

Read the following passage and answer the questions given below it :

1: One of the ways I attempt to keep my own stress under control is to avoid, whenever possible, the bad habit of keeping other people waiting. Time is precious to everyone. I've observed that almost everyone feels that one of their most valued commodities is their time. This being the case, one of the ultimate slaps and most surefire ways to annoy someone is to keep them waiting. While most people are somewhat forgiving, keeping them waiting is a sign of disrespect and a lack of acknowledgment.

The subtle message is, "My time is more important than yours." Consider the magnitude of this suggestion. Do you feel that anyone else's time is more precious than yours? I doubt it. Doesn't it make sense then that everyone else feels the same way?

2: You need to practice to get to your greatness. Athletes know this so very well. Why does it seem so foreign to the rest of us? Sure, practice takes discipline. But as my friend Nido Qubein (the business consultant and motivational speaker) often says: "The price of discipline is always less than the pain of regret." Wise man. 3 What I'm suggesting is that personal and professional greatness takes work. I would never suggest that you could get to your dreams without having to make some sacrifices and pay the price in terms of dedication and self-control. "Pay the price." Words with the ring of truth. The best among us make it all look so easy. I call it the Swan Effect — elite performers make personal and business mastery look effortless and seem to make things happen as gracefully as a swan moves along the water. But, like the swan, what you don't get to see is all the planning, discipline, hard work and near-flawless execution taking place below the surface.

4. In my life, I have a series of practices that set me up for a great day. I've shared those with you. Yes, sometimes life sends you unexpected challenges that knock you off track — that's just life happening. But with a series of best practices in place to keep you at your highest, you'll stay in a positive state much more often. This is a simple yet life-changing idea that has helped so many of our clients. Practices that will lock you into your best state include a morning journaling session where you record your feelings, thoughts and the blessings you are grateful for. Or you may start your day with a strong workout and an elite performer's meal. I often listen to music for 15 minutes, as it not only energizes me, it makes me feel happier. I also use Success Statements or affirmations to get my mind focused. Success and joy and inner peace don't just show up. You need to create them. Find your series of practices, perform them with consistency. And then go out into this beautiful world of ours and shine.

Q. According to the writer, what is the best way to succeed in life? What example does he give of someone who possesses this quality?

A. According to the writer, the best way to succeed in life is through practice, dedication, and self-control. The example given is that of elite performers, who make personal and business mastery look effortless. These individuals achieve greatness by putting in the planning, discipline, hard work, and flawless execution that goes unnoticed by others.

Q. According to the writer, the sentence, "The price of discipline is always less than the pain of regret" means:

- (a) Discipline requires a huge price which leads to misfortune and unhappiness.
- (b) A regretful life causes one to be disciplined.
- (c) Discipline is less effective than regret.
- (d) Being disciplined is difficult, but it is better than feeling remorseful later.

A. The correct interpretation of the sentence is option (d): Being disciplined is difficult, but it is better than feeling remorseful later. The writer suggests that the price of discipline, which includes making sacrifices and practicing self-control, is always worth it when compared to the pain one would feel later if they regret not putting in the effort.

Q. What does the writer mean by the "Swan Effect"?

A. The writer refers to the 'Swan Effect' to describe the phenomenon where elite performers make personal and business mastery look effortless and graceful, just like a swan gliding along the water. The writer emphasizes that what goes unnoticed is the planning, discipline, hard work, and flawless execution happening behind the scenes.

Q. Suggest three ways mentioned in the passage which are good ways to kick-start a day.

A. Three ways mentioned in the passage to kick-start a day are:

- 1) Engaging in a morning journaling session to record feelings, thoughts, and expressions of gratitude.
- 2) Starting the day with a vigorous workout and a healthy meal.
- 3) Listening to music for 15 minutes to energize oneself and promote happiness.

Q. Give a suitable title to the passage.

A. A possible suitable title for the passage could be: "Achieving Personal and Professional Greatness through Discipline and Best Practices."

Q. Pick out words from the text which mean the same as the following words/phrases :

- (i) very impressive (para 1)
- (ii) wholehearted commitment (para 3)
- (iii) superior (para 3)
- (iv) almost perfect (para 3)
- (v) positive statements to oneself (para 4)

Ans.

- (i) very impressive (para 1): **elite**
- (ii) (ii) wholehearted commitment (para 3): **dedication**
- (iii) (iii) superior (para 3): **best**
- (iv) (iv) almost perfect (para 3): **near-flawless**
- (v) (v) positive statements to oneself (para 4): **affirmation**

Q. Make sentences of your own, using the words/phrases given below :

- (i) paying the price for success
- (ii) (ii) get to your dreams
- (iii) (iii) below the surface
- (iv) (iv) set me up
- (v) (v) unexpected challenges

Ans:-

- (i) Paying the price for success is not always easy, but it is necessary to achieve your goals.

- (ii) (ii) With hard work and determination, you can get to your dreams and make them a reality.
- (iii) (iii) There is often more than meets the eye; below the surface lies the true effort and dedication required for success.
- (iv) (iv) Having a morning routine and following best practices set me up for a productive day ahead.
- (v) (v) Life is full of unexpected challenges, but how we handle and overcome them defines our growth and resilience.

Q. Write a brief paragraph on how you kick-start your day to achieve the best results, in about 100 – 150 words.

Ans:- To kick-start my day and achieve the best results, I have established a morning routine that sets a positive tone for the day ahead. Upon waking up, I take a few moments to practice deep breathing and gratitude. I then engage in a short journaling session where I write down my goals, intentions, and express gratitude for the blessings in my life. This helps me clarify my priorities and foster a sense of appreciation. Following that, I engage in some light stretching or a brief workout to invigorate my body and get the blood flowing. This physical activity not only boosts my energy levels but also enhances my focus and mental clarity. To nourish my mind, I dedicate some time to reading or listening to an inspiring podcast or audiobook. This helps me gain new insights and motivates me to approach the day with a positive mindset. By incorporating these practices into my morning routine, I am able to start my day on a productive and positive note, setting myself up for success and maximizing my potential.

Q. Write short notes on any two of the following in about 300 – 350 words :

- (i) Body language
- (ii) The importance of telephone helplines
- (iii) An interesting marketplace that you have visited
- (iv) Doing away with exams
- (vi) "Heal the world, make it a better place". How do you think you can make our world a better place ?

Ans:-

- (i) **Body language:** Body language refers to the nonverbal signals and cues that we convey through our posture, gestures, facial expressions, and overall body movements. It plays a crucial role in communication, often revealing our thoughts, emotions, and intentions more accurately than words alone. Body language can convey confidence, interest, sincerity, or even discomfort and dishonesty. By being aware of our own body language and paying attention to the body language of others, we can enhance our communication skills, build better relationships, and improve our overall understanding of others.
- (ii) **The importance of telephone helplines:** Telephone helplines serve as vital resources for individuals seeking support, guidance, and assistance in various areas of life. Whether it is a helpline for mental health, crisis intervention, domestic violence, or any other issue, these services provide a safe and confidential platform for people to express their concerns and receive help. Telephone helplines offer a lifeline to those who may feel isolated, overwhelmed, or in distress, providing a compassionate ear and connecting them with relevant resources and professionals. These helplines play a crucial role in promoting mental well-being, preventing crises, and offering immediate support to individuals in need.
- (iii) **An interesting marketplace that you have visited:** One interesting marketplace that I have visited is the Grand Bazaar in Istanbul, Turkey. This historic marketplace, dating back to the 15th century, is a bustling hub of vibrant colors, aromas, and cultural experiences. Spread over several streets and lanes, the Grand Bazaar offers an incredible array of shops and stalls

selling a wide range of goods, including textiles, spices, jewelry, ceramics, and traditional Turkish handicrafts. The atmosphere is lively, with merchants showcasing their wares and engaging in friendly bargaining with visitors. Exploring the Grand Bazaar is not only a shopping experience but also an immersion into Turkish culture and craftsmanship. It's a place where old-world charm meets modern-day commerce, making it a must-visit destination for anyone seeking a unique and captivating marketplace experience.

- (iv) **Doing away with exams:** The idea of doing away with exams is a topic of ongoing debate in education systems worldwide. Advocates argue that traditional exams often prioritize memorization and regurgitation of information rather than promoting critical thinking, problem-solving, and creativity. They suggest alternative assessment methods that focus on project-based learning, presentations, portfolios, and continuous evaluation. By shifting the emphasis from high-stakes exams to comprehensive evaluation methods, students can showcase their true understanding of concepts, apply their knowledge in real-world scenarios, and develop a deeper grasp of subjects. However, critics argue that exams provide a standardized measure of knowledge and help in assessing students' academic progress. They believe that exams can teach discipline, time management, and the ability to perform under pressure, skills that are valuable in various aspects of life. The debate regarding the effectiveness and fairness of exams continues, and education systems strive to strike a balance between evaluating student performance and fostering holistic learning experiences.
- (v) **"Heal the world, make it a better place." How do you think you can make our world a better place?** Making our world a better place starts with individual actions and contributions. Here are a few ways we can make a positive impact:
- i) **Promote kindness and compassion:** By treating others with respect, empathy, and understanding, we can create a more harmonious and inclusive society.
 - ii) **Practice sustainable living:** Making eco-friendly choices in our daily lives, such as reducing waste, conserving energy, and supporting sustainable practices, helps protect the environment for future generations.
 - iii) **Volunteer and support causes:** Contributing our time, skills, or resources to charitable organizations and community initiatives can bring about positive change and uplift those in need.
 - iv) **Advocate for social justice:** Speaking up against inequality, discrimination, and injustice can help create a more equitable society where everyone has equal rights and opportunities.

Q. Fill in the blanks with the correct forms of the verbs in the box. There are two extra verbs. (meet, kill, release, escape, steal, begin, arrest)

Clyde Barrow's life of crime _____ in December 1926, when he _____ some Christmas turkeys from a farm. He _____ by the Police, but he _____ soon afterwards as he was only 16 years old. He _____ Bonnie Parker in 1930, and their life of crime began afresh.

Ans:-

Clyde Barrow's life of crime began in December 1926 when he stole some Christmas turkeys from a farm. He was arrested by the Police, but he escaped soon afterwards as he was only 16 years old. He met Bonnie Parker in 1930, and their life of crime began afresh.

Q. Fill in the blanks with the correct prepositions :

- (i) We must give priority _____ export orders.
- (ii) There is a lack _____ information _____ that company.
- (iii) We still have 200 boxes _____ order _____ you.

Ans:-

- (i) We must give priority to export orders.
- (ii)** (ii) There is a lack of information about that company.
- (iii)** (iii) We still have 200 boxes on order for you.

Q. Fill in the blanks correctly with a/an/the :

There was once _____ man called Hassan. He was one of _____ great Lords at _____ court of _____ certain Persian king. He had _____ great wish to find some way to make himself invisible.

Ans:-

There was once a man called Hassan. He was one of the great Lords at the court of a certain Persian king. He had a great wish to find some way to make himself invisible.

Q. Fill in the blanks with appropriate modals : (must, may, might, would, will)

- (i) " _____ I see your licence ?" said the policeman.
- (ii) I _____ go to Mumbai next week.
- (iv) I _____ write as soon as I can.
- (v) (iv) If I won a lottery, I _____ buy a car.
- (vi) (v) You _____ not smoke in a cinema hall.

Ans:-

- (i) "May I see your license?" said the policeman.
- (ii) I will go to Mumbai next week.
- (iii) I will write as soon as I can.
If I won a lottery, I would buy a car.
- (iv) You must not smoke in a cinema hall.

Q. Write two adjectives to describe the following :

- (i) Himalayas
- (ii) a holiday
- (iii) face
- (iv) dog
- (v) war

Ans:-

- (i) Himalayas: majestic, towering
- (ii)** a holiday: relaxing, enjoyable
- (iii)** face: expressive, radiant
- (iv)** dog: loyal, playful
- (v)** war: devastating, chaotic

Q. Fill in the blanks with a phrasal verb from the box that means the same as the words in brackets. There is one extra phrasal verb.

(go over, turned down, came up, see through, lets up, broke in)

- (i) Have you ever (refused) _____ an invitation which you later regretted ?
- (ii) It's easy to (not be deceived by) _____ his behaviour.
- (iii) Let's (review) _____ the plans before submitting them.
- (iv) I hope the rain (becomes less strong) _____, I want to go to the movies.
- (vi) The thieves (forcibly entered) _____ our house while we were on holiday.

Ans:-

- (i) Have you ever turned down an invitation which you later regretted?
- (ii) It's easy to see through his behavior.
- (iii) Let's go over the plans before submitting them.
- (iv) I hope the rain lets up, I want to go to the movies.
- (v) The thieves broke in our house while we were on holiday.

Q. Write a brief note explaining the type of job each person does :

- (i) A Chef
- (ii) A Web Designer
- (iii) An Architect
- (iv) An Oncologist
- (v) A Pharmacist

Ans:-

- (i) **A Chef:** A chef is a culinary professional who specializes in preparing and cooking food. They work in various settings such as restaurants, hotels, or catering services. Chefs are responsible for creating menus, managing kitchen operations, and overseeing food preparation. They have expertise in culinary techniques, food presentation, and flavor combinations. A chef's role requires creativity, attention to detail, and the ability to work under pressure to deliver high-quality and delicious meals.
- (ii) **A Web Designer:** A web designer is an individual who designs and creates the visual elements and layout of websites. They possess a combination of artistic and technical skills to develop user-friendly and visually appealing websites. Web designers use their knowledge of graphic design, typography, color theory, and user experience (UX) principles to create engaging and functional websites. They collaborate with clients to understand their requirements and develop designs that align with the client's brand identity and target audience.
- (iii) **An Architect:** An architect is a professional who designs and plans the construction of buildings and structures. They combine artistic vision with technical knowledge to create functional and aesthetically pleasing spaces. Architects work on various projects ranging from residential homes to commercial buildings, and even large-scale infrastructure. They are responsible for conceptualizing designs, creating detailed drawings and blueprints, coordinating with construction teams, and ensuring compliance with building codes and regulations.
- (iv) **An Oncologist:** An oncologist is a medical doctor who specializes in the diagnosis, treatment, and management of cancer. They are highly trained in understanding the various types of cancer, their causes, and the most effective treatment options available. Oncologists work closely with patients to develop personalized treatment plans, which may include chemotherapy, radiation therapy, immunotherapy, or surgery. They also monitor patients' progress, provide supportive care, and collaborate with other healthcare professionals to ensure comprehensive cancer care.
- (v) **A Pharmacist:** A pharmacist is a healthcare professional who is responsible for dispensing medications and providing pharmaceutical care to patients. They have extensive knowledge of various drugs, their uses, potential side effects, and

interactions with other medications. Pharmacists work in retail pharmacies, hospitals, or pharmaceutical companies. They collaborate with physicians to ensure proper medication therapy, educate patients on the proper use and potential risks of medications, and provide guidance on over-the-counter products and healthcare advice. Pharmacists play a crucial role in promoting patient safety and improving medication outcomes.

Q. Write a dialogue between a counsellor and yourself about how to appear for examinations with confidence. Take about 10 turns.

Ans:-

Counsellor: Hello, how can I assist you today?

You: Hi, I've been feeling quite anxious about upcoming exams.

Counsellor: I understand. It's natural to feel nervous, but let's discuss how you can appear for the exams with confidence. Have you been preparing well?

You: Yes, I've been studying consistently, but I still doubt my abilities.

Counsellor: Remember that self-doubt is common. It might help to focus on your strengths and past successes. Have you tried visualizing yourself performing well in the exams?

You: No, I haven't. How can visualization help?

Counsellor: Visualization allows you to mentally rehearse success. Close your eyes and imagine yourself confidently answering questions and completing the exam with ease. It can boost your confidence and reduce anxiety.

You: That sounds helpful. I'll give it a try. Are there any other strategies I can use?

Counsellor: Absolutely! It's essential to take care of yourself physically and mentally. Prioritize self-care by getting enough sleep, eating well, and exercising. These factors contribute to a clear mind and better focus during exams.

You: That makes sense. I'll make sure to take care of my well-being. How can I manage exam-related stress?

Counsellor: It's crucial to practice relaxation techniques such as deep breathing, meditation, or mindfulness. These techniques can help calm your mind and reduce stress during exams. Additionally, maintaining a positive mindset and avoiding negative self-talk can go a long way.

You: I'll incorporate these techniques into my daily routine. Is there anything else I can do to boost my confidence?

Counsellor: Surrounding yourself with a supportive environment can be beneficial. Seek encouragement from friends, family, or mentors who believe in your abilities. Also, avoid comparing yourself to others and focus on your own progress.

You: That's great advice. I'll reach out to my support system and distance myself from comparisons. Thank you!

Counsellor: You're welcome! Remember, confidence comes from preparation and believing in yourself. Trust your efforts, stay positive, and approach exams with a growth mindset. You've got this!

You: Thank you for your guidance and encouragement. I feel more confident now.

Q. Write two diary entries in which you highlight the significant events of the day.

Diary Entry 1: Date: [Date]

Dear Diary,

Today was a day filled with memorable events and experiences. In the morning, I attended a workshop on personal development at the community center. The session was enlightening, and I learned valuable techniques for setting goals and improving self-confidence. It was empowering to connect with like-minded individuals and share our aspirations.

After the workshop, I met up with my friend Sarah for lunch at our favorite café. We had a delightful time catching up on each other's lives and reminiscing about old memories. The laughter and heartfelt conversations rejuvenated my spirit.

In the evening, I participated in a charity run organized by a local organization. It was heartwarming to see so many people coming together to support a noble cause. Running alongside individuals of all ages and backgrounds created a sense of unity and purpose. Crossing the finish line filled me with a sense of accomplishment and pride.

As I reflect on the day's events, I realize the significance of personal growth, nurturing friendships, and making a positive impact in the community. Today reminded me of the importance of embracing new opportunities, cherishing meaningful connections, and contributing to the well-being of others.

Gratefully, [Your Name]

Diary Entry 2: Date: [Date]

Dear Diary,

Today was a whirlwind of excitement and unexpected surprises. In the morning, I received a phone call from my dream company, inviting me for an interview. The news left me elated and nervous at the same time. I spent hours preparing, researching the company, and rehearsing potential interview questions. The anticipation and anticipation of the opportunity filled me with both anticipation and a touch of anxiety.

Later in the day, I met up with a group of friends for a spontaneous outing to a local amusement park. The thrilling rides, laughter, and carefree moments were a welcome break from the stress of interview preparations. We shared countless smiles, shared ice cream, and created memories that will be cherished for a lifetime.

Just as I thought the day couldn't get any better, I received an email in the evening offering me the job! The mixture of disbelief and joy overwhelmed me. I couldn't help but celebrate with a dance of pure excitement and gratitude. It was a dream come true, and I felt incredibly fortunate and grateful for the opportunity.

Today has been a day of highs and lows, from nervousness to elation. It taught me the importance of perseverance, friendship, and embracing unexpected moments. I can't wait to embark on this new chapter of my career journey and see where life takes me.

Excitedly, [Your Name]

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