

SSC English

Paper-II English Medium

Study material- Part V

Read the passage given below. Then answer the questions that follow it.
Write the answers in your answer book. 5 x 1 = 5

He started running down the hill. I wanted to shoot him in the leg but then decided against shooting at an unarmed man. We ran after him but the distance between us was too great. We watched him till he disappeared. We sat down on a rock to rest. At that moment a very strange thing happened.

1. Who are the 'us' mentioned in the passage? Who is 'he'?
2. Where were they? Why were they there?
3. Why was 'he' running? Why didn't the narrator shoot at him?
4. What was the 'strange thing' the narrator noticed then?
5. Did they pursue 'the strange thing' immediately? Why/why not?

Answers:

1. The 'us' mentioned in the passage are Dr Watson and Sir Henry. 'He' is Selden, the escaped convict.
2. They were on the moor. They had come to catch Selden.
3. He was trying to escape being caught. Dr Watson didn't want to shoot at an unarmed man.
4. Dr Watson noticed a man standing like a statue on the hill, his legs apart and head bowed, as if brooding on the moor.
5. Watson wanted to find who the man was, but Sir Henry didn't seem to be in a mood for a new adventure, so they returned to Baskerville Hall.

Guidelines to help in writing an email applying for a job

An email is the most preferred mode of applying for a job, of late. So, it will be useful to familiarize ourselves with the proper way of writing an email applying for a job.

The **email id** to which the mails need to be addressed is given in the advertisement. It goes into the slot labeled '**TO**'. Following it is the slot where the subject has to be filled. We have to mention the topic of our letter, i.e., the job we are applying for.

Next follows the **Salutation**. It can be **Dear Sir/Madam** [or] **Sir/Madam**.

Or if we know the name, we may use it, like: **Dear Mrs.Singh or Dear Mr.Rao.**

Divide the matter in the email into paragraphs-preferably three.

Give a brief introduction of yourself in the first paragraph and explain the purpose of the email.

In the next paragraph mention your qualifications and the special qualities that you have that might be considered ideal for the job. Ask for any kind of details you think necessary, but have not been given in the advertisement.

Conclude by thanking them and state that you are hopeful of a positive response from them and will expect an early reply from them. Mention the attachments that you are sending with the email.

The subscription for a job application should be '**Yours faithfully**', when the salutation is **Sir/Madam** or **Dear Sir/Madam**. If you address the person by name, as-**Dear Mr. Rao** or **Dear Mrs. Singh**, then the subscription will be **Yours sincerely**.

Read the following advertisement which appeared in a newspaper where an Email id (Address) is given]

WANTED

Receptionists for a newly-opened 3-Star hotel
in Visakhapatnam.

Candidates should be proficient in English, Hindi and Telugu.

Knowledge of a foreign language will be an added qualification.

Must be computer-literate.

Must have a pleasing manner and good communication skills.

Attractive salary.

Email your resume and other particulars to:

raj_hotel@gmail.com

Write an email to the address above applying for the job. State your qualifications and any other details that you consider necessary.

To: raj_hotel@gmail.com

Subject: Application for the post of Receptionist.

Sir/Madam,

I am 20 yrs of age, a recent Graduate in Arts with a first class, on the lookout for a good job. I find your advertisement quite attractive and suitable to my qualifications. Hence, I offer myself for the post of a receptionist.

I have done my B.A with English and Hindi as my I & II languages. As English is the medium of my education and Telugu is my mother tongue, I speak English and Telugu quite fluently. Besides, I can speak and understand Hindi. I did a Certificate course in German from EFLU and have a Diploma in Computer Applications.

I have been praised for my excellent communication skills and etiquette. I assure you of my sincere services if selected.

Please find my resume and a recent photograph of mine attached to this mail.

Awaiting a positive response and an early reply,

Yours faithfully,

N.Sri Ram