



LEARNING DOMAIN  
LANGUAGE AND COMMUNICATION

# ENGLISH FOR EVERYDAY LIVING



तह २

नेपाल सरकार

शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय  
शिक्षा तथा मानवश्रोत विकास केन्द्र

## हाम्रो भनाइ

सिकाइ मानव जीवनको अभिन्न अङ्ग हो । औपचारिक शिक्षा प्रणालीको संरचनाभन्दा बाहिर रहेर पनि व्यक्तिले जीवनका लागि आवश्यक ज्ञान र सिप हासिल गरिरहेको हुन्छ । यसरी जीवन(पर्यन्त चलिरहने सिकाइलाई अनौपचारिक शिक्षा भनिन्छ । जीवनपर्यन्त अर्थात् आजीवन सिकाइ तोकिएको निश्चित ढाँचा वा पद्धतिमा मात्र सीमित हुँदैन । मानव जीवनमा व्यक्तिले औपचारिक, अनौपचारिक तथा आफू संलग्न रहेको पेसा व्यवसाय वा कार्य अनुभवले विभिन्न किसिमका ज्ञान, सिप र क्षमता आर्जन गरिरहेको हुन्छ । अनौपचारिक माध्यमबाट सिकेका ज्ञान, सिप र क्षमतालाई उपयुक्त प्रणालीमार्फत व्यवस्थित गर्दै लैजानु जरुरी छ ।

विद्यालय शिक्षाको राष्ट्रिय पाठ्यक्रम प्रारूप, २०७६ ले गरेको व्यवस्थावमोजिम अनौपचारिक रूपबाट शिक्षा हासिल गरेका तर प्रमाणीकरण हुन नसकेका वा विभिन्न पेसा व्यवसाय गर्दै स्वअध्ययनको माध्यमबाट सिकाइ प्रमाणीकरण गर्न तथा आफ्नो योग्यता बढाउन चाहने व्यक्तिको आवश्यकतालाई दृष्टिगत गर्दै यो सामग्री तयार गरिएको हो ।

यस सामग्रीले भाषा तथा सञ्चार, व्यवहारिक समस्या समाधान, सामाजिक व्यवहार र मूल्यमान्यता, जीवन जगत र प्रविधि तथा स्वास्थ्य जीवनशैली र सिर्जनशीलतागरी पाँचओटा विषयक्षेत्र समेटेको छ ।

यो सामग्री १५ वर्षमाथिका औपचारिक शिक्षा प्राप्त गर्न वा पूरा गर्न नसकेका अनुभवी सिकारूलाई दृष्टिगत गरी विकास गरिएको छ । यो सामग्री हाललाई परीक्षणका लागि तयार गरिएको हो । आगामी दिनमा सरोकारवालाबाट प्राप्त सल्लाहसुझाव समावेश गर्दै यसलाई अझ परिष्कृत एवम् अद्यावधिक गरिने छ ।

यो सामग्री तयार गर्ने क्रममा सहयोग पुऱ्याउने साभेदार संस्था युनिसफ तथा विश्व शिक्षा, सामग्री लेखन र भाषा सम्पादनमा सहयोग गर्नुहुने विज्ञहरू, चित्र तथा साजसज्जा कार्यमा संलग्न सबैप्रति यो केन्द्र हार्दिक धन्यवाद प्रकट गर्दछ ।

**शिक्षा तथा मानव स्रोत विकास केन्द्र**

**सानोठिमी, भक्तपुर**



## Introduction

English is one of the most widely spoken and written languages in the world and is considered a global language. In today's world, proficiency in English is increasingly becoming a requirement for many jobs and industries, as well as for travel, higher education, and communication with people from different countries and cultures.

Dear learners, in this learning material, you will learn to understand the meaning of various instructions and directions and act accordingly. Similarly, you will make meaning from the given notices and share the message of the notice in oral and written form. Likewise, you will learn to read and write different applications needed in your life. Finally, you will be able to express your opinions and beliefs about various issues raised in our community in written and oral modes.

## Competency

After studying this learning material, learners will be able to achieve the following competency:

- Comprehension of the texts from a variety of resources and communication of the ideas appropriately

विभिन्न स्रोतहरूबाट पाठहरूको बुझाइ र विचारहरूको उचित संचार

## Learning Objectives

After studying this learning material, learners will be able to achieve the following learning outcomes:

- To act with response to oral, symbolic, and written directions and notices=

मौखिक, साङ्केतिक एवम् लिखित निर्देशन तथा सुचनामा केन्द्रित भई आफ्ना प्रतिक्रियासहित कार्य गर्न ।

- To respond with gestures, non-verbal signals or sounds and body movement along with comments

हाउभाउ, शब्दरहित इसारा वा ध्वनि शारीरिक अङ्गको चलाइ आदिको सङ्केतमा टिप्पणी सहित प्रतिक्रिया दिन ।

- To express one's opinions correctly at a natural speed courteously

आफ्ना विचार शुद्ध एवम् स्वभाविक गतिमा शिष्टाचार पूर्वक बताउन ।

- To tell the gist by reading the various texts written in simple language at normal speed

सरल भाषामा लेखिएका सामग्री शुद्धसँग उपयुक्त गतिमा पढी सार व्यक्त गर्न ।

- To express one's opinions correctly in short paragraphs, and write applications and fill the forms like birth registration, death registration, etc= which are very common in our daily life

आफ्ना विचार शुद्धसँग अनुच्छेदमा लेखी व्यक्त गर्न र दैनिक व्यावहारिक जीवनमा प्रयोग हुने सामान्य निवेदन, जन्म मृत्यु दर्ता जस्ता आवेदन फाराम भर्न ।

## Lesson Structure

This learning material has five lessons:

S. N.	Topic
1	Instructions
2.	Directions
3.	Notice
4.	Application
5.	Expressing opinions and beliefs



### Pre-learning Activity

**Before studying this learning material, answer the following questions to see how much you already know about this topic.**

a. Do you have the idea to prepare tea? Please write the processes to prepare a cup of tea.

b. Have you ever read the notice?

.....

When did you read the notice?

.....

If yes, what was the notice about?

.....

What was the message of that notice?

.....

**Suppose you are working in a departmental store as a salesperson. Because you are sick, you cannot go to your work today. Write a leave application to grant you a one-day leave to your manager.**

**Give your opinions about the importance of discipline in our life orally.**

Dear learners, did you write the answer to all questions? Hopefully, you did better. It shows that you already know much about the topics of this module. You may still study this learning material to review what you already know. Who knows, you might learn a few more new things as well.

If you did not do good now, don't feel bad. This learning material is for you. It will help you understand some essential concepts that can apply in your daily life. If you study this learning material carefully, you will learn the answers to all the items in the test and a lot more! Are you ready?

**You may go now to the next page to begin Lesson 1.**

LESSON

1

INSTRUCTIONS



Learning Activity

Look at the pictures and descriptions given below and comprehend the ideas of what it is about.

### HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

#### Do's →

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

#### Don'ts →

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI-WiN World Health Organization

a. What is the instruction about?

.....

b. Is it about the proper use of masks?

.....

c. Do you use masks regularly?

.....

d. Why should we use masks?

.....

e. Does it help to be safe from Covid 19?

.....



## Learning Activity

### Let's Read:

Uki Sherpa works in a company. Her company sends her salary to the bank. She is interested to withdraw her salary from the ATM because she is busy at her company during office hours. So, she is reading the information about ATM and its use.

Dear learner, you also read the following parts of the Automatic Tailored Machine (ATM) and its instructions manual to operate in your need like Uki.



## **User Manual of Automated Tailored Machine (ATM)**

### **How to withdraw money from an Automated Tailored Machine (ATM)?**

Let's read the steps to withdraw money from an Automated Tailored Machine (ATM).

#### **Step 1: Insert ATM card**

Insert your ATM card in the ATM in the slot marked as a card reader in the above picture.

#### **Step 2: Select Language**

Choose your familiar language from the language options which appear on the display screen.

#### **Step 3: Enter a 4-Digit ATM pin**

Use the Keypad to enter your 4-digit ATM PIN.

Never share your ATM PIN with anyone. Make sure that nobody is noticing you, while you enter the PIN. Be careful while entering the PIN as a wrong PIN may lead to the blockage of the ATM card.

#### **Step 4: Select the type of Transaction**

On the ATM screen, you will be able to see different types of transaction options such as Deposit, Transfer, Withdrawal of Money, etc.

For cash withdrawal, you will have to choose the Withdrawal Option.

#### **Step 5: Select the Type of Account:**

After selecting the cash withdrawal option, the screen will display different account types, select the type of your account. As an individual client, you should be choosing a savings account, as current accounts are a special type of account used by businesses.

#### **Step 6: Enter the withdrawal amount**

Now, enter your withdrawal amount.

Make sure that you do not enter a withdrawal amount of more than the balance in your account.

Now press enter.

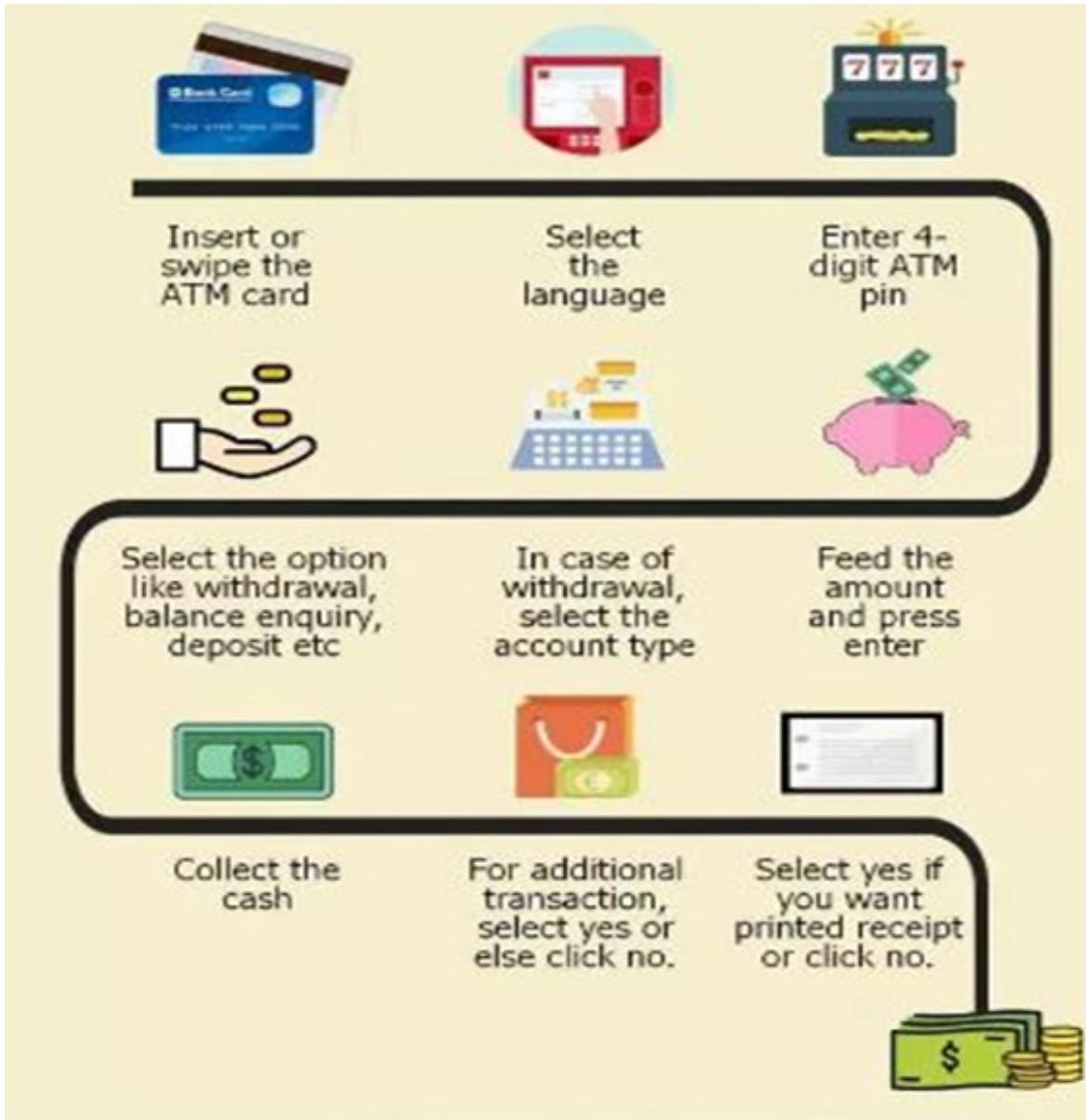
#### **Step 7: Collect the Cash**

Then, collect the cash from the cash dispenser slot of the machine as shown in the picture above.

#### **Step 8: Take a printed receipt, if you need**

Before you collect the cash, you will get an option you want a printed receipt of the transaction. If you want a printed receipt, click yes, receive the printed receipt, and close the transaction.

Now, look at the above-mentioned information in the following pictorial form.



## Glossary

Words	Meanings
1. parts	: elements (भागहरु)
2. screen	: a flat panel or area of ATM on which images and data are shown (पर्दा)
3. display	: show (देखिनु)
4. receipt	: the action of receiving something (रसिद)
5. cash	: money in coins or notes (नगद)
6. dispenser	: distributor or provider (नगद निस्कने ठाउँ)
7. keypad	: a miniature keyboard or set of buttons for operating in an ATM (किप्याड)
8. deposit	: collect (जम्मा)
9. slot	: a small narrow opening (साँगुरो प्वाल)
10. manual	: handbook (दिग्दर्शिका वा हाते पुस्तक)
11. withdraw	: to take back (फिक्नु)
12. insert	: to put something inside (धुसाउनु)
13. marked	: indicated (संकेत गरिएको)
14. familiar	: well known (परिचित)
15. language	: human speech (भाषा)
16. options	: choice (छनोट)
17. appear	: to become seen (देखिनु)
18. noticing	: watching carefully (नियालेर हेर्नु)
19. blockage	: obstruction (अबरोध)
20. transfer	: move (सानु)
21. individual	: personal (ब्याक्तिगत)
22. client	: customer (ग्राहक)
23. saving account	: बचत खाता
24. current account	: चलित खाता
25. balance	: remaining amount (रकम)
26. press	: force to (थिक्नु)
27. collect	: obtain (प्राप्त गर्नु)
28. Receive	: to get (प्राप्त गर्नु)

## Let's Try This

### a. Fill in the blanks with the suitable words/phrases from the instructions above.

- i. The full form of ATM is.....
- ii. First of all, we should insert.....in ATM.
- iii. We should not share our.....with anyone.
- iv. We should use ..... to enter your 4-digit ATM PIN.
- v. Make sure that you do not enter a withdrawal amount of more than the.....in your account.

### b. Write 'T' for true and 'F' for false statements.

- i. We have options to select the language in ATM. [     ]
- ii. We should enter 5 digit ATM pin for verification. [     ]
- iii. We should select the 'withdrawal' option to withdraw money. [     ]
- iv. We can collect the cash from the cash dispenser slot of the machine. [     ]
- v. Step 5 is 'Select the Type of Account'. [     ]

### c. Write the part of ATM given in the first picture.

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....



## Experience based Activity

**e. Answer the following questions.**

i. Which bank is there in your nearest?

.....

ii. Have you opened an account in the bank?

.....

iii. If yes, what type of account is it?

.....

iv. Do you have an ATM card too?

.....

v. Do you also use an ATM card?

.....



## Practice Activity

**Let's Listen:**

**Listen to the audio adopted from the British Council's website about the instructions for essay writing assignments. Please double-click on the audio icon and then click on the 'open' option to listen to the audio. After listening to the audio, do the tasks that follow.**

**Link of audio clip:**

<https://drive.google.com/file/d/1TId3vDVxmn2Wk8htpgzj8kkmxixE512k/view?usp=sharing/>

**Listen to the audio again, and tick (✓) the best answer based on the audio text.**

- a. The deadline for the essay is .....
- |                       |                      |
|-----------------------|----------------------|
| i. October the 18th   | ii. October the 19th |
| iii. October the 28th | iv. Two days later   |
- b. Students can also bring a paper copy of the essay to his.....
- |                  |             |
|------------------|-------------|
| i. Home          | ii. Office  |
| iii. Supermarket | iv. Theatre |
- c. The ..... page of your essay should be a list of all the books you used, in alphabetical order.
- |           |              |
|-----------|--------------|
| i. First  | ii. Middle   |
| iii. Last | iv. No given |
- d. Which font is best?
- |                    |             |
|--------------------|-------------|
| i. Times New Roman | ii. Calibri |
| iii. Mangal        | iv. Arial   |
- e. Which is the font size for the title and sub-headings?
- |       |        |
|-------|--------|
| i. 10 | ii. 12 |
| ii.14 | iv. 16 |



## Interactive Activity

### Let's Speak:

**Suppose one of your friends does not have a Facebook account and he/she wants to create a Facebook account. Give him/her instructions to create a new Facebook account orally.**

**Imagine that you do not have any idea how to send emails to other people but you have an urgent to send an email to your brother abroad. You Find the person in your locality who knows about it. Have a conversation with his/her requesting to help you to send the email to your brother.**



## Learning Activity

### Grammar:

See the following pictures, comprehend the meaning of verbs and do the activities that follow.



**Drive a car**



**Eat an apple.**



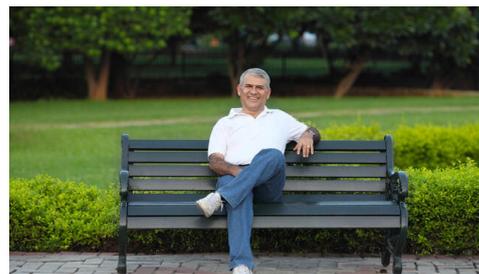
**Cut the grass.**



**Run on the road.**



**Drink water.**



**Sit in bench.**



**Fly in the sky.**



**Read the newspaper.**

For gaining more ideas, please read the following verbs and their meanings in Nepali.

Verbs	Meaning in Nepali
be	हुनु
bear	सहनु
become	हुनु
begin	सुरु गर्नु
break	भाँच्नु
bring	ल्याउनु
build	निर्माण गर्नु
burn	जल्नु
buy	किन्नु
catch	पक्रनु
choose	छान्नु
clothe	लगाउनु
come	आउनु
cost	दाम पर्नु
creep	घस्रिनु
cut	काटनु
dig	खन्नु
do	गर्नु
dream	सपना देख्नु
drink	पिउनु
drive	हाँक्नु
eat	खानु
fall	खस्नु
feed	खुवाउनु
fight	लडाई गर्नु
find	भेट्याउनु
fly	उडनु
forget	बिर्सनु
forgive	क्षमा दिनु
get	पाउनु
give	दिनु



## Practice Activity

### Let's write.

#### Writing Instructions

Instructions are detailed directions on how to do something or use something. They are important because they help us learn how to do things we may not know how to do or how to do them better. People give instructions to others to help them complete tasks.

#### Some Hints to Write Instructions

- Start with a clear title for your instructions.
- Make sure your instructions are easy to understand and specific.
- List the steps in order, knowing what to do first, second, and third.
- Begin each instruction with a base verb (e.g., “Go” or “Put”).
- Before finalizing, review and revise your instructions carefully.

#### Sample 1:

##### Preparing Black Tea

1. Turn on the gas stove.
2. Put the kettle on the gas stove.
3. Pour the needed amount of water into the kettle.
4. Add the desired amount of sugar and tea.
5. Add small amounts of salt and ginger.
6. Let it be boiled for a few minutes.
7. Enjoy your tasty tea!



#### Sample 2:

##### Repairing a bicycle puncture

1. Take out the inner tube from the tire.
2. Inflate the tire and put it in water to find the leak.
3. Deflate and dry the tube and prepare it.
4. Apply glue, put a patch over the hole, and let it dry.
5. Check for any additional leaks.
6. Put the tube back in the tire and inflate it.

**Writing Exercises:**

**Write a set of instructions for the following works. You can use the internet for your need.**

**a. Prepare coffee**

**b. Create Facebook account**

**c. Prepare omelette.**

**d. Create Gmail account**



## Exploratory Activity

**Do the following tasks in your real life with the help of instructions that you have written under the writing section. You can use the internet and take the assistance of other people who have ideas for doing tasks.**

- a. Prepare coffee
- b. Create Facebook account
- c. Prepare omelette
- d. Prepare Gmail account

**Visit one of the banks of your nearest location. Enquire about the process of opening an account and getting an ATM card. Open the account, deposit some amount of money in your account, and get the ATM card. Use the ATM card going to the ATM booth of your reach. You can take the help of bank staff in your need.**



## Self-initiated activity

**You can get much information about other services that Nepal bank offers to you by clicking the website below:**

**<https://nepalbank.com.np/>**

### Transcript of the Audio Text

I want to explain a few things about your essay.

First of all, the deadline. The deadline for this essay is October the 18th. Not the 19th, not the 28th, not two days later because your dog was ill or your computer broke – the 18th. If it's late, I won't mark it. I won't even read it – you'll fail the assignment! So, please hand it in on time. You can even hand it in early, if you like!

You can email me the essays at [j.hartshorn@lmu.ac.uk](mailto:j.hartshorn@lmu.ac.uk). That's H-A-R-T-S-H-O-R-N. I'll reply to say I've got it. If I don't reply within a day, it might mean I didn't get it, so please email me again to make sure. You can also bring a paper copy of the essay to my office, but let's be kind to the trees, OK? Email is better for the trees and for me.

Don't forget that you must reference every idea or quote you use that isn't your own idea. And the last page of your essay should be a list of all the books you used, in alphabetical order, not in the order you used them!

And lastly, make it easy for me to read! That means use a clear font. Arial is best, but Times New Roman is fine too. Not Comic Sans please! Size 12 font for the essay, and size 14 for the titles and subheadings. And use page numbers. Any questions?

LESSON

2

DIRECTIONS



Learning Activity

Look at the city map below and find the ways to reach the zoo from the shop.

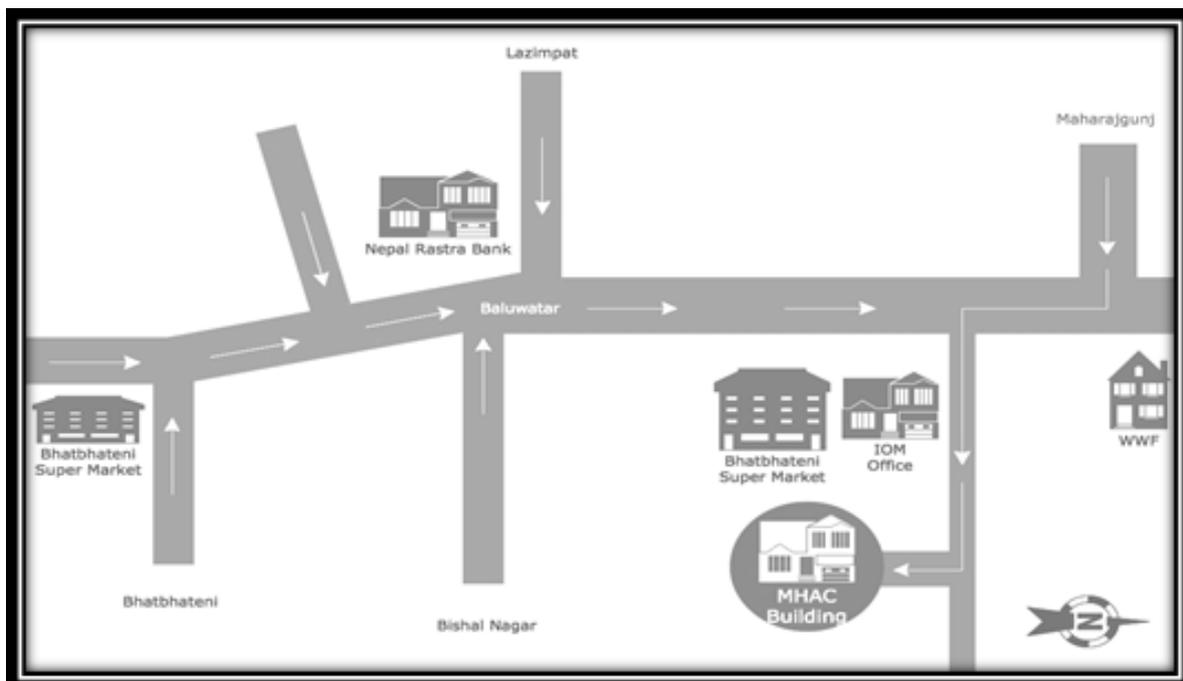




## Learning Activity

Let's read.

Look at the map below and read the direction to reach Bhatbhateni Super Market from Maharajgunj given by Mahesh, who also works in Bhatbhateni Super Market to his friend Mukesh. And do the tasks that follow.



Now you are at Maharajgunj. Come out of the home on the road of Maharajgunj. You will a broad street. Go straight for a while until you find a chowk there. Then, turn right and walk straight until you reach Baluwatar road. You will see Nepal Rastra Bank and the road to go to Lazimpat near Baluwatar but do not take that road. Walk straight until ignoring the side roads. Finally, you will see Bhatbhateni Supermarket on your left. You can have a great experience of shopping there.

## Glossary

Words	Meanings
1. broad	: wide (फराकिलो)
2. street	: road (सडक)
3. straight	: not curved (सिधा)
4. until	: till (सम्म)
5. turn	: moving in a circular direction (घुम्नु)
6. right	: (दाहिने, दायाँ)
7. near	: located at a short distance (नजिक)
8. ignoring	: neglecting (वेवास्ता गरेर)
9. finally	: lastly (अन्तिममा)
10. supermarket	: a large store selling foods and household goods (सुपरमार्केट)
11. grand	: magnificent (भव्य)
12. experience	: practical skills (अनुभव)
13. shopping	: buying goods from stores (किनमेल गर्नु)

## Let's Try This

Match the following words of Column A with their meanings of Column B.

### Column A

a. broad

b. street

c. straight

d. ignoring

e. finally

### Column B

i) lastly

ii) neglecting

iii) road

iv) not curved

v) wide

**Complete the above-mentioned directions filling the missing information there.**

Now you are at Maharajgunj. Come out of the..... at the road of Maharajgunj. You will a broad street. Go ..... for a while until you find a chowk there. Then, ..... and walk straight until you reach Baluwatar road. You will see Nepal Rastra Bank and the road to go to Lazimpat ..... Baluwatar but do not take that road. Walk straight until ignoring the side roads. Finally, you will see Bhatbhateni Supermarket on ..... You can have a great experience of shopping there.

**Answer the following questions.**

a) Who works in Bhatbhateni Supermarket?

.....

b) Where is Mahesh now?

.....

c) Who is Mahesh?

.....

d) Write the words/phrases that are used to give directions.

.....

e) Is there anything on the west of Bhatbhateni Supermarket?

.....



## Practice Activity

### Let's Listen:

Listen to the following audio text adopted from the website of the British Council and do the tasks that follow.

### Link of the audio

<https://drive.google.com/file/d/15bMsVRB6V3kutSUEakdAnA2ACwnvQeVY/view?usp=sharing/>

Listen to the audio again and match the correct information said by A, B, C, and D based on the audio.

- A Go straight on. Go past the traffic lights and take the second right on to King's Road. Go past the bookshop. It's the building next to the bookshop opposite the café.
- B Go straight on. Then take the first left on to Green Street. Walk past the library and it's the building next to the library on the left.
- C Go straight on. Go past the traffic lights and go straight on until you get to the roundabout. At the roundabout turn left. Go past the theatre. It's the building next to the theatre, opposite the hospital.
- D Go straight on. Go past the traffic lights. You will see a shop on the right. Go past that and it's on the right next to the shop.



## Interactive Activity

### Let's speak:

Meet your three friends and ask them to give directions to their homes and share yours too orally.



## Learning Activity

Let's read some verbs and their meanings in Nepali.

Go	जानु
Grow	बढनु
Hang	भुण्डाउनु
Have	पाउनु
Hear	सुनु
Hide	लुकाउनु
Hold	समात्नु
Keep	राख्नु
Kneel	घुँडा टेक्नु
Knit	बुन्नु
Know	जान्नु
Lay	पल्टनु
Learn	सिक्नु
Lend	दिनु
Let	अनुमति दिनु
Light	बाल्नु
Lose	गुमाउनु
Make	बनाउनु
Mean	अर्थ दिनु
Melt	पगलनु
Mistake	गल्ती गर्नु
Overcome	जित्नु
Pay	तिर्नु
Overtake	जित्नु
Put	राख्नु
Read	पढनु
Ride	चढनु
Ring	बजाउनु
Rise	उदाउनु
Run	दौडनु
Saw	आराले काट्नु
See	देख्नु

Sell	बेच्नु
Send	पठाउनु
Sew	सिलाउनु
Shake	हल्लाउनु
Shut	बन्दगर्नु
Sing	गीत गाउनु
Sink	डुब्नु / डुवाउनु
Sit	बस्नु
Sleep	सुत्नु
Slide	चिप्लनु
smell	गन्धआउनु
Sow	बीउ छर्नु
speak	बोल्नु
spend	खर्च गर्नु
Spill	पोखिनु
stand	उभिनु
Steal	चोर्नु
Stick	टाँस्नु
sweep	बढार्नु
swim	पौडनु
Take	लिनु
teach	पढाउनु / सिकाउनु
Tear	च्यात्नु
Tell	भन्नु
think	सोच्नु
throw	फ्याँक्नु
understand	बुझ्नु
upset	पल्टाउनु / घोप्टाउनु
wear	लुगा लगाउनु
weep	रुनु
Win	जित्नु
withdraw	भिक्नु
Work	काम गर्नु
write	लेख्नु



## Practice Activity

### Let's Write

**Direction refers to the general position where a person or thing moves or points towards.**

### Some hints to writing directions

- To write directions, first of all, identify the destination and its direction.
- Use phrases like “turn left,” “turn right,” “next to,” “opposite to,” “go past,” “go straight on,” “on the left,” and “in front of you.”
- Use transitional words like “after that,” “then,” “next,” “later,” “soon,” and “finally” to connect the directions.
- Provide rough estimates of travel time or distance using phrases such as “It is about a twenty-five-minute bus ride,” “It is about a ten-minute walk,” “It’s not far,” and “It is just around the corner.”
- Use landmarks to help people find their way, such as “You will see the Ncell tower on the right,” “You will see Rapti Super Market on the left,” and “You will pass the gas station.”

### Sample 1

**Suppose your friend is at the bus park and he/she wants to come to your house. Give him/her directions to come to your house using the following outlines.**

Bus park.....Newroad..... go straight.....Nabil Bank on right..... Film hall on left..... five minutes..... turn right at junction..... Lions Road..... house on right

First, come out of the bus park and head towards New Road. Once you reach New Road, continue straight ahead until you see Nabil Bank on your right. Keep walking straight until you see a movie theater on your left, which should take about five minutes. When you arrive at the junction, take a right turn and follow Lions Road. Finally, you will see my house on your right-hand side. It is a three-story building painted in white color. Follow these directions, and you should be able to reach my house without any trouble.



## Practice Activity

Look at the following map. Suppose your friend Laxman is at the beginning of Bond Street near the museum and library. He wants to go to the hospital. Give directions in written form to him to reach the hospital.



## Experience based Activity

Suppose your friend Rani is at the bus park in your city. She wants to come to your house. Give the written directions to her to come to your home.



## Exploratory Activity

Go to the main chowk of your locality. Meet at least five people. Ask them to tell the directions to reach their home from that main chowk. Also, give the directions of your home to reach your house from that chowk orally.



## Self-initiated activity

You can get more ideas about giving and asking the directions with help of the given video. Please click on the video and watch it to explore more.

<https://www.youtube.com/watch?v=DPYJQSA-x50/>

### Transcription of audio

A

Go straight on. Then take the first left on to Green Street. Walk past the library and it's the building next to the library on the left.

B

Go straight on. Go past the traffic lights. You will see a shop on the right. Go past that and it's on the right next to the shop.

C

Go straight on. Go past the traffic lights and go straight on until you get to the roundabout. At the roundabout turn left. Go past the theatre. It's the building next to the theatre, opposite the hospital.

D

Go straight on. Go past the traffic lights and take the second right on to King's Road. Go past the bookshop. It's the building next to the bookshop opposite the café.



Learning Activity

Read the given notice and try to answer the questions below.

**Vital Handloom Pvt. Ltd.**

NOTICE

21 December, 2021

**General body Meeting**

There will be a General Body Meeting of our Employees Recreation Club of the company to create sub committees to organize different activities as regards New Year Celebrations. Any suggestions and ideas are welcomed.

Sd/-  
Siddharth Krishnan  
Secretary  
**Vital Handloom Employees Recreation Club**

a. Have you ever read or written the notice?

.....

b. If yes, what was the notice about?

.....

c. When did you read the notice last time?

.....

d. Do you think the notice is important for us?

.....

e. What is the importance of notice in our life?

.....



## Learning Activity

Read the following notice and do the activities that follow.

Himali Youth Club  
Gaindakot-1, Nawalpur

Notice

31st December 2022

It is to notify all the members of this club that the scheduled Pokhara Tour of the club has been postponed due to some unforeseen circumstances. We would like to apologize for your inconvenience. Our tour now will be held as per the following schedule.

Date: 3rd to 5th January 2023

Places to visit: Sharankot, Begnas Lake, Fewa Lake, Mahendra Cave, Bat Cave, and Bindabasini Temple.

Departure: 7: 30 AM, 3rd January 2023

Note: No member is allowed to take their kids with them.

Shiwani Tharu  
Secretary  
Himali Youth Club  
Gaindakot-1, Nawalpur

## Glossary

Word	Meaning
1. youth	: the period between childhood and adult age (युवा)
2. notice	: written information (सूचना)
3. notify	: to formally tell somebody about something (जानकारी दिनु)
4. members	: persons belong to a particular group (सदस्य)
5. scheduled	: arranged for something to happen at a particular time (निर्धारण गरिएको)
6. postponed	: put off a later time or date (पछि सारिएको)
7. unforeseen	: not predicted (अनुमान नगरिएको)
8. circumstances	: conditions (परिस्थितिहरु)
9. apologize	: excuse (क्षमा माग्नु)
10. inconvenience	: causing difficulties (असुविधा)
11. lake	: a body of water surrounded by land (ताल)
12. cave	: a hollow in rock (गुफा)
13. departure	: the action of going away (जाने काम वा प्रस्थान)
14. allowed	: permitted (अनुमति दिनु)
15. kids	: children (बच्चाहरु)
16. secretary	: a person employed to deal with correspondence (सचिव)

## Let's Try This

**Write T for true and F for false statements.**

- i. The club members are going to Pokhara tour. [    ]
- ii. The tour has been postponed due to some unforeseen circumstances. [    ]
- iii. The club is located in Kirtipur-6, Kathmandu. [    ]
- iv. Only some members are allowed to take their kids. [    ]
- v. They are going to Ghandruk too. [    ]

**Fill in the blanks with appropriate words.**

- i. This notice is to notify all the.....of the club.
- ii. The club would like to apologize for.....
- iii. They are going to tour from..... to Pokhara.
- iv. The..... of Himali Youth Club has released this notice.
- v. The new departure time for the tour is.....

**Match the halves of Column A with the halves of Column B to complete the information.**

**Column A**

- a. Name of the club
- b. Secretary
- c. The club is located at
- d. Departure
- e. Note

**Column B**

- i. Shiwani Tharu
- ii. Not allowed to take kids
- iii. 7: 30 AM, 3rd January 2023
- iv. Gaindakot-1, Nawalpur
- v. Himali Youth Club

**Answer the following questions based on the notice above.**

- a. When was the notice written/published?  
.....
- b. What are the places to visit?  
.....
- c. Who is the secretary of the club?  
.....
- d. What is the departure time?  
.....
- e. What is the date of the Pokhara tour?  
.....



## Practice Activity

***Let's listen.***

**Listen to the following transportation announcement extracted from British Council's website and do the activities that follow.**

**Audio link**

[https://drive.google.com/file/d/16J0LtVFSWevo\\_ufwi34PQPSq-NjZBBCu/view?usp=sharing/](https://drive.google.com/file/d/16J0LtVFSWevo_ufwi34PQPSq-NjZBBCu/view?usp=sharing/)

**Write 'T' for true and 'F' for false statements based on the transport announcement that you listened in the audio.**

- a. The next train to arrive at Platform 2 is the 12.20 to Bristol Temple Meads. [    ]
- b. This train is delayed by approximately 5 minutes. [    ]
- c. Passengers for Flight EB380 to Paris please make your way to Gate 13 for boarding. [    ]
- d. Upon arrival, the first set of doors did not open. [    ]
- e. This train terminates at Redbridge. [    ]



## Interactive Activity

### Let's speak.

Read the following two notices and report/ tell their information to the group of people in your locality orally. You can use a dictionary or the internet to search for the meaning of unfamiliar words if any.

### *Notice 1*

# Notice

## Suspension of visas in Sri Lanka due to the COVID-19 outbreak

Please be informed that due to the COVID-19 outbreak, the following will be implemented with immediate effect:

- (1). All types of visa issuance to enter Sri Lanka for all foreign nationalities will be temporarily suspended until further notice.
- (2). All types of Electronic Travel Authorizations (ETA), Entry Visas, Landing Endorsements, Multiple Entry Visas and Residence Visas already granted to all foreign nationals and not arrived to Sri Lanka yet, will be temporarily suspended and they will not be allowed to enter Sri Lanka until further notice.

Thank you.

**Permanent Mission of Sri Lanka to the  
United Nations  
No. 820, 2nd Avenue,  
2nd Floor,  
New York 10017**

## Notice 2

Your flight has been retimed

  
**SINGAPORE AIRLINES**  
A STAR ALLIANCE MEMBER

**Booking reference** [REDACTED]

---

Dear Sir/Madam,

Please be advised that SQ939 scheduled to depart on 03 Jun 2022, 13:05 from Denpasar Bali, has been retimed to 03 Jun 2022, 13:55 due to the late arrival of the inbound aircraft. The flight is estimated to arrive in Singapore on 03 Jun 2022, 16:40.

We apologise for the inconvenience caused.

If you require a written notice about your disrupted flight, please visit our website [here](#) to retrieve a flight disruption statement. Please note that this service is only for eligible flights.

Yours sincerely,  
Singapore Airlines



## Practice Activity

### Grammar – Use of the Articles A/An

#### Use of A/An

- We use ‘a’ before a singular countable noun that starts with a consonant sound. *For example, “a car,” “a book,” or “a teacher.”*
  - We use ‘an’ before a singular countable noun that starts with a vowel sound. For example, “an apple,” “an umbrella,” and “an hour.”
- a. Read some examples of using ‘A’ or ‘An’ and fill in the blanks with ‘A’ or ‘An’.

# A - An

## a + consonant

**a** + lamp  
**a** + door  
**a** + house  
**a** + bag  
**a** + tomato

## an + vowel

**an** + apple  
**an** + elephant  
**an** + ice-cream  
**an** + orange  
**an** + umbrella

A. Write **a** or **an** before the names.



\_\_\_ car



\_\_\_ aeroplane



\_\_\_ parrot



\_\_\_ baby



\_\_\_ doll



\_\_\_ hat



\_\_\_ egg



\_\_\_ rabbit



\_\_\_ apple



\_\_\_ elephant



\_\_\_ cat



\_\_\_ ice-cream



\_\_\_ mouse



\_\_\_ snake



\_\_\_ armchair



\_\_\_ ladybug

**Tick (✓) the correct option either 'a' or 'an'.**

- a. Ramila is ( a / an ) pilot.
- b. Himal is ( a / an ) office boy.
- c. Shanti is eating ( a / an ) banana.
- d. Abinash is reading ( a / an ) novel.
- e. Bikal works in ( a / an ) restaurant.
- f. Binita is ( a / an ) engineer.
- g. Sunil is ( a / an ) doctor.
- h. Samjhana is ( a / an ) accountant.
- i. I live in ( a / an ) village.
- j. She lives in ( a / an ) city.

**Fill in the blanks with 'a' or 'an'.**

- a. I have ..... umbrella.
- b. She wants ..... baby.
- c. Do you like..... orange?
- d. She is eating ..... egg.
- e. Reshma is ..... nurse.
- f. Ganesh wants to buy.....car.
- g. He wants ..... house to live.
- h. There is.....book in his bag.
- i. Gopal works in.....company.
- j. Ramesh is.....carpenter.



## Practice Activity

### Let's Write.

A notice is a formal method of communication directed towards a specific individual or group. It can serve various purposes such as inviting people to attend a meeting, announcing an event, giving instructions, making appeals, and more. Essentially, a notice is a way to convey important information in a professional and structured manner.

### Some Hints to Write Notice

- Write the name of the organization that is issuing the notice at the top of the page.
- Below the organization name, write the title "NOTICE" in bold letters to draw attention to the message.
- On the right side, write the date when the notice is being issued or published.
- Write the content of the notice clearly and concisely, keeping it brief and to the point. Be sure to include all relevant details such as the purpose of the notice, any important dates or deadlines, and any specific instructions or requirements.
- Conclude the notice by including the name and position of the person writing the notice.

**Sample 1:**

**Shree Kalika Secondary School  
Pokhara -11 Kaski  
Notice**

1st January 2023

It is notified to all the teaching and non-teaching staff and students that our school remains closed for 15 days i.e. from 1st October 2022 to 15th October 2022 on the auspicious occasion of Dashain, 2079. Our school opens on 16th October 2022 as usual.

We wish you peace, prosperity, happiness, good health, and long life on the occasion of Vijaya Dashami, 2079.

Thank you.

Ramesh Darji  
Principal

**Writing Exercise:**

**The notice given below is not in the correct order of information. Rearrange the information and make it meaningful notice in the given box. You can use the above-mentioned samples for your ease.**

5th January 2023

**Notice  
Prabhu Bank Limited  
Beni -1, Myagdi**

Our bank opens on 10th January 2023 as usual. It is notified to our valued customers that our school remains closed for 2 days i.e. from 7th January 2023 to 9th January 2023 because of the public holiday. Thank you. We wish you peace, prosperity, happiness, good health, and long life to our valued customers.

Branch Manager  
Rita Ghatang

**Prepare a notice based on the following information.**

Global Company Kathmandu.....Bandipur tour of staff postponed.....  
unforeseen circumstances..... apologize for inconvenience..... new  
schedule..... date, places to visit, departure.....



## Exploratory Activity

**Visit five offices or organizations in your locality such as schools, health posts, and ward offices, and read the notices issued by them. Collect the information in the given box and report the main idea of these notices based on the collected information in written form.**

SN	Offices you visited	Notice about	Information you got
1.			
2.			
3.			
4.			
5.			



## Experience based Activity

Fill in the blanks to report the above-mentioned information based on your experience and the information you got.

Date: .....

My name is..... . I live in.....

..... Yesterday, I visited five offices or organizations in our locality.

They are.....

.....  
.....  
.....

...I saw the notice boards of all five offices. The first office was .....

There was a notice of .....in that office. I learnt.....

from that notice. The second office was ..... There was a notice of.....in that

office. I learnt .....from that notice. Then, I visited the third office. The first office was .....

There was a notice of.....in that office. I got the information about.....  
.....from that notice. ....

.....was my fourth visited organization. There was the recent notice of ..... . So, I got the information about.....from

the notice of that office. The last office I visited was..... . The recent notice was about..... I got the

information about.....there. I learned that notices are very important things in our life to get updated information.



## Self-initiated activity

In order to explore more notices and information about the courses of higher education offered by Nepal Open University, please visit the website <https://www.nou.edu.np/>. Also, fill out the given table reading the notices from the website.

SN	Theme of notice
1.	
2.	
3.	

### Transcript of audio

#### A

The next train to arrive at Platform 2 is the 12.20 to Bristol Temple Meads, calling at Reading, Oxford and Bristol Parkway. Platform 2 for the 12.20 to Bristol. First class is in the rear carriage.

---

#### B

This is a platform announcement for passengers for the 12.20 service to Bristol Temple Meads. This train is delayed by approximately 8 minutes. The train will now depart from Platform 9. Passengers for the 12.20 train to Bristol, please make your way to Platform 9.

---

#### C

Passengers for Flight EB380 to Paris please make your way to Gate 13 for boarding. Gate 13 for flight EB380 to Paris. Please have your passports and boarding passes ready. Your flight is ready to board.

---

#### D

This is a London Underground service to Liverpool Street. The next station is Liverpool Street. Upon arrival, the first set of doors will not open. Customers in the first carriage, please move towards the rear doors to leave the train. The next station is Liverpool Street. Change here for Central Line, Circle Line, Hammersmith & City Line and Metropolitan Line and Main Line Suburban rail services. Please mind the gap between the train and the platform. This train terminates at Redbridge.



Learning Activity

Answer the following questions briefly.

a. What you ever been sick in our life?

.....

b. Have you ever written a sick leave application?

.....

c. What happened to you when you were sick?

.....

d. When did you write a sick leave application last time?

.....

e. Why do we write the sick level application?

.....

f. Who writes sick leave applications in your family?

.....

Look at the following applications and try to understand what they are about.

### First leave application

**Leave Application for Office**

**To**  
**The Manager**  
**Goyal Pvt. Ltd.**  
**Sikar**

**21st August 2022**

**Sub- Application for one day leave**

**Sir,**

**With humble request, this is to inform you that due to my severe health condition I am unable to join the office for tomorrow. Because I have been facing an extreme headache and fever since last few days.**

**Kindly grant me leave on 23rd August so that I can visit the doctor and take proper medication. Thank you for your consideration.**

**Thanking you**

**Yours faithfully**  
**Manish Rana**  
**Accountant**

Applicationformat.com

### Second leave application

January -5, 2023  
The Class Teacher  
Class 5  
Harihar Secondary School  
Kathmandu Nepal

**Subject: Leave Application**

Dear sir,

With due respect, I would like to state that I am unable to attend my regular class today i.e. January -5, 2023 because of my sickness. I have had a high fever since last night due to which I am in rest. So, grant me a sick leave for two days I will attend my regular class from January -6, 2023.

I am extremely sorry for my absence.

Thank you.

Your obedient student  
Prem Chaudhary  
Class 5  
Roll no. 6



## Learning Activity

### Let's read.

A leave application is a formal request or notification sent by an individual to their employer, school, or other authority, informing them of their intention to take time off work or school for a specific reason.

**Pradeep works on campus as an office helper. Read the following leave application written by Pradeep and do the tasks that follow.**

Palungtar, 5  
Gorkha  
1st February 2023  
The Campus Chief  
Gorkha Multiple Campus  
Gorkha, Nepal

### **Subject: Leave application**

Dear sir,

I humbly and respectfully beg to state that I cannot attend my regular work tomorrow i.e. 2nd February 2023 because I have to be busy with the management of my elder brother's wedding ceremony. I would like to assure you that I will be present on 3rd February 2023 and accomplish my task as usual. I would, therefore, like to request you to grant me a casual leave for one day.

Sorry for the inconvenience caused by my absence.

Yours Faithfully,

Pradeep Thagunna  
Office Helper

## Glossary

Words	Meanings
1. leave	: holiday, vacation (विदा)
2. application	: formal written notice for something (निवेदन)
3. humbly	: politely (नम भई)
4. respectfully	: in a respectful manner (आदर पूर्वक)
5. beg	: ask humbly for something (बिन्ति गर्नु)
6. state	: mention (उल्लेख गर्नु)
7. attend	: be present (उपस्थित हुन)
8. management	: the process of dealing with or controlling things or people (ब्यवस्थापन)
9. wedding	: marriage (विवाह)
10. ceremony	: celebration (समारोह)
11. assure	: ensure (विश्वास दिलाउनु)
12. present	: attend (उपस्थित)
13. accomplish	: complete (पुरा गर्नु)
14. task	: work (काम)
15. usual	: regular (नियमित)
16. request	: appeal (अनुरोध गर्नु)
17. grant	: give (दिनु)
18. casual	: occurring without regularity (आकस्मिक)
19. inconvenience	: causing difficulties, trouble (असुविधा)
20. absence	: being away (अनुपस्थित)
21. faithfully	: in a loyal manner (विश्वसनिय)

### Let's Try This

a. Match the words of Column A with their correct meanings of Column B.

#### Column A

- wedding
- accomplish
- grant
- application
- attend

#### Column B

- complete
- give
- formal written notice for something
- be present
- marriage

**Read the above leave application again and fill the missing words or phrases in the blanks.**

Palungtar, 5  
.....  
1st February 2023  
The Campus Chief  
.....  
Gorkha, Nepal

Subject: .....

Dear sir,  
I humbly and respectfully beg to state that I .....my regular work tomorrow i.e..... because I have to be busy in the management of my elder brother's .....ceremony. I would like to assure you that I will be .....on 2nd February 2023 and accomplish my task as usual. I would, therefore, like to request you to .....me a casual leave for..... day. Sorry for the .....caused by my absence.

Yours Faithfully,  
.....  
Office Helper

**Tick (✓) the best answer.**

- a. Name of campus given in a leave application is.....
- i. Gorkha Multiple Campus
  - ii. Pusalata Campus
  - iii. Gramin Adarsha Campus
  - iv. Tridevi Campus
- b. Pradeep is requesting one day's leave for.....
- i. 2nd February 2023
  - ii. 22nd February 2023
  - iii. 2nd February 2022
  - iv. 2nd February 2021
- c. He will be present on the campus on.....
- i. 2nd February 2023
  - ii. 3rd February 2023
  - iii. 3rd February 2022
  - iv. 23rd February 2023
- d. What is the post of Pradeep Thagunna?
- i. Lecturer
  - ii. Campus Chief
  - iii. Security guard
  - iv. Office helper
- e. Pradeep is attending his .....wedding ceremony.
- i. elder brother's wedding ceremony
  - ii. younger brother's wedding ceremony
  - iii. elder sister's wedding ceremony
  - iv. younger sister's wedding ceremony

**Write 'T' for true and 'F' for false statements.**

- a. Gorkha Multiple Campus lies in Gorkha Nepal. [     ]
- b. Pradip works as a security guard on campus. [     ]
- c. He wants leave to attend the wedding ceremony of his sister. [     ]
- d. He is requesting one day's leave. [     ]
- e. Pradeep is from Palungtar 5 Gokha. [     ]

**Answer the following questions.**

- a. Who wrote this application?  
.....
- b. What is the subject of the application?  
.....
- c. Where does Pradeep Thagunna work?  
.....
- d. When was the application written?  
.....
- e. Why does he say sorry?  
.....



## Learning Activity

### Let's listen.

Listen to the following conversation adopted from British Council's website and do the tasks that follow.

### *Link of the audio clip:*

<https://drive.google.com/file/d/1omPb7A4alMO8JkC0IST-DECqap6zcrU0/view?usp=sharing/>

Listen to the audio again and tick (✓) the best answer.

- a. 'Light and dark' is a ...
- i. horror movie .
  - ii. science fiction movie.
  - iii. romantic comedy movie
- b. The comedy film is about.....
- i. school            ii. library            iii. buspark
- c. Jack hates.....
- i. horror films.
  - ii. romantic films.
  - iii. science fiction film.
- d. Finally, they decided to watch.....
- i. romcom.
  - ii. horror film.
  - iii. science fiction film.
- e. They have plan to meet outside the cinema at.....
- i. 7 o'clock.
  - ii. half past seven.
  - iii. 8 o'clock.



## Interactive Activity

### Let's speak.

#### **Making Requests.**

**Read the following examples of requesting other people.**

Please open the door.

Please don't make a noise.

Would you mind giving me your pen, please?

Could you possibly stop quarreling with each other?

I wonder if you gave me your mobile to make a call.

I would appreciate it if you helped me now.

These are some structures that can be used to request people.

Please/please don't...

Would you mind not ...ing?

Could you possibly stop...ing?

I wonder if you...

I'd appreciate it if you...

#### **Speaking Exercise**

**Request any person who is near you in the following situations.**

- a. asking pen with someone
- b. requesting to keep quiet
- c. requesting to give you 50 rupees
- d. requesting to help you in your problem
- e. asking cycle with other person
- f. requesting to stand up
- g. requesting to close door
- h. requesting for your monthly salary
- i. requesting to give you book
- j. requesting for sick leave with your boss



## Practice Activity

### Grammar

#### **Nouns**

A noun is a word that names or identifies a person, place, or object. There are five types of nouns. They are:

##### **1. Proper noun**

Proper nouns refer to specific locations, objects, or persons.

*For example: Dhanu, Nepal, Kathmandu, etc.*

##### **2. Common noun**

A common noun refers to a noun that names a common type of thing, place, and person.

*For example: pen, girl, book, bus, etc.*

##### **3. Collective Noun**

Collective nouns are nouns that name a collection of things, animals, and persons.

*For example: team, committee, flock, etc.*

##### **4. Abstract Noun**

Abstract nouns refer to the noun name of something that no one can touch or see but think about.

*For example: honesty love, truth, etc.*

##### **5. Material Noun**

Material nouns are nouns that express a material from which things are made.

*For example: gold, silver, iron, etc.*

**A. Read the following nouns given in the box and categorize them in their right types.**

Dhanu    pen    team    committee    flock    girl    book    bus  
honesty    love    truth    Nepal    gold    silver    iron    Kathmandu

<b>Proper noun</b>	
<b>Common noun</b>	
<b>Collective noun</b>	
<b>Abstract noun</b>	
<b>Material noun</b>	



## Practice Activity

### Let's Write.

#### Writing leave application

##### Some hints

Certain sections are essential to include while drafting a leave application in a letter format to the head of the office.

- a. First, write the date on the left/right-hand side.
- b. Include your boss's position and address on the left-hand side.

##### *For example;*

*The Manager*

*Sky Purpose Pvt. Ltd.*

*Sukedhara, Kathmandu*

- c. Write a subject line like "Leave Application" if needed.
- d. Use a greeting like "Dear Sir" or "Dear Madam".
- e. In the body of the letter, explain why you need to take time off, how long you'll be gone, and apologize for any inconvenience.
- f. Thank the boss for considering your request.
- g. Finally, conclude your application with your name, class/position.

### Sample 1

**Suppose you are Prabin Tamang and you work as a security guard at Siddhartha Company Limited, Dhading. Write a leave application to your manager stating that you are unable to present in your office due to the death of a family member at your home.**

10th December 2022  
The Manager  
Siddhartha Company Limited  
Dhading

**Subject: Leave required due to death in the family**

Dear sir,

I am writing this application to inform you about the unfortunate and unexpected passing away of my uncle today. So, I request you grant me seven days of emergency leave because of such circumstances. I am extremely sorry for my absence but there is nothing that we can do; it's all god's choice.

Thank you for your support during this time.

Obediently yours  
Prabin Tamang  
Security Guard

### Writing Exercises

**Suppose you are a teacher at Khalakhola School Burtibang You have an emergency work at your home. Write a leave application to your head teacher stating your problem.**



## Experience based Activity

**Suppose you work at a company in Pokhara. Write a leave application to your employer/boss stating that you are unable to join your work because of your trip to Lumbini.**



## Experience based Activity

Visit your ward office. You will meet ward chairperson, ward members, ward secretary, and other staff there.

Request the ward secretary to give the idea on how to fill out birth registration, death registration, and marriage registration certificate form in English. You find the forms like these in your ward office or you can fill in the forms given below of Gulariya Municipality as samples asking with them in your need.

### *Birth registration certificate*



Schedule-12  
( Related with Rule 7 )  
Government of Nepal  
Ministry of Federal Affairs and Local Development  
**Office of Local Registrar**  
Gulariya Municipality  
Bardiya, District

### **Birth Registration Certificate**

Registration No. ....  
Family Record Form No

Date of Registration .....

This is to certify, as per the birth register maintained at this office and the information provided by by **Mr./ Mrs .** ..... in the information from of schedule 2, that **Mr/Mrs.....** Son/Daughter of **Mr** ..... and **Mrs** ..... grandson/grand daughter of **Mr/Mrs** ..... , a resident of Ward No ...., ..... was born on ..... **BS** ( ..... **AD** ) at home.

Date, District and Citizenship No.if Citizenship Certificate is Issued to :

Local registrar's :

**A. Father** : .....

**Signature** :

**B. Mother** : .....

Name and surname:

Date : .....

# Death registration certificate



Schedule-13

( Related with Rule 7 )

Government of Nepal

Ministry of Federal Affairs and Local Development

Office of Local Registrar

Gulariya Municipality

Bardiya, District

## Death Registration Certificate

Registration No. ....

Date of Registration .....

Family Record Form No.

This is to certify, as per the death register maintained at this office and the information provided by **Mr./ Mrs** ..... in the information from of schedule 3 , that **Mr./Miss** ..... aged 33 ,son /daughter of **Mr/ Mrs** ..... , grandson/granddaughter of **Mr./Mrs.** ..... , Husband / wife of **Mrs** ..... a resident of Ward No ..... **Gulariya Municipality, Bardiya district**, died on ..... **Bs ( ..... AD )** .

If Citizenship Certificate is Issued to the deceased :

**His/Her Citizenship Certificate No.** : .....

**Date and District of issuance** : .....

Local registrar's:

**Signature** :

**Name and surname** :

**Date** : .....

# Marriage registration certificate



Schedule-14  
( Related with Rule 7 )

Government of Nepal

Ministry of Federal Affairs and Local Development

Office of Local Registrar

Gulariya Municipality

Bardiya, District

## Marriage Registration Certificate

Registration No. ....

Date of Registration .....

Family Record Form No.

This is to certify, as per the marriage register maintained at this office and the information provided by Mr ..... and Mrs ..... in the information from of schedule 4, that Mr/Mrs ..... , aged ..... , son of Mr ..... , grandson of Mr/Mrs ..... a resident of Ward No. .... Gulariya Municipality , Bardiya District , married Mrs ..... , aged .... , daughter of Mrs ..... , granddaughter of Mr/Mrs ..... , a resident of Ward No ..... , on ..... Bs ( ..... AD ) in accordance with the social customs..

Date, District and Citizenship No.if Citizenship Certificate is Issued to :

Local registrar's:

A. Bride : .....

Signature :

B. Bridegroom :

Name and surname : .....

Date : .....

## Divorce registration certificate



Schedule-15

( Related with Rule 7 )

Government of Nepal

Ministry of Federal Affairs and Local Development

Office of Local Registrar

Gulariya Municipality

Bardiya, District

### Divorce Registration Certificate

Registration No. ....

Date of Registration .....

Family Record Form No.

This is to certify, as per the divorce register maintained at this office and the information provided by **Mr./ Mrs /Mrs.** in the information from of schedule 5, that the marital relationship between **Mr.**, aged , son of **Mr** grandson of **Mr.** ,, a resident of Ward No. Gulariya Municipality , Bardiya District , and **Mrs.** , aged , daughter of **Mr.** , granddaughter of **Mr.** , a resident of Ward No 1 **Gulariya Municipality, Bardiya district**, was terminated on as per the judgement of the court ,dated 2040/1/15 Bs ( 1999 January 5 AD )

Date, District and Citizenship No.if Citizenship Certificate is Issued to :

Local registrar's:

**A.husband :**

**Signature :**

**B. wife :**

Name and surname :

Date : .....



## Self-initiated activity

Search the various samples of sick applications through the internet and explore more about writing sick applications.

### Transcript of the audio

- Jack : Hi, Ismael. How are you?
- Ismael : Hi, Jack. I'm OK but I've got loads of homework.
- Jack : Me too, but would you like to come with us to the cinema tonight?
- Ismael : Who's 'us'?
- Jack : Me, Jamie, Nicola and Selina.
- Ismael : OK, and what's the film?
- Jack : We don't know. We can't decide. There's that new horror film, 'Light and Dark'.
- Ismael : No, no, no! I don't like horror films.
- Jack : OK, well, there's a comedy about a school.
- Ismael : Oh, no more school, please! What about a romcom?
- Jack : Romcom?
- Ismael : You know, romantic comedy, boy meets girl ...
- Jack : What? Really? No, I hate romantic films. I like action.
- Ismael : Well, there's a new science fiction film, 'Alien attacks'.
- Jack : OK, I like science fiction. Let's see that.
- Ismael : OK, I'll ask the others if they like sci-fi.
- Jack : What time is the film?
- Ismael : At 8 o'clock. Let's meet at 7:30 outside the cinema.
- Jack : OK. See you later.
- Ismael : Bye.

LESSON  
**5**

**EXPRESSING OPINIONS  
AND BELIEFS**



**Learning Activity**

Read the following pictures and guess what people are doing or talking about.





## Learning Activity

### Let's read.

**Surya and Riya are good friends. They are expressing their opinions about different professions in their conversation. Let's read their conversation given below.**

- Riya : Hello Surya. Good morning.
- Surya : Hello Riya. I am fine and you?
- Riya : I am also okay Surya. Can we talk about the professions today?
- Surya : I think we can discuss various professions today.
- Riya : Surely. There are many professions like doctor, teacher, lawyer, artist, author, accountant, scientist, etc. Which is the best profession in your opinion?
- Surya : In my view, teacher is a good profession.
- Riya : I see your point but personally, I think doctor is a good profession.
- Surya : Why do you think so?
- Riya : In my perspective, we get a chance to treat sick people. I want to serve the poor people doing free service. Then, why did you think the teaching profession is better?
- Surya : I suppose we can educate people giving knowledge and skills. It is very great work to make other people learn.
- Riya : I believe that you are right Surya.
- Surya : I need to go to my work. So, let's leave now Riya.
- Riya : Sure Surya. I also have to go to beauty parlour. Rama and Sita are waiting me there.
- Surya : Have a good day Riya.
- Riya : Thank you and same to you Surya.

## Glossary

### Words

1. Profession
2. Discuss
3. Various
4. Lawyer
5. Artist
6. Author
7. Accountant
8. Scientist
9. Personally
10. Perspective
11. Educate
12. Knowledge
13. Skill
14. leave

### Meanings

- : occupation, career (पेशा)
- : talk about something (छलफल गर्नु)
- : diverse (विविध)
- : a person who practices law (वकिल)
- : a person who practises fine arts, a skilful person (कलाकार)
- : writer of a book, play, etc. (लेखक)
- : a person who keeps account (लेखापाल)
- : a person who is studying or has expert knowledge of one or more of the natural or physical sciences (वैज्ञानिक)
- : individually (ब्याक्तिगत रूपमा)
- : viewpoint (दृष्टिकोण)
- : make learn, teach (शिक्षा दिनु)
- : knowledge and skills that you gain through education or experience (ज्ञान)
- : the ability to do something well (कौशल)
- : go away from (छोड्नु)

## Let's Try This

Complete the following table based on the information based on the conversation. One is done for you.

Name of people	Name of professions	Phrases to express opinions
Riya	Doctor	I think

**Match the halves of Column A with the halves of Column B for their complete meaning.**

**Column A**

- i. Good profession for Riya is
- ii. Rama and Sita
- iii. Good profession for Surya
- iv. Riya works in

**Column B**

- a. waiting for Riya
- b. teacher
- c. beauty parlour
- d. doctor

**Write ‘T’ for true and ‘F’ for false statements.**

- a. For Riya, doctor is a good profession. [     ]
- b. Surya thinks teaching is a good profession. [     ]
- c. We can educate people if we become a carpenter. [     ]
- d. Surya needs to leave for his work. [     ]
- e. Rama and Sabita are waiting for Riya there. [     ]
- f. Rama and Sita are waiting for Surya there. [     ]

**Fill in the blanks with the missing words in the given blanks from the conversation.**

- Riya : Hello Surya. ....
- Surya : Hello Riya. I ..... and you?
- Riya : I am also okay Surya. Can we talk about the.....today?
- Surya : I think we can discuss about various professions today.
- Riya : Surely. There are many professions like .....artist, author, accountant, scientist, etc. Which is the best profession in your opinion?
- Surya : In my view, ..... is a good profession.
- Riya : I see your point but personally, I think .....is a good profession.
- Surya : Why do you think so?
- Riya : In my perspective, we get a chance to treat..... I want to serve the poor people doing free service. Then, why did you think the teaching profession is better?
- Surya : I suppose we can educate people giving ..... It is very great. work to make other people learn.
- Riya : I believe that you are right Surya.
- Surya : I need to go to ..... So, let’s leave now Riya.
- Riya : Sure Surya. I also have to go to beauty parlour. Rama and Sita are ..... me there.
- Surya : ..... Riya.
- Riya : Thank you and ..... Surya.

**Answer the following questions.**

a) Who are talking in conversation?

.....

b) Who thinks the teacher is a good profession?

.....

c) Where does Riya work?

.....

d) Does Surya also work?

.....

e) Which profession do you think is good for you?

.....

f) Why do you want to choose that profession in your life?

.....



**Practice Activity**

**Let's listen**

**Listen to the following conversation between son and mother adopted from British Council's website and do the tasks that follow.**

***Link of the audio text***

<https://drive.google.com/file/d/1PnElTYoEciz7INmmJqRa-OYs3YlEkWL1/view?usp=sharing/>

**Listen to the audio again and fill in the blanks with the missing words or phrases to complete the transcript of the audio.**

- Charlie : Mum! That's..... computer!
- Mum : I know, I know. Don't worry, I'm changing your privacy settings.
- Charlie : Privacy settings?
- Mum : Yes. There are privacy settings on your ..... networking sites. Your account is totally public at the moment, and you're logged in!
- Charlie : Oh. What are the privacy settings for?
- Mum : To make you safe online. You want to be safe, don't you? And for the right people to see your information, not EVERYONE.
- Charlie : Everyone?
- Mum : Yes. If you don't change your privacy settings, when you upload a photo, anyone can see it. It's important to change them so only your friends can see them. You don't want everyone to see everything, ..... you?
- Charlie : No! But I can delete things, can't I?
- Mum : Well, you can, but it's very difficult. Some things stay there forever.
- Charlie : That's really scary, Mum.
- Mum : Don't worry, but you must learn how to stay safe. You mustn't tell anyone your password!
- Charlie : I won't!
- Mum : Crazy Charlie ..... two one, isn't it?
- Charlie : Mum! Yes, it is. How ...
- Mum : It's on your notebook. Right there. On your desk. It isn't a ..... secret place, is it?
- Charlie : No, it isn't.



## Interactive Activity

### Let's speak.

Visit one of your close friends who can talk in English like you. Have a conversation giving and sharing your opinions on the following topics.

- a. Importance of education in our life
- b. Doing a job or business
- c. Type of job you want to do in future
- d. Type of business you want to do in future
- e. Importance of computers in human life

### Grammar:

#### Adjectives

Adjectives are the words that describe the qualities of a noun.

For example;

good boy, beautiful girl, black pen, white shirt, etc. In these examples, good, beautiful, black and white are the adjectives which describe the characteristics of boy, girl, pen, and shirt respectively. There are three degrees of adjectives.

They are:

1. Positive degree.
2. Comparative degree.
3. Superlative degree.

Let's the degrees of the adjectives from the given tables.

Positive	Comparative	Superlative
fat	fatter	fattest
hot	hotter	hottest
big	bigger	biggest
Sad	sadder	saddest
dim	dimmer	dimmest
thin	thinner	thinnest
red	redder	reddest

<b>Positive</b>	<b>Comparative</b>	<b>Superlative</b>
thick	thicker	thickest
tall	taller	tallest
kind	kinder	kindest
young	younger	youngest
sweet	sweeter	sweetest
bright	brighter	brightest
bold	bolder	boldest
clever	cleverer	cleverest
cold	colder	coldest
fast	faster	fastest
great	greater	greatest
high	higher	highest
long	longer	longest
small	smaller	smallest
strong	stronger	strongest
young	younger	youngest

<b>Positive</b>	<b>Comparative</b>	<b>Superlative</b>
brave	braver	bravest
white	whiter	whitest
large	larger	largest
wise	wiser	wisest
fine	finer	finest
noble	nobler	noblest
nice	nicer	nicest
pale	paler	palest
simple	simpler	simplest

<b>Positive</b>	<b>Comparative</b>	<b>Superlative</b>
happy	happier	happiest
merry	merrier	merriest
lazy	lazier	laziest
heavy	heavier	heaviest
costly	costlier	costliest
dry	drier	driest
easy	easier	easiest
happy	happier	happiest
mercy	merciest	merciest
wealthy	wealthier	wealthiest

<b>Positive</b>	<b>Comparative</b>	<b>Superlative</b>
faithful	more faithful	most faithful
beautiful	more beautiful	most beautiful
industrious	more industrious	most industrious
courageous	more courageous	most courageous
active	more active	most active
attractive	more attractive	most attractive
brilliant	more brilliant	most brilliant
careful	more careful	most careful
cunning	more cunning	most cunning
difficult	more difficult	most difficult
famous	more famous	most famous
proper	more proper	most proper
popular	more popular	most popular
splendid	more splendid	most splendid

Fill in the table as in the examples.

Positive Degree	Comparative Degree	Superlative Degree
Big	Bigger	Biggest
Small		
beautiful		
Good		
Thin		
expensive		
Bad		
Large		
bright		
Little		
Thin		
Thick		



## Learning Activity

### Let's Write:

#### Learning activity

Read the sample of giving opinions or views below and give your opinions on the following topics.

#### Telephone

Telephone is the wonderful discovery of the science and technology. It is used widely all over the world. It is one of the means of communication. Telephone has become very common in Nepal nowadays. I think telephone is very useful for us. When people are busy, they phone and talk with their friends and relatives instead of visiting them. People can talk with the persons of America, Japan, Australia etc. just sitting in their room. It has saved our time. We can inform the police immediately if there is any crime. We can call the ambulance immediately if we are sick. Telephone has helped to students, doctor, businessmen etc. Indeed, telephone has made people's life very comfortable and easy.

Though telephone is one of the important means of communication, it has some disadvantages too. Some people engage in the telephone for a long time and waste their important time. Some give miscall and disturb us. Some people tease and threaten phoning to us. Some of the students make excessive use of telephone due to which they are ruining their study.

Anyway, I think that if telephone is used properly it makes our life easy and comfortable whereas excessive use and misuse of telephone spoils our life.



## Experience based Activity

Write 5 sentences about the following topics based on your experience.

a. Watching television by children

b. Watching movie by adults

c. National animal

d. National bird

e. National flower



## Practice Activity

**Write your opinions or beliefs on the use of Facebook youths.**

**Write your opinions or beliefs on ‘Educate your daughters instead of giving them dowry’.**

**Write your opinions on ‘Small family is a happy family’.**



## Exploratory Activity

Visit your community and meet six people who can give their opinions on certain issues. Request them to give you time for sharing their opinions about the importance of education in human life with you and note down their brief opinions and also write in detail filling the table given below.

SN	Name of people	Their opinions on the importance of education in human life
1.		
2.		
3.		
4.		
5.		
6.		



## Self-initiated activity

**Search for some videos on youtube of giving speeches on various topics for motivation and career counseling. Enrich your level of motivation and confidence to succeed in your professional life.**

### Transcript of audio:

- Charlie : Mum! That's my computer!
- Mum : I know, I know. Don't worry, I'm changing your privacy settings.
- Charlie : Privacy settings?
- Mum : Yes. There are privacy settings on your social networking sites. Your account is totally public at the moment, and you're logged in!
- Charlie : Oh. What are the privacy settings for?
- Mum : To make you safe online. You want to be safe, don't you? And for the right people to see your information, not EVERYONE.
- Charlie : Everyone?
- Mum : Yes. If you don't change your privacy settings, when you upload a photo, anyone can see it. It's important to change them so only your friends can see them. You don't want everyone to see everything, do you?
- Charlie : No! But I can delete things, can't I?
- Mum : Well, you can, but it's very difficult. Some things stay there forever.
- Charlie : That's really scary, Mum.
- Mum : Don't worry, but you must learn how to stay safe. You mustn't tell anyone your password!
- Charlie : I won't!
- Mum : Crazy Charlie one two one, isn't it?
- Charlie : Mum! Yes, it is. How ...
- Mum : It's on your notebook. Right there. On your desk. It isn't a very secret place, is it?
- Charlie : No, it isn't.

## Self Evaluation

Hopefully, you have prepared a meal at your home. Write a set of instructions to prepare the chicken meat in your kitchen.

Suppose you work in a bank as a security guard. You cannot to the bank because of your illness. Write a sick leave application to the branch manager of your bank to grant you two-day leave.

c. Read the notice given below and convey its message orally to the people of your community.



d. Go to the ward office. Ask the information about services by ward. Request the ward secretary to give the birth, death, marriage, and divorce registration form as photocopies and fill them and keep the record at your home.

e. Do you think Tiktok provides us with important information to us? Give your opinions to a group of people orally and also write about the same.

f. Give your oral views on the importance of a job in our life to a group of people and record it on your mobile and store and submit it later when you are asked.

# Evaluation Plan

क्र.स. S.N.	सिकाइ क्षेत्र Learning area	सक्षमता Competency	सिकाइ उपलब्धि एवम् मूल्याङ्कनका आधार Rubrics
1	Language and Communication	Comprehension of the texts from a variety of resources and communication of the ideas appropriately	<p>मौखिक, साङ्केतिक एवम् लिखित निर्देशन तथा सूचनामा केन्द्रित भई आफ्ना प्रतिक्रियासहित कार्य गर्न</p> <p>To act with response on oral, symbolic and written direction and notices</p> <p>- मौखिक साङ्केतिक एवम् लिखित निर्देशन तथा सूचना बुझ्न सकेमा</p> <p>• Understands the oral, non-verbal and written instructions and information</p> <p>- मौखिक साङ्केतिक एवम् लिखित निर्देशन तथा सूचना साथीलाई वा अन्य व्यक्तिलाई बताउन सकेमा</p> <p>• Shares the oral, non-verbal and written instructions and information to friends and others</p> <p>- मौखिक साङ्केतिक एवम् लिखित निर्देशन तथा सूचनाका बारेमा प्रतिक्रिया दिन सकेमा</p> <p>• Responds to the oral, non-verbal and written instructions and information</p> <p>• मौखिक साङ्केतिक एवम् लिखित निर्देशन तथा सूचनाबमोजिम कार्य गर्न सकेमा</p> <p>• Acts upon the oral, non-verbal and written instructions and information</p>
2.			<p>हाउभाउ, शब्दरहित इसारा वा ध्वनि शारीरिक अङ्गको चलाइ आदिको सङ्केतमा टिप्पणी सहित प्रतिक्रिया दिन</p> <p>To respond with gestures, non-verbal signals or sounds and body movement along with comments</p> <p>- हाउभाउ शब्दरहित इसारा वा ध्वनि अनुसार शारीरिक अङ्ग चलाउन सकेमा</p> <p>• Moves the body in accordance with gestures, non-verbal signals or sounds</p> <p>- हाउभाउ शब्दरहित इसारा वा ध्वनि र सङ्केतका आधारमा प्राप्त सूचना अरुलाई बताउन सकेमा</p> <p>• Shares the information with gestures, non-verbal signals or sounds to others</p> <p>- हाउभाउ शब्दरहित इसारा वा ध्वनि र सङ्केतमा आधारित भई टिप्पणी गर्न सकेमा</p> <p>• Makes comments on basis of gestures, non-verbal signals or sounds</p> <p>- हाउभाउ शब्दरहित इसारा वा ध्वनि र सङ्केतका आधारमा सूचना प्रवाह गर्न सकेमा</p> <p>• Conveys information using gestures, non-verbal signals or sounds</p>
3.			<p>आफ्ना विचार शुद्ध एवम् स्वभाविक गतिमा शिष्टाचार पूर्वक बताउन</p> <p>To express one's opinions correctly at a natural speed courteously</p> <p>• आफ्ना विचार शुद्ध एवम् शिष्टरूपमा बताउन सकेमा</p> <p>• Expresses one's ideas correctly and courteously</p> <p>• आफ्ना विचार शुद्ध एवम् स्वाभाविक गतिमा आफ्ना साथीलाई बताउन सकेमा</p> <p>• Shares one's ideas in pairs correctly and naturally</p> <p>• आफ्ना विचार शुद्ध एवम् स्वभाविक गतिमा समूहमा बताउन सकेमा</p> <p>• Shares one's ideas in groups correctly and naturally</p> <p>• आफ्ना विचार, अनुभव तथा समस्याका सम्बन्धमा सामूहिक अन्तर्क्रियामा सरिक हुन सकेमा</p> <p>• Participates in interaction in group about one's ideas, experiences and problems</p>

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4.	Language and Communication	Comprehension of the texts from a variety of resources and communication of the ideas appropriately	<p>सरल भाषामा लेखिएका सामग्री शुद्धसँग उपयुक्त गतिमा पढी सार व्यक्त गर्न To tell the gist by reading the various texts written in simple language at normal speed</p> <p>• सरल भाषामा लेखिएका सामग्री शुद्धसँग पढ्न सकेमा • Reads the texts written in simple language correctly</p> <p>• सरल भाषामा लेखिएका सामग्री शुद्ध र उपयुक्त गतिमा पढ्न सकेमा • Reads the texts written in simple language correctly at natural speed</p> <p>• सरल भाषामा लेखिएका सामग्री शुद्ध र उपयुक्त गतिमा पढी मुख्य सिकाइ बोध गर्न सकेमा • Reads the texts written in simple language correctly at natural speed and grasps the main ideas</p> <p>• सरल भाषामा लेखिएका सामग्री शुद्धसँग पढी मुख्य सिकाइ अरुलाई बताउन सकेमा • Reads the texts written in simple language correctly and shares the main ideas to others</p>
5.			<p>आफ्ना विचार शुद्धसँग अनुच्छेदमा लेखी व्यक्त गर्न र दैनिक व्यावहारिक जीवनमा प्रयोग हुने सामान्य निवेदन, जन्म मृत्यु, दर्ता जस्ता आवेदन फाराम भर्ने To express one's opinions correctly in short paragraphs, and write applications and fill the forms like birth registration, death registration, etc. which are very common in our daily life</p> <p>• आफ्ना विचार शुद्धसँग अनुच्छेदमा लेख्न सकेमा • Writes one's ideas in paragraphs correctly</p> <p>• आफ्ना विचार शुद्धसँग अनुच्छेदमा लेखी व्यक्त गर्न सकेमा • Writes one's ideas in paragraphs correctly and expresses them</p> <p>• दैनिक र व्यावहारिक जीवनमा प्रयोग हुने साधारण कागजातका बारेमा जानकारी लिन र दिन सकेमा • Seeks and gives information about the common documents used in daily life</p> <p>• दैनिक व्यावहारिक जीवनमा प्रयोग हुने सामान्य कागजातहरू -निवेदन, बैंक भौचर, जन्म मृत्यु, दर्ता आदि फारामहरू भर्ने सकेमा • Fills the forms like application, bank voucher, birth registration, death registration, etc. used in daily life</p>



भाषा र सञ्चार



व्यावहारिक समस्या र समाधान



सामाजिक व्यवहार र मूल्यमान्यता



जीवन, जगत र प्रविधि



स्वस्थ जीवनशैली र सिर्जनशीलता

**जीवन शिक्षा : शिक्षाको वैकल्पिक बाटो**

अनौपचारिक तथा वैकल्पिक शिक्षा समकक्षताको लागि  
तयार गरिएको नमुना सिकाई सामग्री