unrest, the government introduced CSR listed in Section 135 of India's Companies Act, making it mandatory for companies of a certain turnover to spend 2% of their average net profit for the past three years on CSR.

“Corporate social responsibility” is a holistic and integrated approach with the core business strategy to address the social and environmental impacts of business. It makes the company accountable to itself, its stakeholders, and the public.

CSR is equally valuable for a community and a company. CSR activities forge a deeper bond between employers and employees; companies build a positive public image, which increases their customer loyalty.

CSR initiatives include direct donations to non-profit organizations, job training programs for the disabled, fulfillment of commitment to ensure diversity in the workforce, reduction in environmental footprint via efficient supply chains, recycling, reduced energy use. Various industries like The Tata Group, Ultratech Cement carry out a multitude of CSR projects focusing on healthcare, family and social welfare, education, infrastructure, environment, and sustainable livelihood.

To fulfill the CSR goals, businesses should act in partnership with the government, stakeholders, and other entities. Good CSR projects must be encouraged, and a skilled workforce should be built by providing rigorous training.

If implemented with the utmost care, CSR can prove itself as a significant tool for equitable, inclusive, and sustainable growth by encouraging ethical business practices.

### **Essay-184 : Judicial Activism**

When the judiciary steps into the shoes of the legislature and executive and formulates laws and enforces them, this is known as Judicial activism. Suo moto cases and the innovation of PIL with the discontinuation of the principle of Locus Standi have allowed the judiciary to interfere in many public issues, even when there is no complaint from the concerned party.

It has come to the forefront because the legislature and executive have failed to cater to people's needs. The ineffectiveness and inactiveness of the administration have created voids in governance and service delivery. Judicial activism has worked to fill those voids and make society more equitable, just, and inclusive.

Judicial activism was used to coin the ‘basic structure doctrine’ of the Keshavand Bharati case and for other laws on the collegium system, the institutionalization of PIL, banning smoking in public places based on PIL, SC order in 2001 to provide mid-day meals to school children.

It has been argued that the unelected should not formulate laws. There have been incidences where the judiciary has overstepped and has resulted in judicial overreach, thereby interfering with the policy-making of the government. For example, banning iron ore mining in Karnataka and Goa, banning diesel cars in Delhi, etc.

Judiciary should refrain from delving into issues that are beyond its expertise. Though judicial activism is necessary at times, it should be practiced with caution so that the judiciary does not disturb the balance of power between the legislature, executive, and judiciary, which is the basic structure of our constitution.

### **Essay-185 : Think big**

‘Why not rally the troops of our mind and unleash our full potential towards a bigger goal rather than indulging in trivial pursuits.’

Behind every act of a human, there is a thought. To achieve success, one has to be inquisitive and should think out of the box. Siddharth Gautama, who was once an ignorant man, didn't know what death was, what suffering was, what disease was, later became enlightened when he deeply thought about sorrows or extremities of life. He established himself as Lord Buddha, and Buddhism became a renowned religion known for its principles.

One must be a person of courage, conviction, strength to host thoughts larger than life. Mahatma Gandhi, the father of the nation, was such a personality who reflected upon these virtues and first transformed himself and then taught others the values of truth and non-violence. His actions and thoughts made an immense contribution to the Indian freedom movement.

Imagine a world of no scientists, no mathematicians, no Newton, no Aryabhata. Would there have been a Law of Gravitation or the most powerful numeral '0'? All the inventions and discoveries were a product of human thoughts and creativity.

Thinking big takes time. It is a habit that develops by overcoming barriers like procrastination, negative thinking, criticism, fear of failure. We should be confident and acknowledge that we can do it, and then we will be unstoppable. The magic of thinking big can transform our lives, but only if it's supplemented with action and faith in oneself.

### **Essay-186 : Make in India**

To bring a shift from the land of raw materials to the land of finished goods, the government of India launched this ambitious campaign with the aim of manufacturing products with zero defects and zero adverse environmental effects. It aims to attract companies nationally and internationally to manufacture in India in order to increase the share of the manufacturing sector in the National GDP.

Since the launch of Make in India 1.0 in 2014, India has primarily become an assembly hub in industries like mobile phones, lighting, and consumer electronics. It aimed to accelerate the production line and start new manufacturing units in India, to attract investors, build top-notch manufacturing units, and stand strong with increased job opportunities and GDP contribution. Make in India 2.0 campaign is likely to do vertical integration where the component supply-chains are coerced to be local because of import substitution.

This campaign addresses the issues faced by the manufacturing sector like inefficient labor laws, low ranking in 'Ease of doing business,' red-tapism. It will also provide ample employment opportunities by boosting the domestic industries, and as a result, a decrease in the Current account deficit is expected.

India's poor infrastructure and logistics shortfall with inefficient transport networks make it difficult for manufacturers to achieve just-in-time production. Make in India needs to be backed up by structural reforms like easing land acquisition, reforming labor laws, upgrading technology, reducing import duties, etc. for its success.

The logo of 'Make in India' - a walking lion indicates our slow progressive strides before taking a giant leap.

### **Essay-187 : Incredible India**

“If there is one place on the face of earth where all the dreams of living men have found a home from the very beginning when man began the dream of existence, it is India” - Romaine Rolland

India is a mosaic of multicultural experiences with a rich heritage and myriad attractions. The beautiful legacy of the Indian subcontinent makes it a hotspot for tourism, both international and domestic.

In 2002 the Government launched the ‘Incredible India’ campaign to promote tourism in India. The campaign projected India as an attractive tourist destination by exhibiting different aspects of Indian culture. Later in 2017, the campaign was back in a refreshed avatar that emphasized market-specific promotional plans and content creation. It focused on digital and social media and promoted niche tourism products, including yoga, wellness, luxury, cuisine, wildlife, etc. It generated employment opportunities in the service sector, boosted the tourist industry, and led to an increase in revenue collection.

India needs to reap the benefits of its beautiful landscape by addressing the issues faced by its tourism industry, such as the lack of availability of quality and affordable hotels, maintenance of incredible historical monuments, and other places appealing to the tourists, etc.

India is a country where diversity exists with strong unity. If we as citizens fulfill our fundamental duty to preserve our rich and ancient heritage and culture, the day will come soon when the land of snake charmers will start charming the world.

### **Essay-188 : Relevance of Bhagavad Gita in modern times**

The Bhagavad Gita is purely a spiritual document that encompasses everything connected with human beings and life on earth, and it helps humanity to attain the goal of enlightenment and self-realization. Its entire gist can be considered as an allegory to explain fundamental truths of life.

In today’s segregated society filled with remorse and depression, one can find the solutions to all the problems in Gita. Mahatma Gandhi said that whenever he felt down, it never happened that Gita did not provide him relief.

It is a perfect blend of moral and philosophical teachings that are relevant even today. Being an inexhaustible spiritual treasure, a fountain of knowledge, and an ocean of bliss, it serves as a guiding star to human life. It gives a message that one should act without reflecting on the fruits of the act, forget desire, and seek detachment. One must always do what is right irrespective of the consequences. It reiterates the fact that one is rewarded for one’s hard work. It teaches us neither to wander in the sad past nor to get excited with the pipe dreams of the future, and even not let the present overpower us.

If everyone starts following it by heart, all sorts of evils existing in the society will vanish. Thus the humans will tread on the path of self-sustenance and constant bliss, and the modern society will become a true ‘Dev Bhumi’.

### **Essay-189 : Civil Society**

States differ in the way they exercise powers. This difference exists due to the variance in their working environment. One of the main components of the environment that exercises a great influence on the state and its governance is civil society. Civil society, independent of the state, consists of those groups that voluntarily come together with a common objective of the public good, influencing the government's decisions and making it more responsive and accountable to the people.

Civil society plays a crucial role in the welfare and development of society. It creates awareness among the individuals about various policies and programs launched by the government, formulates public opinion, encourages people's participation in the development process, and brings political consciousness among people. Many NGOs, trade unions, women's groups, Farmers' organizations, etc. working all across the country mobilize people to make them a part of the welfare process.

With the initiatives and demands of one of the civil society organizations, Mazdoor Kisan Shakti Sangathan in Rajasthan, the need to enact a law on the right to information was recognized and eventually, RTI Act was passed in 2005 to bring more transparency and accountability in governance.

However, some foreign-funded NGOs and trade unions with vested interests impede the process of development by stalling developmental projects through lobbying and advocacy. Their funding and functioning need to be made more transparent and accountable.

Civil society shouldn't always challenge state authority but should effectively play its role in securing good governance.

### **Essay-190 : Inequality**

The United Nations describes inequality as "the state of not being equal, especially in status, rights, and opportunities."

Inequality thrives in every society in one form or another. It exists in India on the grounds of gender, caste, religion, ethnicity, economic status, etc. Gender inequality is based on parameters such as economic participation and opportunity, health and survival, educational attainment, and political empowerment. Caste is a significant factor in determining access to resources like education, income, health facilities, etc. Religious identities can cause prejudices, which may lead to economic exclusion and various other forms of discrimination.

Inequalities lead to social conflicts among social groups. Inequalities among ethnic groups have led to various ethnic movements demanding autonomous regions or secession from India. Religious inequality tends to generate a feeling of exclusion among religious minority groups. High economic inequality is detrimental to public healthcare and education, thus increasing crime rates, fuelling political instability, and eventually destabilizing society.

To establish an egalitarian society, affirmative steps like redressal of grievances of traditionally oppressed and suppressed groups should be taken. Women should be empowered by providing reservation of seats in legislatures or at local levels, properly implementing the Equal Remuneration Act, 1976 to remove the wage gap, making education more gender-sensitive, raising awareness about women rights, changing social norms through schemes like Beti Bachao Beti Padhao, etc.

For a nation to flourish, it should try to minimize the inequalities in society. The perpetuation of inequality in society is not a feasible option when the nation is wedded to the notion of a welfare state.

### **Essay-191 : Child labour**

Child labor is defined as the work that deprives children of their childhood, potential and dignity, and is harmful to their physical and mental development.

Factors like poverty, lack of decent work opportunities, improper or lack of education, inadequate laws, and social norms condoning child labor lead to its increased instances. These factors are not only the cause but also a consequence of social inequities, reinforced by discrimination. Increasing child labor indicates rampant poverty and a bleak future for the coming generation.

Child labor is a heinous crime. While forcing children to do work, many people forget that they are the most beautiful creation of God. At the tender age, when they need love and care, how can anyone force them to do labor? They have the right to live in peace, the right to play, the right to education. Article 24 of the Indian constitution prohibits child labor, and Article 21A relates to children's right to free and compulsory education.

Child labor has become the biggest social issue that needs to be solved. It is not the sole responsibility of the government but the joint responsibility of parents, owners, social organizations. A multipronged strategy that involves better enforcement of laws, increasing awareness, social protection services, and strengthening educational institutions is recommended to tackle this menace.

Child labor and poverty are inevitably bound together, and if we continue to use the labor of children as a panacea for the social disease of poverty, we will end up with both.

### **Essay-192 : Social Inclusion**

Social inclusion is the process of improving the terms of participation in society, particularly for the disadvantaged people, through enhancing opportunities and access to resources, and voicing for their rights.

It is a multidimensional phenomenon that involves more than improving access to economic resources. It ensures that those at the risk of poverty and social exclusion gain the opportunities and resources necessary to participate fully in economic, social, political and cultural life, and to enjoy a standard of living that is considered normal in the society they live in. It ensures greater participation of vulnerable sections in the decision-making that affects their lives and access to their fundamental rights.

In order to reduce the prevailing disparities, the Indian government has set state-specific targets on parameters such as GDP growth rate, agricultural growth rate, new work opportunities, poverty ratio, dropout rate in elementary schools, literacy rate, gender gap in literacy rate, infant mortality rate and maternal mortality ratio. Several schemes such as MGNREGA, MUDRA, Sarva Shiksha Abhiyan, Mission Ayushman are being implemented by the government to make India an egalitarian society.

Marginalized sections can be empowered by improving the social structure of institutions, i.e. hospitals, especially primary care in the rural areas, schools, etc. Investment in social structures will not only boost growth but also create a healthy and capable generation for the future.

As the process involves deeper social change, social inclusion will require concerted efforts on the part of NGOs, civil societies, and the government right from the nascent stage of policymaking to its implementation.



### **Essay-193 : Ideas rule the world**

“Everything you see and touch was once an invisible idea until someone chose to bring it into being.”

Since time immemorial, great ideas have changed the course of mankind. Ideas rule the world, and thoughts decide the way of life. Ideas are the beginning points of all fortunes. The most scintillating success stories, the astonishing scientific discoveries, the splendid technological feats like splitting the atom, heart transplantation, cloning, unraveling the secrets of Mars, walking on the surface of the Moon, were all the results of ideas in the beginning.

The idea of inventing an aeroplane by watching a bird revolutionized the mode of communication and reduced geographical boundaries. The idea of inventing machines for daily use made our lives easier. Setting up a company, writing a novel and starting a welfare program, etc. need innovative ideas. Modern entrepreneurship and business ideas are appreciated throughout the length and breadth of the globe. Without a proper idea of work, nothing can initiate smoothly, let alone reaching an outcome.

So it is concluded that it is the ideas that verily rule the world and the minds of people. An idea is highly needed to mold and transform the world, without which our lives may become stagnant. We are living in a world that is basking in the glory of some revolutionary ideas. Unleashing and harnessing the potential of ideas can help the civilizations to make rapid strides towards development.

### **Essay-194 : Malpractices in Exams: A stigma on social and moral values**

Examination malpractice is deliberate wrongdoing, contrary to the official examination rules, and designed to give a candidate an undue advantage. This practice is thriving strongly in our system.

The direct consequences emanating from such practices are the erosion of moral values like academic integrity and hard work, and the non-fulfillment of dreams of diligent and honest individuals. Equally considerable are the harms such practitioners of unfair means will cause to the future of the organization in which they get enrolled, leading to the retrograde progress of our country as a whole.

Many instances like uploading of videos captured during examinations, uploading photographs of question papers on social media right after the commencement of the examination, etc. have come into the limelight. The poor management by the examination conducting authority and the desperate chase to enter the government institutions by the unemployed youth is a joint cause of these malpractices.

The dire need of the hour is to deploy better frisking mechanisms at the entry of exam centers, equipped with metal detectors and RFID gates. The recent linking of Aadhaar UID No. with the application process is a significant step towards checking impersonation. The proposal of the cabinet to set up a National Testing Institute by the HRD Ministry to conduct entrance examinations for medical and engineering aspirants is laudable.

Our credible and lasting tomorrow is being endangered with this ever-increasing wave of academic frauds and immoral dispositions. Students must understand the relevance of hard work, dedication, and commitment to studies, and maintain the decorum and sanctity of the examination process.

### **Essay-195 : Self Employment: A need of today**

It is rightly said that “Do not depend too much on others as our own shadow leaves us in the dark.” In today’s globalized start-up economy, promoting entrepreneurship development, self-employment is a viable option.

A self-employed person refers to any person who earns one’s livelihood from any independent pursuit of economic activity as opposed to making a living working for a company or another individual.

With digitization emerged the gig economy, which offers a great deal of job flexibility and autonomy. Self-employment puts us firmly in charge of our schedule. The self-employed can carve out a side hustle that provides new skills and experiences.

India is not able to reap the benefits of its demographic dividend because of shrinking employment opportunities. Thus there is an obvious need for self-employment. However, it comes with a greater degree of employment risk and more volatile income. But there are a plethora of examples of successful business people who have come up from scratch. Some successful entrepreneurs have switched from one business to another and finally found the business most suited to their needs.

It is the duty of the Indian youth to turn the “fastest-growing economy” into the “largest economy of the world.” The booming digital economy and an ever-flourishing social media landscape make it easier than ever to find help and support, all of which will help to make self-employment the new normal.

### **Essay-196 : Honesty is the best policy**

Since time immemorial, this beautiful teaching has been taught to us, which helps us in leading a dignified life. William Shakespeare said that the quality of honesty in a person is the greatest legacy.

Honesty is defined as “being trustworthy, loyal, fair and sincere.” Honesty is a facet of moral character encompassing various attributes such as integrity, truthfulness, straightforwardness, etc. Honesty reflects one’s inner self. It makes a person courageous and confident. It builds trust, fosters a connection between individuals, and strengthens relationships. It gives peace of mind as the individual is content with one’s actions. An honest being enjoys a respectful stature in society. It is a quality needed to succeed in any sphere of life. Honesty acts as a catalyst in strengthening our will power to fight any odds in life.

Sometimes we lie from time to time to avoid difficult situations, but we tend to forget that lying always comes with a price while the truth is invaluable. Trying to conceal a lie may require a person to lie even more, which becomes a vicious circle. Therefore, it is necessary to be honest from the first instant, no matter how harsh the truth is.

Honesty is the foundation step in being noble. The essence of humanity in the world is also restored because of the presence of moral virtues like honesty. If the world is devoid of honesty, then there will be utter chaos in the world.

### **Essay-197 : Agriculture: The Backbone of Indian economy**

India is a mixed economy with its fundamental nature as Agro-based. The contribution of agriculture and its allied sectors in India's Gross Domestic Product has decreased over the years, but it is still substantial. Agriculture and its allied sectors provide a livelihood to 65% to 70% of the total population in India and employ about 58.4% of the country's workforce.

Apart from the cultivation of food grains and oilseeds, agriculture plays a crucial role in Industrial development, as it is the primary source of raw materials used in various industries like cotton in textile industries. Moreover, approximately 38% of the total export earnings of the country accounts for cultivated food and the goods manufactured from its raw materials.

Earlier mainly unconventional tools and techniques were used in cultivation. With the advent of the Green revolution in the 1960s, productivity increased with the bulk use of HYV seeds and fertilizers.

Agriculture has remained and shall remain a bulwark against all the odds. The rural areas have to become thriving hubs of economic activities, with agriculture playing an essential role in the overall prosperity of the rural people and the nation. There is a need to put provisions in place for the easy availability of loans at an affordable rate, and assured power must be supplied to farmers.

Therefore, the performance of agriculture sets the pace of growth in the economy, but it is still in a state of backwardness. Efforts need to be made both at the apex level and the grassroot level for the agricultural sector to have its conventional stake in the Indian economy.

### **Essay-198 : Liquor ban**

BH Khardekar in the first Lok Sabha said in the Constituent Assembly in 1948, "...you do not know the essential difference between a drinker and a drunkard".

It is a malaise that runs deep in our society but we should keep a vigil on the efficacy of the ban.

When the US imposed the ban on liquor during the first half of the 20th century, it established that prohibition leads to an increase in organized crime. There was an increase in illicit liquor trade and corruption amongst law enforcement agencies.

The move to ban the consumption and sale of liquor has been more of a populist intervention on part of the government. Gujarat, the so-called dry state has a thriving illegal liquor industry. Various states like Haryana, Tamil Nadu, and Kerala who once imposed bans lifted it because of its ineffectiveness. It did not solve the issue but only drove it underground.

It's not alcohol but excessive and irresponsible intake of alcohol that is a matter of concern. Tax revenues from alcohol form a major part of the government's revenue which are then used to run public welfare programs.

An informed and constructive dialogue is necessary to create awareness among the masses. Laws that encourage responsible behaviour and compliance should be framed. No person below a prescribed age should be permitted to buy or consume liquor. Stringent laws should be made against drunken behaviour in public, domestic violence under its influence, and drinking and driving.

A consistent public policy should be made focused on creating a culture of responsible drinking.

### **Essay-199 : Astrology: a science or myth**

Astrology is a belief that astronomical phenomena, like the stars overhead when you were born or the fact that Mercury is in retrograde, have the power to influence our lives.

While some believe in the power of astrology, some refuse to accept it because of the lack of evidence to support its point. It would be a fallacy to reject it without understanding it in-depth based on superfluous knowledge. Carl Jung, a Swiss psychiatrist, placed astrology on par with mythology in explaining the workings of the human psyche.

Astrology may seem scientific. Astrological principles, calculations, methods of making predictions are empirical, based on observations and past experiences, not derived from theoretical assumptions. It uses scientific knowledge about heavenly bodies, as well as scientific sounding tools, like star charts.

The authenticity of any scientific research is relative to the time of its origin; something which is true today may be false in the future. Similarly, deviations in astrology could be attributed to human errors like making predictions without checking the accuracy of a horoscope or overlooking some essential factors while making predictions.

Condemned by science and denigrated by much of society, one might think that astrological predictions are fluffy woo-woo, but Hindu astrology is based on old shastras by Parashar, Gemini, and others. They could precisely codify astronomical concepts despite no scientific tools.

Therefore it won't be apt to reject astrology as a myth outrightly, but at the same time, one should not also trust it blindly, giving up on hard work thinking that their destiny is predetermined.

### **Essay-200 : Digital Education: A hope for future**

Tectonic shifts in society occur when unexpected events force widespread experimentation towards a new idea. Digital education came to the rescue of many when educational institutions across the globe deferred campus learning to curb the spread of the novel coronavirus's spread.

For decades, the government was plagued with budgetary and staffing constraints. Large tracts of rural India were isolated from accessing credible education. Digital education has permanently altered this situation.

In this ever-growing digital age, there is an influx of students towards e-learning. Various EdTech platforms use technology-enabled AI and virtual cloud-based platforms to enable virtual learning, which provides students with a great deal of flexibility, allowing them to study from any place at their convenience. Digital education offers personalized learning experience and various other benefits like easy accessibility, cost-effectiveness, maximized exposure, quality learning products, competency-based learning, and quality assessment by experts. It helps people to learn, grow, and connect with learners and educators around the world.

As the future will undoubtedly be technology-intensive, the government is endowed with the responsibility to create infrastructure for providing good quality internet services at an affordable price to India's netizens.

Looking at the benefits offered by e-learning, digital services will soon obliterate the need for physical infrastructure in imparting quality education. The internet will bridge the gap between the haves and the have nots by allowing cost-effective EdTech solutions to flourish.

## Letter Writing

### 1. LETTER WRITING

### 2. TYPES OF LETTER

### 3. FORMAT OF A FORMAL LETTER

### 4. FORMAT OF INFORMAL LETTER

## LETTER WRITING

The key to the success of the era of globalization is communication. And correspondence (letters) is perhaps the most important component of communication. Even in the age of modern technological innovations like e-mail, internet and long distance connectivity, letters still carry the maximum load of personal and business communication.

The message has to be properly written to convey the required meaning and complete sense.

**One has liberty to write personal letters (Informal letters) as one wants, but it is important to write it well as the saying goes, “Anything worth doing is worth doing well”.**

**But business letters (formal letters) have to follow some rules in order to make an appropriate impact.**

A formal letter need not and should not be elaborate or time-consuming. A few minutes spent thinking and following the steps can help you to write a better letter.

### What is the importance of letter writing?

Letter writing is an important and effective tool. Letter writing helps you to put something concrete in hand that helps you iron out a position or reinforce something you may have talked about.

### Constructing the right structure for your Letter:

- In the introductory (first) paragraph of the formal letter, introduce yourself and state the reason for writing the letter.
- On the other hand, you don't need to introduce yourself in an informal letter. Just stating the reason for writing the letter would suffice.
- Besides the introduction and conclusion, we need to add about 2-3 paragraphs of body.
- Convey information in a **planned** way. Start with the most crucial information (the central message of the letter). Then gradually add more data to back your contentions. Keep the least relevant information for the concluding paragraphs of the letter. This will also help you stick to the word limit while simultaneously ensuring that you add all necessary points to the letter.
- In the end write, 'Thank you' or 'We/I await/look forward to your reply'.

### There are mainly five points that have to be taken into consideration while writing a letter:

- Heading
- The Salutation or courteous greetings
- Subject
- The Body of the letter - communication or the message
- The Subscription - courteous leave taking, or conclusion
- The Signature Name of the writer

## HEADING

The heading of a letter basically consists of two parts :-

- **address** of the writer followed by
- the **date** on which the letter was written by him.

**Heading** can be written on the left side (it keeps on changing with time-presently we follow the convention of writing heading in the left corner) corner of the first page of the letter.

### Examples of a Heading are:

- 63, Vinay Colony  
Delhi-160032

June 12, 2010

- Mahatma Gandhi Hall  
Prayagraj

12th June, 2010

## SALUTATION

The Salutation in the letter will depend upon the depth of relationship of the writer with the person to whom the letter is being written, thus it varies from letter to letter.

Salutation is written at the **left hand of the page**, at a lower level the heading. The **first** and **last word** of the **salutation** are always started in **Capital Letters** (of the alphabet). Examples of the salutation are:

### In Formal Letters

- To  
Officials/Principal/Headmaster/Teachers  
  
Sir/Madam

### In Business Letters:

- To Businessmen  
Dear Sir/Sirs

### In Informal Letters:

- To Blood Relations  
My dear father/mother/Kavita/Ramesh
- To Friends  
Dear Rajesh  
My dear Ajay

## **SUBJECT:**

The next is the line of the subject. We use one, so that the reader immediately knows what your letter is about. The subject line should be clearly distinguishable from the body of the letter:

- Use "Subject:"
- Then write the subject. The subject can be written in bold letters.

Example- Subject: Poor law and order situation

## **BODY:**

The body itself is considered as the life of the letter and the style in which it is written will depend upon the kind of letter one wishes to write. Like, the style of the letter to be written will be entirely different from the style of the letter to be written to an official and so on. But few points that one has to keep in mind irrespective of the style while writing the body of the letter are-

- Divide the letter into various paragraphs to mark changes of subject-matter etc. Use simple and direct language in short sentences.

## **SUBSCRIPTION:**

A letter must not end abruptly as this would look rude. So certain forms of polite leave taking are prescribed that should be written after the last words of the letter on the left hand side corner of the lines after the body. It should start with a capital letter. Some examples of the subscription of the letter of various kinds are:

- **To Blood Relations:** Yours affectionately
- **To Friends:** Yours sincerely
- **To Principal/Headquarter/Teacher etc:** Yours obediently
- **To Officials/Businessmen:** Yours faithfully
- **To Strangers:** Yours truly

**Note:** Never use an apostrophe with “yours” in the subscription (your’s is incorrect).

## **SIGNATURE**

The signature of the writer of the letter should be below the subscription. In a letter to the stranger, the signature should be clearly written so that he could know whom to address in reply.

## **SIGNATURES:**

- The address is to be written on the envelope or the postcard very clearly (preferably with pin code).

## TYPES OF LETTERS

There are several types of letters – like application and appreciation, enquiries and requests, complaint and recommendation, sales and promotion, welcome or invitation letters. Mainly we have to study two types of letters.

- FORMAL LETTERS
- INFORMAL LETTERS

### FORMAL LETTERS:

These letters are written for official purposes only, such as writing a letter to the manager, to the superintendent of police, to an employee, to the Principal of the college or school, to a teacher, to the editor of a news paper etc. But we do not use formal letters for personal use such as writing it to our family, relatives or friends. The proper format has to be followed while writing a formal letter. In general what you put together will have one of the following purposes:

#### 1 Make a complaint

A letter of complaint is sent to an individual or organisation in response to receiving poor service or a product that is not fit for purpose. An example of a letter of complaint would be one sent to a tour operator who has provided a bad service when you went on a holiday.

#### 2 Request something

A letter of request is written when you request an individual or an organisation for something. An example of a letter of request would be one sent to the college principal to waiver tuition fees.

#### 3 Make an enquiry

A letter of enquiry is written when you request an individual or an organisation for some information. An example of a letter of enquiry would be one sent to a publisher requesting him to send a list of all the books that he publishes.

### How to write a formal letter:

Formal letter writing has to be done in a particular format. When putting it together, often you are addressing a person or organisation with whom in most cases you are not familiar. The quality of your contents will be strongly scrutinised. Formal letters have to follow some rules in order to make an appropriate impact.

- It should be in the correct format and well presented.
- It should be relevant, short and to the point.
- It must be polite, even if you're complaining.

### Be concise and relevant

- Formal letters should have relevant contents only. As a result, get straight to the point and stick to it, don't include any unnecessary or supplementary information, don't use any flowery language or long words just for the sake of it, and don't repeat too much information.
- Check your grammar and spelling very carefully. Mistakes will create a very bad impression; will lessen the effect of what you're saying especially in the case of a job application letter.



### **Use the right tone of language**

It's important to use the right type of language. You should always be polite and respectful, even if complaining. One way of doing this is to use "modal verbs" such as would, could and should.

### **Make sure the letter is well presented!!!**

### **FORMAT OF A FORMAL LETTER**

There are certain conventions that you have to follow; if you don't, you will create a bad impression.

#### **From,**

Designation of writer,

Address of company.

#### **Date of letter**

#### **To,**

Receiver name,

Designation of receiver,

Address

#### **Subject of the letter**

#### **Dear Sir/Madam,**

With reference to the subject mentioned above..... I hope that the above-mentioned deal will work better for us and I'm looking forward to your reply.

#### **Thanking You,**

#### **Yours sincerely,**

#### **Signature**

**Name**

#### **Note:**

- The date can be written as 3rd March, 2016 or 3<sup>rd</sup> March 2016 or 3 March, 2016.
- The address must be complete.
- Never write Your's truly, always write "Yours truly".
- In all other formal letters Sir/Madam or Dear Sir/Madam should be used.
- Stick to the point while writing the body or main contents of the letter and write everything clearly.

## INFORMAL LETTER

An informal letter is usually meant for a relative or close friend, to tell them something about yourself, your thoughts and feelings. It is written in a friendly way.

### FORMAT OF AN INFORMAL LETTER

- At the top, Writer's address is mentioned.
- Right after that you have to mention the date and then use salutation.
- Write the body of the letter in 3 paras. First para will include the introduction of the subject. Second para contains the main contents or the full description of the theme and the third para will include the conclusion of the letter.
- The ending part of the letter includes a subscription or the name of the writer. This format is followed in exams for informal letters.

#### Address

-----  
-----

#### Date

Dear Rashmi,

..... Body of the letter

With love/ Best wishes,

Sunny

- If an informal letter is written to people or relatives or friends of the same age - Dear friend/cousin should be used.
- While writing an informal letter to parents or any other elders, Respected Father/Mother/Uncle can be used. However, Dear Father/mother/Uncle/Aunty is more commonly used.
- Stick to the point while writing the body or main contents of the letter. If there is an incidence to be told, tell the incidence clearly.
- Body of the letter must end in three paras. First para contains a short description of the incidence. Second para contains the elaborated incidence or the reason for writing the letter and the third para contains the conclusion or asking for help or anything else .
- The language has to be clear and simple.

#### Opening Examples:

- How are you?
- How have you been?
- How is life treating you?
- I received your letter last week.
- I hope you are doing well
- I hope you and the kids are having a great time in. . .

**Ending** Examples:

- I am looking forward to seeing you.
- I can't wait to see you soon.
- I am looking forward to hearing from you.
- See you soon.
- Give my regards to. . .

**Signature** Examples:

- Best wishes
- Best regards
- Lots of love
- Love

**Letter-1: You are Mohit, a resident of 42, Adarsh Nagar, Delhi. Your colony is facing water supply problems. Write a letter in this regard to the Director, Delhi Jal Board, Model Town, Delhi.**

42, Adarsh Nagar  
Delhi

7th August, 2020

The Director  
Delhi Jal Board  
Model Town  
Delhi

Subject: Water supply problems in Adarsh Nagar

Sir,

I am a resident of Adarsh Nagar, Delhi. I would like to bring into your notice the problems we are facing in the water supply in our locality for the past few weeks.

The supply of water here is irregular. Sometimes, we do not get water supply even for two to three days. Also, the water being supplied is not potable. Due to this, we are facing several hardships. We have to walk several kilometres to the nearest hand pump to get drinking water. Due to lack of water, sustaining our everyday activities is proving difficult for us.

Hence, it is my earnest request to you to urgently look into the matter and ensure a regular supply of clean potable water in our area.

Thank you.

Yours sincerely,

Mohit

**Letter-2: Write a complaint letter to the manager, Junoon Restaurant, Dilshad Garden, New Delhi for poor quality foods served during Nisha's birthday party. You are Nitin and you reside at 12/45, Shaheed Bhagat Singh Marg, Punjabi Bagh, New Delhi.**

12/45  
Shaheed Bhagat Singh Marg  
Punjabi Nagar  
New Delhi

11th August 2020

The Manager  
Junoon Restaurant  
Dilshad Garden  
New Delhi

Subject: Complaint regarding poor quality of food

Sir,

I am Nitin from Punjabi Nagar. I have been a regular customer of your restaurant and I have always been satisfied with your service. That is why I decided to celebrate my younger sister Nisha's birthday at your restaurant last week. Unfortunately, this time my experience was anything but pleasant.

Firstly, we had to wait for long before our order was taken. Then there was a delay in delivering it and by the time food arrived, it was already cold. Also, its quality was not good as some of the items were not properly cooked. This has left me disappointed.

So, it is my earnest request to you to look into the matter and take appropriate action, otherwise, you will lose a valuable customer.

Yours sincerely,

Nitin

**Letter-3: You are Rameshwar Kumar, a mechanical engineer working in a manufacturing company ABC Ltd at Surat. You are likely to lose your job because of the Covid-19 pandemic as the company is in trouble. Write a letter to the Manager, Human Resources Development and negotiate with your company so that you can save your job. You live in House no 45, XYZ Colony, Surat.**

House No 45  
XYZ Colony  
Surat

11th August 2020

The Manager  
Human Resources Development  
ABC Ltd  
Surat

Subject: Request to consider the continuation of my services in the company

Sir,

I am Rameshwar Kumar, a mechanical engineer employed in your company for the last five years. Recently, I came to know that the company is facing financial difficulties due to the Covid-19 pandemic and planning to sack several employees. I wish to request you to allow me to continue my services.

I am a dedicated employee and have won several accolades for the company and have also been awarded the employee of the month award ten times. I have always been regular and punctual in my work. I am well aware of the financial difficulties the company is going through due to the lockdown and hence I am ready to work at 50% of my regular salary during this time.

I hope that you will consider my request.

Yours sincerely,

Rameshwar Kumar

**Letter-4: You are Shalini working in the essential services of ABC organization in Dayal Bagh Agra. Write a request letter to the commissioner municipality, Dayal Bagh , Agra to issue a pass in COVID-19 lockdown. You reside in 9/12, XYZ Colony, Agra.**

9/12  
XYZ Colony  
Agra

11th August 2020

The Municipal Commissioner  
Dayal Bagh  
Agra

Subject: Requesting to issue a pass during lockdown

Sir,

I work in ABC organization, whose services, as per the government guidelines, fall into the essential category. But, as you are aware, there is a widespread lock-down. In every circle, I am stopped by the police and have to prove to them that my work is essential. This causes me trouble in reaching the office on time.

During this pandemic crisis, our essential services are the lifeline of the nation. That is why the government decided to exempt us from lockdown restrictions while doing office work. Hence, it is my humble request to you to issue me a pass for going to the office amid lockdown.

I hope for a favourable reply from you.

Yours sincerely,  
Shalini

Enclosures: 1 Certificate of employment at ABC organization  
2 Two passport-sized photographs  
3 Photocopy of Aadhar.

**Letter-5: Write a letter to your mother apprising her about your study. You are Rakesh doing PhD from Delhi University. Your address is Room No 65, Senior Boys Hostel, Delhi University, New Delhi.**

Room No 65  
Senior Boys Hostel  
Delhi University  
New Delhi

11th August 2020

Dear mother,

I am in the best of health and hope that everyone at the home is also doing well. I am writing this letter to apprise you about the progress of my Ph.D.

I feel extremely proud and delighted in informing you that I scored 84% marks in my first semester and topped the university. I did not face any difficulties and my studies are going fine. Along with studies, I am also enjoying my time with my friends because, as they say, all work and no play makes Jack a dull boy. Our teachers here are very supportive and explain every topic meticulously. Next month are my second-semester exams and I am studying very hard to perform even better than the first semester. I hope you are satisfied with my performance.

Please give my regards to my father.

Yours lovingly,  
Rakesh

**Letter-6: Write a letter to the editor of The Indian Express, New Delhi highlighting the problems faced by labourers due to lockdown in the country to prevent the spread of COVID-19. You are Saurabh residing in 234, Vasant Kunj, New Delhi.**

234  
Vasant Kunj  
New Delhi

11th August 2020

The Editor  
The Indian Express  
New Delhi

Subject: Highlighting the problems faced by labourers due to lockdown

Sir,

I am writing this letter to draw your kind attention towards the hardships being faced by the migrant labourers due to nationwide lockdown amid Covid-19 pandemic.

Due to lockdown, they have lost their jobs and that has pushed them into destitution. Many are living far away from their hometowns and it is becoming difficult for them to survive there without jobs. Returning to their homes is not possible due to lockdown. Their savings are depleting, they are running out of ration and are now forced to sleep in the streets. Many of them have young children, who too have to suffer.

Hence, through your newspaper, I wish to bring their hardships into the light. I hope you will be kind enough to publish my letter.

With regards.  
Yours truly,  
Saurabh

**Letter-7: You had purchased some clothes online through an XYZ website which has its main office in New Delhi. Unfortunately, the clothes did not meet your expectations. Write a complaint letter to the manager of XYZ website and request them to refund your money as you are willing to return the clothes. You are Rani residing in 64, Maharani Gayatri Devi Colony, Indra Nagar, Jaipur.**

64  
Maharani Gayatri Devi Colony  
Indra Nagar  
Jaipur

11th August 2020

The Manager  
XYZ website  
New Delhi

Subject: Request for refund

Sir,

I am a regular customer of your online clothes store. Recently, I ordered a pair of silk sarees from your website, which I received yesterday.

I would like to bring to your notice that the sarees delivered to me were badly crumbled. On examining them further, I noticed that they were not even silk. To make matters worse, one of them was even defective. I am greatly disappointed with your service this time. I never expected such a deal from a website of your repute.

I would like to return these sarees and have a total refund of the amount I spent on them. Moreover, I would like you to promptly look into the matter and take the appropriate action. I expect a speedy resolution of my complaint.

Yours sincerely,

Rani

**Letter-8: You are Anamika Sharma and you live at 48, Model Town, Delhi. You are working in Patel publishing house, Delhi but you wish to quit so that you can pursue your studies. Write a letter of resignation to the manager of the publishing house.**

48 Model Town

Delhi

11th August 2020

The Manager

Patel Publishing House

Delhi

Subject: Letter of resignation

Respected Sir,

The purpose of my writing this letter to you is to inform you that I am resigning from your organization. I worked here for two years and my stint was a pleasant one.

Now, I wish to pursue higher studies. I recently got admission to an MBA college in another city and my session is soon going to start. Hence, I will need to shift to that city, which means it will not be feasible for me to work here anymore. I had joined your organization to gain some work experience that would facilitate my admission to this college. And your organization provided me with everything I wanted.

Thank you for providing me with the opportunity to work with your organization. Kindly accept my resignation.

Thank you.

Yours sincerely,

Anamika Sharma

**Letter-9: You are Saket who resides in 34, Vasant Vihar, New Delhi. Write a letter to the editor of XYZ newspaper, New Delhi about the safety rules to be followed while driving and request him to publish the letter in the newspaper for the benefit of the public.**

34

Vasant Vihar

New Delhi

11th August 2020



The Editor  
XYZ Newspaper  
New Delhi

Subject: Highlighting the importance of following traffic rules

Sir,

Through your esteemed newspaper, I would like to urge people to follow safety rules while driving. These days road accidents have increased drastically. Our roads have become a path to death. The major reason behind this is the failure of people to follow the basic safety rules while driving.

Whenever people follow rules it is only because of fear and compulsion. They never miss the opportunity to break them whenever they get one. Wearing a helmet on a two-wheeler and a seatbelt in a four-wheeler, stopping at the red light, following the speed limit are few rules which people must follow from their own will for saving precious lives. I hope that you will be kind enough to publish my letter in your daily.

Thank you.

Yours truly,  
Saket

**Letter-10: You are Manju Gupta, a student of Patna University. You reside in Room No 100 Meghdoot Girls Hostel, Patna University. You had borrowed a book from the Central library, Patna University but unfortunately, you have lost it. Write a letter to the head librarian.**

Room No 100  
Meghdoot Girls Hostel  
Patna University  
Patna

11th August 2020

The Head Librarian  
Central Library  
Patna University  
Patna

Subject: Informing about the loss of library book

Sir,

I, Manju Gupta, am a student at your university. Last month, I had issued a book from your library, which I have unfortunately lost. I had issued the book on Indian History by Romila Thappar.

I am well aware that as per the library norms, the student must pay five times the price of the lost book. But, the price of the book I lost was ₹500, which would make a fine of ₹2,500. I come from a very humble background. My father is a daily wager and our financial condition is not sound. Thus, I request you to wave my fine and only charge me the original price. I promise to be more careful in the future.

I hope you will take my financial condition into consideration and accept my request.

Thank you.

Yours sincerely,  
Manju Gupta

**Letter-11: You are Sujjan Singh of House no 99, Vrindavan Enclave, New Delhi. Write a letter to your friend to invite him to your brother's wedding.**

99

Vrindavan Enclave

New Delhi

11th August 2020

Dear friend,

Accept my greetings. I am in the best of my health and hope that you and your family are doing great too. I feel delighted to inform you that next month is my brother's wedding. Hence, my parents and I insist that you attend the wedding along with your family.

You have been more of a family to me. I cannot imagine such an important celebration without you. Also, this wedding will provide us with the opportunity to meet. We will have lots of fun together. We will dance at the ceremony and enjoy food. I will also introduce you to my entire family. Your presence will make the environment more lively. I am enclosing the invitation card along with this letter. I hope that you and your family will bestow us with your gracious presence.

Give my regards to your parents.

Yours truly,

Sujjan Singh

**Letter-12: You are Abhinav of 96 Indraprasth Nagar, Delhi. Write a letter to your friend describing your daily routine.**

96

Indraprasth Nagar

Delhi

11th August 2020

Dear friend,

I hope you are in the best of health. I am writing this letter to apprise you of my daily schedule. Being an early bird, I start my day at 5 am and do light exercises for thirty minutes. They help me get into motion and keep me fit. After that, I meditate for an hour. That provides me with the mental tonic I need. After that I read the newspaper to keep myself abreast of current events.

Then it is time for college. My college hours are from 8 am to 2 pm. After returning from college, I take a nap before getting onto my studies. After finishing my studies, I have dinner and then retire to bed at 10 pm. My motto is simple, early to bed and early to rise keeps a man healthy, wealthy and wise.

Give my regards to your parents.

Yours truly,

Abhinav

**Letter-13: Write a letter of motivation to your cousin who is going through a depressing phase in his life. You are Samar from 46, Rangoli Enclave, Jaipur.**

46

Rangoli Enclave

Jaipur

11th August 2020

Dear cousin,

Yesterday I received a letter from your father, informing me that you are going through a depressing phase after a disappointing performance in your class 12th examination. Brother, from Mahatma Gandhi to Bill Gates, history is replete with examples of people who could never excel in studies but still successfully made their mark. Failure is a part of life. But those who learn from their failure become successful. Your score in exams will not decide your fate, your own hard-work will.

Being depressed will push you further away from your goals. I believe that with your skill and industriousness, you will achieve great heights. But to do that, you must first get your act together and learn from your failure. If you do that, I assure you that no one can stop you from being successful.

Give my regards to your parents.

Yours lovingly,

Samar

**Letter-14: You are Manju Sharma, a resident of 26/47 Gokul Vihar, Noida. Write a letter to your friend Anju requesting her to return the ten thousand rupees that she had borrowed from you.**

26/47

Gokul Vihar

Noida

11th August 2020

Dear Anju,

I hope you are enjoying good health and are in fine spirits. First of all, I would like to congratulate you on getting a good job. Your hard work has paid richly, and I wish you great success in your career.

Yesterday while returning from the office I lost my phone. Now I will have to buy a new phone, but I have spent my salary on purchasing an air conditioner. Two months ago, when you fell ill, I had lent you a sum of ten thousand rupees. I am happy that I was a help to you.

As friends, we always help each other in difficult times, and now I need your help. I need the money to buy a new phone, and I hope you will understand my problem and repay the ten thousand rupees I lent you.

Your loving friend,

Manju Sharma

**Letter-15: You are Ritesh Pandey, resident of House No 678, Durga Colony, Agra. Write a letter to the Superintendent of Police, Police Headquarters, Agra about the poor law and order situation of the city and suggest what measures can be taken.**

House No 678

Durga Colony

Agra

11th August 2020

The Superintendent of Police

Police Headquarters

Agra

Subject: Regarding Poor Law and Order Situation in the City

Respected Sir,

I am Ritesh Pandey, a resident of Durga colony and a teacher by profession. I am pained to see the continuous deterioration of the law and order situation of the city. Gangs of criminals are indulging in hooliganism, robbery, dacoity and harassment of women. Even some policemen are hands in glove with them making them even bolder. To improve the law and order situation in the city firstly the entire police force from the top to the lowest level must be honest. Secondly, a control room must be set which can keep a watch on every police post. A toll-free helpline number should be set up so that citizens can call for help.

I hope you will take note of my suggestions and improve the law and order of our city.

Thank you.

Yours Sincerely,

Ritesh Pandey

**Letter-16: You are Rajni, a resident of 672, Hudson Lines, Delhi. Write a letter to your parents about the 21 days lockdown experience recently announced by the Government, they are living in Mumbai.**

672

Hudson Lines

Delhi

11<sup>th</sup> January 2020

Dear Papa and Maa,

Hope you are doing well. I am fine here. I want to share with you my lockdown experience of 21 days.

Though the initial one week passed smoothly because I was preoccupied with my office work, later I got bored. You already know, it's not my cup of tea to stay at home all time. One day while browsing through Youtube, I liked a video in which a person was playing guitar. I started learning it online and it took me two weeks to learn to play my favourite song ' Dil to pagal hai'. You will be happy to know that I started Yoga during the lockdown and have lost 5 kgs within two months. Also, I did all household chores by myself.

I didn't face any issues of food availability because online delivery was available. I wished I were at home with you during the lockdown.

Take care of yourself.

Yours lovingly,

Rajni

**Letter-17: You are Animesh, an Income Tax Inspector posted in Mumbai. You reside at 451, Galaxy Apartments, Parle, Mumbai. Write an application to the Assistant Commissioner, Income Tax Department, Mumbai to cancel your duty for a raid on Sunday for unaccounted cash.**

451

Galaxy Apartments

Parle

Mumbai

10<sup>th</sup> January 2020

The Assistant Commissioner

Income Tax Department  
Mumbai

Subject: Request for cancellation of my duty for a raid

Respected Sir,

I am working as an Inspector in your department and I am currently posted in the Preventive Section. I am writing this letter to inform you about my inability to come on a raid on 12<sup>th</sup> January 2020, Sunday for unaccounted cash.

Today while I was returning from the office to home, I met with an accident. I thought it was a minor one but later the pain became unbearable due to internal injuries. The physician has advised me to go on a week's bed rest post which further diagnosis may happen. This would help me recuperate at the earliest possible.

I would be highly obliged if you cancel my duty on parade on the aforementioned date.

Thank you.

Yours sincerely,

Animesh

**Letter-18: You are Rashmi staying in House No 65, Juhu, Mumbai. Write a letter to your friend Rudra inviting him to Mumbai to spend his summer holidays with you.**

House No 65  
Juhu  
Mumbai

13<sup>th</sup> May 2020

Dear Rudra,

I hope this letter finds you in the best of health. It's been a while since I have heard from you. Where have you been?

As summers are approaching, I was thinking if we could spend the summer break together in Mumbai.

I will introduce you to all my friends and close relatives and will give you a city tour as well. We will spend some quality time in the afternoons near the seashore. To add a cherry on the cake, the weather here is very pleasant during those days due to sea winds. I am excited even at the thought of us spending time together after so long. I have to tell you a lot of things and expect the same from you.

Give my regards to uncle and aunt.

Yours lovingly,

Rashmi

**Letter-19: Consider yourself as Ramesh Kumar who is a resident of 45, Avenue Road, Hyderabad. You are an animal activist. Write a letter to the Director of animal husbandry department located in Janakpuri, Hyderabad about your concerns on increasing animal cruelty instances in your area.**

45  
Avenue Road  
Hyderabad

11<sup>th</sup> January 2020

The Director  
Animal Husbandry Department  
Janakpuri  
Hyderabad

Subject: Increasing animal cruelty instances in our area

Sir,

I would like to draw your attention towards the increasing instances of animal cruelty and apathy of residents towards animals.

We find street dogs and stray cattle roaming on streets, eating garbage including polythene bags, being hit by fast-moving traffic. People treat them badly. Most of the owners are also found mistreating their pets and often hurt these dumb creatures without realizing that they too feel pain. Also, the shopkeepers exploit them by forcing them to drag heavily loaded bullock carts. Many times, through our organization, we tried to educate people on animal rights but they did not care to listen.

It is high time that the authority took strict action immediately against those who are insensitive towards animals and to shift these innocent creatures to a safer place.

Thank you.

Yours truly,

Ramesh Kumar

**Letter-20: You are Kanta Rani, a resident of House No 78, Kali Mati Road, Kolkata. You have been selected in BSF through the CPO (central Police Organization) exam conducted by the Staff Selection Commission. You don't want to join. You are preparing for a higher exam (SSC CGL) conducted through the Staff Selection Commission. Write a letter to the Chairman, Staff Selection Commission, Delhi about your inability to join.**

House No 78  
Kali Mati Road  
Kolkata

11<sup>th</sup> January 2020

The Chairman  
Staff Selection Commission  
Delhi

Subject: Inability to join selected post in BSF through CPO

Respected Sir,

I am writing this letter to inform you that I, Kanta Rani, a resident of Kolkata, had recently appeared for the Central Police Organization exam conducted by the Staff Selection Commission. I have been selected in BSF and my joining date is 12th February 2020.

But I am preparing for the higher SSC CGL exam which is also conducted by the Staff Selection Commission. I have always dreamt of bringing positive change to our society. It demands power and authority which I believe cracking SSC CGL will give me.

Therefore, I am unable to join BSF. Kindly accept this letter as confirmation of declining the selected post in BSF.

Thank you.

Yours faithfully,

Kanta Rani

**Letter-21: You are Ashutosh Bajaj, a doctor in AIIMS, Delhi. Write a letter to your patient who has missed his appointments to ask him to visit your hospital as his health requires urgent attention.**

AIIMS Hospital

Delhi

11<sup>th</sup> February 2020

Dear patient,

We are writing to express our concern about your recent absences and shortened treatment. In the month of January, you missed two treatments and cut short other treatments by additional two hours.

We are concerned about your welfare and want you to maintain the dialysis schedule which is right for you medically. An amount of missed treatment has potentially grave health consequences for dialysis patients placing them at higher risk for fluid overload and increased hospitalizations.

Please try not to miss or cut short any treatment time so that you can remain as healthy as possible to live and enjoy your life with few medical complications. If there is anything we can do to help you obtain your full treatment, please do not hesitate to let us know.

Yours sincerely,

Ashutosh Bajaj

**Letter-22: You are Suman doing a degree in fashion from a college in Mumbai. You reside in 34, Lumbini Apartments, Mumbai. Write a letter asking for help from your friend Rithwik regarding your dissertation.**

34

Lumbini Apartments

Mumbai

11<sup>th</sup> January 2020

Dear Rithwik,

I hope this letter finds you in the pink of health. I am sorry that I have not written as often as I should. The college has been keeping me busy. Who would have thought getting a degree in fashion can be time-consuming and tiring? Gone are the days when I thought I could party my way out of everything.

I am writing to you because I need an opinion about my dissertation. We are required to put up a fashion show and because you are one among my most fashionable friends, your inputs will be highly appreciated. Details regarding my dissertation and the show are attached. I am so excited to meet you next month and catch up with each other's lives.

I will see you soon.

Yours affectionately,

Suman

**Letter-23: You are Rajneesh Batra, a dermatologist in Olive Skin Clinic, Rohini, Delhi. You are successfully running the Dermatology department at Artemis Hospital, Gurgaon and Olive Skin Clinic, Sushant Lok. Write a business proposal letter to the director of Smart City Hospital, Delhi asking them to allow you to open a skincare center in their hospital.**

Olive Skin Clinic  
Rohini  
Delhi

11<sup>th</sup> January 2020

The Director  
Smart City Hospital  
Delhi

Subject: Proposal to open a skincare center

Sir,

We, Olive Skin Clinic, are the leading setup in the country for skincare, successfully running the Dermatology department at Artemis Hospital, Gurgaon and Olive Skin Clinic, Sushant Lok, under its brand name in Gurgaon. I also work as a senior consultant at Medanta - The Medicity Hospital, Gurgaon.

We are equipped with all the modern machinery and equipment that exist in the field of Dermatology and Cosmetology, with expert guidance and practice. We will provide specialized services through our expert team of medical professionals including consultations, providing a range of most effective and advanced chemical peels, laser hair reduction, cryotherapy, skin tightening, botox and fillers.

Kindly give us an opportunity to blossom under your guidance by allowing us to set up India's highly specialized Skin Care center at Smart City Hospital, Delhi.

Thank you.

Yours faithfully,

Rajneesh Batra

(Dermatologist, Olive Skin Clinic)

**Letter-24: You are Barkha, a resident of 96, Model Town, Delhi. Write a letter to the editor of The Hindu, Delhi expressing your concern regarding street lights of your area which are not in working condition.**

96  
Model Town  
Delhi

11<sup>th</sup> January 2020

The Editor  
The Hindu  
Delhi

Subject: Problems faced due to nonfunctional street lights

Sir,

Through the columns of your esteemed newspaper, I would like to draw the kind attention of authorities towards the problems faced by residents of our locality due to nonfunctional street lights.



We have complained many times regarding fused street lights but to no avail. People are facing a lot of difficulties because of it. Road signs become completely invisible at night. Speed breakers, potholes and manholes are not clearly visible which makes our area more prone to lethal accidents, posing a risk to the lives of people. Women and children are afraid to step out of their homes after it gets dark. Incidences of thefts are increasing unproportionately. Kidnappers find such dark areas conducive for their criminal acts.

Kindly take cognizance of this issue immediately so that the concerned authorities could take appropriate action in this regard.

Thank you.

Yours truly,

Barkha

**Letter-25: You are Arvind. You reside in House No 45, Hillview Apartments, Shimla. You would like a temporary job in a summer camp in Himachal Pradesh which will organize sports and outdoor activities for children in the upcoming summer. Write a letter to the organizers of the summer camp applying for the post of Assistant Manager. The organizers have their office at Adventure Club, Mall Road, Shimla.**

House No 45  
Hillview Apartments  
Shimla

11<sup>th</sup> January 2020

To  
The Organisers  
Adventure Club  
Mall Road  
Shimla

Subject: Applying for the post of Assistant Manager on a temporary basis

Sir,

With reference to your advertisement in Times Daily regarding a job for the post of Assistant Manager temporarily for the upcoming summer camp.

I have done a one-year internship with Tour and Travel Providers and have received a certificate of appreciation from the same. I have participated in three summer camps prior to this, organized by three different companies. I am a responsible person full of zeal and zest and proud to be a part of such reputed organizations. I am honest, confident and always committed to my duties. I possess good communication skills. I am good at organizing outdoor activities for children and young people.

Photocopies of all the required documents have been enclosed along with my contact details. Kindly consider my candidature for the same.

Thank you.

Yours truly,

Arvind

**Letter-26:** You are Shreya. You reside at 2879/1, New Market, Sadar Bazaar, Faridabad. You have currently opened a bank account in Axis bank, Opposite Sheetla Mata Temple, Rajender Nagar, Faridabad. You have received a letter from your bank asking you to acknowledge receipt of a new bank card. However, the card was missing from the envelope. Write a letter to the bank regarding your issue.

2879/1  
New Market  
Sadar Bazaar  
Faridabad

11<sup>th</sup> January 2020

The Manager  
Axis Bank  
Opposite Sheetla Mata Temple  
Rajender Nagar  
Faridabad

Subject: Non-receipt of bank card

Sir,

This is with reference to a post I received from your bank on 9th January 2020. I applied for a new card recently from Account number XXXXXXXX. It was meant to be the receipt of my card but unfortunately, the bank card was missing from it.

On opening the envelope, I saw the instruction document in it but the bank card was missing. Even the envelope was not damaged from anywhere. I assume the concerned authorities have forgotten to enclose the bank card while preparing it.

Kindly acknowledge the matter and inform me about the whereabouts of my card urgently. If my assumption is wrong, then there are chances of it being stolen or lost somewhere in the way. I may have to lodge an FIR to prevent its misuse.

Thank you.

Yours truly,

Shreya

**Letter-27:** You are Saransh, currently working in Bangalore. You reside at House No 12, Tenkar Villa Estate, Gowalia Tank Road, Bangalore. Your parents will be celebrating their 35<sup>th</sup> marriage anniversary next month. You are planning a big celebration but you are confused about how to make this occasion really memorable. Write a letter to your friend Dixit, who is a professional event planner asking for his help.

House No 12  
Tenkar Villa Estate  
Gowalia Tank Road  
Bangalore

11<sup>th</sup> January 2020

Dear Dixit,

I hope this letter finds you in the best of your health and cheerful spirits. My parents' 35th wedding anniversary is around the corner and I am planning a party for them. Since I never planned any such event before, I

have no clue from where to start the preparations. As you are an awesome event planner, please guide me on how to manage all this.

Do you think I should tell them so that I can choose the theme and make arrangements as per their liking or should I keep it a surprise? Do send me the list of caterers who serve good quality food. Which hotel will be best suited to host around 250 guests. Is there anything else I can do to make this day more special for my parents? Take out time from your busy schedule to attend the party.

I will wait for your reply.

Yours truly,

Saransh

**Letter-28: You are Mohit working in Hyderabad. You live at C 460, Sector 10, Hyderabad. Write a letter to your friend Sahil thanking him for always being there with you.**

C 460

Sector 10

Hyderabad

11<sup>th</sup> January 2020

Dear Sahil,

I consider myself lucky to have a friend like you. You are such a great blessing and every day I thank God for your mere existence. I want you to know how much I appreciate you and how grateful I am to you.

Thank you for always understanding me and taking out time, even if you are extremely busy. A thousand miles apart and you are still my good old friend. You are strong, independent, caring, selfless and you inspire me to become a better person. You always had trust in it and motivated me to work hard despite my failures. I can't thank you enough for investing your valuable time in me.

It's because of you, I have achieved my dream to be an IAS officer and serve the country. I hope to see you soon.

Yours lovingly,

Mohit

**Letter-29: You are Shitij and currently enjoying your summer vacations at your home. Your address is 5/B, Gold Coin Apartments, Nr Bank Of Baroda, Maninagar, Ahmedabad. Write a letter to your friend Sudhir to lend you some books.**

5/B

Gold Coin Apartments

Nr Bank Of Baroda

Maninagar

Ahmedabad

11<sup>th</sup> January 2020

Dear Sudhir,

Hope you are in the pink of health and cheerful spirits and enjoying your summer vacation to the fullest. I have completed all my holiday homework and have nothing much to do now at home. I thought of using my leisure time in some productive way, therefore I joined swimming classes. But you know I can't stay away from books for long, I thought of reading some books or novels. I remember you have a huge stock of historical books and novels. Please lend me some books worth reading. I promise to use your books carefully and keep them safe.

I will return those to you as soon as I finish reading them.

Give my greetings to Uncle and Aunt.

Your friend,  
Shitij

**Letter-30:** You are Saurabh Sharma. Your address is K-69B, Bal Udhyan Road, Uttam Nagar, Jaipur. Write a letter to the bank manager of HDFC Bank, Uttam Nagar, Jaipur to reopen your closed bank account.

K-69B  
Bal Udhyan Road  
Uttam Nagar  
Jaipur

11<sup>th</sup> January 2020

The Bank Manager  
HDFC Bank  
Uttam Nagar  
Jaipur

Subject: Reopening my bank account

Sir,

My name is Saurabh Sharma and I have been a Savings account holder in your bank for the last five years. My account has been temporarily closed due to non-maintenance of the minimum balance in my account for some time. Due to some financial crisis faced by my family, I was unable to comply with the minimum balance requirements of the bank.

I want to take advantage of banking facilities provided by your bank again. My account details are:

Account Number: XXXXXXXXXXXX

Name: Saurabh Sharma

IFSC Code: HDFC001XXX

Mobile Number: XXXXXXXXXXXX

You are requested to reactivate my account and I promise to abide by the terms and conditions of the bank. I have also hereby attached a copy of my Aadhar card and bank passbook for your kind reference.

Thank you.

Yours sincerely,  
Saurabh Sharma

**Letter-31:** You are Janardhan Reddy. Your address is 3 Sangeet Enclave, Nahur Road, Nr Jain Mandir, Warangal, Telangana. Your grandfather is suffering from cancer and requires urgent treatment in a hospital in Telangana. Write a letter to your fast friend Vishnu to help you out.

3 Sangeet Enclave  
Nahur Road  
Nr Jain Mandir  
Warangal  
Telangana

11<sup>th</sup> January 2020

Dear Vishnu,

Hope you are doing well. I am writing to you to ask for your financial help. As you are aware, my grandfather is not well.

Some days ago, my parents admitted him to the hospital and found that he is suffering from cancer. The doctor has asked us not to worry as it's in the initial stages so it can be cured. Our family is trying hard to manage all these expenses. But our financial situation is worsening day by day and all the savings have been exhausted. I am left with no alternative but to ask you for your help as my grandfather requires urgent treatment. I promise to clear off your debt as soon as I get a job.

Hope it would not cause any inconvenience to you. Please send the money urgently into my bank account XXXXXXXXXXXX with IFSC Code HDFC00XXXX.

Yours friendly,

Janardhan Reddy

**Letter-32: You are Yogesh, a resident of D-11, Rajguru Market, Rohtak, Haryana. You were a chain smoker. After joining a job you quit smoking. Writing a letter to your father about your new life.**

D-11

Rajguru Market

Rohtak

Haryana

11<sup>th</sup> February 2020

Dear Father,

Hope your health is good, and your mother is doing well. I love my new job as a bureaucrat. You will be glad to know that I have left smoking. I started gradually, decreasing from daily to weekly. Now I feel much better both mentally and physically, not having smoked from the past 45 days. Also, I have started meditation early in the morning, it soothes the mind, giving me the power to devote myself to my job.

I wish I had listened to your advice on discipline and its importance in life earlier, but now I take an oath never to smoke again and to tread on the right path. I will come on the 10th of next month, please request Mother to prepare mango pickles for me. I have missed you all very much.

I look forward to meeting you.

Yours lovingly,

Yogesh

**Letter-33: You are Ajith Trivedi, Principal of D.A.V. Public School, Sector-14, Faridabad. You want to organize an annual function in your school and invite Shovana Narayan, a well-known dancer to preside over your School Annual Day Function. Shovna Narayan resides at 120/37, Ramtekdi, Hadapsar, Padmavati, Delhi.**

D.A.V. Public School

Sector 14

Faridabad

11<sup>th</sup> October 2020

120/37

Ramtekdi

Hadapsar

Padmavati  
Delhi

Subject: Invitation to School Annual Day Function

Respected Madam,

I am Ajith Trivedi, the Principal of D.A.V. Public School, Sector 14, Faridabad. First of all, I congratulate you on your achievement for receiving 'Padma Shri', one of the highest civilian honours of India.

I would like to take this opportunity to invite you to our School Annual day celebration to be organized on 2<sup>nd</sup> December at 11 A.M. in the school auditorium. Our school enjoys a good reputation in the city and it has an excellent track record in academic, cultural and sports activities.

You are an inspiration to us and your presence will boost the morale of the students. I will be highly obliged if you kindly grace the occasion as Chief Guest. Your benign presence will be highly solicited. Kindly confirm your presence at the earliest.

Thank you.

Yours sincerely,

Ajith Trivedi

**Letter-34: You are Aman Singh, 30 years old and a resident of 104, Pankaj Plaza, Delhi. Your parents insist on your marriage. You don't want to get married at this stage. Write a letter to your father to deny the marriage proposal.**

104  
Pankaj Plaza  
Delhi

11<sup>th</sup> February 2020

Dear Father,

How is everybody at home? Sorry I couldn't get the time to reply to your letters lately owing to my work commitments. I have been recently promoted to the post of Project Manager.

Dad, I understand that you and mom want me to get married. I understand your anxieties about me getting older. But I do not want to marry now. I am not denying any marriage proposal, I just want the process to be delayed. I want to be financially secure before tying the knot. And I also need time to prepare myself mentally. Right now, my job is my priority. I am yet to achieve what I wanted to.

I hope both of you understand my point of view. Tell mom I will get a nice life partner, so stop worrying about good proposals slipping by.

I may visit you next month, Dad.

Yours lovingly,

Aman Singh

**Letter-35: You are Avinash, a resident of House No 65, Street No 2, Samarth Niwas, Prashant Vihar, Delhi. Write a letter to The Chairman, Staff Selection Commission, Delhi asking them to delay three months in your joining as an income tax inspector.**

House No 65  
Street No 2  
Samarth Niwas  
Prashant Vihar

Delhi

11<sup>th</sup> February 2020

The Chairman  
Staff Selection Commission  
Delhi

Subject: Requesting extension for joining the department

Sir,

I am currently working as a Probationary Officer in State Bank of India. I appeared in CGL 2015 with Roll No. 12XXXXXX and have received my joining letter as an Inspector in Delhi in the Income Tax Department.

I am glad that I have been selected for the same post that I wished. But my probation period is still on and would like to complete it before leaving the job. There is a lot of work pressure these days due to demonetization. I would be grateful if you could give me an extension of three months for joining.

If it wasn't for a genuine reason, I would have wanted to join as an Income Tax Inspector at the earliest. I would be highly obliged if you could help me in this regard.

Thank you.

Yours sincerely,  
Avinash

**Letter-36: You are Ms. Poonam working in SSC, Delhi. You reside at A/47, Channa Market, Karol Bagh, Delhi. In one of the official functions of your department, the National Anthem was played where you did not stand up. You were found as guilty of disrespect by the department inquiry committee and authorities want an explanation from you. Write a letter to the authorities to explain your viewpoint.**

A/47  
Channa Market  
Karol Bagh  
Delhi

19<sup>th</sup> August 2020

The Department Enquiry Committee  
Staff Selection Committee  
Delhi

Subject: Reference letter dated 16.08.2020 seeking an explanation

Respected Sir,

In response to the letter mentioned above in the subject seeking an explanation for my conduct, I would like to state that I was caught unaware when the National Anthem was being played on the occasion of Independence day. I was mentally preoccupied with the office workload and did not pay heed to the National Anthem.

I am a proud Indian and have profound respect for our National Anthem. Kindly consider it as negligence or human error rather than intentional misconduct. I apologize for the same and assure you not to repeat such misconduct in the future.

Thank you.

Yours faithfully,  
Poonam

**Letter-37:** You are Vijay and going to marry on 1st April 2020. You reside at 9, Sharma Complex, Near Ansal Plaza, Gurgaon. You are working as an income tax inspector in Delhi. The income tax department has a lot of rush due to the demonetization drive and raids to plug unaccounted cash issues. You want to take a 15 day leave. Write a letter to The Additional Commissioner, Central Board of Direct Taxes, Delhi to grant a 15 day leave.

9, Sharma Complex  
Near Ansal Plaza  
Gurgaon

11<sup>th</sup> March 2020

The Additional Commissioner  
Central Board of Direct Taxes  
Delhi

Subject: Requesting leave for 15 days

Sir,

I am Vijay working as an Inspector in the department. Ever since I joined this department, my job has given me immense satisfaction and has helped me evolve and adapt to changing circumstances. Now I am entering a new phase of my life as I am getting married on 01.04.2020.

Kindly grant me leave for fifteen days from 22.03.2020 to 05.04.2020. Since the demonetization drive has increased our workload manifold and we need to seize a lot of unaccounted cash flowing in the economy, I am ready to work overtime till my leave and even after rejoining the office. You are cordially invited to my wedding along with your family to shower your blessings on us.

Thank you.

Yours sincerely,  
Vijay

**Letter-38:** You are Sujit Sircar, working in the external affairs ministry as Assistant Section Officer in Delhi. You reside at House No- 511/5a, Govind Puri, Ma Anand Mai Marg, Opp Gautam Motors, Kalkaji, Delhi. You are suspended in a sexual harassment case filed by Miss Sinha after enquiry committee report. You feel that you haven't got justice. Write a letter to The Deputy Secretary of the Administrative Division in the Ministry of External Affairs Delhi to seek justice.

House No- 511/5a  
Govind Puri  
Ma Anand Mai Marg  
Opp Gautam Motors  
Kalkaji  
Delhi

11<sup>th</sup> February 2020

The Deputy Secretary



Administrative Division  
Ministry of External Affairs  
Delhi

Subject: Request to revoke the suspension order

Sir,

I am Sujit Sircar working as an Assistant Section Officer in this department. This is to bring to your notice that the department has suspended me in a sexual harassment case after the submission of the Enquiry Committee report (File Reference No. 243A).

On 20th December 2019, Miss Sinha (ASO, Consular Division) filed a complaint alleging that she received many indecent texts and images from my official phone. The Enquiry Committee on examining the evidence produced by her issued my suspension order without allowing me to defend myself. Those messages were sent from my phone stolen three weeks ago. I have enclosed a copy of the FIR filed at the time of theft.

Kindly revoke my Suspension order and reconstitute the Enquiry Committee. I am confident that I will be exonerated of all charges.

Thank you.

Yours sincerely,

Sujit Sircar

**Letter-39: You are Sumit Vyas currently residing at House No 65, Street No 2, Gokuldharm Society, Mumbai. Write a letter to the newspaper editor of Hindustan Times, Mumbai to express concern regarding the noise created in late night public functions.**

House No 65  
Street No 2  
Gokuldharm Society  
Mumbai

11<sup>th</sup> February 2020

The Editor  
Hindustan Times  
Mumbai

Subject: Complaint regarding noise created in late night public functions

Sir,

I am a resident of Gokuldharm Society and would like to bring to light the issues faced by the noise created in late-night public functions.

Due to loud noise, children and adults often get irritated and are unable to sleep on time affecting their studies and decreasing their efficiency. The aged and the patients are the worst affected because of abrupt loud noise posing a threat to their hearing capacity. No one is adhering to the restrictions imposed on timings for playing DJ in marriages.

I request the concerned authorities to take appropriate action and shall solve the issue as soon as possible. I will be highly obliged.

Thank you.

Yours faithfully,

Sumit Vyas

**Letter-40:** You are Sajjan Singh. You reside at 27/1, 12<sup>th</sup> Avenue, Ashok Nagar, Delhi. You are working as an excise inspector in Delhi. You are continuously observing rampant corruption in your department, especially your seniors involved in it. You want to make a complaint to the vigilance commission, Central Board of Excise & Customs, Delhi. As a whistleblower, write a letter to the vigilance commission.

27/1  
12<sup>th</sup> Avenue  
Ashok Nagar  
Delhi

11<sup>th</sup> February 2020

The Vigilance Commission  
Central Board of Excise & Customs  
Delhi

Subject: Prevalence of rampant corruption in the department

Sir,

I have been working in CBEC for the past six months as an Inspector. I am currently posted in the DGCI department mandated with the task of raiding and seizing unaccounted cash from the companies.

I want to draw your attention to the rampant corruption prevailing in the department for quite some time now. As we go on raids, I have seen some employees, especially seniors keeping a large chunk of unaccounted cash and afterward distributing it among themselves. When I complained to one of the seniors who was eventually a part of it, he reprimanded me and dismissed me. He even threatened me to transfer me to a remote place.

I wish to bring them to book who are tarnishing the reputation of our department.

Thank you.

Yours sincerely,  
Sajjan Singh

**Letter-41:** You are Suchita, a 35 years old widow. You reside at 1st Floor, Somaiya Chamber, Delhi. You have a son who is five years old. During your tour of India –International Trade fair, Delhi you lost him in the crowd. You tried to search for him but no results. Write a letter to the Security Manager, International Trade Fair Delhi requesting them to help you.

1st Floor  
Somaiya Chamber  
Delhi

11<sup>th</sup> February 2020

The Security Manager  
International Trade Fair  
Delhi

Subject: Disappearance of my son in trade fair

Sir,

I bring your urgent attention to the disappearance of my child today morning at the Trade fair. Owing to the huge crowd, I could not hold his hands properly and in a few seconds, he was lost in the crowd near the entrance of the Gujarat state trade complex. He is 5 years old wearing a red T-shirt and black trousers with white shoes. He is fair, blue-eyed and has brown hair.

I checked with nearby security personnel but all in vain. My husband passed last year and he is my only family now. Kindly alert all security personnel of the trade fair to search my son.

It is not safe for a few years old at such a place. I am enclosing his recent photograph for your assistance. Call me at 99XXXXXXXX if you need any more information.

Thank you.

Yours faithfully,

Suchita

**Letter-42: You are Vishnu, a 70 years old father of an NRI who is staying in the USA. He is married and highly successful. You are living at 644, 19th Road, Khar (West), Mumbai . You are ill and need financial support. Write a letter to your son to seek his financial help.**

644  
19th Road  
Khar (West)  
Mumbai

11<sup>th</sup> February 2020

My dear son,

Hope you and my daughter-in-law are doing well. For the last few days, I have been feeling a constant pain in my heart. Initially, I overlooked it, thinking it was going to subside but it didn't. Your mother suggested that I see a doctor. After going through my test reports, the doctor concluded that I have a blockage in my heart and suggested immediate surgery which costs around three lakh rupees.

As I did not have enough money in the savings account, I rushed to the insurance agent for a mediclaim. But, having attained the age of seventy, the policy had expired. I even tried to contact your uncle but he was unable to arrange the money. It would be nice if you could come in person during surgery otherwise you can send me money online in my savings account.

Lots of love.

Your loving dad,

Vishnu

**Letter-43: You are Nitesh and newly married. You want to celebrate New Year with your friends. You reside at Kisan Nagar No 2, Road No 21, Near Shiv Sena Office, Mumbai. Write a letter to your best friend Kartik to invite him to New Year celebrations at your home in Mumbai.**

Kisan Nagar No 2  
Road No 21  
Near Shiv Sena Office  
Mumbai

11<sup>th</sup> December 2019

Dear Kartik,

I am a little upset and hurt because you didn't attend my wedding. You all knew that we had decided before that you will be there at my wedding. I understand there will be some genuine reason but now you must come to my new year party at Radisson Blu on 1st January 2020 at 11 AM.

You will be excited to know all our college friends are also coming, it will be a get-together. I will also introduce you to my wife. You come with your wife too as many partner games will also be there and as usual, I will be the winner this time also. Buck up and start preparing for the party.

Thank you for the gift sent to my marriage. Waiting for you anxiously, can't wait to meet you and share my new life experiences about how my life has changed after marriage.

Yours friendly,  
Nitesh

**Letter-44:** You are Kaveri from Delhi, an acid attack victim. You reside at A/47, Chawri Bazaar, Chandni Chowk, Delhi. The administration is not helping out to solve your problems. Write a letter to the editor of Hindustan Times, Delhi to publish your problems.

A/47  
Chawri Bazaar  
Chandni Chowk  
Delhi

10<sup>th</sup> February 2020

The Editor  
Hindustan Times  
Delhi

Subject: Problems of acid attack victims

Sir,

I am writing this letter to bring to your notice the alarming rise in the cases involving acid attack victims and the negligence on the part of state authorities.

Both men and women are victims of acid attacks. But more than 70% of victims constitute women. The reasons range from disputes to rejection. A woman who is an acid attack victim becomes a financial burden for the family. With no hope of marrying her off, they are stuck with a member of the family who is also unable to find work anywhere. Victims may confine themselves to a room, thereby leading to depression and loneliness and pushes them to the verge of suicide.

The open sale of acid for domestic purposes should be controlled and preferably banned. I urge the authorities to look into the matter urgently and take necessary action.

Yours faithfully,  
Kaveri

**Letter-45:** You are Trisha from Delhi, a 100 kg woman and considered very fat in your office. You reside at C 22/6, Tulip Apartments, Noida. Your organization Food Corporation of India, Delhi drives health initiatives and wants to reward those on Yoga day who work on weight loss. You have been asked by authority to lose weight and submit your action plan. Write a letter to the Executive Director, Food Corporation of India, Delhi in a positive way.

C 22/6  
Tulip Apartments

Noida

11<sup>th</sup> February 2020

The Executive Director  
Food Corporation of India  
Delhi

Subject: Action plan regarding losing weight

Respected Sir,

I am an overweight woman weighing 100 kilograms. With the health initiative launched by our organization recently, I wish to lose around 20 kg till the Yoga day.

For the same purpose, I have already enrolled myself in a local gym where I am doing brisk walking and some stretching for 45 minutes daily. I plan to increase the intensity of my workout sessions with time. I am strictly following a diet chart prepared by the Nutritionist and have reduced the daily calorie intake by 200 units. The action plan has been charted for three months keeping in mind my current fitness level.

I look forward to getting felicitated at the function on Yoga day.

Yours sincerely,

Trisha

**Letter-46: You are Sameeksha, a social activist. Write a letter to the editor of India Times newspaper to publish increasing incidents of eve-teasing in your locality in Govindpuri, Allahabad. You reside at House No 5, Govindpuri, Near Railway Station, Allahabad.**

House No 5  
Govindpuri  
Near Railway Station  
Allahabad

21<sup>st</sup> March 2020

The Editor  
India Times  
Allahabad

Subject: Increasing incidents of eve-teasing

Sir,

As a social activist and as a woman, I am writing this letter to draw the attention of readers towards increasing incidents of eve-teasing and molestation, which strongly endanger the liberty and dignity of women. Like most young girls, I am afraid to step out alone because dealing with random catcalls, stalking, lewd comments have become a frequent struggle for us.

In a country projected as a 21st-century global superpower such sickening treatment of women tells tales of backward mindsets. Laws clearly define punishment for all kinds of abuse. Yet, authorities take cases of eve-teasing too casually. Instead of punishing the offenders, people ask women to mind their dressing or ignore the incident.

Rampant eve-teasing questions women empowerment. The authorities should do away with their lackadaisical approach and stand up against such injustice.

Thank you.

Yours sincerely,  
Sameeksha

**Letter-47:** You are Rajesh, a son of Rickshaw puller. You reside at 159/3, Chira Bazar, Mumbai. Today SSC has announced the final result and you are selected as an examiner in your home state Mumbai as it was your first choice. You want to celebrate in a big way with your friends but you don't have money. Rakesh is your best friend and he has been trying for SSC for two years but this time also his name is not on the final list. Write a letter to Rakesh to borrow money.

159/3  
Chira Bazar  
Mumbai

11<sup>th</sup> March 2020

Dear Rakesh,

I hope this letter finds you in good health. I am happy and excited to inform you that I have been selected for my dream post of Examiner in my home state in the SSC CGL examination.

I came to know that your name was not on the final list. I know how much effort you have put in to prepare for this examination. But never give up on your hopes. Your hard work and perseverance will finally land you to your dream posting. As my friends are insisting, I am planning to throw a party for them, but I am out of cash. I would be happy if you could please lend me some money. I promise to repay it on getting my first salary. I am inviting you along with others so that we can share some happy memories.

See you soon.

Yours lovingly,  
Rajesh

**Letter-48:** You are Asha working as an income tax inspector in Delhi. You reside at A 24, Laghu Udyog Colony, I B Patel Road, Delhi. You are suffering from conjunctivitis. Write a letter to the Assistant Commissioner, Income Tax Department, Delhi, for a three-day leave.

A 24  
Laghu Udyog Colony  
I B Patel Road  
Delhi

9<sup>th</sup> March 2020

The Assistant Commissioner  
Income Tax Department  
Delhi

Subject: Plea for granting three days leave

Madam,

I am an Income Tax Inspector with Employee ID AS\*\*\*\*\* working in your department. Today during my office hours, I felt irritation in my eyes.

On visiting an ophthalmologist, I found that I am suffering from Conjunctivitis. Since it is a Communicable disease, it can further spread to my colleagues. He advised me to stay at home and wear goggles to prevent further

spread. Therefore, I will be unable to come to the office for three days from 10.03.2020 to 12.03.2020. In case of any emergency, I will be available on the phone. Kindly grant me leave for three days due to my inability to come to the office. I will be highly obliged.

Thank you.

Yours faithfully,

Asha

**Letter-49: Write a complaint letter to the Election Commission of India, New Delhi about the violation of the model code of conduct in your constituency in Patel Nagar, New Delhi in the assembly election. You are Aman, a social activist for democratic rights. You reside at 12/14, Avenue Road, Patel Nagar New Delhi.**

12/14

Avenue Road

Patel Nagar

New Delhi

9<sup>th</sup> March 2020

Chief Electoral Officer

Election Commission of India

New Delhi

Subject: Complaint about violation of Model Code of Conduct

Sir,

I am writing this letter to draw your attention to the blatant violation of the Model Code of Conduct before next week's assembly polls.

The assembly member from the ruling party has embarked on a spree of populist measures in the guise of developmental projects. Public information platforms, the expenses of which are borne by the public exchequer, are being used as a disguised means to gain unfair advantage in the election by the ruling party. Many leaders have been making provocative statements that create an atmosphere of disharmony and discontent among various sections of society.

As a social activist and a responsible citizen, I must contribute towards fair elections. Therefore I request the Commission to look into the issue and take necessary prompt action.

Thank you.

Yours truly,

Aman

**Letter-50: Write an appreciation letter to your subordinate for her outstanding performance. You are Shubham, an income tax commissioner in the Income Tax Department in Delhi.**

Income Tax Office

Delhi

10<sup>th</sup> March 2020

The Inspector

Income Tax Department

Delhi

Subject: Commendation for outstanding performance

Madam,

I want to congratulate you on successfully conducting the raid on 7th March 2020. The revealed footage of black money confiscated and exposing all those involved in this nefarious activity is a great deal of achievement for the department.

The media has been constantly praising our efforts and the revealed footage is doing rounds in the media. You are an inspiration to all the females who hesitate in opting for this department owing to various reasons. Our department needs more enthusiastic, courageous, bold, dedicated and hard-working employees like you.

As I am aware you are eligible for promotion, I will request for your promotion as your reward. I, on behalf of the department, express gratitude towards you.

All the best for your future.

Yours truly,

Shubham

(Commissioner, Income Tax)

**Letter-51: You are Namita, a resident of Delhi. You reside at 10/127, Malviya Nagar, Delhi. Write a letter to the editor of Hindustan Times Delhi expressing your concerns over frequent power cuts in your area.**

10/127

Malviya Nagar

Delhi

11<sup>th</sup> March 2020

The Editor

Hindustan Times

Delhi

Subject: Irregular power supply in our locality

Sir,

Through the esteemed column of your newspaper, I would like to draw the kind attention of concerned authority towards frequent power cuts in our area.

It's been one month since our locality has been suffering due to a disrupted electricity supply. Housewives, school-going children and working people who get their study time at night only are the ones who suffer the most. Since it is the summer season, it becomes intolerable for us to survive without a proper power supply. Also, the nonuniformity of power supply is affecting our electronic devices and appliances to a great deal, especially laptops and computers.

This is my sincere request to the authorities to regulate the electricity supply as soon as possible.

Thank you.

Yours truly,

Namita

**Letter-52: You are Rajesh. You reside at 1/27, Vijay Nagar, Delhi. You gave your CGL Tier 1 examination at a centre in Delhi. Write a letter to the The Chairman, Staff Selection Commission, Delhi expressing your concerns over poor management at your exam centre.**



1/27  
Vijay Nagar  
Delhi

11<sup>th</sup> March 2020

The Chairman  
Staff Selection Commission  
Delhi

Subject: Poor management at exam centres during SSC CGL Tier 1

Sir,

I am writing this letter to bring to your kind notice the poor management at the examination centres allotted to candidates for conducting SSC CGL Tier 1.

The news of SSC CGL to be conducted online brought in a lot of hope for the aspirants. But all the hopes were shattered because of the mismanagement during the exam. Students had to wait outside in long queues. There was no pre-allotment of seats. The server was too slow and the answers were not being saved despite several clicks. The staff was totally incompetent and uncooperative. Even the registration was done during the exam time which took away our precious ten minutes.

I hope strict action would be taken by the authorities against poor management and the issue be addressed effectively.

Thank you.

Yours sincerely,

Rajesh

**Letter-53: You are Darpan, a resident of Kanpur. You reside at Plot No 12, Thakur Industrial Estate, Near Ruby Coach Builders, Kanpur. Write a letter to the Municipal Commissioner, Municipal Corporation, Kanpur complaining about the poor sanitary conditions of your locality and the mosquito menace caused by this.**

Plot No 12  
Thakur Industrial Estate  
Near Ruby Coach Builders  
Kanpur

11<sup>th</sup> March 2020

The Commissioner  
Municipal Corporation  
Kanpur

Subject: Mosquito menace caused by poor sanitary conditions

Sir,

I would like to bring to your kind notice the miserable conditions of the residents of my locality under which they are compelled to live because of poor sanitary conditions.

The streets are covered with heaps of garbage and are not cleaned regularly. Foul smell arising from it takes a heavy toll on the health of the residents as well as passers-by. Drainage has been choked. The problem has taken its virulent form because of the rains. Sewers are overflowing. Potholes can be seen everywhere and form the breeding grounds of mosquitoes. Diseases like Malaria, Chikungunya have engulfed almost every household. People are living in the awe of the epidemic.

I, therefore, request you to take immediate action so that fellow residents can get rid of such hell-like conditions.

Thank you.

Yours faithfully,

Darpan

**Letter-54: You are Rohit and working in Mumbai. You reside at 5, Babu Mistry Chawl, Station Rd, Mumbai. Your elder brother is staying with his wife in your native village in Lucknow. You come to know about frequent domestic violence incidents at your elder brother's home. Write a letter to your elder brother to express concerns over such incidents.**

5, Babu Mistry Chawl  
Station Rd  
Mumbai

13<sup>th</sup> March 2020

Dear brother,

I am writing this letter to you regarding a few occurrences at home which have disturbed me deeply. As a family, we were already aware of your drinking habits and how it was destroying you slowly and straining your relationship with your wife. Now I have come to know that you have started to raise your hands too on her, this is very painful to hear.

Brother, we have spent a lifetime together as brother and friends and I know how wonderful a person you are. Do not let something control you. Be the person again who cared for and valued relationships. I know sometimes life is too harsh and problems are inevitable but resorting to violence and showing frustration on our loved ones is not the solution. I hope you will listen to your younger brother.

Take care of yourself and our family.

Yours affectionately,

Rohit

**Letter-55: You are Revathi, a resident of Plot No 12, Samta Residential Complex, Laxmipura, Hyderabad. Write a letter to your friend Ramya to express your feelings who has narrowly escaped from the recent railway station stampede in Secunderabad.**

Plot No 12  
Samta Residential Complex  
Laxmipura  
Hyderabad

12<sup>th</sup> March 2020

Dear Ramya,

How have you been? I hope you are doing well. I was shocked when I read the news about the stampede that had happened at Secunderabad railway station where many people died and many suffered injuries.

My heart pains for the victims. I got to know that even you were there at the station and had a narrow escape from the stampede. I felt relieved knowing that you are safe. I wholeheartedly thank God for this. I suggest you be careful and have the presence of mind in the midst of such incidents and better to stay away from areas involving large public gatherings. I am looking forward to seeing you soon.

Give my regards to your parents.

With love,

Revathi

**Letter-56: You are Satish, an environmental activist. You reside at Plot no 34/10, Bhagat Singh Colony, Patna, Bihar. Write a letter to the superintendent of Police, Patna West, to seek security as you have been constantly threatened by the sand mafia in Bihar.**

Plot no 34/10  
Bhagat Singh Colony  
Patna  
Bihar

12<sup>th</sup> March 2020

The Superintendent of Police  
Patna West  
Bihar

Subject: Application for providing security

Sir,

I am a resident of Army Cant, Mumbai. I am an ardent environmental activist. I have been getting threatening calls and messages for some days from a sand mafia.

Being an environmental activist, it is my duty to bring into light the acts which are harmful to our environment. Therefore I started a campaign against a sand mafia who was quarrying sand illegally and brought it to the notice of the media and police. Consequently, he got enraged and wants to get rid of me in any possible way so that he can continue to excavate sand illegally and damage our environment. He is intimidating me by calls and messages. Moreover, he sent some bullies to threaten me. I request you to provide me security and take stern action against such a man.

Thank you.

Yours truly,

Satish

**Letter-57: You are Prithvi working with Surya Associates as a Technical Expert. You reside at House No.307, 3rd Floor Biryra House, Kanpur. Write a request letter to Regional Manager, Surya Associates, Kanpur to transfer you from Kanpur to Agra.**

House No.307  
3rd Floor Biryra House  
Kanpur

14<sup>th</sup> March 2020

The Regional Manager

Surya Associates  
Kanpur

Subject: Request for transfer to Agra

Sir,

I am Prithvi working with your organization as a Technical Expert. I am writing this letter to request for a transfer from the Kanpur office to the Agra office. My mother's illness necessitates this move to relocate to Agra. She has been ailing for the last one month and nobody is there at home to take care of her.

In my short stay of one year, I have earned the reputation of a hardworking and efficient employee and I feel it is in the best interests of myself and of this company that I get a transfer rather than opting to quit the job altogether. I feel privileged to be a part of this organization where I can leverage my skills effectively. Kindly consider my request and do the needful.

Thank You.

Yours truly,

Prithvi

**Letter-58: You are Manish, a resident of Kanpur. You reside at 6th Floor, AmbaDeep Building, K G Marg, Kanpur. Write a letter to your friend to help financially as you are starting an NGO related to child labour.**

6th Floor  
AmbaDeep Building  
K G Marg  
Kanpur

11<sup>th</sup> March 2020

Dear friend

Hope this letter finds you in good health and cheerful spirits. As a childhood friend of mine, you must be aware of my inclination towards philanthropic activities. Considering this, I have started an NGO named "Akhil Bharat".

This is a sincere effort to help those affected by child labour. We will shoulder the responsibility of setting them free and providing them shelter and elementary education. Unfortunately, a large number of children are affected by this. More and more children are coming under the umbrella of our NGO.

We mainly obtain funds from individual donations. But now as we have fallen short of resources, we have asked other organizations and people to extend support for the cause. As my good friend, I am asking for your assistance in raising money.

Call me as soon as you receive this so that we can talk more about future endeavours.

Thank you for your help.

Yours truly

Manish

**Letter-59: You are Sunil working in an IT firm in Bangalore. You reside at 41, Block No-52, Cunningham Road, Bangalore. Write a letter to your father informing him about your decision to leave the private sector job.**

41, Block No-52  
Cunningham Road  
Bangalore

11<sup>th</sup> March 2020

Dear Father,

I hope this letter finds you in proper health and happiness. I have been missing my home badly and will try to arrange for leave for a few days to come and visit you and mother. Meanwhile, I would like to discuss that I want to leave my current private-sector job to pursue higher studies.

I know that to move ahead in my career I will need to enhance my education with a Master's degree in Sales and Purchasing. I will be taking two years off from my career to pursue my MBA abroad and get back into the industry in a better position. Your kindness and support will be greatly appreciated. I am looking forward to seeing you soon.

Give my regards to mom and take care of your health.

Your loving son,

Sunil

**Letter-60: You are Biju, a resident of Faridabad. You reside at 95, Circular Road, Inner Circle, Faridabad, Haryana. Write a letter to the editor of News Express, Faridabad to highlight the unauthorized selling of the crackers on Diwali in your colony.**

95, Circular Road  
Inner Circle  
Faridabad

11<sup>th</sup> March 2020

The Editor  
News Express  
Faridabad

Subject: Unauthorized selling of crackers in the locality

Sir,

Through the columns of your esteemed newspaper, I would like to highlight the unauthorized selling of the crackers in our locality.

We all are aware of the recent ban on crackers in NCR by the Hon'ble Supreme Court, considering the increase in pollution level every year during Diwali. Many of the licenses have been canceled to implement the directions of the court. But the orders are being defied in my locality itself. Traders have installed their shops without prior permission. By doing this, they are jeopardizing the lives and property of residents. People fire the crackers now and then due to easy access. Asthma patients, elderly people and small children are worst affected due to pollution and noise.

I hope this letter will be an eye-opener for authorities and those defying laws will be punished soon.

Thank you.

Yours faithfully,

Biju

**Letter-61:** You are Deepshikha studying in a college of Hyderabad. You reside at 351, Esamia Bazar, Hyderabad. Write a letter to the editor of The Hindu, Hyderabad complaining about incidents of sexual harassment in public transport buses.

351  
Esamia Bazar  
Hyderabad

11<sup>th</sup> March 2020

The Editor  
The Hindu  
Hyderabad

Subject: Sexual harassment in public transport buses

Sir,

I would like to draw the attention of sexual harassment faced by women in public transport buses.

Sexual harassment in public transport is an everyday occurrence for many girls and women. From verbal abuse to being followed, from unwanted sexual comments to physical assault, the stories are strikingly similar to harassment.

The fear of harassment has dramatic consequences on women's behavior; if they feel that going somewhere would put their safety at risk, in many cases, women won't go. This results in girls missing or dropping out of schools, women giving up job offers or even being unable to access essential healthcare services. I hope that the concerned authorities will wake up and take immediate steps in this matter.

Thank you.

Yours sincerely,  
Deepshikha

**Letter-62:** You are Vandana. You reside at C-2/19, Rohini, Delhi. Write a letter to your sister describing your visit to India International Trade Fair- Delhi.

C-2/19  
Rohini  
Delhi

11<sup>th</sup> December 2019

Dear sister,

I am doing well and hope the same for you. Recently I attended the International Trade Fair in Delhi from 14th November to 27th November. I couldn't wait anymore to share my experience with you.

It was organized by the India Trade Promotion organization and inaugurated by the Union Transport and MSME Minister Nitin Gadkari and the theme was "Ease of doing business". The event has been a unique platform for displaying entrepreneurial skills by large corporations, MSMEs, non-governmental agencies, artisans and self-help groups to promote their products and services to potential customers, besides being a platform for the government to disseminate information on progressive reforms, new schemes and initiatives.

One can learn and understand foreign technologies displayed there. Next year all of us will go together. Convey my regards to Mumma and Papa.

Yours lovingly,

Vandana

**Letter-63:** You are Manoj currently pursuing your graduation from IIT Guwahati. You reside at A-30, Boys Hostel, Graduation Wing, IIT Guwahati, Assam. Write a letter to your father to inquire about his health as he is recovering from jaundice.

A-30  
Boys Hostel  
Graduation Wing  
IIT Guwahati

11<sup>th</sup> March 2020

Dear father,

I got your letter yesterday. I am sorry for not being with you in hours of need. But I am helpless because my final year exams are going on and I have to submit my project report the day after tomorrow and my teacher declined my leave application.

I felt happy to know about your convalesce. To suffer from jaundice is really a very painful experience because it directly affects the liver and kidney. Please follow the doctor's advice and start drinking filtered water.

Please have a regular checkup and other diagnoses as recommended by the doctor. I have electronically transferred some money into your account for the expenses. I will come home as soon as my exams are over.

Convey my best regards to mother and love to brother.

Your loving son,  
Manoj

**Letter-64:** You are Rishi working and residing in Bangalore. You reside at Apartment No.6, Krushal Tower, G.M Road. Your friend has recently started a new business. Write a congratulatory letter to him.

Apartment No.6  
Krushal Tower  
G.M Road  
Bangalore

11<sup>th</sup> March 2020

Dear friend,

I came to know about your new business store dealing in smartphones. It was indeed a surprise for me. I wish you hearty congratulations on your new venture and pray for its success.

From college days you used to talk about setting up your own business. Your dream has finally come true thanks to your dedication and your business-oriented mindset. As we know every startup requires a lot of persistence and hard work to succeed. Smartphones are a rage these days and this business holds the potential to turn you into a successful young entrepreneur. Later you can further expand your business horizons to deal in various other products and related services. Do let me know if you need any help from my side.

I wish you luck for all your future endeavors.

Yours friendly,  
Rishi

**Letter-65: You are Manju a resident of House No- 16, 1st Floor, Amar Complex, Shadipur, Delhi . Write a letter to the editor of the 'Hindustan Times' Delhi about the exploitation of child labourers.**

House No- 16  
1st Floor  
Amar Complex  
Shadipur  
Delhi

11<sup>th</sup> March 2020

The Editor  
Hindustan Times  
Delhi

Subject: Exploitation of child labourers

Sir,

Through the column of your esteemed newspaper, I would like to draw the kind attention of the concerned authorities towards the exploitation of child labourers that has further worsened in the recent past and continues to pose a challenge before the nation.

Poor children become bread earners at a very young age. They work in hazardous industries too. Socially irresponsible citizens employ them to run errands at low wages and often overburden them with work. Unfortunate lot are even denied basic education and proper nutrition.

The government has taken measures but efforts have not been made wholeheartedly. Poor implementation of the laws is responsible for its continuation. Free education and skill development programs can be a positive step in the direction. I hope the authorities will take proactive and stringent measures for the cause.

Thank you.

Yours faithfully,  
Manju

**Letter-66: You are Radhika currently preparing for government exams in Allahabad. You reside at 2/3 Hira Baug, C G Road, Camawadi, Allahabad. Write a letter to your father informing him about your exam preparation.**

2/3 Hira Baug  
C G Road  
Camawadi  
Allahabad

11<sup>th</sup> April 2020

Dear Father,

I received your letter yesterday. Good to know that everyone at home is hale and hearty. You seemed tense regarding my exam preparations.

I am preparing well for my SSC CGL exam. My course was completed last week in my coaching classes. You will be pleased to know that I am scoring well in the mock examinations. Speed and accuracy is the essence of this examination. We have daily tests to check our preparation level and brace ourselves up for the tough competition. I am performing well and even trying harder to improve my mistakes. I felt upset about not being able to visit home this



Diwali but as you mentioned nothing is more important than studies at the current moment. I am working extremely hard to make you proud. I need your prayers and blessings.

Pay my regards to Mother and give love to brother and sister.

Yours lovingly,  
Radhika

**Letter-67: You are Revathi, a resident of B4 - House No 92, Chetna Towers, Gomti Nagar, Lucknow. Write a letter addressed to the Prime Minister, PMO Office, Delhi about Swachh Bharat Abhiyan.**

B4 - House No 92  
Chetna Towers  
Gomti Nagar  
Lucknow

11<sup>th</sup> April 2020

The Honourable Prime Minister  
PMO Office  
Delhi

Subject: Regarding Swachh Bharat Abhiyan

Sir,

I would like to compliment you for initiating a mega clean-up drive in India, Swachh Bharat Abhiyan. This has earned you the gratitude of millions of Indians.

I would also like to tell you that the impact of Swachh Bharat Abhiyan is visible in all parts of India. This is a remarkable feat. Even in our locality, the campaign is going very well. I am very glad to be a part of it. Thank you very much for initiating such a cleanliness campaign to create awareness among the public.

I am writing this letter to you as I am a true admirer of your leadership skills. I truly believe that your relentless efforts will transform our nation and make it a better place to live.

Thank you.  
Yours truly,  
Revathi

**Letter-68: You are Shashank. You reside at 2/201, Laxmi Palace, Malaviya Road, Delhi. Write a letter to the editor of the 'Hindustan Times', Delhi to publish an article written by you.**

2/201  
Laxmi Palace  
Malaviya Road  
Delhi

11<sup>th</sup> April 2020

The Editor  
Hindustan Times  
Delhi

Subject: Request to publish an article

Sir,

I would like to publish an article in your prestigious newspaper on “Effects and solution to exam stress and anxiety”. I believe that this article will be helpful not only to students but also their teachers. This article is solely based on my research and my personal experiences as an aspirant preparing for various government exams. I am sure the readers will get to learn a lot from my experiences.

For your reference, I have hereby enclosed a copy of the article with this letter. If there is anything you find irrelevant, feel free to contact me. I will be glad to look into it and make the necessary relevant changes.

I hope for a positive response from your end.

Yours truly,

Shashank

**Letter-69: You are Abhinav staying in Delhi. You reside at A-30, Sec-19, Apollo Market I, Delhi. Write a letter to the chief medical officer, Health Department, North Block, Delhi about the illegal activities going on in a nursing home.**

A-30  
Sec-19  
Apollo Market I  
Delhi

11<sup>th</sup> April 2020

The Chief Medical Officer  
Health Department  
North Block  
Delhi

Subject: Complaint against illegal activities going in a nursing home

Respected Sir,

I am writing this letter to inform you about the illegal activities going on in a nursing home in our locality which was set up to provide free medical aid to the poor.

Medicines that were intended to be provided to the needy at affordable rates are being sold to the chemists by the staff to earn profits. Patients are told that medicines are out of stock and they are asked to buy medicines from the chemists. Also, the doctor appointed is a cheat and is involved in the crime of human organ trafficking. Other illegal activities like female foeticide are also taking place.

I request you to kindly look into the matter and take stringent action against the hospital authorities.

Thank you.

Yours truly,

Abhinav

**Letter-70: You are Aniket. You reside at No 11-13, Fathenagar, Amritsar, Punjab. Write a letter to your friend Rajesh apologizing for making unusual remarks due to frustration.**

No 11-13  
Fathenagar  
Amritsar  
Punjab.

11<sup>th</sup> April 2020

Dear Rajesh,

Hope you reached home safely after last week's function. I enjoyed my time spent with you. But, for some reason, I got mad at you on the last day. The way you were behaving with your grandparents was a bit weird to me. However, I shouldn't have lost my temper and instead should have advised you politely.

In a fit of fury, I used rude words and unusual remarks but I don't stand by them anymore. I am extremely sorry for misbehaving with you. Whatever I said was out of rage without any ill-will or malice in my heart. I was a bit frustrated because I had an argument with my superior in office and was on the brink of losing my job. Please don't hold any grudges against me.

Apologies for my conduct once again.

With love,

Aniket

**Letter-71: You are Akhilesh. You reside at 16, 1st Floor, Amar Complex, Kanpur. Write a letter to your friend Ramesh about the dangers of drug addiction.**

16, 1st Floor  
Amar Complex  
Kanpur

11<sup>th</sup> April 2020

Dear Ramesh,

I hope this letter finds you in cheerful spirits. I felt very happy to know that your younger brother got admission in a renowned college. Through this letter, I would like to bring out the problem of "drug addiction" prevalent among the youth. Given the tender age, I have seen many brilliant minds falling victim to drug abuse.

Drug addiction starts with curiosity but slowly it becomes an addiction compelling the person to be completely dependent on it. They say, it gives peace but actually, it kills the appetite wreaking havoc on the physical and mental capabilities of an individual. One of my classmates was even hospitalized due to severe damage caused to the liver and pancreas. Once a person gets trapped in this vicious circle, it's nearly impossible to come out of it. Hope you will pay attention to my letter.

Convey my regards to Uncle and Aunt.

Yours affectionately,

Akhilesh

**Letter-72: You are Rakesh / Rajni who stays in Lucknow. You reside at Flat no 3, 1st Floor, Patni Plaza, Above Surabhi SuperMarket, Neelam Bagh Chowk, Lucknow. Write a letter to your younger brother Ranjan about the positive and negative impact of television programs.**

Flat no 3  
1st Floor  
Patni Plaza  
Above Surabhi SuperMarket  
Neelam Bagh Chowk  
Lucknow

11<sup>th</sup> April 2020

Dear Ranjan,

I hope you are well and working assiduously for your upcoming board exams. Recently I watched a documentary on the discovery channel about the positive and negative effects that television has on the human brain. And since you are a couch potato I thought of sharing this with you.

Now-a-days there are a lot of educational channels on T.V. started by MHRD to help students. I watched some of them myself and found them insightful. There are infotainment channels and news channels that keep you connected not only to the human world but also to the animal world.

However, there are shows which try to pander to our negative emotions, greed, lust, anger just to increase their TRPs. Be reasonable and wise enough to choose appropriate channels. Don't spend too much time watching television.

Give my regards to Mom and Dad.

Lots of love,

Rakesh

**Letter-73: You are Sikander who works in Mumbai. You reside at House No.3, Lane- 8 Shatri Nagar, Lokhandwala, Andheri (West). Write a letter to your brother to explain the positive and negative effects of social media.**

House No.3

Lane- 8

Shatri Nagar

Lokhandwala

Andheri (West)

Mumbai

11<sup>th</sup> April 2020

Dear brother,

I haven't heard from you for a long time. Hope you are doing well. I saw that you opened a Facebook account recently. There is no denying that this is the age of the internet and social media. But social media has its merits and demerits. How you use it decides its influence on you.

Social media has brought people closer to each other. In times of distress, family and friends can be contacted almost instantly. Information in textual as well as audio-visual form can be shared with people living halfway across the world.

But if it is not used in moderation, the virtual world of social media can make one unsocial in the "real" world. One should also be cautious of fake information being spread through social media.

I will elaborate on this matter more when I come home.

Yours lovingly,

Sikander

**Letter-74: You are Prithvi staying at 6, Parimal Apartment, Zoo Lane, Behind Gazebo Building, Kolkata. Write a letter to your mother to inquire about her health as she is recovering from surgery.**

6, Parimal Apartment

Zoo Lane

Behind Gazebo Building

Kolkata

11<sup>th</sup> April 2020

Dear Mom,

How are you? I came to know that you had to undergo surgery last week. I am worried about your health. Has the doctor made a food chart? Please follow the chart in toto and take complete bed rest. As you know, though I am working in Kolkata, my mind always remains worried about your health. Last time when I visited home, I wanted to take you to Kolkata for better treatment. But, you disagreed. Here, I would take care of your health and you would get better treatment.

Please do not do any household work including cooking for some days. Please do not forget to have lots of fruits and water regularly. I have applied for leave for a couple of days and will visit you soon. Do not worry about my health, I am good.

Take care.

Yours affectionately,

Prithvi

**Letter-75: You are Satish Kumar, a resident of Delhi. You reside at 311/B2, Savitri Apt, Vora Colony, Delhi. You have received an appointment letter for the Income Tax Inspector exam conducted through Staff Selection Commission. Monika is your ex-girlfriend working as a Probationary Officer in State Bank of India. You are giving a party on 18th March 2021 to all your friends. Write a letter to Monika to invite her to your party.**

311/B2

Savitri Apt

Vora Colony

Delhi

11<sup>th</sup> February 2021

Dear Monika,

Hope you are in good health. I heard you got transferred to Mumbai. You must be enjoying your work life. You always wanted to join SBI. And I am proud you achieved it.

I also want to share some good news with you. I have been selected as Income Tax Inspector through the SSC CGL exam. I am so excited and you are the first person I am writing to. I am looking forward to the training program and a new life. The past two years of struggle to get the job I aspired for have made me a more composed and balanced person. I am organizing a grand party for all my friends here at my home in Delhi on 18th March 2021.

I look forward to meeting you.

Yours lovingly,

Satish Kumar

**Letter-76: You are Angad working in Hyderabad. You reside at 12, Nandanam Extension, Behind Government College. Write a letter to your younger brother who is demotivated, defocused and frustrated as he is not getting a decent job.**

12, Nandanam Extension

Behind Government College

Hyderabad

11<sup>th</sup> April 2020

Dear brother,

How are you doing? I received a letter from our mother last week expressing concern over your behaviour these days. Brother, bagging a decent well paying job is difficult in a competitive world like today. You have to be better than others.

Success and failure are a part and parcel of life and it is completely fine if you couldn't get through a few exams. They don't judge your caliber. You can feel upset and get demotivated for a while but should emerge out stronger. Try to find out your faults, analyze them and then try to rectify them.

Nothing worthwhile comes easy. Brace yourself up for challenges, aim for your goals then strive hard to accomplish it. Be self-disciplined and persistent then nobody can stop you from achieving your goals. We believe in you and are always there for you.

With love,  
Angad

**Letter-77: You are Shilpa working in a bank in Bangalore and staying away from home. You reside at 101 Parshwanath Bhavan, Banian Street, Bangalore. Write a letter to your husband to dispose of unnecessary articles at home.**

101 Parshwanth Bhavan  
Banian Street  
Bangalore

11<sup>th</sup> April 2020

Dear husband,

I am glad to inform you that I have been promoted to Branch Manager. It was impossible for me without your constant support and responsibility towards our family despite my absence and inability to stay home due to my job.

As promised earlier, I have ordered a new sofa set, a center table, and two couches for our dining. But as you know all these need more space than we have now, can we remove some unnecessary things? The old and broken bench, the old shoe rack can be discarded. Besides if you don't mind, can we remove your childhood bicycle? All these can provide a lot of space for the new home decor. We can shift these in our storeroom for the time being.

I would request you to kindly do this shifting so that on my arrival we can decorate our home together. Take care.

Yours lovingly,  
Shilpa

**Letter-78: You are Arabinda, a bird lover staying in Haryana. You reside at 77/1-4, Unity Building, J C Road, Sirsa, Haryana. Write a letter to the chairman of Animal Welfare Board of India, Panchkula to take steps to stop the death of thirsty birds in the summer season.**

77/1-4  
Unity Building  
J C Road, Sirsa  
Haryana

11<sup>th</sup> April 2020

The Chairman  
Animal Welfare Board of India  
Panchkula  
Haryana

Subject: Request to take steps to stop the death of thirsty birds in summer

Sir,

With all due respect, I would like to bring the misery of the innocent birds in summer to your kind notice. Due to rapid urbanization and an unprecedented rise in temperature, birds are losing their natural sources of drinking water. In many areas, there is not even a single source of water within a few kilometers radius. So the poor birds suffer horribly and die due to dehydration and sunstroke.

I am an avid bird lover and have been working in tandem with various NGOs to help these creatures and spread awareness among people. But a strong statutory backing will help the cause. I would sincerely request you to take the necessary steps to address this issue.

Thank you.

Yours sincerely,

Arabinda

**Letter-79: You are Ramesh/ Radhika who has purchased a flat in Noida. You reside at 234, Anandraj Industrial Colony, Sonapur Lane, Varanasi. You had to receive the possession of the flat in 2018 but you have not received it till now. Write a letter to the Manager, Builders Regulatory Authority, Noida complaining about the builder.**

234

Anandraj Industrial Colony

Sonapur Lane

Varanasi

11<sup>th</sup> April 2020

The Manager

Builders Regulatory Authority

Noida

Subject: Complaint against non-possession of flat

Sir,

I Ramesh, a resident of Noida, had bought a flat from IJK Developers. Despite repeated reminders to the builder, I have not got my possession yet, as on 11th April 2020. The following are the details of the flat.

Flat Number: H313

Possession ID: K1368A

Date of Purchase: 7th July 2012

Declared Date of possession: 9th July 2018

Due to financial issues, I am in dire need of my flat. I even paid my final installment last month on the developer's promise.

I, therefore, request you to take necessary action against the said builder so that I could get my possession as soon as possible. A photocopy of the relevant documents has been enclosed herewith for your reference.

I look forward to appropriate and prompt action.

Yours truly,

Ramesh

**Letter-80: You are Arbin staying in Delhi. You reside at 447, Shastri Nagar Near Delhi University, Delhi. Write a letter to your friend to explain and join NPS (National Pension System).**

447, Shastri Nagar  
Near Delhi University  
Delhi

11<sup>th</sup> April 2020

Dear friend,

I hope you are doing well. I recently heard about your promotion and I am quite glad about it. My heartiest congratulations to you. I remember the other day we were discussing various investment options available. According to me, NPS is one of the best we have.

NPS was launched by the central government in the year 2009 and it is available to all Indian citizens who are in the age group of 18 to 65. The subscription procedure is quite easy. Only KYC details should be available with you. There is eNPS available which makes the subscription hassle-free. Tax exemptions are available in this scheme and return is also good. It is always preferable to have an independent income source at old age. There are premature withdrawal options available with certain conditions. You can go through the Government website to get the exact details.

I await your reply.

Yours affectionately,

Arbin

**Letter-81: You are Piyush. You reside at C 37, New Subzi Mandi, Azadpur, Panipat, Haryana. Write a letter to your younger brother to visit a bank branch and to get information about the Mudra loan.**

C 37  
New Subzi Mandi  
Azadpur  
Panipat  
Haryana

11<sup>th</sup> April 2020

Dear brother,

Yesterday I got your letter and felt happy to know that you got placed in a company with a handsome package. You told me that the main branch of SBI bank is near your office.

Therefore I would like you to go and enquire about the Mudra loan scheme for Micro, Small and Medium enterprises and let me know the details. I am planning to set up a Micro and Small enterprise in the village, therefore I need to know about the loan availability. Do enquire about details like maximum loan amount, processing charges, maximum time, collateral or bank guarantee, required documents, interest rates and types of loan available, loan for different age groups along with other relevant details.

I anxiously wait for your letter.

Your brother,

Piyush



**Letter-82: You are Abhinav a resident of 63, Chawla Colony, Ballabgarh, Faridabad. Write a complaint letter to the Police Superintendent, Police headquarters, Ballabgarh about increasing incidents of ATM machines theft and make suggestions to check it.**

63  
Chawla Colony  
Ballabgarh  
Faridabad

11<sup>th</sup> April 2020

The Superintendent of Police  
Police headquarters  
Ballabgarh

Subject: Complaint about increasing incidences of ATM Machines theft

Sir,

I am a resident of Chawla Colony, Ballabgarh, Faridabad. I wish to inform you about the alarming increase in the incidences of ATMs theft. There have been several such instances throughout the city.

The core reason for these occurrences is the lack of security guards outside the ATM. This allows thieves and miscreants to gain easy access to the machine. Another reason for these thefts is the lack of adequate knowledge regarding ATM security among the masses.

The presence of a security guard will certainly deter miscreants. However, if this is logistically challenging, an operational closed-circuit camera may work wonders as well. Educating the masses about the safe usage of the ATM Machine may also be fruitful. Please be kind enough to pay heed to my humble request.

Thank you.

Yours sincerely,  
Abhinav

**Letter-83: You are Manish staying in Gorakhpur. You reside at Village and Post Office Ullaspur , Near Sugar Mill, District Gorakhpur, Uttar Pradesh. Write a letter to the editor of a local newspaper 'News Express', Gorakhpur to publish your name that you have secured 1st rank in the final year exam of SGT University.**

Village and Post Office- Ullaspur  
Near Sugar Mill  
District Gorakhpur  
Uttar Pradesh

11<sup>th</sup> April 2020

The Editor  
News Express  
Gorakhpur

Subject: Request to publish my name in your newspaper for securing the first rank

Sir,

My name is Manish and I am a science graduate from SGT University, Gorakhpur. I am writing this letter to request you to publish my name in the 'Local Achievers' section of your newspaper.

I have been successful in securing the first rank in the final year exam of my college. I would be really grateful to share my happiness with my fellow residents through your esteemed newspaper. The 'Local Achievers' section of your newspaper is something every student of our city yearns to be a part of and I am no different. I have attached my personal and academic details with this letter. I hope you will fulfill my request.

I will be eagerly waiting for your reply.

Yours faithfully,

Manish

**Letter-84: You are Ramesh staying at 64 Nehru Vihar, Near Mukherjee Nagar, Delhi and preparing for SSC CGL for the last three years. Your fiancée Sonali has passed the UPSC examination in her first attempt. Write her a congratulatory letter.**

64 Nehru Vihar  
Near Mukherjee Nagar  
Delhi

11<sup>th</sup> May 2020

Dear Sonali,

Please accept my heartiest congratulations on securing 25th rank in the UPSC exam in your first attempt. I was filled with pride and happiness when I saw your name in the UPSC result.

I know it has always been your dream to be an IAS officer. I always knew you have the intelligence and calibre to crack any exam. There are lakhs of candidates who only dream of the success you achieved, but very few turn their dream into reality with their perseverance and hard work.

As I have also been preparing for government jobs, I look forward to getting your guidance in my pursuit of success similar to yours. Our family is keenly waiting to welcome the first ever IAS officer of our family. Congratulating you again.

I look forward to seeing you soon.

Yours lovingly,

Ramesh

**Letter-85: You are the SSC chairman. Your Office is located at CGO Complex Lodhi Road Delhi. You have received a complaint related to malpractice and mismanagement in the exam from one candidate who is a resident of House No 8, Bada Bazaar Noida and who appeared for an online exam at Harlal Institute of Management Technology, Greater Noida. Reply to the student through a letter addressing his grievances.**

Staff Selection Commission  
CGO Complex  
Lodhi Road  
Delhi

11<sup>th</sup> February 2020

House No 8  
Bada Bazaar  
Noida

Subject: Grievance redressal regarding malpractice in exam

Dear candidate,

This is in reference to your letter dated 2nd February 2020 in which you have put forth your concerns regarding the malpractice and mismanagement during the conduct of the Combined Graduate Level exam at Harlal Institute of Management Technology, Greater Noida on 31st January 2020.

Many other complaints were also received regarding the examination venue and our grievance and redressal cell is looking into it. A bulletin was also uploaded on the SSC website in which we requested the candidates to personally lodge complaints with our inquiry cell. Further notice will be followed shortly after we are finished with the investigation at our end.

It is our meticulous effort to conduct any exam with complete sanctity and fair means, and if any irregularities are confirmed, we will re-conduct the exam of concerned venues.

Thank You.

Yours truly,

Chairman, SSC

**Letter-86: You are Ramkesh who works in a remote area of Medinipur, West Bengal in a government department where internet connectivity is a problem. You reside at 231/ L84, Government Quarters, Medinipur, West Bengal. Write a letter to the Secretary, Head Post Office, Kolkata to provide better internet facilities.**

231/ L84

Government Quarters

Medinipur

West Bengal

11<sup>th</sup> May 2020

The Secretary

Head Post Office

Kolkata

Subject: Request for better internet facilities

Respected Sir,

I am Ramkesh, a postal inspector of your department currently posted in Medinipur. Being a remote area, the internet connectivity is very low. I am writing this letter to request you to provide better internet facilities.

Owing to the poor internet connection, link failure has become a regular occurrence thereby hampering the day-to-day activity of receiving, updating, maintaining and linking the posts. A delay of three to four hours incurs a loss to the department and also makes the customers wait unnecessarily. It questions our service delivery and affects our customer base.

I, therefore, request you to provide our office with a sound internet connection to the earliest possible for the smooth and timely delivery of our services.

Thank you.

Yours truly,

Ramkesh

**Letter-87: You are Manju Chaudhary working as a teacher at ABC Government School, Pokhran Road No 2, Sikar Rajasthan. Write a letter to the Commissioner, Rajasthan State Secondary Education Office, Jaipur about the poor quality of mid-day meals provided to students by the school.**

ABC Govt School  
Sikar  
Pokhran Road No 2  
Rajasthan

11<sup>th</sup> May 2020

The Commissioner  
Rajasthan State Secondary Education Office  
Jaipur

Subject: Poor quality of mid-day meals in school

Respected Sir,

I am Manju Chaudhary, a teacher at ABC government school, Sikar, Rajasthan. The quality of mid-day meals provided in the school is pathetic.

As per government orders, the contractor is providing meals with four items namely curry, chapati, dal and eggs. The quality of the curry provided is extremely bad and the quantity very less. The dal is always diluted and chapatis are so small that they can easily fit in a child's palm. Eggs provided never suffice for the whole school. Many students are dropping out due to poor quality of food.

Though I have complained to the contractor many times before, there was no proper response. Kindly look into the matter and take prompt corrective action.

Thank you.

Yours faithfully,  
Manju Chaudhary

**Letter-88: You stay in 447, Yamuna Nagar Delhi. Write a letter to your daughter who stays in the hostel explaining to her the importance of a good company.**

447, Yamuna Nagar  
Delhi

11<sup>th</sup> May 2020

Dear daughter,

Hope this letter finds you in good health. All is well here. How is your preparation for the board exams going? I have been receiving your progress report and I am very happy that you are performing well in the exams. Recently, I came to know that your school is organizing a tour. I would like you to be aware of your surroundings and be cautious with whom you spend your precious time.

As a teenager, you would be exposed to new ideas and I am glad that you are living independently and exploring the world. Your friendship and your relationship with your mentors can have a huge impact on your mindset. Spend time and share your ideas with people who are empathetic and passionate. Don't judge your friends based on their marks or social status. Avoid the company of proud, selfish and lax students.

Your mother and I are planning to meet you this weekend.

With love,

Papa

**Letter-89:** You are Rajesh. You reside at 41, Block No-52, Cunningham Road Hyderabad. You have recently purchased a Laptop for official work from HP Pvt. Ltd., Hyderabad. You are facing certain problems while operating it. Write a letter of complaint to the Manager.

41, Block No-52  
Cunningham Road  
Hyderabad

11<sup>th</sup> May 2020

The Manager  
HCL Pvt. Ltd  
Hyderabad

Subject: Complaint regarding the faulty laptop purchased from your store

Respected Sir,

With reference to the subject mentioned above, I would like to lodge a formal complaint regarding my new laptop that I purchased one week ago.

The bill number and other details are mentioned below:

Model: HP Envy M6

Bill Number: 123456

Purchase date: 2nd May 2020

Complaint: Battery gets drained off too quickly and Windows 10 Version is not genuine.

I would appreciate your quick response in resolving this issue as I have to connect to my office round the clock. Since the item is in the warranty period please replace the laptop immediately. A copy of the bill and warranty card has been enclosed herewith for your reference.

Thank you.

Yours truly,

Rajesh

**Letter-90:** You are Namit, a social worker in Mumbai who works for the elderly in the society. You reside at 11/2, Savitri House, Bohra Colony, Mumbai. Write a letter to the editor of 'Hindustan Times' Mumbai highlighting how nuclear families have increased the problems of the elderly people.

11/2  
Savitri House  
Bohra Colony  
Mumbai

11<sup>th</sup> May 2020

The Editor  
Hindustan Times  
Mumbai

Subject: Highlighting problems of elderly in the society

Sir,

The amendment in the “Maintenance and Welfare of Senior Citizens act” which places the responsibility of elderly people on daughters-in-law, sons-in-law has proved a milestone in geriatric care.

It is miserable that courts and laws need to force children to take care of their parents. This insensitiveness towards elderlies is largely an output of the nuclear family. Because of the nuclear family with no space for grandparents, the bonds between family members are weakening. Increasing work pressure, less time spent with the family has resulted in a careless attitude towards parents. Even if parents live with their children, they feel isolated and ignored. What elderlies want is time, care and affection. Nuclear families are creating a self-centered attitude and taking a toll on family bonding.

Thank you.

Regards,

Namit

**Letter-91:** You are Amit/Amita who has returned to Kolkata, India after staying in America for ten years. You reside at 52, Chowringhee Lane, Kalimati Road, Kolkata. Write a letter to your best friend Rajesh comparing both and telling your experience so far.

52, Chowringhee Lane  
Kalimati Road  
Kolkata

11<sup>th</sup> May 2020

My dear Rajesh,

It's been a long time since I heard from you. I came to India permanently last week only after staying there in America for the past ten years.

You won't believe how much I missed India and its diversity. Although I made many friends there, I missed the spark, uniqueness and caring gesture of people in India. Though the people there were courteous and polite, the humbleness of Indians was somewhere missing in them. However I am awestruck with the standard of living, environment quality and overall economy which our country should certainly learn from. But amidst all these, I missed my culture, traditions, rituals and Kolkata's Durgapuja. However I certainly wish to go there again for a vacation sometime in future. Anyways, what are you doing this weekend? I have a lot more to say. Let's meet.

I have been missing you since long.

Yours loving friend,

Amita

**Letter-92:** You are Vishnu, head of the tribal community in Mizoram. Your official address is the Department of Tribal Affairs, Cruz Road, Aizawl, Mizoram. Recently due to floods a lot of destruction took place. Write a letter to the editor of 'Mizo Times' Mizoram seeking assistance from the public.

Department of Tribal Affairs  
Cruz Road  
Aizawl  
Mizoram

11<sup>th</sup> May 2020

The Editor  
The Mizo Times  
Mizoram

Subject: Request to publish about the suffering of homeless tribals due to flood

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the public towards the havoc caused by recent floods witnessed in our area.

Due to heavy rainfall, the water level in the Barak river rose above the danger level and washed away many villages situated on its bank and in nearby areas. Due to a lack of awareness among tribals, the situation further worsened claiming many lives and rendering many people homeless. People are battling with post hazard contingencies. The Government of India and several NGOs are coming forward for their help. But this seems to be a huge task and requires public participation.

I would sincerely request you to publish this and request people to generously donate in Account Number XXXXXXXXX or PM Relief Fund.

Thank you.

Yours sincerely,

Vishnu

**Letter-93: You are Sudha, a resident of Jaipur. You reside at 45, Green Lawn Building, Kapada Bazar Road, Near Paradise Theatre, Jaipur. Write a complaint letter regarding encroachment by the colony people to the Secretary, Public Work Department, Jaipur.**

45, Green Lawn Building  
Kapada Bazar Road  
Near Paradise Theatre  
Jaipur

11<sup>th</sup> June 2020

The Secretary  
Public Work Department  
Jaipur

Subject: Complaint regarding encroachment by colony people

Respected Sir,

With great pain and regret, I would like to inform you that most people in our colony are indiscriminately expanding their property by encroaching upon the roads. Consequently, the roads have become narrower causing insufferable congestion. The footpath has now vanished completely and needless to say it is a nightmare for the pedestrians and the cyclists.

It is a great irony and sadly laughable that the people who have eaten away roads to build car parking are finding it difficult to drive their cars through the narrow streets. Hitherto wider roads are reduced to narrow alleys and are becoming dangerous for children and the elderly. I, therefore, request you to take cognizance of the matter and take immediate action.

Thank you.

Yours sincerely,

Sudha

**Letter-94: You are Anchal working in a high position in an MNC in Gurugram. You live in House no 85, Palam Vihar, Near Daultabad Flyover, Gurugram. You have a 10-month-old baby but are unable to take care of him because you are overloaded by work from your office. Write a letter to your mother asking her to help you in taking care of the child.**

House no 85  
Palam Vihar  
Near Daultabad Flyover  
Gurugram

11<sup>th</sup> June 2020

Dear mother,

How are you? I hope you and everybody in the family are well.

I have been very busy lately. You are familiar with the demanding nature of my job. Also, it is becoming increasingly difficult for me to balance my responsibilities at work and at home primarily because it's becoming very difficult to handle the baby now as he has started crawling. I have arranged domestic help but the lady is inept in handling my child. Moreover, I need someone responsible and caring to help me look after my son. Maa, could you please help me in this demanding situation. My husband helps me whenever he can but he is mostly out of the city. We need your help and I hope you understand. I will be eagerly waiting for your reply.

Give my regards to papa and brother.

Yours lovingly,

Anchal

**Letter-95: Nupur is a resident of 657, Green Valley Apartments, Indira Nagar, Lucknow. Write a letter to the editor of a local channel 'PQR Cable Network' to telecast a show on his channel about the negative impact of western culture on our society.**

657, Green Valley Apartments  
Indira Nagar  
Lucknow

11<sup>th</sup> June 2020

The Editor  
PQR Cable Network  
Indira Nagar  
Lucknow

Subject: Requesting to broadcast a show on the negative impact of western culture on our society

Sir,

Please allow me to ventilate my grave concern regarding the impact of westernization of culture on our society in recent times.

The adoption of the English language in every aspect is waning away our own lingua franca and is trending especially among the youths. Beyond that, blindly following western outfits, pop music, western rituals to mainly become so-called advanced and modern have posed a threat to our traditional clothing, classical music and customs. Following certain effective cultures and imitating all without consideration is different although.



Therefore, in such a cultural crisis, your support and intervention is very much needed through broadcasting a show on your channel addressing its negative impacts. The reliability of your channel will certainly bring some change.

Thank you.

Yours truly,

Nupur

**Letter-96: You are Sushma, a Government teacher working in Girls Senior Secondary School, Opposite Rivoli Cinema, Vaduthala, Surat. Write a letter to the Secretary of Public Roads and Buildings Department, Vaduthala complaining about poor quality roads in the area.**

Girls Senior Secondary School

Opposite Rivoli Cinema

Vaduthala

Surat

11<sup>th</sup> June 2020

The Secretary

Public Roads and Buildings Department

Vaduthala

Subject: Request to improve condition of the roads

Respected Sir/ Madam,

I am a Government teacher working in Girls Senior Secondary School, Vaduthala. I am writing this letter to inform you about the abysmal condition of the roads in the area.

The school is located in a far-flung remote area with scanty traffic. Hence, the maintenance of roads is ignored by the authorities concerned. Moreover, with the onset of monsoon, the roads, filled with potholes and bumps, have become downright dangerous. This has been discouraging students, especially girls to join our school. Also, my previous complaints have fallen on deaf ears.

I, therefore, request you to take cognizance of the matter and take immediate action.

Thank you.

Yours sincerely,

Sushma

**Letter-97: You are Anju working as an intern in a company in Cyber City, Gurugram. You reside at 204b, Rita Palace, Chandavarkar Road, Gurugram. Write a letter to your younger brother in which you have discussed career options after graduation.**

204b

Rita Palace

Chandavarkar Road

Gurugram

11<sup>th</sup> June 2020

Dear brother,

I hope this letter finds you in the pink of health. As you are currently in your final year of graduation, career planning is very crucial for you. Education plays a vital role in deciding a career. As you are pursuing B.Sc. in Mathematics, choose a career where Mathematics will be useful.

The various options available for a science graduate are data analytics, statistician, research or government jobs. While choosing a career you must do your SWOT analysis. SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats. After analyzing yourself, choose the best two options you could have. Keep the first as your primary goal and the other as your backup career.

As your life depends upon the career you choose, be wise enough to decide and feel free to contact me for any kind of advice.

Give my greetings to mumma and papa.

Yours lovingly,

Anju

**Letter-98: You are Rajni currently staying in House No 124, Lane No 2, Lajpat Nagar, Delhi. Write a letter to the Secretary, Municipal authorities of your area about the failure of the overall cleanliness campaign in your area.**

House No 124

Lane No 2

Lajpat Nagar

Delhi

11<sup>th</sup> June 2020

The Secretary

Municipal Corporation

Lajpat Nagar

Delhi

Subject: Complaint against the failure of the sanitation campaign

Respected Sir/ Madam,

Please allow me to ventilate my deepest concern over the failure of sanitation in our locality. The whole area is in shambles and has become a breeding ground for diseased rodents and mosquitoes.

Firstly, there is no dustbin and waste is littered everywhere. Secondly, the sink pipe is broken emanating an unbearable stench. And lastly, the drains are clogged due to the indiscriminate disposal of plastic and tends to overflow onto the roads. The municipal truck hardly ever shows up to collect garbage and there is no mechanism for waste segregation. Collectively all these issues compound and wreak havoc in our community.

I, therefore, request you to take cognizance of this matter and take immediate action.

Thank you.

Yours sincerely,

Rajni

**Letter-99: You are Rajesh currently working in Jaipur, Rajasthan. You reside at 567 Pink Villa. Your brother has won a gold medal in the Asian Games. Write a letter to your brother's coach and show gratitude for giving the right direction to your brother's career.**

567, Pink Villa

Jaipur

Rajasthan

11<sup>th</sup> June 2020

Respected Sir,

It gladdens my heart and fills it with utmost pride to be the brother of an Asian games gold medalist. Sir, with tears in my eyes, I lay my heart out for you in gratitude.

Right from childhood, you have been a guiding light to him. Like a sculpture who sculpts a statue, you hammered his follies and honed his skills. You taught him the value of perseverance and practice. You are his only coach and it's your character that is reflecting in his achievement. I know my brother is prone to bouts of delusion and like Krishna to Arjun, it is you who gave him hope and it's only fitting that he won the gold in archery.

I, grateful as ever, wish you all the luck in your future endeavours and fervently wish for you to achieve many more remarkable feats.

With regards,

Yours lovingly,

Rajesh

**Letter-100: You are Rajat, a resident of House No 55, Gokul Vihar, Meerut, U.P. Write a letter to the Managing Director of the Indian meteorological department, New Delhi asking for a weather forecast.**

House No 55

Gokul Vihar

Meerut

U.P.

11<sup>th</sup> June 2020

The Managing Director

Indian Meteorological Department

New Delhi

Subject: Regarding the information of weather forecast

Sir,

My name is Rajat and I am a farmer owning around two hectares of land in which I want to sow paddy but due to paddy being a water-intensive crop. I can't sow it unless the monsoon comes.

So far various channels are broadcasting conflicting news about the monsoon, So I am writing this letter to you so that I could get exact information about the monsoon, and I could get maximum output from my crop.

So I request you to kindly send me the weather report in this regard as soon as possible at my address mentioned above. You can even send me the report at my Whatsapp number XXXXXXXXXXXX.

Thank you.

Yours sincerely,

Rajat

**Letter-101:** You are Tanuja, a founder of the 'Fair election' NGO in Delhi. You reside at 12, Bandini Estate, Nizamuddin (East) Delhi. Write a complaint letter to the Chief Election Commissioner, Election Commission, Delhi about irregularities in the voter list.

12  
Bandini Estate  
Nizamuddin (East)  
Delhi

11<sup>th</sup> June 2020

The Chief Election Commissioner  
Election Commission  
Delhi

Subject: Regarding irregularities in the Voter list

Sir,

I am Tanuja, a founder of the 'Fair election' NGO. Through this letter, I would like to draw your kind attention towards the malpractices followed in the preparation of the voter list.

I came to know about the irregularities in the preparation of the voter list. The officer responsible for its preparation has omitted the name of many eligible voters. Four members of my family are not included in the list, however they have exercised their Right to vote in the last election.

Many voters enrolled in the list are dead by now but their names have not been removed. Moreover, news regarding a large number of fake voter IDs is in circulation. It further raises suspicion over the authenticity of this voter list. Kindly look into the matter urgently and take the necessary action.

Thank you.

Yours truly,

Tanuja

**Letter-102:** You are Bijoy working in the sales department of Amazon, Hyderabad. Write an appreciation letter to your junior Akash, currently working as a Team lead in the Sales department who has been awarded employee of the month in your organization.

The Sales Department  
Amazon  
Hyderabad

11<sup>th</sup> June 2020

The Team Lead  
Sales Department  
Amazon  
Hyderabad

Subject: Appreciation of your performance during the previous month

Dear Akash,

Warm wishes to you. Hope you are doing well. It has been a busy month and a tiresome one. It was a very happy time knowing that you were awarded the employee of the month for the previous month. I wholeheartedly congratulate you on this great achievement.

I have noticed a positive change in your attitude towards work. You are sticking to the deadlines, dealing with the typical customers aptly, handling the pressure situations amicably and with great expertise. Your hard work and sincerity have paid you rich dividends. Keep the effort going and you will reach greater scales in your life. It has been a great time till now and you have always supported me.

I hope you fare well in the future.

Yours faithfully,

Bijoy

**Letter-103: You are Rishi who stays in 567, Azad Nagar, Ludhiana. Write a letter to the Transportation officer, Ludhiana regarding Chandigarh direct Bus service from Azad Nagar.**

567, Azad Nagar  
Ludhiana

11<sup>th</sup> June 2020

The Transportation officer  
Ludhiana

Subject: Request for implementation of bus service

Respected Sir,

Today's era is defined by the facilities that are harnessed by people to accelerate routine activities. We, the people from Azad Nagar also feel the lacuna of one such facility that is often very annoying.

Even though Azad Nagar is a small town, the number of people who resort to travelling services is very high. Yet the negligence of the roadways authority has kept this town untouched and we are left with no bus service to Chandigarh. Many students and daily wage workers who travel to Chandigarh are very often fleeced by taxi men.

I humbly request you to take some initiative in this matter so that we can also take advantage of the direct bus service from Azad Nagar to Chandigarh.

Thank you.

Yours sincerely,

Rishi

**Letter-104: You are Riddhima/ Rishi currently working in 'Tech Limited', Bangalore. Your address is House No A-29, S V Road, Opp. Ganesh Jewellers, Bangalore. Write a letter to your Manager for maternity / paternity leave.**

House No A-29  
S V Road  
Opp. Ganesh Jewellers  
Bangalore

11<sup>th</sup> June 2020

The Manager

Tech Limited

Bangalore

Subject: Application for Maternity leave

Respected Sir,

I am writing this letter to inform you of my pregnancy and intent to take the full maternity grant of 26 weeks. I am planning to start my maternity leave on 25th July 2020.

I am trying to complete as much work as possible and will supervise the 'Chatbot' project from home. In my absence, I plan on delegating my tasks to someone familiar with the functioning of our project.

If there is any change for any reason, I will inform you as soon as possible. I have attached the documents from my doctor confirming my pregnancy. I enjoy working here and look ahead to continuing my career here. You are free to contact me when needed.

Thank you.

Yours sincerely,

Riddhima

**Letter-105: You are Prabha pursuing your graduation from a college in Mumbai. Your address is Chandra Mahal, Opp Bhoiwada Police Station, Dadar (east). Recently you had an argument with your mother. Write an apology letter promising not to disrespect her in the future.**

Chandra Mahal

Opp Bhoiwada Police Station

Dadar (East)

Mumbai

11<sup>th</sup> March 2020

Dear Maa,

I am writing this letter to you because I am unable to express my feelings face-to-face. You have been through a lot in life and have spent all your life caring for me and giving me a good upbringing and future.

I know that I have not been able to make you proud of myself and I have disappointed you several times with my disrespectful behaviour. But, I have realized my mistakes and I know that you are hurt and did not expect this from me.

I promise you not to repeat this kind of behaviour again in the future and will try my best to succeed in life and to make you proud. I hope you will forgive me this time.

Missing you and Papa a lot.

Yours lovingly,

Prabha

**Letter-106: You are Ganesh, working in a rural area of Punjab where there is a problem of transportation. Your address is VPO- Amargarh Near Petrol Pump, Malerkotla, Sangrur. Write a letter to the Director, Public Works Department, Chandigarh for this problem.**

VPO- Amargarh

Near Petrol Pump

Malerkotla

Sangrur

Punjab

11<sup>th</sup> June 2020

The Director  
Public Works Department  
Chandigarh  
Punjab

Subject: Problem regarding transportation

Sir,

I am writing this letter to you regarding the problems that I have to face due to the poor transportation system in my area.

I have been working as an assistant manager in your department for the last few months in a rural area which has poor transport facilities. As I have to travel by bus to reach my office, I am always late because buses never run on time.

Because of arriving late in the office daily for some time, my senior has given me the warning of expulsion. I request you to understand my situation and ask the higher authorities of my branch to understand my problems.

Thank you.

Yours truly,

Ganesh

**Letter-107: You are Asha doing a PhD in Hindi literature from Delhi University. Your address is Room No 457, Meghdoot Hostel, Chaatrawas Marg, Delhi University. You have not received any grant since the last six months. Write a letter to the Director of the University.**

Room No 457  
Meghdoot Hostel  
Chaatrawas Marg  
Delhi University  
Delhi

11<sup>th</sup> June 2020

The Director  
Delhi University

Subject: Regarding receipt of grant

Sir,

This is to bring to your kind notice that I am pursuing a Ph.D. degree in Hindi from your university and I have not received any grant for the last six months.

I belong to a very poor family due to which they could not support me financially. Being good in academics, I got admission in your university through a scholarship. Through the grants provided by you earlier, I was able to afford the course fees and other related expenses. But for the last six months, I have to ask for money from my family. Due to this, my family is also facing financial constraints.

I would like to request you to look into this matter and provide my grants as soon as possible.

Thank you.

Yours truly

Asha

**Letter-108: You are Anita, a daily passenger in the state roadways bus, and boys follow and harass you. You reside in 11/23 Nai Sadak Baghpat, Uttar Pradesh. Write a letter to the Superintendent of Police, Baghpat, Uttar Pradesh.**

11/23  
Nai Sadak  
Baghpat  
Uttar Pradesh

11<sup>th</sup> June 2020

The Superintendent of Police  
Baghpat  
Uttar Pradesh

Subject: Complaint against sexual harassment

Respected Sir,

I am a college student who regularly travels by bus to the college from my residence. I am writing this letter to bring to your notice the rising incidents of sexual harassment by some hooligans who are following me daily from the bus stop at my college. With every passing day, the situation is worsening.

They are making my life miserable by passing lewd comments and obscene remarks. I am scared to come out of my house alone and this is creating a great hindrance to my education.

I request you to take serious action against them by deploying more patrolling units at the bus stops. Please look into the matter urgently.

I look forward to a favorable response.

Yours truly,  
Anita

**Letter-109: You are Saumya staying at 83, Queens Road, Near Kings Complex, Bangalore. Write a letter to your husband who is working in Hyderabad to take care of his health.**

83, Queens Road  
Near Kings Complex  
Bangalore

11<sup>th</sup> June 2020

Dear husband,

How are you? We are fine here. I haven't heard from you for weeks. I hope things are going well at your end. I am aware that you often have a lot of stress and workload which even makes you skip your meals. I know you have to work hard to earn but never do that at the cost of your health.

Maintain a healthy diet, consume fruits and leafy vegetables regularly, have food and sleep on time, go for a morning walk daily as it is a remedy for stress.

You are very precious to us, don't neglect your health. Your parents are fine and our girl is doing well in academics. Do write to me at your convenience when you have time and take care.

I miss you and wait for your arrival soon.

Yours lovingly,  
Saumya



**Letter-110: You are Rocky from Hyderabad. You reside in 20 A , 2nd Floor, Vastsa House, Janmabhoomi Marg,Hyderabad. You had recently been to stay with an old friend Raunak for a few days, you hadn't seen each other for a long time. Write a letter to your friend to thank him.**

20 A  
2nd Floor  
Vastsa House  
Janmabhoomi Marg  
Hyderabad

11<sup>th</sup> June 2020

Dear Raunak,

Hope you are doing well. I am writing this to thank you for an amazing time and your hospitality during my stay with you. It was indeed a pleasure to visit you. I felt quite excited to meet you after several years. I will never forget the moments we have spent together after a long time.

The way you treated me during my stay is appreciable. I can never be a great host like you. I cherished every single day of my stay. We enjoyed it a lot when we went out as if we were in our school days.

Perhaps you can come and visit me during your vacation. There are plenty of places we can visit and my family would love to see you. We will have fun and enjoy our stay together.

I look forward to hearing from you soon.

Yours friendly,

Rocky

**Letter-111: You are Ramya who resides in House No 66, Near Kamla SuperMarket,Vijay Nagar, Delhi. who is supposed to complete a short term project in your department by October end. However your brother is getting married in Bangalore at the same time and you are residing in Delhi. Your entire family is travelling there for the occasion. You would like an extension on the due date so that the project can be completed and submitted thereafter. Write a letter to the Chairman, Public Works Department, Delhi to make them aware about the situation and provide relaxation.**

House No 66  
Near Kamla SuperMarket  
Vijay Nagar  
Delhi

24<sup>th</sup> September 2020

The Chairman  
Public Works Department  
Delhi

Subject: Request for relaxation for short term project

Sir,

This is to inform you that I am working as a content developer in your department and a project has been assigned to me which is to be submitted by the end of October.

My younger brother is getting married in October at our ancestral home in Bangalore. My whole family will travel there for the occasion and I, being the only sister of my brother, have to perform many wedding rituals.

I would like to request you to consider my situation and grant me some relaxation in the deadline to submit the short term project. I assure you that I will return as soon as possible from Bangalore and complete the project on time.

Thank you.

Yours sincerely,

Ramya

**Letter-112:** You are Ramesh, you are working in the Health Department, Delhi. You reside in 305, Sai Residential Complex, Sarojini Nagar, Delhi. You have to have eye surgery. Write a letter to the senior medical officer of your department for leave.

305

Sai Residential Complex

Sarojini Nagar

Delhi

11<sup>th</sup> June 2020

The Senior Medical Officer

Health Department

Delhi

Subject: Requesting leave for eye surgery

Sir,

I am Ramesh who is currently working as a Senior Clerk in your department. Recently I came to know from doctors that I need to go for left eye surgery. I have been diagnosed with an issue in my left eye which needs immediate attention. If surgery is not done immediately, then it can lead to loss of complete vision. One month ago, the doctor had prescribed me some medication but of no avail.

I will be highly obliged if you will grant me leave for 15 days from 15th June 2020 to 29th June 2020 so that I can go for my left eye surgery.

Thank you.

Yours sincerely,

Ramesh

**Letter-113:** You are Madhvi who stays in Hyderabad and teaches in DAV Public School. You reside at 207/A, 2nd Floor, Tantia Industrial Estate, J.R Boricha Marg, Sitaram Mills Compound, Hyderabad. You will receive the best teacher on 5<sup>th</sup> September from the Governor of your state. But on the same day your marriage is fixed. Write a letter to the Chairman of the School regarding your inability to receive the award personally.

207/A, 2nd Floor

Tantia Industrial Estate

J.R Boricha Marg

Sitaram Mills Compound

Hyderabad

11<sup>th</sup> August 2020

The Chairman  
DAV Public School  
Hyderabad

Subject: Inability to receive the award personally

Sir,

I am Madhvi currently employed as a Mathematics teacher in your prestigious school. I am writing this letter to inform you that I have been nominated for the 'Best Teacher's' award and I will be awarded the same on the occasion of Teacher's Day i.e., on 5th September by the respected Governor of our State.

I am glad that I have been selected for such a great honour but unfortunately, I will not be able to attend the felicitation ceremony and receive the award personally. My marriage ceremony has also been fixed for the very same day. Therefore I request you to kindly allow one of my colleagues to receive the award on my behalf.

Thank you.

Yours sincerely,

Madhvi

**Letter-114: You are Aman, residing in Bangalore. You reside at 303, Narayan Complex, Near MCD Water Tank, Bangalore. Write a letter to your younger brother Daman advising him not to get addicted to social media.**

303  
Narayan Complex  
Near MCD Water Tank  
Bangalore

11<sup>th</sup> June 2020

Dear Daman,

I am fine and hope you too are in the pink of health. I received your letter last night in which you have mentioned your marks. I am not satisfied with your result.

You are too addicted to social networking sites like Facebook, Whatsapp, Instagram. These social media sites are slowly affecting your studies. You have your final exams next month. So, it would be better if you stop wasting your precious time on these sites. These sites are not only affecting your studies but also your health.

It can exacerbate the feeling of depression and loneliness. It can damage the student's life as it can negatively affect relationships with others. You can even become a victim of cyberbullying. You should focus on your goals and celebrate your achievements with friends, teachers and family. I hope my words will show you the right path.

Lots of love and care.

Your brother,

Aman

**Letter-115: You are Malini, a resident of House No 211, Near National Yoga Centre, Yogakshema, Cochin. Write a letter to your husband Raman who is suffering from cancer and is in the last stages of life.**

House No 211  
Near National Yoga Centre  
Yogakshema  
Cochin

11<sup>th</sup> June 2020

Dear Raman,

Our lives have changed immensely ever since you were diagnosed with cancer. Frequent hospital visits, chemotherapies and medical procedures hardly gave us a chance to share what we were going through.

I was terrified the moment I realized that I might lose you and will have to raise our kids alone. I broke down in tears and our beautiful journey, since we met, got married, had kids flashed before my eyes.

But your indomitable spirit and optimistic attitude became our driving force to face these stressful situations boldly. I can't imagine the pain you might be experiencing. Despite facing anxiety and emotional trauma you never let worry steal away our strength and endurance. You have proved to be a loving husband and a doting father. Our prayers and good wishes are always with you.

Yours lovingly,

Malini

**Letter-116: You are Mohit. You reside at 102 , Karuna Nilyam, Near Electric Gate, Lucknow. Write a letter to the SBI bank manager, Lucknow that your debit card has been lost.**

102

Karuna Nilyam  
Near Electric Gate  
Lucknow

11<sup>th</sup> July 2020

The Manager  
SBI Bank  
Lucknow

Subject: Reporting loss of debit card

Sir,

This is to inform you that I am an account holder in your bank with account number 30XXXXXXXX from the last five years.

I have been given a debit cum ATM card from the bank and the same has been lost when I was travelling in the metro from the Airport to my home, Alambagh. I remember that my ATM card number was XXXX XXXX XXXX XXXX.

I immediately called on your customer service and got my card blocked to prevent misuse of the same by others. Also, I request you to give me a new debit card as early as possible. I have attached my address proof and the new ATM card filled in an application form with this letter.

Thank you.

Yours sincerely

Mohit

**Letter-117: You are Atul, staying in Bangalore. You reside at 3-B, Near Chinmayanand Ashram, Bangalore. Write a letter to your father who stays in Faridabad on getting a preferred job.**

3-B  
Near Chinmayanand Ashram  
Bangalore  
11<sup>th</sup> July 2020

Dear Papa,

I hope this letter finds you in the pink of health. You will be happy to know that with the grace of God and your blessings, I have finally got placed in Amazon.

You have always believed in me and encouraged me to pursue my dream job. Thank you for pushing me towards achieving excellence and motivating me when I was in doubt about myself. Amazon not only offers perks and a handsome package but also provides opportunities for advanced training abroad.

I will join the company on 1st August in Bangalore as a Software developer. During my probation period of 6 months, I will be trained in Java programming by the top experts in the industry. Finally, my hard work and zeal to work in the top MNC have brought results. I will visit you next week.

Give my regards to Mumma.

Yours lovingly,

Atul

**Letter-118: You are Ganesh / Savitri. Write a letter to the Manager of SBI bank, Patna that you have received a hefty money bill due to fraudulent transactions. You reside at 102, Sobhagya Residential Complex, Kirti Deep Building, Patna.**

102  
Sobhagya Residential Complex  
Kirti Deep Building  
Patna

11<sup>th</sup> July 2020

The Bank Manager  
SBI  
Patna

Subject: Complaint against excessive billing due to fraudulent transactions

Respected Sir,

I have a Savings account in your bank with account number 303456789. I am also a bearer of the SBI Credit Card with number 4200141232216543 since March 2011. Yesterday, I received my credit card bill amounting to rupees 95000. I was shocked to receive such a hefty bill since I haven't used my credit card for the past one month.

After checking the transaction details I found two unauthorized transactions with numbers XXX and YYY dated 5th July, where the amount was credited from my account in favour of XYZ Company. No information was sent to me by the bank before initiating these transactions.

My identity has been fraudulently used by a third party as I never share my credit card details with anyone. Kindly look into this matter urgently. My transaction details have been enclosed.

Thank you.

Yours sincerely,

Savitri

**Letter-119: You are Vikram Maurya residing in Delhi. You reside at 2nd Floor Taj Plaza, Opp Krishi Bhawan, Delhi. You want to set up a stall for fundraising in a book fair. Write a letter to the Manager, ICAI, Delhi seeking permission to set up the stall.**

2nd Floor  
Taj Plaza  
Opp Krishi Bhawan  
Delhi

11<sup>th</sup> July 2020

The Manager  
ICAI  
Delhi

Subject: Seeking permission to set up a stall

Respected Sir,

With due respect, it is submitted that due to devastating floods in Assam last month, there is a huge loss to life and property. Many people have been rendered homeless and are living in tents. Government, NGOs all are extending their support towards them in different possible ways.

In this hour of need, I also want to contribute to the cause and want to install a fundraiser stall in the annual book fair starting from 15th August. This will be a small stall and won't take much space. All other arrangements will be done by me and my time. Kindly grant me the required permission to set up a stall.

Thank you.

Yours sincerely,  
Vikram Maurya

**Letter-120: You are Rajat. You reside at 6 Radhika Bldg, Vikram Nagar, Kalwa, Delhi. Write a letter to the superintendent of Income Tax department, Swami Shraddanand Marg, Delhi for 15 days leave to prepare for the exam.**

6 Radhika Bldg  
Vikram Nagar  
Kalwa  
Delhi

11<sup>th</sup> July 2020

The Superintendent  
Income Tax department  
Swami Shraddanand Marg  
Delhi

Subject: Request for leave

Sir,

I, the undersigned, am presently working as an engineer in your department, writing this to request you to grant me leave for 15 days from 16th July to 30th July 2020 to prepare for my exams.

I am pursuing M.Tech through distance education. The final semester examination commences from 5th August 2020. As these exams are very important to complete my post-graduation, I need to allot some of my time for the preparation. This degree would help me in promoting my skills and knowledge that fetch further reputation of our company.

I assure you that I will complete all my tasks before I leave and complete the project work on time. I would be obliged if you consider my request and grant me leave.

I hope for your favourable response.

Yours sincerely,

Rajat

**Letter-121: You are Sachin / Urmila working in Tech Pvt. Ltd. and currently residing in Delhi. You reside at B-10 Mahavir Market, Near Mahatma Gandhi Chowk, Delhi. You have been transferred to a remote area. Due to the annual examination of your children, you want an extension of one month to move to a new place. Write a letter to your manager in this regard.**

B-10  
Mahavir Market  
Near Mahatma Gandhi Chowk  
Delhi

11<sup>th</sup> July 2020

The Manager  
Tech Pvt. Ltd.  
Delhi

Subject: Requesting for extension of the joining date

Sir,

Thank you for the promotion as Assistant Engineer by your esteemed organization. I am delighted to receive the letter to join in Mumbai next week and I gladly accept my duties.

However, due to my son's annual exam, I will be unable to join the Mumbai office from the 25th of this month. My son has his board exams starting from tomorrow and at this time every parent must support their children. Hence, I humbly request a month extension to the commencement date at Mumbai for me. I am very keen to be a part of that branch. I do want to fulfill my obligations as a parent as well as an employee.

Thank you for your kind understanding.

Yours truly,

Urmila

**Letter-122: You are Chirag, a SSC CGL aspirant. You reside at 2/2, D Block, Belapur Road, Jaipur. Your exam was at Anand International College of Engineering, Jaipur. You could not take your exam successfully due to poor management at various levels. Write a letter for re-exam to the SSC Chairman.**

2/2  
D Block  
Belapur Road  
Jaipur

11<sup>th</sup> February 2020

The Chairman  
Staff Selection Commission  
Delhi

Subject: Plea for reconducting SSC CGL Tier 2 exam

Sir,

I, Chirag, an SSC CGL aspirant with Roll No. 11XXXXXX would like to bring to your notice the poor state of management while conducting the Tier-2 Paper-1 exam on 1st February 2020 at Anand International College of Engineering, Jaipur.

As mentioned in the admit card, the entry to the exam hall had to begin from 8:30 AM onwards. But there was no one from the college administration till 9:30 AM. Later, they were unable to start the local server until 10 AM. Even the server was not performing smoothly. There had been many instances when the answers were not even getting submitted.

Hence, I sincerely request you to take cognizance of such grave mismanagement on the part of the college authorities and conduct a reexamination of the entire batch on the aforementioned date.

Thank you.

Yours faithfully,

Chirag

**Letter-123: You are Raunak currently working in Amazon India, Manesar. You reside at House No 9, Indira Puram, Manesar. Write a letter to your younger brother to learn computer skills for better career prospects.**

House No 9  
Indira Puram  
Manesar

11<sup>th</sup> July 2020

Dear brother,

I hope you are doing well. In your previous letter, you asked me about additional courses which could give a boost to your career. In this regard, I would strongly recommend you to learn computer skills.

In the present scenario, the use of computers has become pervasive, used in almost every field. The recruitment agencies are making it mandatory to have computer skills for various private as well as government jobs.

Some state governments have introduced a new subject dedicated to computer skills in school education. The central government through various schemes and programmes promoting computer skills such as Digital India, Bharat Net, Internet Sathi. There are various courses to enhance computer skills like MSCIT, CCC+, DTP.

Give my regards to mother and father and take care of yourself.

Your brother,

Raunak

**Letter-124: You are Srishti who is currently staying in 64 Abad Plaza, Bangalore. Write a letter to your school teacher who guided you to success in school days. Your teacher resides in 34, Model Town, Hoshiyarpur, Punjab**

64 Abad Plaza  
Bangalore



11<sup>th</sup> July 2020

34  
Model Town  
Hoshiyarpur  
Punjab

Subject- Expressing Gratitude

Respected Madam,

Hope you and your family are in the pink of health. I am Srishti who was one of your favourite students in the school. I feel happy to tell you that because of your guidance and blessings, I have cleared the UPSC examination and become an IAS officer.

I could not thank you enough for the role you played in my life for making me the person I am today. You taught me discipline. You taught me dignity. Much more than English, which was what you were supposedly teaching me, you taught me that I could achieve more than what I or other people thought that I was capable of. I could be a success, instead of a clown. I hope you continue to inspire many more students like me.

I wish you a long and healthy life.

Yours sincerely,  
Srishti

**Letter-125: You are Rajneesh staying in House No 45/1, Manak Nagar, Lucknow. You have got a scholarship for higher education from a reputed PQR university in South Korea. Write a thank you letter to the Chairman of PQR university for this scholarship.**

House No 45/1  
Manak Nagar  
Lucknow  
India

11<sup>th</sup> July 2020

The PQR University  
South Korea

Subject: Letter of thanks for helping me pursue my higher education

Respected Sir,

I, Rajneesh, from India would like to take this opportunity to thank you for your generosity in awarding me the higher education scholarship.

Since I am a first graduate from our family, this scholarship provided will help in the upliftment of our family. By awarding me this scholarship, you have lightened my financial burden. I feel honoured to receive this golden opportunity provided by your prestigious university. I have already written many scientific papers and submitted them to IEEE, a professional association in India and got their appreciation. I deem myself capable of maintaining the good grades you require. I hope one day I will be able to help struggling students like me to reach their destination by assisting them in the same way you helped me.

Thank you.  
Yours sincerely,  
Rajneesh

**Letter-126: You are Shalini working in HRD Ministry, Mahatma Gandhi Road, Delhi. Write a letter to a teacher Mrs. Rashi, teaching in ABC Government school, Sadar Colony, Palwal, Haryana who has won the best teacher award to attend a felicitation function organized by the Human Resource Ministry.**

Ministry of Human Resource Development  
Mahatma Gandhi Road  
Delhi

4<sup>th</sup> August 2019

Mrs. Rashi  
ABC Government School  
Sadar Colony  
Palwal  
Haryana

Subject: To attend felicitation ceremony for your conscientious efforts

Madam,

I am obliged to inform you that the Ministry of Human Resource Development has selected you for the Best Teacher Award for your sincere efforts in the field of education.

As a token of appreciation and respect for all your incredible endeavours, we would like to invite you to a felicitation ceremony on 5th September 2019 in Rashtrapati Bhawan starting at 11 A.M. It will be a motivation for all other teachers who are also working in this direction which will ultimately lead to growth in the standards of Indian Education system. Kindly solicit your benign presence on this auspicious occasion.

Thank you.

Yours sincerely,  
Shalini

**Letter-127: You are Kamil Verma, director of “Elite Drama company” Goregaon in Mumbai. You passed out from SFT University, Gurugram and now want to do a comedy show in the University Auditorium, write a letter to the Chancellor for his permission.**

Elite Drama Company  
Goregaon  
Mumbai

11<sup>th</sup> April 2020

The University Chancellor  
SFT University  
Gurugram

Subject: Seeking permission for comedy show

Dear Sir,

I am the director of a drama company ‘Haste Raho, Hasate Raho’. In the ever-increasing rat race, people, especially students, undergo a lot of stress and sometimes find it very difficult to manage, which forces them to take drastic steps.

We are very much interested in organizing a light-hearted comedy show on the occasion of World Laughter Day on 3rd May 2020 in the auditorium of your university. Students and teachers can volunteer themselves to participate in the drama which will unfold the college lives of the students and will delve into their issues. It will surely help students in relieving their stress.

I look forward to a favorable response.

Yours truly,

Kamil Verma

Director of Drama Company

**Letter-128: Write a letter to the editor of 'The Hindustan Times', New Delhi complaining about the problems created by stray animals. You are Prakhar Singh, a resident of Sector 15, Woodshine Enclave, New Delhi.**

Sector 15

Woodshine Enclave

New Delhi

13<sup>th</sup> July 2020

The Editor

The Hindustan Times

New Delhi

Subject: Problems created by stray animals

Sir,

Through the columns of your esteemed newspaper, I would like to draw your kind attention towards the increasing menace by stray animals every day in Sector 15, New Delhi.

Stray dogs generally chase two-wheelers and attack pedestrians at night times. Cattle owners leave their cattle during the day time and these animals destroy gardens and dirty the roads. During night times these stray dogs make loud howling noises, which disturbs one's sleep. Waste in plastic bins is littered here and there on streets by these stray animals, which provides a breeding ground for mosquitoes leading to various other diseases.

I hope my letter will find a place in your newspaper and draw the attention of concerned authorities for the proper redressal of our grievance.

Thank you.

Yours sincerely,

Prakhar Singh

**Letter-129: You are Arun who passed out from Lovely Professional University, Ludhiana, Punjab. Currently you are working in Amazon India, Hyderabad. You reside at 1-B Nanak Arched, Hind Nagar Hyderabad. You have not received your bachelor's degree yet. Write a letter to the university authority to provide the degree immediately.**

1-B Nanak Arched

Hind Nagar

Hyderabad

11<sup>th</sup> July 2020

The Chancellor

Lovely Professional University  
Ludhiana  
Punjab

Subject: Regarding issuing of graduation degree certificate

Respected Sir,

I, Arun, completed my Bachelor of Technology in Electronics and Communication from your esteemed university in the year 2018.

I have got admission to do my masters in electronics from a renowned university for which I require my degree certificate. I request you to send the same within a sealed envelope for safety purposes.

Sir, I humbly request you to send the certificate as soon as possible as I have only 15 days left. I have attached a copy of my University ID Card with the application and all the necessary documents. Kindly consider this matter on a priority basis. I shall be obliged enough.

Thank you.

Yours obediently,

Arun

**Letter-130: You are Ajay Verma staying in Flat 3A, Rosaline Apartments, Ranchi. Your father died in a road accident and had insurance cover from Bright Life Insurance Company, Birsa Munda Road, Ranchi. Write a letter to the Manager of Claims Settlement Department of the life insurance company for a settlement soon.**

Flat 3A  
Rosaline Apartments  
Ranchi

11<sup>th</sup> July 2020

Manager  
Claims Settlement Department  
Bright Life Insurance Company  
Birsa Munda Road  
Ranchi

Subject: Seeking Insurance claim settlement

Dear Sir,

I wanted to inform you about the sad demise of my father in a recent road accident. My father had an insurance cover with policy number 123456 in your company. He had taken this policy in the year 2018 and had been regular in paying his premiums.

I request you to provide an outstanding amount of insurance claim urgently as we have an education loan and a house loan to pay. All the required documents are attached herewith for your kind reference. If you need more information I can be contacted on the number YYYYYYYY. You are requested to pursue the matter at the earliest.

Thank you.

Yours sincerely,

Ajay Verma

**Letter-131: You are Neerja currently residing in 65,GTB Nagar, Near Delhi University, Delhi. Write a letter to your mother telling her about what you think have been the biggest mistakes of your life.**

65,GTB Nagar  
Near Delhi University  
Delhi

11<sup>th</sup> July 2020

Dear mother,

I am fine and hope both you and Papa are in the pink of health. Today I want to share with you the biggest mistake of my life.

As you know I was extremely good at studies especially up to higher secondary but I barely managed to pass in engineering. The truth is I was never interested in engineering. After getting a good rank in IITJEE, I was on cloud nine and forgot to exercise prudence in choosing a good career option. In haste, instead of choosing Physics, my favourite subject in graduation, I opted for engineering. When I realized that engineering was not my cup of tea, it was too late. Maybe if I had pursued Physics, I could have been a nuclear scientist. I know if I would have told you this before, you would have supported me to pursue my dreams.

Yours lovingly,  
Neerja

**Letter-132: You are Rajan who stays in 657, Parizaad Chowk, Rajeev Nagar, Lucknow. Write a letter to your elder brother for financial help.**

657  
Parizaad Chowk  
Rajeev Nagar  
Lucknow

11<sup>th</sup> July 2020

Dear brother,

I am fine here. I received your letter yesterday and was happy to know about your promotion to the post of Senior Manager. You surely deserved that. Happy to know that you and sister-in-law are enjoying your stay in Delhi. You asked me to write about my well-being and my studies. Brother, I want to tell you that my semester exams have ended and the results are overwhelming. I scored 85% in the 4th Semester.

As my new semester will commence soon, I need to pay a lump sum amount of twenty thousand and I am also planning to join coaching for preparation of some competitive exam. So please send me fifty thousand rupees for paying all the expenses. I will send you my account details. Please try to send the money as quickly as possible.

With best wishes,  
Rajan

**Letter-133: You are Manek, a resident of G15, 3rd Block, Manak Nagar, Nalanda, Bihar. Write a letter to your uncle thanking him for the help in setting up a successful business venture.**

G-15  
3rd Block  
Manak Nagar  
Nalanda

Bihar

11<sup>th</sup> July 2020

Dear Uncle,

I am sure that you would be very glad by watching me on a news channel and in several newspapers. I was being felicitated on several platforms for being the most successful young entrepreneur of the year as declared by the Ministry of Commerce under 'Start Up India' Programme. I could achieve all this because of your support and guidance. Your restless efforts and encouragement was the only thing pushing me forward on the path of success. I was not able to start a venture due to financial constraints. That time you apprised me about the MUDRA scheme, which is being run by the government of India to help new entrepreneurs get financial assistance. I would be highly obliged to you for your precious support and guidance.

Always give your blessings to me.

Your nephew,

Manek

**Letter-134: You are Ajay staying in 12, Orchid Apartments, Kochi. You have taken a pension scheme from Sunshine life insurance company, Palm Tree Road, Kochi. You have not received the policy documents. Write a letter to the manager of the concerned company.**

12, Orchid Apartments

Kochi

11<sup>th</sup> July 2020

The Manager

Sunshine Life Insurance Company

Palm Tree Road

Kochi

Subject: To obtain policy documents

Respected Sir,

I am Ajay, a resident of Kochi and have subscribed for Atal Pension Yojana on 20th June 2020, which is being implemented by your company under the Ministry of Finance. At the time of subscription, I was told that policy documents will be sent by post when they get printed and a confirmation SMS will also be sent regarding the same.

I was supposed to get the documents for Policy number N123456 by 5th of July, but I have not received them yet. I would be highly obliged if you kindly look into this matter and try to resolve it as soon as possible.

I hope for a quick and favorable response from your end.

Yours truly,

Ajay

**Letter-135: You are Arun. You reside at 7/1, Lang Ford Rd, Melbourne. You have permanent citizenship of Australia. Your mother is living in India and health is not supporting her. Write a letter to your mother.**

7/1

Lang Ford Rd

Melbourne

Australia

11<sup>th</sup> July 2020

My loving mother,

Your previous letter mentioned you are hail and hearty and everything is fine there. You preferred to stay in India. Mom, you broke my heart. Yes, I know the truth.

Yesterday I got Uncle Ryan's letter that talked about your degrading health. He told me that you are not well. You have spent plenty of time alone and this is time you left India. I know you are tenacious but I too am your son. I have decided that either you will come to stay with us in Australia or else I will leave my job and settle in India. We are coming home this Sunday. Your grandson is very excited to meet you. Do take your medicines on time as prescribed by the doctor and take proper rest.

Your loving son,  
Arun

**Letter-136: You are Rajneesh. You are a fitness trainer in Patna. You reside at P-125, Citi Road, Patna. Your aunt is very fat and unhealthy. Write a letter to your aunt and give them fitness tips.**

P-125  
Citi Road  
Patna

11<sup>th</sup> August 2020

Dear Aunt,

How are you? I am fine here. Last time when we met you were very much concerned about your fat and unhealthy appearance. Since we were not able to complete our conversation that day, I have listed some ideas for you to stay fit and healthy.

As you are a working woman, you may not find sufficient time to do proper exercise. But you can work out in the early morning or at night before dinner. Start with simple exercises like walking, jogging. Then slowly increasing the distance covered each day may produce great results. Start swimming. Squats help reduce the thigh muscles.

Follow a balanced diet rich in proteins and fiber-rich food. It should be a combination of fruits and green vegetables. This advice, when incorporated in your daily routine will gradually benefit you.

Lots of love,  
Rajneesh

**Letter-137: You are Vikram studying and staying at YMCA University, Circular Road, Faridabad. Your Father is a farmer. Write a letter to your father and inform him about the government's recent initiative.**

YMCA University  
Circular Road  
Faridabad

11<sup>th</sup> August 2020

Dear Father,

I hope you all are fine. Recently my college awareness campaign was launched under the guidance of the Ministry of Agriculture and Farmers' welfare to provide information about the farmer related schemes. They give us information about many schemes like PM-KISAN, PM-AASHA, PM-Fasal Bima Yojana, Minimum Support Price,

Price deficiency scheme, KALIA scheme of Odisha, Rayat Bandhu of Telangana, Soil Health Card Scheme, Zero budget Natural Farming, Organic Farming, etc.

Pradhan Mantri Kisan Samman Nidhi (PM-KISAN) Yojana will provide pension to farmers, monthly three thousand per farmer. PM Fasal Bima Yojana is a crop insurance scheme. "CHC-Farm Machinery" is a mobile application to hire a tractor and other machines like Ola and Uber. I am insisting you get benefits under these schemes. Keep your blessings with me.

Your son,  
Vikram

**Letter-138: You are Rajneesh, an income tax officer posted in Delhi. You reside at House No 78, Surya City Takrohi Road, Indira Nagar, Delhi. You have an interest in social services and want to pursue it. Write a letter of resignation to the Income Tax Commissioner, Central Board of Direct Taxes, Delhi.**

House No 78  
Surya City  
Takrohi Road  
Indira Nagar  
Delhi

11<sup>th</sup> August 2020

The Income Tax Commissioner  
Central Board of Direct Taxes  
Delhi

Subject: Letter of resignation

Respected Sir,

I consider myself fortunate to have worked and got a chance to work for the government of India under your guided supervision. It has been 10 years since I have been working at various postings as Income Tax Officer under employee ID K002506.

Sir, for many years I have been drawn towards social services. I am glad to inform you that I had also joined an NGO a year ago. This work demands time and so I have decided to offer my services to the area of my interest. Kindly accept this as my formal resignation from the post of Income Tax Officer. I will be grateful to you if you could relieve me at the earliest.

Thank you.

Yours sincerely,  
Rajneesh

**Letter-139: You are Madhuri Chaudhary. You are the principal of ABC Girls High School, Gomti Nagar, Lucknow. You want to organise a cross country race on the occasion of Gandhi Jayanti. Write a letter to the Local MLA of your area residing in 64, Daulatabad inviting him to attend the function as the chief guest.**

ABC Girls High School  
Gomti Nagar  
Lucknow

11<sup>th</sup> August 2020



The MLA  
64 Daulatabad  
Lucknow

Subject: Invitation for a cross country race

Sir,

I am honoured and pleased to invite you to a cross country race on the occasion of Gandhi Jayanti. The race will begin from our school premises and continue till Lucknow Cantt. Kindly join us on the day to encourage the participants and share your enlightening thoughts. Because of your services rendered for the welfare of society, everyone would be eager to hear you on the importance of Gandhian philosophy in today's time and would surely like to follow your footsteps.

I will be highly obliged if you would be able to grace the occasion. Kindly confirm your presence by Saturday. Other details and venues are attached herewith.

I look forward to your acceptance.

Yours sincerely,  
Madhuri Chaudhary  
(Principal)

**Letter-140: You are Vijay/Vaani residing in Plot No 65, LDA Colony, Sec D1, Kanpur. A new road is to be constructed near your colony for which hundreds of trees will be cut down. Write a letter to the editor of a local daily 'Prime Times' expressing your concern.**

Plot No 65  
LDA Colony  
Sec D1  
Kanpur

11<sup>th</sup> August 2020

The Editor  
Prime Times  
Kanpur

Subject: Concern about felling of trees

Sir,

I am Vaani, an environmental activist, and currently residing in ABC Colony, would like to draw your kind attention towards the felling of trees near our colony for the construction of a new road.

Modern development is necessary for humans but not at the cost of the environment. Trees are an essential part of our life, they give oxygen, absorb carbon dioxide, protect wildlife, maintain soil moisture, provide food and shelter, and protect the environment. Cutting of trees disturbs the ecological balance of nature and the environment. No development should compromise with the environment. I have a great concern about trees, which play a crucial role in enhancing our quality of life. So, on behalf of all residents of ABC Colony, I request you to publish my letter to create awareness and stop the construction project.

Thank you.

Yours faithfully,  
Vaani

**Letter-141: You are Mrs Ankita Sharma who stays in 46, Sushant Lok, Gurugram. You have a seventeen year old son Vyan studying in class 12th with whom you have a lot of disagreements. Write a letter to your elder sister Pratima asking her for advice on how to handle teenage issues.**

46, Sushant Lok  
Gurugram

11<sup>th</sup> August 2020

Dear Pratima,

I am doing well and hope you are also fine. As you know Vyan is a teenager, like many parents I also have teenager issues with him.

Sometimes, I feel like both of us are on two different planets or speaking some foreign languages. Phrases like 'you don't understand me' or 'it's like you don't want to listen to me' have become common. I feel like he doesn't feel comfortable sharing his thoughts with me. Sometimes he says mean things even to other family members.

I am so worried about his future and fear that he might find solace in bad influence. As you have an adult son, you must have experience of dealing with teenager issues. Please advise me on how to handle him and reestablish our warm bond.

Give my love to your son and daughter.

Yours lovingly,  
Ankita Sharma

**Letter-142: You are Arjun/Anjana, a resident of 14, Manak Nagar, Samastipur. As it is a festive session many late night jagrans and kirtans are organised in your colony which are very disturbing. Write a letter to the Superintendent, Manak Nagar, Samastipur highlighting the problem of noise pollution.**

14, Manak Nagar  
Samastipur

11<sup>th</sup> August 2020

Superintendent of Police  
Manak Nagar  
Samastipur

Subject: Noise pollution due to late night festive celebrations

Dear Sir,

I, Anjana, am a resident of Manak Nagar and want to draw your attention towards the problems arising due to the late-night celebrations of the festival.

Unfortunately, people are so busy with their celebration that they forget to consider the repercussions of their actions. During these festival sessions, people arrange late-night jagrans and kirtans which not only cause noise pollution but also hampers the schedule for the next day. Children cannot study, cannot sleep properly, complain about headaches, pain in the ears, lethargy etc.

We have requested many times to decrease the volume but no one bothers to listen. I am requesting on behalf of my society to take appropriate action as soon as possible.

Thanking You.

Yours sincerely,  
Anjana

**Letter-143: You are Anju who stays in Gurugram and works in an MNC. You reside at L 2/47, New Mahavir Nagar, Ring Road, Gurugram. Write a letter to your younger sister who stays in Rewari telling her about challenges faced by a working woman.**

L 2/47  
New Mahavir Nagar  
Ring Road  
Gurugram

11<sup>th</sup> August 2020

Dear sister,

I hope you are fine. I am also in the pink of health. First of all, congratulations on your on-campus placement. I know how you must be feeling right now. I am writing this letter to tell you the do's and don't in a job.

First of all, always be punctual. In today's corporate culture, women employees are often underestimated and underpaid but do not let these things overpower you. Work hard and respect everyone irrespective of their position. Show them my hard-working, disciplined, talented sister that I know. If you even get a feeling that you are being pushed aside or harassed by anyone, don't be afraid of the situation, instead raise your voice to higher authorities.

Last but not the least, maintain a work-life balance. Nothing is more important than you. I am always with you in your weal and woes.

Yours truly,  
Anju

**Letter-144: You are Anjali residing in 456/8 Chatterjee Nagar in Delhi in a paying guest accommodation. You have a shortage of money. Write a letter to a friend requesting her if you could stay at her house for one month.**

456/8 Chatterjee Nagar  
Delhi

11<sup>th</sup> August 2020

Dear,

How are you? How is your life going on? It's been a long time since we last met. I have been working in a telecom company as I told you last time. Three months ago, I shifted to a paying guest in Chatterjee Nagar as it was near to my working place. The problem is that I am running short of money due to excess brokerage charges. I wanted a favour from you if I could stay at your place for one month to overcome the financial crisis.

I have joined a part-time job at a call centre and will soon recover from my financial crisis. As you are staying near Chatterjee Nagar, it would be easy for me to continue from there from 1st November to 1st December.

I hope for a quick reply from you as it is very urgent.

Lots of love,  
Anjali

**Letter-145: You are Sumit working in Ghaziabad. You reside at House No 8, 1st Floor, Diamond Mansion, Chira Bazar, Ghaziabad, Uttar Pradesh. Write a letter to a close friend Mridul describing your cousin Aniket's wedding in Bombay.**

House No 8  
1st Floor  
Diamond Mansion  
Chira Bazar  
Ghaziabad  
Uttar Pradesh

11<sup>th</sup> September 2020

Dear Mridul,

First of all, I apologize to you for the late reply. Actually, I visited Mumbai to attend my cousin's wedding. You remember, Aniket, my cousin with whom we used to play cricket together in our school days during summer vacation. As I am currently working in Hyderabad, the wedding was a golden chance to meet my relatives. My elder sister came from Australia after 4 years. We all had a splendid time altogether. We enjoyed all the feasts and festivities together like sangeet, marriage, reception and all other rituals at our heart's content. Our delight got doubled with copious palatable dishes. You know I am a gourmet, I enjoyed all dishes multiple times. The most enjoyable moment came when all our senior family members danced to retro songs.

Convey my regards to your parents.

Yours affectionately,

Sumit

**Letter-146: You are Dr Rajesh Chaudhary. You reside at B 487, Avantika, Gurugram. You want to organize a free medical check up camp in Akshardham Society, New Dwarka Expressway, Gurugram for the senior citizens residing there. Write a letter to the Secretary of the society asking him for permission and also seeking his help in this regard.**

B 487  
Avantika  
Gurugram

11<sup>th</sup> August 2020

The Secretary  
Akshardham Society  
New Dwarka Expressway  
Gurugram

Subject: Organizing a free Medical check up camp for senior citizens

Sir,

I am a Geriatrician in a Government hospital in your area. I am writing this letter to seek your permission to conduct a free medical checkup camp for senior citizens in Akshardham society.

The State government is organizing various medical camps for senior citizens and our hospital is given the responsibility to organize a similar camp in your society. The camp will be organized on 1st and 2nd September from 9 A.M. to 5 P.M. which will include tests such as blood, sugar, a regular fitness test, and other tests as required. It will

be ensured that the normal lives of people are not affected. I hope for a quick response so that further arrangements can be made for conducting this camp successfully.

Thank you.

Yours sincerely,

Dr. Rajesh Chaudhary

**Letter-147: You are Mr Ved Bhushan, a senior citizen residing in Chandni Chowk. You recently lost a bag containing valuable documents and some cash while travelling in Delhi Metro. Write a letter to the officer-in-charge, Chandni Chowk Police Station, Delhi asking them to take necessary action and lodge an FIR.**

45 Chandni Chowk

Delhi

11<sup>th</sup> August 2020

The officer-in-charge

Chandni Chowk Police Station

Delhi

Subject: Request to lodge an FIR

Sir,

I, Ved Bhushan, am a resident of Chandni Chowk. Yesterday while returning from the bank, I took the metro from DEF Nagar. I was carrying a black leather bag that contained twenty-five thousand cash, a bank passbook, Chequebook, Adhaar card and Pan card. On arriving at my destination station, I completely forgot to take my bag kept beside me and got off the train. As I am seventy now I often forget things.

On the same day, I contacted the concerned authority at the metro and they asked me to lodge an FIR and bring the FIR number for further investigation. Under these circumstances, I request you to kindly lodge an FIR and take the necessary steps to recover my important documents and hard-earned money.

Thank you.

Yours truly,

Ved Bhushan

Contact No.: 99XXXXXXXX

**Letter-148: You are Satbir Singh who is a manager in Decor Furnishings, Karol Bagh, Delhi that sells decorative items for homes. Your senior has asked you to explain the reasons for low sales in the month of November. Write a letter to your senior giving the reasons.**

Manager

Decor Furnishings

Karol Bagh

Delhi

11<sup>th</sup> August 2020

The CEO

Decor Furnishings

Karol Bagh

Delhi

Subject: Reasons for poor sales in November

Sir,

Through this letter, Satbir Singh, manager of Decor furnishings would like to apologize and give reasons for the poor sales in the month of November.

Sir, post-Diwali month generally results in a low sale of decorative items. Also, the economy is experiencing a slowdown due to which people have become conscious of spending. Levy of high GST rates on furniture items is the main reason for the loss in revenue. Increased e-commerce businesses that are offering high-end products at competitive prices are attracting buyers to shop from online merchants rather than from physical stores.

We are working towards building new marketing strategies that will provide thrust to our business and will boost our sales in the coming months.

Thank you.

Yours faithfully,

Satbir Singh

(Manager, Decor Furnishing)

**Letter-149: You are Pooja who has recently shifted to 52, Luther Street, New York, USA after marriage. Write a letter to your parents in India telling them about life in America.**

52, Luther Street

New York

USA

11<sup>th</sup> August 2020

Dear Mom and Dad,

I am fine here and wish the same for you. Like other Indian parents, you too must be anxious to know whether I can manage here in an altogether different country with my in-laws. But, they are very friendly and supportive.

They always try to make me feel comfortable. The lifestyle here is also very different. Everybody wakes up early and gets engaged in work. Life is very fast here. Modern machinery is always at our disposal for quick and efficient work. Citizens strictly abide by civic rules. Communication systems are developed and road safety is given utmost priority. The nightlife is so vibrant and charming. Quick and easy access to police, medicine, and emergency services has enhanced the quality of life. I, along with my husband, am planning to visit India in December.

Please take care of your health.

Yours lovingly,

Pooja

**Letter-150: You are Aniket Singh who is the head Librarian at Kurukshetra University, Chottu Ram Marg, Kurushetra, Haryana. Write a letter to Mr Ashutosh who runs ABC publishing house, Batla Road, Kurushetra requesting him to send a catalogue of the books he publishes.**

Kurukshetra University

Chottu Ram Marg

Kurushetra

Haryana

11<sup>th</sup> August 2020

The Manager  
ABC Publishing House  
Batla Road  
Kurushetra

Subject: Request for Book Catalogue

Sir,

I received your letter showing interest in being a partner of our library yesterday. It will be an honour for us to get your cooperation and support.

The rich collection of books in our library is a well-known fact. Still, we are trying to enhance our collection before the new session commences. Moreover, from this year our university committee has decided to kick off free book bank service to needy students so that their talents do not go unutilized due to pecuniary issues. To make such endeavours successful, we need more stocks of regular textbooks.

Under such circumstances, I would request you to send the catalogue containing books available to you so that we can sort out the list as per our demand.

Thank you.

Yours truly,

Aniket Singh

(Head Librarian)

**Letter-151:** You are Anjali/ Arpan. You reside at P-125, City Road, Kolkata. You recently visited a village named 'XYZ' where the water was highly contaminated and was the cause of several diseases among villages. Write a letter regarding this to the editor of 'Hindustan Times', Kolkata.

P-125  
City Road  
Kolkata

11<sup>th</sup> September 2020

The Editor  
Hindustan Times  
Kolkata

Subject: Highly contaminated water quality

Sir,

I am Anjali working with an NGO 'Jal hi Jeevan hai'. Recently a survey was conducted by our NGO in 'XYZ' village. I was shocked to see the highly contaminated quality of water which led to an increase in the number of waterborne diseases in that area.

There was a factory inaugurated last year which consumes a large quantity of water to produce processed food. The contaminated water is being released in the nearby lakes without any treatment to remove hazardous wastes. No steps are being taken by the factory owners to follow the factory guidelines. I stayed there for a week, even the drinking water was not potable.

I hope you will find my letter worthy enough to be published in your esteemed newspaper as it requires prompt action from the authorities concerned.

Yours sincerely,

Anjali

**Letter-152: You are Aniket/Vijayshree who lives in 45 ABC Colony, Jaipur. Write a letter to the editor of the newspaper 'Hindustan Times', Delhi about the importance of organ donation.**

45 ABC Colony  
Jaipur

11<sup>th</sup> September 2020

The Editor  
Hindustan Times  
Delhi

Subject: Importance of organ donation

Sir,

I am an ardent follower of your newspaper and through the column of your esteemed newspaper, I would like to bring to your kind attention the importance of organ donation. The percentage of people donating their organs is very less in comparison to the population India is having.

We are not able to tap on the resource (organs) because of a lack of awareness. A person who is dead can save around 6 people donating his organs. This way not only the donor lives but also a part of him continues to be alive.

The government has a pivotal role to play by making people aware of the importance of organ donation, and some benefits, when provided to donors by the government, will motivate the donors.

Thank you.

Yours sincerely,  
Aniket

**Letter-153: You are Arnav staying at 2340 KC Building, SV Road, Opp Parsik Janta Bank, Madhubani. Your elder brother has sent you an android mobile on your birthday. Write a letter expressing your thanks and tell him how you will use it.**

2340 KC Building  
SV Road  
Opp Parsik Janta Bank  
Madhubani

11<sup>th</sup> September 2020

Dear brother,

I would like to convey my sincere thanks to you for sending me an android phone on my birthday. Some days ago you asked me what I would like to get as a gift from you, but I couldn't imagine you would present me the same in such a short span.

As you know everything is online nowadays. Post Covid-19, digital education has become quite a necessity. Our school and even my tuition teachers have started online courses and to attend them a smartphone was a necessity. Now, I will not lag behind anyone.

Through Youtube and other social networking sites, I'll follow my passion and learn Guitar. Now I can order medicines online for parents if needed. This mobile will help me to complete my work from the convenience of home. I am lucky to have you as my elder brother.

Yours lovingly,  
Arnav



**Letter-154: You are Bhawna/Bhavesh who live at 46, Sodhi Colony, Ludhiana. You are a poor student studying in GH College pursuing B.Sc final year. You are unable to pay for your studies. Write a letter to the editor of a newspaper 'The Local Times' Ludhiana, requesting the readers for help.**

46  
Sodhi Colony  
Ludhiana

12<sup>th</sup> September 2020

The Editor  
The Local Times  
Ludhiana

Subject: Requesting financial help from readers for my education

Sir,

Through the columns of your esteemed daily, I would like to request the readers for some pecuniary assistance.

I am Bhavesh, a student of GH College and pursuing my B.sc final year studies. My father was the sole earning member of my family before he lost his hands in a road accident last week. Due to the colossal expenses on my father's treatment, it has become next to impossible for me to continue my studies without any monetary help. Neighbours have helped but that is not sufficient.

I will be highly obliged to you all if you come forward with a kind heart. I got 92% last year and will try to get a job after graduation. The NEFT details are provided below.

Thank you.

Yours truly,

Bhavesh

Contact No.: 99XXXXXXXX

Account No. 123XXXXX

**Letter-155: You are Abhay Gupta. You reside at 2nd Floor Taj Plaza, Opp Krishi Bhawan, Ram Mohan Rai Marg, Delhi. You recently witnessed an accident in Delhi where you took the victim to the hospital and offered all the help that you could. Write about your experience to your elder sister.**

2nd Floor Taj Plaza  
Opp Krishi Bhawan  
Ram Mohan Rai Marg  
Delhi

11<sup>th</sup> September 2020

Dear didi,

I hope you are in good health. I am writing this letter to share with you my experience about a road accident.

This is the first time in my life that I came across such an incident.

Two days ago, when I was going to coaching classes on my bike, I saw a gruesome accident of another biker just 50 meters ahead of me with a speedy car. I stopped and immediately called an ambulance. I also sought help from passing cars but all efforts went in vain. When the ambulance arrived, we rushed him to the hospital. Then I called on

his relatives. I returned when he was out of danger and till then his relatives had also reached there. I hope to see you soon.

Give my regards to mummy and papa.

Yours lovingly,

Abhay Gupta

**Letter-156: You are Arjun Mishra who lives in 78, Kirat Nagar, Amritsar. You are a Social worker and want to organise a mass wedding for poor girls on the occasion of guru parv. Write a letter to the district collector, Secretariat, Amritsar seeking help and permission.**

78

Kirat Nagar

Amritsar

11<sup>th</sup> October 2020

The District Collector

Secretariat

Amritsar

Subject: Seeking permission to organise a mass wedding for poor girls

Respected Sir,

I am Arjun Mishra, a manager of “Nanhi Muhim” an Non-Government Organisation. Through this letter, I want to inform you that our organization wants to organize a mass wedding for poor girls on the occasion of Guru Parv on 11th November.

The event will be organized at XYZ park, where 51 couples will become beneficiaries. The event is expected to be attended by 500 people. This is a social cause that can greatly help the poor community by reducing the cost involved in marriage and it will also help to raise awareness. So, it is my humble request to you to allow us to organize an event at the aforesaid location.

Thank you.

Yours obediently,

Arjun Mishra

**Letter-157: You are Aarushi/ Aarav who has recently taken admission in XYZ College, Tilak Nagar in B Tech in Computer Science in Delhi. You live in the hostel in the college at Room 89 B Tech Wing. Write a letter to your friend describing your hostel life.**

Room 89

B Tech Wing

XYZ College

Tilak Nagar

Delhi

11<sup>th</sup> September 2020

Dear friend,

I hope you are doing well in your studies in Patna. As you know I took admission in 'XYZ ' College, Delhi in the Computer Science course. For the last three months, I have been staying in a hostel with my classmates.

I can't tell you how much I am enjoying here with brilliant minds. They are all really helpful. The environment of the hostel is very vibrant. We go to the mess together where a variety of quality food is served. We also go shopping together in nearby malls. We have to follow some rules and regulations provided by hostel authorities.

There is a big library beside the playground, swimming pool and gym. In inter hostel cricket matches, the playground becomes a battleground. Hope you join me here.

Take care of your health and keep studying hard.

Your best friend,

Aarav

**Letter-158: You are Sonali from HN 122, Shalimar Bagh, New Delhi. A number of scooters and cars are parked in your locality by daily commuters as the QPR metro station is close by, without any order, causing blockage of streets is close by, without any order, causing blockage of streets. Write a letter to the President of your XYZ Association about the problem.**

HN 122  
Shalimar Bagh  
New Delhi

11<sup>th</sup> September 2020

The President  
XYZ Association  
New Delhi

Subject: Blockage of streets by scooters and cars parked by daily commuters

Dear Sir,

I am writing this letter to grab your attention towards the problem faced by the local residents due to the number of scooters and cars parked by daily commuters without any order. As the QPR metro station is near our area. This causes blockage, congestion and traffic jams of the streets. And it is difficult for the local residents to park and move their vehicles. It also causes noise and air pollution in the surroundings.

So, I request you on the behalf of the whole colony to take necessary steps like setting up a colony gate with a guard who allows only colonial vehicles and meeting metro authorities regarding the construction of separate parking slots for daily commuters to eliminate this problem.

I am hoping for a positive outcome.

Yours sincerely,

Sonali

**Letter-159: Write a letter to your friend Sushant who just met with an accident wishing him a speedy recovery. You are Manvi/Manav residing in B 78/90 LDA Colony, Opp Shivalik School, Manipur.**

B 78/90  
LDA Colony  
Opp Shivalik School  
Manipur

11<sup>th</sup> September 2020

Dear Sushant,

I am very sorry for not being in contact with you for the past few months. I am shocked and saddened to know that you met with an accident.

I got to know that the cab driver hit you from behind and a part of the backbone was dislocated. And then he admitted you to a hospital. It was a relief that your operation was a success. Since you are in a convalescent stage better take care of your health. You need to take a lot of healthy diet to recover quickly. Take your medicines on time as directed. I am sending you some books to pass your time while recuperating.

I would pray for your speedy recovery and would pay a visit soon. Till then take care of your health.

Yours friendly,

Manav

**Letter-160: You are Sabrina from Delhi. You reside at 9 Vikas Colony, Delhi. You have recently bought some furniture from XYZ website with its main office in Delhi. The furniture has reached the wrong address. Write a letter to the Manager, XYZ Pvt. Ltd., Delhi, and ask them to take corrective measures.**

9 Vikas Colony  
Delhi

11<sup>th</sup> September 2020

The Manager  
XYZ Pvt. Ltd.  
Delhi

Subject: Delivery of furniture at the wrong address

Sir,

I, Sabrina, bought a bed and a dining table on 'Big Billion Sale' on 2nd September 2020 through your website "XYZ.com". But my order got delivered at the wrong address.

My Order ID is 111111. My order consists of a king-size white bed and a dining table with four chairs of brown color, which were supposed to be delivered on 9th September 2020. On 10th September 2020, I got a message regarding the successful delivery of my order. On contacting the customer care, they reiterated that my order has been delivered. I have registered my complaint with customer care also with acknowledgement No. 12345678.

Kindly look into this matter and take appropriate action and refund my money if it cannot be delivered.

Yours sincerely,

Sabrina

Email: [Sabrina@gmail.com](mailto:Sabrina@gmail.com)

Mobile No.:XXXXXXXXXX

**Letter-161: You are Jaipal Singh from Pune who is looking for a job. You reside at 547/90 Harichand Mill Compound, Surajmal Marg, Pune. You recently came across a vacancy in The Hindu newspaper for the post of a manager in Accenture Limited, Pune. Write a letter to apply for the job giving all the relevant details.**

547/90  
Harichand Mill Compound  
Surajmal Marg  
Pune

12<sup>th</sup> September 2020

Human Resource  
Accenture Limited  
Pune

Subject: Application for the post of manager  
(Reference: The Hindu 08.09.2020 notice for vacancy)

Respected sir,

In reference to the subject cited above, I, Jaipal Singh would like to offer my candidature for the Manager post in your esteemed organization.

Currently, I have been working as a Manager with 'HCL' for 2 years and 8 months. I am a qualified engineer from NIT, Kurukshetra and pursued my MBA from IIM, Indore. I scored 75% in my graduation and 72% in post-graduation.

I can prove to be an asset to your prestigious company and working for your company will be a golden opportunity for me. It would be my honour to serve you. I am enclosing my curriculum vitae along with this letter. I do possess all the eligibility criteria for this post.

I await your reply.

With humble regards,

Jaipal Singh

**Letter-162: You are Ravish working in Delhi. Your residence is at Unit No 1, 67, Chakla Street, Delhi. Write a letter to your younger brother who could not score well in the exam conducted recently.**

Unit No 1  
67, Chakla Street  
Delhi

12<sup>th</sup> September 2020

Dear brother,

How are you? I can understand you are in low spirits these days, particularly after your semester exam result was declared. You had worked so hard this time. I saw you burning the midnight oil. Your concepts were so clear that your classmates looked up to you when in doubt. They still ask you for clarification of their doubts. I am very much proud of you for your perseverance and hard work.

But both of us will sit together and analyze why you lost those few marks. Please don't get disheartened. You have no reason to be. I hardly scored more than 65% in any of my exams but today I am a Customs Preventive Officer. Marks don't matter much, after all a sheet of paper can't decide your future.

Keep working hard and be happy.

Yours lovingly,

Ravish

**Letter-163: You are Vishal working in Bangalore. You reside at Ub 48, Antriksh Bhawan 22 K G Marg, Bangalore. You had an opportunity to visit the Kumbh Mela and take a dip in the holy Ganges recently. Write a letter to a friend Manish sharing your experience.**

Ub 48  
Antriksh Bhawan  
22 K G Marg

Bangalore

13<sup>th</sup> September 2020

Dear Manish,

I hope my letter will find you in the best of health. I am writing this letter to share the experience of my journey to Kumbh Mela, Prayagraj.

In India, Kumbh Mela has its own religious and spiritual significance. Even the UN has declared it as the “World’s largest gathering.” The Kumbh Mela is organized every 12 years at four different places Nasik, Ujjain, Haridwar and Prayagraj. This time I visited Prayagraj Kumbh on Makar Sankranti. It was a surreal experience. The entire city, especially the Sangam Ghat was magical in appearance, completely decorated and heavily occupied with the pilgrims. Chanting of hymns by sages, hawan, langar etc all this left me spellbound.

After performing initial worship, I took a bath in the holy Ganges. It was the experience of a lifetime.

I hope to see you soon.

Yours friendly,

Vishal

**Letter-164: You are Ramveer currently staying in 67, Anuraag Complex, Uttam Nagar, Delhi. Write a letter to your younger brother who lives in a hostel at Dehradun about the importance of a fit and healthy body.**

67

Anuraag Complex

Uttam Nagar

Delhi

13<sup>th</sup> September 2020

Dear brother,

I hope this letter finds you in good stead. Recently I heard from one of your friends that you fell ill at your hostel. He complained to me that if you stay awake late at night, take your meals improperly. Always remember health is wealth.

Though you are good at studies and work hard to score well in your examination, all your hard work will go in vain if you neglect your health. A healthy mind lives in a healthy body. Mother and father are always concerned about your wellbeing. If you don’t look after yourself, they might call you back home.

If you want to move ahead in your career and live your dreams, you must learn to take care of your health.

Get well soon.

Your elder brother,

Ramveer

**Letter-165: You are Sachin Saxena working in Chennai. You reside at G15, 3rd Block, Anna Nagar, Chennai. Your wife is staying in Delhi along with the children. Air quality of Delhi is very poor. Write a letter to your wife about the precautionary measures.**

G15

3rd Block

Anna Nagar

Chennai

11<sup>th</sup> September 2020

Dear wife,

I hope this letter finds you in the best of health and spirits. Recently, I saw in the news that air pollution in Delhi is at its peak. The city is covered in a thick blanket of smog making it a gas chamber. Visibility has reduced due to smog. Air is highly contaminated and full of toxic elements. Exposure to smog can cause chest infections, worsening of asthma, bronchitis and eye irritation. Children are more susceptible to the hazards of smog.

Limit your outdoor activities. Wear an anti-pollution mask whenever you or children go out. Take more liquid intake to flush out toxins from the body. Buy a quality air purifier. Get some air purifying plants like a dwarf date palm. Do follow all these preventive measures and keep yourself and children safe from the hazards of smog.

Yours affectionately,

Sachin Saxena

**Letter-166: You are Ranjan working in an MNC at Gurugram, Haryana. You reside at 2, P S Lane, Inner Ring Road, Gurugram. Your younger sister is studying in a college at Darbhanga, Bihar. Write a letter to your sister about the importance of spoken English.**

2, P S Lane  
Inner Ring Road  
Gurugram

11<sup>th</sup> September 2020

Dear sister,

Received your letter yesterday. I am pleased to know that you performed very well in your examination. However, you were unable to get a satisfactory score in English.

I am very well aware that you always face difficulty while writing and speaking English. But, considering the present scenario, it is essential to be proficient in English. In any job these days, it is difficult to survive without possessing good English communication skills. If one stammers while speaking English, it gives a bad impression and can affect one's career prospects negatively. Moreover, good communication skills boost your confidence and contribute to achieving excellent results in your career.

I suggest you start conversing with your batchmates in English and start reading English books, it will greatly benefit you in the long run.

I wait to hear from you.

Yours affectionately,

Ranjan

**Letter-167: You are Rajneesh currently staying in House no 33 ABC Housing Society, Colaba, Mumbai. Write a letter to the editor of a local daily 'XYZ Times' about the importance of knowing first aid.**

House No 33  
ABC Housing Society  
Colaba  
Mumbai

11<sup>th</sup> September 2020

The Editor  
XYZ Times  
Mumbai

Subject: Importance of possessing basic knowledge of first aid.

Sir,

I am Rajneesh, a social activist. Through the column of your esteemed newspaper, I would like to draw the attention of the readers and create awareness among them regarding the importance of possessing basic knowledge of first aid.

According to the latest data from the National Crime Records Bureau, a total of 4.37 lakh road accidents were recorded across India in 2019, resulting in the death of 1.55 lakhs due to road accidents. A large number of casualties could have been avoided if adequate safety measures were taken.

People should be cautious and always use helmets, seatbelts while driving. They should also have the basic knowledge of using a first aid kit in case of an emergency.

Thank you.

Yours faithfully,

Rajneesh

**Letter-168: You are Aishwarya currently preparing for SSC CGL in Allahabad. You reside at A-82,3rd Avenue, Allahabad. Write a letter to your father that you love an SSC CGL aspirant and want to marry him.**

A-82  
3rd Avenue  
Allahabad

14<sup>th</sup> September 2020

Dear Papa,

I am fine and preparing well for my exams. I hope Mumma and you are taking good care of yourself.

You have always raised me to be an independent woman. The main motive behind writing this letter is to tell you about a personal choice I have made. I am in a relationship with one of my batchmates from coaching and wish to marry him. He belongs to a respectable family and is a good human. He is working in an MNC for a handsome package and simultaneously preparing for SSC CGL. His score is 540 up to Tier 2 and he is working hard to secure his dream post of Income Tax Inspector. I have sent you his photo and other details along with this letter.

You and Mumma have always respected my decisions. Please meet him once before making any decision.

I eagerly await your approval.

Yours lovingly,

Aishwarya

**Letter-169: You are Sharad a resident of 34, Bankim Marg, Jadavpur, Kolkata. Write a complaint letter to the police station incharge that your relative is not returning the money he had borrowed from you.**

34  
Bankim Marg  
Jadavpur  
Kolkata

11<sup>th</sup> September 2020

Police Station Incharge  
Jadavpur Police Station



Kolkata

Subject: Complaint against sister-in-law for non-payment of loan

Respected Sir,

I, a resident of Jadavpur, Kolkata would like to lodge a complaint against my sister-in-law, who took a loan of rupees sixty thousand in January 2020. She promised to return the amount by March 2020.

However, it has been eight months and till now she has not returned a single penny. Every time I have enquired about it she has given me a flimsy excuse for not giving me back my money. She has a well-paying job at an IT firm and has no other family obligations as her husband is a government employee who earns well.

I would be obliged if you would help me get my money back from her as she is wilfully defaulting on her payment.

Thank you.

Yours faithfully,

Sharad

**Letter-170: You are Ramesh residing in 789 Pushpa Complex, Saket, Delhi. You are getting fraudulent sales calls on your mobile. Write a complaint letter to the police to take action on it.**

789

Pushpa Complex

Saket

Delhi

13<sup>th</sup> September 2020

The Station Incharge

Saket Police Station

New Delhi

Subject: Complaint against fraudulent sales calls

Sir,

With due respect, I would like to state that I, the undersigned, is a resident of Saket, Delhi.

I am receiving fraudulent sales calls on my number - 99XXXXXXXXX from an online food delivery company named Zomato. I have received these calls in the past 15 days. They are saying I have ordered several food items of Rs 10,000 on postpaid mode and have not paid for the same yet. But, I never ordered any food item from them. When I asked them to show the receipt, they told me that they don't issue receipts to their customers.

I will be highly obliged if you kindly look into the matter and take prompt action against them.

Thank you.

Yours sincerely,

Ramesh

**Letter-171: You are Mohini working in a private company in Ahmedabad. You reside at 19, Mangal Kunj, Agarkar Chowk. Write a letter to your parents who are staying in Patna, Bihar about your daily routine.**

19, Mangal Kunj

Agarkar Chowk

Ahmedabad

13<sup>th</sup> September 2020

Dearest Mom and Dad,

I received your letter yesterday. Happy to hear grandma's cataract operation was a success. You will be glad to know that I recently earned a promotion to the senior level. Now I must reach the office at 8 A.M. before any of my team members to review the important tasks of the day. From 9'o'clock to 1 PM time flies in meetings, files, training recruits.

It's lunchtime for an hour and our canteen serves delicious meals. I always avoid oily food and prefer healthy food. I miss home-cooked meals, nothing can match the love and care with which you prepare it, mom.

Then, it's time for brainstorming, employee grievances, signing bills, checking funds, preparing an agenda and task list for the next day. By the time I finish, the clock ticks at 8 PM. I return to my PG with a sense of satisfaction.

Yours lovingly,

Mohini

**Letter-172: You are Sarla Sharma. You work for an NGO Nai Disha, South Extension 1, Delhi that works for the welfare of women. Your NGO wants to open an office in village Dharampur located on Dwarka Expressway. Write a letter to the village/ Sarpanch/ headman about this.**

Nai Disha  
South Extension 1  
Delhi

13<sup>th</sup> September 2020

The Headman  
Dharampur Village  
Dwarka Expressway

Subject: Opening an office in Dharampur

Sir,

Through this letter, we wish to bring to your notice the decision of our Managing Committee to open an office in your village. We request you to allot suitable land and extend to us further necessary help.

Our NGO Nai Disha has been working for the welfare of women for twenty years and has empowered about 60,000 women. We look forward to uplifting our sisters in Dharampur in a mission mode delivering favourable outcomes.

Through SHGs, we empower women by providing them support in the form of loans, skilling, and finding markets for their products. We train in handicrafts, packaging, processing, and marketing of agro-based products, immunization and medical checkups for newborns and their mothers. We hope that you too are equally enthusiastic.

We seek a favorable response from your end.

Yours faithfully,

Sarla Sharma

**Letter-173: You are Hari Prasad residing in 23, Near Hanuman Mandir, Shahdara, Delhi. Write a letter to the editor of a newspaper 'Hindustan Times' Delhi highlighting the issue of rash driving by DTC bus drivers in Delhi.**

23

Near Hanuman Mandir  
Shahdara  
Delhi

13<sup>th</sup> September 2020

The Editor  
Hindustan Times  
Delhi

Subject: Issue of rash driving by DTC bus drivers

Sir,

I am writing this letter to draw your attention to the issue of rash driving by DTC bus drivers in the national capital.

In recent times there have been numerous cases of road accidents and fatalities that were a direct result of negligence on the part of DTC bus drivers. These drivers aren't properly trained on the job and sometimes spend entire days in an inebriated state or without taking proper rest.

This has led to a dangerous precedent being set by the public transport corporation and a hazardous environment being created on public roads where the safety of the general public is not being taken seriously enough. I hope this issue finds a place in your esteemed newspaper.

Thank you.

Yours sincerely,

Hari Prasad

**Letter-174: Write a letter to your friend Sarita congratulating her on her first book that she wrote. You are Neeraj/Neerja staying in 78 Rajouri Garden, Delhi.**

78 Rajouri Garden  
Delhi

12<sup>th</sup> September 2020

Dear Sarita,

I hope you find my letter in good health and high spirits. Recently, I got to know about your book, which was published one month ago. Since childhood, I have been aware of your enthusiasm for writing. I remember you got the first prize for a short story in the intermediate school writing championship. I am quite sure these inherent skills motivated you to write this wonderful piece of work.

I read a few initial chapters and I found it quite interesting. I got to know about this book from a website where this book was listed as the best by critics' review. I was so proud that the author is none other than my childhood friend Sarita. I hope you keep your writing streak alive and continue to please readers. A heartiest congratulations on the launch and grand success of your first book.

Yours lovingly,

Neerja

**Letter-175: You are Lokesh. You reside at 4 Nimesh Kunj, SVP Road, Shakti Nagar, Delhi .Write a letter to the editor of a newspaper ‘Hindustan Times’, New Delhi expressing your views on health hazards caused by the pesticides.**

4 Nimesh Kunj  
SVP Road  
Shakti Nagar  
Delhi

11<sup>th</sup> September 2020

The Editor  
Hindustan Times  
New Delhi

Subject: Health hazards caused by pesticides

Sir,

Through the column of your esteemed daily, I would like to draw the attention of concerned authorities towards health hazards caused by pesticides.

With the advent of the green revolution, there has been an excessive increase in the use of pesticides. Excessive use of pesticides leads to bioaccumulation and biomagnification which affects higher organisms in the food chain. Pesticides have a lot of acute effects such as stinging eyes, nausea etc. It can also cause blindness, birth defects, cancer, neurological and developmental defects. DDT which is banned worldwide is still used in India even after so many reported cases of its harmful effects.

It's high time authorities took appropriate measures to check the use of pesticides by farmers.

Thank you.

Yours faithfully,  
Lokesh

**Letter-176: You are Smriti/ Sachin a resident of 78/100 Yamuna Vihar, New Delhi. You have your savings account in XYZ bank, Yamuna Vihar, New Delhi. Write a letter to the branch manager to enquire about the loan facility.**

78/100  
Yamuna Vihar  
New Delhi

11<sup>th</sup> September 2020

The Manager  
XYZ Bank  
Yamuna Vihar  
New Delhi

Subject: Regarding loan facility

Dear Sir,

I am a savings bank account holder in the ABC branch of your bank for the last 15 years.

Details of the savings account :

Name: Smriti

Account number: 305XX3XX45

IFSC Code: SBI0XXXX

I am purchasing a two bhk flat from Holiday Home Builders in Krishna Vihar Colony. Hence, I would like to avail myself of a home loan of Rs. 40 lakhs from your bank.

Please furnish the relevant details regarding documents required, security deposits, rate of interest, the period of repayment, and other necessary formalities, if any. Also, inform me if I need to visit the branch.

I look forward to a prompt reply from your side.

Yours truly,

Smriti

**Letter-177: You are Ragini Tiwari resident of 67 Shanti Nagar, Kanpur. Write a letter to your younger sister Urmila about the harmful effects of junk food on health.**

67 Shanti Nagar

Kanpur

11<sup>th</sup> September 2020

Dear Urmila,

How are you? I hope you are doing well and I am also fine. I came to know about your food poisoning when I called up home last night.

Junk food has become a craze among youngsters. The taste and availability of a variety of food choices attract them. These foods are the cause of many diseases. The first visible effect is growing unsaturated fat, which causes obesity. This further aggravates the situation leading to hypertension, high blood sugar, high pressure. Continuous consumption can lead to kidney stones, fat deposit on liver and sometimes, tissue cancer.

Even non-frequent or rare consumption of junk food is detrimental as harmful preservatives and chemicals have been found in them on sample testing. Lead, one of the impurities can be very harmful as gradually, it leads to organ failure. Include green vegetables and fruits in your diet.

With love,

Yours affectionately,

Ragini Tiwari

**Letter-178: You are Rajni, a resident of 789, Cross Lane 45, Lajpat Nagar, Delhi. You want to join coaching classes for SSC CGL at ABC Coaching Institute situated at Mukherjee Nagar, Delhi. Write a letter of inquiry in 150 words addressed to the incharge of the institute.**

789

Cross Lane 45

Lajpat Nagar

Delhi

11<sup>th</sup> September 2020

The Incharge

ABC Coaching Institute

Mukherjee Nagar

Delhi

Subject : Enquiry about coaching classes for SSC CGL

Sir/ Madam,

I am Rajini, a resident of Lajpat Nagar. I came to know about your prestigious institute from one of my friends who joined your classes. Also, I have heard a lot about the positive results in SSC CGL given by the students of your coaching institute.

I have also heard that the faculty provided by your institute is highly experienced and very cooperative. I am interested in taking admission in your institute. I want to enquire about the batch timings in the evening, on which days the classes are conducted and duration of each class. Also inform about the fees structure of the course and possible discount.

I request you to respond quickly as I want to join as soon as possible due to time constraints.

Thank you.

Yours truly,

Rajni

**Letter-179: You are Raman staying in House No 7, Woodland Enclave, Lajpat Nagar, Delhi. You are a student of 3rd year B.Tech in computer science. You have a passion for classical singing. Write a letter to your father that you want to pursue your passion.**

House No 7  
Woodland Enclave  
Lajpat Nagar  
Delhi

11<sup>th</sup> September 2020

Dear father,

I am very glad to know that my dearest brother completed his post-graduation thesis. I received your letter two days ago. I know you wanted one of us to pursue B.Tech, therefore I opted for this path.

But now as I am approaching the final year, I feel that I am not fit to study this course. As you know I have been in classical singing since my childhood and I have been training since the age of six. I realize that I want to take up my career in singing.

I even participated in a lot of competitions representing my college. Even the professors think I should opt for it. I would like to have your support in my journey. Please consider it as my request and write to me as soon as possible.

Your loving son,

Raman

**Letter-180: You are Ravina Sharma. You reside at 807 Near Meridian, University Road, Bangalore, Karnataka. You are working in a software company. Your younger brother Rajan is studying in your native village in Bihar. Write a letter to him about the importance of skills development for better career prospects.**

807 Near Meridian  
University Road  
Bangalore  
Karnataka

11<sup>th</sup> September 2020

Dear Rajan,

How are you? I am fine here enjoying my work. Hope you are doing well in your studies. Well, I am writing to you to explain the importance of skills development for better career prospects so that you don't have to deal with roadblocks that I faced.

Since we hail from Bihar, it's difficult for us in the outside world. There is a huge gap between the skills one possesses and the ones which the industry requires. Skills minimize this gap, providing better employment opportunities. In this world of cut-throat competition, it is necessary to have some skills like communication and networking. They are not only beneficial in the corporate world but also for personal development. You can join a skill development initiative run by the government of India.

I hope you will think about this and do something to make your future better. Give my regards to Mom and Dad.

Your loving sister,  
Ravina Sharma

**Letter-181: You are Shankar Singh, a resident of 156, Lumbini Complex, Uttam Nagar, Delhi. Send a letter to your sister who is residing in Bangalore with your parents to send your marriage album.**

156  
Lumbini Complex  
Uttam Nagar  
Delhi

11<sup>th</sup> September 2020

Dear sister,

I am safe and sound here and hope the same for you. I am writing you this letter to ask for my wedding album. Do you remember the ceremonies, photoshoot, the preparations of the wedding day, pranks that we played, all the rituals and customs during the marriage that were framed so nicely in an album?

As you know I work very far away from my hometown Bangalore and many of my friends were unable to attend the wedding, they are asking me to show my wedding album. Also, I want to relive my wedding memories through the images captured. I know you are busy with your exams but try to send my wedding album when you have free time.

Give my love and regards to Mumma and Papa.

Yours affectionately,  
Shankar Singh

**Letter-182: Write a letter to the local MLA residing at 567, Jahangiri Puri, New Delhi to participate in a plantation program organised by your NGO 'Nayi Kiran'. You are Raman. You reside at House No 29, Above Ameeta Clinic, Apollo Market, Jahangir Puri, Delhi.**

House No 29  
Above Ameeta Clinic  
Apollo Market  
Jahangir Puri  
New Delhi

11<sup>th</sup> September 2020

The MLA  
567, Jahangiri Puri  
New Delhi

Subject: Request to participate in plantation program

Sir,

I am the managing director of an NGO named 'Nayi Kiran' who works for environment upgradation and the welfare of society in different ways.

Recently during our roadshows and seminars, we came across various problems faced by our people due to increasing pollution, climate change and mass industrialization. Also, we felt that our city hasn't remained as green as it was a few years ago. So our NGO pledged to give the people their 'Green City' back. In our journey, we need your assistance and motivation. We are organizing a plantation program on 25th October 2020 in Nehru Park at 7 A.M. We cordially invite you to participate in our plantation drive and motivate citizens for the same. These small moves can make big changes to our environment. For any inquiry, you can contact me on 92XXXXXXX.

Thank you.

Yours sincerely,

Raman

**Letter-183: You are Babita Kalra, a mother of an 11 years old girl currently staying at 225, Golden Trade Centre, Near Bus Depot, Station Road Meerut. Write a letter to her what she should know during her teenage years.**

225, Golden Trade Centre  
Near Bus Depot  
Station Road  
Meerut

11<sup>th</sup> September 2020

Dear daughter,

I wish you lots of love and a very happy birthday. You are turning 11 today but it seems you were born yesterday. On this special day, I would like to give you some motherly advice for a safe and bright future.

As now you are a teenager, you have to work extremely hard in studies because your future depends on it. Along with this, do focus on your hobbies of singing, dancing and playing badminton.

The safety of girls is a major issue these days. But never be frightened, carry safety materials like pepper spray and report any wrongdoing. Girls go through many physical changes too, be well prepared for them and pay special attention to hygiene. It's important for a healthy lifestyle. Follow great personalities like Mother Teresa - Be positive, progressive and compassionate.

Cherish your teenage years.

Yours affectionately,

Babita Kalra

**Letter-184: You are Madhu/Manish residing at 23, Rohta Road, Gokul Vihar in Bijnor. You have been invited for the marriage of a close friend, Manisha. You will not be able to attend the marriage. Write a letter to your friend politely refusing to attend the marriage and give a valid reason.**

23

Rohta Road



Gokul Vihar  
Bijnor

11<sup>th</sup> September 2020

Dear Manisha,

I hope this letter finds you in the best of health. You must be busy with your wedding preparations as it's round the corner. I remember, when during the last year of graduation you got engaged, I was very much excited to attend your wedding.

But I am writing this letter to inform you that I won't be able to attend your wedding function. Recently, my mother has been diagnosed with a stone in her pancreas and the date of her operation clashes with the date of your marriage.

It is a very jittery and crucial situation for my family and I want to stay by their side. As you are entering a new phase of life my best wishes are with you. I hope you will understand my situation.

I hope to see you soon.

Yours lovingly,

Madhu

**Letter-185: You are Sumit currently staying at B2/5/23, Sector 15, Vaishnavi Colony, Chapra, Bihar. Write a letter to a friend Kartik, whose pet dog died recently. Express your sympathy.**

B2/5/23  
Sector 15  
Vaishnavi Colony  
Chapra  
Bihar

11<sup>th</sup> September 2020

Dear Kartik,

Recently I got to know about the demise of our beloved Cookie who was not just a dog but an important part of your family and our friend circle. I was shocked and saddened on hearing this.

The memory when nine years ago you adopted the poor pup from the local NGO is still vivid. How excited we all were to have him with us, he was so innocent and playful and brought such joy to our childhood. His deep and guileless eyes are difficult to forget. With his loss, we lost an important part of our early life.

I have been asking myself why these creatures who love us selflessly have such a short lifespan. I am with you in this hour of grief and you can contact me anytime you feel lonely.

Yours lovingly,

Sumit

**Letter-186: You are Raju. Write a letter to the editor of a newspaper 'The Hindu', Delhi expressing your concern over the decreasing moral values in the present generation. Request him to publish the letter in the newspaper. You reside at 234, Sonapur Lane, Saharanpur, Uttar Pradesh.**

234  
Sonapur Lane  
Saharanpur  
Uttar Pradesh

11<sup>th</sup> September, 2020

The Editor  
The Hindu  
Delhi

Subject : Decreasing moral values in the present generation

Sir,

Through this prestigious column of your esteemed daily, I would like to draw the attention of the public towards decreasing moral values in the present generation.

Being part of one of the most ancient civilizations, we should be proud of our cultural heritage but today we have forgotten ideals and values imparted by our forefathers. There are instances of rape, corruption, domestic violence, drugs and alcohol abuse, resulting out of poor education, a patriarchal mindset. It points towards a decline in moral values.

Collective efforts of all the stakeholders involved can improve the education system and enforce Indian values which helps people remain rooted to their values. I request you to publish this concern in your newspaper so that a message for the people regarding moral values can be conveyed.

Yours faithfully,

Raju

**Letter-187: You are Arvind Sharma a resident of House No 67 Garima Nagar, Near Karim Cinema, Bhopal, Madhya Pradesh. Your cycle was stolen from PQR coaching classes, LMN Nagar, Bhopal. Write a complaint letter to a nearby police station about your stolen cycle.**

XYZ Nagar  
Bhopal  
Madhya Pradesh

4<sup>th</sup> September 2020

The Sub- Inspector  
ABC Police Station  
Bhopal

Subject: Complaint about my stolen cycle

Sir,

I am a resident of XYZ Nagar, which falls under your jurisdiction. I am very much satisfied with the quality of service delivery of the police personnel. But I would like to draw your attention to an issue.

My Hercules cycle, blue in color was stolen last month from the parking of my PQR coaching classes, LMN Nagar, Bhopal. I lodged a complaint on the very same day but no strict action has been taken yet.

I belong to a lower middle class family and cannot afford a new cycle. After attending classes in coaching, I go for my computer classes. It's very difficult for me to manage without a cycle.

I hope for prompt action.

Yours truly,

Arvind Sharma

**Letter-188: You are Nandini. You reside at C-10/19, Kamini Nagar, Delhi. You are working in the income tax department at Delhi. Your parents are in Surat and want you to settle at Surat as your fiance is a businessman**

**at Surat. Write a letter to your parents about your wishes.**

C-10/19  
Kamini Nagar  
Delhi

20<sup>th</sup> September 2020

Dear Mom and Dad,

I hope you find my letter in the best of health and happiness. I got your letter yesterday and felt extremely happy and proud to know that my sister has cleared SSB and is going to be an army officer.

You know that I always aspired to join civil services and I preferred a job in Delhi owing to the presence of various renowned IAS coaching centres. I have just started to live my dream and don't want to quit in between. Please talk to my in-laws to postpone the marriage for sometime till my classes get over. I will also talk to my fiancé and I am sure he will respect my decision. After marriage, I will apply for transfer to Surat. I hope you can relate to me.

Your loving daughter,  
Nandini

**Letter-189: You are Rajat Saxena working for an NGO related to cancer patients. You reside at 101 Parshwanath Bhavan, Banian Street, Rohini, Delhi. Write a letter to the president of ABC society, Rohini, New Delhi to organize a fundraising seminar.**

101 Parshwanath Bhavan  
Banian Street  
Rohini  
Delhi

11<sup>th</sup> September 2020

The President  
ABC Society  
Rohini  
New Delhi

Subject: To organize a fundraising seminar for cancer patients

Respected Sir,

Our NGO, "Drishti" works to support cancer patients by providing them financial and medical assistance. We believe that an individual can't help everybody but everyone together can help someone.

Our primary source of income is charity. I would like to request you to organize a fundraising event in your premises to support the cause on 22<sup>nd</sup> September 2020 at 1 P.M. Your help and support is essential to make this event a grand success.

All expenses relating to the organization of the event will be borne by our organization. All the participants will be provided with a participation certificate and food packets. For further details, contact the undersigned on the above address.

Thank you.  
Yours sincerely,  
Rajat Saxena

**Letter-190: You are Mohan Das, a resident of 45 ABC Colony, Badi Ghadi Chowk, Jaipur. You have found that many sweets shops are using adulterated milk. Write a complaint letter to the FSO, FSSAI, Jaipur.**

45 ABC Colony  
Badi Ghadi Chowk  
Jaipur

8<sup>th</sup> September 2020

The FSO  
FSSAI  
Jaipur

Subject: Complaint regarding adulterated milk

Respected Sir,

I am Mohan Das, a resident of ABC Colony, Jaipur. I would like to draw your attention to the malpractices of sweet shops in my area.

I noticed some vendors are using adulterated milk using urea, detergent, and other chemicals in the preparation of delicacies. Starch in the form of potatoes or sweet potatoes is also being added to Khoya and Chenna. To confirm it, I did some tests given in the “DART” book of FSSAI on different samples collected from different sweet shops which were positive.

I request you to visit sweet shops and take legal action against them as it could harm our health. I hope you will take necessary and prompt action and help us get unadulterated products.

Thank you.

Yours sincerely,

Mohan Das

**Letter-191: You are Charan Singh residing in 7005 Noel Apartments, Bangalore. You are the key employee of an organization ‘XYZ Ltd.’, Linking Road, Bangalore. Due to certain issues, you can not continue. Write a letter to your boss for discounting the services.**

7005 Noel Apartments  
Bangalore

3<sup>rd</sup> September 2020

The Manager  
XYZ Ltd.  
Linking Road  
Bangalore

Subject: Inability to continue the present job

Sir,

With a very heavy heart, I would like to inform you that I won't be able to discharge my duties as a team leader any longer. I want to dedicate myself fully to the NGO "Goonj".

I came to know about this organization during my recent visit to my hometown and through that, I witnessed the appalling state of children employed in hazardous occupations such as firecrackers production and mines in lieu of a meager salary. At that moment I decided to commit myself fully to the cause of saving at least one child from the clutches of child labor. But this is not possible with my current job profile. It was an amazing learning experience working under your kind guidance.

I assure you the smooth transfer of my responsibilities.

Thank you.

Yours faithfully,

Charan Singh

**Letter-192: You are Charanjeet Singh, an owner of Malabar restaurant in Kochi, Kerala. Your restaurant is at Panch Pakhadi Mall, Eastern Exp Highway. The police incharge of your area has asked you to give a weekly report of customers' details at your restaurant. But you can not compromise the privacy of your customers. Write a letter to the police officer about your concerns.**

Malabar Restaurant  
Panch Pakhadi Mall  
Eastern Exp Highway  
Kochi  
Kerala

13<sup>th</sup> September 2020

The SHO  
Kochi Police Station  
Kochi, Kerala

Subject: Regarding the privacy of customers

Sir,

Since you have asked me for a weekly report furnishing the details of my customers, I would like to bring to your attention my concerns regarding the same. Having provided services to my customers for almost 18 long years, I have forged a connection of trust with them. Also, I have never been accused of any involvement in illegal business activities.

As we know restaurants are a place for recreation where people come to eat, enjoy and entertain themselves, asking them their IDs would be a great turn-off for them and will severely affect my business. Further sharing their IDs could compromise their privacy, violating their constitutional right. Consequently, I may be found guilty and can be penalized. I hope you will understand my position.

I anxiously wait for your reply.

Yours truly,

Charanjeet Singh

**Letter-193:** You are Anshu Tomar who has recently shifted to 275, A Block, XYZ Apartments Gurugram, Haryana from G-439, ABC Colony, Bahadurgarh, Haryana. You want to get the address changed in your aadhaar card. Write a letter to the appropriate authorities regarding the change of address.

275, A Block  
XYZ Apartments  
Gurugram, Haryana

12<sup>th</sup> September 2020

The Block Development Officer  
Administrative Block  
Gurugram, Haryana

Subject: Change of address in Aadhaar card

Respected Sir,

I would like to inform you that I have recently shifted my residence from G-439, ABC Colony, Bahadurgarh, Haryana to my new address 275, A Block, XYZ Apartments, Gurugram in Haryana. It has been two weeks since I shifted to my new address.

Kindly update my address in the Aadhar card as soon as possible since it's a prerequisite to avail of any facility whether applying for a gas connection or a passport. I will be highly obliged.

Hoping for a quick response from your team and officials. All the relevant documents regarding address proofs and my current Aadhar is enclosed herewith for your reference.

Yours truly,  
Anshu Tomar

**Letter-194:** You are Madhu residing in Vijayawada. You reside at J 20, Part 2 Sultan Gadi, Vijayawada. You are a social activist who recently visited a government school in a village named 'X' and were sad to see the lax attitude of the teachers who work there. Write a complaint letter to the DEO Office.

J 20  
Part 2  
Sultan Gadi  
Vijayawada

21<sup>st</sup> September 2020

The DEO  
DEO Office  
Vijayawada

Subject: Lax attitude of teachers in the Government school

Sir,

I am Madhu, a social activist and a resident of Vijayawada. I recently visited Government High School in a village named 'X'. I am writing this to bring to your notice the lax attitude of teachers working there.

While reaching school at 8 A.M. which is the assembly time, I was appalled to see that the teachers don't arrive till 10.30 A.M. The students were playing by themselves and when I asked them what they learned in the previous week, no student was in a position to answer.

I enquired about Essential Reading Writing Comprehension tests and found that no test except Essential Maths was conducted. I request you to visit this school and all other schools in the district to check the efficacy of educational institutions and take the necessary action.

Thank you.

Yours sincerely,

Madhu

**Letter-195: You are Akhilesh, residing A/5, Kharodi, Shreeram Bhavan, Marve Rd, Malad (West). Write a letter to your younger brother advising him how he can find a part-time job in Allahabad and finance his own studies.**

A/5, Kharodi  
Shreeram Bhavan  
Marve Rd  
Malad

21<sup>st</sup> August 2020

Dear brother,

I am doing well and hope you are also in the pink of health. As you are well aware of the financial constraints of our family in these testing times, I urge you to find a part-time job in Allahabad and finance your studies to share the financial burden of the family.

You can start home tuitions for children and share your knowledge bank. Otherwise, you may opt for the IT industry which is on a boom these days, offering immense employment opportunities. Further, this would enable you to enhance tech knowledge as you are also an IT student pursuing B.Tech in Computer Science. This will enhance your practical skills which will further help in good placements after graduation. As your elder brother, I wish you the power and strength needed in these difficult times.

I hope to see you again.

Yours lovingly,

Akhilesh

**Letter-196: Write a letter to the principal of Deendayal college, North Avenue Road, Delhi University expressing your concern over the recent fees hike. You are Saurabh Shukla studying in M.Sc Final Year.**

Deendayal college  
North Avenue Road  
Delhi University  
Delhi

12<sup>th</sup> September 2020

The Principal  
Deendayal college  
Delhi University

Subject: Increase in college fees

Sir,

I am a student of your prestigious college of M.Sc Final Year, Chemistry with Roll No. XX111XX111. Vide this letter, I would like to draw your kind attention to an issue.

It is only today that I was apprised of the fees hike of my course via email which has almost doubled. It came as a shock for each and every student and their parents.

The latest fee structure makes it very much impossible for poor students like me to afford a quality education. Our parents work hard day and night to give us the best possible education and to manage other expenses such as PG, Books, and food. This exorbitant fee hike will add to their financial burden. Kindly reconsider your decision and try to rationalize the fees.

Thank you.

Yours truly,

Saurabh Shukla

**Letter-197: You are Veer Singh, a resident of ABC Colony, Jaipur who has worked in the Indian railways for 35 years. You have recently retired. Write a letter to a friend Akash sharing your experiences of the past 35 years.**

45/09 ABC Colony

Jaipur

3<sup>rd</sup> September 2020

Dear Akash,

I hope you are in the pink of health. You asked about my experience while serving my tenure in Indian railways. As you know, I have retired from my service on 15th August 2020.

My thirty-five years of service have been a great learning experience. I have seen real India very closely. I have seen how people from different parts of the country respect each other's culture and values. I have seen all kinds of people from different classes and their mentality and their mutual cooperation. I have seen beautiful Indian landscapes having different weather patterns in different places. I have learned a lot from the experiences of other people, their languages, their attitudes, and behaviours towards one another. I wish I could relive that. I look forward to meeting you next month.

Take care,

Yours truly,

Veer Singh

**Letter-198: You are Mahima Chaudhary, a resident of 67, Safdarjung Enclave, Delhi. You could not appear for a job interview in a software company 'XYZ Limited', Boring Road, Delhi. Write a request letter to the concerned authority for rescheduling the interview.**

67

Safdarjung Enclave

Delhi

3<sup>rd</sup> September 2020

The Human Resource Department

XYZ Limited

Boring Road



Delhi

Subject: Rescheduling of the interview

Sir,

In response to your advertisement in the MNO Times of 15th August 2020, I applied for the post of a Software engineer in your organization. I passed the analytical ability test and was selected for the subsequent round of interviews scheduled for 28th August 2020.

On my way to the venue, I met with an accident due to the negligence of a biker, and my left leg was severely fractured. My friend took me to the nearby hospital where the doctor examining my X-ray advised me to rest for a few days.

Kindly reschedule my interview at a later convenient date as it's a matter of my career. I have hereby enclosed the relevant documents.

Thank you.

Yours affectionately,

Mahima Chaudhary

Enclosures : 1) X-ray report of fractured leg

2) Application receipt of recruitment letter

**Letter-199: You are Rajesh, the manager of PQR stores, Poes Street, Kerala. Write a letter to a part time employee, Abhinav to dismiss him for poor performance and unacceptable behaviour.**

PQR Stores

Poes Street

Kerala

2<sup>nd</sup> September, 2020

Abhinav

PQR stores

Poes Street

Kerala

Subject: Dismissal from job due to poor performance

Abhinav,

Greetings from PQR Stores. This letter is to inform you that your services to our store are being terminated from 17th September 2020 and you can come in person to collect salary dues.

This step is taken because of your dismal performance despite several warnings. Your arrival and departure timings are never in sync with office timings which is acceptable once in a blue moon but not daily. Your insincerity towards customer service and sleeping during office hours has been reported to me several times. I have come across mismanagement and manipulation of accounts in your shift and nothing has been done to resolve the issue despite repeated discussions.

Kindly consider this as your termination letter and all the best for all your future endeavors.

Yours sincerely,

Rajesh

(Manager, PQR Stores)

**Letter-200: You are Krishna residing in 22 Uttam Nagar, Delhi. Write a letter to the editor of a newspaper 'The Times', Delhi expressing your concern over the commercialization of primary education and mushrooming of preparatory schools in your area.**

Uttam Nagar  
Delhi.

1<sup>st</sup> September 2020

The Editor  
The Times  
Delhi

Subject: Commercialization of primary education

Sir,

Through the columns of your esteemed daily, I Krishna, a member of PQR Welfare NGO, would like to draw the attention of the public and the concerned authorities towards the plight of primary education.

Primary education is significant for the holistic development of a child as glorified in the National Education Policy, 2020. But due to commercialization, the standards and cleanliness are not maintained properly and even the fee charged is exorbitantly high. Further, there is an increase in the number of preschools and daycare centers in every lane with no quality staff and resources. The government should define specific rules and regulations governing these institutions.

I request you to publish this matter so that the concerned authorities can look into the matter and take the necessary action.

Thank you.

Yours sincerely,

Krishna

## Précis Writing

1. Précis writing
2. Techniques to write a Précis
3. Title of the Précis
4. Do's and Don'ts in a précis
5. Sample Précis
6. Passages for Précis

## Précis Writing

A precise is like a miniature portrait of the passage, it retains the absolute essential points accompanied with the actual tone of the author of the passage. When one is writing a précis, one should take care of a few essential points.

1. The first point is that one needs to convey the general idea of the argument with absolute clarity.
2. The second point that one needs to do is to make sure that all the important points of the original passage are included in the précis. As far as the writing style is concerned, one must ensure that one writes clear and effective sentences without any grammatical mistakes.

**The following rules are general guidelines one should follow while writing a précis.**

1. Closely read the passage, and identify the central idea of the passage. It is vital to identify the general idea of the passage and incorporate it in one's précis.
2. Look-out for the total number of words. If the number is not provided, quickly calculate the number using approximations.
3. In order to understand the passage clearly, make sure that you read the passage closely, and give it a couple of reads before you start writing the précis.
4. Highlight the most important points in the passage, and make notes. Then try to arrange the points in the most logical order, and ensure the order of thought is the same as the original.
5. The three grammatical rules you need to follow while writing a précis are:
  - (a) Write it in third person,
  - (b) Indirect speech and
  - (c) appropriate past tense
6. Provide an apt heading to the précis.
7. Make sure you review your rough writing and ensure that you have made no grammatical errors and also make sure you glance over the original to make sure you have not missed anything.
8. Finally, count the words of your précis. **If nothing is mentioned about the number of words to be used in the précis it should be in one third of the original passage.**

## QUALITIES OF A GOOD PRÉCIS

A good précis shows the writing skills of a person. It must have the following qualities.

### 1. Clarity

Clarity means that the receiver can understand what the writer is trying to convey. The ideas should be clear and understandable.

### 2. Correctness

At the time of writing or composing a précis the writer must ensure that the facts and figures are correct without any

mistakes.

### 3. Objectivity

Objectivity means the ability to present or view facts as they are and not impacted by opinions and personal bias. While making a précis, the writer should adopt an objective approach.

### 4. Coherence

Coherence means the logical and clear interconnection of ideas in a written piece of work. A good précis should be coherent. The ideas which are presented in a précis must have a logical connection and they all should be interrelated.

### 5. Completeness

Another striking feature of a good précis is completeness. A précis should be complete in all respects. Completeness means that the writer should include all the important facts in a précis.

### 6. Conciseness

Conciseness is a desirable quality of a good précis. Conciseness means to say all that needs to be said and no more. To achieve conciseness, follow these points:

- Omitting unnecessary details
- Eliminate wordy expressions
- Include only relevant material
- Avoid unnecessary repetition

#### **Make sure that your précis is not:**

1. Simply a summary or abstract of a passage.
2. A mere selection of a few important sentences from a passage.
3. A collection of disconnected facts and statements.

## Techniques to write a Précis

There three important steps that are to be followed for précis writing.

1. Reading
2. Writing
3. Revision.

### Reading

Read the passage carefully. If one reading is not enough to give you a general idea of its meaning, then read it for a second time. As you read, find out the subject/theme/central idea of the passage and what is said about the subject. Now comes the process of questioning and analyzing.

1. What is it I am reading?
2. What does the writer mean in this passage?
3. What is the subject in this passage?

The writer of the précis writing passages has to decide what facts or ideas in the passage are essential and what are of secondary or no importance. Take the main ideas of the passages for your precis and eliminate the secondary points.

### Writing

You should first prepare a rough writing of the précis, always keep in mind the need to reduce the original to one-third

its length. The main thoughts expressed in the passage, the ideas it contains, the opinions presented and the conclusion arrived at should figure in the rough draft. Unimportant things should not figure in it.

It may happen that your first attempt is too long. Shorten it if necessary and write out a careful second attempt. With reasonable care and concentration, you should normally succeed in producing good précis writing by the second draft.

### **Revision**

When you have made your final draft, carefully revise it before writing out the fair copy. Look for any mistakes or slips in grammar or spelling and correct them.

### **Title of the précis**

Don't

forget to give your précis a title. Only if it is specifically mentioned do not give a title then it should not be given. A précis must have a title. It is incomplete without a title. In fact the title is the most important part of the précis. It shows whether the passage has been understood or not. So, selection of the heading should be made sensibly.

### **Following are the essential qualities of the title of a précis**

1. The title should not be in the form of an interrogation.
2. It should give a clear idea of the analysis of the passage.
3. Title should not be of more than six or seven words normally.

## **Do's and Don'ts in a précis**

### **Do's in a précis:**

- Student must read a passage well and if needed he should read it many times so that he understands the meaning of the passage.
- Underline the most important points which must be covered in your précis.
- Reduce the article to the required length and omit nothing that is essential.
- Avoid using the words —in this article/paragraph/passage.
- As far as possible, it should be put in one paragraph. Maximum paragraphs should be two and not more than that.
- Avoid putting in personal opinions. The purpose of a précis is to summarize another person's story or argument and not to give your opinion.

### **Don'ts in a précis:**

- Do not introduce ideas of your own. In the précis add nothing of your own – no comments or interpretations. Do not criticize or change the author's ideas. The purpose is to condense the original, not to explain it.
- Do not insert any question in your précis.
- Do not get confused, this suggests that you have not understood the sense of the passage properly.
- Do not use any example not used in the original paper; do not add support or question the author's arguments.
- Do not attempt to copy the style of the original source. You may use keywords and phrases only when you are expressing ideas which are technical.
- Do not divide précis into paragraphs unless the original passage is very long.

**Make a precis of the following passages in one third of its length.**

**Passage 1:**

If I ask you to name individuals with charismatic personalities, whom would you think of? You would list people like Winston Churchill, Lady Diana, and Amitabh Bachchan, etc. These people have inspired millions and will continue to be role models for future generations. But, what is it about these people that attracts us?

These charming people exude confidence and perseverance, are articulate, have a good sense of humour and are great listeners. They practised and acquired these traits and have become legendary public figures.

While many of us like to believe that grooming is limited to good looks it is actually much more than that. You can only look completely groomed when you are likable and pleasant to be around with. In fact, a large share of our happiness and success depends on how well we interact with others.

The most important step towards grooming your personality is believing in yourself. Adopt a “Yes, I can do it!” attitude. Churchill rightly said, “Attitude is a little thing that makes a big difference.”

More than your attitude, it is your aptitude that determines your success. Nobody wants to hang around someone who’s a constant cribber; people are genuinely attracted towards someone who is happy and is enjoying his/her life. Think positive, see opportunity in every difficulty, remain motivated and choose to be happy.

Live each moment to its fullest. Remember that mishaps do happen, but they’re a part of life. Look at the brighter side—every mishap teaches you a lesson. Read and have an opinion. Reading enhances your intellectual capacity and enables you to look at things from different perspectives. It refines you. The more you read, the better you are able to converse with others. Read all sorts of material—from classics to biographies to magazines and newspapers—to improve your mind and gain a better understanding of life.

**Word count 308**

**Title: Positive Attitude is the key to success**

Persons with fascinating personalities have inspired a lot of people and become their role models. They not only worked on good looks but also acquired a good sense of humour, positive attitude and expressive communication skills. Our success is somehow proportional to the way we express ourselves to others. Positive attitude is the fundamental attribute of one’s personality. We should stay motivated and try to remain joyful in every situation of life. The writer stated that reading is a tool to adopt a bright outlook towards life. Reading every kind of book will also improve our intellectual ability.

**Passage 2:**

Loneliness and isolation among the elderly is, first and foremost, a social issue that must be closely monitored by our governments, the medical community, social workers, organisations, etc. In addition, families should be closer to their elderly members. If an elderly member of your family or circle of friends seems to be isolating himself then there are many steps that can be taken. Visit the person as often as you can. If you have a busy schedule, make shorter visits more often. If you can't visit then call the person regularly and encourage him or her to phone you. Make sure that the person can easily reach you. Show interest in the topics that are on his or her mind: day-to-day life, health, hobbies and problems. Encourage the person to stay active. Go for a walk together or tag along when she or he runs errands. When you visit, bring your children or those of family members. Senior citizens often enjoy the company of young children, who represent a great source of joy and entertainment. Offer the person your help for personal care or housework. Invite the person for lunch or dinner at your house, ideally with the family. Lively meals are also great opportunities to talk and to enjoy the good things in life. Encourage the person to join or sign up for various activities: bridge, bingo, arts and crafts, outings with a seniors’ club, dancing, etc. If necessary, drive him or her; you and the other members of your family can even take turns playing chauffeur.

Combating loneliness means preventing exclusion, poverty, loss of autonomy, and psychological or emotional distress. Everyone must do his or her part to contribute to the well-being of our senior citizens and implement measures allowing them to conquer loneliness and isolation. Our elderly members are a national and familial treasure, so it is our duty to take care of them.

**Words count:317**

**Title: Preventing loneliness in the elderly**

The government and other health bodies must keep an eye on the older adults who are lonely or socially isolated as they are at a great risk of psychological or emotional distress. Families should take care of them to combat their loneliness. There are many ways to keep track of their behaviour and make them sociable. Frequent visits, phone calls and taking interest in his hobbies and problems are some easy steps to prevent their loneliness. They feel good while spending time with the young children of the family. We should try to engage them in some entertainment activities. It prevents many problems and keeps them friendly and energetic.

**Passage: 3**

The Beti Bachao, Beti Padhao scheme is a wonderful scheme to ensure the basic survival of girls in a discriminatory environment. Despite being well-intentioned, it presently risks becoming a toothless scheme wherein its central objective of improving the child sex ratio (CSR) in some of the country's worst performing districts remains unmet owing to ineffective implementation.

The BBBP scheme has been envisioned as a community driven scheme. In order to achieve this objective and to create strong female role models at the local level, it is essential that the district level task forces in charge of scheme implementation be headed by senior female frontline workers. In particular, women members of the Panchayat, Anganwadi workers, female health workers, and female school teachers involved in the execution of the BBBP can be suitable candidates for heading the district task forces.

It is important to monitor and document all activities conducted at the district, block and gram panchayat levels. Mobile technology should be harnessed for this as it enables increased transparency, and reduces scope for data manipulation. Frontline workers should show and have proof of the project's progress through pictures. Once the pictures and data on implementation are captured, they can be uploaded to a central server. The data on the central dashboard can then be audited by internal and external evaluators. It is therefore essential to build capacities of ground-level implementation officials so that they are comfortable with using specialized mobile based applications for real time monitoring of project progress.

BBBP's implementation should be reoriented towards the right direction, the national, state and district level task forces must assume the overall responsibility for scheme's implementation at each level, and be held accountable for successes and failures.

**Words count 280**

**Title: Recommendations to strengthen Beti Bachao, Beti Padhao**

The basic objectives of the Beti Bachao, Beti Padhao scheme are still not met properly. For the successful implementation of this community driven scheme, the government should take necessary steps. The district level task forces must have active participation of females from Panchayats, Anganwadi and other service sectors. The paperwork should be done accurately at discrete levels. Technology should be used to capture and maintain the data records at various levels. It must be merged on a centralized server for evaluation. This level wise responsibility and accountability will ensure the smooth functioning of the scheme.

**Passage 4:**

Bengaluru City Police have collected more fines for traffic violations this year than in 2019, despite a complete lockdown between March 24 and May 31, and restrictions on vehicular movement continuing for some weeks after that. Police collected Rs 2,94,79,450 in traffic fines this year up to October 31, which is a 42% increase over the previous year's quantum of Rs 2,06,89,035. Traffic officers on the ground feel that CCTV cameras caught several vehicles flouting traffic rules since the lockdown. Traffic cops have been given a target for each type of violation. The Bengaluru Traffic Police has most of its cops only wanting to book contactless cases, which has helped the department book other traffic violations too.

The department has also observed that due to the contactless policing, the fine amounts have increased drastically. However, the challenge of getting people to pay up still continues.

Often, challans sent to violators' addresses yield no response as the address provided could be wrong for various reasons such as change in vehicle ownership or a change in the violators' address that has not been updated.

The transport department formed 10 special squads to get hold of traffic violators in the state.

An internal notification was sent for the team to report violations to the jurisdictional Regional Transport Offices (RTO) for suspension of license. A campaign is also likely to be conducted in the following days to spread awareness as November is considered pollution awareness month.

The traffic police will also soon get 150 body cams, as part of the central government's modernisation scheme with a budget of Rs 150 lakh. Cameras attached to the shirt button which will record for 8 hours are being procured and will likely hit the streets in three months' time. It is hoped that this will help reduce traffic violations. **Words count 308**

**Title: Fine collection for traffic violations**

Modern technology like CCTV helped traffic officers in collecting more fines for traffic violations. Bengaluru City Police have collected more revenue despite a complete lockdown. Traffic Cops have desired to book more contactless cases to get more money out of it. But there is a huge challenge that the addresses provided by the miscreants have been either wrong or have not been updated in the record. A special team has been assigned the duty to supervise these lawbreakers. They also took action for the suspension of the license. The central government's scheme is now planning to provide body cameras to reduce the number of such incidents to collect more fines.

**Passage 5:**

Are you constantly searching for your glasses? Do you keep forgetting the names of your acquaintances? Now is the time to exercise your brain! Indeed, the brain is a muscle that needs to be stimulated to stay in shape. The more you use it, the more it will help you. There are plenty of ways to boost the memory. The brain needs rest to be able to fully function, so it is important to get enough hours of sleep. In addition, sleep allows the brain to store information gathered during the day. You should also learn to manage stress: mental fatigue, stress and anxiety are the enemies of your memory span. You should also avoid getting distracted. Often, our minds think about hundreds of things at the same time and don't focus on what is happening in the present moment... which leads to forgetfulness. There are countless well-known advantages to exercising. Indeed, it is not only beneficial on a physical level and on your health, but also on your mind and mental health. Exercise is said to boost memory and brain power. The brain is a muscle that needs stimulation to stay in shape, so you have to exercise it. There are many games that will allow you to keep your brain in top shape, including: Crossword puzzles, which help you remember new words and develop your concentration. Strategy games, such as chess and checkers, which are excellent exercises for memory and concentration. Sudoku is another game that is well known for its benefits on the brain. Always try to learn new things. One can learn a new language, take cooking or painting lessons etc. You can also stimulate it by memorizing certain information, like phone numbers, songs, itineraries, etc. You can take part in discussions with your family and friends about current events, travels, movies, etc. It is never too late or too early to stimulate your memory, and there is no lack of methods to do so. And don't forget that, first and foremost, taking care of yourself should be your main motivation!

**Words 345**

**Title: Brain Exercises and Mental Health**

A muscle needs to be stimulated to stay fit and the brain is also a muscle. Our mental health can have enemies like stress: mental fatigue, and anxiety. Brain Exercises are important to attain a good memory. Exercise can increase our concentration. Our mind deals with a bundle of thoughts all the time. The brain also needs proper rest. Brain games like Crossword puzzles, sudoku, chess, and checkers are some outstanding exercises to develop our focus. Learning new things or new languages can stimulate our brains. There are a lot of methods to make the mind fully functional. Taking part in various discussions, healthy debates can also help.

**Passage 6:**

As India chases its \$5 trillion-economy goal, the need is to strengthen the country's economic viability, while ensuring greater gender equality. To achieve this, however, the productive workforce must be gender-inclusive. For higher productivity and income, it is essential to promote skill development among women in the formal sector. Women must monetise their skills to create unconventional job opportunities through compulsory vocational training programmes.

In rural areas, women play a substantial role in decentralising distribution channels, marketing the government's programmes and policies. Encouraging women to become job creators will provide a long-term, sustainable solution. The availability of data that shows the success rate of women entrepreneurs can be a crucial step in boosting the morale of rural women.

The country must think of ways to promote the availability and opportunities for women to have equal claims over seed capital to start their own businesses. To streamline the government's efforts, it is necessary to provide the female workforce with an equal playing field. The need is for lucrative schemes which are predominantly for women so that even when they choose an alternative source of livelihood, they have a formal structure in place to support them.

Applications like 'Aarogya Sakhi', to train women health entrepreneurs, and 'Internet Saathi', for promoting digital literacy among women from the remotest areas, are empowering tools for the 'Make in India' initiative. Though such platforms provide an opportunity to train micro-entrepreneurs, the question of accessibility continues to linger.

As work from home becomes the new normal, technology access is a crucial antidote for India's working women. The 'Make in India' dream can become a reality only if women are promoted as key drivers of growth. **Words count 279**

**Title: Role of Women in the Indian Economy**

Indians need to empower their women to reach the 5 trillion economy dream. Special vocational training programs should be provided to women so that they can upgrade their skills and adopt unconventional jobs. The successful businesswomen are role models for other women who wish to build their start-up. The government must provide resources for women so that they can easily raise money to start their idea. The government has launched some schemes to provide alternative sources of livelihood to women. Technology is the new tool during work from home culture.



**Passage 7:**

Implementation of the national waterways network is fraught with challenges. Some of these rivers are seasonal and do not offer navigability through the year. Around 20 out of the 111 identified national waterways have reportedly been found unviable. Further, all the identified waterways require intensive capital and maintenance dredging, which could be resisted by the local community on environmental grounds, including displacement fears, thereby posing implementation challenges. Water also has important competing uses, viz. need for living as well as for irrigation, power generation etc. It would not be possible for local government/others to overlook these needs.

The exclusive jurisdiction of the Central Government is only in regard to shipping and navigation on inland waterways declared to be 'national waterways' by an act of Parliament. Utilisation/sailing of vessels, in other waterways, is within the ambit of the concurrent list or is in the jurisdiction of the respective state governments.

As every riverine system is unique and presents diverse challenges, separate studies based on a detailed micro-level review to assess viability need to be done for each, before taking up implementation. An effective waterways network would necessitate drawing up a well-coordinated strategy on lines of complementarity between the national network and other waterways, not declared as such, as well as between waterways and roadways/railways. The said strategy should closely look into the various undercurrents, including competing uses/needs, possible local resistance and also work closely and in coordination with local governments for quick and successful implementation of this important national project.

**Words count-253**

**Title: Challenges in implementing National waterways network**

There are several challenges faced by the government in implementing the National waterways network. Most of the rivers flow only in rainy seasons, so it seems impossible to carry through the waterways project. Threats to nature and fear of forcing local people off their land are also issues. The central government only supervises the navigational activities in the national waterways and left the remaining for the state government. Moreover, every river needs individual and inclusive study before the implementation of a national project.

**Passage 8:**

Children quickly learn how to behave when they get positive guidance from their parents. Use your own behaviour to guide your child. Your child watches you to get clues on how to behave – and what you do is often much more important than what you say. For example if you don't want your child to raise their voice, speak quietly and gently yourself. When your child is behaving in a way you like, give your child some positive feedback. For example, 'I really like the way you're keeping all the blocks on the table'. This works better than waiting for the blocks to come crashing to the floor before you take notice and say, 'Hey, stop that'. Listen actively to your child. To listen actively, you can nod as your child talks, and repeat back what you think your child is feeling. When you do this, it can help young children cope with tension and big emotions like frustration, which sometimes lead to unwanted behaviour. It also makes them feel respected and comforted. It can even diffuse potential temper tantrums. If you make promises to your child keep the promises. When you follow through on your promises, good or bad, your child learns to trust and respect you. Your child learns that you won't let them down when you've promised something nice, and your child also learns not to try to change your mind when you've explained a consequence. So when you promise to go for a walk after your child picks up their toys, make sure you go. It is also important to create an environment for good behaviour. The environment around your child can influence their behaviour, so you can shape the environment to help your child behave well. By keeping instructions, requests and negative feedback to a minimum, you create fewer opportunities for conflict and bad feelings. This helps to create a positive atmosphere at home.

**Words count 320**

**Title: Good Parenting**

Children mostly learn from the behaviour of their parents. The parents can reshape their child's behaviour by inculcating good habits in them. Positive feedback, good behaviour, and a calm atmosphere can help them deal with negative emotions. Parents should use appreciation instead of reprimand. A positive environment around the children helps them behave well. Children respect their parents automatically when they fulfill their promises. One should listen actively to one's child and not ignore them. The kids' unwanted behaviour and bad moods, can be treated by avoiding the use of negative feedback and instructions. Parents should first redirect their own behaviour in order to see changes in their children's attitudes.

**Passage 9:**

Not only is the egg a great ingredient for cooking, it's also affordable and nutritious. The egg's complete and nutritionally valuable proteins contain all nine essential amino acids, making it an ideal health food. The egg is also the accepted standard for assessing the quality of other food proteins. Besides providing six grams of protein per serving, eggs naturally contain a range of other nutrients, such as vitamin B12, folic acid and vitamin D. Whether brown or white, their nutritional value is the same; the colour simply depends on the hen's breed. Egg yolk is an important source of lutein and zeaxanthin, which are especially known to help prevent aging-related cataracts and macular degeneration. The egg yolk is the richest food source of choline, a compound whose benefits include promoting good fetal brain development, specifically its memory centre. Eggs have outstanding culinary qualities and an equally remarkable nutritional profile. For most people, eating a whole egg, including the yolk, does not increase blood cholesterol. To control your cholesterol, make sure you limit the consumption of saturated and trans fats and increase your intake of fibre-rich foods, such as vegetables, fruits and whole grains. Eggs are very effective for glazing and browning foods. Avoid adding cold eggs directly into a hot liquid as the temperature shock will coagulate the yolk and form lumps. Slowly warm the eggs and gradually stir in while beating the mixture. To find out if your eggs are fresh, immerse them in cold water. Fresh eggs sink to the bottom of the container. Since eggshells are porous, eggs absorb the odours of strong-smelling foods if stored too close together. But you can also make a good, tasty omelette by storing fresh eggs together with a few spices or aromatic foods (truffles, etc.) in an airtight container for several hours before cooking.

**Words count 304**

**Title: Egg nutrients and its health benefits**

The egg is an amazing high protein food. An egg is a rich source of other nutrients including vitamin B12 and folic acid. This is the king ingredient of many recipes and it has the power to gauge the quality of other food proteins. The compounds present in the egg yolk have many health benefits like brain development. Mostly eggs do not affect the blood cholesterol however in unique cases it can be controlled by increasing the intake of fiber. The freshness of the egg can be easily checked as the fresh eggs sink to the bottom of the container.

**Passage 10:**

After having worked all your life and finally getting to enjoy retirement, you probably want to slow things down and just take it easy. Still, there are plenty of good reasons why it's important to stay physically active post retirement. It's good for your mood. Studies show that 30 minutes of sustained physical activity causes the body to release a hormone that, in turn, stimulates the brain's pleasure centre. In addition, another hormone, serotonin, positively impacts anxiety, stress and mood. Studies even indicate that exercise can be more effective than medication to relieve depression! It's good for your health. It's a documented fact that regular exercise is an effective way to prevent certain diseases like osteoporosis, vascular diseases, hypertension and even some forms of cancer, like colon cancer for example. Retirement can sometimes create a bit of a social vacuum. Practicing one or even several sports is a good way to meet different people and build a whole new social network. Why not ask some of your friends or ex-colleagues to join you for some kind of sports or outdoor activity? Regular exercising is also good for your quality of life. Regular exercise will not only improve your sleep, relieve rheumatism and various aches and pains and improve your balance and posture, it will also help you maintain your independence and mobility. If you're committed to doing more exercise, start with activities that will fit easily into your daily schedule, like walking, taking the stairs instead of the elevator, lifting small weights to strengthen your muscles and maintain your bone strength or stretching to improve your flexibility. Remember that even the smallest activity counts as an exercise! Don't take on too much, you could hurt yourself. Choose activities that you enjoy and that work with your daily routine.

**Words count 298**

**Title: Importance of physical activity after retirement**

Staying physically active after retirement has many fruitful results. Exercise has multiple health benefits for the elderly. Physical activities are a very easy and helpful tool to prevent various diseases. This is also significant as in some cases retirement can cause loneliness and isolation. Outdoor activities or sports can be a good remedy for that social issue. If they make it a habit, the benefits are worthwhile. It will regulate sleep, refine health, and provide a positive outlook. Rather than focusing on hard activities, try to adopt practices that can be mixed with your daily schedule like walking and lifting small weights.

### Passage 11:

India announced a lockdown to curb the spread of Covid-19 and many people were stuck at home, especially the elderly. So Karan Puri, an elderly resident of Panchkula, got a pleasant surprise when the police came knocking at his door in April. In a video that later went viral, Mr Puri can be seen striding towards the gate. But what happens next leaves him touched. As the officers sing "happy birthday to you". He tears up and tells the police officers that his children live abroad and he was feeling lonely. The officers then say "we are like your family". They bring out a birthday cake and everybody starts clapping and singing again. This video won the officers praise for their thoughtful gesture.

Arup Senapati started working as a Covid doctor in Assam in April. As the pandemic continued, hospitals, health workers and doctors like him were forced to work around the clock, often to a point of physical and mental exhaustion. But Dr Senapati found a unique way to de-stress while also cheering up Covid-19 patients. It also happened to be something he loved doing - dancing to Bollywood numbers. A colleague filmed one of his dance routines in October and uploaded the video, which instantly went viral. The doctor said it was his humble attempt to make his patients laugh.

When Snehal Satpute returned home after recovering from Covid-19, she didn't expect the welcome she received. In a video which went viral on social media in July, her 23-year-old sister Saloni is seen dancing with joy on the street in front of their house to welcome her sister home. Snehal then joins her and other family members also come out to participate.

Saloni wanted to "relay a message to her neighbours who had shunned them after five members of her family tested positive". The message was that corona can strike anyone.

**Words count 324**

### Title: Cheer amid Covid

For the very first time in history, India announced this kind of nation-wide lockdown where everyone is forced to stay indoors, especially the older people of the family. Some felt very lonely living away from their loved ones. Some videos showed how some cheerful people brought smiles to many sad faces. Some police officers celebrated the birthday of an old man who lived alone. A busy doctor did dance on Bollywood songs to stay cheerful and his video entertained many of his patients. A recovered patient got a grand welcome which gave positivity to Covid positive people.

### Passage 12 :

Over time, Sita has been used to depict the 'ideal' wife - rarely outspoken, quiet, obedient and accepting and enduring even in the most insufferable of situations, which is why today's readers do not look up to her as the feminist role model they want.

However, none of these qualities truly add up to Sita as a character.

She was rarely outspoken not because she knew her place but because she knew what she wanted and only interfered in a situation when she felt needed. This shows tremendous foresight as well as intelligence. In the extremely influential moments, one in which she skillfully debates her way into accompanying Rama to the forest despite everyone else's discouragement, and another, in which she commands Lakshmana to follow Rama into the forest when she hears his cries for help.

Sita proves that she was never an obedient wife, only a dutiful one who would exert her wit and power only when she deemed necessary, again showing her impeccable sense of judgement.

When Sita was made to go through the Agni Pareeksha as a test of her fidelity, we have already seen that she can stand up for herself when she wants to which means she understands and is tolerant to her husband's reasons for putting her through the test, knowing that it isn't for his approval but for her vindication in the eyes of the people.

Many argue that the Agni Pareeksha was completely unnecessary and so was Sita's exile when she was pregnant, saying that it shows Rama's selfishness to maintain his reputation as a good king rather than a good husband and Sita's meek acceptance of the same. We may never know the true reason why these events happened but it can definitely be said that it was not Sita's ability to silently suffer but her capacity to analyze a situation and then decide whether to accept and endure it or not.

**Words count 319**

### Title: Sita: An ideal wife or a feminist role model

People mostly believe that the character of Sita can't match the attributes they have set for a feminist role model. They depict her character as an ideal wife. Her real qualities are still debatable. Some incidents show her insights. Her straightforwardness was a sign that she was intelligent enough to speak at the right time. Some put a point that she had not even objected when she was asked to give AgniPariksha but she did it because she understood her husband's real feelings. Her exile during her pregnancy can be assumed as a silent acceptance but it was her power to endure the most difficult situations.

### **Passage 13:**

With so much rapid-fire change in the world, the job of preparing our young people for the future has become increasingly daunting. The Institute of the Future issued a report recently that declared that 85 percent of the jobs in 2030—when today’s second-graders will graduate high school—have not been invented yet. On top of that, we’re facing an unfolding crisis in the environment; rampant racial, ethnic, and gender inequities; the impending confluence of bioengineering and artificial intelligence; and escalating craziness on the geopolitical stage.

Over the past decade, thousands of educators have been grappling with the question of how to best prepare young people for the uncertain future. The vast majority agree that skills like critical thinking, resilience, creativity, systems thinking, and empathy are crucial and must be prioritized over standardized test scores. But, more recently, there’s a sense that young people need to gain real-world experience in navigating the unknown through some kind of authentic right of passage—and more and more research is exploring what that might look like.

French ethnographer Arnold van Gennep analyzed rites of passage across cultures in history and found that they have a universal three-part structure—separation, liminality, and reincorporation—to help people make sense of great transition. A young person undergoing a coming-of-age rite of passage must leave her “normal world” (separation) and enter into a situation where she experiences the free-fall of being no longer a child but not yet an adult (liminality). Once the initiate has successfully mastered the liminal phase, she returns to the normal world as an adult (reincorporation), having “leveled up” with skills that are needed to function as a healthy member of the community. But meaningful rites of passage are not as common today. In fact, 75 percent of people between the ages of 12 and 25 lack a clear sense of purpose and many young adults are intimidated by “adulthood.” **Words count: 312**

#### **Title - Preparing our young for the future**

As the world is developing very fast, it is a challenging task to prepare young ones for future jobs. As none can predict the future career field and new areas. Artificial Intelligence is progressing along with various other science fields. Some constant skills can be refined including critical thinking and creative intelligence. A lot of hard work will be needed to get prepared for the job. It is like going from separation to liminality. And after having a decent job and settling down one acquires a stage called reincorporation. The majority of young adults are confused about their future.

### **Passage 14 :**

The WHO has redefined burnout as a syndrome linked to chronic work stress. There’s a difference between a busy workload and something more serious. With offices closed in nations around the world, many of us are grappling with how to stay productive and on task as we work from home.

Late last month, the World Health Organization (WHO) announced that the trendy problem will be recognised in the latest International Classification of Diseases manual, where it is described as a syndrome “resulting from chronic workplace stress that has not been successfully managed”.

According to the WHO, burnout has three elements: feelings of exhaustion, mental detachment from one’s job and poorer performance at work. But waiting until you’re already fully burned out to do something about it doesn’t help at all—and you wouldn’t wait to treat any other illness until it was too late.

A lot of the signs and symptoms of pre-burnout would be very similar to depression. Murray suggests looking out for creeping bad habits, such as increased alcohol consumption and relying on sugar to get you through the day. Also watch out for feelings of tiredness that won’t go away. Or not having the energy to exercise or go for a walk. As soon as you begin to feel this way, Murray advises going to see your doctor. Depression and pre-burnout are very similar, but as much as there was a lot of enthusiasm recently that burnout has now become a medical condition, it is still not—it is still classified as an occupational phenomenon. It’s important to get help from a medical professional who can distinguish between the two, because although there are many treatment options for depression, burnout is still best tackled by making lifestyle changes. **Words count 290**

#### **Title: Burnout amid a pandemic**

There is a very thin line between work stress and burnout syndrome. In order to remain productive in the pandemic era, people find new ways like work from home but they are unable to recognize the symptoms of pre-burnout. According to WHO, Burnout syndrome mainly consists of the feeling of exhaustion, mental detachment and poor performance at work. Depression is the first stage of Burnout Syndrome which should be timely treated by a medical professional however it is usually linked to occupational. Lifestyle change is an effective tool to heal the work stress syndrome.

**Passage 15:**

Before diving too deep into the world of social media, let us consider some possible pitfalls. A joke among friends is one thing but a joke with the world at-large is much different. When potentially offensive content is posted online, the amount of feedback can be excessive and is often brutal. This is particularly true with highly opinionated subjects like politics and religion. This backlash can also have a long-term impact on a person's future, especially in a world that has fallen prey to over-sharing.

Use of social networks may expose individuals to other forms of harassment or even inappropriate contact. This can be especially true for teens and younger children. Unless parents diligently filter the Web content their family views. Besides unleashing age-inappropriate content, the digital age also gave birth to a social phenomenon - cyberbullying. It is often levied more harshly against young females than males and, unlike traditional bullying, it is not limited to physical interaction.

Whether you like it or not, the information you post on the Internet is available to almost anyone who is clever enough to access it. Most thieves need just a few vital pieces of personal information to make your life a nightmare. If they successfully steal your identity, it could cost you dearly. Above all social networking is a time waster. The GlobalWebIndex poll shows that 28 percent of the time spent online is on social networks. With these types of numbers, some of the time spent on social media occurs at work. When these visits are for non-work related activity, it can cost companies money through lost productivity.

**Words count 268**

**Title: Disadvantages of social media**

Social media is an important tool but multiple drawbacks are linked with it. It causes threats to one's identity. Social networking is a time waster and it can affect one's personality. The shared content can be seen by anyone. Most people overlook the threats and share their personal life on social networking. The feedback can be harsh and badly impacts a teen's self-esteem. It is the responsibility of the parents to keep an eye on the web content of their children as cyberbullying is a great threat to the young generation.

**Passage 16 :**

CHANDNIMAL is a village some distance from Sambhalpur town in Orissa. It is famous for a school set up by the residents, mostly scheduled castes and tribes. The school works so well that it also attracts children from neighbouring villages and they board with Chandnimal families. When one of the trustees of the Smile Foundation went to the village, eager to learn more about the school, he was impressed by the school. The Hiranidari Yuvak Sangh, a club of the villagers, had started the school with an enthusiasm for education that is hard to come by. The Sangh had also succeeded in getting government recognition for the school so that the children could take their Class X exam. But a good school needs money and the harsh truth facing Chandnimal's gem four years ago was that it couldn't meet its expenses. The Smile Foundation decided to support the school with a small amount each year: just Rs 2 lakhs. That was all that was needed to keep its unique spirit alive. Now it gets government funding and Smile, having fulfilled its supportive role, has stepped back.

In 2002 Smile's birth took place at a reunion of a group of young successful professionals. They were proof of how quality education can transform families in a single generation. Smile's founders wanted to give back to society so that others too could benefit. With their professional qualifications and concern, they were suited to be social venture philanthropists. The social entrepreneurs Smile has supported are each unique. There are now over 100 projects that Smile backs. Everywhere the norms for investment are the same: passionate people with vision and ideas about making a difference in the lives of the deprived, especially children.

**Words count 288**

**Title: Commendable works of Smile foundation**

Smile foundation was started by a group of young successful professionals. They become social venture philanthropists to fulfill their desires to help people. Smile has invested in more than 100 projects of passionate people with a vision to change the lives of the poor people. A group of young persons had started a school for the tribal and scheduled caste children in the Chandnimal village. The school couldn't meet its expenses but could impress the Smile Foundation. The school raised sufficient funds from them. The small investment satisfied their needs to be in the race and after that they got government funding.

**Passage 17:**

A Google search for “first recorded eating disorder” reveals evidence of an upper class Roman girl dieting herself to death in the Hellenistic era around 323 BC. A narrow body with a protruding collar bone and a fragile long neck has been a standard of beauty in China since the Hun dynasty 2000 years ago. Not much has changed. What’s clear is that since the inception of the human race people have tried valiantly to be attractive and irrespective of the era attractive meant “slim”. And throughout history eating disorders have existed.

It is to be marvelled at that it took this long to challenge an aesthetic ideal that so ruthlessly alienates vast portions of humanity. At its core the message of Body Positivity is an important one - that whatever one’s size it should not infringe upon one's ability to lead a fulfilling life. This less than revolutionary idea has only made headway in the last decade. Currently many activists on Instagram are quasi celebrities themselves. By fearlessly revelling in all shapes and sizes they bring truth to the fore that striving for physical perfection is a torturous aim that occupies way too much headspace.

From what I can see this obsession with being slim applies to all age groups. It's akin to the pressure final year school students are made to feel, - anything less than a 99 is not enough and their lies are precisely the reason for the mental health crisis facing India's youth. Similarly the quest to be a certain size leads to a self-defeating cycle of a fad diet that sucks the joy out of so many other pleasures of existence. But can unconditional body acceptance ever be a reality?

**Words count 283**

**Title: Acceptance of size easier said than done**

The first recorded eating disorder revealed the insecurity of a girl whose dieting led her to death. Thin bodies have been considered attractive since 2000 years ago. History also showed that people tried to get good size irrespective of the era. While thinking has somehow changed now. It's the ability and talent of a person that helps him in getting success, not his size. India’s youth face a mental crisis as they have the pressure of getting not a number less than 99. People felt the same level of pressure to stay slim.

**Passage 18:**

Gurgaon has enough Bangladeshi maids and workers for me to recognise another Bangladeshi. I can understand why Bangladeshis land up in Delhi and Gurgaon, it's because they can speak Hindi but why did these guys land up in Kerala???

Then I remembered the news item in several newspapers saying Rohingyas were being moved to Kerala. Were these Rohingyas that we met? They are obviously dirt poor and sustaining themselves by doing any job that they can but if these are Rohingyas, then it is cause for worry. This is also why we need the NRC - illegal immigrants must go. On humanitarian grounds I can understand their poverty and distress but India is not a "dharamshala".

Why do rich Arab countries not take the Rohingyas into their fold? Why are their hearts not melting even as their pockets are full of money?

I totally support a legal immigrant. Many Indians migrate to the US or UK or some other country of their choice - and some Europeans and Americans choose India, and they are welcome.

But illegal immigrants are a huge challenge! They are a strain on your resources and India already has enough people that it needs to provide for.

Finding Bangladeshis in Kerala has got me worried.... we are already dealing with enough internal strife in Kerala. There are no industries being setup in Kerala and ... now to deal with illegal immigrants is going to be really tough.

Rohingyas must be deported back to their country. It's fascinating that the so-called liberals in India are lauding Bangladesh's economic growth and using it to criticize the central government but they are not ready to talk about the illegal Bangladeshi immigrants who are a drain on India's resources.

**Words count 287**

**Title: Rohingyas in Kerala**

Bangladeshi can speak Hindi so it is quite coherent to see their presence in Delhi. But there is no reason for why Rohingyas are entering the state of Kerala. They can do anything to survive but it is quite worrisome if they really filled up Kerala. Kerala has many internal conflicts and no jobs for these people. Even the rich countries are not showing any magnanimity towards these Rohingyas. But India has its own challenges and it has limited resources. Furthermore, Some people have forgotten this issue completely and they are still busy praising the economic growth of Bangladesh.

**Passage 19:**

The "dhan" of Dhanteras has many tiny tales around it. On this day, Goddess Lakshmi is said to have emerged from the samudra manthan—the churning of the ocean of milk—and hence she, the dhan, as the Goddess of good fortune is worshipped in all its forms of wealth.

Another story dedicates Dhanteras to Dhanvantari, the divine doctor who also arose from the samudra manthan, holding an urn—kalasha of amrit (the elixir of life) in one hand, and the sacred text about Ayurveda in the other.

The reason for buying gold and silver on this day is connected to an ancient legend. The young prince of King Hima was prophesied to die of a snake bite on the fourth day after his wedding. The bride decided to put up a clever fight to save her husband. On the fateful night, she did not allow him to fall asleep by recounting to him a series of stories and singing songs. She also piled a dazzling heap of gold coins, jewels, ornaments and silverware at the threshold of the bedchamber and lit the entire palace with oil lamps and sky lanterns. When Yama, the God of Death came inside, in the form of a snake, he could not enter the place as he was blinded by the glitter. He curled himself on top of the heap and, instead, listened to the stories and songs sung by the young wife all through the night and silently slithered away at the wake of dawn. The time of death had passed, thereby giving the prince a fresh lease of life. That is why Dhanteras is also known as Yamadeepdaan.

To this day, it is believed that new "dhan" (wealth) or some form of precious metal is a sign of good luck.

**Words count 294**

**Title- Stories associated to Dhanteras**

There are various stories associated with Dhanteras. The first one is about Lakshmi who appeared from the churning of the ocean of milk during Sagar Manthan. In the second story, Dhanteras is related to the divine ayurvedic doctor, Dhanvantari who also emerged from the same ocean. And the last story is about the young prince who was foretold to die. His wife placed a lot of gold ornaments around his bed and illuminated the place so that the God of death could not come closer to him. She succeeded and the death had passed, so this day is also referred to as Yamadeepdaan.

**Passage 20:**

Standards of physical fitness of women can never be the same as those of men. It is a biological reality and is true for all fields including sports. In the case of women officers, Indian army has lowered the standards to appallingly low levels. Even then many women fail to qualify during their pre-commission training. Whereas male cadets are required to run 5 km in 28 minutes, women are given 40 minutes. Similarly, males are required to jump across a 9 feet wide ditch with full equipment and personal weapon; women have to negotiate only a 5 feet wide ditch. Worse, most women fail the test.

All male officers and soldiers are subjected to annual Battle Physical Efficiency Tests till they attain the age of 45 years. No such tests have been prescribed for women officers to avoid embarrassment to them in front of the troops.

A recent review concluded that women have neither the upper-body strength nor the physical resilience to withstand intensive combat. Tests found that women were eight times more likely than men to sustain injuries in action.

Some may argue that physical fitness is of lesser importance in modern fighting. Need for physical effort is dictated by two factors - level of technological development and nature of military's involvement. Requirement for physical prowess undoubtedly reduces as the armies advance technologically. As an army evolves technologically, more high-tech jobs get generated where technically qualified women can be employed. In a high-tech army like the US, a woman sitting in the US can effectively guide drone attacks in Afghanistan. But India is still a second generation technology force which is trying to graduate to the third generation. Indian defence forces need physical ground effort. India has very few high-tech jobs.

**Words count 290**

**Title: Women in armed forces - Misconceptions and facts**

Indian army has decreased the level set for checking the physical fitness of women. But even after lowering the limits, most women failed to qualify. Women not only have weak physical strength but also they are more prone to injuries. The Army has also prohibited the annual physical efficiency test for women. Despite all these facts, some people argue that physical strength has less importance in this technological era. Some countries have advanced technologies and they can afford high-tech jobs in their armies. India is still working on technologies so the army needs very few tech jobs.

**Passage 21:**

Anger is a very powerful emotion that can stem from feelings of frustration, hurt, annoyance, or disappointment. It is a normal human emotion that can range from slight irritation to strong rage. Knowing how to recognize and express anger in appropriate ways can help people to reach goals, handle emergencies, and solve problems. However, problems can occur if people fail to recognize and understand their anger.

When you start feeling angry, try deep breathing, positive self-talk, or stopping your angry thoughts. Breathe deeply. Slowly repeat a calm word or phrase such as "relax" or "take it easy." Repeat it to yourself while breathing deeply until the anger subsides.

Although expressing anger is better than keeping it in, anger should be expressed in an appropriate way. Frequent outbursts of anger are often counterproductive and cause problems in relationships with others. Anger outbursts are also stressful and can make health problems worse. Learn how to use assertiveness is the healthy way to express your feelings, needs, and preferences. Being assertive can be used in place of using anger in these situations. Seek out the support of others. Talk through your feelings and try to work on changing your behaviors. If you have trouble realizing when you are having angry thoughts, keep a logbook of when you feel angry and try to find the triggers. Try to gain a different perspective by putting yourself in another's place.

Practice good listening skills. Listening can help improve communication and can facilitate trusting feelings between people. This trust can help you deal with potentially hostile emotions.

Learn to assert yourself, expressing your feelings calmly and directly without becoming defensive, hostile, or emotionally charged.

**Words count 277**

**Title: Controlling one's anger**

Anger is an intense emotion of human beings and it can be controlled by understanding it. Once we recognize it, we can express it in some appropriate ways. One should try to learn how to control anger instead of suppressing it. This emotion can be regulated in various ways including deep breathing. The unrestrained state of this emotion can result in severe health problems. The paramount method of managing anger is analyzing the situations that make one angry. Good Listening skills, confident expressive ability, and a positive mindset can help you deal with this emotion.

**Passage 22:**

Undoubtedly, social networking has revolutionized the speed of the news cycle. Most news organizations now rely on social media sites to collect and share information. Social media - especially Twitter - is steadily becoming a mainstream source for breaking news. Today an individual can know, in real time, what is happening throughout the world. This has led to the development of a nearly instantaneous news cycle as everything from terrorist attacks to local car crashes get shared on social media, quickly alerting their intended audience of the event. Part of the increase in the speed of news can be attributed to smartphones. The percentage of individuals accessing social media via their phone or mobile device continues to rise. Review sites such as Google Reviews, Yelp and even Facebook have become a popular source of information for consumers. These sites create "social proof" for individuals looking for input from other consumers about the value of a product or service. Over 90% of consumers today use social review sites when making a decision on buying a product or hiring a service. This includes review sites like Trip Advisor among others.

Not only are there many groups for people to discuss their interests but there has been a huge growth in chat rooms, forums and groups focused on professional growth. Freelancers in particular can find others to trade referral sources with, tips on how to handle difficult clients, and other professional topics. No matter where you live, you can find others who work in your profession and are eager to help you. It seems that social media has touched upon every aspect of human life.

**Words count 271**

**Title: Advantages of social networking**

One can exploit countless benefits associated with social networking in every sphere of one's life. Breaking news is one of the prime products of this media. The graph of the number of people using social networking sites over their phones is continuously rising upward. Nowadays, People used to check the results of social reviews before buying any product. Apart from this, various forums and chat rooms are also getting a lot of new users every day. Social media also proves as a convenient source of getting professional help.



### Passage 23:

Tourism helps to give an impetus to economic activities which in turn draw investment, revenue, and economic growth. New shops, hotels, travelling facilities, malls, plazas, and other developmental activities begin to take shape because of tourism. Local residents benefit through the services that rise naturally in demand due to economic activities generated by tourism such as learning and recreational activities. For example the airlines and hospitality industry employ thousands of people the world over. Thanks to the tourism industry. Another benefit of travelling and tourism is the economic and public benefits that act as powerful tools in sustaining the local economy, creating jobs, and even generating capital. Can you just imagine how much wealth India earns from foreign tourists that visit Taj Mahal, Delhi, and Rajasthan? Some of the old historical buildings have been converted into heritage hotels? Thousands of people get employment and jobs due to the tourism that is boosted by the preservation of forts and other historical monuments.

The next benefit that we derive from tourism is the positive image that is formed in the eyes of the foreign and local tourists. Well maintained and preserved forts and buildings send a positive message to the visitors about our caring and organized national character.

We must improve the standard of facilities, safety, hospitality, and other areas related to tourism. There is no denying the fact that India has a huge potential but , the standard of facilities provided needs to be improved further. Tourism should be promoted by opening centers in advanced countries which provide information about places of interest to the people and should also offer special packages.

**Words count 269**

#### **Title: Benefits of tourism**

The tourism industry is one of the chief factors of the economic growth of a country. It produces many new jobs and generates capital for local businesses. Some services like hospitality are coming with many job opportunities. Preserving historical monuments and heritage buildings can not only engage labor but also leave a positive influence on the minds of national as well as international tourists. India has great possibilities in this sector and it has gained a lot from foreign tourists. India should publicize its rich heritage places in developed countries.

### Passage 24 :

Hyderabad of the early 1900s was wiser than the Hyderabad of today. In 1908, devastation caused by a cloud burst and the flooding claimed 15,000 lives and rendered 80,000 homeless. But there were amends made after that. Sir Visvesvaraya was commissioned to conduct a study and suggest measures to manage the impact of floods on the city. That's how two reservoirs — Osmansagar and Himayatsagar — came up to act as flood control centres. A modern system of drainage was also built.

In August 2000, the rains wreaked havoc again. The city recorded a total of 469 mm rain, leading to one of the worst floods we've seen since 1908. As many as 90 residential areas in the city were under water. Of course, committees were formed but obviously nothing useful seems to have come of those meetings, because it's September 2016, our city is still flooding. Why? We just don't have far-sighted and efficient statesmen anymore; we have politicians.

We built a whole new city on top of an agrarian imprint and forgot all about it!

Hyderabad is a system of catchments. The western edge is in the Godavari River basin to the east, it's in the Krishna River basin. Also, Hyderabad is in the Deccan region, which has a chaotic drainage pattern — water here does not flow in a single direction as the slope is in multiple directions. These tanks served agrarian purposes and the areas surrounding them were 'protected local catchment areas'. In the last 40 years, we've gone and built a complete city on top of this agrarian imprint. We've built roads, which are rigid boundaries, around the 'fluid' water bodies, without any buffer areas. Our Necklace Road is a spectacular example of that. Having said that, there are a lot of things that can still be done to reverse the effects.

**Words count 309**

#### **Title: Flooding in Hyderabad**

The worst flood that Hyderabad faced in 1908, has impacted many lives. The aftermath of that destruction was the construction of two reservoirs that can control the impact of flooding. The city has again observed a similar kind of disaster in 2000. But there is no positive outcome even after many years of the formation of flood management committees. The Deccan region of the city has a poor drainage system. Hyderabad is a land bounded by watersheds draining into a river or reservoir. The stored water is used for irrigation. The city has now reshaped with new roads and rigid boundaries around the rivers.

### **Passage 25:**

When the coronavirus struck India the Indian education sector was amongst the worst hit. In no time, classes were cancelled, schools were shut and examinations postponed. Given that the majority of the academic infrastructure in India heavily relies on offline classroom models of teaching the education system was on the brink of collapsing. The need of the hour was for educational institutions to adapt to e-Learning so that students could keep learning while maintaining social distancing. E-learning emerged as the new normal and was the only way to mitigate the impact of school closures due to the pandemic. As everyone continued to work tirelessly to adapt to digital solutions, this transition to e-learning had not been an easy ride for students, teachers and parents alike. School teachers were not sure whether they were being able to communicate as effectively in virtual classes as they did in the traditional setup. Parents on the other hand were not sure about understanding the technicalities of the new medium and digital tools. Several other reasons like coping with basics like internet connectivity to more structural issues such as curriculum and teaching methods posed a huge challenge for everyone trying to adapt to the new normal. With a key focus towards offering innovative and engaging and informative content for young students, many platforms came forward to offer guidance through discussions and one-on-one chat for parents and educators. These platforms further delved into topics pertaining to education. Some of the key topics included New Education Policy, curriculum during covid and beyond, blackboard to the digital screen, screen time, how much is too much and much more.

**Words count 270**

### **Title: E-Learning the new normal**

The Education Sector has been hit hard in India during the coronavirus pandemic. The schools, colleges, and other educational institutions who used to practice the conventional method of teaching have left with the only option of adopting e-learning. After solving that issue the next challenge was to mould students, teachers, and parents into the new learning environment. Understanding and implementing new learning tools are quite tricky for many people. So, many websites have come with new initiatives like help chat. These web services are providing information on various related topics.

### **Passage 26:**

In 1993, Kiran Bedi took over Central Jail Tihar in Delhi, the biggest jail in entire South Asia with a capacity of 7,000 inmates. Generally, such postings are considered as punishment for highly placed officers but the work she did for uplifting the condition of the prisoners gave her newer heights. She won the Ramon Magsaysay Award in 1994. Kiran Bedi changed the life of inmates of the prison with her human approach and willingness to help them. She started by focusing her attention on education for inmates by making it mandatory for all. Everyone had to spend two hours in the morning educating or learning. The educated prisoners were appointed to teach the uneducated ones. The inmates willing to study further were provided with facilities to continue their further studies. Many prisoners benefited from this facility by becoming graduates from Indira Gandhi Open University in different subjects. Incidentally, an under-trial prisoner who was there for more than 10 years was provided the library facility to enhance his knowledge in criminal law to help inmates in their legal procedures later. Kiran Bedi concentrated on the working conditions of prisoners to provide them better facilities related to their working opportunities inside the jail. She arranged exports of the cloth produced by prisoners that brought better prices. Prisoners were trained in different repairing works and provided with opportunities to get outside jobs. All these activities were hailed by politicians and the public alike. To improve the situation of Tihar, Kiran Bedi worked regularly and found newer ways and most of these were different and had democratic values. The best part was the violence that was a regular feature of Tihar almost stopped.

**Words count 281**

### **Title: Kiran Bedi's work for prisoner's welfare**

Kiran Bedi won the prestigious Ramon Magsaysay Award for reforming the life of prisoners. When she was posted in the biggest jail in the entire South Asia, she made education compulsory for all the inmates of prison. She employed the educated ones to teach the illiterates which resulted in the emergence of many graduates out of them. She also improved their working conditions and enhanced their business outcomes. Vocational training has been provided to them so that they can even get jobs outside the prison. From all these efforts, she has achieved a non-violent environment in that jail.

### **Passage 27:**

In the Ramayana Rama also exhibits his dependence on Sita and his undying love for her in multiple ways. The most evident instance is his crossing of the oceans to reach Lanka, to reach Sita. In the Uttara Kanda, when the Ashwamedha yagna he conducted required his wife to be at his side, Sita was in exile. He refused to remarry despite the multiple attempts at persuasion by the people around him, thus becoming the only Hindu deity to ever practice monogamy and being the only ekam-pati-vrata, an extremely rare phenomenon in his times.

Instead, Rama created a solid gold replica of her, thus establishing both that he had exiled the queen, never the wife and also that Sita was pure and ideal in his eyes, regardless of what his people thought.

Sita was one of the few to realise that her husband was Vishnu, the dependable god, making her Lakshmi, the independent goddess. She showed patience and courage like never seen before through the many undeserved trials of her life. Even Ravana, one of the most powerful kings with multiple divine boons, was terrified of her and the raw power she possessed due to her chastity, as he was afraid to touch her because of her previous form, Vedavati's curse that he would die if he touched a resistant woman.

In relation to today's #MeToo movement, we see Sita demonstrating the importance of consent and consensual relationships. She brings out the ideals of feminism while being mistaken for a frail, meek young girl rather than the fierce, independent woman she was. She showed the strength and maturity required to bear the consequences of a patriarchal society's decisions at an extremely young age, showing the sagacity in her child-like nature and wisdom in her free-spirited words.

### **Title: Qualities of Lord Rama and Wisdom of Sita**

There are certain pastimes of Lord Rama in the Ramayana which shows his reliance on his wife Sita. When Sita was kidnapped and taken to Lanka, Rama crossed the ocean to reach her.

He is the only Hindu deity who married only one queen. Even at the time of execution of the Ashwamedha yagna, he decided to create a solid golden statue of his wife. The MeToo movement of today's world can't see Sita in a feminist role. While she was a bold, independent and intelligent girl. Sita was so pure that her chastity was a powerful tool to threaten even Ravana.

### **Passage 28 :**

On 28 January 1962, a large crowd formed outside Purple Manor, a nightclub in New York City. A fashion show was taking place – an event that proved so popular it had to be held for a second time that same night – which sparked a movement that would change the way black people were represented forever.

The show, titled Naturally '62, was organised by the African Jazz-Art Society & Studios (AJASS), a group of creatives, including photographer Kwame Brathwaite – now aged 82 – and his brother Elombe Brath . It featured black women who had chosen to move away from Western beauty standards: the models who walked down the catwalk that night wore their natural african hair with pride; their clothes were inspired by designs from Lagos and Nairobi; and their skin was darker and their bodies fuller-figured than the women pictured in fashion magazines. There was lots of controversy because we were protesting. The fashion show was about more than just appearances however – it kick-started the Black is Beautiful movement that spanned the 1960s and '70s. Throughout the 1950s, '60s and '70s, Brathwaite photographed many famous black musicians, including Stevie Wonder and Bob Marley, as well as the Grandassa Models at numerous events. It was these photographs that propelled the movement into the mainstream – and that help us to understand now what was happening then.

For Brathwaite and his friends and those involved in the Black is Beautiful movement they wanted black women and men to feel empowered both inside and out. The original eight models who were chosen to be the first Grandassa Models were also followers of his ideology. They were women in the community. They'd been a part of the African Nationalist Pioneer Movement. They were writers, stylists, educators who took pride in being black.

**Words count: 300**

### **Title:Black is beautiful**

An off the beat fashion show titled, Naturally '62 featured black women who wore their natural african hair proved very popular in spite of the huge controversy. That fashion show was held twice at the same night and it changed the obsolete perception about the black people. The dark skinned models are also not in the standard figures that have been set by the fashion magazines. It was not just a show, but the beginning of the Black is Beautiful movement. The photographs of famous black musicians like Bob Marley worked as a catalyst in the movement. The models were also the activists involved for the same mission.

**Passage 29:**

Opportunities abound all around you, and all you need is a fresh set of eyes to recognise them. By a fresh set of eyes, I mean the way you view life and to recognise limiting patterns that prevent you from recognising opportunities. For example, divorcees lament that there is no one out there for them to marry! And millions of divorcees get remarried. So why not you? There is equal opportunity out there for all, and you have to be open to it, accept it, and want it. Many people love to delude themselves with an “I don’t need anyone, I’m fine by myself” attitude. However, deep down they confess that they yearn for companionship. You want a deep, meaningful relationship, but meet someone who says they don’t need anyone, or that they are not interested in commitment. You would walk away from that person, correct? Similarly, if you want marriage and meet someone who says they do not want marriage as they are scarred by it, there is a chance you would walk away. However, if those people actually wanted all the things you do, but were in denial and putting up a brave face they just lost a very good opportunity to receive what they really wanted. During lockdown people discovered many ways to seize opportunities because they were needy. There are people out there needier than, greedier than you and either want what you want or want what you have. So you have to have a fire in your belly. Yes, opportunities exist, that’s how others get them, the only person standing in the way of you getting what you desire, is you and your denial of it.

**Words count: 281**

**Title: Be open to opportunities**

People usually confine themselves to grab new opportunities around them. They are limiting themselves without even knowing what they can actually do. Life is full of possibilities; all we need is to recognize them. People will back off if you have shown no interest in their proposals. They should willingly show their desire to get what they want. At times when we really need something, we cut all the outer layers of resistance and hesitation. Passionate people explore every opportunity in front of them and get the best out of them.

**Passage 30:**

In today’s age of the knowledge-led economy, developing human capital to drive India’s next wave of socio-economic growth is critical. For the first time, the policy makers have admitted that the existing system is obsolete. Key objectives of the National Education Policy revolve around reforms in curriculum, universalisation of early childhood education, national mission for foundational literacy and change in governance structures.

Examinations seem to be the be-all and end-all of the education process. It’s time we dropped the percentage system and arrived at results that provide just the grade or broad range of performance, so someone who scores 96% is not seen as lesser than someone who scores 98%. We need to adopt a system of admissions where kindness is valued as much as achievement.

NEP 2020 acknowledges that no reform will work unless the teacher is brought centre stage. We need to make teaching one of the most aspired professions for the best and the brightest. Building on the medical residency model, we must attach all teacher education colleges to the top schools in the country. Theory and practice must go hand in hand.

It’s also obvious that the government won’t be able to put in investments to the required levels and would need private participation. We need to open up the education sector. If the sector opens up, we will see big chains coming in who might have business interest but will ensure that there is a certain level of professionalism, efficient use of technology and scale to invest in research and development, to deliver more for lesser costs. NEP isn’t just a policy but a mission

**Words count: 270**

**Title: National Education Policy 2020**

The need to bring a new National Education Policy is that our existing system is no longer suitable for the present day need of an economy with intellectual capital. The new policy framework consists of improved syllabus and better evaluation. The main focus of this education policy will be on the teachers. The percentage system has been removed and the result will be based on grades. This new mission will utilize private participation. As the private players have the power to reshape it with the use of newer technology and professionalism.

**Passage 31:**

A well-coordinated inland waterways network could bring a fundamental alteration in the logistics scenario of the country. It represents a ready built infrastructure network, which can be utilised without any further capital investment. The network requires no green field investment, but only capex for improvement/upgradation. Waterways can decongest roads, including highways by moving cargo away. Waterways do not involve challenges associated with land acquisition, which has always been a sensitive issue, causing time and cost overruns of numerous projects. The significant investment which India needs to build its roads/highways infrastructure network can be conserved through increased utilisation of the waterways. User charges can be levied to meet the expenses on maintenance of the waterways.

Waterways are a cheaper mode of transportation vis-à-vis the available alternatives, significantly reducing the point-to-point cost of goods transportation. As per a study carried out by RITES in respect to the Integrated National Waterways Transportation Grid, one litre of fuel will move 24 tons through one kilometre on road, 95 on rail and 215 kilometres on inland water transport. The National Waterways Bill 2015, tabled in the Parliament mentioned that, "Inland water transport is recognised as fuel efficient, cost effective and environment-friendly mode of transport, especially for bulk goods, hazardous goods and over dimensional cargos. It also reduces time, cost of transportation of goods and cargos, as well as congestion and accidents on highways." They are expected to also "help create seamless interconnectivity connecting hinterlands along navigable river coasts and coastal routes" and "are likely to play a crucial role in connecting the north-eastern states to the mainland."

In addition, setting up of a large number of ports/terminals, riverside jetties, godowns, boat building workshops, repairing yards and ancillary industries, will spur investment opportunities.

**Words count 290**

**Title: Economic benefits of Inland waterways**

Inland waterways can be very beneficial to the economy of a country. The use of this network is quite cost effective as there is no need to build any infrastructure for this. There are numerous advantages of utilizing waterways over highways and railways. It can reduce the government funding on the massive highway projects, and can also eliminate the risks like land acquisition. Besides being a cheaper mode of transport it is environment friendly and risk free. The most significant gain is that north-eastern states can be connected to the mainland.

**Passage 32:**

We use water for many things but above all we use it to produce food. Agriculture accounts for 70 percent of all global withdrawals. Failure to use it wisely will lead to a sorry fate.

Water accounting and auditing, which are rarely done, should therefore be the starting point of any effective strategy for addressing water shortages and scarcity. There are a range of methods: improved irrigation, better selection of crops, innovative storage and conservation methods, and a variety of nature-based solutions, often integrating aquaculture. Any sustainable approach requires a solid grasp of existing conditions and needs – including access to safe drinking water, water for industrial development and the water requirements of ecosystems on a territorial scale.

The State of Food and Agriculture report from the Food and Agriculture Organization of the United Nations, takes an in-depth look at the question, surveying the world's varied water-management systems, and pointing to pathways for improvement. Read it! There is no time to weep, nor a need to do so. There are some upside scenarios. For example, Sub-Saharan Africa – where food insecurity and population growth are greatest – has quite ample horizons to expand irrigation, which can substantially boost agricultural productivity and at the same time assure efficient use of water.

Currently, only 3 percent of cropland in that region is equipped for irrigation, but that is destined to grow and smart expansion can be fostered through targeted programmes that offer rural smallholders greater access to energy and credit. To be sure, that must be accompanied by effective governance systems in order to avoid problems of excess groundwater extraction that are plaguing some other part of the world.

**Words count 277**

**Title: Water scarcity and management techniques**

The primary use of water is in crop production. Using water sources judiciously is very important to solve the problem of shortage of water. Various methods can be used to conserve water for the agriculture practices including new and improved irrigation techniques and keeping a record of the availability of water. As per a recent survey, some regions in Africa have accessible sources of water for irrigation. Agrarian people can utilize these sources to raise their income. Apart from this, the issue of excess groundwater extraction can also be solved by the help of government schemes.



**Passage 35:**

The poem ‘all that is gold does not glitter’ is a beautiful piece of work explaining the old-age teachings. Each line of the poem is filled with deep meanings which one should imbibe in his life. The poet says “all that is gold does not glitter.” We know that all the metals are not gold; similarly, the author says that it is true that all gold does not shine. The deep meaning is that valuable people do possess name and fame, but there are many people who are far beyond this fame but are still valuable and we must acknowledge them. The poet further says that ‘not all those who wander are lost’. People who keep on wandering without any meaning are generally lost in achieving their goals. But one must not think that all wanderers belong to this category. There are many people who travel but they do not get lost, they are the people who make great discoveries. The poet further says old things generally fade with time and become useless, but it is again not really true. There are many old things which do not fade with the passing time. People become experienced. Moreover, the poet says that it is the upper visible leaves and fruits on the tree and plants which are at the reach of the frost, but what matters are the roots of the tree which provides strength to those visible plants and leaves. Hence, one should not ignore the sacrifices made by the roots to nurture the leaves. Next, the poet talks about the black ashes from the fire. The ashes are generally considered to be the symbol of failure, but the rising ashes denote the revolutionary part. It means that every failure gives rise to that power which can revolutionize to achieve great heights and success.

**Words count 304**

**Title: “All that is gold does not glitter”**

There is deep meaning between the lines of the poem, “All that is gold does not glitter”. The poet wants to say that people with name and fame are not always valuable. There are some people with no fame and money but they are even more valuable. The wanderer people who don’t yet set their aims, are sometimes busy searching for precious gems of their own lives. Old is never that bad, after all, experience increases with age. The poet also highlights the importance of the hidden roots, although they are hidden but they are the storehouse of energy. He also emphasizes that failure is a part of life.

**Passage 36:**

Are some people born to lead? Common sense suggests that this is so. Famous leaders such as Alexander the Great, Queen Elizabeth I, and Abraham Lincoln seem to differ from ordinary people. Such observations led early researchers to formulate the great person theory of leadership. Try as they might, researchers could not come up with a short list of key traits shared by all great leaders. In recent years, however, this situation has changed. More sophisticated research methods, coupled with a better understanding of the basic dimensions of human personality, have led many researchers to conclude that leaders do differ from other persons in several important ways.

Research findings point to the conclusion that leaders rate higher than most people on the following traits: drive the desire for achievement coupled with high energy and resolution; self- confidence; creativity, and leadership motivation; the desire to be in charge and exercise authority over others. In addition, and perhaps most important of all, leaders or at least successful ones are highly flexible in the ability to recognize what actions or approaches are required in a given situation and then to act accordingly.

While certain traits do seem to be related to leadership, however, it is also clear that leaders do not operate in a social vacuum. On the contrary, different groups, facing different tasks and problems, seem to require different types of leaders—or at least leaders who demonstrate different styles. So yes, traits do matter where leadership is concerned; but traits are definitely only part of the total picture, and it is misleading to conclude that all leaders, everywhere and at all times, share precisely the same traits

**Words count 275**

**Title: Traits and characteristics of leaders**

It has been observed that most of the persons having leadership qualities are exhibiting a similar trend of characteristics. The great person theory of leadership concludes that some people inherit leadership qualities. However, the same pattern of traits for every leader may lead to ambiguity. Their traits vary according to the situations. Every leader has a set of common qualities including self- confidence; creativity, and leadership motivation. Besides all these general traits, leaders are adjustable according to various kinds of situations.

**Passage 37:**

Some people claim that there is no benefit from games and sports at all, especially for adults. However, sports and games have many benefits for children and adults. They release pressure and teach us skills of surviving in this tough life. Also, they provide entertainment and pleasure and help socialize our lives. Experts say that practicing sports releases pressure, since the tired body releases hormones that relax us and make us feel better. Many people swim before exams. After swimming, they find that they totally relax and lose anxiety and that helps them a lot in exams and getting high grades. Moreover, students need good health. For example, it is sometimes difficult for non athletic students to walk fast from one side of the campus to the other to catch up with their classes and even if they could, they would reach classes exhausted and so cannot pay attention to lectures. Playing sports and games teaches many skills that are needed in this tough life. Exercises teach us how to accept defeat, and how to try again and again till we achieve our goals. Moreover, students can make their career in sports. When people intend to play basketball, they do it in groups. That will give them team spirit and a chance to identify each other very well and make friendships and relationships. And so, it is not true that sports and games do not have advantages for adults, since they decrease the stress, teach us skills that we need, satisfy us, and socialize our lives. And to get the most of the benefits, they should be practiced daily.

**Words count 271**

**Title: Value of Games**

Sports and Games are valuable for both children and adults. Games are a useful source of entertainment. It has many advantages. It releases pressure, decreases stress and helps in maintaining a healthy and fit body. A healthy mind lives in a healthy body. Students must indulge themselves in these activities to stay energetic and relaxed. It not only reshapes the body, but also develops social skills. One can learn the art of accepting one's defeats, and gain the never give up attitude. Games should be played regularly to get all these benefits.

**Passage 38:**

Many of Smile's projects are life-affirming. Smile has funded five well-equipped mobile medical vans that serve the needy. These vans have both emergency and essential health care facilities. They are run by local outfits, which regularly work in the suburbs of many cities. Cities like Bhillai, Cutack, Pune, Kanpur and Roorkee are already covered. Two more mobile vans will soon be introduced in Delhi and Calcutta. Patients are charged between Rs 5 and 10. There are two doctors, para medical staff, nurses and social workers accompanying the vans. There are lab and X-ray technicians. We have socially committed doctors, otherwise overhead costs would be high. The focus is on women and children. Patients who turn up could have fever, cough and cold, dysentery, skin infections, respiratory diseases, jaundice. There are facilities for pregnancy checks, blood and urine tests, immunisation services, family planning and special arrangements for malnourished children. Direct health campaigns and awareness work effectively together and the local organisations are strongly connected with the local communities.

E-learning for Earning is the latest Smile initiative, started in May at 40 centres across 29 cities of 16 states, and still unfolding. The emphasis is simple: equip the unemployed rural and poor youth with modern skills so that they can enter the job market. Smile plans to cover 50,000 young people in the next five years. The project will teach skills such as basic computers, spoken English, sales and management skills, gender sensitivity and awareness of reproductive, sexual health and HIV/AIDS. The 'trained' youth will then be placed in jobs with tie-ups in the retail and hospitality sector in different towns and cities.

**Words count 272**

**Title: Commendable work done by Smile Foundation**

Smile Foundation has done commendable work for the local communities in India. It has funded mobile medical vans for the poverty-stricken people of suburb areas. It has facilities including pregnancy checks, blood and urine tests, and immunisation services that are mainly focused on women and children. This emergency cum essential medical facility has socially aligned doctors. Another such initiative is E-learning for Earning which provides modern skills to the unemployed youth. Skills including spoken English, sales and management skills and basic computer skills will be provided to them.



**Passage 39:**

The caste system being a unique stratification system in the Hindu social organization system it has acted as a block in the nation's progress. It has unwarrantedly divided the Hindu society into mutually hostile and conflicting groups and sub groups from which the practice of untouchability has emerged. The restrictions put by the so called higher caste on the so called untouchables has created dissensions in Hindu society. It not only hinders progress but also growth of national unity as even the slightest deviation from the rigid system is severely dealt with in a majority of castes. Since caste is based on tradition and custom, the worker is denied the freedom to choose an occupation of his choice. Talent and merit are sacrificed at the altar of casteism, leading to immobility, and inefficiency of labour which results in economic backwardness. As Sir Henry Main maintains, a transition from status to contract is essential for political as well as economic progress of the society.

Excessive caste loyalty has brought about political disunity in the country, wrecking the successful working of the multi party system. While democracy implies equality of all categories of people in public life, the caste system inevitably tends to give them special treatment, members of a special caste are discriminated against. The so-called upper castes hold on to their privileged position in society with the result that they behave in a despotic fashion creating permanent feelings of inferiority and insecurity in the minds of the 'lower' castes.

The caste system has also harmed our social fabric by encouraging and perpetuating such evils as child marriage, prohibition of widow remarriage and denigration of womenfolk. The caste system thus leads to stagnation; it makes society static rather than dynamic.

**Words count-289**

**Title: Evils of caste system**

The ill practice of untouchability has its root in the caste system. The system divided the Hindu society into various classes. It shakened the branches of national unity. Talent and ability of low caste people are of no use, as the restriction set by the upper class people denied them to live freely. This evil system resulted in political disunity in the country. The caste system hindered the growth of the nation. It gave birth to many other bad practices including child marriage and prohibition of widow remarriage.

**Passage 40:**

Among a plethora of messages on COVID-19 was a request to God to reboot 2020 as it has a virus. But the reality is that nations across the globe will have to reboot their thoughts and creativity to tackle the deadly spread of the pandemic. One consolation is that a pandemic does not anchor itself for eternity; it will die. But before that, the 'Corona Effect' would have changed many aspects of our lives, especially healthcare.

COVID-19 has already sounded a warning bell – that despite our scientific claims and achievements, we are deeply unprepared to handle a pandemic. Hence, a lasting impact would be on healthcare. How do we insulate people from pandemics that come without a working manual on possible vaccines or drugs. It comes with a DIY (do it yourself) kit with absolutely no tools.

War-like preparation is required on the healthcare front. It was seen clearly when the pandemic struck that even the most developed country lacked the infrastructure to tackle it. Future healthcare systems should be war-prepared to battle pandemics whenever they break out. We have near-complete knowledge on tackling major killers like heart ailments, cancer, lifestyle diseases, AIDS etc., but not a virus.

We also need to critically look at our healthcare ecosystem, especially the critical care segment. Hence, when a pandemic strikes, there should be an action plan that can be implemented in the shortest time frame – one that can balloon our healthcare infrastructure by removing bottlenecks and creating more critical care units and isolation centres without affecting non-pandemic critical care patients. This can be done by involving the private sector – both in the healthcare segment and hospitality sector which can become isolation units.

**Words count 283**

**Title: Lessons to be learnt from COVID-19**

The unexpected calamity of COVID-19 has badly impacted the lives of many people in various nations across the globe. Although the healthcare sector of the developed countries have achieved many highs so far, they lack in handling this pandemic. This unprecedented virus has taught many lessons to these countries. No virus can live forever but its lifetime is unpredictable.

The healthcare industry should not only work towards the possible solution for this deadly virus but it should also prepare itself for the similar future warnings. Governments should involve the private sector to be ready to battle the war like health issues.

**Passage 41:**

Have you ever seen films of Mahatma Gandhi? Martin Luther King Jr.? These leaders exerted powerful effects on many millions of persons and by doing so, changed their societies.

Leaders who accomplish such feats are described as being charismatic. Charismatic leaders are able to produce their effects by a combination of behaviours and characteristics that allow these leaders to establish a special type of relationship with followers—one in which followers have high levels of loyalty to the leader and a high level of enthusiasm for the leader’s vision or goals. Charismatic leaders somehow “make ordinary people do extraordinary things”.

But what, precisely, do charismatic leaders do to produce such effects? First, such leaders usually propose a vision. They describe, in vivid, emotion-provoking terms, an image of what their society or group can and should become. To the extent followers accept this vision, their level of commitment to the leader and the leader’s goals can be intense.

Also, charismatic leaders go beyond stating a dream or vision: They also offer a route for reaching it. They tell their followers how to get from here to there. This too seems to be crucial, for a vision that seems out of reach is unlikely to motivate people to work to attain it. Also charismatic leaders engage in framing. They define the goals for their group in a way that gives extra meaning and purpose to the goals and to the actions needed to attain them.

Other behaviours shown by charismatic leaders include high levels of self-confidence, a high degree of concern for followers’ needs, an excellent communication style, and a stirring personal style. Finally, research findings emphasize the importance of acts of self-sacrifice by charismatic leaders such leaders give up important personal benefits (wealth, status, convenience) for the good of the group and for the sake of their vision. **Words count 306**

**Title: Charismatic Leaders and their working style**

Charismatic leaders have the power to bring positive changes in millions of lives. They can bring change in the societies as well. Their usual characteristics are self-confidence, excellent communication style and a determined vision. They not only offer a vision to their followers but also provoke people to accomplish their goals with a high level of dedication and enthusiasm. After proposing what to do, these leaders also guide their followers on how to do so. The blend of a leader’s concerned behaviour and his positive traits produce high levels of loyalty among the followers. People can achieve unexpected results by following these charismatic leaders.

**Passage 42 :**

The shutdown has, once again, showed us that society has a heart. We have seen individuals rise to the occasion and help elders take care of their daily needs, allow house-help to stay home without fear of their wages being affected, organisations come forward to provide meals from factory kitchens, and administration open up stadiums and public buildings to provide space for those who need shelter or isolation. Central banks have brought in massive policy measures to help tide over the crisis and governments have provided the weaker sections of society with cash and food.

There is no social ritual to acknowledge the work of those who serve us, be it the medical practitioner or even the soldier. In the midst of this crisis, with some serious prodding from the Prime Minister, we have found ways to show our appreciation of the service being rendered in providing medical care, food and essential services. Instances of doing good during this crisis are many and together they have re-established that society has a heart.

The government too displayed that people came first, economy later. In the early days of the crisis, governments around the world were struggling to choose between a shutdown to keep people safe or keeping the economy going. Each government realised, some sooner others later, that this is a false choice. For without a healthy population there can be no healthy economy. The resources had to be invested in overcoming the pandemic with the least number of casualties first; so that post the crisis, with fiscal measures in place, healthy people could make the economy buoyant. Today we save the people, tomorrow the people come together to save the economy.

**Words count 285**

**Title: Society has a heart**

The Lockdown has revealed many unhidden secrets of our society. Many people helped the elderly ones so that they could safely stay at home. Social workers and people at organization level feed the needy. They provide free shelters and other essential services to the weaker section of the society. Banks also reformed many financial schemes to help poor people. For the very first time, the society genuinely appreciated the people engaged in essential services. These kind deeds reflect the good heart of our society. Even the economy centric government gave higher priority to the safety of people.

**Passage 43 :**

The information on demonetization was released suddenly and the worst affected was the common man. The social impact was drastic with marriages facing severe issues with cash transactions in marriages coming to a standstill. People conducting marriages had to produce the marriage invitation to withdraw 2, 50,000 and above.

The impact on the health care sector was also huge with hospitals refusing to accept the old currency. The issue was faced by the Union Minister Mr. Sidharamaiah in Bengaluru when

the hospital administration refused to accept the old currency to retrieve his brother's dead body. The common man faced issues transacting in the hospitals with old currencies and several cases of death were registered for not attending the patients due to demonetization.

The impact on the education sector was minimal and all universities and colleges were instructed to enable online transactions for the convenience of the public. However, a lot of black money was retrieved from the educational institutions through income tax raids which were received as donations and hoarded as black money. Salaried people faced the issue on the opening day of the month with their salaries credited in the bank account but were able to withdraw only 2,000 rupees.

Social problems in the form of road blockades and quarrels aroused with people waiting in long queues before the banks and ATM machines. People became restless spending an entire day to withdraw money. Several deaths were registered as a result of waiting in long queues. Pensioners were the worst affected with no special provisions made for senior citizens in banks. The government should have kept all these in mind before making such a sudden announcement of demonetization.

**Words count 280**

**Title: Social impact of demonetization**

The sudden implementation of demonetization has severely affected the common man. People faced difficulties in almost every sector in their daily life. The most ridiculous one was that hospitals denied accepting old currency notes. Many deaths have been reported after this incident. The families faced difficulties while dealing with cash transactions. The limit set for the withdrawal was also raising troubles. Other social problems like long queues before ATMs, income tax raids in educational institutions also shook normal lives. The government should have made provisions before such announcements.

**Passage 44 :**

Have you ever wondered where most of the stray dogs, considered a nuisance, vanish on Diwali night? Scared and stressed because of constant loud noises, dogs try to flee far from crackers. A scientific explanation is that dogs hear much higher frequency sounds than humans do and have a different acoustic perception of the world. In fact, a large number of them meet with accidents, unable to perceive the source of the sound. Some people carry out heinous acts like tying crackers to the tails of dogs and cows.

Have you noticed the behaviour of your pets this auspicious season? They show signs like shaking, excessive barking and trying to hide or getting out of the house, because they are traumatised. The most common effects of the noise on animals are aggressive behaviour, fear, loss of appetite, salivation and defecation inside the house.

Even for birds, Diwali is their worst nightmare. There are incidents of people shooting rockets into trees, eventually hurting or killing the birds. A silent killer for the bird is also the lingering smoke in the air that causes suffocation in birds. Dead birds are often spotted on the streets after Diwali. And what would you say after knowing about a brutal ritual where owls are sacrificed on Diwali to please Goddess Laxmi? As if everything else was not enough.

On Diwali, along with sharing gifts, let's share some compassion with animals. We can take inspiration from villages of Vettangudi and Kollukudi patti in Tamil Nadu, who have given up crackers on the festival, to provide an amiable environment to the migratory birds at Vettangudi Bird Sanctuary situated close to the villages.

**Words count 275**

**Title: Diwali: A festival of lights for us, and darkness for animals**

Diwali is a most auspicious and joyous festival for us. But there is a negative flip side to it which is a nightmare for the animals around us. Dogs have some special powers to hear the high frequency sounds. The high pitched sound of crackers are quite unbearable for the stray dogs. The loud noise can cause aggressive behaviour, fear and loss of appetite among our pets. Many birds are found dead after Diwali. The shooting of rockets and the smoke present in the air are some of the causes behind their brutal deaths.

**Passage 45 :**

She may have initially contested from the women's quota, but Murali Meena has proved herself so well that she has been winning in the general quota ever since. And why not – when one woman sarpanch in Rajasthan is all it takes to get a proper road, electricity, 25 hand pumps, four tube wells, old age pension for 50 women, and much, much more! As a child Murali Meena used to keenly observe the government officials and leaders who came to her village. Sitting in the audience, she used to watch in fascination as they addressed large crowds. She even had the urge to join them at the dais.

Born into a family of daily wagers, it never really seemed likely that Murli Meena would achieve this desire. Although she was a natural leader, there were no opportunities for her. Her fortunes changed when she got married to someone who lived in the neighbouring village of Dehlala and decided to discard the 'ghunghat' (veil traditionally required for all married women).

While initially no one liked her "bold move" but slowly everyone reconciled to the change. What young Murli didn't know at the time was that her "audacity to stand up for what she believed in" would actually become the stepping stone she was looking for to fulfill her dream.

In the year 2000, when Dehlala Gram Panchayat became a reserved seat for women for panchayat elections, the villagers instantly saw in Murli a capable candidate. She was elected unopposed to the post of Sarpanch. She did so well in her maiden term that she was elected for a second consecutive term – that too from a general seat. Presently, Murli is in her third term; having defeated nine men to emerge victorious.

**Words count 292**

**Title: A female sarpanch in Rajasthan**

Murali Meena has proved herself better than any other male sarpanch by putting all her efforts in meeting the demands of the villagers. She had this dream from her early childhood. She used to observe the leaders and wanted to address people as she got attracted to their speeches. She was born in a middle class family so there is very little probability of fulfilling her dreams. But her marriage was a lucky turn for her dream. She took a bold step to discard the "ghunghat" which was gradually accepted by the villagers. They started supporting her courage and selected her for three consecutive terms.

**Passage 46:**

We already know the bad news: learning turning virtual during the coronavirus pandemic has translated straight into bored kids and harried parents.

But the good news is that National Ketchup Factory is out with a series of informative webisodes that encourage learning and make it fun. NKF plans on revamping the online space for Pakistani kids.

In conversation with Wajahat Eijaz, Marketing Manager, Food Division at National Foods Limited, we found out more about NKF and its plans on revamping the online space for Pakistani kids.

"We know that our little humans can grow up to be anything they want and no matter how big they dream, all they need is a platform that binds lots of learning with fun.", says Wajahat. "This is why National Food has stepped forward with National Ketchup Factory, a unique web show hosted by kids for kids based on the concept of funology." The process of learning is made all the more fun through exciting DIY projects, recipes, and many more with Asher and Noya hosting the kids' gang.

Together, the kids are learning and discussing different topics in each episode of the show; from space and music to the wild world of a jungle, there are myriads of realms ready for kids to explore.

But then why did National Foods tie up a ketchup product with a web show?

Wajahat and his team feel that ketchup consumption in Pakistan is largely driven by kids; it helps them finish their meals which is a major concern for most moms. National Foods feels there is a lack of engaging shows for kids in the country where fun and learning go hand in hand.

**Words count 278**

**Title: Learning with fun for kids**

Learning with fun is the only solution to many problems faced by parents and kids during the virtual learning environment caused due to the coronavirus pandemic. The National Ketchup Factory has planned a series of informative webisodes for the Pakistani kids as the sale of their product is mainly dependent on kids. A unique web show hosted by kids for kids has been started with cool projects and ideas. Kids can happily learn innumerable topics of their interest. This concept has erupted because of the lack of pleasing shows for kids in the country.

**Passage 47 :**

Ranjitsinh Disale, a government school teacher from Paritewadi, Maharashtra, has made history. This is not because he won the 1 million USD Global Teacher Prize 2020 which brings incredible honour and glory in itself, but because in a never-before-seen instance, he decided to share half of his Rs 7.4 crore winnings with the rest of the nine finalists for the Global Teacher Prize. Now each of the other Global Teacher Prize finalists will thus get around Rs 40.57 lakh each.

Disale's experience in a teacher training college changed him completely.

When he first arrived to teach at the Zilla Parishad Primary School in Paritewadi village, the building was sandwiched between a cattle shed and a storeroom. Disale changed everything and translated the textbooks into the local language to help children study in their mother tongue.

Disale is well-known for his teaching work, which included adding QR codes to primary class books so that the children can get links to audio poems, video lectures, assignments and stories.

After Disale became the first to introduce QR codes in his school's textbooks, he submitted a proposal and a successful pilot scheme. In 2017, the Maharashtra government also decided to do the same across the state for textbooks of all classes. The next year, the HRD ministry announced that all NCERT books across India would have QR codes embedded in them.

He has also worked to spread awareness on the ills of teenage marriages and the importance of education for girls. Now, the village sees 100% attendance of girls at the school and no teenage marriage has been reported. His work has made him a hero in his region.

**Words count 277**

**Title: Ranjitsinh Disale's work as a teacher in his village**

An ordinary government school teacher from India has created history by not only winning 1 million USD Global Teacher Prize 2020, but also sharing half of his prize money with the other finalists. He has done a remarkable job by introducing the QR codes to primary class books. His proposal was turned into a successful pilot scheme. Even the HRD ministry has announced to embed QR codes in all NCERT books across India. He has also reshaped the teenage marriages culture of villages. Disale set a perfect example for all the government teachers.

**Passage 48 :**

Jaidev was barely a year old when Sita started making papads at home. For those who are working from home, we can imagine the routine of this mother of seven children. As per Jaidev's earliest memories, Sita's day began at 5 am, and she worked at an unthinkable pace to begin papad making by noon.

Having Sindhi families nearby helped expand the business, and soon the entire neighbourhood knew where to source papads from at low rates like Rs 3 for a kilo. When the orders increased Sita roped in local women from underprivileged families.

By the late '70s, the business had expanded across the city, and now Deepak, the eldest son, was travelling to Mumbai to sell the papad door-to-door. From the very beginning, Sita wanted to sell the papads directly to the consumers instead of tying up with a vendor. This strategy is followed even today. The consumers receive the papads via courier or they can collect them from their store in Pune.

In an era sans mobile phones and social media, Sita made sure her quality was consistent. Things sailed smoothly until 1991 when Jaidev lost two of his brothers, who were then handling the business, in an accident. It took nearly five years for Jaidev to relaunch the business. This time they repackaged the brand and introduced other items also. Jaidev's wife, Divya also joined the business. She took care of the process and Jaidev monitored the marketing. They have managed to create a loyal customer network of 500 people across the world, says Jaidev.

At present, the brand makes up to 70 kilos of papad daily and the price begins from Rs 300 (per kilo). It is probably one of the few papad brands that offers customised papads as per salt requirements.

**Words count 297**

**Title: Journey of a family business**

Sita; a mother of 7 children, started a small business of making papads at home. For a mother, it was quite difficult to handle that all alone but she soon employed deprived women to work with her. Her business expanded steadily. After some years, his elder son dealt with the marketing as the range of the customers stretched from village to city. Her constant effort throughout these years was to keep a check on the quality of the papads. After some adversities faced by the family, the younger son revived the business. The cumulative efforts put by the family has brought the business to a new height.

**Passage 49 :**

When you have a heart and want to give, all it takes is a bit of empathy and the will to be selfless. That is all Vikas Kumar Jaiswal did.

It all started when Jaiswal, deputy superintendent and circle officer of the Sadar area of Agra, was put in charge of monitoring the movement of migrant labourers along the highways under his jurisdiction. "Our job was to maintain law and order and ensure that the migrants followed social-distancing norms," says Jaiswal. He saw thousands of exhausted men, women and children, walking, in the absence of any other means of travel, to reach their villages. Heartbroken by their predicament, Jaiswal felt compelled to help and urged his colleagues to join him in the effort. "I noticed many of the women and children were either barefoot or in worn-out footwear, walking on the metalled roads in the scorching heat. They were clearly in pain, but had to continue their journey. That's when we thought of providing them with decent footwear," says Jaiswal.

The department could offer little help to support the cause, so Jaiswal and his colleagues pooled in money from their own pockets. Their generous donations went a long way in procuring necessary supplies that could sustain the poor migrants on their long trek.

Jaiswal and his team then set up stalls along the roads in Gwalior, Fatehabad and Shamsabad, where the travellers stopped over. Volunteers manning the tents invited the migrants to try on and find shoes that fit them. Soon, around 3,000 pairs were distributed. Each migrant paused, picked a pair, thanked the police personnel and moved on, smiling in relief. Besides footwear, this group also distributed masks, food, water and other essentials. "This is the least we could do for them. Their smiles were the biggest blessings we got," Jaiswal says.

**Words count 304**

**Title: Stepping in for the needy**

Compassion and generosity are two main requisites to help the needy. The best example of this was set by a deputy superintendent; Vikas Kumar Jaiswal who was simply doing his duty of maintaining law and order during the nationwide lockdown. He realized the pain of migrant workers, who were travelling barefooted in the scorching heat. He got an idea of providing them footwear. His colleagues raised funds for this good deed. They distributed a significant amount of shoes. They also fed the needy and provided them necessary items.

**Passage 50:**

Article 370 allowed the state a certain amount of autonomy - its own constitution, a separate flag and freedom to make laws. Foreign affairs, defence and communications remained with the central government. As a result, Jammu and Kashmir could make its own rules relating to permanent residency, ownership of property and fundamental rights. It could also bar Indians from outside the state from purchasing property or settling there.

Prime Minister Narendra Modi had long opposed Article 370 and revoking it was in the party's 2019 election manifesto. They argued it needed to be scrapped to integrate Kashmir and put it on the same footing as the rest of India. After returning to power with a massive mandate in the April-May general elections, the government acted on its pledge.

Many Kashmiris believe that the government wants to change the demographic character of the Muslim-majority region by allowing non-Kashmiris to buy land there.

Abolition of Article 370 came as a surprise to most Indians although they welcomed it. The move also fits in with the desire to show that the government is tough on Kashmir, and Pakistan.

There will be many changes on the ground. Kashmir will no longer have a separate constitution but will have to abide by the Indian constitution much like any other state. All Indian laws will be automatically applicable to Kashmiris, and people from outside the state will be able to buy property there. The government also says this will bring development to the region.

The government also bifurcated the state into two smaller, federally administered territories. One region will combine Kashmir and Jammu. The other is Buddhist-majority Ladakh, which is culturally and historically close to Tibet.

**Words count 280**

**Title: Article 370 its significance and its abolition**

Under Article 370 of the Indian constitution, Jammu and Kashmir had its own flags and a set of rules including permanent residency and ownership of property. In the 2019 election manifesto, the Modi government had included revoking Article 370 in Jammu and Kashmir. After a long series of debates, the government has eventually scrapped this. After the abolition, Kashmir will have to follow the Indian Constitution. As if it was not enough, the government has divided the state into two union territories. Out of which Jammu and Kashmir will be the first one and the other will be Ladakh.

**Passage 51 :**

People in India are applying their innovative minds not only to find ways to tackle the corona virus crisis but also to not let life come to a standstill.

As liquor sales came to a standstill, so had the factories that used to manufacture these. The Rajasthan government found a way to put the liquor manufacturers to work and also deal with the crisis at hand. It asked nine liquor factories in the state to manufacture hand sanitizers. The World Health Organisation (WHO) guidelines say that sanitizers that have 60 per cent alcohol content are the most effective in tackling the virus. No wonder then that the Rajasthan government had gone to the very source.

After the Rajasthan government the Chhattisgarh government, in association with UNICEF, found a way to engage students in some productive school work. A private FM radio's help was sought for what is called, 'Radio Schooling'. This program targeted the students in the age group of 3-12 years, the programmes are designed to let students, from the confines of their homes, enhance their knowledge and acquire new skills.

Whether it was Madhya Pradesh, Delhi or Maharashtra, jail authorities put their jail inmates to work so that they could be useful during the pandemic. The inmates were asked to make reusable COVID-19 masks.

Most jail authorities claimed that their masks meet the stringent standards.

The Indian Railways announced that it would be converting train coaches into isolation wards for coronavirus-affected people. That was the first such initiative anywhere in India and perhaps the world. This could be done on a mass scale if the need arose. We hope that the need may never arise, but it is always good to be prepared for the worst.

**Words count 288**

**Title: Necessity is the mother of invention**

People in India have found innovative ways to come out of the corona crisis. Some unique ideas strike their minds during the most unfavourable situations. The Rajasthan government has ordered its liquor factories to manufacture hand sanitizers as per the WHO guidelines regarding the 60 percent alcohol content in sanitizers. The Radio School is another creative solution to the question of how to engage students during the lockdown. The jail inmates were busy making reusable masks. Converting train coaches into isolation wards for coronavirus-affected people is the most prolific idea that was induced by the Indian railways.

**Passage 52 :**

The news of a five-year-old child flying alone from Delhi to Bengaluru recently went viral on social media. But what are the rules for children flying alone? What age do they have to be, in order to be categorized as an 'unaccompanied minor'? India's airline operators offer a dedicated service to minors travelling alone for an extra fee.

The service is available on domestic and international routes for children between the ages of five and 12 for a minimum fee of ₹2,500 or more depending on the airline. Vistara charges \$60 for international flights.

Parents or guardians are required to submit a separate form to avail this service by giving the reason for sending the child alone and other details. While some airlines want the minor to be registered days in advance, others offer on-the-spot registration facilities too.

The forms require details of the parent or guardian and also of the person who will meet the 'unaccompanied minor' at the point of arrival. Valid photo IDs of the minor and parents or guardians will need to be furnished.

Once the child enters the airport with the valid documents, the airline ground-staff will help with all processes until the aircraft boarding. Thereafter, the child will be under the care of the cabin crew.

As a precautionary measure, almost all the airlines make it mandatory for the parents or guardians to stay at the airport until the aircraft takes off.

The cabin crew assures that they will meet the needs of the child once they are on board. Once the flight arrives at the destination, the ground staff is given the responsibility to assist the child and see to it that they are handed over to the authorized parent or guardian at the exit gate.

**Words count 294**

**Title: Flight rules for unaccompanied minor**

Indian Airlines has set some specific rules for the children of the age group 5 to 12 who are flying alone due to some reasons. This special group is termed as 'unaccompanied minor'. With a nominal charge, the special service is available on domestic and international routes. The registration form should be duly submitted with all the details including the reason for travelling alone. Only after the document verification process completes, the child will be taken care of by the cabin crew personally.

**Passage 53 :**

Junagadh was in the Kathiawar region, where most other princely states had already acceded to India. The ruler of Junagadh was Nawab Mahabatkhan Rasulkhanji with strange habits. The state was not contiguous with Pakistan. Eighty percent of the population was Hindu. Somnath, where the famous Shiva temple was ransacked by Mahmud Ghazni, is located in Junagadh.

In May 1947, under the influence of Muslim League, the Nawab decided to accede to Pakistan on August 15, though he had earlier given the impression that the future of his Kathiawari state lay in joining India. What worried the most was the Nawab's action would have had undesirable effects on law and order in Kathiawar as a whole. It would extend the communal trouble to areas where at present there was peace.

India then began to put in place a series of measures that held the threat of military action against Junagadh, mainly by deploying troops around the state, in an effective blockade. The Nawab of Junagadh fled to Karachi by air, with his family, his favourite dogs and valuables. He took all the cash balance of the state and all the shares and securities in the Treasury.

As the law and order conditions got worse India stepped in to restore law and order and prevent a complete breakdown of the administration only at the request of the Dewan of Junagadh who was acting on behalf of the Nawab, who was himself in Karachi. India had indicated that it would want to formalise the arrangement through a plebiscite. This was held on February 20, 1948 and it was hugely in favour of India.

**Words count 273**

**Title: Junagadh's Accession**

Junagadh was a Hindu majority state and the ruler was a Muslim. The ruler left India and went to Pakistan. The ruler wanted to accede to Pakistan. The law and order of the Kathiawar region was disturbed due to the absence of the king. The ruler believed that the fate of Junagadh lies only in the hands of India. He fled away with all his wealth and his family. The Dewan of Junagadh requested India to restore peace in the area. India tried various security measures and then decided to formalize the arrangement by some referendum. Finally, India did it in 1948.

**Passage 54 :**

Although home may be considered a safe place for some, it is not the safest place for all. For women who are victims of domestic violence their home is the most unsafe place. Domestic violence involves a pattern of psychological, physical, sexual, financial and emotional abuse. Acts of assault, threats, humiliation, and intimidation are also considered acts of violence.

Under the influence of alcohol the perpetrator projects frustration onto the victim to a higher degree. Increased stress levels, anxiety, job insecurity, financial worry, and other such emotions can be causes of domestic violence.

In addition to violation of human rights, victims of domestic violence can face several physical and mental health difficulties such as risk of chronic disease, depression, sexual disorders, and substance abuse. Disconnection from social support systems is one of the reasons for an increased risk of domestic violence. As a result, there are fewer options to find safety or help for victims. Normally, the victim could flee a violent situation by staying elsewhere, but that option is not available to most Indian women as the societal pattern is such. Even the victims own parents want her to stay in her marital home.

What victims of domestic violence must remember is, to not blame themselves for what is happening to them. Violence is unacceptable and the perpetrator is 100 percent responsible. Victims must not make excuses for the actions of the perpetrators, as there are none. Acceptance of such actions may lead to a vicious cycle of abuse. It is helpful to discuss this with trusted family member/s or friends and build perpetrator accountability. There are also a number of helplines for domestic violence and free online counselling websites that victims can use for relief.

**Words count 289**

**Title: Domestic violence**

Domestic Violence is one of the alarming issues that are prevalent in India. Most of the victims of this evil are women. The violence is not only confined to physical harm but it is a bundle of problems involving mental harassment, humiliation, and sexual assaults. The victims bear many difficulties silently. This is not as critical in other countries as in India. Single Women is not a normal practice in India, so they tried not to flee the brutal situation. However, there are some counselling websites to help them out but they are accustomed to not reveal about the perpetrators.



### **Passage 55 :**

The Chipko movement was a non-violent agitation in 1973 that aimed at protection and conservation of trees, but, perhaps, it is best remembered for the collective mobilisation of women for the cause of preserving forests. The uprising against the felling of trees and maintaining the ecological balance originated in Chamoli district of Uttarakhand in 1973. The word 'chipko' comes from the word 'embrace', as the villagers hugged the trees and circled them to prevent being hacked.

The trigger for the modern Chipko movement was the growth in development that was witnessed following the 1963 China border conflict. The need for infrastructural development attracted many foreign logging companies, who were eyeing the state's vast forest resources. However, the forests were the lifeblood of the villagers and they relied on it for both food and fuel. In 1970, floods inundated the area and was attributed to the mismanagement due to commercial logging. The other reason that angered the villagers was the government's policy that did not allow local agriculturists and herders to cut the trees for fuel wood or for fodder and for certain other purposes. However, a sports manufacturing company was given the permission to fell trees and use them to make equipment, which proved to be the final provocation and a people's movement was born. It was then that environmentalist and Gandhian social activist Chandi Prasad Bhatt, led the first Chipko movement near the village of Mandal in 1973.

Later Sunderlal Bahuguna, got attached to the movement and it was his endeavour that saw the then Prime Minister Indira Gandhi banning the cutting of trees. Bahuguna is best remembered for the slogan "ecology is the permanent economy".

**Words count 277**

### **Title: Chipko Movement**

Embracing the trees was an innovative approach of villagers to prevent the felling of the trees. Forests are the lifeline of the villagers. The movement was termed as Chipko Movement and it was started in 1973 in Chamoli district of Uttarakhand. In 1963, the China border conflict started the infrastructural development. The government has denied the local agriculturists to cut the trees for fuel. However companies were given permission to fell trees. Gandhian social activist Chandi Prasad Bhatt was the leader of this movement. Eventually, the then Prime Minister banned the cutting of trees which was a result of the backbreaking efforts of Sunderlal Bahuguna.

### **Passage 56:**

When today's readers compare the two most prominent female protagonists in the Ramayana and the Mahabharata, Sita and Draupadi, the latter generally gets more of her due credit as she is seen as the bold, fearless woman who demanded justice while Sita is perceived as quiet, demure and ever-ready to bear the brunt of Rama's law-abiding nature and self-justified decisions.

Both women were the ultimate feminist icons, relevant to both theirs and our time, they had many disparities between them, not just in time but in manner. And yet, Sita and Draupadi both made their mark in history, despite their differences: this is an indicator that both their characteristics led to similar impact in their own stories.

Sita was the Princess of Mithila and daughter of King Janaka, a great ruler. As Valmiki implied in the Valmiki Ramayana, the relationship between Janaka and Sita, an under-appreciated father-daughter duo, was never accidental or by chance. Sita was also a sage in her own right, having been extremely well-educated and also by building her confidence on the power of observation.

Critics and readers mistake this skill of Sita's for silence, which to them translates into weakness and fragility rather than the true underlying qualities.

What we fail to realise is that Sita's quietude was never a flaw; it symbolised her strength, love, patience and affectionate not resigned acceptance of the flaws of the people around her that stemmed from her utmost confidence that they needed her whereas she did not need them

Over time, Sita has been used to depict the 'ideal' wife - rarely outspoken, quiet, obedient and accepting and enduring even in the most insufferable of situations, which is why today's readers do not look up to her as the feminist role model they want.

**Word Count :293**

### **Title: Qualities of Sita and Draupadi**

Sita was not a fearless queen, instead she was shy, obedient and modest. She can not be taken as a feminist role model. People usually choose the character of Draupadi of Mahabharata over Sita of Ramayana for the role of a feminist idol. Sita was an educated and intellectually scholar princess. Readers usually misjudged her quiet nature as her feebleness. Her tranquility was not a symbol of her imperfection but it was an outer casing of her patience and affectionate behaviour. So they wrongly tagged Sita as an ideal wife with values like obedience and calmness.

**Passage 57 :**

Two studies done around the time of the 100th anniversary of the Titanic disaster in 2012 suggested that nature played a key role in the ship's fate. The first argued that the Earth came unusually close to both the Moon and the Sun that year, increasing their gravitational pull on the ocean and producing record tides, which caused increased amounts of floating ice in the North Atlantic around the time of the sinking. The second study, by British historian Tim Maltin, claimed that atmospheric conditions on the night of the disaster might have caused a phenomenon called super refraction. This bending of light could have created mirages, or optical illusions, that prevented the Titanic's lookouts from seeing the iceberg clearly. It also would have made the Titanic appear closer, and smaller, to the nearby ship the Californian causing it's crew to assume it was a different ship without a radio, preventing them from attempting to communicate. With these hazy conditions, when the Titanic started to sink, the Californian's crew would have thought it was merely sailing away. Second officer David Blair, who held the key to the Titanic's store of binoculars in his pocket, was transferred off the ship before it left for its maiden voyage from Southampton, and forgot to hand over the key to the officer who replaced him. At a later inquiry into the sinking, a lookout on the Titanic said binoculars might have helped them spot and dodge the iceberg in time. Blair kept the key as a memento of his near-miss; it was auctioned off in 2007 and fetched some £90,000. No matter what caused the Titanic to sink, such a massive loss of life could probably have been avoided if the ship had carried sufficient lifeboats for its passengers and crew.

**Words count 298**

**Title: Possible Causes for Titanic's sink**

There are many possible causes for the massive loss of life due to the sinking of the Titanic. Studies have shown that nature played an important role in that disaster. One study suggested that Earth came unusually close to both the Moon and the Sun that year, which caused increased amounts of floating ice in the North Atlantic. Another study claimed that atmospheric conditions on the night might have super refraction that prevented the Titanic's lookouts from seeing the iceberg clearly. Even the officer who had the keys of the store of binoculars was transferred off the ship. If the ship carried sufficient lifeboats, many lives could have been saved.

**Passage 58 :**

The Red Cross idea was born in 1859, when Henry Dunant, a young Swiss man, came upon the scene of a bloody battle in Solferino, Italy, between the armies of imperial Austria and the Franco-Sardinian alliance. Some 40,000 men lay dead or dying on the battlefield and the wounded were lacking medical attention. Dunant organized local people to bind the soldiers' wounds and to feed and comfort them. On his return, he called for the creation of national relief societies to assist those wounded in war, and pointed the way to the future Geneva Conventions.

"Would there not be some means, during a period of peace and calm, of forming relief societies whose object would be to have the wounded cared for in time of war by enthusiastic, devoted volunteers, fully qualified for the task?" he wrote.

The Red Cross was born in 1863 when five Geneva men, including Dunant, set up the International Committee for Relief to the Wounded, later to become the International Committee of the Red Cross. Its emblem was a red cross on a white background: the inverse of the Swiss flag. The following year, 12 governments adopted the first Geneva Convention; a milestone in the history of humanity, offering care for the wounded, and defining medical services as "neutral" on the battlefield. The first objective of the IFRC was to improve the health of people in countries that had suffered greatly during the four years of war. Its goals were "to strengthen and unite, for health activities, already-existing Red Cross Societies and to promote the creation of new Societies"

There were five founding member Societies: Britain, France, Italy, Japan and the United States. This number has grown over the years and there are now 190 recognized National Societies - one in almost every country in the world.

**Words count: 302**

**Title: Formation of Red Cross**

Henry Dunant was the mastermind behind the formation of the International Committee of the Red Cross which has at present 190 recognized members in the world. It started when he witnessed the bloody war in Solferino, Italy in 1859. He arranged help for the wounded and also gave rise to the Geneva Convention. The society was recognized in 1863 with an emblem depicting a red cross on a white background. The main objective of the Red Cross is to strengthen and unite, for health activities. Initially there were 5 founding member Societies. The rise of this group proved to be a milestone in the history of humanity.

**Passage 59 :**

Velu put his head down on his knees, feeling miserable. He had run away from his village two days ago. He had walked for most of the first day to Kanur and then got on the train to Chennai. He had tried to sleep on the floor near the door. "Aiy! What, new to town eh?" called out a rough voice. Velu opened his eyes. There were a lot of people standing around, but nobody was looking at him. "Here! Aiy!" He turned around. Behind him was a girl around his own age, wearing a long vest that came down to her knees. She was picking up dirty plastic cups from the floor and stuffing them into her sack. "No need to stare stupidly. What's your name?" Velu, "muttered Velu, looking away. "So Mr Velu," said the girl, looking at his bundle. "Run away from home?"

Velu didn't answer. He had run away because he couldn't stand his father beating him for one more day. His father would snatch away all the money Velu and his sisters earned and spend it on drink. "Don't think I don't know. This place is full of children like you.

She sat down next to him. He felt hunger pinching him and pressed his stomach with a grimace. "Hungry?" asked the girl. "You won't get food by sitting here glumly, making faces. I can find some if you want."

She picked up her sack and started to walk away. She was disappearing into the crowd, so he had to make up his mind quickly. Alright, he decided. Anyway I have no idea where to go. He jumped up and ran after her.

**Words count: 280**

**Title: Velu's story**

Velu ran away from his home as he felt disheartened by his father's behaviour. His father used to beat him and snatch his money. Velu went to Chennai where he met a girl of his age. The girl seemed to be a ragpicker by her clothes. She correctly guessed that Velu had run away from his home by just looking at him and his bundle. The girl offered him help when she saw him sitting helplessly craving for food. Velu was really very hungry so he accepted her proposal and followed her.

**Passage 60 :**

In the USA there is a small movement aimed at helping children learn that they can solve their conflicts in creative rather than hurtful ways. This programme is called "Children's Creative Response to Conflict" (CCRC). Non-violent Alternatives, the organization I work with at Brookings, uses this programme to teach adults, especially teachers and parents, how they teach children to resolve conflicts creatively. It offers specially designed activities that enable children to build a sense of community, know their worth as individuals, and develop the skills of creative conflict resolution. Through these activities children and adults experience new ways to examine conflicts and develop solutions.

Cooperation activities provide a structured setting that allows individuals to work together toward a common goal; an experience often lacking in our competitive society.

Activities that help improve listening, observing, speaking and perceiving skills are important in preparing for successful conflict management.

If people do not feel positive about themselves, it is difficult to feel positive about others. Affirmation activities demonstrate that everyone's ideas and feelings are valued, thus opening them to creative conflict resolution. One of the main goals of this is to show many alternative solutions to conflict. Sessions begin by inviting everyone to sit in a circle to emphasize equality and encourage participation.

We need to understand that for power to be used in a mutually creative way it must be grounded in love, rather than in fear of punishment. Conflicts are usually resolved by the use of power. When resolved creatively, the power is grounded in love and shared in a mutually beneficial way; when resolved in hurtful and destructive ways, the power is often derived from fear of punishment and or threat of the use of force.

**Words count 286**

**Title: Children's creative response to conflict**

Teachers and Parents are taught to learn creative ways to resolve Children's conflicts. They should not use any nasty violent methods to solve their conflict. There are some specially designed activities that can reshape the child's mind and help him in developing the skills. Activities including learning new skills and group discussion on crucial issues are some new ways to deal creatively with conflicts. The basis of solving these non-violent activities among children should be love. Children should not have the fear of Punishment.

**Passage 61 :**

The Nobel Peace Prize for 2012 was awarded to the European Union (EU). The union and its forerunners have for decades contributed to the advancement of peace and reconciliation, democracy and human rights in Europe.

In the inter-war years, the Norwegian Nobel Committee made several awards to persons who were seeking reconciliation between Germany and France. Since 1945, that reconciliation has become a reality. The dreadful suffering in World War II demonstrated the need for a new Europe. Over a seventy-year period, Germany and France had fought three wars. Today the war between Germany and France is unthinkable. This shows how, through well-aimed efforts and by building up mutual confidence, historical enemies can become close partners.

In the 1980s, Greece, Spain and Portugal joined the EU. The introduction of democracy was a condition for their membership. The fall of the Berlin Wall made EU membership possible for several Central and Eastern European countries, thereby opening a new era in European history. The division between East and West has to a large extent been brought to an end; democracy has been strengthened; many ethnically-based national conflicts have been settled.

The admission of Croatia as a member next year, the opening of membership negotiations with Montenegro, and the granting of candidate status to Serbia all strengthen the process of reconciliation in the Balkans. In the past decade, the possibility of EU membership for Turkey has also advanced democracy and human rights in that country.

The Norwegian Nobel Committee wishes to focus on what it sees as the EU's most important result: the successful struggle for peace and reconciliation and for democracy and human rights. The stabilizing part played by the EU has helped to transform most of Europe from a continent of war to a continent of peace.

**Words count 295**

**Title: Nobel Peace Prize 2012 Winner -European Union**

The European Union (EU) contribution to the advancement of peace, democracy and human rights was awarded with the Nobel Peace Prize for 2012. The European Union has set a condition to introduce democracy for its members. Democracy has been strengthened and the rivalry between countries has ended. The best outcome was the reconciliation between countries. Germany and France had fought three wars but now they became close companions. The Union is open to new members that proves helpful to strengthen democracy and peace.

**Passage 62 :**

Being successful means waking up early – or so we're constantly told.

It makes you more productive. Celebrities and CEOs do it. You'll be healthier and happier. You'll feel in control of your life. But despite the deluge of such stories, waking up at an ungodly hour isn't some sort of magic productivity hack that will solve your time-management problems. For some, it can even be counterproductive.

The trick is finding a routine that fits your situation. There are some tips that can help you cut through the noise and figure out a wake-up strategy that's right for you.

There are many benefits of getting up early. There can be lots – at least, according to all the people who get up at daybreak. Many people cite fewer distractions during the early hours: kids or anyone else in your home are probably still asleep, for example, and you'll probably be receiving fewer texts or emails at that time. Apple CEO Tim Cook has said he rises at 03:45 to start checking email in California before his East Coast colleagues can (which, at 06:45, is still quite early in its own right). Oprah Winfrey says she gets up at 06:02 every day for reflection, meditation and exercise before starting work at 09:00. The most extreme case might be Mark Wahlberg, who wakes up at 02:30 to exercise, play golf, and pray. Studies have also suggested early rising and success might be linked. People who wake up early are more in sync with the traditional corporate schedule and tend to have more proactive personalities, which might lead to better grades in school or higher wages on the job.

**Words count 280**

**Title: Advantages of waking up early**

There are a plethora of advantages of waking up early in the morning. They used to complete most of their day's work before the day actually started. One can become more productive and physically proactive. Some people have their own productive time as per their schedule. Many famous personalities are early risers. The most significant example given by the author is of Mark Wahlberg who wakes up at 02:30 and does his stuff. The increased efficiency will lead to better performance and incentives at work.

**Passage 63 :**

Parenting in European nations has traditionally been more relaxed, yet things are changing here too; more parents are adopting the kind of intensive parenting style common in the US.

Part of it may be down to fears of growing inequality, but the proliferation of expert advice may also be a factor. Intensive parenting is a type of parenting that requires a significant amount of time and money. It includes scheduling children for multiple extracurricular activities, as well as advocating for their needs and talents in communications with schools and other institutions. And it's not limited to a small subset of parents. "I would describe it as the dominant cultural model of parenting in the US right now," says Ishizuka, a well known sociologist. But it's not just the US. Parents in developed nations across the globe are spending more time on their children. This rise was true for parents from all social backgrounds, though more educated parents devoted more time to childcare. Time spent with children was "regarded as critical for positive cognitive, behavioural and academic outcomes. These beliefs have taken hold among the best-educated residents of Western countries and are also diffusing to their counterparts who have less schooling.

In the past, parents' role would be to ensure that their children are physically well, that they are developing well in mental ways, and the learning part, the educational part would be the main task for schools. But parents now are more involved with their children's learning and "try to interact with teachers more". The rise in inequality makes parents feel they need to help drive their children's education. If inequality is very high, that means from the parents' perspective, it's becoming very important for the kids not to be left behind. And so parents will assume a parenting style that is more intense and that is more success-oriented.

**Words count 309**

**Title: Intensive Parenting**

Parents in the US and Europe are adopting Intensive parenting which requires a significant amount of time to be spent with children. This is important for their positive cognitive, behavioural changes. Parents enrolled their children in multiple extracurricular activities. This kind of parenting has become a cultural model of parenting in the US. Earlier, the parents were concerned about their physical, mental health and their education. But the parents nowadays are bothered about their children's learning. They interacted more with their parents. They acquire the new parenting style that is more intense.

**Passage 64 :**

As commercial hand sanitisers run dry in the US and Europe, people in Turkey are turning to a traditional, aromatic fragrance that has taken on a whole new relevance amid the coronavirus pandemic: kolonya.

Meaning "cologne", kolonya has been a treasured symbol of Turkish hospitality and health since the Ottoman Empire, and it's often described as Turkey's national scent. Traditionally, this sweet-scented aroma made with fig blossoms, jasmine, rose or citrus ingredients is sprinkled on guests' hands as they enter homes, hotels and hospitals; when they finish meals at restaurants; or as they gather for religious services. But unlike other natural scents, this ethanol-based concoction's high alcohol content can kill more than 80% of germs and act as an effective hand disinfectant.

So, when Turkey's Minister of Health championed kolonya's capacity to fight the coronavirus on it not only inspired a wave of national media attention touting the cologne's anti-Covid-19 powers, but also caused queues stretching nearly 100m to quickly form at chemists and stores across Turkey. In fact, since Turkey's first confirmed coronavirus case in mid-March, some of the nation's main kolonya producers have said that their sales have increased by at least fivefold. Kolonya is effective at protecting against coronavirus because when it contains at least 60% alcohol, it breaks down the virus hard shell. Commercial disinfectants aren't as common in Turkey as they are in other countries. Kolonya is additionally effective because it's something that many people already have and is a part of their daily routines. They don't need to learn a new way to protect themselves against this virus.

To meet the fragrance's surging demand, the Turkish government stopped requiring ethanol in petrol in order to boost the production of kolonya and other household disinfectants, specifically to fight coronavirus.

**Words count 294**

**Title: Turkey's unique hand sanitization**

Hand Sanitizers played an important role in the global fight against the COVID-19. Turkish national scent has been used in the hospitality and health sector since the Ottoman Empire. This aromatic fragrance has high alcohol concentration that can kill 80% germs. It came into the limelight of the Media when the health minister announced its anti-Covid-19 powers. It contains 60% alcohol that can attack the virus hard shell. Turk people used this in their daily lives. Turkish Government has met the increasing demand by cutting the use of ethanol in petrol.

**Passage 65 :**

With Donald Trump considering a US ban, TikTok was at once the most beguiling and maligned app of the year. The first major social media app to be run beyond the purview of Silicon Valley, the Chinese-owned platform joined the likes of WhatsApp, Instagram and Twitter in the social media diets of many, despite a multitude of controversies. It popularised short-form video and became the world's strongest video competitors. By the end of 2020, TikTok was the most downloaded app of the year – and it's changed an awful lot more than just how we consume media online. Asking questions, supporting worthy initiatives and mass-protesting in an app space is something that comes naturally to digital natives. Following on from the era of YouTube, Tik Tok recommends the content you subconsciously crave – but unlike YouTube, these videos are under a minute long. That means that in one session, you could consume reams and reams of engaging videos – familiarising yourself with creators, trends and communities in the process. There is a space for everyone on there – the good, the bad and the plain bizarre.

Having a substantial following on TikTok translates to a strange sort of celebrity in 2020; I only have 140,000 followers, which is pretty small in the grand scheme of the internet, yet I now can't go a fortnight without being recognised in the street. The ordinary folk who have become known faces have hastened in a new era of content creators. TikTok users flood the app to see distinctly ordinary and relatable individuals. TikTok' has given us our talented next-door neighbour, and with the help of its algorithm, here is how these characters changed 2020 – and could well change the years to come.

**Words count 290**

**Title: TikTok changed the world in 2020**

Chinese short video app TikTok was the most popular app of the year 2020. It has been recorded as the most downloaded app and it has been criticized as the worst app that deceived millions. It has become the strongest competitor of the famous video apps. The content of the app subconsciously attacks the minds of the viewers. There are a range of users who used this platform for asking questions, supporting initiatives and protesting. Even after getting a million followers, people become local celebrities. TikTok has given rise to many regional stars.

**Passage 66 :**

Last year, Rotterdam-based design student Kirsten Spruit created a mixed media installation titled “A Space for Lingerin.” Visitors are invited to lie down on an expansive black mattress, slip on headphones that play soothing music, and do nothing. Is this what rest has become? An exhibit in a gallery? Something we can do only when invited to as part of an art event?

Apparently, yes. Busy-ness has become a badge of honour. It's become something we expect of ourselves and other people. Unfortunately, evidence shows that we do think busy people are better. Even rest has, in some ways, been commercialised. The result is taking its toll: we feel guilty when we rest so we don't do it enough. Earlier this year, research revealed that Americans between the ages of 45 and 65 are more stressed today than people their age in the 1990s. The World Health Organisation has classified stress as the "health epidemic of the 21st Century.

No wonder. The pandemic has meant that we are always worrying, often housebound, and denied access to many of life's most restorative activities. If global emergencies are showing us anything, it's that old ways of living aren't working – for ourselves, for other people, for the planet. We need a reassessment, not simply of our own behaviours, but of society. One of the best ways to do this may be to just stop. We see a gradual backlash against productivity and a move towards practical boredom, introspection and opting-out. With no option but to stay home consumers are finding themselves experiencing a new pace of life that will impact our daily routines for years to come. This period is a chance to get comfortable in missing out and doing

**Words count 289**

**Title: Rest and relaxation**

The definition of rest has changed with time. People with busier schedules are considered to be better than the rest. People don't feel good after having rest as they like being busy and getting honoured. Research shows that people above 45 years of age are more stressed now as compared to the people of their ages in the 90s. The pandemic has taught us the meaning of living for others. People are bound to stay at their homes. This will definitely impact badly on productivity but it will give a lesson for life. It was an opportunity for us to rest and to relax by doing nothing.

**Passage 67:**

When we see someone being kind or generous, it gives us a warm glow feeling inside. This is “moral elevation,” and it not only feels good but inspires us to want to do good ourselves.

But how much does witnessing good affect us—and why? Our acts of kindness and generosity can have meaningful ripple effects in our communities. Some researchers wanted to understand the reasons why witnessing goodness inspires people and to identify the factors that increase or decrease their response.

Their analysis showed a moderately strong effect, where people witnessing altruism tended to follow it themselves. That means that when people witness helpful behavior, it has a healthy impact on spreading goodness in a community. To understand why this kind of behaviour inspires people to help others, Kim Jung and her colleagues considered several possible reasons. As an example, they examined whether people in the experiments may have simply been feeling pressured to “look good” by being more giving. But they found this didn’t seem to matter, as people often gave in ways they assumed would be anonymous.

The researchers also considered whether people were just copying behaviours they’d seen someone else doing. But they found that witnesses of kindness often helped in ways that did not match what they’d observed.

Interestingly, what emerged was it didn’t seem to matter how people witnessed a kind act. They could have read about it, watched a TV show where characters acted altruistically. The effect was the same: They would act more generously themselves afterward.

Other factors also didn’t matter—like the age of the witness and whether or not they saw someone giving material help (like money) or non-material help (like comfort). This means that so many things we observe, not just the actions of the people around us but things we see in the media or online, may be subtly influencing our behavior.

But there were some factors that did affect how inspired people were to pay it forward. The more time that had passed since people witnessed an altruistic act, the lower their impetus to give. Finally, it mattered what kind of response to the kindness people observed. If witnesses saw kind people being praised or even rewarded with money, they were more likely to pay kindness forward themselves

**Words count: 379**

**Title- How Kindness Spreads in a Community**

Kindness spreads like a virus, when we see people around us doing good to others, we feel inspired. We also want to show our kind behavior in some ways. It is good that the goodwill grows by simply observing the generous people in society. Some researchers have analyzed this point and noticed that the compassionate works of people greatly influence others to do good. The noble ones do not want to exhibit their kindness, they prefer to do it anonymously. The people who witnessed kindness did not just copy, they generously helped others in their own way. The source can be anything like a TV show or some published article.

**Passage 68 :**

The Nobel Peace Prize for 2004 went to Wangari Maathai for her contribution to sustainable development, democracy and peace. Maathai stands at the front of the fight to promote ecologically viable social, economic and cultural development in Kenya and in Africa. She has taken a holistic approach to sustainable development that embraces democracy, human rights and women’s rights in particular. She thinks globally and acts locally.

Maathai stood up courageously against the former oppressive regime in Kenya. She has served as inspiration for many in the fight for democratic rights and has especially encouraged women to better their situation.

Maathai combines science, social commitment and active politics. She founded the Green Belt Movement where, for nearly thirty years, she has mobilized poor women to plant 30 million trees. Her methods have been adopted by other countries as well. We are all witness to how deforestation and forest loss have led to desertification in Africa and threatened many other regions of the world – in Europe too. Protecting forests against desertification is a vital factor in the struggle to strengthen the living environment of our common Earth.

Through education, family planning, nutrition and the fight against corruption, the Green Belt Movement has paved the way for development at grass-root level. We believe that Maathai is a strong voice speaking for the best forces in Africa to promote peace and good living conditions on that continent.

Wangari Maathai is the first woman from Africa to be honoured with the Nobel Peace Prize. She represents an example and a source of inspiration for everyone in Africa fighting for sustainable development, democracy and peace.

**Words count 270**

**Title: Nobel Peace Prize Winner- Wangari Maathai**

Wangari Maathai is the first woman from Africa who has won the Nobel Peace Prize 2004. She was honoured for her contribution to achieve sustainable development and peace. She used an innovative approach by combining science and social work. Her Green Belt movement encouraged poor women to plant trees. In this way, she was able to achieve the goal of protecting forests against desertification. She fought for democratic rights and inspired a lot of poor women to enhance their living conditions. She stood for the basic rights including education, family planning and nutrition.





## Notice Writing

**What is a notice?**

A notice is a means of formal communication. A notice targets a particular person or a group of persons. It is widely used by individuals and organizations to announce events and celebrations, births and deaths, occasions like inaugurations or sales, to issue public instructions, to make appeals. Most notices are put up on special boards meant for this specific purpose only. Whereas notices issued by the Government departments and other big organizations also appear in various newspapers.

**A notice must be-**

- brief
- clear and
- complete

**What are the main points to be kept in mind while writing a notice?**

- Use simple language
- Give clear and relevant information
- There should not be any misunderstanding or confusion
- Use capital letters for important details
- Use passive voice as far as possible
- Don't use first person (I) or second person (you)
- Be short
- Do not exceed the word limit

**Standard format of notice**

	<b>Issuing Authority/ Agency/Department's name</b>
<b>Date</b>	
	<b>Notice</b>
	<b>Catchy Headline</b>
	<b>Contents</b>
	<b>Date</b>
	<b>Time</b>
	<b>Venue</b>
<b>Signature</b>	
<b>Name</b>	
<b>Designation of issuing authority/ Issuing authority</b>	

## Types of notice

- **Information notice**
- **Lost and found notice**
- **Public notice**
- **Legal notice**

## Informative notice

It gives information about something that is going to happen. (event/ function /inauguration /programme etc )  
Eg Organising a blood donation camp.

## Lost and found notice

## Lost and

Found notices are issued informing the readers about personal belongings which are lost or found. It requests the finder/owner to return or collect it from or give it to the one issuing the notice. A lost and found notice should contain the following information-

1. **Mention what is lost/found**
2. **Give its description (colour, shape, size, brand etc)**
3. **When and where it was lost/found**
4. **What are its contents ? Example if a suitcase/bag is found/lost you can describe what it contains**
5. **Reward for the finder ( if one wish to give a award)**
6. **Contact details (address, phone number etc)**

## Tips to write a good notice

1. **Plan out your notice**
2. **Use the Rough work space well**
3. **Note down important details**
4. **Write out the notice**
5. **Count the words**
6. **Check the format**
7. **Finally write the fair notice**

**1. You are Manju/Manav who works in the Irrigation department, Delhi as a cashier. The department will be organising a tour to Vaishno Devi for its employees. Draft a notice in this regard.**

Irrigation department

Date- 14-01-2021

NOTICE  
Tour to Vaishno Devi

All the employees will be pleased to know that our department has finally decided to organize a tour to Vaishno Devi. The tour is completely sponsored by the Department. Below are the details:

Date/Time of departure: 27th January 2021, 5:30 PM

Departing from: New Delhi Railway Station

Date of Arrival: 31st January 2021

Those who are willing to participate kindly submit their names to the undersigned by 18th January positively. For further information contact undersigned.

Manav  
Head Cashier, Irrigation department

**2. You are Ponam/Prashant, who works in the Central Library in Delhi University. Draft a notice informing the students that the library would be closed for a specific period due to renovation work.**

Central Library, Delhi University

16-01-2021

NOTICE  
Library will be closed from 23-01-20XX to 23-02-20XX

The Library will be closed from 23rd January 20XX to 23rd February 20XX due to renovation work. The main hall and reading rooms of the library will get renovated and there will be a separate cell for the Research and Development Department. Meanwhile, you can issue the required books from the new Library of the IT Department. No need to return any book during the above mentioned period. There will be no extra fine charged for the books already issued.

For further information contact undersigned.

Poonam  
Librarian, Central Library, Delhi University

**3. You are Vijay/ Vijayanti working in the Department of Commerce as a Senior Section officer. There are two temporary vacancies in the department for accountants. Draft a notice in this regard to be put up on the office notice board. Give all the required information.**

<p>Department of Commerce</p> <p>16-01-20XX</p> <p>NOTICE Temporary Vacancies</p> <p>There are two temporary vacancies in the department of Commerce for accountants. Kindly refer eligible candidates. Applications in the prescribed format are invited possessing the requisite educational qualification. Candidates possessing the qualification and belonging to the general category may apply in the prescribed format till 25th January 20XX.</p> <p>For further information contact undersigned.</p> <p>Vijay Senior Section officer, Department of Commerce</p>
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**4. You are Alka/Alok who works in the National Packaging Department. The department wishes to start a drive to collect old clothes for the needy. Draft a notice to be put on the notice board.**

<p>National Packaging Department</p> <p>14-01-20XX</p> <p>NOTICE Drive to collect old clothes</p> <p>The department has decided to set up a drive to collect old clothes. The clothes will be distributed among the people who live on the streets. Everyone has to donate a minimum of five clothes. Below are the details.</p> <p>Clothes drive Date- 14/01/XX to 26/01/XX Donate where- In the Store Room</p> <p>For further information contact undersigned.</p> <p>Alka National Packaging department.</p>
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**5. You are Kavya/Kabir, Head of Cultural Activities Department in Haryana Electricity Board. You have to organise a Debate Competition for the employees. Write a notice on the notice board of your department mentioning the details of the competition.**

<p>Haryana Electricity Board</p> <p>14/01/20XX</p> <p>NOTICE Debate Competition</p> <p>All the employees are hereby informed that a debate competition will be held in the department on the occasion of Republic Day. Topic for the debate is “Democracy is the best form of government”. Some important details are as follows-</p> <p style="padding-left: 40px;">Date – 26th January 20XX Day- Friday Time – 10 a.m. to 1 p.m. Venue- Auditorium Topic - “Democracy is the best form of government”</p> <p>Those willing to participate kindly submit their names to the undersigned by 22nd January. For further information contact undersigned.</p> <p>Kabir Head, Cultural Activities Department</p>
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**6. You are Vidur Sharma, SHO of Sakchi Police station. A dead body has been found in the locality near the Dumping Grounds. Draft a notice to be put up at prominent places giving its details, asking the people to identify the body and come forward to help the police.**

<p>Sakchi Police Station</p> <p>15/01/20XX</p> <p>NOTICE Dead body found dumped in the ABC locality</p> <p>All the residents of ABC colony are hereby informed that a dead body of a young man has been found near the dumping grounds on 11th January 20XX at around 09:30 PM. An investigation team of the policemen has been appointed for this case. But there was no such clue found near the dumped body, so it has not been identified. The details are as follows:</p> <p style="padding-left: 40px;">Age: Around 25 Height: 5’8” Complexion-Dark</p> <p>You are requested to carefully read the above details and try to identify the body. In case you have any indication, please come forward to help the police. For any information contact undersigned.</p> <p>Vidur Sharma, SHO, Sakchi Police station</p>
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**7. Manish Dahiya, a science teacher in ABC government school, Vadodara has found a purse containing some money on the school campus in the morning. He tells the principal at once. After hearing Manish, the Principal asks him to put a notice on the school notice board in this regard. Write this notice with all the necessary details.**

A B C Government School, Vadodara

30-08-20XX

NOTICE  
FOUND! FOUND! FOUND!

Everyone is hereby informed that a Purse has been found in the School Library on 29 August 20XX. It is brown in colour with 2 chains in the front and one chain inside. The purse contained a Library card, one photograph of a senior citizen, some money and a bus pass. If someone has lost his purse he can visit the Principal's Office during Recess time.

Manish Dahiya  
Science teacher, A B C Government School

**8. You work in the social welfare department as an Accounts officer. Your department is planning to organise a grand function on the National Youth Day. Draft a notice informing the employees about the function. You are Raman/Rohini.**

Social Welfare Department

05-01-20XX

NOTICE  
Grand Celebration on National Youth Day

This is to inform all the employees that our department is going to organise a function on the occasion of National Youth Day to mark the birth anniversary of Swami Vivekananda. There will be voluntary blood donation, speech delivery, dance performances and a felicitation event. All the employees who are willing to participate can register their names at the earliest. Details of the events are as follows:

Date: 12th January 20XX

Place: ABC Auditorium

Time: 11:00 am

The speech delivery and dance performances will start at 4:00 pm.

For further information contact undersigned.

Raman  
Account Officer, Social Welfare Department

**9. You are Anand/Nandita, officer incharge of tours and excursions. You work in the tourism department of Delhi Govt. You are planning to take the employees to Nainital and Ranikhet on a five day trip. Draft a notice to be put up on the notice board, informing the employees about the same. Invent necessary details.**

Department of Tourism, Delhi Government

25-04-20XX

NOTICE  
TRIP TO NAINITAL AND RANIKHET

All the employees are hereby informed that our department has decided to organise a trip to Nainital and Ranikhet. The duration will be of 5 days from 20 May 20XX to 24 May 20XX. The trip will cost Rs. 5000 per employee. Those who are interested can give their names to the undersigned by 10th May, 20XX. For detailed information about lodging and food contact undersigned.

Nandita  
Officer Incharge of tours and excursions

**10. You are Aakash Meena. Your department is organising a basic computer crash course for employees in the accounts department. As senior division clerk of the Human resources department, write a notice informing the employees about it.**

Ministry of Human Resource Development

04-09-20XX

NOTICE  
Basic Computer Crash Course

All the employees are hereby informed that the department has decided to organise a basic Computer Crash Course for the accounts department employees. The crash course will begin in the last week of September. It will be an online course where employees will have to attend the sessions from their home on Laptops/Smartphone. There will be twelve sessions in total as- two classes in a week. The trainers will be from certified institutes. For anymore information, contact undersigned.

Aakash Meena  
Senior division clerk, Human resources department

**11. You are Raghav/Richa, President of ABC Society. Your society has decided to organize a Blood Donation Camp. Write a notice in this regard.**

ABC Society

04-09-20XX

NOTICE

Blood Donation Camp

All the residents are hereby informed that our society is organizing a Blood Donation camp. The donors will be awarded the Certificate of Appreciation from the Red Cross Society which is also the sponsor of this event. Following are the details:

Date: 24 September 20XX

Venue: Ground floor, Community Centre

Refreshments will be provided there and then. For more details regarding Medical FAQs, contact undersigned.

Raghav

President of ABC Society

**12. You are Rama, Secretary of MNO society. Write a notice informing all the residents regarding a Health Camp being organized on 26th January 2021. Give all the required information.**

MNO Society

23rd January 20XX

NOTICE

Health Camp

All the residents of our society are informed that we have decided to organise a health camp on the event of 'Republic Day'. A team of doctors from Max hospital would be conducting the camp which includes blood pressure checkup, physical examination, eye checkup, dental checkup and BMI checkup. Interested members can get themselves registered.

The details of the camp are as below:

Date : 26th January 20XX

Day : 04:00 pm to 05:30 pm

Venue : Society Hall

For further information, you can contact undersigned.

Rama

Secretary, MNO society



**13. On account of heavy fog and chilly winters, the district collector Aditi Singh has decided to extend the winter vacations of all government and private schools by a week. Draft a notice in this regard to be sent to all the schools in Mewat district Haryana.**

District Collector, Mewat, Haryana

23rd January, 20XX

NOTICE  
Winter Vacations Extended

In continuation of the previous notice regarding winter vacations, dated 14th January 20XX, all the schools in Mewat district, Haryana are informed that the winter vacations are extended upto 30th January 20XX due to heavy fog and chilly winters.

All the government and private schools will reopen on 31st January 20XX.

Aditi Singh  
District Collector

**14. You are working in the Indian Army as Sports Officer. You are Arjun Singh. The department wants to organise a Sports and Cultural programme. Draft a notice in this regard. Give all the details about the events that will be organized along with the other necessary details.**

Indian Army

12th January, 20XX

Notice  
Sports and Cultural programme

The Sports Department is going to organize a Sports and Cultural programme on 30th January, 20XX. The officers interested in Athletics, Games, Drills can give their names by 15th January, 20XX so that practice can be started. There are various events including high jump, archery, shooting, horse riding, basketball.

Below are the details:

For Sports Event:  
Place: Parade Ground  
Date and Time : 30th January, 10:00 am

For Cultural Event:  
Place: ABC Auditorium  
Date and Time : 30th January, 9:30 pm

For further details please contact the undersigned.

Arjun Singh  
Sports Officer, Indian Army

**15. You are Swecha Singh working in the Ministry of forest, Environment and Climate Change as Chief Officer. The department wants to organize a cleanliness drive along the Musi River. It is mandatory for all the employees to participate in the drive. Draft a notice in this regard.**

Ministry of forest, Environment and Climate Change

1st June, 20XX

NOTICE

Cleanliness drive along the Musi River

The department is going to organize a cleanliness drive along the Musi River on the World Environment Day, 5th June, 20XX. It is mandatory for all the employees to participate in the drive. All the employees should report in the lawn at 9 am. The office will make the arrangements for transport. The main aim of this campaign is to create awareness among the locals regarding cleanliness and its benefits. The collected trash will be handed over to the Greater Hyderabad Municipal Corporation.

For further details please contact the undersigned.

Swecha Singh  
Chief Officer, Ministry of forest, Environment and Climate Change

**16. You are Saloni Das, District Education Officer. Draft a notice, to be put up in all the schools of your area about Shankar's on-the-spot Painting Competition to be held at Shaheed Bhagat Singh Park on Children's Day, asking all the children to participate. Give all necessary details.**

District Education Office

1st November, 20XX

Notice

Shankar's on-the-spot Painting Competition

This is to inform all the students that the famous Shankar's International Children's Competition is going to organize an on-the-spot Painting Competition at Shaheed Bhagat Singh Park on Children's Day, 14th November 20XX. As you all know that K. Shankar Pillai was a famous cartoonist. The participating children are divided into three age groups: 5-8 years, 9-12 years and 13-16 years. Children will be given various topics to draw on and prizes are awarded on the same day.

For further details please contact the undersigned.

Saloni Das  
District Education Officer, New Delhi

**17. You are Sulochna/ Sudip working in the Ministry of Social Justice and Empowerment as Welfare Officer. Write a notice informing all the employees about a charity fair that is going to be organised in the office premises to collect donations for the people who have been recently hit by an earthquake.**

Ministry of Social Justice and Empowerment

1st September, 20XX

Notice

**Charity Fair for the Underprivileged People**

This is to inform all the employees that a charity fair is going to be organised in the office premises to collect donations for the people who have been recently hit by an earthquake in west Delhi. The main attraction of the fair will be a rock show by the famous Indian Musical band "Agnee". Try to invite as many people as possible to the fair. Any kind of contribution in cash or any digital payment mode would be welcomed.

**On: 28th September, 2020**

**From: 9 a.m. to 5 p.m.**

**At: ABC Auditorium, First Floor, Main Building**

Employees are requested to donate generously and are also invited to put stalls of games, activities and food. Please contact the undersigned for further details.

Sudip

Welfare Officer, Ministry of Social Welfare

**18. You are Nutan/Naveen Sharma, SHO of Govindpur Police station. An abandoned laptop has been found in the locality which nobody is claiming. Draft a notice to be put up at prominent places within the locality giving its details.**

Govindpur Police Station

15th September, 20XX

Notice

**FOUND LAPTOP**

An abandoned laptop was found on **12th September 20XX**. It was in a black bag with an orange stripe. The specifications of the laptop are as follows:

**Model: Dell Inspiron 15**

**Processor: Intel Core i3 , 8th generation**

**OS: Windows 10**

There is no serial number or service tag on the laptop. No application software is installed in the laptop. The owner can claim the laptop by verifying the Mac Address or with the service tag or authentic bill of the device from the Cyber cell of the police department, Govindpur. For any other information, contact the undersigned.

Naveen Sharma

SHO, Govindpur Police Station

**19. You are Somnath Singh working in the Ministry of Mines as a senior clerk. Write a notice for a meeting of the security employees with the Director to discuss security hazards and arrive at a specific resolution. Give the agenda of the meeting in the notice.**

Ministry of Mines

20th September, 20XX

Notice  
**Meeting of Security Employees**

All the security guards and supervisors are required to attend a meeting with the Director to discuss security hazards and arrive at a specific resolution. The meeting will be held **in the Director's office at 9 AM on Friday, 23rd September, 20XX.**

The agenda of the meeting is to make new resolutions and keep a watch on the security guard issues to avoid mishaps.

Minutes of last meeting for discussion and approval

- Security hazards
- Suggestions for better safety
- How to overcome complications

For further details, please contact the undersigned.

Somnath Singh  
Senior Clerk

**20. Write a notice for the department notice board, informing the employees about the visit of the Chief Minister to your department on 28th September 2020 for inaugurating the newly constructed Science Lab. Write the notice asking the employees to maintain punctuality, cleanliness and discipline. You are Bharti Singh working as supervisor in the Ayush Department.**

Ayush Department

20th September, 20XX

NOTICE  
**Visit of Chief Minister for inaugurating the Science Lab**

All the employees will be pleased to know that the newly constructed Science Lab of the department will be inaugurated by the honourable Chief Minister **on 28th September 20XX.** After that he will address the nation about the contributions of Ayush Department in the recent COVID-19 pandemic. Every employee is requested to maintain discipline, punctuality and cleanliness on that day. The duties assigned to employees will soon be circulated in the department. Looking forward to your cooperation.

Bharti Singh  
Supervisor, Ayush Department

**21. A little girl of five years has been missing for the last seven days from Sarita Vihar, Chintels Society, Jaipur. As the President of the society, write a notice to be put up in important places giving necessary details and offering a suitable ward to the finder.**

Chintels Society, Jaipur

20th September, 20XX

Notice  
**5-year old Girl Missing**

This is to inform you that a 5-year old girl has been reported missing for the last seven days from Sarita Vihar, Chintels Society, Jaipur. She is fair complexioned and has a scar above the left eyebrow and a birthmark on the forehead. She was last seen playing in the society ground. She was wearing a full sleeve pink T-shirt and a pair of dark blue pants. Anyone who sees her or gets any information about her is requested to please inform the undersigned at the earliest.

ABC  
President, Chintels Society, Jaipur

**22. Suppose you are Jagat Ram working as Accounts head in the Indian Institute of Languages. Write a suitable admission notice mentioning details like eligibility, facilities available etc to be put up in all schools of the city.**

Indian Institute Of Languages, New Delhi

12th February, 20XX

NOTICE  
Admissions Notice

Admissions for one year diploma course and six months certificate course are open in European languages (namely French, German, Italian, Spanish and Portuguese). The courses start on **1st March, 20XX**. The fees for the diploma course will be INR 60,000 and for the certificate course will be INR 30,000. Students will be taught with the latest and sophisticated video-aids and tape-recorded lessons in a language laboratory. Foreign as well as Indian teachers are available. We have a fully air-conditioned campus. Students with 50% marks in class XII can apply. For further details contact the undersigned.

Jagat Ram  
Accounts head, Indian Institute of Languages

**23. You are Anmol the Secretary of PQR Housing Society Welfare Association. Write a notice to be circulated to all the residents, informing them that there will be no water supply to your society for two days due to maintenance work in the underground storage tank.**

PQR Housing Society

12th February, 20XX

NOTICE

**No water supply for 20-02-20XX and 21-02-20XX**

There will be no water supply in our society for 20th February 20XX and 21st February 20XX due to maintenance work in the underground storage tank. Six water tankers have already been arranged by the society. In case of urgent need of water please contact the association officer for a water tanker. For further details please contact the undersigned

Anmol,  
Secretary, PQR Housing Society Welfare Association

**24. You are Radhika. You have changed your shop's address from Plot no 183, Bank Street, Karol Bagh, New Delhi to Plot no 13B, West Patel Nagar, New Delhi. Draft a notice to be published in the local newspaper informing people about the same. You run a bakery shop.**

17th March, 20XX

NOTICE

Change of Address

This is to inform all concerned that I, Radhika Khatri, daughter of Mr SK Khatri, have changed my residence from House no 183, Bank Street, Karol Bagh, New Delhi to **House no 13B, West Patel Nagar, New Delhi – 110008**, due to unavoidable circumstances. All bakery customers can reach me at my new address for any order regarding home made bakery items.

Radhika Khatri  
9XXXX

25. Imagine you are Mukti Singh who works as a librarian in Deen Dayal Public Library. The following decisions have been taken regarding its running.

- 1.The library will remain open on Sundays and will be closed on Mondays.
- 2.The working hours will now be from 9AM to 6 PM instead of 9 AM to 5 PM.
- 3.The period for which the books can be borrowed has been reduced from three weeks to two weeks.

Write a notice informing the members and the general public about these decisions.

Deen Dayal Public Library

17th October, 20XX

Notice  
**Operational Changes**

This is to inform all the esteemed members and the general public that w.e.f. 25th October, 20XX, the library will remain open on Sundays. Henceforth, Monday will be the weekly closed day. The working hours have also been increased by one hour. Now the library will **open at 9AM and close at 6PM**. Books will be issued for a period of two weeks instead of three weeks.

Your cooperation is solicited.

Mukti Singh  
(Librarian)

## Comprehension

**Passage 1. Read the following passage carefully and answer the questions that follow.**

In the mountains it is the weather that is supreme. It may be fair in the early morning when the mountaineers begin, but unexpected blizzards may halt the climbers. The villains in this part of the world are cold, wind and snow and in the Himalayas these conspire together for the whole year, except for two short periods. In early May and in October there may be short intervals between the tremendous gales of winter and the treacherous snows of the monsoon. Only in these intervals is there any chance of finding the right weather conditions for reaching the peak of any mountain. Cold can at least be kept at bay by warm clothing and planned food and a certain amount of exercise; but against the wind and the snow of the Himalayan weather there is no defence.

**Ques (a)** What are the villains in the Himalayas?

Ans- Cold, wind and snow are the villains of Himalayas. The bad weather and unexpected blizzards may halt the mountaineers.

**Ques (b)** Which are the two short periods in which the peak can be reached?

Ans- The two short periods are the early May and October when there are right weather conditions for the mountaineers to reach the peak.

**Ques (c)** Why is the weather considered supreme in the Himalayas?

Ans- The weather is considered to be supreme as it keeps changing. Cold, snow and wind are its main factors which can change any time.

**Ques (d)** How can cold be kept at bay?

Ans- Cold can be kept at bay by warm clothing and planned food and a certain amount of exercise.

**Ques (e)** Explain the meaning of the following words as used in the passage and use them in sentences of your own.

- **Blizzard**-A blizzard is a severe snowstorm characterized by strong sustained winds  
During every winter, there are one to four severe blizzards which inflict great damage.

- **Conspire**-to plan to do something bad or illegal with a group of people.  
A group of gangsters were conspiring to hijack the plane of the Chief Minister.

- **Treacherous**-that you cannot trust and who may do something to harm you  
Reports about treacherous driving conditions were received from other parts of the Valley.

- **Supreme**-the highest or greatest possible  
It was a moment of supreme happiness, when I first met you.

**Ques (f)** Give a word from the passage which means stop.

Ans-halt means to stop

**Ques (g)** Give a word from the passage that means the opposite of partial.

Answer-whole (The villains in this part of the world are cold, wind and snow and in the Himalayas these conspire together for the whole year, except for two short periods.)

**Q2.** Read the following passage carefully and answer the questions that follow.

The task which Gandhiji undertook was not only the achievement of political freedom but also the establishment of a social order based on truth and non-violence, unity and peace, equality and universal brotherhood, and maximum freedom for all. This unfinished part of his experiment was perhaps even more difficult to achieve than the achievement of political freedom. Political struggle involved fighting against a foreign power and all one could do was either join it or wish it success and give it his moral support. In establishing the social order of this pattern, there was a possibility of a conflict arising between groups and classes, of our own people. Experience shows that man values his possessions even more than his life because in his possessions he sees the means for survival of his descendants even



after his body is reduced to ashes. A new order cannot be established without changing the mind and attitude of men towards property and the rich have to make place for the poor.

**Ques 1** What is the unfinished part of Gandhi's experiment ?

Ans- The establishment of a social order based on truth and non-violence, unity and peace, equality and universal brotherhood, and maximum freedom for all was the unfinished part of Gandhi's experiment.

**Ques 2** What does experience show about man?

Ans-Experience shows that man values his possessions even more than his life because in his possessions he sees the means for survival of his descendants even after his body is reduced to ashes.

**Ques 3** What is needed to establish a new order?

Ans-A new order can be established by changing the mind and attitude of men towards property and the rich have to make place for the poor, only then a new order can be established.

**Ques 4** Why was the unfinished part of Gandhi's experiment even more difficult to establish than achieving political freedom?

Ans-The unfinished part of Gandhi's experiment was even more difficult to establish than achieving political freedom because there was a possibility of a conflict arising between groups and classes, of our own people.

**Ques 5** Why does a man value his possessions more than his life?

Ans-Man values his possessions even more than his life because in his possessions he sees the means for survival of his descendants even after his death.

**Passage 3 - Read the following passage carefully and answer the questions that follow.**

A sparrow is a small bird which is found throughout the world. There are many different species of sparrows. Sparrows are only about four to six inches in length. Many people appreciate their beautiful song. Sparrows prefer to build their nests in low places-usually on the ground, clumps of grass, low trees and low bushes. In cities they build their nests in building nooks or holes. They rarely build their nests in high places. They build their nests out of twigs, grasses and plant fibres. Their nests are usually small and well-built structures.

Female sparrows lay four to six eggs at a time. The eggs are white with reddish brown spots. They hatch between eleven to fourteen days. Both the male and female parents care for the young. Insects are fed to the young after hatching. The large feet of the sparrows are used for scratching seeds. Adult sparrows mainly eat seeds. Sparrows can be found almost everywhere, where there are humans. Many people throughout the world enjoy these delightful birds. The sparrows are some of the few birds that engage in dust bathing. Sparrows first scratch a hole in the ground with their feet, then lie in it and fling dirt or sand over their bodies with flicks of their wings. They also bathe in water, or in dry or melting snow. Water bathing is similar to dust bathing, with the sparrow standing in shallow water and flicking water over its back with its wings, also ducking its head under the water. Both activities are social, with up to a hundred birds participating at once, and is followed by preening and sometimes group singing.

**Ques (a)** Where do sparrows build their nests?

Ans- Sparrows like to build their nests in low lying places-usually on the ground, clumps of grass, low trees and low bushes. In cities they build their nests in building nooks or holes. They do not like to build their nests in high places .

**Ques (b)** What do adult sparrows mainly feed on?

Ans - Adult sparrows mainly feed on seeds.

**Ques (c )** Explain dust bathing with reference to sparrows.

Ans- Sparrows engage in dust bathing. Sparrows first make a hole in the ground with their feet, then they lie in it and throw dirt or sand over their bodies with flicks of their wings.

**Ques (d)** What are social activities for the sparrow?

Ans- Water bathing and dust bathing both are social activities for the sparrow.

**Passage 4. Read the following passage carefully and answer the questions that follow in your own words.**

Self-directed learning, in its broadest meaning, describes a process in which individuals take the initiative with or without the help of others, in diagnosing their learning needs, formulations of learning goals, identifying resources for learning , choosing and implementing learning strategies and evaluating learning outcomes. Thus, it is important to attain new knowledge easily and skillfully for the rest of his or her life. What is the need for self- directed learning? One reason is that there is convincing evidence that people, who take the initiative in learning, learn more things and learn better than people waiting to be taught. The second reason is that self-directed learning is more in tune with our natural processes of psychological development; an essential aspect of maturing is developing the ability to take increasing responsibility of our own lives to become increasingly self-directed. The third reason is that many of the new developments in education put a heavy responsibility on the learners to take a good deal of initiative in their own learning. To meet the challenges in today's instructive environment, self-directed learning is most essential.

**Ques(a)** What does an individual do in self directed learning?

Sol.An individual takes responsibility for calculating his learning needs and formulating his learning goals without relying on any help. He takes initiative to select the learning strategies and to set his own targets.

**Ques(b)** What is the need for self directed learning?

Sol.Self directed learning helps to attain new knowledge easily and skillfully. It is similar to the natural processes of psychological development.

**Ques(c)** How is the modern environment according to the author?

Sol. According to the author, the modern environment is an instructive environment.Where an individual can't learn anything without any help.

**Ques(d)** What is an essential aspect of maturing?

Sol. An essential aspect of maturing is developing the ability to take increasing responsibility for our own lives and to become increasingly self-directed.

**Ques(e)** Give the meaning of the following words as used in the passage and use them in sentences- Initiative, diagnosing, implementing, evaluating, essential.

Initiative-Action that is taken to solve a problem or improve a situation

Sentence:The District Collector made the cleanest city initiative a mass movement through intensive awareness.

Diagnosing -to find out what the cause of a problem is

Sentence:The clinical criteria for diagnosing autism is inadequate for people with genetic conditions.

Implementing -to start using a plan, system, etc.

Sentence: The Supreme Court has responded to the Centre's insistence on implementing the farm laws.

Evaluating -to study the facts and then form an opinion about something

Sentence: ICMR is evaluating the impact of COVID-19 on Male Reproduction.

Essential-completely necessary; that you must have or do

Sentence: Vaccination is essential to prevent the spread of contagious diseases.

**Passage 5 Read the following passage carefully and answer the questions that follow.**

“Wisdom is knowing what to do next, skill is knowing how to do it and virtue is doing it.”, observed David Starr Jordan. Most of us know what we need to do in order to live happier, healthier and more fulfilling lives. The real problem is that we don’t do what we know. I have heard many motivational speakers say, “Knowledge is power.” I disagree. Knowledge is not power. Knowledge is only potential power. It transforms itself into actual power the moment you decisively act on it. The mark of a strong character lies not in doing what is fun to do or what is easy to do. The sign of deep moral authority appears in the individual who consistently does what he ought to be doing rather than what he feels like doing, a person of true character spends his days doing that which is the right thing to do. Rather than watching television for three hours after an exhausting day at work, he has the courage to get up off the couch and read to his kids. Instead of sleeping in on those cold winter mornings, this individual exercises his natural reserves of self-discipline and gets out of bed for a run and since action is a habit, the more positive actions you take, the more you will feel like taking. All too often, we spend our days waiting for the ideal path to appear in front of us. We forget that paths are made by walking, not waiting. Dreaming is great. But thinking big thoughts alone will not build a business, pay your bills or make you into the person you know in your heart you can be. In the words of Thomas Carlyle, ‘The end of man is an action and not a thought, though it was the noblest.’ The smallest of actions is always better than the boldest of intentions.

**Ques (a)** How does the author view knowledge?

Sol. The author views knowledge as potential power that can be changed into real power if we act on it. He disagrees with the phrase that Knowledge is power.

**Ques (b)** What, according to the author, is the real problem?

Sol. According to the author the real problem is that we don’t do what we know is required to live a happy, healthy and fulfilling life.

**Ques (c)** Which kind of individual seems to be full of moral authority?

Sol. An individual is considered to be full of moral authority if he is not acting according to his desires. He is self-disciplined and does what is right for him. He adopts more positive actions in his routines.

**Ques (d)** Why should action ideally become a habit?

Sol. Actions ideally become a habit because the more we act, the more we will feel like undertaking positive actions.

**Ques (e)** Give the meaning of the following words and use them in sentences- consistently, intentions, potential.

Consistently -constantly/ not changing

Sentence: We need to create an ecosystem that allows winning ideas to emerge consistently.

Intentions-what somebody intends or means to do; a plan or purpose

Sentence: Someone rightly said that an intention is something you want to manifest in your life or some guiding principle that you want to live by.

Potential-the qualities or abilities that somebody/something has but that may not be fully developed yet

Sentence: The big companies bidding on TikTok would benefit from the app’s young user base, ad capabilities, and e-commerce potential.