



BISHOP SCOTT BOYS' SCHOOL

SUMMER VACATION ASSIGNMENT

9

Date of Submission

18-06-2026

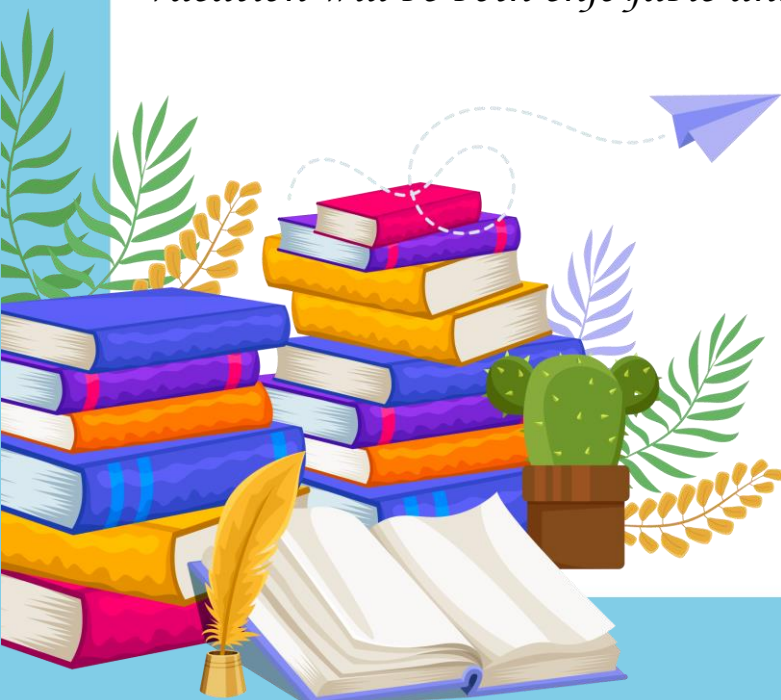
Session: 2026–2027

Teacher's Note

Dear Parents,

Teachers and parents both play an equally important role in shaping a child's learning journey. At school, teachers guide, support, and nurture students by helping them understand concepts and develop essential skills. At home, parents observe, encourage, and reinforce these learnings, creating a balanced environment for growth. This strong partnership between school and home ensures that students feel supported, confident, and motivated in all aspects of their education.

Keeping this in mind, holiday homework has been thoughtfully designed to help students remain connected with their studies during the summer break. It provides an opportunity for children to revise what they have learned, apply their knowledge in practical ways, and reflect on their understanding. Through these activities, students can explore their creativity, strengthen their skills, and become more independent learners. With your continued support and encouragement, we hope this vacation will be both enjoyable and enriching for your child.



SUBJECT : SANSKRIT

1. “संस्कृत भाषायाः महत्त्वम्” विषये पञ्च वाक्यानि लिखत ।
2. सत्यम् शिवम् सुन्दरम् संस्कृत पाठस्य श्लोकान् स्मरणं कृत्वा अर्थं लिखत ।
3. संस्कृतम् कस्य प्रेरणादायकम् भवति?
4. कस्य मूलम् धर्मः भवति?
5. जनः केन स्वावलम्बी भवति?
6. केषां यशः स्मारकं संस्कृतम् भवति?
7. बौद्ध धर्मे पंचशीलम् किं भवति? सदाचरणस्य पालनीय पंचशील विषये लिखत ।
8. स्वस्थ शरीरं विषये 5 वाक्यानि लिखत ।
9. योगासनस्य 5 मुद्राः/ चित्राणि वा
आसनानां भित्तिचित्रं (चार्ट) रचयत ।
10. स्वर सन्धेः पञ्च - पञ्च सन्धिः/ विच्छेदं च कुरुत ।
11. शब्दरूप- राजन्, विद्वस्, भवत्, बालक, लता, मुनि स्मरणं कृत्वा लिखत ।
12. सर्वनामरूप- अस्मद्, युष्मद्, तत्, इदम्, किम् (तीनों लिंगों) स्मरणं कृत्वा लिखत ।
13. धातुरूपाणि- पठ्, वद्, गम्, भू, क्रीड् (पञ्च लकारेषु) स्मरणं कृत्वा लिखत ।
14. संख्यावाचक शब्द 1 - 50 संस्कृते लिखत स्मरत च ।
15. क्त्वा, ल्यप्, तुमुन् प्रत्ययानां 10 - 10 उदाहरणानि स्मरणं कृत्वा लिखत ।

PORTFOLIO

सामान्य निर्देश :

अवकाश कार्य गृह कार्य पुस्तिका में बनाएँ।

1. संस्कृत भाषा के 5 प्रमुख कवियों और लेखकों की जीवनी सचित्र लिखें ।
2. चाणक्य के अर्थशास्त्र के माध्यम से चाणक्यनीति को 10 पंक्तियों में लिखकर चाणक्य के जीवन-वृत्त को लिखें ।
3. स्वच्छता के विषय में संस्कृत में 5 वाक्य लिखें ।
4. अपना स्वपरिचय संस्कृत में 10 वाक्यों में लिखें ।
5. जीवनोपयोगी 10 दैनिक वस्तुओं को सचित्र संस्कृत में लिखें ।

SUBJECT : HINDI

1. उपसर्ग किसे कहते हैं ? उनके भेदों को सोदाहरण परिभाषित करें ।
2. किन्हीं पाँच तत्सम उपसर्ग से दो-दो शब्द बनाएँ ।
3. किन्हीं पाँच तद्भव उपसर्ग से दो-दो शब्द बनाएँ ।
4. किन्हीं पाँच आगत या विदेशज उपसर्ग से दो-दो शब्द बनाएँ ।
5. किन्हीं पाँच ऐसे शब्दों को लिखें जिसमें एक से अधिक उपसर्ग का प्रयोग हुआ है ?
6. अत्याचार सहना भी अन्याय में भागीदारी है ? क्या आप इस कथन से सहमत हैं ? कारण सहित लिखिए ।
7. मान लीजिए कि आप एक स्थानीय समाचार पत्र के संवाददाता हैं । अपने समाचार पत्र के लिए बैलों के कांजी हाउस से भागने का समाचार लिखिए । (शीर्षक दें, घटना का विवरण, परिणाम और लोगों की प्रतिक्रिया)
8. 'दो बैलों की कथा' पाठ में प्रयुक्त पाँच मुहावरों का चयन करें तथा उसका वाक्य प्रयोग द्वारा अर्थ स्पष्ट करें ।
9. 'दो बैलों की कथा' कहानी में प्रयुक्त विदेशज शब्दों का चयन कीजिए तथा उसके मानक हिंदी अर्थ लिखें ।
10. भक्ति कालीन कवियों में से किसी एक कवि का जीवन परिचय संक्षिप्त में लिखें। (पाठ्य पुस्तक का नहीं लिखना है)
11. रैदास रचित पद में से किन्हीं पाँच प्रतीकों एवं उपमानों को छाँट कर लिखिए ।
12. रैदास रचित पद में प्रयुक्त खड़ी बोली का मानक हिंदी रूप लिखिए ।
13. पद में प्रयुक्त संज्ञा और सर्वनाम के तीन-तीन उदाहरण ढूँढ़ कर लिखिए ।
14. प्रेमचंद की जीवनी A4 सीट पर लिखिए ।
15. प्रेमचंद की कहानियों का एक संग्रह इकट्ठा कीजिए तथा किन्हीं एक का सारांश लिखिए ।

पोर्टफोलियो

सामान्य निर्देश:-

- सभी प्रश्नों को A4 शीट बायो /शीट में करें अथवा अतिरिक्त स्कूल नोटबुक में करें ।
 - सभी प्रश्नों के उत्तर संक्षिप्त एवं सारगर्भित रूप से दें ।
 - अच्छी लिखावट एवं शुद्ध वर्तनी तथा स्वच्छता का विशेष ध्यान रखें ।
1. बिहार की खनिज संपदा पर प्रकाश डालें।
 2. बिहार की सांस्कृतिक एवं ऐतिहासिक धरोहरों का उल्लेख करें।
 3. बिहार की भाषा एवं बोली तथा उससे संबद्ध साहित्य पर प्रकाश डालें ।
 4. भक्ति कालीन कवियों में प्रमुख रैदास के जीवन वृत्त पर प्रकाश डालें।
 5. मुंशी प्रेमचंद पर परियोजना कार्य तैयार करें ।

SUBJECT : ENGLISH

How I Taught My Grandmother to Read

1. What lesson does the story teach about the importance of education?
2. Discuss the importance of determination as shown by the grandmother.
3. Imagine you are the narrator. Describe your feelings after teaching your grandmother.
4. Suppose you are Sudha (The narrator). Write a diary entry expressing your feelings, emotions and memorable moments you have experienced.

Bharat Our Land

1. Describe how the poet glorifies the natural beauty of India.
2. How does the poem inspire a sense of national pride among readers?
3. How can unity in diversity strengthen a nation?
4. Evaluate the poetic devices used in the poem.

The Pot Maker

1. How does the story promote respect for traditional occupations?
2. How can skill-based professions contribute to society?
3. How can perseverance help in achieving long-term goals?

Gifts of Grace: Honouring Our Vocations

1. Describe how different vocations together build a strong society.
2. Imagine you are a student inspired by this lesson. Describe your future vocation and why you chose it.
3. What lesson does the poem teach about self-worth and identity?
4. Write a short note on all the poetic devices used in the poem.

PORTFOLIO TASKS

1. How I Taught My Grandmother to Read

Conduct a small survey in your locality by interacting with at least 3–5 people to understand their literacy levels. Identify at least one person who is illiterate or has limited reading and writing skills. Based on your observations, write a detailed report (150–200 words) discussing the importance of education, the challenges faced by people in Bihar, such as poverty, lack of awareness, and limited resources, and suggest possible solutions. Also, design a slogan or poster idea promoting literacy and awareness in society.

2. Bharat Our Land

Research Bihar's historical and cultural significance by selecting at least three important historical places, such as Nalanda or Bodh Gaya, and two great personalities, like Dr. Rajendra Prasad. Using your research, write a descriptive paragraph (around 150 words) explaining why Bihar is an integral part of India's identity. Your response should reflect its cultural heritage, historical contributions, and national importance. You may also mention how you would represent these places on a map and include visuals like drawings or pictures to enhance your understanding.

3. The Pot Maker

Observe or imagine the life of a local artisan such as a potter, farmer, or weaver. Reflect on their daily struggles, challenges, and the impact of modernization on their occupation. Based on your understanding, write a diary entry (around 150 words) from the perspective of the artisan, expressing their thoughts, emotions, and experiences. You may also describe their working conditions and societal importance, and include a visual representation such as a sketch or description of their work.

4. Gifts of Grace: Honouring Our Vocations

Choose any one profession, such as a teacher, farmer, doctor, or shopkeeper, and reflect on its importance in society. Write a speech (150–200 words) highlighting the dignity of labour and explaining why every job deserves respect. Support your ideas with real-life examples from Bihar and conclude with a meaningful quote or slogan promoting work ethics and respect for all professions.

5. Canvas of Soil

The chapter *Canvas of Soil* highlights how art is deeply connected to tradition, livelihood, and identity. Keeping this idea in mind, explore any one traditional art form of Bihar such as Madhubani painting or local craft practices. Write a detailed essay (150–200 words) describing how this art form reflects the culture, beliefs, and daily life of people in Bihar. Also discuss the challenges faced by local artists in the modern world, such as lack of recognition, commercialization, or declining interest among the younger generation.

NB: Write your Summer Vacation Homework and the Portfolio tasks in the English-Homework Notebook using a blue ballpoint pen. Begin each task on a new page with a proper heading and date. Follow the correct format, maintain good handwriting, and use proper grammar. Keep your work clean, well-organized, and submit it on time.

SUBJECT : SOCIAL SCIENCE

1. Describe the different types of plate boundaries and their role in shaping the Earth's surface.
2. Explain the action of the following agents :
 - i) Burrowing animals
 - ii) Lichens and mosses
 - iii) Rainwater
3. The speed of a river decreases in the lower course. Why is it so?
4. What is denudation ?
5. Describe the three central problems of an economy.
6. Identify and differentiate the characteristics of planned, free market, and mixed economic systems.
7. Explain the meaning of scarcity, choice, and opportunity cost.
8. "Theocracy is inimical to the values of democracy". Explain.
9. Briefly explain the relevance of social science in context of governance.
10. Why is "skepticism" considered a value in social science. How does questioning the source of information helps in identifying propaganda or bias?
11. Why does inclusiveness considered as one of the guiding values of democracy?
12. Discuss the relevance of History as a discipline.
13. Elucidate on 'diversity' as a guiding value in Social Science.
14. Discuss the relevance of Political Science as a discipline.
15. "Governance shapes many parts of our social life". Explain the statement.

SUBJECT : MATHEMATICS

Q1. Represent each of the following rational numbers on the number line.

(i) $\frac{5}{7}$ (ii) $\frac{-23}{6}$

Q2. Find a rational numbers lying between:-

(i) $\frac{-3}{4}$ and $\frac{-2}{5}$ (ii) $\frac{3}{5}$ and $\frac{7}{8}$

Q3. Find two irrational numbers between 0.16 and 0.17.

Q4. Insert 12 rational numbers between 2.1 and 2.2.

Q5. How many irrational numbers lie between $\sqrt{2}$ and $\sqrt{3}$? Find any three irrational numbers lying between $\sqrt{2}$ and $\sqrt{3}$.

Q6. Simplify $(3 + \sqrt{3})(2 + \sqrt{2})^2$

Q7. Represent $\sqrt{3}$ and $\sqrt{5}$ on the real line.

Q8. Represent $\sqrt{7.28}$ geometrically on the number line.

Q9. Find the value of a and b if $\frac{3+\sqrt{2}}{3-\sqrt{2}} = a + b\sqrt{2}$.

Q10. If $x = 3 + 2\sqrt{2}$, find the value of $(x^2 + \frac{1}{x^2})$.

Q11. If $x = \frac{\sqrt{2}+1}{\sqrt{2}-1}$ and $y = \frac{\sqrt{2}-1}{\sqrt{2}+1}$, find the value of $x^2 + y^2 + xy$.

Q12. Prove that $\frac{1}{3+\sqrt{7}} + \frac{1}{\sqrt{7}+\sqrt{5}} + \frac{1}{\sqrt{5}+\sqrt{3}} + \frac{1}{\sqrt{3}+1} = 1$.

Q13. Find the value of a and b $\frac{7+3\sqrt{5}}{3+\sqrt{5}} - \frac{7-3\sqrt{5}}{3-\sqrt{5}} = a + b\sqrt{5}$.

Q14. If $a = 2$, $b = 3$, find the value of $(a^a + b^b)^{-1}$.

Q15. Plot the points A (4, 4) and B (-4, 4) on a graph sheet. Join the lines OA, OB and BA. What figure do you obtain.

Q16. What is the name of horizontal and the vertical lines drawn to determine the position of any point in the Cartesian plane?

Q17. Write the name of the point where these two lines intersect.

Q18. Draw the line passing through (2, 3) and (3, 2). Find the coordinates of the points at which this line meets the x -axis and y -axis.

Q19. Plot the point P (-6, 2) and from it draw PM and PN as perpendiculars to x -axis and y -axis, respectively. Write the coordinates of the points M and N.

Q20. Plot the following points and check whether they are collinear or not :

(i) (1, 3), (-1, -1), (-2, -3)

(ii) (1, 1), (2, -3), (-1, -2)

(iii) (0, 0), (2, 2), (5, 5)

Q21. A point lies on the x -axis at a distance of 7 units from the y -axis. What are its coordinates? What will be the coordinates if it lies on y -axis at a distance of -7 units from x -axis?

Q22. Write the coordinates of the vertices of a rectangle whose length and breadth are 5 and 3 units respectively, one vertex at the origin, the longer side lies on the x -axis and one of the vertices lies in the third quadrant.

Q23. Plot the points A (1, -1) and B (4, 5) (i) Draw a line segment joining these points. Write the coordinates of a point on this line segment between the points A and B. (ii) Extend this line segment and write the

coordinates of a point on this line which lies outside the line segment AB.

- Q24. Plot the points P (0, -3), Q (0, 3) and R (6, 3). Find the coordinates of the point S such that PQRS is a square.
- Q25. If the point P(k - 1, 2) is equidistant from the points A(3, k) and B(k, 5), find the values of k.
- Q26. Find the relation between x and y such that the point P(x, y) is equidistant from the points A(1, 4) and B(-1, 2).
- Q27. Find those points on the y-axis, each of which is at a distance of 13 units from the point A(-5, 7).
- Q28. Find the coordinates of the point equidistant from three given points A(5, 1), B(-3, -7) and C(7, -1).
- Q29. Points A(-1, y) and B(5, 7) lie on a circle with centre O(2, -3y). Find the values of y. Hence, find the radius of the circle.
- Q30. Find the value of k if (x-3) is a factor of the polynomial $x^3 - 4x^2 + kx - 6$. Also find all other zeroes of the polynomial.

Note : Do all questions in Maths Homework Copy only.

POTRTRFOLIO QUESTIONS

- Q1. Imagine a map of Bihar laid out on a Cartesian plane where the origin (0, 0) is the state capital, Patna. If the ancient ruins of Nalanda are located at coordinates (4, 3) and the Mahabodhi Temple in Gaya is at (1, -5), find the direct distance between Nalanda and Gaya on this map.
- Q2. During Chhath Puja, "Thekua" (a traditional snack) is often prepared in circular shapes. A devotee wants to arrange these on a square tray.
If a square tray has an area of 144 square inches, prove that the side length is a Rational Number. However, if the diagonal of the tray needs to be measured, determine if that length is Rational or Irrational.
- Q3. At the famous Sonapur Mela, a handicraft seller sells Madhubani paintings and bamboo lamps.
A tourist buys 3 Madhubani paintings and 2 bamboo lamps for ₹1200. Another tourist buys 2 paintings and 4 lamps for ₹1600.
Formulate a pair of linear equations in two variables.
Solve the equations to find the cost of one painting and one lamp.
- Q4. Frame a polynomial that represents the area of your school playground if length = (2x+5) unit and breadth = (x+3) unit. What will the polynomial represent?
- Q5. Using cardboard strips, make a geometrical model to verify identity $(a+b)^2 = a^2 + 2ab + b^2$.
Write steps.

SUBJECT : BIOLOGY

- 1) Why does a cell swell and burst in a hypotonic solution but shrink in a hypertonic solution? Explain with real-life examples.
- 2) If the plasma membrane becomes non-selectively permeable, what would happen to the cell? Predict the consequences.
- 3) A student observed that plant cells do not burst in distilled water, unlike animal cells. Explain the reason.
- 4) How would the absence of mitochondria affect a cell's functioning? Give at least two real-life implications.
- 5) If ribosomes are removed from a cell, which major function will stop? How will it affect the organism?
- 6) Why is the nucleus called the "control center" of the cell? What problems might arise if it is removed?
- 7) Compare diffusion and osmosis through an example involving plant cells.
- 8) How does the structure of the plasma membrane help in maintaining flexibility?
- 9) Why are lysosomes called "suicide bags"? Give a situation where this property is useful.
- 10) If a cell has more smooth endoplasmic reticulum (SER) than rough ER (RER), what can you infer about its function?
- 11) While observing onion peel cells, a student added salt solution and noticed shrinkage. Name the process and explain it.
- 12) Why do red blood cells burst when placed in distilled water but remain normal in saline solution?
- 13) A cell is placed in three different solutions A, B, and C.
In A: cell shrinks
In B: no change
In C: cell swells
Identify the nature of each solution.
- 14) Why do plant cells have large vacuoles? What will happen if they are absent?
- 15) A muscle cell contains more mitochondria than a fat cell. Explain why?

PORTFOLIO

- 1) Rice is a major crop grown in Bihar, which requires plenty of water.
Question: How does water availability affect plant cells? Explain using turgor pressure and vacuole function.
- 2) In Mithilanchal region of Bihar Foxnut is cultivated, this plant survive in stagnant water which may have low oxygen levels.
Question: How might this affect cellular respiration in plant cells?
Also search for different districts which are involved in this cultivation and why there was a need to make the newly founded Makhana board for Bihar?

NOTE: All the question answer should be done in your Bio notebook and Portfolio in the Bio sheets that should be assembled in a stick file.

SUBJECT : CHEMISTRY

1. What are mixtures? State their types with suitable examples.
2. What do you understand by the term concentration of a solution? Also explain how it plays an important role in our day-to-day life.
3. What do you understand by the following statement:
“The concentration of a solution remains constant even after adding more solute at the same temperature.”
Explain in detail.
- Q4. The solubility of compound ‘a’ in water at 20°C is less than its solubility at 60°C. Explain what this indicates about the effect of temperature on solubility.
- Q5. The solubility of compound ‘b’ at 20°C is greater than its solubility at 60°C. What does this suggest about the nature of the solute? Explain.
- Q6. Define the following with suitable examples:
 - (i) saturated solution
 - (ii) unsaturated solution
- Q7. Colloids and suspensions are both heterogeneous mixtures, yet they differ from each other.
Explain how, with the help of examples.
- Q8. The components present in a colloidal solution are known as the dispersed phase and the dispersion medium. Why are these terms used instead of solute and solvent? Explain.
- Q9. A common talcum powder contains 4% (m/m) zinc oxide, which acts as an antiseptic.
Calculate the mass of zinc oxide present in 300 g of the talcum powder.
- Q10. Why do you observe bright rays of sunlight when it passes through small gaps between the leaves of a dense tree? Explain the phenomenon involved.
- Q11. If 10 g of salt is dissolved in 90 g of water, calculate the mass by mass percentage (m/m%) of the solution formed.
- Q12. If 5 g of glucose is dissolved in water to prepare 100 ml of solution, calculate its mass by volume percentage (m/v%).
- Q13. Give two examples to show how temperature plays an important role in the formation of a saturated solution. Explain briefly.
- Q14. Why is there a need to separate mixtures? On what basis are mixtures separated into their components?
- Q15. A true solution does not show the tyndall effect. Why? Explain.
- Q16. Give two ways by which a saturated solution can be converted into an unsaturated solution.

SUBJECT : CHEMISTRY (PORTFOLIO)

1) State-Integrated Question:

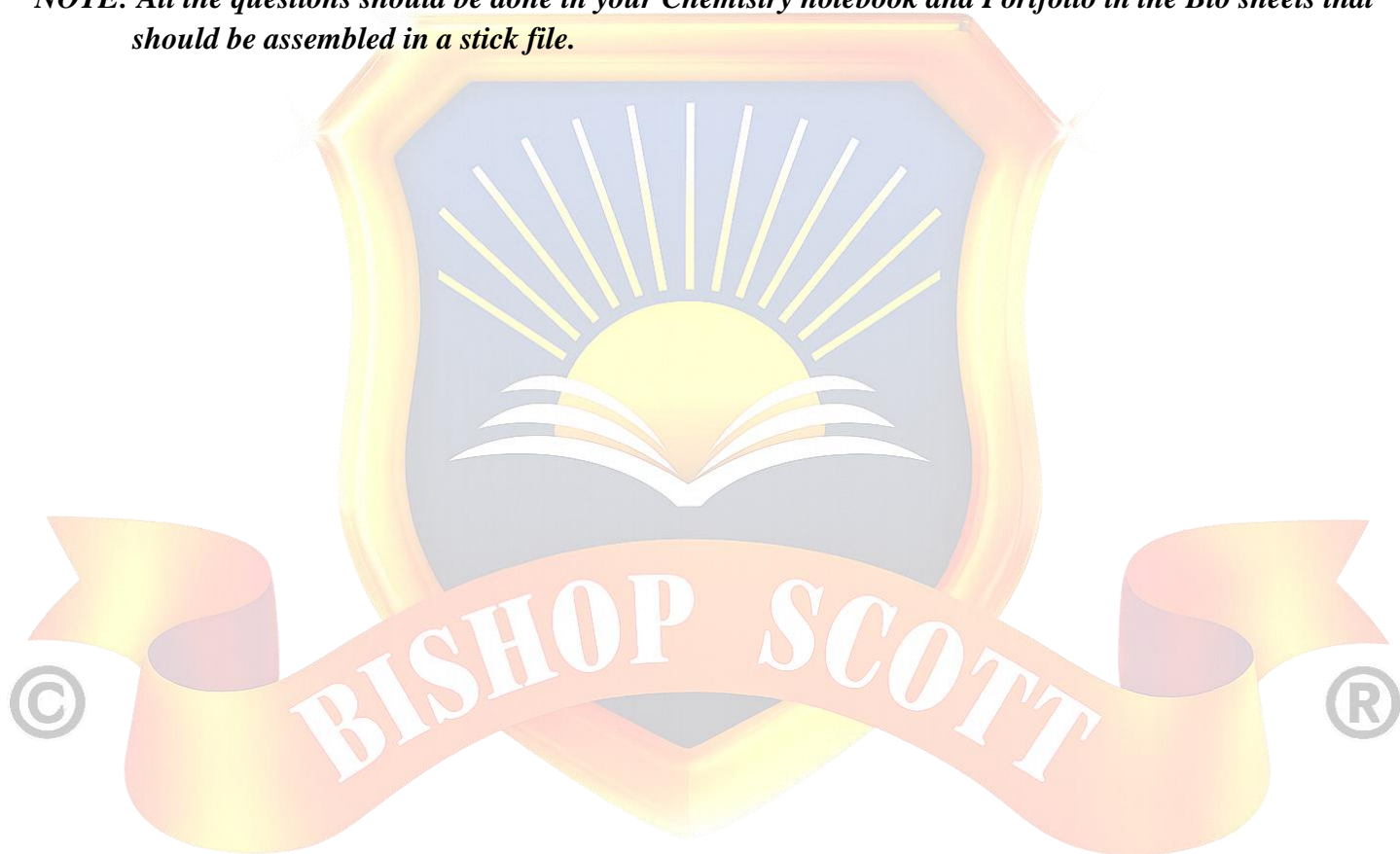
Theme- Mixtures and their types

Staying in Bihar we all have once visited Ganga River flowing through Bihar.

Questions:

- I) Identify whether it is a solution, colloid, or suspension.
- II) Explain how the mixture changes during floods.
- III) In rural Bihar, muddy water is commonly seen during monsoon. Classify this mixture and justify your answer with properties.

NOTE: All the questions should be done in your Chemistry notebook and Portfolio in the Bio sheets that should be assembled in a stick file.



SUBJECT : PHYSICS

1. When body is said to be at rest and in motion? Why motion is said to be relative?
2. Write four differences between distance and displacement. Explain it with the help of diagram.
3. What is the difference between uniform motion and non-uniform motion?
4. State four differences between speed and velocity.
5. How many types of velocity are ? explain them .
6. What is acceleration? State its SI unit and formula.
7. A car travels first half distance with the uniform speed u and next half distance with the uniform speed V . Find its average speed?
8. The average speed of a bicycle and athlete and a car are 18 km per hour, 7 m per second and 2 km per minute respectively. Which of 3 is fastest ,which is slowest?
9. On 120 km track a train travels the first 30 km with uniform speed of 30 km per hour how fast must train travel the next 90 km as to average 60 km per hour for the entire trip ?
10. A car is moving along a straight road at a steady speed. It travels 150 m in 5 seconds
 - (a) what is its average speed ?
 - (b) how far does it travel in 1 second?
 - (c) how far does it travel in 6 seconds ?
 - (d) how long does it take to travel to 240 m?
11. Alex while driving to school computes the average speed for trip to be 20 km per hour .On his return trip along the same route there is a less traffic and the average speed is 30 km per hour what is the average speed for Alex's trip ?
12. A body starts to slide over a horizontal surface with an initial velocity of 0.5 m/s. Due to friction, its velocity decreases at the rate of 0.05 m/s². How much time will it take for the body to stop?
13. A body travels a distance of 3 km towards east then 4 km towards north and finally 9 km towards east (a) what is the total distance travelled
(b) what is the resultant displacement
14. Name the two quantities, the slope of whose gives
 - (a) Speed
 - (b) acceleration
15. A bus covers a distance of 250 km from Delhi to Jaipur towards the west in 5 hrs in the morning and returns to Delhi in the evening covering the same distance of 250 km in the same time of 5 hrs.
Find: (a) average speed (b) Average velocity

SUBJECT : PHYSICS (PORTFOLIO)

1. Draw a graphical representation of the following:
 - I. Distance time graph of an object moving with uniform speed
 - II. Distance time graph for a car moving with non uniform speed.
 - III. Velocity time graph for uniform motion of a car.
 - IV. Velocity time graph for a car moving with uniform acceleration.
 - V. Velocity time graph of an object in a non uniformly accelerated motion
2. (a) Draw x-t graph of a body in Uniform velocity and hence prove that the slope of x-t graph gives velocity.
(b) Draw v-t graph of a body in Uniform velocity and hence prove that the area under v-t graph gives displacement.

3. State integrated question theme:- Describing motion around us state focus :- Uttar Pradesh Largest route network in India.

Uttar Pradesh has the largest railway route network in India. It is an important railway hub because it connects Northern , Eastern and Central parts of the country. Railway Zone in Uttar Pradesh is divided into three zones.

State Integration Theme: Railways of Uttar Pradesh

Question:

- I. Uttar Pradesh has the largest railway network in India. How does a larger railway route network help in improving the motion of passengers and goods across the state?
- II. Why do trains moving through crowded junctions like Lucknow and Kanpur show non-uniform motion? Explain using the concept of speed and acceleration.
- III. Compare the motion of :
 - A metro train in Delhi
 - A passenger train in Uttar Pradesh
 - A mountain train in Himachal PradeshWhich one is likely to have the highest average speed and why?
- IV. Freight trains carrying goods in Uttar Pradesh usually move slower than express trains. Explain the scientific reasons related to motion.
- V. During festivals, railway traffic in Uttar Pradesh increases greatly. How can increased railway traffic affect the average speed of trains?

NOTE: All the questions should be done in your physics notebook and Portfolio in the Bio sheets that should be assembled in a stick file.



BISHOP SCOTT



SUBJECT : ICT

1. Do the fair work of both the chapters related to Digital Documentation taught so far.

Project Work:

Do all the questions given below in your notebook.

Section-E includes project work. Do it in your computer, take the mini printout, cut them if required and paste it in your notebook.

PROJECT WORK:

Section A: Very Short Answer (1 Mark)

1. What is digital documentation?
2. What is the default file extension of Writer documents?
3. What is a style in Writer?
4. What is the use of the Navigator?
5. What is a template?

Section B: Short Answer (2 Marks)

1. Differentiate between **character style** and **paragraph style**.
2. What are templates? Write any two uses.
3. What is the importance of using styles in a document?
4. What is the use of Track Changes?
5. What is the difference between Save and Save As?

Section C: Descriptive Questions (3 Marks)

1. Explain the steps to create and apply styles in Writer.
2. Describe how to insert and format a table in Writer.
3. Explain how to use **Track Changes** and comments in a document.
4. Describe the process of creating a template.

Section D: Higher Order Thinking Questions (4 Marks)

1. A student creates a long project without using styles. What problems might they face? How can styles solve these problems?
2. Compare manual formatting and style-based formatting. Which one is better and why?
3. How can templates improve efficiency in digital documentation?

Section E: Practical / Application-Based Tasks

Activity 1: Document Formatting

- Create a **3–4 page document** on any topic

- Apply:
 - Heading styles (Heading 1, Heading 2)
 - Page borders
 - Header and Footer
 - Page numbers

Activity 2: Table and Image Work

- Insert a table with at least **5 rows and 4 columns**
- Format the table (borders, shading)
- Insert an image and add a caption

Activity 3: Styles and Template

- Create a **custom style**
- Apply it to headings
- Save the document as a **template**

Section F: Case Study Questions

1. A student wants all headings in a document to look the same. Which feature should be used?
2. While editing a group project, students want to track who made changes. Which feature will help?

