

### 3.4 Think Before You Speak!

**Passage No.1** Line No.1-29 Page No.81

(Man was meant.....change them or control them)

#### **A1 I B1 - Simple Factual Activities**

**1. Complete the following sentences choosing proper option.**

**1) Man was meant to .....**

(listen more and talk less/ talk more and listen less)

**2) Benjamin Disareli was .....**

(American physicist/ British statesman)

**3) The ears are like .....**

(funnels/ fences)

**4) You are a master of .....**

(the spoken word/ the unspoken word)

**Ans:**

1. to listen and talk less,

2. British statesman,

3. funnels,

4. the unspoken word

**2. State whether the following sentences are True or False.**

1) The spoken words make you a slave. **-True**

2) One can get back the spoken words - **False**

3) We must think at least twice before we utter a word.

**-True**

4) One can change or control words. - **False**

**3. Complete the following boxes.**

Nature has endowed man .....

#### **A2 / 82- Complex Factual Activities**

**1. Complete the following web:**

**The unspoken words are like .....**

- Things you want to say
- Remain unsaid as thoughts in mind

## 2. Complete the following web:

**The ears are like. ..**

- Funnels, open all the time
- There is no door to close them

## 3. The remarks of a wise man-

- The unspoken word you are a master.
- The spoken word you are a slave.
- You cannot get back the spoken words.
- Be careful about the words you speak.

## 4. Complete the following table:

### Organs Compared with

<b>ears</b>	Funnels
<b>teeth</b>	fences / walls
<b>lips</b>	fences / walls

## A3 / B3 - Vocabulary based Activities:

### Point out the words from the passage that mean.

- t) a person who is owned by someone - **slave**
- 2) a man who is a respected leader in national and international affair - **statesman**
- 3) a person who has general authority over other - **master**
- 4) a person living in Britain - **British**

## 2. Match the words in column 'A' with their opposites in column 'B'

**Column 'A' Answers      Column 'B'**

- more      **d) less**      1. free
- careful    **c) careless**    2. spoken
- slave      **a) free**      3. careless
- unsaid     **b) spoken**    4. less

**3. Use the following phrases in your own words:**

**1) endowed with:**

- Geetanjali is **endowed with** mental and physical beauty.

**2) Put into:**

- One should **put** thoughts **into** actions.

**4. Complete the following puzzle.**

**Across** 1. entreat of house  
2) barriers

**Down** 1. opposite of dose  
4) learned

**A4 / B4 • Grammar based activities:**

**1. Choose the correct option for the following sentences.**

1) We must think at least twice before we utter a word.

**(Use modal auxiliary showing 'suggestion')**

a) could b) should c) would

**Ans: b) should**

**2) You cannot change them or control them.**

**(Rewrite using 'neither ..... nor')**

a) **Neither** you can change them **nor** control them.

b) You cannot **neither** change them **nor** control them.

c) You can **neither** change them **nor** control them.

**Ans:** c) You can **neither** change them **nor** control them.

### 3) That word must pass through two walls.

[Use modal **auxiliary showing** 'present ability']

a) can b) could c) will

**Ans: a) can**

4) You cannot get **back a** spoken word.

[Rewrite using 'unable to']

a) You **unable to** get back a spoken word.

b) You are **unable to** get back a spoken word.

c) You were **unable to** get a spoken word.

**Ans:** b) You are **unable to** get back a spoken word.

### 5. You must be very careful about the words that you speak.

[The **underlined verb** shows]

a) It is an obligation for you.

b) It is your ability.

c) It is your willingness.

**Ans:** a) It is an obligation for you.

### 6) There is no door with which you can close them.

**[Name the subordinate clause)**

- a) Noun clause
- b) Adverb clause
- c) Adjective clause

**Ans:** c) Adjective clause

**A5/ B5 Open Ended/ Personal Response Questions:**

**1) Do you like to follow the suggestions given the passage? Why?**

**Ans:** Yes, I like to follow the suggestions while using words because these suggestions are very useful. They are very suitable suggestions to follow in daily routine. However, these suggestions make a master

of words.

**2) Do you agree with the suggestions of writer about using words? Justify your answer.**

**Ans:** Yes, I agree with the suggestions of writer about using words because they are the best suggestions. They are useful suggestions in practical life. They are right suggestions.

**3) What do you learn from this passage?**

**Ans:** I learn that we should listen more and talk less. We should think before we speak words. We should be careful about the use of words.

**1) Do you like to listen more? Why?**

**Ans:** Yes, I like to listen more because listening enriches my knowledge. I get more information by listening. Listening provides me some moral lessons. However, listening makes me alert.

**Passage No.2 Line No.30-63 Page No. 81-82  
( A young man want.....before you speak in anger)**

## AI I B1 • Simple Factual Activities:

### 1. Fill in the blanks with the help of clues given in brackets.

- 1) A young went to his **spiritual teacher. (person)**
- 2) The wise teacher gave the young man **a fresh sheet of blank Paper and a pen. (things)**
- 3) The young man was **taken aback. (reaction)**
- 4) The Wise teacher told the young man to throw the bits **out of the window. (place)**

### 2. Match the following items properly.

Column 'A'	Answers	Column 'B'
1. The young man had spoken	<b>c) harsh and unkind words to his friend</b>	a) all harsh and unkind words on a sheet of paper.
2. The young man Was afraid of	<b>d) he had lost his friendship with him</b>	b) To collect the bits of paper thrown out of window
3. The young man had 'Written	<b>a) all harsh and unkind words on a sheet of paper.</b>	c) harsh and unkind words to his friend
4. It Was difficult for the young man	<b>b) To collect the bits of paper thrown out of window</b>	d) he had lost his friendship with him

### 3. State whether the following sentences are True or False.

- 1) The spiritual teacher had spoken harsh and unkind words to his friend. **\_ : False**
- 2) The young man did as he was told. **: True**
- 3) The young man could collect all bits of the paper. **: False**

4) It is very difficult to take them back. :**True**

**A2 / B2 - Complex factual Activities:**

**1. Choose from the passage the orders given by spiritual teacher.**

**Ans:**

- Write down on this paper all the harsh things you said to him.
- Tear up this sheet of paper into as many small bits as you can.
- Throw the bits out of this window.
- Go out into the street and collect as many bits of the paper as you can.

**A3 I B3 · Vocabulary based Activities:**

**L Point out the describing words from the passage.**

**1) words** : unkind, harsh

**2) teacher** : spiritual

**3) man** : young

**4) sheet** :fresh

**5) paper** : blank

**2. Point out the opposites of the following from the passage.**

**1) collected x** scattered

**3) narrow x** wide

**5) written x** blank

2) **stupid** x wise

4) **simple** x difficult

6) **polite** x harsh, unkind

3. **Point out the action describing words from the passage.**

1) **done** : easily

2) **hurt** : deeply

4. **Complete the following table and use any word in your sentence.**

<b>Noun</b>	<b>Verb</b>
collection	collect
suggestion	suggest

**Sentences:**

1) The elders would like to give **suggestions** to youngsters.

2) **Collection** of good people is a source of happiness and enjoyment.

5. **Point out the words from the passage that mean.**

1) falter speak haltingly = **stammer**

2) genuine truth = **indeed**

J) tired too much = **exhausted**

4) surprised greatly = **taken aback**

**A4 / B 4 Grammar based activities:**

1. **Convert the following imperatives into advices.**



**1) Throw the bits out of this window.**

**Ans:** You should throw the bits out of this window.

**2) Go out into the street and collect as many bits of the paper as you can.**

**Ans:** You should go out into the street and collect as many bits of the paper as you can.

**3) Tear up this sheet of paper into as many small bits as you can.**

**Ans:** You should tear up this sheet of paper into as many small bits as you can.

**4) Write down on this paper all the harsh things you said to him.**

**Ans:** You should write down on this paper all the harsh things you said to him.

**2. Choose the correct alternative of Indirect speech.**

**1) The young man said to his spiritual teacher, "I have spoken very harsh and unkind words to my friend, and he is deeply hurt."**

a) The young man said to his spiritual teacher that he has spoken very harsh and unkind words to his friend and he is deeply hurt.

b) The young man told his spiritual teacher that I had spoken very harsh and unkind words to my friend and he was deeply hurt.

c) The young man told his spiritual teacher that he had spoken very harsh and unkind words to his friend and he was deeply hurt.

**Ans: c) The young man told his spiritual teacher that he had**

**spoken very harsh and unkind words to his friend  
and he was deeply hurt.**

**2) The young man asked his spiritual teacher, "How  
can I make amends?"**

- a) The young man asked his spiritual teacher how he could make amends.
- b) The young man asked his spiritual teacher how he can make amends.
- c) The young man asked his spiritual teacher how could he make amends.

**Ans: a) The young man asked his spiritual teacher how he  
could make amends.**

**3) The teacher told him, "Throw the bits out of this  
window."**

- a) The teacher told him to throw the bits out of this window.
- b) The teacher told him to throw the bits out of that window.
- c) The teacher asked him why he should not throw the bits out of that window.

**Ans: b) The teacher told him to throw the bits out of that window.**

**4) The young man said, "That will be difficult."**

- a) The young man told that that will be difficult.
- b) The young man said that will be difficult.
- c) The young man said that that would be difficult.

**Ans: c) The young man said that that would be difficult.**

**3. Do as directed.**

**1) That will be difficult. (Rewrite as a negative sentence)**

**Ans:** That will not be easy.

**2) The wise teacher gave him a fresh sheet of blank paper and a pen. (Rewrite beginning with 'he .... .')**

**Ans:** He was given a fresh sheet of blank paper and a pen by wise teacher.

**3) How can I make amends? [Rewrite using 'be able to']**

**Ans:** How am I able to make amends?

**4) It was a windy day.**

**[Rewrite as an exclamatory sentence)**

**Ans:** What a windy day it was!

**S) It is very difficult to take them back.**

**[Rewrite as a negative sentence)**

**Ans:** It is not very easy to take them back.

**AS / BS - Open Ended/ Personal Response Questions**

**1) What can you do to control your anger?**

**Ans:** I can try to remain peaceful in every situation. I can minimize my expectations. I can accept every situation as it is. However, I can cultivate positive thinking.

**2) Describe an incident when someone spoke you angrily.**

**Ans:** Once my father spoke angrily to me. My younger sister scattered all things here and there in my house. My father came with his friends to our house. He saw scattered things and spoke angrily.

**3) What will you do if you speak harsh and unkind**

**words to your friends?**

**Ans:** If I speak harsh and unkind words to my friends, later I will understand my mistake. I will say sorry to him. I will request him to continue friend ship with me.

**4) What care will you take before you speak?**

**Ans:** I will understand the complete situation before speaking. I will think twice before speaking.

**5) What is your opinion about friendship?**

**Ans:** I think that friendship is the greatest boon to human life. It is a pious relationship. It is a need of every human being.

**6) 'Making friends is an art' What will you do to make more friends?**

**Ans:** I will be polite in my behaviour. I will share my joys and happiness to them. I will participate in their personal happy and sorrowful events. I will help them in every situation. I will support them.

**7)How far do you agree with the suggestions of the spiritual teacher?**

**Ans:** I completely agree with the suggestions of the spiritual Teacher. These suggestions are practical. They are useful in daily life. They are easy to follow in practical life

**Passage No.3 Page No.83  
(Socrates was .....go head and speak )**

**A1/ B1 Simple Factual Activities:**

**1. Complete the following sentences:**

- 1) Socrates **was one of the wisest men of the ancient world.**
- 2) Socrates influenced **many youths.**
- 3) Socrates counselled his disciples **to keep their mouths shut and speak only when absolutely necessary.**
- 4) The first question we must ask ourselves before we speak is - **is it true?**

**2. Choose the correct option and answer the following questions.**

1) Whom did Socrates influence?

- a) many disciples
- b) many youths
- c) many logicians

**Ans: a) many disciples**

2) What did Socrates counsel his disciples?

- a) to make their influence
- b) to keep their mouths shut
- c) to receive an affirmative answer

**Ans: b) to keep their mouths shut**

3) 'When should Socrates' disciples speak?

- a) whenever they feel
- b) whenever Socrates feel
- c) only when absolutely necessary

**Ans: c) only when absolutely necessary**

#### 4) What was Socrates?

- a) wisest man
- b) best politician
- c) greatest scientist

**Ans: a) wisest man**

#### A1/ B1 - Complex Factual Activities:

##### 1. Complete the following web. Is it true?

**Tree questions suggested by Socrates**

1. Is it true?
2. Is it pleasant?
3. Is it useful?

##### 2. Complete the following web:

**Facts revealed about Socrates through this extract**

1. Wisest man of the ancient world
2. He influenced the lives of many youths
3. He counselled his disciples about speaking

##### 3. Complete the following sentence.

Socrates counselled his disciples .....

- **Keep their mouths shut**
- **Speak only when absolutely necessary**

##### 4. Complete the following table.

###### **Situation**

- Unsure about the veracity of our saying
- Empty remarks and vain statements hurt others

###### **Behaviour suggested by Socrates**

- It is better that we do not utter a word.
- It is better that these unpleasant words remain unspoken.

• Our statement is going to benefit listener

• We should go ahead  
the and speak.

### **A3 / B3 - Vocabulary based Activities**

#### **1. Choose the correct alternative for the underlined word.**

##### **1) Socrates counselled his disciples.**

a) ordered b) questioned c) advised

**Ans: c) advised**

2) Many were the youths for the better lives he  
influenced for the better.

a) corrected b) affected c) guided

**Ans: b) affected**

3) You received an affirmative answer to each of the  
three.

a) positive b) negative c) ambiguous

**Ans: a) positive**

4) Speak only when absolutely necessary.

a) partly b) cunningly c) completely

**Ans: c) completely**

#### **2. Complete the matching of opposites.**

**Column 'A' Column 'B'**

**pleasant**      unpleasant

**false**          true

**negative**    affirmative  
**sent**        received

**3. Match the words in column 'A' with their describing words in column 'B'**

<b>column 'A' Answers</b>	<b>column 'B'</b>
1. men <b>d) wisest</b>	a) unpleasant
2. answer <b>c) affirmative</b>	b) empty
3. remarks <b>b) empty</b>	c) affirmative
4. words <b>a) unpleasant</b>	d) wisest

**4. Point out the words from the passage that mean.**

- 1) Truth: **Veracity**
- 2) speak or express: **utter**
- 3) people who transmit a message: **transmitters**
- 4) most learned: **wisest**

**A4/ B4 Grammar based activities:**

**1. Socrates counselled his disciples.**

**(Change the voice)**

**Ans:** His disciples were counselled by Socrates.

**2) Socrates was one of the wisest men of the ancient world.**

**(Change the degree)**

**Ans:**

**Positive Degree:**

Very few men of the ancient world were as wise as Socrates.



### **Comparative Degree:**

Socrates was wiser than many other men of the ancient world.

**3. When we utter words carelessly, we ourselves become transmitters of untruth.**

**(Underline the sub-ordinate clause and name it)**

**Ans: When we utter words carelessly, we ourselves become transmitters of untruth.**

**S.Cl.=** Adverb clause of time

**because transmitters of untruth.**

**4. It is better that these unpleasant words remain unspoken.**

**(Underline the sub-ordinate clause and name it)**

**Ans: It is better that these unpleasant words remain unspoken. S.Cl= Noun clause**

**5. Will our words bring comfort to someone?**

**(Rewrite as an assertive sentence)**

**Ans: Our words will certainly bring comfort to someone.**

**6. Speak only when absolutely necessary.**

**(Rewrite as a piece of advice]**

**Ans: You should speak only when absolutely necessary.**

**7. We ourselves become transmitters of untruth.**

**(Add a question tag)**

**Ans: We ourselves become transmitters of untruth, don't we?**

**A5/ B5 Open Ended/ Personal Response Questions:**

**1) Do you agree with the suggestions of Socrates to**

**his disciplines? Why?**

**Ans:** Yes, I agree with the suggestions of Socrates to his disciplines because these are proper suggestions. They are practical suggestions. However, they are useful suggestions.

**2) How will you make your speaking pleasant?**

**Ans:** I will speak only when it is absolutely necessary. I will speak right to the point. I will use polite words while speaking. However, I will not comment on anything.

**3) What is the purpose of this write-up?**

**Ans:** The purpose of this write-up is to encourage the readers to speak right words at right time.

**4) What else do you know about Socrates?**

**Ans:** Socrates was the greatest logician in Greece. He was one of the wisest men in Athens. He liked talking with people. He met people at public places and preached them on different issues