

## **TRB 11:1 (Instructions at: TRB Chapter 11, Activity 11:3)**

### **Office 2000**

Currently (December 2001) your company (Stella Publishing Ltd) is using Microsoft Office 97 in the 32 PCs in the office. Your boss asks you to study the features and price of Office 2000 (Office ME) and whether the company should upgrade. Write a brief report for her.

*Note: Stella Publishing Ltd extensively uses word-processing, publishing, presentations, and spreadsheets. The office is connected to the Net but hardly any business is done through it. Any access to the Net is done through Netscape although Internet Explorer is available in the system.*

Here is the information you gathered about Office ME. It is not in any particular order

1. Office ME is available in three versions:

Premium (Rs.26,500; no upgrade)

Professional (Rs 19,500; upgrade Rs 16,500)

Standard (Rs 15,500; upgrade Rs 11,700)

2. The menus behave differently from the earlier versions. Only the options you use frequently show up. If you want something different, you have to open up the folded up menus.
3. 'Publisher' is part of Office ME unlike in the earlier versions.
4. Office ME Premium edition takes up 500 MB on the hard drive; Office ME standard edition needs 180 MB disk space.
5. The reason Office ME takes up a lot of disk space is its web-centred design. From any application in the office suite you can now move to the web and back, without losing any of the attributes. You can create web documents and pass them on to the Internet or your company's Intranet from any program in the office suite.
6. Office ME has a very good Office Assistant which can be switched off.
7. Office ME works best with Internet Explorer. With other browsers the compatibility is not very satisfactory.
8. About 5000 companies in India have already bought or booked Office ME.
9. Many companies that do not work online plan to wait. They feel they can go very well with their Office 97.
10. You need a Pentium PC for Office ME to work reasonably fast.
11. Office ME files are backward compatible with Office 97 and even 95. In other words, Office ME will read files in Office 97 and 95.

**TRB 11:2 (Instructions at: TRB Chapter 11, Activity 11:6)**

**A plane tale**

Rearrange the paragraphs so as to make the sequence logical.

Time limit: 1 minute.

A

“And I must have one”, said the Brain of Britain, “because I have a great contribution to make for mankind’s progress”. And he jumped after the pilot grabbing a parachute.

B

“Don’t worry, your Grace”, said the boy. “We’ve got two parachutes. The Brain of Britain has taken my haversack”.

C

There were four passengers on a plane: the pilot, the Brain of Britain (= the most inntelligent man of Britain), an old bishop, and a schoolboy. Suddenly the plane developed a problem, and a crash was inevitable. Realizing this the pilot said. “We have to jump out if we want to save our lives. Unfortunately there are only three parachutes. And I must have one because I must report the accident to the authorities”. And he jumped out with one.

D

“My son”, said the old bishop, turning to the boy, “I’ve had a very long life. But you have a long life ahead of you. Your life is more valuable than mine. Take the last parachute and save your life”.

(Source not known.)

**TRB 11:3 (Instructions at: TRB Chapter 11, Activity 11:6)**

## **Walking With Arthritis**

*The sentences in the following paragraphs are not in the right order. Rearrange the letters standing for each sentence to indicate in what order the sentences should come.*

1

- a) And in high doses, these drugs can damage the stomach or liver.
- b) Osteoarthritis of the knee is a painful disease that attacks bone and cartilage.
- c) Now a study suggests a helpful supplement to drug therapy.
- d) In those cases doctors prescribe painkillers such as aspirin and ibuprofen, but relief is often limited.

2.

- a) Half participated in an eight-week walking programme.
- b) Researchers examined 102 patients with osteoarthritis in one or both knees.
- c) The other half didn't walk.
- d) They walked along hospital corridors for about 30 minutes, three times a week

3.

- a) By contrast, those in the control group (those who didn't walk) showed diminished movement, and were unable to walk as far as they had at the study's start.
- b) At the end of the eight week period, those who had walked needed less medicine and felt less pain.
- c) The results were very interesting.
- d) They could also walk further than they did at the start of the experiment.

(Adapted from a report in *Reader's Digest*, Indian Edition, April 1994)

**TRB 11:4A (Instructions at: TRB Chapter 11, Activity 11:6)**

**Pleasures of confusion**

*Examine the following paragraph. Is it all right? What is the theme? Is it clear? Are the sentences in a logical order? Are there any sentences that ought not to be there? Can you reorder the sentences (dropping irrelevant ones, if any) so that the message is clear?*

(1) High intelligence may have been essential for, say, Benjamin Franklin's type of leadership; but it is doubtful whether he possessed the highest IQ of his period. (2) Adolph Hitler, among other leaders, was emotionally disturbed. (3) A follow-up study of one thousand highly intelligent children from California showed that in twenty-five years relatively few of them had become famous leaders. (4) There may be leaders who are more intelligent than nonleaders; but many of the most intelligent people never become leaders. (5) Leaders need not be better adjusted psychologically than nonleaders. (6) Only 5 per cent were in America's *Who's Who* and only 13 per cent were in *American Men of Science*. (7) Mahatma Gandhi was acknowledged not only as a national leader of India, but also as an international leader.

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**TRB 11:4B (Instructions at: TRB Chapter 11, Activity 11:6)**

**Pleasures of confusion ~ The original text**

(4) There may be leaders who are more intelligent than nonleaders; but many of the most intelligent people never become leaders. (1) High intelligence may have been essential for, say, Benjamin Franklin's type of leadership; but it is doubtful whether he had the highest IQ of his period. (3) A follow-up study of one thousand highly intelligent children from California showed that in twenty-five years very few of them had become famous leaders. (6) Only 5 per cent were in America's *Who's Who* and only 13 per cent were in *American Men of Science*.

**TRB 11:5 (Instructions at: TRB Chapter 11, Activity 11:6)**

**On the Life and Times of a Successful Quadruped**

*Here is an essay on the cow; it was written by a (successful) candidate for a UPSC examination in 1992. The Telegraph (Calcutta) got hold of it and published it unedited in the interests of posterity. It is gratefully reproduced here faithfully. Enjoy it; then see why it sounds so odd. Have a discussion.*

The cow is a successful animal. Also he is quadruped and because he is female, he give milk, but will do so when he is got child. He is same like God, sacred to Hindus and useful to man. But he has got four legs together. Two are forward and two are afterwards.

His whole body can be utilised for use. More so the milk. What can it do? Various ghee, butter, cream, curd, why and the condensed milk and so farth. Also he is useful to cobbler, watermans, and mankind generally.

His motion is slow only because he is of aslitudinious species. Also his other motion is much useful to trees, plants as well as making flat cakes in hand and drying in sun.

Cow is the only animal that extracts his feeding after eating. Then, afterward she chew with his teeth whom are situated in the inside of the mouth. He is incessantly in the meadows on the grass.

His only attacking and defending organ is the horn, specially so when he is got child. This is done by knowing his head whereby he causes the weapons to be paralleled to the ground of the earth and instantly proceed with great velocity forwards.

He has got tail also, but not like similar animals. It has hairs on the other end of the other side. This is done to frighten away the flies which alight on his cohoa body whreupon he gives hit with it.

Th palms of his feet are soft unto the touch. So the grassses heads would not get crushed. At night time have poses by giving down on the ground and he shouts his eyes like his relatives, the horse does not do so.

This is the Cow.

**TRB 11:6 (Instructions at: TRB Chapter 11, Activity 11:8)**



**Secrets of a Happy Married Life**

J Mgrs: Congratulations on being declared the Happily Married Man of the Year. It is a remarkable achievement.

HMM: Thanks. Yes. Considering that so many couples quarrel with each other day in and day out, what I have achieved is pretty remarkable.

J Mgrs: Will you tell our readers how you manage to stay happily married?

HMM: Sure. You see I never make fun of my wife in public nor criticize her. When she drives, if she takes both her hands off the steering wheel to smooth her hair, I say nothing. Nor do I grab the steering wheel wildly. If she indicates to the left and then suddenly swerves to the right to take a closer look at a saree displayed in a shop window, I say nothing. Women, you see, have a highly developed sense of direction which men do not comprehend. That is no reason for you to criticize her. When my wife drives the car, she may put her hand out and wave it in circles. If I can't figure out that she is not signalling anything to the other drivers but is merely drying her nail polish, I am a fool. I don't deserve to be married to her.

J Mgrs: Do you help your wife at home, say, with washing dishes?

HMM: Oh, no. Never. I don't help her. She is kind enough to help *me*. She turns the tap on in the kitchen for me to do the washing up. How can a man be happily married if he doesn't spare his wife such complex and taxing tasks as clearing the table and washing the dishes? A woman's hands are meant to hold spoons, forks, flowers, and perhaps perfume bottles, not pots and pans.

J Mgrs: Do you ever complain about your wife's cooking?

HMM: Oh, no. Never when she is present. On the contrary, I praise her cooking even when I, along with guests, struggle with her rubbery chapatis. Something is better than nothing, you see. If I ever criticize her in private, I make sure I start with a word or two of praise.

J Mgrs: Does she ever point out your mistakes?

HMM: Not unless it is essential.

J Mgrs: I'm not sure I understand what you mean. Can you give me an example?

HMM: Sure. Last week I was driving. The car suddenly stopped. She had noticed that the petrol gauge showed empty. But she didn't point it out to me although we were quite close to a petrol bunk. She patiently waited until I opened up the bonnet, checked everything and then lay under the car, checked everything there, and finally decided to have the car towed away to a workshop. That I say is a fine example of patience and tolerance. Just imagine how hurt I would have felt if she had rushed in with that advice on how start the car.

J Mgrs: Do you consult her or discuss with her before making any major purchases?

HMM: Invariably. In fact I check with her before I buy even a toothbrush because I don't want to offend her sense of colour coordination.

J Mgrs: Would you get angry with her if she bought something like a new necklace without consulting you?

HMM: Never! She has every right to do what she wants with my hard-earned money. If she can't tell me in advance she may do so after she spends it. There is really no problem even if she doesn't tell me after the event. I love surprises from her.

J Mgrs: If you are struck by the looks of another woman, do you say 'wow' in your wife's presence?

HMM: You must be kidding! I made that mistake only once – during our honeymoon. But I learned pretty quickly. Now even when she says of a ravishingly beautiful female that that woman is 'not bad', I try and point out, "but her ears are jutting out" or "but look at her hands" or something similar. I always make my wife feel like a beauty queen.

J Mgrs: How about your wife? Does she praise other men when you are around? How do you react if she does?

HMM: Frankly I've never heard her praise any men in our circles for the way they wash dishes or clothes. When she does say something nice about any men's looks I don't get offended. A woman's intuition in these matters is dead right, you know.

J Mgrs: How do you arrive at major decisions? Do you discuss?

HMM: We always discuss issues if she wants to. Usually they are brief because she decides what to do whatever the direction of the discussion.

J Mgrs: Finally, can you say in one sentence what the secret of your happy married life is?

HMM: Yes. But please give me a moment. Let me check with my wife.

*Note: Some of the secrets of a happy married life have been picked up from Corey Ford's 'A bachelor's guide to marriage' in **Making the Most of your Life**, A Reader's Digest Guide. The others are from unmentionable sources!*