

INFORMATION TRANSFER (Non-Verbal To Verbal and Verbal to Non verbal)

Good morning boys. Please copy this in your writing skill side.

**Q.1. The advantages and disadvantages of computers are given in the following table .
Develop a paragraphs with the help of the table given below:**

Advantages	Disadvantages
Stores lot of information	Rising unemployment
Easy access to information and communication	Health hazards-postures, obesity, etc.
Increase work efficiency	Defects in eyes
Fast and economical communication	Exposure to hazardous, bad information
Entertainment	Affect social, physical interaction
Time utility	Mental fatigue, stress
Goods jobs	Dependency
Can be used anywhere	

Ans:

ADVANTAGES AND DISADVANTAGES OF COMPUTERS

Advantages : Computer – education has become a must in every house today . There are many advantages of the computer. A computer is useful in all fields of life. It is eco – friendly. It saves paper. A lot of information can be stored in the computer. The information collected and stored is useful for students, housewives, farmers, engineers, scientists and all. We get any type of information with the help of websites. It helps the users to send messages in a fraction of seconds. Computer is an effective means for teaching – learning activities. It can be used for entertainment. Good, lucrative jobs is the gift of computers.

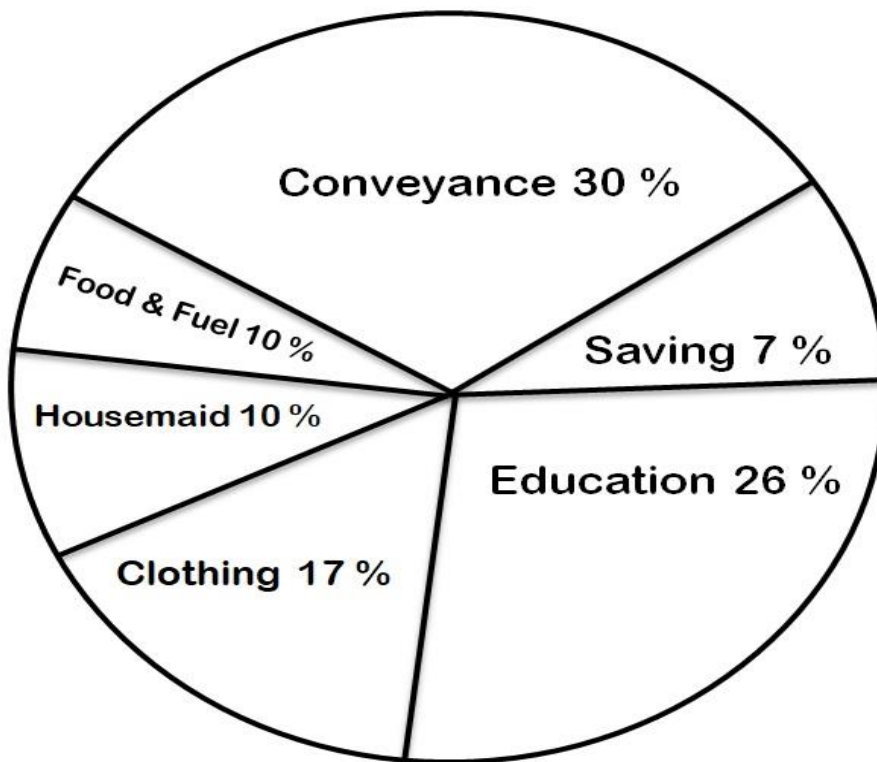
Disadvantages : However , computer has some disadvantages , too . One computer can do the work of many workers, so unemployment is rising in every business or industries. It is also harmful to our health. Excessive use of computer has hazardous effect on our eyes, backbone and postures in general. People and children get addicted and waste a lot of time in playing games, chatting and visiting improper sites. People become like a machine and that affects

social, physical interaction. It also leads them to idle, sedentary life. It causes mental stress and fatigue; too . Dependency on such a machine can sometimes cause problems for a man.

Q.2. Draw a pie diagram for the following data.

Mr. A. Phalke earns a take-home salary of Rs. 11,200 per month. He follows a strict budget every month on various expenditures, as a result of which he is able to save as much as 7% of his income per month. Most of his income which accounts for 30% of his total budget is spent on conveyance. 10% of his income goes towards the food and fuel needs for needs of his family. Mr. Phalke hires a housemaid and pays her about 10% of his earnings. Every month at least 17% of his income goes towards buying clothing for various members of family. The remaining 26% is spent on the education of his children.

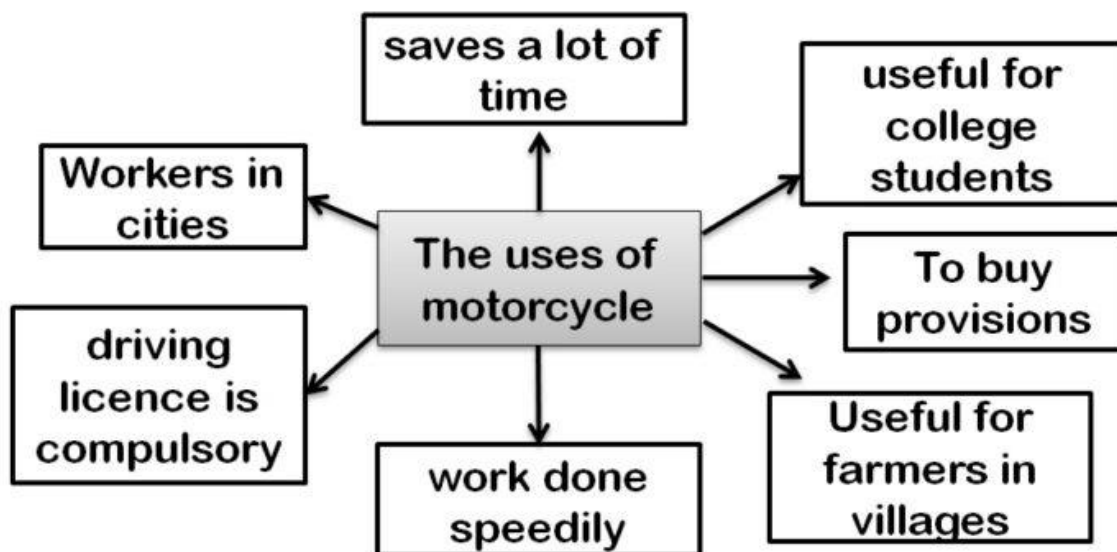
Ans.: **Expenditure of Mr. A. Phalke:**



Q. 3. Given below is a paragraph outlining the uses of motorcycle. Transfer the information in the form of a web diagram or map.

The motorcycle has become a vehicle that has many uses not only in the town but in the countryside as well. For one thing it saves a lot of time. Even in towns and villages it is very useful for college students who have to travel long distances instead of depending on the irregular bus services. There are many people in towns and cities who keep motorcycles for their servants to go out and buy provisions. Workers in cities and even farmers in villages use the motorcycle frequently. This is because the motorcycle helps to get the work done speedily. Of course, in order to drive the motorcycle a driving licence is compulsory. Also one must use a helmet and drive carefully to avoid serious accident.

Ans: The Uses of Motorcycle:



Q4. Prepare a Short tourist leaflet about any one fort.

- **How to go there?**
- Where to stay/ Accommodation
- When to visit?
- What to see?
- Anything special/ Add your own points.

Ans.

Agra Fort

Introduction: Agra is a city on the Yamuna river in Uttar Pradesh. From early time onwards, it was a center of commerce, education, handicrafts, and transport. The city was founded by Rajputs in the medieval period. Agra was rebuilt as the capital of the Delhi Sultanate by Sikander Lodi in 1505. After the Mughal invasion, Agra became one of the most important cities in India. It was the administrative capital and residence of different Emperors. This city is famous for the two monuments - Agra Fort and Taj Mahal.

i. How to go there: Agra is well connected with rest of India. One can go to Agra by the way of Bus or Train.

Bus: The State Transport Bus Services and many other private Bus Services are available from Mumbai to Agra .

Train: There are many trains available which can take you to Agra . The most convenient is “Mumbai – Agra Express”

ii. Where to Stay: Accommodation is no problem in Agra . The Government tourist Hotels and other Big and Small hotels are available to suit ever one’s budget.

- iii. When to Visit: June to October is the best time of the year to visit Agra
 - iv. What to See: The climate and scenery of Agra is mind – blowing. It is a well planned construction with huge roads, parks and gardens, there are many interesting places to see like Bull Temple, Lord Ganesh Temple, Dolphin Nose, Flower Garden, Lord Murugan Temple, Palatial Buildings, etc,
 - v. Shopping: Shopping in Agra Fort is fun. One can buy very traditional and well as modern things from Agra. Agra is very famous for traditional goods.
 - vi. Anything Special As far as food is concerned Agra is famous for Black tea, Idli, Vada, Sambar, Masala dosa, Idli fry, etc. The people are very culture oriented and highly intelligent. They give more importance to their education and religious aspects.
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Q5. Prepare a tourist leaflet for a historical place or a hill station using the following points:

1. Place
2. Special features
3. Distance
4. How to go there
5. Accommodation
6. Food
7. Climate

Ans:

1. **Place: Hill Station:** Mahabaleshwar

2. **Special features:** The jungles of Mahabaleshwar are known for their density and a stunning array of birds and wildlife located in Western ghats at the elevation of approximately 353 metres. It offers appealing view of evergreen valleys and hills of the Konkan and the Deccan coast. The climate is cool and pleasant suitable for cultivation of strawberries.

3. **Distance:**

Mumbai – Mahabaleshwar – 262 kms

Pune – Mahabaleshwar – 125 kms

Satara – Mahabaleshwar – 62 kms

Mahad – Mahabaleshwar – 32 kms

4. **How to go there:**

By Air: Pune airport lies 120 km from the place is the nearest airport.

By Rail: Satara is the nearest railway station, about 62 km.

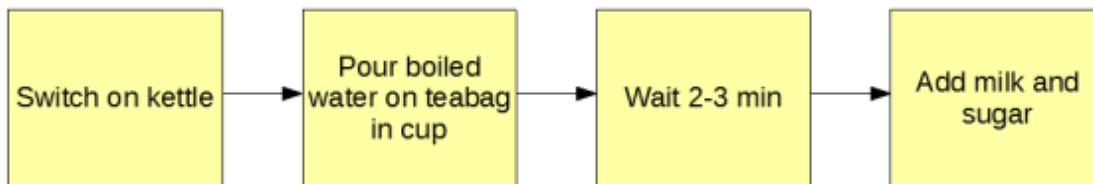
By Road: Many ST buses run from Mumbai and Pune. Private buses and taxis are also available.

5. **Accommodation:** Mahabaleshwar has no dearth of accommodation options. There are many hotels ranging from deluxe to budget. Other options include tourist lodges, guest houses, private bungalows and MTDC Resort. 6. Food: Maharashtrian and any type of Indian and continental foods are available. Mahabaleshwar is famous for strawberry ice cream, milk shake, jam, jelly, etc.

7. **Climate :** Throughout the year the climate is mild and pleasing. It receives incessant showers from July to September when temperature ranges between 20 to 25 degree.

Q6. Sheetal's younger sister Seema is leaving for the boarding school. She wants to know the method of preparing tea. Sheetal decides to explain the process to her. Given below is a flow chart that demonstrates how to make a cup of tea. Write the process description in not more than 100 words

Flow chart that demonstrates how to make a cup of tea:



Making tea is a simple process that can be done in a few easy steps.

What ingredients are required?

- Water
- Tea leaves
- Sugar (optional)
- Milk (optional)

How tea is prepared?

Steps:

1. **Boil water:** Fill a pot with water and put it on the stove to boil. You can use tap water or filtered water.
2. **Add tea leaves:** Once the water has come to a boil, add tea leaves. You can use loose tea leaves or tea bags. For a stronger tea, use more tea leaves or bags.
3. **Let it steep:** Turn off the heat and let the tea steep for a few minutes. The longer you let it steep, the stronger the tea will be.
4. **Add milk and sugar:** If you prefer, add milk and sugar to the tea. This will give it a creamy and sweet taste.
5. **Strain the tea:** After letting the tea steep, strain it to remove any loose tea leaves or tea bags. You can use a strainer or a tea infuser.

How to enjoy drinking tea?

Pour the tea into a cup and enjoy it. You can drink it hot or let it cool down for a refreshing iced tea.

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