



Estd. 1962

# **ABILITY ENHANCEMENT COMPULSORY COURSE**

(CBCS)

For

**B. Sc. Part III**

**ENGLISH FOR COMMUNICATION**

(Compulsory English)

**SHIVAJI UNIVERSITY,  
KOLHAPUR**



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## **B. Sc. Part III ENGLISH FOR COMMUNICATION**

(Compulsory English)



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**SHIVAJI UNIVERSITY, KOLHAPUR**

**JUNE, 2020**

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(Ability Enhancement Compulsory Course)

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### **Course Objectives**

- ☐ To enhance students' English communication skills
- ☐ To impart employability skills to students
- ☐ To prepare students for competitive examinations
- ☐ To enable students to acquire specific professional skills such as media writing
- ☐ To enable students to learn manners and etiquettes required at work places
- ☐ To enhance students' reading comprehension skills
- ☐ To create interest in English literature among students
- ☐ To inculcate human values and ethics in order to enable them to become good citizens of the country

### **Course Outcomes**

**After the completion of the course, the students will be able to**

- ☐ communicate in English, in oral and written modes, in their day-to-day lives as well as at workplaces
- ☐ face job interviews confidently and efficiently
- ☐ acquire soft skills required at workplaces and in real life
- ☐ learn group behavior and team work
- ☐ learn to value and respect others' views and develop democratic attitude
- ☐ face competitive examinations confidently and efficiently with adequate linguistic competence
- ☐ acquire professional skills required in media writing
- ☐ learn to appreciate and enjoy reading poetry and prose passages
- ☐ acquire human values and develop cultured outlook

**ABILITY ENHANCEMENT COMPULSORY COURSE**  
(CBCS)  
**B. Sc. Part III**

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**SHIVAJI UNIVERSITY, KOLHAPUR**  
**JUNE, 2020**

## ACKNOWLEDGEMENTS

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## FOREWORD

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Shivaji University has been following the policy of preparing and publishing textbooks for Undergraduate courses of the University for almost three decades. This textbook has been prepared in pursuance of the existing policy of the UGC. The texts included in this book are based on 'Communication Skills' as well as 'Reading/Listening Skills'.

This textbook for B.A.III will help the learner to become an effective user of English. It will help students in extending their language skills to real life situations. The Communication Skill units are learner-centered. This textbook is designed as a composite book as it contains reading comprehension units along with communication skill units.

I am grateful to the Chairman and Members of the Board of the Studies in English and Linguistics, and the Writers/Editors of the textbook for their meticulous work. Also the Printers deserve commendation for the excellent job they have done.

I hope that students, teachers and parents will welcome this book.

June, 2020

**Prof. (Dr.) Devanand Shinde**  
Shivaji University,  
Vice-Chancellor  
Kolhapur – 416004





## **PREFACE**

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It is indeed a great pleasure to present B. Sc.-III Ability Enhancement Compulsory Course (AECC) English for Communication textbook to students and teachers within the jurisdiction of Shivaji University, Kolhapur. It has been prepared in accordance with the UGC Curriculum Framework. It incorporates contemporary views on teaching materials production in both theory and practice. Outcome-based orientation of the textbook is intended to fulfill key requirements of learners in 21st century.

The textbook prominently focuses on employability enhancing English communication skills, both oral and written, such as interview skills, group discussion, English for competitive examinations and media writing. The sub-units within each of the communication skill units systematically encapsulate different dimensions of the units prescribed.

The prose units selected in the book suitably complement the communication skill units, in addition to inculcating human values among students. They embody modern sensibility and progressive outlook. The narrative form makes the units interesting and appealing to young minds. The poetry units of the book particularly enhance literary competence of students and create a wholesome cultural outlook. Both prose and poetry units enable students to 'enjoy' literary works.

The textbook is divided into two parts as per the requirements of semester system - Paper E and F. In all, there are six modules each consisting of 2/3 units. The syllabus for each semester is evenly balanced with three communication skill units, three prose and three poetry units. The communication skill units include adequate number of tasks, followed by exercises at the end. Prose and poetry units are followed by different types of questions which test students' reading

comprehension. Vocabulary exercises are intended to increase their word power. In short, the textbook tries to make students competent users of English language in their lives.

The objectives of the book can be achieved more effectively by using student-centric methods. The textbook is a tool in the hands of innovative teachers to make students learn English well.

The editors thank all teachers of English who have given valuable inputs and contributed in making the textbook the way it is. We hope it will serve its purpose during its implementation period.

The Writing Team and the authorities of the University Press deserve special commendation for their sincere efforts.

**Dr. C. Y. Jadhav**

**Text Editor**

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**General Editor and Chairman**

Board of Studies in English  
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**SEMESTER : V**

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## Module : I

### A) INTERVIEW SKILLS

Dear students, you have probably seen and heard interviews of eminent people on television, radio and also on YouTube app. They are generally leaders, politicians, film-stars, sport-stars, writers and industrialists. In this Module we are going to study about job interviews and interview skills or techniques, which are indispensable task for every candidate, who is desirous to get better and lucrative job opportunities. A job interview is an interview in which a conversation occurs between an employer and a job applicant. Most of the times it is observed that a job applicant has a good academic record or he/she is recipient of university medal, but at the time of interview he/she fails to perform best in his interview, consequently he/ she is unsuccessful to get that job. So it is essential that a job applicant must have a confidence and positive attitude to seek that job.

One should not keep one's attitude that an interview is an ordeal or a hurdle for getting job. During the interview for the job, the employer's aim is to evaluate whether the applicant is suitable for the job or not. At the same time it is the employer who judges the aptitude and attitude of the candidate. A job interview gives an opportunity to put forth one's capabilities before the interviewers. A prospective employer's main aim is to judge your sense of values, your attitude towards work. Anyone seeking employment nowadays realizes that things and trends are not the same as they were ten years ago. Today different forces are effecting work force-they are globalization, advancing technology, information explosion, growing diversity and team-based organisations. So a candidate must be well prepared to test his mettle against these circumstances.

Present Module is introduced to you by keeping the view in mind, that after completion of your B. Sc. and M. Sc. degree, you must be familiar with the interview skills and techniques.

#### I) Preparation for the Interview:

First and foremost essential thing for the interview is

preparation of the interview to get the positive result. As soon as you receive the letter for the interview, your preparation for the interview begins.

- You must ensure carefully the details in the interview letter. Note exactly the day, the date, the time of the interview and venue of the interview.
- Prepare and read your resume carefully. Do not forget to carry additional copies of your resume with you.
- If you are instructed to bring the original certificates and other testimonials arrange them in a chronological order in a decent folder or a file. You should pin your earliest certificate at the bottom of the file and then all the certificates should be attached serially. Thus the most recent certificate should be at the top. Arrange all the papers required in a folder: resume / CV, interview call letter, degree certificates, mark lists, NSS, NCC, Sports certificates, experience certificates, references etc.
- Your dress and the way you wear it, can make an ever- lasting impression. If you wear a clean well-pressed dress, it will imply that you are taking the interview seriously and also as to the job. Avoid as far as possible gaudy, extremely bright-coloured and fashionable clothes.
- You must be in polished shoes with socks.
- You must do your sufficient homework e.g. visit to the company's website and know about their vision, mission, strategy, products and finances. In case the company does not have a web presence, try to search them up at the library or you may call The Chamber of Commerce and find out everything you can about them. Don't be surprised if one of the first questions interviewers ask, "Have you gone through our website?"
- Revise the basic required information about the job for which you have applied and also revise other information you have collected about the job for which you have applied and also have a quick glance on other information you have collected about the organization- whether the Government office, or a teaching institution, or a private industry, multinational company or a bank

or LIC Office in which you are presenting yourself as a candidate.

- If possible you may organize a mock interview, for that you may invite your close friends and well wishers as interviewers. This will boost your confidence, as well as it will help you to understand your weaknesses. Even mock interview can be conducted in the class.

## **II) Few Tips and Hints of Interview winning skills:**

- **Refresh yourself on your subjects of U.G and P.G. :** It is quite natural that interviewers would ask you on your field of specialization. For this you may go back to text books, and refresh your knowledge, definitions, formulas, concepts and other related ready references.
- **Entering the interview Room :** Before entering in the interview room, adjust, your attire. Don't forget to ask for permission in a polite manner before coming in interview hall by asking, "**May I come in sirs/ Madams.**" Face the interviewers confidently by saying, "**Good Day sirs/Madams.**" Not to forget to seek permission to sit down.
- **Self-confidence:** Pay more attention to express your enthusiasm /self-confidence in whatever you say. Self- confidence generates self- esteem and self-respect.
- **Be well-mannered:** Your demeanour reflects your upbringing and your culture. So it is good to project an air of humility.

## **III)Winning strategies of interview:**

- **Dos**
- Walk in smartly and cheerfully from the entrance to the interview table
- Maintain a moderate eye contact with members while they ask questions
- Show your full concentration towards interviewers
- Modulate your voice so that your reply will be audible to every member of the interview board
- Answer questions passed to you concisely and precisely
- Be brief. Long-Winding explanation can only consume time and



bore the interviewer.

- Show team spirit, cooperation, organisation skill, strength of character and above all a strong decision making ability.
- Look sharp and energetic.
- Keep the interviewer's attention and interest in you.
- Show your loyalty to your previous organisation though you may have left them for unsavoury circumstances. A common question asked by interviewers' is, "Why did you leave your previous organisation?" You may give illustrations such as your own career aspirations, long distance to work and aspiration of something more challenging.
- Be with a cheerful disposition and a pleasant countenance – which hold the interviewer's interest throughout the interview.
- Manners are very important. Some words and expressions reflect your upbringing and Culture. They are - **"Yes Please"** **"I beg your pardon,"** **"Thank you",** **"I wish to state",** **"I would like to draw your kind attention."**
- Seek clarification to questions you do not understand. You can do it in a polite manner by asking **"Excuse me/ Pardon me sir",** **"Will you please repeat the questions?"**
- You must make sure that you are punctual. You must report at the venue of the interview at least half an hour before the scheduled time of interview.
- Be polite to everyone you meet, both before and after the interview.
- A soft pleasing expression with a hint of a smile enhances your personality.
- **Some Don'ts at the time of Interview:**
  - Do not rail in your chair in a relaxed manner
  - Do not try to approach too close to the interviewers.
  - Do not put your hands and fumble with your pocket.
  - Do not place your hands or fingers over your mouth when you speak.

- Do not lean back in the chair.
- Do not scratch yourself or touch your hair or your face.
- Never raise your voice or speak in a hushed tone.
- Do not rush to answer. Speak distinctly in your normal accent and pause to make your points effectively.
- Do not make any awkward movements - scratching an ear or nose, moving hands awkwardly.
- Do not prepare for the interview up to late night.
- Do not take heavy dinner on the day before the interview and heavy breakfast on the day of interview.
- Do not get nervous, adopt breathing exercises to reduce excitement and uncertainty.
- Do not linger in the past. If you have failed in an interview, it does not mean that you will not succeed this time.
- Do not accept tea or coffee even if it is offered during the interview, politely decline the offer.
- Do not exaggerate about your hobbies or interest. The Board members are intelligent people, so do not be overconfident of cheating them.
- Do not be nervous if you don't know the answer of a question. Confess it frankly, "I am afraid", "I haven't come across that piece of information sir".
- Do not ask about salary during an interview unless and until the interviewers ask about it. You may ask about salary range only after interview interactions.

### **Task-I**

**Answer the following questions in about seven to eight sentences each.**

1. Write a note on different stages of preparation for the interview.
2. What are the important tips and hints of interview winning skills?
3. What are common Dos that you have to follow at the time of interview ?
4. How can be the information about the company/organization

useful to you in your interview?

5. What are common Don'ts that you have to avoid at the time of interview?

#### IV) Personal Qualities:

- **Manners:** Manners are observed especially on the occasion of you seek permission enter the interview room or sit down. The interviewers observe whether you wish, when you first meet them and how you address them in the course of dialogue. They also keenly observe whether you use expressions such as “please”, “Thank You”, “I beg your pardon”, “Kindly” and “Excuse me”. You may use these expressions regularly. They reflect your positivity and get you lot of mileage. At the same you should avoid humming or using fillers: such as “Well...”, “I mean” / “What I mean is...”, “As a matters of fact...”, “That is (to say)...”, “To be honest...”, “Quite Frankly”, “In other words...” etc.
- **Some Essential Qualities:** Interviewers very keenly observe some essential qualities in you with bird's-eye view. Such as- “mental alertness”, “critical power of assimilation”, “balance of judgment”, “clear and logical exposition”, “variety and depth of interest”, “leadership qualities”, “intellectual and moral integrity”. “persistence in adverse conditions” etc. To cultivate these qualities within you, you must read newspapers regularly to boost your general knowledge.
- **Job- hopper:** As the job market has shifted over the past several decades and especially after the recession job-hopping is on the rise, and it doesn't look like the trend will be stopping any time soon. A job-hopper is one who changes job very frequently. This is wrong as it implies that you are money chaser rather than a career person.
- **Loyalty:** Questions such as “Why are you leaving present organization?” or “Tell me about your boss” are full of intention. They want to check whether you would let down your previous organization or uphold it. You may avoid always having uncomplimentary references of your former employers or other

associates and making uncharitable remarks about them.

- **Initiative:** Employers consistently rank initiative as highly important across roles and industries making it a key quality to demonstrate if you want to get hired. Many employers also see initiative as the ability to take ideas and run with them, to persist in the face of difficulty and inertia and see a project towards completion. Make time for brainstorming new ideas that could benefit your team or company
- **Teamwork / ability to work collaboratively:** Almost every job requires employees to collaborate, or at least get along, with a diverse group of humans. This makes the ability to work with others a highly-valued trait for employers.
- **Listening skill at the time of interview:** At the time of job interviews, you must primarily focus on providing effective answers to interview questions. Listening is just as important as answering questions, because if you are not paying attention, you are not going to be able to give the best responses. Active listening enables you to connect with the interviewer and hear what is really being said. A good listener is always a winner.
- **Improve your speech :** The best way to do so is to record it on your android cell phone and listen to it critically. Analyze your speech to find out whether you speak clearly and up to the mark. This will satisfy yourself that your speech is clear, proper rhythm and sounds pleasant.
- **Confidence:** Confidence is also key for successful interview. Whatever you speak, you must speak with confidence. Confidence stands for a real key to cross every obstacle in the life. The eyes of the candidate represent their confidence level.

#### **V) Some types of Questions :**

- a) **Closed Questions:** These questions are asked by the interviewers to find specific information about you. You are expected to answer these questions with a “Yes” or “No” or in a single sentence. Generally they are used to check facts or clarify details from your resume; such type of questions would normally start with Do, Have, will etc. Examples of such questions are “Do you

have to serve a notice period? “Have you got a certificate?” or “Will you be leaving town in the next fortnight?” These and such other questions can be answered with “Yes” or “No”.

- b) **Open Questions:** These questions are asked to get the maximum information from you to validate your knowledge of subject. Open questions start with Wh form such as- What, Where, Which, When, Why and How, such questions should not be answered with “Yes” or “No”. For example- “Why do you wish to leave your present job?”. “Why did you decide to go for M.B.A after your B.E?”. “When do you plan to join if you are selected?”. “How do you plan to reach office from where you stay?” etc. Such questions are requiring detailed answers.
- c) **Hypothetical Questions:** These questions are asked to evaluate your analytical and critical ability. They would start with conditionals like If, Suppose or Imagine. Some examples of such hypothetical questions are: “If you are selected what would you do on your first day?”, “Suppose you had to put together a project team, how would you go about it?”, imagine that your equipment broke down, What emergency strategies would you employ?”, etc. Such questions are asked in the interview to evaluate your analytical ability, logic, and experience.

## **Task II**

**Answer the following questions in 7 to 8 sentences each.**

1. Which are the essential personal qualities require at the time of interviews.
2. Which are the important interviews techniques?
3. How can you introduce yourself to the interviewers?

## **VI) How to Answer some challenging Questions:**

### **1) Tell me something about yourself?**

Most of the times at the outset of the interview, such question is asked by the interviewers. It is observed that where most applicants often halt at this question. They start rattling about their family and personal lives in which the interviewer has no

interest. So state only things about yourself that you want the interviewer should know. Elaborate only how your skills can contribute to the job and the organization.

**2) What are your greatest strengths?**

In the job interview employers deliberately ask this question that you may present your best things and achievements to them. Accordingly, answer sincerely by summarizing your strong points. I am good at working with people, “I am willing to make decisions”, “I am good at solving problems”, “One of my greatest strength is persistence”.

**3) Why should we employ you?**

To this question you should emphasize your academic strengths and enthusiasm for company. Illustrate your specific skills to the employers need and give examples of how you can learn and become productive quickly. Give confidence and assurance that if you are appointed, you will devote to the work whole heartedly.

**4) What do you know about this organization?**

This question might be asked by the interviewers to know, how much research you have done about organization. It is better for you that you must collect thorough information of organization from its website. Highlight maximum positive features and great achievements of the organization. Moreover, it also gives you opportunity to cover things that the interviewer has not brought up.

**5) How do you handle stress?**

Stress is a component in many jobs; employers want to know how much you are capable to handle it constructively with a positive attitude to maintain good, company culture. You can answer this question by explaining how you typically respond with an example to support it.

**6) What critical feedback do you most often receive?**

Employers ask this question to see if you have sense of self-awareness and that you are actively working on self-improvement. To answer this question, think of genuine piece of criticism that you’ve been given or a weakness you are aware of.

**7) Why should we hire you?**

Asking such type of question the interviewers want to know your interpretation of the job and your assessment of your suitability for the position. State that you will strive hard to look at everything the company is doing before making recommendations. To answer this question explain how your experience, skills and attributes make you the best fit for the job.

**8) What is your greatest achievement?**

Interviewers might ask this question to understand what you consider to be your most valuable accomplishments. To answer this question think about a recent example that is ideally related to the job in some way. Briefly explain the achievement, your role in it and why it is valuable to you.

**9) What are your salary expectations?**

Don't make hurry to discuss expectations of salary early in the interview process. Try this response- 'I humbly believe that your firm will pay me what I am worth'. Then you may ask for pay ranges. If you don't feel comfortable providing a single number. You may choose to offer a range instead. You may say something like, 'That's a tough question. Can you tell me the range for this position?'

**10) What are your hobbies / interests?**

One of the most commonly asked interview questions that take you by surprise is a conversational one- "What are your hobbies?" Hobbies are seen as markers of a balanced person who is adept at juggling personal and professional well-being. You should mention your hobby i.e. always in enhancing your knowledge, as like attending seminars, visiting a library, etc.

**11) How do you go about solving problems?**

You can give a positive response that you consider problems in a systematic, reasonable and effective way, and then you have to demonstrate that you have a great foundation for problem-solving abilities. If you are asked about your approach tell them, how you would conduct the research and gather the relevant facts. Here you should play the role of 'trouble shooter'. You should

identify the problems. Establish a plan of action to resolve the problem and implement the solution.

### Task III

Read the following advertisement carefully and answer the questions given below the advertisement.

A Fast growing Pharma Allopathic Company

**WANTED**

**AREA SALES MANAGER - 02 Posts**  
HQ - Sangli (Independent working)

Candidates must have 3-5 years experience in Pharmaceutical industry as a M.R. or Area Manager.  
Walk in for interview on SUNDAY  
Date 22<sup>nd</sup> Sept., 2019 between 09.00 to 02.00 p.m. at  
Hotel Piyush, Sangli-Kolhapur Road, Sangli.

**Subodh Kanitkar,**  
**Director, Lifeline Health Care Pvt. Ltd.,**  
**Sangli Cell No. 9402320022**

**Answer the following questions in full sentences:**

Questions:

1. What certificates will you take with if you are called for an interview for the post of area sales manager?
2. Suppose you do not have any working experience, how will you answer the question about it?
3. How will you explain your strong points to the interviewers?



**VII) Now here is model interview for you. Study the questions and answers carefully.**

**A Model Interview:**

**Candidate:** May I come in, sir?

**Chairman:** Yes, please come in.

**Candidate:** Good Morning to you all, Sirs.

**Chairman:** Good Morning, Mr. Patil. Please take your seat.

**Candidate:** Thank you, Sir

**Chairman:** Introduce yourself Mr. Patil.

**Candidate:** Hello Sirs! I am Prafull Patil. My qualification is B.A., M.B.A. I have passed my B.A. degree in English special in the year 2012. I have pursued M.B.A. from Sinhgad Institute, Pune securing first class with distinction. I stood first in B.A. English from Shivaji University, Kolhapur and won the merit prize of the University. After completion of M.B.A. degree I have joined the company 'Sumedh Industries, Pune'. Since last three years I have been working in the capacity of Division Manager in that company.

**Chairman:** All right. Where did you do your graduation?

**Candidate:** I have completed my graduation from Willingdon College, Sangli in the year 2012.

**Chairman:** Why did you decide to complete M.B.A. degree after B.A. English?

**Candidate:** I have decided to follow less trodden path i.e. M.B.A. after B.A. English. I really enjoyed taste of literature but while considering professional career, I decided to do something different. So I completed my degree in M.B.A. It was my strong desire to do my career in Business Management.

**Chairman:** What is your native place Mr. Patil?

**Candidate:** I am from Sangli, sir and Gulmohar Colony is my residential area.

**Chairman:** For what Sangli is famous for?

**Candidate:** Sir, Sangli is a district place and since long days it is popularly known for its turmeric market. Sangli Krishi Utpan Bazar

Samittee takes lead role for its auction. Once in the year auction of turmeric is organized on a large scale in the presence of farmers, merchants and directors of this co-operative society.

**Chairman:** How do you know in detail about this turmeric auction?

**Candidate:** My father owned his Trading shop of purchase and sell of turmeric in Sangli market yard. I got an opportunity to watch it very closely during my holidays. But I have no any interest in the trading shop, so I joined administrative jobs in other fields.

**Chairman:** Let me ask you one thing, why should we employ you?

**Candidate:** Sir it will be great and rare opportunity for me to serve in your esteemed institution as a Regional Manager. I humbly believe that good communication skills are my best strengths, apart from it I know very well market strategies. I consider myself to be a team-player. I am ambitious. I have always set my goals. One of my greatest qualities is that I can always keep myself cool and I don't allow the pressure to get to me, which helps me to achieve all my goals and remain focused.

**Chairman:** Why did you leave your last job?

**Candidate:** Sir, the word 'Challenge', which I always try to chase it and take it positively. Now I am in search of new challenges and avenues. I feel I wasn't able to show my talents in my present job. I am looking for a job that perfectly suits my qualification and talent.

**Chairman:** What will be your strategies about the present recession crisis in the industry/market?

**Candidate:** Sir, I believe that recession is a period of temporary economic decline during which trade and industrial activities are reduced. It is generally identified by a fall in GDP in two successive quarters. In this crisis, I believe in term-work and dedication to work are very necessary. If we could create an emergency fund, then we can easily overcome this crisis.

**Chairman:** What are your strengths?

**Candidate:** I am a punctual person. I always give priority for punctuality and sincerity in work. I always arrive in time and complete

my work on time. I consider myself to be a team-player. When I work, I always take initiative. If I see something that needs to be done,, I don't wait for instruction, I do it. I always worship work, as it gives us energy to work more.

**Chairman:** Where do you see yourself five years from now?

**Candidate:** I look forward to learn new skills and improve my knowledge to advance my career. In five years from now, I see myself having an innovative skill with in depth knowledge of the and its functioning company.

**Chairman:** What are your salary expectations?

**Candidate:** I can not reveal any number right now. I am keen to know more about your company, the culture here, the work environment, detailed requirements of this job and other such consideration. I basically want access and opportunity for growth. I believe that salary should be as per the company norms. However, I think it should be more than my previous salary.

**Chairman:** All right, Mr. Patil. We shall let you know within a week.

**Candidate:** Thank you, Sirs. Have a nice day.

### **Task III :**

Imagine that you are going to attend the interview for Assistant Professor in English in a well reputed institute. Prepare mock interview of it.

### **Task IV:**

You have been called for an interview by the Global United Bank Ltd., Vita for the post of Legal Advisor officer. Your qualifications are B.A., L.L.B. & L.L.M. It is an interview between you and panel of interviewers. Write the interview in dialogue form. Use wherever necessary interview expressions in your dialogue.

**Exercises:**

**1. Rewrite the following interview required there by filling in the gap whatever questions and answers.**

Candidate: ....., sir?

Manager: Yes, come in. Take that seat.

Candidate: Thank you sir ..... sir

Manager: Good Morning .....?

Candidate: ..... sir.

Manager: What .....?

Candidate: My native place is Miraj sir.

Manager: Oh! Miraj .....?

Candidate: It is mainly known for best hospital facilities and also popular for the export of musical instrument like Tambora, guitar etc.

Manager: I can see that you did your B.A. in 1992. What did you do after that?

Candidate: .....  
.....

Manager: What was your main interest in M.B.A. course?

Candidate: .....

Manager: Are you familiar with modern computer technology?

Candidate: .....

Manager: .....

Candidate: Because I would like to work as a Personnel Manager in your esteemed company sir. And I think there is ample scope in your company.

Manager: .....?

Candidate: This job will provide me challenges as well as opportunities to grow.

Manager: How do you work with employees to improve their performance?

Candidate: .....

Manager: All right, Mr. Borgave. We shall let you know within a week.

Candidate: .....

2. Imagine that you have been invited for an interview by Bharat Industries Pvt. Ltd. for the post of Welfare officer. You have qualification of M.S.W. and have also good knowledge of computer. Write the interview in dialogue form.
3. Imagine that you have received a call letter for the interview of full time Assistant. Teacher in English for the Junior College of Arts, Commerce and Science run by Janta Shikshan Prasarak Mandal Atpadi. How will you answer the following questions at the time of interview?
  - i) what is your personal philosophy of teaching/education.
  - ii) What situations, obstacles and moments have you experienced in life that led you to teaching?
  - iii) What do you think provides the greatest pleasure in teaching?
  - iv) What are some favourite books you hope to share with students? Name the Authors and titles.
  - v) How would you encourage writing skills?
  - vi) If you were unfairly criticized by your authority, what would you do?
4. Form WH questions to get the following statements as answers at the time of interview.
  1. I am from Satara, Sir.
  2. My hobbies are music, reading, cricket and swimming.
  3. Kolhpar is popularly known as a tourist centre. There is famous temple of Goddess Maha Laxmi at Mahadwar road and Rankala Lake is also attraction of Kolhapur very huge and beautiful campus of Shivaji University is slowly emerging as a tourist point

and academic hub. Well developed industry is another plus point of this city.

4. I specialized in English subject.
5. I am sorry I haven't read much about recession.
6. It provides challenges as well as opportunities to grow.
7. I stood first in B.A. English from Shivaji University, Kolhapur.
8. I got my M.S.W. degree in the year 2012.
9. Mrs. Nirmala Sitaraman is Union Minister of Finance.

#### **Further Reading**

- 1) Andrews, Sudhir. *How to Succeed at Interviews*. New Delhi. Mc Graw Hill Education (India) Private Limited. 1988. Print.
- 2) Sharma, Avni. *Communication skills and soft skills*. Jaipur. YKing Books. 2017. Print
- 3) Jayprakash, Sajitha. *Interview Skills Presenting Yourself with Confidence*. Mumbai Himalaya Publishing House Pvt. Ltd. 2010. Print.
- 4) Mohan, Krishna et. al. *Developing Communication Skills*. New Delhi: Macmillan India Limited. 1990. Print.



## B) ENTERPRISE

Nissim Ezekiel

Nissim Ezekiel (16<sup>th</sup> December, 1924 - 9<sup>th</sup> January, 2004) is an Indian English poet, actor, playwright and art critic. He is often regarded as the Father of Modern Indian English Poetry. He was awarded the Sahitya Academy Award in 1983 for his poetry collection, *Latter-Day Psalms* and Padmashri in 1988. Ezekiel enriched and established Indian English Poetry through his modern innovations and techniques. He deals with a variety of themes such as love, sex, death, loneliness etc. through his poetry. His popular works are *Time To Change* (1952), *Sixty Poems* (1953), *The Unfinished Man* (1960), *The Exact Name* (1965), *Hymns in Darkness* (1976) and *Latter-Day Psalms* (1982).

The poem, "Enterprise" (1960) describes a metaphorical journey of some enthusiastic people of which the poet is also a part. It is set to achieve a specific goal. This journey can also be compared to the human condition on the earth, which is full of difficulties and failures.

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It started as a pilgrimage  
Exalting minds and making all  
The burdens light, The second stage  
Explored but did not test the call.  
The sun beat down to match our rage.

We stood it very well, I thought,  
Observed and put down copious notes  
On things the peasants sold and bought,  
The way of serpents and of goats.  
Three cities where a sage had taught

But when the differences arose  
On how to cross a desert patch,  
We lost a friend whose stylish prose

Was quite the best of all our batch.  
 A shadow falls on us and grows.  
 Another phase was reached when we  
 Were twice attacked, and lost our way.  
 A section claimed its liberty  
 To leave the group. I tried to pray.  
 Our leader said he smelt the sea.

We noticed nothing as we went,  
 A straggling crowd of little hope,  
 Ignoring what the thunder meant,  
 Deprived of common needs like soap.  
 Some were broken, some merely bent.

When, finally, we reached the place,  
 We hardly know why we were there.  
 The trip had darkened every face,  
 Our deeds were neither great nor rare.  
 Home is where we have to gather grace.

#### **Glossary and Notes:**

enterprise (N)	:	something new, difficult and important that one does or tries to do
pilgrimage (N)	:	a journey someone makes to a holy place for a religious reason
exalt (V)	:	to raise a higher position by an intense feeling of joy
explore (V)	:	to travel through for discovery
rage (N)	:	violent or intense anger, fury
copious (Adj)	:	plentiful, large in number or quantity
sage (N)	:	a wise man
liberty (N)	:	freedom
straggle (V)	:	to move along slowly, typically in a small irregular group



**A. Answer the following questions in one word, phrase or sentences each.**

**A. Answer the following questions in one word, phrase or sentences each.**

- B. Rewrite the following choosing the most correct alternative from the ones given below each:**

**B. Rewrite the following choosing the most correct alternative from the ones given below each:**

- ## II. Comprehension Questions:

1. How was the first stage of pilgrimage?
2. How was the end of the journey?
3. Explain the last line of the poem, “Home is where we have to gather grace”

**B Write short notes on the following in 8 to 10 sentences each:**

1. Challenges faced by the pilgrims
2. “Enterprise” as a social satire

**III. Vocabulary Exercises:**

**A. Complete the following table:**

Noun	Verb	Adjective	Adverb
.....	exalt	.....	.....
observation	.....	.....	.....
.....	.....	graceful	.....
.....	.....	.....	finally

**B. Give the synonyms of the following words and use them in your own sentences :**

- journey
- home
- ignore
- pleasure
- enthusiasm

**IV. Writing Activity:**

Write an essay on “My Idea of Salvation”

**V. Further Reading**

Read Saint Literature in Marathi



## Module : II

### A) E-COMMUNICATION

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#### **Introduction:**

Communication is a two way process to transfer information, ideas, suggestions, orders, requests, feelings, plans, messages, grievances etc. from one person to another or many or from one group to another. It is a kind of meaningful interaction between sender and receiver. There are various types of communication according to its content and use of medium or means. With the advancement in science and technology and the spread of internet all over the world, there emerged a new type of communication which is known as E-Communication. Simply speaking communication which is done by using electronic media like internet, telephones or mobiles, voice mail, etc. is known as e-communication. Such type of communication allows transfer of information, ideas, images etc. by using computer system and nowadays mobile phones. E-Communication uses advanced techniques such as computer modems, facsimile machines, voice mail, electronic mail, teleconferencing, video cassettes or private television networks. There are various advantages of E-Communication like speedy transfer of messages, wide coverage, managing global access, exchange of feedback, reasonable cost etc. In this unit, we are going to discuss about the interactive methods on the web. In this unit, you will learn about the concept of e-mail communication, how to draft e-mail, e-mail discussion groups, and e-mail pals and blogs.

Let us study some of the means and ways of E-Communication and how to use these types.

#### **I. Electronic Mail or Email :**

Electronic Mail or in short 'email' or 'e-mail' is one of the most popular and useful features of communication using internet. E-mail means a type of mail delivered through electronic means and being transmitted electronically. In other words it is a system of sending written messages, information, pictures, files, using electronic systems like computer, mobiles etc. .You can exchange

textual as well as non-textual messages, scanned documents files through email. Email correspondence has several advantages. It is faster and cheaper method of communication as it gives instant access to people all over the world. Email service is of cost. Free but it needs internet. Messages through emails are sent all over the world within short time. You can send a large quantity of files, documents, images etc. through email. Another benefit of email is that you can send the same message to number of persons at the same time. The messages sent and received by email can be stored and organized according to our needs. Another benefit is that it is eco-friendly, as it reduces the use of papers.

### **1.1: Creating an email ID:**

For email communication you must have your email account. You can visit the website of an email provider and create an email account. Email address includes three-part format: userid@host.domain. The userid is the name of the user, @ [at] sign follow account name, the host of the email account (e.g. Gmail, Hotmail, Yahoo etc.) and the domain (e.g. .com, .in, .org.... net etc.).

The structure or format of email contains the slots like *From, To, Subject and Compose mail*. Sender's email address is given at the top in the slot 'From'. The next slot is 'To' which includes the receiver's email address. The slot 'Cc' denotes the email address of the persons when you want to send the same mail to more than one person. It is denoted by 'Cc' which means add Carbon Copy/Courtesy Copy. By using this option you can send the same mail to many persons (Carbon Copy/Courtesy Copy) you would like to send. There is another option Bcc which means add 'Blind Carbon Copy/Blind Courtesy Copy' that is send these people the same letter but don't let them see any of the other addresses when you don't want all to see each other's email address.

### **1.2:Subject Line:**

The Subject Line of the email messages is as important as the actual message. There should be an appropriate subject line for your email. It gives a kind of hint or sign for your message. When people receive number of messages, a catchy and meaningful Subject Line will attract and enable the receiver to see the mail. When you

send an email without subject you might have seen automatically generated reminder ‘Would you like your message to be sent without a subject ?’. This is sufficient to know how writing Subject Line is important.

The Subject Line should be short, specific and explicit referring to the message clearly. It should use the key words of the message. Don’t write Subject Line using all the capital letters. Here are some examples of drafting proper Subject Line:

1. Information about Organizing of Study Tour.
2. Regarding re-scheduling of Students’ Council Meeting.
3. Schedule for the Oct./Nov. Examinations.
4. Invitation of Wedding Ceremony

Keep in mind that the proper Subject Line will help the recipient of the email in understanding the content properly.

### **1.3: Beginning and Ending emails:**

While writing an email always begin with a proper salutation or greeting. The salutation should be written taking into consideration whether the email is formal or informal. While writing informal or formal emails, use the proper beginning and ending.

	Formal email	Informal email
Beginning email	1. Respected sir/Madam, 2. Dear Mr. Saxena 3. Hello Sir/Madam, 4. To whom it may Concern	1. Hi, Ananya, 2. Hi, Dear sweet sis. 3. Hello Baba,
Ending email	1. Yours Faithfully 2. Yours Sincerely 3. Yours Truly	1. Regards. 2. Cheers 3. See you again 4. Bye Bye 5. Yours only 6. Yours lovely

The ending of email should be at the left side only unlike ‘Complimentary Close’ in letter writing. It is customary style. Also new paragraph is started without leaving space. Formal emails can be ended with the mention of sender’s full name, address or

designation while in the informal emails there is no need of such details .You can just write sender's name.

#### **1.4: Informal and Formal Email Writing:**

Nowadays most formal and informal communication is carried out through emails. You can send message to your friends, relatives, acquaintance or send your business affairs or other official messages through email. Taking into consideration the purpose as well as content of the messages email can be generally divided into two types- informal and formal mail.

##### **A. Informal Email:**

The emails written to friends,relatives, colleagues etc. and dealing with informal subject matters can be considered as informal emails.Informal emails can be drafted for sharing typically personal conversations with friends or family members or acquaintances. You can write informal emails for:

1. Invitation for birthday, Wedding Ceremony etc.
2. Thanking someone for some favour done.
3. Accepting or Refusing Invitation.
4. Greeting, apologizing etc...and so on.
5. Organization of a Family Trip

See the following email about inviting a friend to the Birthday party:

From : pkrutika12@gmail.com  
To : risha.s11@gmail.com  
Cc :  
Subject : Organizing a trip to Panhala  
Hi Risha,

Yesterday you left the college earlier due to your mother's urgent call. All our friends in a group talked about one day trip as the exam is over now. We all have decided to visit the nearing fort Panhala and other spots.It is one day trip and we are organizing it tomorrow only.We are starting early in the morning and we shall return around 8 o clock at night. All our friends are coming and I want you to join us. We shall enjoy a lot. Convey your decision ASAP. Eagerly waiting for your decision. See you tomorrow!

Yours,  
Krutika

Suppose you accept the proposal and going to join the trip with your friends. See how to send email accepting the invitation:

From: risha.s11@gmail.com  
To: pkrutika12@gmail.com  
Cc:  
Subject: Acceptance for joining trip  
Hi Krutika,

Thank you so much for asking me to join the trip and organizing such a nice event. I am ready and so excited to visit that — don't ask!! By the way, send me details regarding the trip's schedule like when to start, where to gather, vehicle, lunch etc.. I will bring my camera. So let's prepare for enjoying the trip! Cu!

Yours sincerely,  
Risha.

You can also send an informal email for informing about something to our friends :

From: kartik s@yahoo.com  
To: saketa@yahoo.com  
Cc:  
Subject: Intra-College Quiz Competition  
Hi Friend, This is to inform you that our college is organizing Intra-College Quiz Competition on 21<sup>st</sup> October at 11.30 a.m. at Auditorium. How do you think about participating in it? It will be additional point to our extracurricular activity. We shall discuss the details tomorrow in the college regarding participation and preparation. C u!  
Kartik.

Sometimes you can send informal emails for congratulating someone, enquiring about health, sending greetings, etc... See the language used in the emails above. In informal emails, people often make use of abbreviations such as:

b.d. – birthday

Cu - see you

ASAP- as soon as possible

WBW - with best wishes

B4 - Before

You can also make use of contractions like I'm, can't etc... The accuracy and grammatical correctness is sometimes not strictly observed. The style of informal emails is generally friendly, with the use of emotive words, crippled spellings, jargons and acronyms.

### **Formal E-mails:**

For business correspondence, you can write formal e-mails. You can write formal e-mails to college, bank, administrative office, bookshops, hotel for booking rooms, corporation etc. 'Salutation' and 'Complimentary Close' as we have already discussed should have formal tone like 'Hello sir', 'Respected Mr. Jones' and 'Yours Faithfully' etc. Accuracy and grammatical correctness should be observed. While composing formal emails we should take care for the use of Standard English terms. Avoid crippled spellings, jargons and acronyms as well as smileys. Take care of punctuation marks, passive construction etc. For formal emails avoid using unexplained abbreviations such as ASAP. Mention the attachments if any. Here you have to use formal salutations and closing. Even state your requirement precisely.

There are various types of formal emails. Let us see some types:

#### **1. Request for Something:**

From : sagarp@rediffmail.com  
To : asc.college@gmail.com  
Subject: Request for Bonafide Certificate

Respected Sir,

I am Sager Panale studying in B.Sc..III in your college. Sir, I have applied for a job. For that sake I need Bonafide certificate. I request you to help me to get the certificate. Could you please intimate me when shall I come to the college office to collect the certificate? I will be grateful to you if you provide the certificate in time.

Thanking You,

Yours Faithfully  
Sager Panale  
B.Sc.-III



## 2.Reservation mails:

You can send email for booking hotel rooms,booking tickets for movies or plays, booking orders for books etc. .See the following example:

From:ananyasagar@gmail.com  
To: msrtc@gmail.com  
Subject: Reserving two seats from Kolhapur to Hyderabad  
To,The Branch Manager,  
MSRTC  
Kolhapur.

I wish to reserve two tickets for sleeper couch seats for the bus journey from Kolhapur to Hyderabad on 20<sup>th</sup> November. I wish to do online booking. I would like to pay the charges by my Debit card with SBI. Could you please reserve two seats and intimate me about the amount to be paid?

Thanking You,  
AnanyaSagar  
Kolhapur.

## 3. Writing emails for informing something:

You can send email for informing something like organization of meeting,schedule of programmes, schemesetc. See the following example:

From: srinstitute@.ac.in  
To: acscollege@gmail.com  
Subject: Postponement of Debate Competitions  
To, The Principal,

This is to inform you that the State Level Debating Competitions held by our institution on 27<sup>th</sup> November of this month has been postponed due to some unavoidable circumstances. We express apology for your inconvenience.The revised date and venue of the competition will be intimated to you soon.

Thanking You!  
Coordinator  
S. R. Institute.

You can also write formal emails for complaint, cancelation of reservation, purchasing products etc. .

### **Do You Know This?**

In the corporate world, e-mail is an effective means to advertise your product. There are some specific types of e-mails sent to the subscriber for advertising or intimating about the product. See some of these types:

1. **Newsletters E-mail:** It is a popular type of email which is typically sent to a consistent schedule and always contains upcoming events, updates, offers etc. of the companies.
2. **Lead Nurturing E-mails:** These types of emails contain typically series of related emails that are sent over a period of several days or weeks.
3. **Transactional E-mails:** This type of email is useful for e-commerce where you can easily send transactional e-mails such as receipts and confirmations.

There are many other types of e-mails which can be included in the list.

### **TASK 1:**

**Write the following emails .Imagine the necessary details like email address etc.**

1. Write an email to your friend inviting him/her for your birthday party.
2. Your uncle is ill and has been admitted to hospital. Write an email enquiring about his health.
3. Write an email to the college office requesting to send you the list of documents to be submitted with admission form.
4. Write an email to a Municipal Corporation complaining about the bad condition of the roads in your area.

### **II.E-mail Discussion Groups:**

Computer-mediated communication (CMC) is getting popular day by day. There are various ways to use computer mediated communication. E-mail Discussion Group which is also known by various names like e-mail discussion forum, internet groups, mailing

lists or listserv is a type of group that avails online environment for providing, sharing, exchanging, commenting, discussing etc. on a certain topic within the group by using email. The group is made up of people anywhere in the world with the help of internet or email who agree to communicate on a certain topic using email.

You are already familiar with WhatsApp group or Facebook groups. Similarly, you can subscribe for, join or create an E-mail Discussion Group. In the very beginning, you must have your mail Id. You can use Google Groups to create an online email discussion group. Once you sign in to Google Groups, near the top left you will come across the option Create Group. Click it and enter information and choose settings for the group and again click on the option Create. You can select your group type like E-mail list or discussion group by signing in to Google Groups. There if you click on the option Choose a group, near the top right you will come across the option Manage. On the left click information > Advanced. Select group type and you can choose email list between other options like Web forum, Q & A forum. Mailing Lists provides a convenient means of message distribution giving a clear idea of purpose of the discussion group. A moderated mailing list includes selection for certain control, attachment, transmission etc.

E-mail discussion groups can be effectively utilized for teaching learning process (pedagogical use). These discussion groups can provide a useful dialogue between teacher (instructor) and students or among the students for collaborative activities like subject content discussion, unit tests, online discussion on the topics or syllabus, project, etc..

### **III. Email Pals:**

Do you know the concept 'pen friend'? 'Pen friend' is a kind of friendship developed by exchanging letters with other person especially someone in a foreign country whom one has never met. In the same way, E-mail pals or epals is a modern variation to pen friends where one can develop friendship with a person especially living abroad and whom you have never seen, by exchanging emails. Thus social media and internet have actually helped people to make friends with pen pals. E-pals can be local or from very far away. The main

goal of E-pals is to share ones' culture, tradition, nature, habits, feelings, information etc. E-mail Pals are a kind of friendship built and maintained through email. Email pals can include persons of all ages, any nationality or culture. E-mail Pals can be used as an effective medium to develop language competency. Apart from that, you can share your culture; personal information likes, dislikes, about your nation, etc. .

While drafting E-pal in the very beginning introduce yourself. Then explain how you found their email. The next paragraphs can vary according to your likes and dislikes about something. For instance, your love for reading science fictions. Then you can ask about their likes or dislikes, views on something etc. Ask for general information and not personal.

E-pals can be effectively used for working in joint projects in various subjects. Here is an example of 'email pal'.

Dear E-pals,

We have a science club in our college. We are working for a joint project on *Biodiversity and Its Conservation*. We would like to share the information, views of science students studying at UG colleges all over the world. Then only the project will be of universal use. We would like to invite the students interested in environmental studies through this e-pal. We need approximately 30-40 participants. We hope that we can make many new e-pals with this project. Interested participants can write e-pal to participate in the project named.

Save Environment Science Club

You can write E-pal to participate in the project. See how to write E-pal:

Dear e-pal, I am John and doing my graduation in a science college in Pune. I am specializing in the subject Environmental Studies. I would like to join this group through e-pal. Hope this will definitely help for enriching our knowledge in conserving biodiversity. We shall keep in contact through e-pal and share our knowledge, views etc. regularly. Let's keep on writing regularly!

John

**Task 2:**

- A. What are the benefits of email discussion groups?
- B. Write an email to your friend living abroad regarding developing e-mail pal.
- C. Write an e-mail pal to your friend describing 'Science Exhibition' organized in your college.

**IV. Blogs:**

Blog is a blended word of the original word weblog. A Blog is a website, usually maintained by an individual or group with regular entries publishing various contents like text, images, music, videos, description of events or other events. It is a form of online publishing, communication and expression. It has gained significant popularity since its emergence in the last decade of 20<sup>th</sup> century. The entries on a Blog are commonly displayed in reverse chronological order i.e. the latest Blogs are displayed first. In other words, Blogs can be called an online diary which is useful for keeping records. The general format of blog is as follows:

---

**HEADER**

Main navigation &amp; search

<b>MAIN CONTENT</b> (Posts, pages, etc.)	<b>SIDE BAR</b> Subscription options, features content & social media.
<b>Footer</b> Repeat subscription, options & links, disclaimer, private policy	

There are many free and payable Blog sites such as Word Press, Blogger and Typepad which are available online or avail software. You can create your Blog with the help of Googleapp 'Blogger'. Once you register user name and password on the admin page in the software you will come across forms where you can add content for your blog. There is also provision of style templates to decorate your blog. Generally blog posts include Title Text, Tags/ Categories, Author, Time of publication and URL.

Know the difference between Blog, Blogger and Blogging. Already we are acquainted with the term Blog. A Blogger is a person who writes (publishes) and controls Blogs while blogging is an activity to run and control Blog. It includes the process of writing, posting, linking and sharing content.

### **Types of Blogs:**

There are various types of blogs which can be differentiated according to its content of the text. e.g. Personal, Business, Professional Blogs etc... Let us see some examples:

#### **1. Personal Blogs:**

Blogs are a highly variable form of self-expression, Personal Blogs can be considered as online diary or commentary or expression written by an individual instead of a group. You might have seen the Blog Posts of celebrities, political leaders etc... The individuals build an online reputation by communicating with audience or fans through their Personal Blogs.

The style of Blog Post is informal; the language is informal with speech like entries like “you know,” “damnit!”, etc. The Personal Blogs are characterized by short paragraphs, sentence fragments, use of emotive words and interjections, deictic expressions, use of first person pronouns, an address to reader, place, use of questions etc. linking, quoting etc. The content of Personal Blog Post can be of variable subjects like personal emotions, comments, information on something, description of an event etc.,

Here is a piece of the blog posted by Amitabh Bachchan on 8<sup>th</sup> Nov. 2019:

A regret... was to be in Kolkata for KIFF, but a sudden medical condition confined me to bed and so had to unfortunately cancel my visit, which I must add has been a constant for several years... ....my well researched speech on issues dealing with film events, its history in the complex history of cinema in India has been a constant and I sad that this year's speech shall go unspoken... but I shall send it across to the GoWB and the KIFF management , for the record...for it does deal with some information that I feel is important to know... especially about the future of digital in our present space and the presence of women in the history of

cinema in India, right from the early 1900's..yes.. as early as that .. and a contribution which has not been just a glance presence, but indeed a contribution in almost all the fields of film making – acting, direction, production, music, singing, and action..quite amazing..

Thus, you can write personal blog on any topic like your feelings, views, experiences, information about something etc. As mentioned above you can even upload pictures, videos to support your post in the blog.

Here is another example of personal blog.

A thrilling experience today ... I could never forget. Let me tell you the details. As Interzonal cricket matches are scheduled next week... We all were practising hard to win. Today in the morning about 10 we were practising on the college ground. I was near the boundary for fielding. The batsman hit the sixer and the ball went beyond the ground in the thick bushes adjacent to the ground. I ran to pick up the ball. As I was picking the ball.... suddenly... A black cobra... hooded... I almost paralysed... couldn't shout... my friend pulled me back luckily. He shouted for help. Our Chemistry teacher came to listen to the noise. He very tactfully picked up the cobra and later on let it go in the thicket away from the town. We all appreciated the teacher for his daring skill of snake catching. That day the teacher informed us about various types of snakes and how to identify whether they are venomous or non-venomous.

## **2. Professional Blogs:**

The Blogs can be posted by a company or employers of the firm. These types of Blogs are the part of the employment or company. Such types of blogs are called as Professional Blogs. This type of Blog creates an interaction between bloggers and readers, creating social relations. It is less personal and more goal oriented.

The Professional Blogs unlike Personal Blogs are content oriented. The content to be shared is informative, databased creating a kind of connection with the readers. Professional Blog Posts include

headline, categories, publication on blogging etc. The subject matter varies from advertisements to reviews, including recommendations, opinion etc. The personal pronouns like you, we are used for the company.

Here is an example of professional Blog.

### **In the Science Classroom**

Even the difficult subjects in science can be made easy, enthusiastic and lively to study if students are given more and more freedom to come up with their own ideas about the concerned topic. If students work in small groups and they are given autonomy to comprehend the prescribed topic, it will give better results. Here are some ways suggested to study the subjects in science in a better way:

- 1. From known to unknown;** If we start with interesting questions from day today life like ‘If you double the radius and thickness of pizza, how much more food do you get?’ or ‘What is the effect of length of sailing boat on its speed?’ such questions can springboard into fruitful conversations about various laws in science.
- 2. Grading System within the classroom:** If we provide the grades to students for their instant comprehension of the topic with the help of oral evaluation and later group them according to their grades, it will help the students to see the progress visibly. Students will naturally be motivated to improve their grades.
- 3. Teacher’s Role should be like a lifeguard:** Teachers can guide and help the students to comprehend the topic where students feel difficulty.
- 4. Student centered Teaching Learning Process:** Let students think and explore and draw conclusions at their own level.

Thus you can write Professional blogs to convey information and knowledge, share your experiences and views, etc. You can write blogs about your travel, recipe, sports, education, etc.

Here is another example of professional blog post:



**Tips for Safe Monsoon Driving**

Driving during monsoon season can be risky due to slippery roads, heavy rain and puddles on roads. That is why it is necessary to be careful while driving during monsoon. Here are some safe car driving tips for you:

1. Check car's condition prior to driving.
2. Keep the moderate speed of the vehicle.
3. Avoid overtaking the other vehicles.
4. Watch out for potholes and puddles.
5. Always carry some equipment and tool box containing instant repairing machines.
6. Do not drive the car through flooded areas.

Professional Blogs can be created and written on a variety of topics including college life, various activities, library, syllabi, fashion, food sport etc. In addition to it, you can post Professional Blogs on environmental issues, current affairs, celebrations, etc.

**Task3:**

- A.1. Suppose you won a state level 'Essay Competition'. Write a Personal Blog about it. Imagine necessary details.
2. Suppose you participated in a N.S.S residential camp for 10 days. Write a Personal Blog describing your experiences there.
- B.1. Write a professional blog describing 'How to access e-resources for study'.
2. Write a professional blog on 'Benefits of Yoga for students'.

**Exercises:**

1. Write an e-mail to your friend thanking him/her for his/her timely help. Imagine necessary details.
2. Write an e-mail to a hotel requesting to book two rooms for two days for your family.
3. Share your experiences about your participation in youth festival and winning first prize by writing Blog Post.
4. Suppose you are an employee of a car company. Write Professional Blog describing the features of a newly launched car.

## B) THE ANT AND THE GRASSHOPPER

William Somerset Maugham

William Somerset Maugham (1874-1965) was a well-known English playwright, novelist and short story writer. He was born in the British Embassy in Paris. Orphaned at the age of ten, he was raised by his uncle. By profession he was a doctor but never practised it. Maugham is one of the more successful English writers of the first half of the twentieth century. He is best known for his writing styles such as urbanity, wit, controlled skill of writing and realistic presentation as well as master of the surprise or twist ending of the plot.

The present short story is selected from *The Complete Short Stories of W. Somerset Maugham, Vol. I*. It presents the moral of the traditional fable *The Ant and the Grasshopper* of La Fontaine in a reverse manner. The story is a fine example of life's ironies. Narrated in the first person, the story explores the theme of justice or rather lack of it.

When I was a very small boy I was made to learn by heart certain of the fables of La Fontaine, and the moral of each was carefully explained to me. Among those I learnt was *The Ant and the Grasshopper*, which is devised to bring home to the young the useful lesson that in an imperfect world industry is rewarded and giddiness punished. In this admirable fable (I apologise for telling something which everyone is politely, but inexactly, supposed to know) the ant spends a laborious summer gathering its winter store, while the grasshopper sits on a blade of grass singing to the Sun. Winter comes and the ant is comfortably provided for, but the grasshopper has an empty larder: he goes to the ant and begs for a little food. Then the ant gives him her classic answer:

"What were you doing in the summer time?"

"Saving your presence, I sang, I sang all day, all night."

"You sang. Why, then go and dance."

I do not ascribe it to perversity on my part, but rather to the inconsequence of childhood, which is deficient in moral sense, that

I could never quite reconcile myself to the lesson. My sympathies were with the grasshopper and for some time I never saw an ant without putting my foot on it. In this summary (and, as I have discovered since, entirely human) fashion I sought to express my disapproval of prudence and commonsense.

I could not help thinking of this fable when the other day I saw George Ramsay lunching by himself in a restaurant. I never saw anyone wear an expression of such deep gloom. He was staring into space. He looked as though the burden of the whole world sat on his shoulders. I was sorry for him: I suspected at once that his unfortunate brother had been causing trouble again. I went up to him and held out my hand.

"How are you?" I asked.

"I'm not in hilarious spirits," he answered.

"Is it Tom again?"

He sighed.

"Yes, it's Tom again."

"Why don't you chuck him?" You've done everything in the world for him. You must know by now that he's quite hopeless.

I suppose every family has a black sheep. Tom had been a sore trial for twenty years. He had begun life decently enough: he went into business, married and had two children. The Ramsays were perfectly respectable people and there was every reason to suppose that Tom Ramsay would have a useful and honourable career. But one day, without warning, he announced that he didn't like work and that he wasn't suited for marriage. He wanted to enjoy himself. He would listen to no expostulations. He left his wife and his office. He had a little money and he spent two happy years in the various capitals of Europe. Rumours of his doings reached his relations from time to time and they were profoundly shocked. He certainly had a very good time. They shook their heads and asked what would happen when his money was spent. They soon found out: he borrowed. He was charming and unscrupulous. I have never met anyone to whom it was more difficult to refuse a loan. He made a steady income from his friends and he made friends easily. But he always said that the money you spent on necessities was boring; the money that was

amusing to spend was the money you spent on luxuries. For this he depended on his brother George. He did not waste his charm on him. George was a serious man and insensible to such enticements. George was respectable. Once or twice he fell to Tom's promises of amendment and gave him considerable sums in order that he might make a fresh start. On these Tom bought a motorcar and some very nice jewellery. But when circumstances forced George to realise that his brother would never settle down and he washed his hands of him, Tom, without a qualm, began to blackmail him. It was not very nice for a respectable lawyer to find his brother shaking cocktails behind the bar of his favourite restaurant or to see him waiting on the box-seat of a taxi outside his club. Tom said that to serve in a bar or to drive a taxi was a perfectly decent occupation, but if George could oblige him with a couple of hundred pounds he didn't mind for the honour of the family giving it up. George paid.

Once Tom nearly went to prison. George was terribly upset. He went into the whole discreditable affair. Really Tom had gone far. He had been wild, thoughtless and selfish, but he had never before done anything dishonest, by which George meant illegal and if he were prosecuted he would assuredly be convicted. But you cannot allow your only brother to go to gaol. The man Tom had cheated, a man called Cronshaw, was vindictive. He was determined to take the matter into court; he said Tom was a scoundrel and should be punished. It cost George an infinite deal of trouble and five hundred pounds to settle the affair. I have never seen him in such a rage as when he heard that Tom and Cronshaw had gone off together to Monte Carlo the moment they cashed the cheque. They spent a happy month there.

For twenty years Tom raced and gambled, philandered with the prettiest girls, danced, ate in the most expensive restaurants, and dressed beautifully. He always looked as if he had just stepped out of bandbox. Though he was forty-six you would never have taken him for more than thirty-five. He was the most amusing companion and though you knew he was perfectly worthless you could not but enjoy his society. He had high spirits, an unfailing gaiety and incredible charm. I never grudged the contributions he regularly levied on me for the necessities of his existence. I never lent him fifty pounds without feeling that I was in his debt. Tom Ramsay

knew everyone and everyone knew Tom Ramsay. You could not approve of him, but you could not help liking him.

Poor George, only a year older than his scapegrace brother, looked sixty. He had never taken more than a fortnight's holiday in the year for a quarter of a century. He was in his office every morning at nine-thirty and never left till six. He was honest, industrious and worthy. He had a good wife, to whom he had never been unfaithful even in thought, and four daughters to whom he was the best of fathers. He made a point of saving a third of his income and his plan was to retire at fifty-five to a little house in the country where he proposed to cultivate his garden and play golf. His life was blameless. He was glad that he was growing old because Tom was growing old too. He rubbed his hands and said:

"It was all very well when Tom was young and good looking, but he's only a year younger than I am. In four years he'll be fifty. He won't find life so easy then. I shall have thirty thousand pounds by the time I'm fifty. For twenty-five years I've said that Tom would end in the gutter. And we shall see how he likes that. We shall see if it really pays best to work or be idle."

Poor George! I sympathized with him. I wondered now as I sat down beside him what infamous thing Tom had done. George evidently very much upset.

"Do you know what's happened now?" he asked me.

I was prepared for the worst. I wondered if Tom had got into the hands of the police at last. George could hardly bring himself to speak.

"You're not going to deny that all my life I've been hard-working, decent, respectable and straightforward. After a life of industry and thrift I can look forward to retiring on a small income in gilt-edged securities. I've always done my duty in that state of life in which it has pleased Providence to place me."

"True."

"And you can't deny that Tom has been an idle, worthless, dissolute and dishonourable rogue. If there were any justice he'd be in the workhouse."

"True."

George grew red in the face.

“A few weeks ago he became engaged to a woman old enough to be his mother. And now she’s died and left him everything she had. Half a million pounds, a yacht, a house in London and a house in the country.”

George Ramsay beat his clenched fist on the table.

“It’s not fair. I tell you; it’s not fair. Damn it, it’s not fair.”

I could not help it. I burst into a shout of laughter as I looked at George’s wrathful face, I rolled in my chair; I very nearly fell on the floor. George never forgave me. But Tom often asks me to excellent dinners in his charming house in Mayfair, and if he occasionally borrows a trifle from me, that is merely from force of habit. It is never more than a sovereign.

#### **Glossary and Notes:**

fable(N)	: a short story, typically with animals as characters, conveying a moral
devise (V)	: plan or invent by careful thought
giddiness (N)	: a state of excitable frivolity
laborious(Aj.)	: hard, wearisome
larder(N)	: storeroom for food
ascribe (V)	: attribute, regard something as being due to
perversity (N)	: a deliberate desire to behave in an unreasonable way; contrariness
prudence (N)	: cautiousness to wear an expression of deep gloom: to be nervous
hilarious(Aj.)	: extremely amusing; very funny
to chuck (V)	: through carelessly; give up
black sheep (N)	: a member of a family or group who is regarded as a disgrace to it
expostulations (N)	: an expression of strong disapproval or disagreement
unscrupulous (Aj.)	: having or showing no moral principles; not honest

enticement(N)	:	temptation ; something used to attract
discreditable(Aj.)	:	tending to bring harm to reputation; shameful
vindictive (Aj.)	:	revengeful to step out of a bandbox, to look very clean and fresh
to grudge (V)	:	a feeling of resent
scapegrace (N)	:	a rascal

### **I. Skimming and Scanning Questions:**

#### **A. Answer the following questions in one word or phrase or sentence each :**

1. How did the grasshopper spend his days during summer?
2. What is the moral of the fable '*The Ant and the Grasshopper*' written by La Fontaine?
3. Who was in deep gloom while lunching in a restaurant?
4. What did Tom announce one day without warning?
5. Where did Tom and Cronshaw go when they cashed the cheque?
6. What was the plan of George Ramsay after retirement?

#### **B. Rewrite the following sentences by choosing the correct alternatives:**

1. In the fable *The Ant and the Grasshopper* the ant stands for .....  

a) hard work	b) idleness
c) enjoyment	d) kindness
2. According to the narrator every family has a .....  

a) good cat	b) white sheep
c) black sheep	d) good dog
3. The narrator suspected that the cause of George's deep gloom is .....  

a) Cronshaw	b) his wife
c) his daughters	d) his brother, Tom
4. Once or twice George fell to Tom's promises of ..... and gave him considerable sums.  

a) amendment	b) blackmail
c) visiting Monte Carlo	d) live in London





### III. Vocabulary Exercises:

**A. Fill in the gaps in the following table by supplying appropriate forms of the words:**

Noun	Verb	Adjective	Adverb
-----	-----	admirable	-----
-----	sympathize	-----	-----
necessity	-----	-----	-----
-----	-----	-----	assuredly
contribution	-----	-----	-----

**B. Give Synonyms of the following words:**

consequence, suspect, decent, infinite, incredible, security, wrathful

**C. Give antonyms of the following words:**

famous, prudence, allow, expensive, honest, idle, selfish

**D. Use the following phrases in sentences of your own:**

- 1) to wear an expression of deep gloom,
- 2) to step out of a bandbox,
- 3) to grow red in face,
- 4) to burst into laughter

### IV. Writing Activity :

1. Narrate the fable *The Ant and the Grasshopper* in your own words.

### V. Further Reading :

1. The short story *Mr. Know All* by W. Somerset Maugham .....



### **Module : III**

## **A) ENGLISH FOR COMPETITIVE EXAMINATIONS**

In today's world of competition everyone is trying to participate in the rat race. The aim of every graduate is somewhat same: to stand on one's own feet; to establish one's mettle through successful career etc. In short, everybody is after lucrative employment so that dreams can be fulfilled fast. Though technology has provided us ample means of collecting knowledge to improve one's skills, it is still necessary to learn how to present information impressively in a right manner at a right place to obtain expected results. Many things have changed in this modern age, and are still changing but some things shall remain the same. For instance, the basic skills of language haven't lost their importance in today's world. Nowadays it is a dream of every graduate to crack competitive examinations as it has become mandatory for most of the lucrative jobs provided by the government. Even getting a job in the private sector like in the corporate world has become extremely difficult because of tough competition. Keeping in view, the need of the time, few of the important topics required for competitive examinations have been prescribed in this unit for the benefit of students, especially aspiring for government jobs. This unit will surely help them to prepare for such examinations.

Earlier you have learnt about the skills of Narration and Description. This has helped you to revise your knowledge of Tenses, Vocabulary as well as Construction of Sentences. In the present unit we are going to learn about Organizing a Paragraph, Writing Formal Letters, Writing Reports along with Importance of Using Correct Punctuation.

### **I) Organizing a Paragraph**

We all know that a unit of language is a word, and a group of words put together to form a logical meaning is called a sentence. Similarly many sentences linked or grouped together form a paragraph; and many such paragraphs put together form a passage. We have read so many such paragraphs in books we study or read,

whether it is a story book, novel or a text book. These paragraphs are of different sizes consisting of different numbers of sentences. We think that paragraph should be of same size; and after considering the size of the paragraph we have written, we continue writing further by creating a new paragraph. But this understanding about forming paragraphs is totally wrong. We should know that paragraphs are not formed according to their sizes. Therefore we should learn the skill of organizing a paragraph.

Paragraphs are important units of a passage; and one should learn about how to organize a paragraph before writing any composition, whether it is writing an answer to any broad question in the examination or writing a letter, story, article, report, essay, narration, or description. In short, before writing any composition, it is important to know how to divide it properly into paragraphs. Before understanding ‘what is a paragraph’, let us read the following paragraph.

### **Paragraph-I**

Various studies have established that women’s share in the family’s food and access to medical services is not only far less than men’s share but inadequate even in absolute terms. For example, studies in the developed or boom areas of the country, where technology has played a key role, show that the health and nutrition status of women has actually deteriorated; and that the incidence of low-birth-weight babies and neo-natal mortality (both highly correlated to women’s nutrition status) has increased. This has been linked to the fact that the affluence generated by the new agricultural technologies has not been used for improving food intake; but, under men’s control, is diverted into non-essential expenditures. Thus, on the one hand, the family’s food basket continues to depend largely on women’s meagre earnings, but men continue taking the lion’s share of the food. On the other hand women’s workloads have also increased.

In the first sentence of the above paragraph, we learn about the theme or the main subject of the paragraph. It is about women’s food and health. In the next sentences we get ideas about how technology has played negative role as far as women’s work, food

and health are concerned. There is more explanation on the same subject in the further sentences which is provided with some facts like neo-natal mortality rate etc. In this way the whole paragraph explains us about Negative Effects of Technology on Women's Work, Food and Health.

After the analysis of the above paragraph, let us learn the following points about **'What is a paragraph?'**

- 1) A paragraph is a number of sentences grouped together and related to one topic; or, a group of related sentences that develop a single point or a single idea.
- 2) The creation of a paragraph must be made according to the change of idea or change in the point or topic introduced.
- 3) Therefore there is no rule as to the length of paragraphs. They may be short or long according to the necessity of explanation. A paragraph may consist of a single sentence, or of many sentences, or even as extensive as a whole page or pages.
- 4) Paragraphs are long or short depending upon the matter to be discussed or explained.

**Let us check another example of a paragraph.**

#### **Paragraph-II**

It is frequently heard that our natural resources are going dry, they are diminishing very fast and we may soon be faced with a very serious energy crisis. Coal deposits, for example, in the bowels of the earth are expected to last for less than thirty years. The present rate of deforestation will soon see the earth totally denuded with the result that the entire ecological balance will be destroyed. Freakish changes in the seasons have already begun to cast their dark shadows forth. Thus there is either drought or excess rains; a heat wave or a cold wave; seasons getting prolonged and disturbing the whole cycle and so on. Life is becoming increasingly miserable due to shortages of every sort. The situation is further aggravated by population explosion, declaring the grim prospect of a thoroughly impoverished existence of the human race.

In the second paragraph, there is discussion on energy crisis due to depletion of natural resources. The same theme or topic is

explained further with the help of examples and the ultimate effects on the environment with some factual data. So, there is a single idea or a single topic that has been discussed or explained in the above paragraph. After going through two good examples of a 'paragraph', let us understand about

**'How to organize a paragraph?'**

- 1) The first and most important principle to be observed in constructing a paragraph is that of 'Unity'. Just as each sentence deals with one thought, each paragraph must deal with one topic or one idea.
- 2) Every sentence in the paragraph must be closely connected with the main topic of the paragraph. The paragraph and every part of it must be the expression of one theme or one topic.
- 3) The topic, theme or subject of a paragraph is very often expressed in the first sentence of the paragraph. This sentence is called the topical sentence or the key-sentence because it opens the subject or the topic on which there is an explanation in the paragraph.
- 4) The second principle of paragraph construction is 'Order'. It means that there has to be logical sequence of thought or development about the subject. Events must be related in the order of their occurrence, and should be arranged according to their importance or order.
- 5) A third principle of paragraph construction is 'Variety', which means that there should be no monotony or repetition in explanation. The explanation should be given with variety in sentences and words.
- 6) The two most important sentences in the paragraph are the first and the last. The first or topical sentence should state the topic - a fact, a statement, or a proposition; and the last sentence should be a conclusion, or summing up.

**Let us consider one more example of a good paragraph.**

**Paragraph-III**

"Poetry is the language of the imagination and the passions. It relates to whatever gives immediate pleasure or pain to the human mind. It comes home to the bosoms and businesses of men; for nothing

but what comes home to them in the most general and intelligible shape can be a subject for poetry. Poetry is the universal language which the heart holds with nature and itself. He who has contempt for poetry cannot have much respect for himself, or for anything else. Wherever there is a sense of beauty, or power, or harmony, as in the motion of a wave of the sea, in the growth of a flower, there is poetry in its birth.” - William Hazlitt.

**Glossary :**

rat race	: strenuous, tiresome competition
mettle	: spirit, grit, determination,
lucrative	: profitable, well-paid, rewarding
ample	: plenty, sufficient, abundant
crack	: accomplish, complete, qualify, pass
mandatory	: compulsory, binding, obligatory
aspiring	: ambitious, would be , seeking, aiming
inadequate	: insufficient, poor, short, scanty, scarce
boom	: prosperous, flourishing, thriving, affluent, successful
key	: important, main, significant, crucial, vital
nutrition	: nourishment, diet, food
deteriorated	: worsened, weakened, faded, declined
incidence	: occurrence, frequency,
neo-natal	: relating to new born
affluence	: wealth, prosperity, riches, comforts
expenditures	: expenses, costs, payments, overheads
meager	: scanty, inadequate, insufficient, paltry, miserable
induced	: encouraged, prompted, persuaded,
mortality	: death
resources	: means, incomes, funds
diminishing	: lessening, fading, weakening, falling, shrinking
crisis	: calamity, catastrophe, disaster, predicament, destruction
bowels	: intestines, guts
deforestation	: cutting or burning of trees
denuded	: stripped, bared, removed, discovered
freakish	: volatile, changeable, variable, unpredictable
drought	: scarcity, dearth, famine
aggravated	: serious, intensified, worsened, provoked

grim	: ugly, unattractive, gray
impoverished	: poor, needy, penniless, disadvantaged, underprivileged
theme	: subject, central idea,
bosoms	: hearts
monotony	: tedium, dullness, flatness, boredom, dreariness
contempt	: disrespect, disapproval, dislike, hatred, disdain

**Task : Organize a paragraph on the following topics.**

1. My First Experience of Voting
2. Importance of Speaking Truth
3. Beauty of Rain

## **II) Formal Letter Writing**

A letter is one of the important means of written communication. There is great need of communicating various types of information. Though technology has provided different means of communication like cell phones, emails, social media tools like Whatsapp, Twitter, Facebook etc; the age-old practice of writing letters has not lost its importance so far. Moreover it has become mandatory to communicate through letters as it retains itself as a solid evidence and authentic record, for the further inquiry or action, if necessary.

Generally letters are of two types :

- a) Personal or Informal Letters
- b) Formal or Business or Official Letters

Personal letters are usually written to family members or friends. The language used in such letters is personal, full of feelings, emotions and intimacy. There is no limitation to the amount of matter, and one can write how much one wants to write. The language used is informal with personal touches. There are no strict rules for writing personal letters. One can start writing with any subject or topic and continue as per his or her liberty. Therefore writing personal or informal letters is easy. As such letters are written to family or friends, one can be free and frank while writing.

Formal letters are also known as Official or Business letters; and the labels themselves suggest that such letters are written in connection with some official matter or for some business purpose. Therefore, one should have a proper reason to write such letters. The purpose behind writing a formal letter; becomes the 'subject' of the letter which is one of the chief elements of letter writing. The language used in formal letters has to be strictly formal with zero involvement of feelings, emotions or personal comments. Logical sequence, coherency, consistency, conciseness, clarity, rationality, decency of language, accuracy of details, good knowledge of grammar etc. are very essential for writing formal letter. The matter of the letter has to be very brief, accurate, to the point and without any digressions. Etiquettes and decency of language is required with grammatically correct sentences. Therefore formal letters are rather difficult to write.

It is a universal understanding that people notice your language as a reflection of your competence. Good grammar helps to convey your message, ideas with clarity, precision and professionalism. Good and simple style will get your readers focused on your clear and concise message. Bad style simply focuses on bad aspects. Good grammar is simply a good business. Therefore, formal letter writing is a complex skill and needs good practice. It is better to make a draft copy of formal letter (rough work) and check for any possible corrections before posting or delivering it. Please remember that formal letters are authentic documents and can be used lawfully whenever required. We know well that written communication is a permanent document and therefore utmost care needs to be taken while writing formal letters.

A letter of application for jobs, letter of joining duty, leave application, complaint letter, request letter, resignation letter, appointment letter, enquiry letter etc. are all formal letters. There is a pattern of formal letter and each point of this pattern is very important. Every point or element needs to be studied in detail.



Here are the essential elements of a formal letter.

- 1) Sender's address \_\_\_\_\_
- 2) Date: \_\_\_\_\_
- 3) Receiver's address
- 4) Subject : \_\_\_\_\_
- 5) Reference : \_\_\_\_\_
- 6) Salutation,
- 7) Matter or Body of Letter
- 8) Complementary Close,
- 9) Signature, ( X Y Z )
- 10) Enclosure :

The above is a traditional pattern of formal letter writing, and in most of the formal cases same pattern is used. Let us try to understand each point of the pattern in detail. It is also necessary to check the place of each point and its alignment in the letter.

1) Sender's address (right top corner): If the sender is having his own officially printed letter head, then there is no need to mention sender's address separately in the letter, that is, it is to be omitted. But, if there is no printed letter head, then sender must mention his postal address as below, in maximum three lines and not more.

e.g.

F-104, A-Wing, Pushkaraj Residency, Gulmohar Colony, Near Vaswade Hospital, Sangli-416416.

2) Date (just below sender's address): Date can be written in various styles like below :

e.g.

28-9-2019 or 28/9/2019, or sometimes in American style like MM/DD/YEAR. But the best way to write date in British and Indian style is as below

**Date : 28<sup>th</sup> September 2019.**

3) Receiver's address (left side next to margin line and in the line with Date) : Here the actual name of a person to whom the letter is addressed should not be written. Instead his or her designation

(official position) is to be mentioned. In the next lines name of the office or company or organization along with office address is to be written.

**The Municipal Commissioner, Sangli-Miraj-Kupwad Municipal Corporation, Rajwada Chowk, Sangli-416416.**

e.g.

4) Subject (little inside from margin and below Receiver's address): Subject is the soul of formal letter. It reflects the purpose behind writing the letter. It is always written in point form and not in a sentence form. Writing appropriate subject in brief proves good writing skills of the writer.

**Subject : Complaint Regarding Irregular Water Supply**

e.g.

Formal letters are important official or business letters. The receiver of the letter is always a busy person or some higher authority. It is not possible for him or her to go through each and every detail of the letter. The first thing any receiver does is to look at the subject of the letter; and then only he decides what action is to be taken next. Therefore to save the time and to catch the attention of the receiver, it is necessary to compose the subject very intelligently.

5) Reference (just below the subject) : Reference is an optional element as it is not always required. If at all some earlier reference is needed to be provided for better result or response, then it should be mentioned. It is also written in point form.

e.g.

**Reference : My previous letter of complaint dated 05-9-2019.**

6) Salutation (next to margin and below reference) : Salutation is the word by which the receiver is addressed in a letter. It is the beginning word of the matter or body of the letter. If the letter is addressed to some high authority like Vice Chancellor, or Minister, or higher authority; then salutation begins with the word 'Respected'. In all other general situations, the most common word used is 'Dear'. But be very careful not to begin the salutation with words like 'My Dear' or 'Dearest' in any case. Such salutations are not at all accepted in formal letters.

e.g.

Respected Sir,  
Respected Madam,

Dear Sir,  
Dear Madam,

7) Matter or Body of Letter (after salutation with a paragraph) : Matter of the letter should be in sequence with coherent statements. Sentences should be brief, easy to understand and without any confusing words or figurative language. Matter should be to the point and there has to be strong relevance between the matter and the subject of the letter. First paragraph should introduce the subject and the last paragraph to be used for conclusion. Minimum two paragraphs are essential; but, if required, more paragraphs can be added. It is to be kept in mind that matter should not be unnecessarily made lengthy with many paragraphs. Accurate detailing of the concerned subject is expected in the matter.

8) Complementary Close (next to margin, at the left bottom corner) : It is the closing remark of the letter. The easiest and common way to conclude the matter of formal letter is by thanking, and it is mentioned as below

e.g.

**Thanking you,**

9) Signature part (right side bottom corner and in line with complementary close) : This is the last essential element of a formal letter. There are two ways to write this element. If the salutation begins with the word 'Respected', then in signature part, one has to write 'Yours sincerely'. And, if the salutation has begun with the word 'Dear', then in the signature part, 'Yours faithfully' should be written.

A space is provided for signature of the sender; and under the signature; sender's first name and last name should be mentioned. In this way the letter is authenticated by the name and signature of the sender.

**Salutation**

Respected Sir, or Respected Madam,  
Dear Sir, or Dear Madam,

e.g.

**Yours faithfully,**

**Ayaan Tade**

**Signature**

Yours sincerely,  
Yours faithfully,

10) Enclosure (next to margin and below complementary close) : It is an optional element. If there is need to enclose some documents with the letter, then it is mentioned here in brief.

e.g. **Encl : Copy of previous letter**

After thoroughly understanding each point or element of formal letter writing, let us study one example of formal letter of complaint.

<p>F-104, A-Wing, Pushkaraj Residency, Gulmohar Colony, Near Vaswade Hospital, SANGLI - 416416.</p> <p>Date : 28<sup>th</sup> September 2019.</p> <p>The Municipal Commissioner, Sangli-Miraj-Kupwad Municipal Corporation, Rajwada Chowk, SANGLI-416416.</p> <p>Subject : Complaint regarding irregular water supply Reference : My previous letter of complaint dated 19-9-2019</p> <p>Dear Sir,</p> <p>I am a permanent resident of Gulmohar Colony, Sangli. I feel very sorry to inform you that the water supply in our area has decreased tremendously in the last few weeks. Whereas the adjacent areas like Trimurti Colony, Overseer Colony, and Chandani Chowk area are getting adequate supply of water without any interruption. I had already sent a complaint letter dated 19-9-2019 on this issue to your office; but unfortunately no action has been taken by your office in this regard. We the residents of Gulmohar Colony are suffering since two weeks with scarcity of water. Here with, I request you to look into the matter seriously and try to improve the water supply without any further delay. Hope you will take immediate action and restore the water supply in our area.</p> <p>Thanking you,</p> <p>Yours faithfully, Ayaan Tade</p> <p>Encl. Copy of previous letter</p>
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Let us study few more examples of formal letters.

House No. 335, Shaniwar Peth,  
Near Umar Pailwan Taleem,  
SATARA - 415002.

Date : 9<sup>th</sup> December 2019.

The Principal,  
Willingdon College,  
SANGLI - 416415.

Subject : Application for the Post of an Assistant Professor  
in English

Reference : Your Advertisement in The Indian Express dated  
05-12-2019.

Respected Sir,

It gives me great pleasure to apply for the post of an Assistant Professor in English in your reputed institution. I am a post-graduate from Shivaji University, Kolhapur with first class distinction. I have also cleared SET in English recently. I am having an experience of teaching as CHB teacher for two years in Chh. Shivaji College, Satara. Presently, I am working on my Ph.D., and likely to complete it within two years. My Curriculum Vitae is enclosed herewith for your kind information.

I earnestly request you to provide me an opportunity to serve your esteemed institution. I assure you that, if given an opportunity, I will try my best to maintain the high standard and status of your Willingdon College. Hope you will consider my application sympathetically and favourably, and invite me for an interview.

Thanking you,

Yours sincerely,  
Miss. Payal Deshmukh

Encl : 1) Copies of Mark Lists of SSC & HSC  
2) Copies of Mark Lists and Degrees of BA & MA  
3) Copy of SET Certificate  
4) Copy of Experience Certificate  
5) Curriculum Vitae

H. No. 1275, Mangalwar Peth,  
Near Kanya Shala,  
KARAD - 415502.

Date : 16<sup>th</sup> July 2019.

The Manager,  
State Bank of India, Main Branch,  
KARAD - 415501.

Subject : Education Loan for Higher Studies

Dear Sir,

I am a graduate from Science stream with good academic record. I am a permanent resident of Karad city and stay with my family in own house in Mangalwar Peth, Karad. My father is working as a Driver in Maharashtra State Transport at Karad Depot. My father is a customer of your SBI Main Branch, and his salary gets deposited in the Bank. I wish to continue my post-graduation studies in Bangalore University for which I need a loan to pay admission and tuition fees and other expenses like hostel admission etc. I have heard that there is a loan facility provided by your Bank for higher studies to the children of State Government employees. Herewith I request you to provide me detailed information regarding Educational Loan Facility and guide me further in this matter.

Thanking you,

Yours faithfully,

.....  
Miss. Sana Bdrekar  
Room. No. 12, A-Wing, University  
Girls Hostel, Shivaji University  
Campus, KOLHAPUR-416004.  
Date : 7<sup>th</sup> October 2019.

To,  
The Head,  
Department of English,  
Shivaji University,  
KOLHAPUR - 416004.

Subject : Request to Issue Train Concession Order  
Respected Sir,

I am a regular M.Phil. student from Department of English and presently residing at University's Girls Hostel. I am basically from Nagpur City and my family stays in Nagpur. As the Diwali vacations are starting from 25<sup>th</sup> October, I want to go home for the festival. I want to travel by train (Kolhapur-Nagpur Maharashtra Express) to Nagpur on 23<sup>rd</sup> October, for which I need a Train Concession Order. Hence I request you to issue me the Train Concession Order so that I can book my berth well in time.

Thanking you,

Yours sincerely,

Miss. Sana Bedrekar  
(M.Phil., English)

**Task : Write formal letters on the following:**

1. Write a letter to M/s. Raj Electronics, Main Road, Kolhapur complaining that the Fridge purchased from the shop last month is not working properly and it is in warranty period. So write a formal letter for exchange of the fridge.
2. Write a letter in response to the following advertisement :

Sayaji Hotels, Kolhapur needs a receptionist. Any graduate with fluency in English, and basic knowledge of computers can apply. Candidate should have good knowledge of MS Office and Business Correspondence. Apply immediately to the HR Manager, Sayaji Hotels, Kawala Naka, Kolhapur.
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**III) Report Writing**

Science faculty students have to visit industrial units, plants; go on study tours for collection of samples; prepare projects; and participate in seminars or competitions as an essential part of their syllabi. They are expected to write reports on their field visits and activities which carry internal marks. Writing reports has become a

part of Science curricula. Therefore, it is essential for every student to acquire the skill of Report Writing.

In the world of communication, messages have to be passed on, or information needs to be conveyed on various levels. When the written information is passed on equal level, that is, between colleagues; it is called horizontal communication. The information that is passed from lower to higher, or vice versa; is called vertical communication. Sometimes information is forwarded from lower to higher authorities, and this is termed as upward communication. Report Writing is a best example of upward communication.

Report Writing is a formal activity and care should be taken as regards to its language, pattern, composition, style etc. It is important source of providing or furnishing information. Reports are based on factual information like data, statistics, records, history, events etc. The collected information or data based on facts have to be properly interpreted, analysed and final inference or conclusion has to be drawn. Suggestions and recommendations, if necessary, can be incorporated in the report. But personal opinions, not based on any evidences, do not carry any importance; and therefore they should be avoided. It is clear that reports are based on information; hence collection of relevant information is a good sign of report.

**Let us study the essential elements of good report writing.**

#### **A) Title of a Report**

Title is a very important part of the report. It should define what the report is about. As it is a title, it has to be written or composed in a point format. It should be brief, informative and accurate. In case of large matter of the report, a separate page is given only for the title; and it is always written on the front or the first page of the report. Mostly title is written or typed in capitals in order to highlight it.

#### **B) Matter or Body of Report**

It is the core part of report; and therefore it is suggested that, a rough draft should be prepared before finalizing the matter. The following points are very important and shall be helpful in preparing a good quality report.

##### **i) Introduction**

The first paragraph of the report introduces the subject along with background and reason for study. It also explains the



methodology used for collecting the data and its further analysis. It contains the key-sentence or key-statement. Cleverly written introductory paragraph sustains the attention of the reader and clears the path for further reading with interest.

**ii) Key statement**

There is a purpose, objective or reason behind writing a report. This purpose should get reflected in a sentence, and it is the key sentence of a report. It is always noticed in the first introductory paragraph of report.

**iii) Details and Findings**

In the second paragraph, after defining the purpose or objective of the report, information about the collected data is provided. Various methods are used for collecting data like observations, experiments, factual data, reference books or magazines, interviews, questionnaires, etc. All these should be explained in systematic manner using tables, charts and diagrams, wherever necessary. The information can be given using different paragraphs; and if required it can be divided and written under different sub-titles.

After furnishing the above details, the next part is of giving information about findings. In this paragraph, it is expected that one should write about how the collected data is analysed and how it is interpreted. The findings, after thorough analysis and proper interpretation should be mentioned in logical sequence. One can write findings in points or even using tables. Findings should be mentioned very clearly without any vagueness.

**iv) Conclusion / Inference**

After explaining the findings, the most important part is of providing conclusion or inference. Number of conclusions can be drawn based on findings, analysis, actual observations, previous study etc. Conclusion is a result of all the efforts taken; and, therefore it is a fruit of efforts taken for the entire endeavour.

**v) Suggestions / Recommendations**

The final paragraph of the report can be devoted for suggestions and recommendations. Sometimes suggestions are also as important as conclusion, and can be implemented as further course of action for better results.

#### **vi) Date and Signature**

The ending part of any report is of date and signature of the reporter. The signature imparts validity to the report. If the report is prepared by a group of individuals or a committee, then it has to be signed by the chairperson of the committee. If the report is confidential and very important, then all members are expected to sign it.

Date is an important factor for the validity of report. The date determines the time factor of the report, and it becomes easy to relate the date with the report for future references and study.

#### **Important points for Report Writing**

##### **1. Language**

Report Writing is a formal activity; and therefore, the language of the report has to be formal with simple and brief sentences. Complex construction of sentences should be avoided, if possible. Good grammar should be employed with appropriate words.

##### **2. Title of Report**

It is always written in point form and not in a full sentence. Title is generally written in capital letters in order to highlight the report. Writing appropriate title in brief proves good writing skills of the writer. Title should clearly convey the message 'what the report is about'.

##### **3. Purpose**

There is always a purpose behind writing a report, and it should be clarified reasonably in the introductory paragraph.

##### **4. Clarity**

Report has to be clear without any confusion or doubt. Therefore the information should be organized carefully; and the matter should be arranged sequentially with proper supporting facts or data. The information collected has to be clear, specific and complete.

##### **5. Simplicity**

Language and presentation of collected information should be in a simple manner. Simple style has to be adopted for arrangement of ideas and explanation. There shouldn't be any scope for complexities or discrepancies. Report should be informative and

interesting to read, and simple to understand. Decorative or figurative language should be avoided as far as possible.

#### **6. Accuracy**

Accurate information and statistical data should be considered for writing reports. False information or misleading data should be ignored. Only required and useful information has to be collected carefully, and analysed sincerely for seeking accurate interpretation and findings.

#### **7. Conciseness**

Report has to be apt and brief. It should not be unnecessarily lengthy. Unwanted explanation or digressions should be avoided. It shouldn't be boresome.

#### **8. Logical Sequence and Coherency**

Report has to be consistent and coherent. The matter should be arranged with logical sequence to avoid confusion and to save time and energy in its preparation. Irrational matter or points should be avoided. The coherent matter helps to avoid digression.

#### **9. Validity**

Before collecting information and other data, its validity should be confirmed. The sources from which the information is collected have to be authentic and valid; or else, there is a great risk of drawing wrong conclusions and losing the trust of the authorities to whom report is to be submitted. Sometimes it is better to mention about the source of information in the report.

#### **10. Objectivity**

Report has to be impartial, unbiased and based on objective facts. The reality about things, individuals, events and situations should not be compromised at any cost.

#### **Patterns or Formats of Report Writing**

There are generally two ways of writing reports.

##### **a) Letter Format**

It is an easy way of drafting a report if the length of matter is limited or short. A report can be composed in the format of a Formal Letter. There is a need to mention about the title of the report in the subject part.

### **b) Title Format**

If the matter or the body of the report is very lengthy or extensive, then it is better to submit the report in Title Format. It is like writing a composition or a passage. A separate front, or first page can be given only for typing the title of the report.

There is only one additional point needed to be typed on the first page in Title Format; and it is about, to 'whom the report is submitted', or 'to whom it is addressed'; and 'by whom'.

**Let us see examples of both the formats.**

Prof. Rohit Nalage,  
Chief Programme Officer,  
National Service Scheme,  
R.R. Patil College, Ajara.

Date : 25<sup>th</sup> August 2019

The Principal,  
R.R. Patil College, Ajara  
(Dist-Kolhapur)

Subject : Report on Adult Literacy Camp by NSS

Respected Sir,

It gives me great pleasure to submit the following report on one of the major activities carried out by the NSS unit of our R.R. Patil College. I request you to acknowledge the same.

An adult literacy camp was organised by NSS Unit in the adopted village, Mangur on 23<sup>rd</sup> August 2019. The aim of the camp was to extend educational training to those adults who have lost the opportunity to get school education; and who have crossed the age of formal education. The activities of the camp were carried out by 25 volunteers along with two Programme Officers and Two Ladies Teachers.

The literacy camp began with the welcome speech. The chief guest, Mrs. Nalini Gaikwad, a renowned social worker from the area was welcomed with a bouquet. 45 adults took part in the camp. They were divided into different groups in accordance with their competencies; and were given basic knowledge about Marathi Alphabets. A set of free Alphabet Book, Note-book, Pencil, Sharpener

and Eraser were distributed to the participants, which were sponsored by the Rotary Club of Kolhapur. All the arrangements including desks and blackboard were done in advance with the help of local school authorities.

Apart from the educational needs, special instructions were given regarding hygiene and sanitation. They were taught basics of cleanliness like types of wastes and their management. Refreshments were also provided to the participants by the local Grampanchayat. We noticed immense enthusiasm and zeal in the people to learn and that inspired us more.

The camp ended with a speech by the Sarpanch. There was an atmosphere of learning and growing together. All the staff and volunteers returned from village at 7 p.m. The photos of the camp have been enclosed with this report.

Thanking you,

yours sincerely,  
Prof. R.L. Nalage

### **REPORT ON CULTURAL FESTIVAL**

Report submitted to : The Principal, Central College, Karad.

Report submitted by : Convener, Cultural Dept; Central College, Karad.

A memorable Cultural Festival was organized on Thursday, 24<sup>th</sup> October 2019 by the Cultural department of our Central College, Karad. In this mega event, many colleges from Karad city took part. This event continued the whole day long and was held in the auditorium of our College from 9 a.m. to 5 p.m.

The grand show commenced at 9 a.m. after the arrival of various teams from different colleges. The Chief Guest of the function Shri. Minaj Mulla, the Deputy District Collector of Satara District arrived with his wife. There was a colourful welcome followed by lighting of the lamp. It was accompanied by a melodious Saraswati Vandana. It was followed by a welcome speech by the Principal of College Dr. Sambhajirao More. Then there was bouquet presentation to the invited guests and the grand event began.

It was a truly mesmerizing show as the teams from various colleges presented many programmes. There was singing, dancing,

poetry recitation, skits, mimicry, mono act shows, classical and modern combination of several popular Marathi and Hindi songs. Everyone liked and enjoyed the show. The Chief Guest praised the entire event a lot. He guided with his inspirational words and inspired to do better. It was followed by the announcement of the winning team, National College, Karad. The team from our College bagged the second position and the third winner was Women's Education College, Karad. It was followed by a formal vote of thanks and finally the event was concluded.

We all enjoyed and dispersed with a sincere hope that such mega events should be organized every semester giving the students a chance to display their talents. We thank the Principal, the staff and the non-teaching staff for their valuable guidance and support.

Date: 26-10-2019.

Signature

Prof. Amit Salunkhe  
Convener, Cultural Department  
Central College, Karad.

**Task :**

- 1) Write a report on your Department's Study Tour and submit it to the Head of your Department.
- 2) Write a report on your participation in the Tree Plantation in your college.

**Exercises :**

- 1) Write a well-organized paragraph on the following:
  - A. Happiness in Good Deeds
  - B. Winter Days
  - C. Covid-19
- 2) Write a letter to the Post Master of your area informing him about shifting of your house to different locality, and ask him to instruct the concerned postman to deliver your mail on the new address.
- 3) Write a letter of application for the post of an Asst. Professor in Maths. Imagine other necessary details.
- 4) Write a report about your participation in a Poster Competition or in a Cultural Event.



## B) THE LOOK-OUT MAN

Nicolas Bentley

Nicholas Bentley (1907-19780) was a freelance artist, writer, journalist and illustrator. He is best known for his humorous cartoon drawings. During the Second World War, he worked as a fireman. He was a gentle, modest and humorous man.

“The Look-out Man” deals with problem-solving skill. William Morris, the main character in the story, is 53 years old. One day he faces a serious problem. An American, who visits the shop in which Morris works, attempts to lift a valuable ring with the help of a lady. Very cleverly and courageously, Morris solves the problem and restores the ring to his employer. What skills does he possess? William Morris has a good relationship with his coworker and his employer. They understand each other and cooperate effectively to solve the problem of the theft. What one learns from the story is: if we apply our mind and heart to a problem, we can always find workable solutions.

My name is William Morris (no relation to famous one; my folks came from Salford). I shall be fifty-three this year, married, with one daughter (also married), and I live at Woldingham in Surrey. I am what you call one of the quiet sorts, I suppose. My life may not seem very exciting to some people, but that is the way I like to lead it.

I am fond of reading (there is enough excitement for me in books) and I like painting (only water colors as yet) and doing odds and ends about the house. So perhaps there is a bit of the other Morris in me after all; he was fond of doing jobs, too.

Although I am such a great reader, I had never thought of writing anything until this great event in my life happened and I felt I had to record it. So I must ask you to grin and I bear it if my shortcomings as author appear too obvious.

For more than thirty years I have made a study of detective fiction. But I do not read trash, and Heaven knows, there is enough

of that about. Poe and Collins and Gaboriau, and of course, Holmes, and later on Trent and Dr Thorndyke were what shaped my taste for detective stories.

And what I call detective stories are ones that deal with real detection, where the detective is not just a kind of superman but an ordinary one who has nothing but sharp eyes and common sense to rely on.

Consequently I think I have learned to look more closely at my fellow men that most people usually do. But it is not out of curiosity; it is for what it can teach you about human nature in general.

After all, it is the same method as bird watchers use, and it seems to me you can tell much about a publican as a pelican if you look at him long enough. (Not that I am a frequenter of pubs because my wife is a total abstainer).

I seldom go in a bus or train or anywhere without learning something about the people around me that you might easily miss at first glance. I like to study (quite unobtrusively, of course) the details and the state of their clothing, their hands and teeth and hair, and their jewellery (if any), and spectacles and fountain pens and so on, and what they are reading or carrying, and the way they talk and walk.

You cannot make much out of a single fact, of course, but put two facts together and you may have enough to hang a man on.

I expect my deductions are quite often wrong. I seldom have any means of proving them. But at any rate they keep my imagination more lively than doing crosswords, and for the interest I get they are a lot more profitable to me than doing the pools, of that I am sure.

Every day as I come up in the train – I work at Regnier's, the antique jewellers in Knightsbridge – I sit and look. But I had never had to put my powers of observations to the test, except when we had this trouble in the shop.

We have a very fine stock of old jewellery, but naturally we do not display much of this, except in the window which is well protected. We carry also a big range of objects d'art, Faberge and



cloisonné articles, small carvings, crystal, jade and so on, and these are what we have on show.

The only assistants are Miss Susskind and I. (the repairs man works off the premises). Mr. Regnier only attends special costumers and big buyers.

The first thing that I do in the morning is to re-dress the window (we always clear it at night), and on this particular morning I happened to notice a girl looking in the window of the undertaker's opposite; though beyond a couple of urns and a photo of a hearse there cannot have been much to interest a girl, and I remember wondering about this at the time.

The reason I noticed her (I do not usually 'notice' girls; they are all one to me now a days, except as subjects of disinterested speculation) was because of her overcoat. It was a long yellow coat with big brown checks. And she had long yellow hair as well.

She was what you would call distinctly an 'arty' type – no hat and low heels, and I should imagine principles that were not much higher, from the general look of her.

I watched her for a little while, then I was interrupted by a customer. He was one of those gum-chewing Americans, but quite quiet in his looks, except for the pattern on his tie, which looked more like an accident than a design. I should have said he was between thirty-five and forty. He had a very smooth-looking pink face and was rather a big man.

He came straight in and asked to see some rings. I brought out a couple of trays, just to get some idea of the sort of thing he was after. But I could soon see he knew nothing about antique jewellery; nor anything else antique, I imagined, unless it came out of a bottle.

He asked the price of several rings and picked up two or three – it was then I noticed he was completely left-handed – and looked at them. But you could tell he knew nothing whatever about stones or settings. The only thing he seemed to judge them by was the price.

There was one ring, early seventeenth century, diamonds and rubies in a floral motif, and my word, it was beauty! Mr. Regnier was so

fond of it he did not really want to part with it, so had put a fancy price on it. It was too fancy for this American, anyway. Not that he could tell the finer rings from those not absolutely of the first water.

Finally there were three trays on the counter in front of him, and he still could not make up his mind. Then he spotted a fourth tray in the safe, which was open just behind me, and asked if he could see that, too. So I got it out for him. But even before I had laid it on the counter I spotted that the diamond and ruby floral pattern had walked.

I felt quite stunned – and embarrassed. It had never, never happened to me before, not in all my seventeen years, that anything in my charge at the shop had vanished.

I put down the tray and I made a signal to Miss Susskind with my eyebrows. She came over and when she was close enough to bear witness I said to the customer – and I had a hard job to keep my voice steady:

‘You have decided on the floral ring, have you, sir? If you will just let me have it, I will find a box for it...’

I held out my hand. The American said (I remember exactly his words):

‘I haven’t decided anything. Why, I just want to pick a couple or so for my wife to choose from. Then I’ll have her come in later on.’

What I said exactly I do not now recall, except that it was something to gain time so I could collect myself. I am seldom at my best taken unawares.

Miss Susskind (she is no fool) slipped off at once to fetch Mr. Regnier. I came round from behind the counter and began looking everywhere, so did the customer, and Miss Susskind and Mr. Regnier, too, when they came in.

Of course, Mr. Regnier was in a state. He is rather an excitable man, but overcomes it as a rule because he places high premium on his dignity. The American did not like it when Mr. Regnier began to warm up (no accusations, of course; that would never do) and for one minute I thought that things looked like getting rather ugly.

Then Miss Susskind (why she of all people should think of it I do not know) suggested that he should look in his turn-ups. Instead, he looked at her, very hard. His face had gone quite red, so it seemed to me, he had left off chewing and his jaw was set like a trap. From his expression he would like to have caught Miss Susskind's leg in it.

But he bent down and felt all round his turn-ups all the same without any result. Then he burst out laughing.

Sense of humour is not my strong point, I realise that, but even I could see that at this moment Miss Susskind on all-fours was legitimate food for a smile.

Then the American said: 'Why, darn't it, I guess you think I've purloined it or something!'

Of course, faced with such a statement Mr. Regnier had to demur. He got up off the carpet and asked the customer very politely, to step into the office.

There (he told me afterwards) he put it quite straight to him, while he did not for one moment suspect him of theft he must, for insurance purposes, satisfy himself that the ring had not accidentally got into any crease or cranny of his clothing.

It appears that the customer was quite good-natured and understanding about it, or seemed to be, and stripped right down for Mr. Regnier, even to his socks and shoes. But there was not a trace of the ring anywhere.

Miss Susskind and I went on looking for it meanwhile, not that I was in very high hopes. It had gone so swiftly and suddenly I could not help but feel suspicious.

While we were still looking another customer came in. And who she be but the girl I had seen not ten minutes since, looking into the undertaker's window. There was no reason really why I should have felt surprise, but I did feel it was a coincident.

Close-to there were several little tell-tale things, her hair and her gloves and bag, which all looked just a little bit on the shabby side, nothing noticeable really. She was quite a lady. It is very seldom we get in anybody who looks even at all worn at the edges, if you follow; and ten to one, if they do, they want to sell, not to buy.

The girl pulled off her glove and took out a little tissue paper packet from her bag and laid it on the counter. (I at once noticed her fingers; unusually short for a woman; no wedding ring; nails carelessly varnished; and a split seam in the forefinger of the right glove.)

I undid the packet, and in it there was a cheap paste bracelet.

She said to me: 'Could you mend this for me? The clasp seems to have broken.'

I said: 'I am sorry, madam, we do not do repairs.' (And nor do we, not that sort of junk.)

She hesitated, as though not sure what to do next. Then she just shrugged and said, 'Thank you'. And then – it was very clever the way she did it – her bag just sort of accidentally touched the tissue paper, and it slipped off my side of the counter.

As I stooped down to pick it up, I had what I can only regard as a revelation. Everything seemed suddenly clear to me, as though the various bits of a wire puzzle had suddenly slipped into their right places and solved the puzzle for me.

I say everything was clear, but was it? I was certainly not very clear about how to act. At all costs I knew Mr. Regnier would want no scene in the shop.

My heart really was in my mouth as I rose up slowly from behind that counter, and no doubt I looked it. I wrapped the bracelet up in the tissue-paper and handed it back. The girl put it in her bag, and as she turned to go I said to her:

'One moment, please.' But she acted as if she had not heard. So I said quickly, but, of course, quite politely: 'Excuse me, madam, if you do not stop, I shall be compelled to press the alarm and that door in front of you will be locked automatically.' Half-way through I had to swallow. I was so very strung up.

She did stop then, but she did not turn round. Miss Susskind, behind the other counter, stood there like Lot's wife with glasses.

I came round to the girl and I said: 'We do not want any unpleasantness, madam, either of us. So if you will just hand over

the ring in your left hand overcoat pocket the matter will be settled so far as we are concerned. If not, Miss Susskind will press the alarm.'

Miss Susskind nodded when I said this. I could see she was keen to press it anyway.

The girl had gone very pale. I really felt almost sorry for her for the moment, but I knew I had to be firm. She looked at me very frightened, then she handed over the ring and ran straight out of the shop.

And at that very minute Mr. Regnier came back out of the office with the American customer fully dressed.

The customer was looking all smiles, as though the whole episode was more or less a joke to him. But it was by no means a joke to Mr. Regnier. He was all apologies, not smiles.

Then I opened my hand and showed them the ring, and you should have seen Mr. Regnier's face, what with seeing his precious ring once more and then seeing the American go flying out of the shop as though a stone from a catapult.

Well, of course, Mr. Regnier wondered how on earth I had done it, so I explained.

First of all, we very seldom get any customers like this type of American. Something flashy and more modernistic than our style of jewellery would have been more in his line. He had no taste and what often goes with it – no idea what he really wanted.

Most people who come to us come because they know that at Regnier's you can get the sort of things you cannot just pick up anywhere. So query No. one in my mind (not that I had actually got any suspicions up to that moment) was why on earth should they have come to us?

Second point: this was about the girl. Why should anyone hang about in front of an undertaker's? (Of course, at this stage I did not relate the girl with the American customer at all.)

Either one is in need of an undertaker or one is not. It is not the matter that leaves room for doubt in the mind of the ordinary citizen.

So what was this girl doing hanging about in front of the undertaker's? The answer was clear to me; she was killing time. But what for? If her intention was to come to us, why dally in front of an undertaker's?

And then the cheap-looking thing she had brought in for repair. She looked as if she knew what was what, and she was a lady all right. She must have known very well we are not the kind of business that does cheap repairs. All this passed through my mind as I looked at her bracelet.

Point three was this: there was nothing left-handed about her, I had noticed that. Yet it was the left-hand glove she had pulled off when she came in, though she had undone the tissue-paper packet with her right. It was at the small counter, and really this counter is only wide enough for one person to stand at conveniently.

The last thing I remembered, as I bent down to pick up the tissue paper, was seeing the girl's left hand at just about the spot where the American had placed his – of course, he was truly left-handed – after I had taken the tray of rings from the safe.

And finally, there was one thing more that had stuck in my mind; it stuck rather far back till the critical moment came.

When we had all been crawling about on the carpet, and the American customer looked so cross at Miss Susskind, I remembered noticing he had stopped chewing his gum. Well, you do not just spit gum out on the carpet, even if you are the type of person he was.

And he had not moved a foot either way from where he was standing, so *ipso facto* he must have disposed of the gum somewhere within reach, because there was no wastepaper basket, nothing, nowhere, he could have got rid of it without one of us would have noticed - except right underneath the ledge of the counter. And that is where I looked for the gum, and where I found it just as the girl was about to go out of the shop. And there was the mark on it as clean as a die where the ring had been pressed into it.

It is funny thing the way different people get differently affected by the same things. Mr. Regnier was in such a state, angry,

yet most grateful to me, – I really felt quite touched – that he could hardly speak when I told him how the whole thing had happened.

Miss Susskind does not speak much anyway, except to say ‘tck, tck,’ which she says a hundred times a day if she says it once. And that is exactly what she said.

I suppose I ought to be ashamed to admit it, a man of my age, but when I had finished explaining to Mr. Regnier, not only were my hands wringing wet, but I could not stop myself quivering all over for quite a while afterwards. Why?

### **Notes and Glossary:**

publican(n)	:	the keeper of a public house
obtrusive(adj)	:	preventing movement
undertaker(n)	:	one whose business is the management of funerals
urn(n)	:	a large vase that usually has a pedestal or feet
hearse(n)	:	a vehicle for carrying a coffin to a church or a cemetery
speculation(n)	:	continuous and profound contemplation or musing on a subject
arty(adj)	:	showily imitative of art or artists
purloin(v)	:	make off with belongings of others
demur(n)	:	a formal objection to an opponent’s pleadings
revelation(n)	:	an enlightening or astonishing disclosure
ledge(n)	:	shelf

### **I. Skimming and Scanning Questions:**

#### **A. Answer the following questions in one word/phrase/sentence each:**

1. Where does William Morris work?
2. What kind of job does William Morris do?
3. What are William Morris’ hobbies?
4. Who are his favorite writers?
5. What is the problem he faces in his workplace?
6. How many assistants are there in the shop?

**B. Choose the appropriate answer and complete the following sentences:**

1. For more than thirty years Morris has made a study of———.  
a) detective fiction                      b) his shortcomings  
c) safety measures                      d) jewellery shops
2. William Morris was working in the shop for———.  
a) ten years                      b) seventeen years  
c) twelve years                      d) twenty years
3. —— noticed a girl looking in the window of the undertaker's opposite.  
a) Mr. Regnier                      b) William Morris  
c) Miss Susskind                      d) A customer
4. —— could not decide which ring he wanted to buy.  
a) William Morris                      b) Miss Susskind  
c) Mr. Regnier                      d) The American
5. The American had disposed off the gum———.  
a) on the carpet                      b) in wastepaper basket  
c) underneath the ledge of the corner d) in the tray

**II. Comprehension Questions:**

**A. Answer the following questions in 3-4 sentences each:**

1. Why does William Morris observe people whenever he travels?
2. How does his reading help him in solving the problem at the shop?
3. How does he work closely with Miss Susskind and Mr. Regnier to solve the problem?

**B. Write short notes on the following in 8-10 sentences each:**

1. William Morris
2. Mr. Regnier
3. The American
4. The Girl



### III. Vocabulary Exercises:

#### A. Match the suffixes with the words and make nouns:

Word	Suffix	Noun
Urgent	—able	
Maintain	—ity	
Build	—ee	
Astonish	—tion	
Impede	—er	
Speculate	—ment	
Travel	—ance	
Pay	—ness	
Employ	—cy	
Farsighted	—ing	

### IV. Writing Activity:

- Here are some phrasal verbs and idiomatic expressions that are used in the story. Use them in sentences of your own.

#### Phrasal Verbs:

deal with, rely on, look at, make out, come up, warm up, look for, look into

#### Idiomatic expressions:

after all, at any rate, first of all, at first glance

### V. Suggestions for further reading.

- Read the following collections of stories by Nicolas Bentley and discuss them in the class:
  1. The Tongue-Tied Canary
  2. How Can You Bear To Be Human?
  3. Trent's Few Cases



## Module : IV

### A. FORGETTING OUR OWN HISTORY

Sudha Murty

Sudha Murty was born in 1950 in Shiggaon, north Karnataka, India. She is a multi-faceted personality. She is a prolific writer in English and Kannada. She has written novels, technical books, travelogues, collections of short stories and non-fictional pieces, and books for children. Her books have been translated into all the major Indian languages. Sudha Murty was the recipient of the R.K. Narayan Award for Literature and the Padma Shri in 2006, and the Attimabbe Award from the government of Karnataka for excellence in Kannada literature in 2011. Sudha Murty is a notable philanthropist working as the chairperson of the Infosys Foundation and a member of public healthcare initiatives of the Gates Foundation. Murty's social work covers the healthcare, education, empowerment of women, public hygiene, art and culture, and poverty alleviation at the grassroots level.

Sudha Murty's book, *Wise and Otherwise: A Salute to Life*, a non-fiction book, is a collection of fifty-one vignettes of the real-life incidents of Sudha Murty where she encounters ordinary people and extraordinary minds during her travels, and which left a profound impression on her. This book narrates various true life incidents which occurred during the course of her social work and teaching, as she went about her chosen task of helping the needy, recognizing true merit and originality or facilitating the pursuit of careers of one's choice to the intellectually capable. The experiences and the values they embody are firmly rooted in the Indian context.

*Wise and Otherwise: A Salute to Life* has generated interest not just as an inspirational book of people's struggles and how they overcome it but also for its settings. It presents a realistic picture of India with its values, traditions and imperfections and lays before the readers certain set of moral values whose validity they have to judge for themselves. It unravels human nature and shows all that is good and bad in it and how it is often shaped by intention and circumstances.

The present narration, **Forgetting Our Own History** is taken from Sudha Murty's *Wise and Otherwise: A Salute to Life* which is a vivid account of the conversations and has been told in a simple and poignant manner.

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Our country's history is full of martyrs and patriots in whose honour we must bow our heads in perpetual tribute. Their life stories are gloriously inspirational. Particularly inspiring are the stories of our women martyrs. Many of them were not even educated, but they had the courage to face their enemies and fight for their country. Obvavva of Chitradurga district, Kittur Chennamma of northern Karnataka, Belavadi Maamma of Belgaum district—the list is long. Obvavva had nothing but the rice-pounding stick from her kitchen to use against the fully armed enemy soldiers. But how many of our young Indians know about them?

Among history's heroines, few shine as brightly as Rani Laxmibai of Jhansi. A young childless widow, she challenged the might of the British Empire. Such was her courage that she won the admiration of even the enemy. There are many poems written about her. The greatest compliment paid to her courage was the saying that she was the only man in her army. How much do our young people know about her?

Recently, I received the Ojaswini Award from Bhopal. It was presented to me in Delhi. It included a beautiful memento- a statue of Rani Laxmibai of Jhansi riding a horse, a sword in hand. It was exquisitely crafted. I returned to Bangalore by air and carried the statue, though rather large, as hand baggage, I feared that it would break if I checked it in. The security personnel at Delhi airport were very kind to me after I explained my situation. They scanned the statue with the metal detectors and allowed me to carry it into the aircraft.

The Jet Airways crews were equally nice. I was in economy class and could not keep the statue on my lap. I didn't want to put it under the seat either. Of course, it wouldn't fit into the overhead locker. The air hostess very kindly took away my statue and placed it on an empty seat in business class. Without a doubt, Mardani RaniLaxmibai deserved this deferential treatment.

Quite pleased with the way everyone had helped, I settled down comfortably. I noticed that my fellow passengers were watching these goings-on with interest. After the flight took off, they looked at me with curious eyes. But no one ventured to strike up a conversation.

I have a theory about conversation. You may call it an empirical formula. Quantitatively speaking, 'conversaton' is inversely proportional to economic standing. If you are travelling by bus, your fellow passengers will get into conversation with you very quickly and without any reservation. If you are travelling by first class on a train, people will be more reserved. If you are travelling by air, then the likelihood of entering into a conversation is quite small. If you are in first class on an International flight, then you may travel twenty-four hours without exchanging a single word with the person sitting next to you.

There were two teenagers sitting next to me on the Delhi-Banglore flight, a boy and a girl. They were wearing expensive branded jeans. Both had cut their hair short, making them look similar. The only noticeable difference was that the girl had pierced her ears. They were chewing gum and a MP3 player kept them immersed in their own world. It was evident that they were in no mood for conversation, even among themselves, let alone others. Music and gum do that to people.

After some time, I decided that I must break the ice and talk to these youngsters. As I teach in a college, I am comfortable with young people. I enjoy talking to them. Normally, at that age they are not manipulative or shrewd. They are spontaneous and less inhibited and often have refreshing views. I engaged them first in small talk and found out that they were studying in a college in Banglore. They were cousins and had just been to Delhi to visit their grandparents.

The girl asked hesitantly, 'I saw that statue of black horse and a woman riding on it. It's a nice toy, but is it not available in Banglore? You seem to have had such a tough time carrying it with you. Is there any special reason for carrying with you?'

'It's not a toy. It's an award,' I told her.

Now the boy started to ply me with questions. 'Are you very fond of horses?'

I was surprised. 'No, I hardly see horse nowadays.'

'May be you are fond of the races!'

I have never gone to a race in my life. I felt a bit uncomfortable. It was getting dark as it was an evening flight, so the young cousins did not see the frown on my face.

The boy asked, 'Is this award for a horse race? There is a lady on the back of that beautiful horse.'

I realized that these young people could only associate my trophy with horses and races. They had absolutely no idea about the woman in battle gear sitting astride the horse. Was I being given an opportunity to tell them?

'Will you go and have a look at the statue and tell me what you think about it?' I asked them.

'We did look at the statue and that's why we are asking these questions,' they replied.

I was taken aback. Being a teacher, I thought it was my duty to tell them about Rani Laxmibai. (I now realize why my son teases me about my habit of viewing every youngster as a potential student and my eagerness to convert every moment available into an opportunity for teaching.)

'Have you heard about the First War of Independence?' I asked the youngsters.

'Yes. It was in 1942, wasn't it?' said the boy vaguely.

The girl added, 'Of course, we've seen the movie 1942- A Love Story. The war between the Indians and the British. Manisha Koirala was just stunning in that.'

'No, that was the Quit India Movement. The First War of Independence was fought a century before that and we lost it.'

They did not reply.

'In 1857 there was a war against the British. The young queen of Jhansi, Rani Laxmibai, led her forces against them. She could have remained passive, accepted a royal pension from the

British and led a secure, comfortable life. But she didn't do that. She was a fiery patriot. She fought the war bravely and even her opponents were surprised by her leadership on the battlefield. Since then she has been a symbol of courage and an icon of the Indian people's love of freedom. She died so that we could all live in a free India.'

The two youngsters listened without saying a word. And without chewing.

### **Glossary and Notes:**

Martyr	:	a person who suffers or is killed because of his religious or political beliefs, and is often admired.
Perpetual	:	everlasting, eternal
Memento	:	souvenir, token
Exquisitely	:	gracefully, elegantly, delicately.
Venture	:	dare, undertake, offer, put forward
Empirical	:	pragmatic, practical, experiential
Manipulative	:	scheming, calculating, controlling
Shrewd	:	cunning, canny, astute, clever
Inhibited	:	self-conscious, subdued, reserved

### **I. Questions for Skimming and Scanning:**

#### **A. Answer the following questions in one word/ phrase/sentence each.**

1. From which book of Sudha Murty is the prose, "Forgetting Our Own History" taken?
2. In whose memory, according to Sudha Murty, we have to bow our heads?
3. Why did Sudha Murty regret?
4. Who was Rani Laxmibai?
5. Whom did Rani Laxmibai challenge?
6. Which award did Sudha Murty receive from Bhopal?

#### **B. Complete the following questions in 3-4 sentences each:**

1. The prose, "Forgetting Our Own History" is written by .....
  - a) Rani Laxmibai
  - b) Sudha Murty
  - c) Obvavva of Chitradurga
  - d) Kittur Chennamma

2. The prose, "Forgetting Our Own History" is taken from .....  
 a) *Wise and Otherwise*      b) *The Day I Stopped Drinking Milk*  
 c) *Mahasweta*                      d) *The Old Man and His God*
3. According to Sudha Murty, .....is inversely proportional to economic standing.  
 a) writing                                      b) travelling  
 c) conversation                              d) reading
4. There were ..... teenagers sitting next to Murty on the Delhi-Bangalore flight.  
 a) two                                              b) three  
 c) four                                              d) five
5. Murty realized that the young people could only associate her trophy with .....and races.  
 a) bulls                                              b) dogs  
 c) rats                                              d) horses

## II. Comprehension Questions:

### A. Answer the following questions in 3-4 sentences each:

1. Why, according to Sudha Murty, is it important to know about history?
2. Why, according to Sudha Murty, is Rani Laxmibai of Jhansi most remembered for?
3. How did Sudha Murty seek opportunity for teaching while travelling?
4. Who were the incredible women in Indian history referred by Sudha Murty?
5. What theory does Sudha Murty have about conversation?

### B. Write short notes on the following in 7-8 sentences each:

1. Theme of the prose, "Forgetting Our Own History."
2. Rani Laxmibai: A Symbol of Courage.
3. Benefits of Knowing History.
4. Significance of the title, "Forgetting Our Own History."

### III. Vocabulary Exercise:

A. Complete the following table filling in the appropriate form of the given words:

Noun	Adjective	Verb	Adverb
---	---	venture	---
---	forgetful	---	---
courage	courageous	---	---
---	---	symbolize	---
conversation	---	---	---

B. Match the words in column A with their synonyms in column B

A	B
Perpetual	permanent
Exquisitely	gracefully
courage	bravery
Shrewd	cunning
beautiful	Attractive/ gorgeous

C. Match the words in column A with their antonyms in column B

A	B
Perpetual	temporary
Exquisitely	inelegantly
courage	cowardice
Shrewd	naive
beautiful	Unattractive/ugly

### IV. Writing activity:

Write a paragraph on “Courage in the Real- Life Stories” and “Incredible Women of Indian History”





## Module : IV

### (B) THE BUTTERFLY

Arun Kolatkar

Arun Balkrishna Kolatkar(1931-2004) was born in Kolhapur, Maharashtra. He was one of India's greatest modern poets. He was a bilingual poet. He wrote prolifically, in both English and Marathi. His poems have appeared in various anthologies and magazines since 1955. Some of his early poems in English have appeared in *An Anthology of Marathi Poetry*, edited by Dilip Chitre. His first book of English poetry, "Jejuri", is a collection of 31 poems pertaining to a visit to religious place, Jejuri in Maharashtra. His *Jejuri* (1976) in English won the Commonwealth Poetry Prize. His third Marathi publication, *Bhijki Vahi*, won a Sahitya Akademi Award in 2004.

"The Butterfly" is a poem from his *Jejuri* (1976). It has symbolized life. It deals with steep life and pleasure of life that connected with a legend or myth. But it is relatively with butterfly. "It has no future / It is pinned down to no past" The butterfly's life span is nine months. Neither she bothered about the future, nor does she clasp past. She lives present moment blissfully. "It has taken these wrecked hills / under its wing". The butterfly covered destructed hills under wings. It is the fact that people think a lot about past and future. They miss the joy of the moment in these practices. The protagonist attacks on the audacious nature of human beings by setting an appropriate example of the butterfly.

The butterfly symbolizes life, sheer existence and joy of existence. The butterfly is of the same colour as of turmeric powder and celebrates life. Its quick movement is suggested by O (opens). The butterfly is gone even before the narrator can say- "opens". 'Just a pinch of yellow' is an expression that occurs repeatedly in the Khandoba legends. 'Chimutbhar bhandara' works like a magic. The narrator wants to suggest that the 'tiny butterfly' is itself 'a magic'.

There is no story behind it.  
It is split like a second.  
It hinges around itself.  
It has no future.  
It is pinned down to no past.  
It's a pun on the present.  
It's a little yellow butterfly.  
It has taken these wretched hills  
under its wings.  
Just a pinch of yellow,  
it opens before it closes  
and closes before it o  
where is it.

**Glossary and Notes:**

- Split (v) : break or cause to break forcibly into parts.  
Pin down : to identify something (a decision or plan) clearly or specifically.  
Wretched : miserable, worthless, paltry.  
Hinge : centre, turning point.

**I. Questions for Skimming and Scanning:**

**A. Answer the following questions in one word/ phrase/sentence each:**

1. From which collection of poems of Arun Kolhatkar is the poem, "The Butterfly" taken?
2. What did the butterfly cover under its wings?
3. Who didn't bother about the future?
4. How does the butterfly live at present?
5. What is the color of the butterfly?

**B. Complete the following questions in 3-4 sentences each:**

1. The poem, "The Butterfly" is written by .....  
a) A. K. Ramanujan                      b) Arun Kolatkar  
c) Dilip Chitre                              d) R. Parthsarathy



## Module : IV

### (C) FOR YOUR LANES, MY COUNTRY

Faiz Ahmad Faiz

Faiz Ahmad Faiz (13 February 1911 – 20 November 1984) was an influential Pakistani leftist intellectual, revolutionary poet. He was one of the most famous poets of the Urdu language from Pakistan. He was a rising figure and notable member of the Progressive Writers' Movement (PWM). He was born in Punjab and went on for studying at the Government College as well as Oriental College. Faiz was the first Asian poet to be awarded the Lenin Peace Prize, the Soviet Union's equivalent to the Nobel Prize in 1963. Before his death he was also nominated for the Nobel Prize. His poems have been translated into the Russian language. His poetical collections include *Naqsh-e-Faryadi* (1943), *Dast-e-Saba* (1952), *Zindan-Nama* (1956) and **Dast-e-Tah-e Sang** (1965). He used traditional meters and rhythms to compose poetry that was a blend of Romanticism and realism.

Inspired by the Marxist ideology, Faiz's poetry exhibits a strong sense of commitment to lower-class people, yet it always maintains a unique beauty nourished by the long, rich tradition of Urdu literature. His love poems are as appealing as his political poems. He is considered primarily responsible for shaping poetic diction in contemporary Urdu poetry.

Through the poem, "For Your Lanes, My Country" (Nissar Mein Thayri Guli'yaon Kay), Faiz not only conveys his love, devotion and respect for his nation but also points towards the flows of today's society. He believes his nation's streets to be sacred. This poem holds all our sorrows and losses in the angle where it held against the great evils present in the world. It also advises us to not dwell in the past happenings rather than concentrate on improving your future.

For your lanes, my country,  
I can sacrifice all I have  
but the custom these days is  
no one walks with head held high.  
The lovers looking for each other  
must sneak out  
afraid of life and limb, and  
for them, a new order of the day now:  
“the bricks and stones are imprisoned,  
and the stray dogs free to roam.”

For the many apologists of tyranny,  
It's enough that a few of your dear friends  
have turned into power-seekers,  
judges and plaintiffs.  
Who can you ask to represent you,  
who can you ask justice from?  
But people do survive , away from you,  
worry about you, day and night  
but manage somehow.

When the prison gratings darken,  
my heart sees stars sprinkled in your hair,  
when I see light through these gratings  
I know your face would be bathed in dawn.  
In any case,  
I live in imagined days and nights,  
I exist in the shadow of the prison walls.

This is how people flight oppression,  
their ritual isn't new, nor are my ways new.  
This is how we always grew flowers in fire,  
their defeat isn't new, our victory isn't new.

That's why I don't complain to the Heaven,  
or make myself sad thinking about you.

We are apart today, but tomorrow  
we'll be together:

separation for one night isn't much.  
 What if my rivals are riding high today,  
 their reign of a few days isn't much.  
 Those who remain true to you  
 understand what the daily turmoil really means.

**Glossary and Notes:**

Sneak	: steal, to go somewhere secretly.
Apologist	: defender, protector.
Tyranny	: oppression, domination.
Plaintiff	: applicant, claimant, pretender.
Grating	: grill, grid
Reign	: time in power, rule.
Turmoil	: uproar, chaos, tumult.

**I. Questions for Skimming and Scanning:**

**A. Answer the following questions in one word/ phrase/sentence each:**

1. What does the poet want to convey through the poem?
2. How does, according to the poet, the devotee go to the pilgrims?
3. With whom does the poet compare the beauty of his nation?
4. When could the poet see his nation's face bathed in dawn?
5. How do the people fight oppression?

**B. Complete the following questions in 3-4 sentences each:**

1. The poem, "For Your Lanes, My Country", is written by .....  
 a) A. K. Ramanujan      b) Arun Kolhatkar  
 c) Dilip Chitre      d) Faiz
2. The poet, Faiz says that in our nation though the streets are sacred, no one shall walk with his ..... high.  
 a) head      b) hand  
 c) hair      d) shoulder
3. The devotees, in our country, should go to the pilgrims with their eyes lowered and body couched in.....  
 a) happiness      b) fear  
 c) anxiety      d) terror

4. In our country, the ..... are free to roam.  
 a) people                                      b) lovers  
 c) stray dogs                                      d) pilgrims
5. The poet says that those who remain true to you understand what the daily ..... really means.  
 a) turmoil                                      b) peace  
 c) order                                      d) tranquility

## **II. Comprehension Questions:**

### **A. Answer the following questions in 3-4 sentences each:**

1. Why does the poet, Faiz compare the life of human with a dog?
2. Why is the poet, Faiz confused?
3. How do the people flight oppression?
4. Why are the lovers afraid of life and limb?
5. Why does the poet say that he lives in the memories of beautiful days and night?

### **B. Write short notes on the following in 7-8 sentences each:**

1. Theme of the poem, "For Your Lanes, My Country"
2. Comment on the optimistic attitude of the poet.
3. Poet's views on the great evils in the world.

## **III. Writing activity:**

Write a paragraph on "My Goal in Life" / "Your Past Doesn't Define Your Future"



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## **SEMESTER : VI**

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**A) GROUP DISCUSSION**

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**Introduction:**

Group refers to an oral communication situation in which a small number of people meet and discuss an issue elaborately to arrive at a consensus. The object of discussion is to elicit the views of the entire participant and to evolve a consensus through in-depth interaction.

In business while framing the policies of an organization and making crucial strategic decisions a group discussion of concerned employees and executives is often conducted to evolve a consensus and determine a plan of action. For a group discussion the number of participants should range from five to ten and all the participants should be competent and experts in different areas. They should have capability to throw light on different dimensions of a problem under discussion.

Some organizations use group discussion as an instrument for judging the suitability of candidates for managerial jobs, as several personality traits are revealed during the discussion. Managers have to work in a team and get best results out of team work. Therefore, how a candidate interacts in a team becomes an important criterion for his selection. The group discussion tests reveal how different candidates function as part of team. Group discussions are also conducted for discussing social issues in day today life.

For success in the professional or social world you should have important qualities like quick grasping power, positive approach, leadership qualities, and mature reaction to the views expressed by others, power of exposition, analytical ability, communication skills and group behavior. The group discussion test enables the employer to judge as to which of the candidates aspiring for an administrative jobs possesses these qualities.

In this unit, we are going to study how to initiate a group discussion, inviting comments, expressing opinions, expressing agreement and disagreement, intervening discussion, making

suggestions, accepting suggestions, etc. Let us study these techniques used in group discussion.

#### **I) Initiating the Group Discussion:**

To initiate a discussion means to open the discussion. When you initiate a group discussion, you take the opportunity to speak as well as to catch the attention of the group members. It is your first impression that will help you. The most important thing you have to keep in mind is to speak clearly and freely. It will help you to show your leadership qualities in you. Let us study some important ways of initiating group discussion:

##### **Stating the topic of Group Discussion:**

Friends, the topic of our group discussion is *Environmental degradation and problem of livelihood in modern society*.

##### **Making Initial Statement:**

Gentlemen, let me take an opportunity to open this discussion.

Friends allow me to open this discussion.

Let us start with ourselves. I feel we ourselves are unknowingly responsible for environmental degradation.

Sometimes the topic is given to us by organizers. Then, you can start discussion in following way.

Friends/Gentlemen, the topic given to us for discussion is *The Problem of Corruption in Indian Society*.

##### **Note the expressions used for making an initial statement:**

In my opinion \_\_\_\_\_.

Personally, I think that \_\_\_\_\_.

I would like to say that \_\_\_\_\_.

It is believed that \_\_\_\_\_.

I would like to point out \_\_\_\_\_.

I feel that \_\_\_\_\_.

In my view \_\_\_\_\_.

There are different ways of opening a discussion. Study the following expression:

- Friends, the topic for our discussion is *'the Importance of Villages in Development of India'*.

If you want my honest opinion, it was Mahatma Gandhi who focused the importance village life.

Gentlemen, allow me to start the discussion on '*Friend in need is friend indeed*'.

In my view it is the best practice to maintain healthy relationship.

Friends, let us begin the discussion on '*India's Scientific policy*'.

In my opinion, India's scientific policy should focus on agriculture and not on missiles.

### **Task I**

**How will you initiate a discussion on the following topics?**

1. Honesty is the best policy.
2. Higher education examination system.
3. Use of cell-phone among college students.
4. Need of bullet train in Mumbai.

### **II) Inviting Comments or Eliciting Opinions:**

As a group leader, you have to invite group members to participate or share their views after the declaration of a topic. It is a golden opportunity for you to show your leadership qualities. Sometimes, some group members remain inactive members. On such occasion, as a group leader you have to motivate them to participate in discussion. At the same time you have to use tactful activities and skills to encourage them. Let us see some good ways of inviting someone to speak in discussion.

- What's your idea about this statement, Mr. Sudhakar Patil?
- How do you react to this statement, Mr. Desai?
- Do you have anything to say about this statement, Mrs. Nirmala?
- What do you think about this statement, Neha?
- I think, Mrs. Usha Patil wants to say something.
- Mr. Vinayak Patil, I am eagerly waiting for your opinion regarding this statement.
- Firstly, I would like to know Mr. Kaleka's opinion in this respect.
- How do you feel about that statement Mrs. Sunanda Desai?

Sometimes, you come across some members who are only mute spectators. You will have to encourage them individually to speak. To make them participate in discussion, you can say:

- Well, Mr. Patil, would you like to say something?
- Now, I am going to Shailesh Desai to know his opinion.

Sometimes, you have to address not a particular person but a group. You can address them in the following manner:

- Gentlemen, be free to express your views regarding this issue.
- Are you with me regarding this statement? If not, be free to correct me.
- Friends, any comments on this suggestion?

Sometimes while eliciting opinions, you have to use specific words and phrases to express your strong opinions and your personal point of view. Let us study the following examples:

- What I mean is that TV has badly affected the life of students.
- I believe that Pakistan is the terrorist country in the world.
- I would like to point out the use of mobile phone of students is a serious problem day by day.
- I am sure that the prices of gold will come down after the formation of new government.

Sometimes, the opinion can be expressed considering general point of view instead of making a strong statement. Now study the following examples:

- It is generally accepted that higher education examination system needs important reforms.
- Some people say that our economic condition degrading these days.
- It is believed that international anti-terrorist act is necessary in the world.

## **Task II**

**Invite a group member to join the discussion by reacting to the following:**

- Implementation of Annual System of Examination in Arts and Commerce colleges.

- Student election in colleges.
- Role of women in Government jobs
- Increasing dropout rate of girl students in rural colleges.

### **III) Expressing Agreement and Disagreement:**

Agreement and disagreement are inseparable expressions in group discussion. During the course of group discussion, you may agree with a statement, suggestion, solution etc or sometimes disagree with it. When you agree with a specific view, be firm in your opinion. Do not be fickle-minded or indecisive. Further, whether you agree or disagree, concentrate and be firm on your opinion and avoid yawning, looking outside, lips-biting, touching hair etc. which show you are nervous and indecisive.

Your agreement or disagreement depends on your thorough knowledge of the subject and your expressive skill. Sometimes, you agree partially and want to modify a given view or statement. We must also be sure of our opinion. Even when we express strong disagreements, we should take care that that our words should not hurt others.

Study the following expressions to show agreement :

- I agree with you 100 percent
- That's so true
- Absolutely!
- Exactly!
- You have a point there
- You are absolutely right

Note the following statements of Agreement:

As far as I am concerned, I absolutely agree with you that girls are scoring good marks in examinations.

There can be strong agreement supporting the point of view.

- Personally, I agree with you. But use of ICT in teaching is important for teachers.

Sometimes the speaker agrees by giving reason. The speaker reacts against absolute statement and seeks examples in support. Let's study the following example:

- Well, according to you the use of cell-phone and some mobile aps are harmful to our students. Could you give any specific examples?

In group discussion you have to use specific structures, words and phrases to express strong agreement or partial agreement.

Note the expressions for strong and partial agreement:

<b>Strong Agreement</b>	<b>Partial Agreement</b>
You are absolutely right.	I agree with you up to a point.
I agree with you entirely.	I agree with you in case of two things only.
Yes, that is a good point.	Well, but we will have to examine this.
I would go along with you.	It is somewhat difficult.
I think so too.	I also think so but I am not sure it will work.
Of course, you are right.	You are right but what about other things.
I have no doubt about your point.	I can't agree with you fully.
I don't think so either	I want to say something different.

In a group discussion or a meeting, you are free to agree or disagree. No one can impose any views or opinions on you. One thing you have to keep in mind is avoid strong statements, loud speaking, aggressiveness, and be considerate of the feelings of others while disagreeing. So, be moderate and avoid competitiveness. You have to prove your leadership quality by tolerating the point of view of others. For your disagreement, give convincing reasons. Remember, it is a kind of brain storming session.

Note the following examples:

<b>Statements of Disagreement</b>	<b>Manners of Disagreement</b>
I am sorry to disagree with you. If you want to cancel GST, purpose other ways of collecting taxes which can be foolish thing.	The speaker politely disagrees and insists on finding out alternate ways.
I am not fully convinced by your views. You can't judge all people to be blind believers. They have their own faith.	The speaker politely disagrees with new suggestion.

<p>It is injustice on the part of students to say that they very much crazy for internet and cell-phone. Don't you think they are very much familiar with modern technology?</p> <p>No, no. I can't agree with you. I think you are absolutely wrong because you can't judge a person by outward appearance.</p> <p>I must take issue with you on your view that rich people are becoming richer and poor poorer. During the last ten years the poor classes have shown upward mobility.</p>	<p>The speaker strongly disagrees and raises question.</p> <p>The speaker strongly disagrees and gives reason for it.</p> <p>The speaker vehemently disagrees, giving reason.</p>
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### Task III

#### A. Express your agreement with the following opinions, giving a reason for supporting them.

1. To save environment means save the earth.
2. Growth of professional colleges indicates rise in the quality private education.
3. Running Women Education centre means doing important social work.
4. To save Sanskrit Language means to save Marathi culture.
5. Co-education helps healthy social relationship.

#### B. Express your disagreement, strong or partial, with the following giving your reason for it.

1. Indian television channels expose us to Indian ways of life.
2. Reservation for women in politics and jobs contribute to developing the status of women in society.

#### IV) Intervening or Breaking into the Discussion:

Sometimes, the group discussion reaches the highest point when all the members are fully engrossed in it. But as a group leader; you have to break into it due to various reasons. Firstly, your role is not only of a listener, so you have to grab an opportunity to share



your own views also. But a shy person can't break into the discussion not by shouting but in a polite manner so that the members shouldn't get offended. How do you break into the conversation? What appropriate words, phrases and expressions do you use? study use of the following expressions:

- With your permission, may I add a point here?
- Excuse me for intervening, what I feel is ———.
- Please listen to me; I want to share my views about it.
- Could you please listen to me?
- May I add to what you are saying?
- Friends, there can be another angle.
- Sorry to interrupt, but ———.

Sometimes, the discussion goes off the track and your duty is to bring it back to the main issue. On many occasions, you come across digression from the topic. For example the topic is *Implementation of GST* but some members are talking about LBT. As a group leader, it is your duty to bring them back to main topic by intervening the discussion in polite manner. Let us study the following expressions to intervening a discussion:

- Friends, let me break your discussion to come back our topic.
- Gentlemen, let us come back to our main point, we are talking about review of examination system.
- OK. Mr. Desai, your point is right but it is unrelated to our present topic.
- Please, let us come back to our topic of discussion.
- Well gentlemen, what you are talking about is wonderful but our topic is *Education and reservation for women*.

Sometimes, the group members lose their temper, cool and silent discussion turn into hot argument and results into personal dispute. As a group leader, you have to interfere at this point and bring all the members back to the topic. How will you do this? What expressions will you use to stop the members going away from the issue? Let us study some expressions:

- Well, Mr. Deshmukh, I have understood your point.
- Please, Mr. Naik, don't take it to mind.

- Friends, be silent for a moment.
- Please, Mrs. Nirmala don't get angry.
- No, no Mrs. Nimkar, please pay attention to me. Let us come back to our main issue.

#### **Task IV**

##### **A. Intervene the discussion in the following situation:**

1. There is discussion on arrangement and plans of celebrating your friend's birthday party. Intervene the discussion suggesting an innovative idea about celebration of the birthday party.
2. There is discussion in faculty meeting on Annual Prize Distribution Programme about inviting a chief guest. Intervene the discussion pointing out name of a famous personality.
3. Only a few alumni show their interest in Alumni Meet. Intervene the discussion and suggest a new idea.

##### **B. In the following situations, the discussion is leaving its track. How will you bring back by intervening it?**

1. The topic of discussion is girls are more sincere and regular than boys in colleges. But the members begin talking about university results in colleges.
2. A hot discussion is going on about the bad condition of roads. How will you bring it under control and make the members come back to the main topic?
3. The discussion is on changing trend in politics and religion. But members begin talking about construction of Ram Mandir.

##### **V) Making Suggestions/ Accepting or Refusing Suggestions:**

Group discussion involves exchange of views, thoughts and suggestions. In the course of time, you may not like someone's views and opinions and you would like to make counter proposals. Sometimes, you accept the suggestions made by others but you may have doubts. You have to express your objections politely and seek clarification.

Note the following example to know what expressions are used in such occasions:

**Making Suggestion:**

I would like to suggest that semester system of examination should be stopped and annual pattern of examination should be reintroduced.

**Conditional Acceptance:**

Your suggestion is worth considering but there must be some alternative to reduce the burden of entire syllabus.

**Refusal :**

That is absolutely wrong idea. The semester system is introduced by University Grant Commission and implemented by state universities.

**Raising Objections:**

Are you sure that all the colleges will conduct internal examinations? And what about ensuring of quality?

**Expressing Hesitation:**

Well I'm in two minds really. I am not sure if within the first semester, fifty percent syllabus can be covered.

**Commenting on the Attitudes of others:**

In daily life many occasions we have to express our attitude for others. In the same way in group discussion also group members also express their attitudes for others. Let us study some examples:

- I think your attitude towards our family and family members is reflected in your statement.
- In my view, your attitude towards politics is pessimistic.
- Well, you need not be impatient about college gathering. We are going to conduct it in next month.
- Look, your idea is fine but it is too costly to purchase separate tabs for each girl.
- I don't think, you will get response from those who believe blindly.

Presenting different alternatives or solutions to a problem:

**Problem :** How to prevent dropout rate of girls in the rural colleges? One remedy is counseling parents and girls for the importance of education and second is to introduce different value added courses.

### **Alternative Solution**

One solution to this problem is to establish Students' Aid Fund to help the poor and needy girls to make them continue their higher education.

**Problem :** Girls and women are becoming insecure in big cities in India. The best solution on it is to fix C.C.T.V. cameras at important places to watch the criminals.

Besides, it is necessary to censor frankness of women in TV serials, movies and at public places.

One remedy for it is that criminals should get severe punishment so that they won't dare to do this.

### **Summing Up:**

An attractive beginning and appropriate end are important tools of each activity. Any discussion has to come to an end. In the end of group discussion, you have to sum up. While summing it up, you have to take up main points, remarks, views, opinions, agreements, disagreements, suggestions etc made by the members of the group briefly.

Note the following expressions for summing up the discussion:

- Gentlemen, excuse me but the time allotted to us is almost over. Let us sum up the main points made by you.
- O.K. friends. Let me conclude this session.
- Thank you gentlemen. Now, it is time to conclude the discussion.
- All right then. Let me conclude this discussion. All friends discussed the topic entitled Non-Vehicle Day in a week in our college. Mrs. Nimkar has pointed out the raising higher prices of fuel day by day. Mr. Nilesh Patil has pointed out the importance using cycle and public transport in a week. Mr. Sawant insisted that the student should use cycles daily for their safety and physical fitness. Mr. Desai objected to Mr. Sawant's opinion pointing out that each and every student can't purchase cycles. Thank you friends. Let me conclude this session.

### **Task V**

**A. There is a Group Discussion on the following problems/issues. Make suggestions on each of them giving an argument in support.**

1. How to stop suicides of farmers.
2. Terrorism is serious problem in our country.
3. A chief guest to be invited for the Book Publication Programme.
4. How the number of students increased in colleges.
5. How to stop sexual harassment of women in public places.

**B. Someone in your group suggests that the college trip should be arranged before terminal examination instead of February and March.**

1. Support this suggestion making your own point.
2. Oppose this suggestion giving your reason.
3. Express your doubts about the feasibility of the suggestion.

**C. Someone, in your group discussion on Examination, suggests that semester pattern of examination should be completely abolished.**

1. Support this suggestion with your own argument.
2. React against it giving your reason.
3. Express your doubts about it giving your reason.

### **VI) Exercises:**

**Build up a short piece of Group Discussion on the following topics making use of expressions and interactions used in Group Discussion.**

1. A craze for cell-phone among college students.
2. To save trees means to save earth.
3. Youngsters should not run after government jobs but they should start their own businesses.
4. Stay at home, stay safe.

### **VII) Writing Activity:**

Frame a group of students and discuss important issues related to students in society.

## B) EVOLUTION

### Sherman Alexie

Sherman Joseph Alexie ( October 7, 1966 ) is a prominent award winning Native American poet, novelist, performer and filmmaker. His writings draw on this experiences as an indigenous American with ancestry from several tribes. His books for poetry include *Face* (2009), *One Stick Song* (2000), *The Man Who Loves Salmon* (1998), *The Summer of Black Widow* (1996), *Water Flowing Home* (1995), *Old Shirts and New Skins* (1993), *First Indian On Moon* (1993), and *The Business of Fancydancing* (1992). His novel *The Absolutely True Diary of a Part- time Indian* (2007) won the 'National Book Award for Young 'People's Literature'. Among his other honors and awards are Poetry Fellowship from the Washington State Arts Commission, the 'National Endowment for the Arts'

The present poem is a narrative poem that describes the exploitation of Native Americans at the hands of Buffalo Bill through his pawn shop. He introduced centuries ago by White settlers, alcohol made its damaging mark on the Native American culture. He illustrates the systematic degradation of the Native American people and their culture.

---

Buffalo Bill opens a pawn shop on the reservation  
right across the border from the liquor store  
and the stays open 24 hours a day, 7 days a week

and the Indians come running in with jewelry  
television sets, a VCR, a full-lenght beaded buckskin outfit  
it took Inez Muse 12 years to finish. Buffalo Bill

takes everything the Indians have to offer, keeps it  
all catalogues and filed in a storage room. The Indians  
pawn their hands, saving the thumbs for last, they pawn

their skeletons, falling endlessly from the skin  
and when the last Indian has pawned everything  
but his heart, Buffalo Bill takes that for twenty bucks

closes up the pawn shop, paints a new sign over the old  
calls his venture THE MUSEUM OF NATIVE AMERICAN CULTURES  
charges the Indians five bucks a head to enter.

**Glossary and Notes :**

pawn (v)	: mortgage, stooge, deposit, shove in, vouch
reservation (n)	: protection, moratorium
beaded (adj)	: rosary
buck (n)	: deer
offer (v)	: give, grant, pass, allow, put
outfit (n)	: material, equipment
bucks (n) (pl.buck)	: dollars
venture (v)	: business, trading, trade, merchandise

**I. Skimming and Scanning questions:**

**A. Answer the following questions in one word/phrase/sentence each:**

1. Who opens a pawn shop?
2. Where does Buffalo Bill open the pawn shop?
3. What is the subject of the poem?
4. What is the tone of the poem (the poet's attitude)?
5. List the things which are pawned.
6. Who is the real Buffalo Bill?

**B. Choose the appropriate answer and complete the following sentences :**

1. Buffalo Bill opens.....on the reservation right across the border from the liquor store.  
a) stationary shop                      b) pawn shop  
c) novelty store                      d) bank
2. Buffalo Bill stays open..... a day, ..... a week  
a) 12 hours, 3 days                      b) 6 hours, 2 days  
c) 24 hours, 7 days                      d) 20 hours, 5 days
3. Buffalo Bill takes heart for .....bucks.  
a) 10                      b) 5  
c) 20                      d) 25
4. Buffalo Bill charges the Indians.....buck a head to enter.  
a) 5                      b) 12  
c) 20                      d) 7





## Module : VI

### A) NOTE TAKING AND NOTE MAKING

In this unit, we are going to study two important techniques that we need for all our academic achievements. These techniques are **note taking** and **note making**. These two are part and parcel of our daily learning practices. We use them while learning the new things in our chosen subjects. However, we must note that there are certain ways in which we can master these skills for improving our study habits and thereby achieving better results. So, let us see how we can enhance these skills.

#### **Note Taking:**

It is quite likely that we assume note taking and note making to be one and the same thing. But this is not the case. There is a difference between the two. **Note taking** is the technique which we are supposed to apply while we are attending the lectures. So, when the teacher is explaining something, he/she may write the main points on the black board. And these points may be noted by us in our notebooks. Or, even though the points are not written on the blackboard, we, on our own, may identify the important points in the lectures delivered by the teacher and we may note them down in our notebooks for future reference. This is note taking.

#### **Note Making:**

Note making, unlike note taking, is an independent task. It is an exercise which we do while reading or studying the subject on our own. So, we may note down the key points in the chapter or the topic as we go on reading it. It is an attempt to consolidate our understanding of the chosen subject.

Here, we may note some factors that affect the nature of note taking and note making:

<b>Sr. No.</b>	<b>Note Taking from Lectures/ Seminars/Presentations</b>	<b>Note Making from Text Books/ Reference Books/Journals</b>
1.	We are part of class or audience	We are the only reader
2.	The manner and speed of delivery of new information is not within our control. There is little chance to begin from the beginning	We can control your speed of reading. You can also go back and forth as per your convenience while reading
3.	We can seek clarification, raise questions for better understanding the points made by the teacher/ presenter	We have little scope to seek clarification from the author. However, you can take the help of other resources
4.	We have to adjust yourself with the speaker	We can access the source as per your goal and capacity
5	We have to be attentive without break	We can take break and resume at your leisure.

The above table will make us aware of the fact that, note making is a more complex activity as compared to note taking. So, in this chapter, we will focus more on note making rather than note taking. Nevertheless, let us note a few important things regarding note taking at this juncture.

- **Defining the purpose:**

We must be clear as to why you are going to take some points down from the lecture being delivered.

- **Being Attentive:**

Taking notes while listening to a typical classroom lecture requires focused attention. Attention is a key to comprehension. So we must try to as attentive as possible while attending a lecture.

- **Relating to the Syllabus:**

We must make sure that the topic you are studying is related to your syllabus. We must make sure that the points we are jotting down are going to be useful for our understanding of the subject.

- **Making it Memorable:**

We must note the points in such a way that they help us recapitulate whatever we have received. We must see to it that these points help us develop our own understanding of the subject.

- **Being Logical:**

We must note the points in some logical order. This order may or may not be similar to the one reflected in the lecture that is delivered. That does not matter.

- **Being Objective:**

It is necessary to be objective while studying. It is likely that we have a special liking for a particular topic or a particular person. But our personal preferences should not reflect in our act of note taking. Regardless of the topic or the person, we must be able to focus on learning.

- **Being Flexible:**

We know every teacher has his or her own teaching style. In view of this, we must be flexible enough to adapt to different teaching styles of different teachers.

- **Asking Questions:**

In case we come across any difficulty while listening to a particular point, we must not hesitate to ask questions to your teacher at the time of the lecture or otherwise. We should not leave any doubt unclear or any question unanswered.

- **Collaborating with Peers:**

Although we are listening to the lecture independently, it is very useful to discuss the key points with our peers and compare notes.

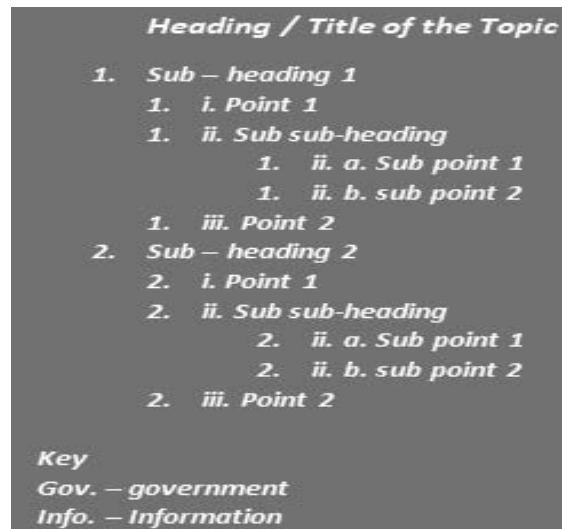
- **Being Brief:**

Brevity is the key to note taking. We should not note each and every point as it is discussed. We must note the significant aspects only.

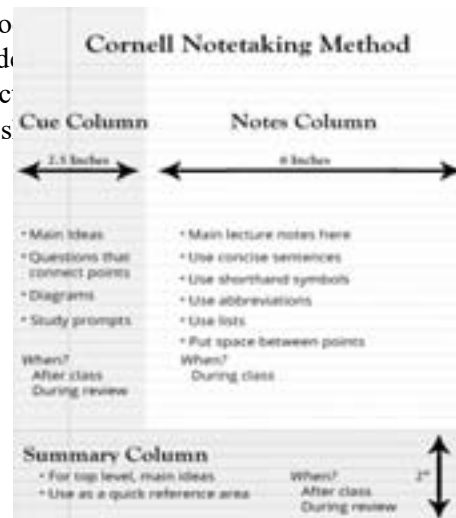
**Methods for Note Taking:**

There are no separate methods for note taking. However, some methods can be used for convenience.

1. **Linear Method:** It is a very simple method which enlists the main points and the sub-points in a given topic as shown in the following picture.



2. **Cornell Method:** This method has a section for main ideas on the left hand, a section for notes on the right hand, and a summary section at the bottom.



**Task 1:**

- A)** Listen to a classroom lecture on the topic of your choice and try to take the notes considering all the points discussed above.
- B)** Listen to any lecture available on the internet and follow the same method.
- C)** Do this activity in a group and compare your notes with your fellow participants.

Let us now proceed to the second part of this chapter.

**Note Making:**

As mentioned earlier, note making is different from note taking. It is an independent activity. In a lecture, the points may be discussed overtly in which case it is easy to note them down. We may also seek the guidance of the teacher individually for further clarification of a point when necessary. So, note taking is not necessarily a passive activity. But it can be an interactive activity. There are some hindrances, though. It may not be possible to record each and every classroom lecture. So, taking notes may sometimes be a tiresome activity. This may affect the quality of understanding of the given subject. On the other hand, note making is based on individual reading. So, most of the things are within the control of the reader or student. For instance, the time and place of reading, the speed of reading and comprehension are self-defined.

Obviously, there are various ways and techniques of note making. All of them may not be equally suitable. As students, we must choose our study habits and learning styles. Let us discuss some important things about this process of note making.

**Finding the Reliable Resources:**

This is perhaps the most important thing in the process of studying any subject. Most of the students tend to copy the notebooks given by their seniors. Some other students may blindly follow the readymade notes or guides available in the market. As serious and sincere students we must certainly stay away from such short-cuts.

We must seek the help of our teachers and tap the authentic resources like textbooks and reference books for studying our subjects.

### **Reading for Comprehension:**

For making effective notes, we must read the books with a specific purpose. If we are reading for a general idea, then we may attempt skimming. If we are reading for some specific facts or information, then we may attempt scanning. So, our goal must define our reading style.

### **Integrating the Points:**

We may integrate the points that we noted from the lectures with the additional points gathered from the other resources.

### **Focusing on Relevance:**

There is a tendency among many students to collect all the points from different resources and just put them together in a fuzzy manner. However, we must take care not to include all the points. Instead, we must note only the relevant ones.

### **• Increasing Readability:**

This is the most important aspect of note making. After all why do we make notes? Because, we want to understand the given subject in an easier way. So we should make notes in our own words. We must resist the temptation to copy from the books or other resources.

### **Methods of Note Making:**

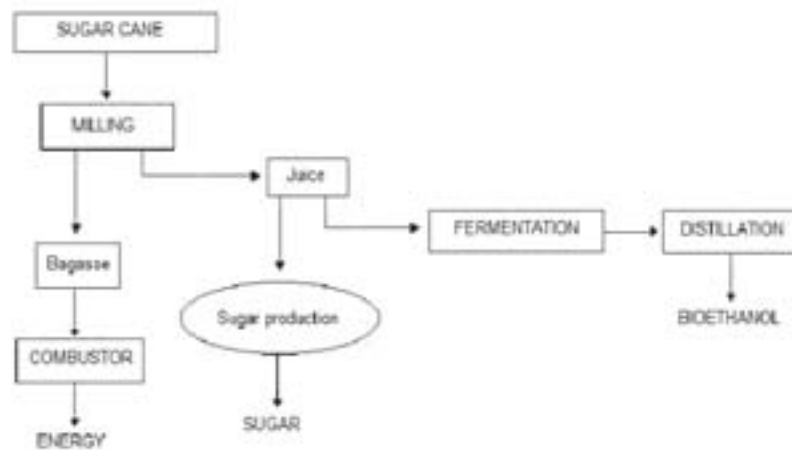
Now, let us study some methods of note making. There are many methods or styles of note making. There are various formats of note making as well. However, we shall consider some basic methods of note making.

- 1. Split- Page Format:** In this format, the page of a notebook is split into two parts or columns. The first part comprises the original text while the second consists of its summary.

Original Text	Summary
Alfred Nobel (1833-1896) was born in Stockholm, Sweden, on October 21, 1833. His family was descended from Olof Rudbeck, the best-known technical genius in Sweden in the 17 <sup>th</sup> century, an era in which Sweden was a great power in northern Europe. Nobel was fluent in several languages, and wrote poetry and drama. Nobel was also very interested in social and peace-related issues, and held views that were considered radical during his time. Alfred Nobel's interests are reflected in the prize he established. ( <a href="https://www.nobelprize.org/">https://www.nobelprize.org/</a> ).	<ul style="list-style-type: none"> <li>• Alfred Nobel: 1833-1896</li> <li>• Place of Birth: Stockholm, Sweden</li> <li>• Fluent in several languages</li> <li>• Wrote poetry and drama</li> <li>• Also interested in social issues</li> <li>• Established Nobel Prize</li> </ul>

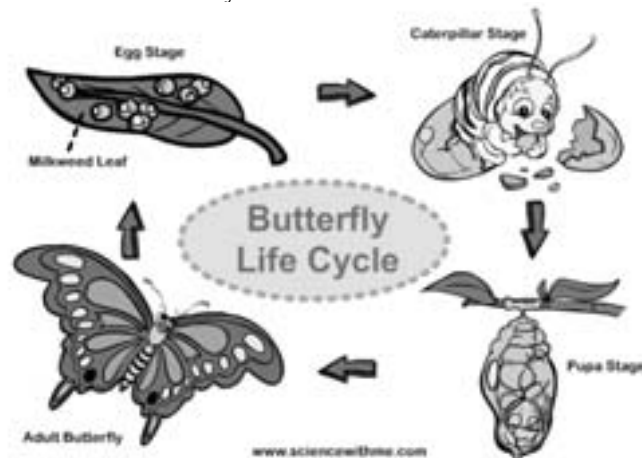
Here, we must notice that it is not necessary to include each every point mentioned in the original text. We may exclude the points that are not relevant to us.

- **Diagram or Flow Chart:** In this format, the information is presented in the form of a diagram or some other pattern like a flowchart. For instance, the information about the types of literature or the types of trees.



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- **Outline Format/ Time Line Format:** In this format, the information is presented in its bare outline. For instance, the main events in a story.



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- **Mind Mapping:** It is a graphical interpretation of information. It is a kind of visual thinking. It helps in synthesizing new ideas. For efficient identifying the central idea and the that central ideal in a graphical



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There are many more methods of note taking and note making. However, the methods discussed here are commonly used. These methods will not only help in understanding our subjects but also in improving our performance in the examination and thereby achieve better results.

Finally, we must remember why note taking and note making is really important for us.

**Importance of Note Taking and Note Making:**

1. It increases the learner's engagement with the topic or subject.
2. It promotes active listening or reading.
3. It helps in the organizing the newly learnt ideas/information.
4. It helps in remembering the new information.
5. It helps in the representation of the newly learnt knowledge.

**Tasks:**

1. Read any topic of your choice from your textbook and try to make notes on that topic using the different methods you have studied.
2. Read various reference books and make notes on a topic integrating various points.
3. Try to use these note making methods in collaboration with your peers.

**Exercises:**

1. Read the passage given below and make notes using the 'split page format'.

Tight, stiff muscles limit our normal range of movement. In some cases, lack of flexibility can be a major contributing factor to muscle and joint pain. In the extreme, lack of flexibility can mean it is difficult, for example, to even bend down or look over our shoulder. Tight, stiff muscles interfere with proper muscle action. If the muscles cannot contract and relax efficiently, this will result in decreased performance and a lack of muscle movement control. Short, tight muscles also cause a dramatic loss of strength and power during physical activity. In a very small percentage of cases, muscles that are tight and stiff can even restrict blood circulation. Good blood circulation is vitally important in helping the muscles receive

adequate amounts of oxygen and nutrients. Poor circulation can result in increased muscle fatigue, and, ultimately, impede the muscles' repair process and the ability to recover from strenuous exercise. Any one of these factors can greatly increase the chances of becoming injured. Together they present a package that includes muscular discomfort, loss of performance, an increased risk of injury and a greater likelihood of repeated injury.

(Extract from *The Anatomy of Stretching*, Brad Walker, IInd Ed. Lotus Publishing, California 2011.)

**2. Read the following passage and make notes using 'tree diagram'.**

The different types of computers are 1. Personal computers: This is the most common type found in homes, schools, business offices, etc. It is the most common type of desktop computers with processing and storage units along with various input and output devices. 2. Notebook computers: These are compact and portable versions of PC. 3. Work stations: These have high resolution input/output (I/O) graphics capability, but with same dimensions as that of desktop computer. These are used in engineering applications of interactive design work. 4. Enterprise systems: These are used for business data processing in medium to large corporations that require much more computing power and storage capacity than work stations. Internet associated with servers have become a dominant worldwide source of all types of information. 5. Super computers: These are used for large scale numerical calculations required in the applications like weather forecasting etc.

(Extract from *Computer Organization*, Unit 1.  
www.edutechlearners.com)

**3. Read the passage given below and make notes using the 'flow chart'.**

**Chocolate Malted Snacking Cake**

MALTED MILK POWDER somehow makes this chocolate snacking cake taste wholesome rather than decadent. It is a great after-school snack cake when served with a tall glass of milk. If this is too plain for your children's taste, you can cover the top of the cake with a half recipe of the chocolate ganache glaze (without the

chopped Butter finger R bar) and sprinkle the glaze with 1D 2 cup of crushed malted milk balls.

1. Preheat the oven to 350°F. Grease an 8-inch square baking pan and dust it with flour, knocking out any extra.
2. Combine the sugar, malted milk powder, flour, cocoa powder, salt and baking powder in a large mixing bowl. With a wooden spoon or electric mixer, stir in the eggs, milk, butter and vanilla until just combined.
3. Scrape the batter into the prepared pan and smooth the top with a rubber spatula. Bake until a tooth-pick inserted in the center comes out clean, 35 to 40 minutes. Let the cake cool in the pan for about 10 minutes. Invert it onto a wire rack, and then turn it right side up on a rack to cool completely.
4. Store uneaten squares in a cake keeper or wrap in plastic and store at room temperature for up to 3 days.

(Extract from Cake Keeper Cakes, Lauren Chattman, The Tauntan Press, 2009)

**4. Read the passage given below and make notes using the 'Outline format' or 'Timeline format'.**

Human evolution is the process by which human beings developed on Earth from now-extinct primates. Viewed zoologically, we humans are *Homo sapiens*, a culture-bearing upright-walking species that lives on the ground and very likely first evolved in Africa about 315,000 years ago. We are now the only living members of what many zoologists refer to as the human tribe, *Hominini*, but there is abundant fossil evidence to indicate that we were preceded for millions of years by other hominins, such as *Ardipithecus*, *Australopithecus* and other species of *Homo* and that our species also lived for a time contemporaneously with at least one other member of our genus, *H. neanderthalensis* (the Neanderthals). In addition, we and our predecessors have always shared Earth with other apelike primates, from the modern-day gorilla to the long-extinct *Dryopithecus*. That we and the extinct hominins are somehow related and that we and the apes, both living and extinct, are also somehow related is accepted by anthropologists and biologists

everywhere. Yet the exact nature of our evolutionary relationships has been the subject of debate and investigation since the great British naturalist Charles Darwin published his monumental books *On the Origin of Species* (1859) and *The Descent of Man* (1871).

(Extracted from <https://www.britannica.com/science/human-evolution>)

- 5. You are planning a family trip to your favourite place. Make notes of what you must do to get most out of this trip. Use the ‘mind mapping’ technique for this purpose.**

**Further Reading:**

Godfrey, Jeanne. *Reading & Making Notes* Palgrave Macmillan, UK. 2014.

Rohde Mike. *The Sketchnote Handbook: The Illustrated Guide to Visual Note Taking*, Peachpit Press 2013.

**Softwares and Applications for Note Taking and Note Making:**

- |                    |                         |
|--------------------|-------------------------|
| 1. Evernote        | 2. Microsoft OneNote    |
| 3. MyInfo          | 4. Personal Knowbase    |
| 5. Windows Journal | 6. Whizfolders          |
| 7. Gnote           | 8. Google Notebook/Keep |
| 9. Keynote         | 10. TiddlyWiki          |
| 11. Tomboy         | 12. WikidPad            |



## Module : VI

### (B) GATEMAN'S GIFT

R. K. Narayan

R. K. Narayan (10 October, 1906 -13 May, 2001) was a leading writer of early Indian literature in English. He is well-known for his works set in the fictional South Indian town of Malgudi. Narayan received many awards and honours including Ac Benson Medal, Padma Vibhushan and the Padma Bhushan. He has been compared to William Faulkner and Guy de Maupassant. His Sahitya Akademi Award winner *The Guide* was adapted for film.

'The Gatemans Gift' is about an illiterate gateman, Govind Singh. One day he receives a registered letter that drives the normal, healthy Govind Singh to the point of madness. After reading the story you will understand that the problem was not with the contents of the message but in the way the message was delivered - through a registered post. The story suggests that we need to think carefully before we send written messages to anyone.

When a dozen persons question openly or slyly a man's sanity, he begins to entertain serious doubts about himself. This is what happened to ex-gateman Govind Singh. And you could not blame the public either. What could you do with a man who carried about in his hand a registered postal cover and asked, 'Please tell me what there is inside?' The obvious answer, 'Open it and see...' He seemed horrified at this suggestion. 'Oh no, no, can't do it,' he declared and moved off to another friend and acquaintance. Everywhere the suggestion was the same till he thought everyone had turned mad. And then somebody said, 'If you don't like to open it and yet want to know what is inside you must take it to the X-ray Institute.' This was suggested by an ex-compounder who lived in the next street.

'What is it?' asked Govind Singh. It was explained to him. 'Where is it?' He was directed to the City X-ray Institute.

But before saying anything further about his progress, it would be useful to go back to an earlier chapter in his history. After

war service in 1914-1918, he came to be recommended for a gatekeeper's post at Engladia's. He liked the job very much. He was given a khaki uniform, a resplendent band across his shoulder and a short stick. He gripped the stick and sat down on a stool at the entrance of the office. And when his chief's car pulled up at the gate he stood at attention and gave a military salute. The office consisted of a staff numbering over a hundred and as they trooped in and out every day he kept an eye on them. At the end of the day he awaited the footsteps of the General Manager coming down the stairs and rose stiffly and stood at attention, and after he left, the hundreds of staff poured out. The doors were shut; Singh carried his stool in, placed it under the staircase, and placed his stick across it. Then he came out and the main door was locked and sealed. In this way he had spent twenty-five years of service, and then he begged to be pensioned off. He would not have thought of retirement yet, but for the fact that he found his sight and hearing playing tricks on him; he could not catch the Manager's footsteps on the stairs, and it was hard to recognize him even at ten yards. He was ushered into the presence of the chief, who looked up for a moment from his papers and murmured: 'We are very pleased with your work for us, and the company will give you a pension of twelve rupees for your life...' Singh clicked his heels, saluted, turned on his heels and went out of the room with his heart brimming with gratitude and pride. This was the second occasion when the great man had spoken to him, the first being on the first day on his service. As he has stood at his post, the chief, entering the office just then, looked up for a moment and asked, 'Who are you?'

'I'm the new gatekeeper, master,' he had answered. And he spoke again only on this day. Though so little was said, Singh felt electrified on both occasions by the words of his master. In Singh's eyes the chief had acquired a sort of godhood, and it would be quite adequate if a god spoke to one only once or twice in a lifetime. In moments of contemplation Singh's mind dwelt on the words of his master, and on his personality.

His life moved on smoothly. The pension together with what his wife earned by washing and sweeping in a couple of houses was quite sufficient for him. He ate his food, went out and met a few

friends, slept and spent some evenings sitting at a cigarette shop which his cousin owned. The tenor of life was disturbed on the first of every month when he donned his old khaki suit, walked to his old office, and salammed the accountant at the counter and received his pension. Sometimes if it was closing he waited on the roadside for the General Manager to come down, and saluted him as he got into his car.

There was a lot of time around him, an immense sea of leisure. In this state he made a new discovery about himself, that he could make fascinating models out of clay and wood dust. The discovery came suddenly, when one day a child in the neighbourhood brought to him its little doll for repair. He not only repaired it but made a new thing of it. This discovery pleased him so much that he very soon became absorbed in it. His backyard gave him a plentiful supply of pliant clay, and the carpenter's shop next to his cousin's cigarette shop sawdust. He purchased paint for a few annas. And lo! He found his hours gliding. He sat there in the front part of his home, bent over his clay, and brought into existence a miniature universe; all the colours of life were there, all forms and creatures, but of the size of his middle finger; whole villages and towns were there, all the persons he had seen passing before his office when he was sentry there – that beggar woman coming at midday, and that cucumber vendor; he had the eye of a cartoonist for human faces. Everything went down into clay. It was a wonderful miniature reflection of the world; and he mounted them neatly in thin wooden slices, which enhanced their attractiveness. He kept this in his cousin's shop and they attracted huge crowds every day and sold very briskly. More than the sales Singh felt an ecstasy when he saw admiring crowds clustering round his handiwork.

On his next pension day he carried to his office a street scene (which he ranked as his best) and handed it over the counter to the accountant with the request: 'Give this to the Sahib, please!'

'All right,' said the accountant with a smile. It created a sensation in the office and disturbed the routine of office working for nearly half an hour. On the next pension day he carried another model (children at play) and handed it over the counter.

‘Did Sahib like the last one?’

‘Yes, he liked it.’

‘Please give this one to him—’ and he passed it over the counter. He made it a convention to carry on every pension day an offering for his master, and each time his greatest reward was the accountant’s stock reply to his question: ‘What did the Sahib say?’

‘He said it was vey good.’

At last he made his masterpiece. A model of his office frontage with himself at his post, a car at the entrance, and the chief getting down; this composite model was so realistic that while he sat looking at it, he seemed to be carried back to his office days. He passed it over the counter on his pension day and it created a very great sensation in the office. ‘Fellow, you have not left yourself out either!’ people cried and looked admiringly at Singh. A sudden fear seized Singh and he asked: ‘The master won’t be angry, I hope?’

‘No, no, why should he be?’ said the accountant, and Singh received his pension and went home.

A week later when he was sitting on the *pyol* kneading clay, the postman came and said: ‘A registered letter for you....’

‘For me!’ Any letter would have upset Singh; he had received less than three letters in his lifetime, and each time it was torture for him till the contents were read out. Now a registered letter! ‘Only lawyers send registered letters, isn’t it so?’

‘Usually,’ said the postman.

‘Please take it back. I don’t want it,’ said Singh.

‘Shall I say “Refused”?’ asked the postman, ‘No, no,’ said Singh. ‘Just take it back and say you have not found me....’

‘That I can’t do....’ said the postman looking serious. Singh seemed to have no option but to scrawl his signature and receive the packet. He sat gloomily – gazing at the floor. His wife who had gone out and just returned saw him in this condition and asked: ‘What is it?’ his voice choked as he replied, ‘It has come.’ He flung at her the registered letter. ‘What is it?’ she asked. He said, ‘How should I know. Perhaps our ruin....’ He broke down. His wife watched him for a moment, went in to attend to some domestic duty and returned,



still found him in the same condition, and asked, 'Why not open it and see, ask someone to read it?' He threw up his arms in horror, 'Woman, you don't know what you are saying. It cannot be opened. They have perhaps written that my pension is stopped, and God knows what else the Sahib has said....'

'Why not go to office and find out from them?'

'Not I! I will never show my face there again ....' replied Singh. 'I have lived without a single remark being made against me, all my life. Now!' He shuddered at the thought of it. 'I knew I was getting into trouble when I made that office model...' After deeper reflection he said, 'Every time I took something there, people crowded round, stopped all work for nearly an hour.... That must also have reached the Sahib's ears.'

He wandered about saying the same, with the letter in his pocket. He lost taste for food, wandered about unkempt, with his hair standing up like a halo – an unaccustomed sight, his years in military service having given him habitual tidiness. His wife lost all peace of mind and became miserable about him. He stood at the crossroads, clutching the letter in his hand. He kept asking everyone he came across: 'Tell me, what is there in this?' but he would not brook the suggestion to open it and see the contents.

So forthwith Singh found his way to the City X-ray Institute at Race Course Road. As he entered the gate, he observed dozens of cars parked along the drive, and a Gurkha watchman at the gate. Some people were sitting on sofas reading books and journals. They turned and threw a brief look at him and resumed their studies. As Singh stood uncertainly at the doorway, an assistant came up and asked, 'What do you want?' Singh gave a salute, held up the letter uncertainly and muttered, 'Can I know what is inside this?' the assistant made the obvious suggestion. But Singh replied, 'They said you could tell me what's inside without opening it –.' The assistant asked, 'Where do you come from?' Singh explained him his life, work and outlook and concluded, 'I've lived without remark all my life. I knew trouble was coming –.' There were tears on his cheeks. The assistant looked at him curiously as scores of others had done before, smiled, and said, 'Go home and rest. You are not all right....Go, go home.'

‘Can’t you say what is in this?’ Singh asked pathetically. The assistant took in his hand examined it and said, ‘Shall I open it?’ ‘No, no, no,’ Singh cried and snatched it back. There was a look of terror in his eyes. The assembly looked up from their pages and watched him with mild amusement in their eyes. The assistant kindly put his arms on his shoulder and led him out. ‘You get well first, and then come back. I tell you – you are not all right.’

Walking back home, he pondered over it. ‘Why are they all behaving like this, as if I were a mad man?’ When this word came to his mind, he stopped abruptly in the middle of the road, and cried, ‘Oh! That’s it, is that it? – Mad! Mad!’ he shook his head gleefully as if the full truth had just dawned upon him. He now understood the looks of the people threw at him. ‘Oh! Oh!’ he cried aloud. He felt a curious relief at this realization. ‘I have been mad and didn’t know....’ He cast his mind back. Every little action of his for the last so many days seemed mad; particularly the doll-making. ‘What sane man would make clay dolls after twenty-five years of respectable service in an office?’ He felt tremendous freedom of limbs, and didn’t feel it possible to walk at an ordinary pace. He wanted to fly. He swung up his arms up and down and ran on with a whoop. He ran through the Market Road. When people stood about and watched, he cried, ‘Hey, don’t laugh at a mad man, for who knows, you will also be mad when you come to make clay dolls,’ and charged into their midst with a war cry. When he saw children coming out of a school, he felt it would be nice to amuse their young hearts by behaving like a tiger. So he fell on his hands and knees and crawled up to them with a growl.

He went home in a terrifying condition. His wife who was grinding chilli in the backyard looked up and asked, ‘What is this?’ His hair was covered with street dust; his body was splashed with mud. He could not answer because he choked with mirth as he said: ‘Fancy what has happened?’

‘What is it?’

‘I’m mad, mad.’ He looked at his work-basket in a corner, scooped out the clay and made a helmet of it and put it on his head. Ranged on the floor was his latest handiwork. After his last visit to

the office he had been engaged in making a model village. It was a resplendent group; a dun road, red tiles, green coconut trees swaying, and the colour of the sarees of the village women carrying water pots. He derived the inspiration for it from a memory of his own village days. It was the most enjoyable piece of work that he had so far undertaken. He lived in a kind of ecstasy while doing it. 'I am going to keep this for myself. A memento of my father's village,' he declared. 'I will show it at an exhibition, where they will give me a medal.' He guarded it like a treasure: when it was wet, he never allowed his wife to walk within ten yards of it: 'Keep off, we don't want your foot dust for this village....'

Now in his madness, he looked down on it. He raised his foot and stamped everything down into a multi-coloured jam. They were still half-wet. He saw a donkey grazing in the street. He gathered up the jam and flung at the donkey with a remark, 'Eat this if you like. It is a nice village....' And he went out on a second round. This was a quieter outing. He strode on at an even pace, breathing deeply, with the clay helmet on, out of which peeped his grey hair, his arms locked behind, his fingers clutching the fateful letter, his face tilted towards the sky. He walked down the Market Road, with a feeling that he was the sole occupant of this globe: his madness had given him a sense of limitless freedom, strength and buoyancy. The remarks and jeers of the crowds gaping at him did not in the least touch him.

While he walked thus, his eyes fell on the bulb of a tall street lamp. 'Bulb of the size of a papaya fruit!' he muttered and chuckled. It had been a long cherished desire in him to fling a stone at it; now he felt, in his joyous and free condition, that he was free from the trammels of convention and need not push back any inclination. He picked up a pebble and threw it with good aim. The shattering noise of glass was as music to his ears. A policeman put his hand on his shoulder; 'Why did you do it?' Singh looked indignant. 'I like to crack the glass papaya fruit, that is all,' was the reply. The constable said: 'Come to the station.'

'Oh, yes, when I was in Mesopotamia they put me on half-ration once,' he said, and walked on to station. He paused, tilted his head to the side and remarked, 'This road is not straight....' A few

carriages and cycles were coming up to him. He found that everything was wrong about them. They seemed to need some advice in the matter. He stopped in the middle of the road, stretched out his arms and shouted, 'Halt!' The carriages topped, the cyclists jumped off and Singh began a lecture, 'When I was in Mesopotamia – I tell you fellows who don't know anything about anything.' The policeman dragged him away to the side, and waved to the traffic to resume. One of the cyclists who resumed jumped off the saddle again and came towards him with, 'Why! It is Singh! Singh, what fancy dress is this? What is the matter?' Even through the haze of his insane vision Singh could recognize the voice and the person – the accountant at the office. Singh clicked his heels and gave a salute. 'Excuse me, sir, didn't intend to stop you. You may pass....' He pointed the way generously, and the accountant saw the letter in his hand. He recognized it although it was mud-stained and crumpled.

'Singh, you got our letter?'

'Yes, sir, - Pass. Do not speak of it....'

'What is the matter?' He snatched it from his hand. 'Why haven't you opened it?' He tore open the envelope and took out the letter and read aloud: 'The General Manager greatly appreciates the very artistic models you have sent, and he is pleased to sanction a reward of Rs. 100 and hopes it will be an encouragement for you to keep up this interesting hobby.'

It was translated to him word for word, and the enclosure, a cheque for one hundred rupees, was handed to him. A big crowd gathered to watch this scene. Singh pressed the letter to his eyes. He beat his brow, and wailed. 'Tell me, sir, am I mad or not?'

'You look quite well, you aren't mad,' said the accountant. Singh fell at his feet and said with tears choking his voice, 'You are a God, sir, to say that I am not mad, I am so happy to hear it.'

On the next pension day he turned up spruce as ever at the office counter. As they handed him the envelope they asked, 'What toys are you making now?'

'Nothing sir. Never again. It is not an occupation for a sane man....' He said, received his pension, and stiffly walked out of the office.

**Notes and Glossary:**

- resplendent (adj) : having great beauty and splendor  
sanity (n) : normal or sound powers of mind  
leisure (n) : time available for ease and relaxation  
ecstasy (n) : a state of being carried away by overwhelming emotion  
fascinating(adj): capable of arousing and holding the attention  
accustom (v) : make psychologically or physically used (to something)  
ponder(v) : reflect deeply on a subject  
buoyancy(n) : cheerfulness that bubbles to the surface  
spruce (adj) : marked by up-to-dateness in dress and manners  
pliant( adj) : able to adjust readily to different conditions

**I. Skimming and Scanning Questions:****A. Answer the following questions in one word/phrase/sentence each:**

1. Who is Govind Singh?
2. What problem does Govind Singh face?
3. Why does Govind Singh go to the X-ray institute?
4. How many times has the master spoken to Govind Singh?
5. Where was City X-ray Institute situated?
6. Who cures Govind Singh of his madness?
7. What does Govind Singh decide to do in the end?

**B. Choose the appropriate answer and complete the following sentences:**

1. Govind Singh works as a gateman at \_\_\_\_\_.  
a) Australia                      b) Mesopotamia  
c) Engladia's.                      d) none
2. Govind Singh worked as a gateman for \_\_\_\_\_ years.  
a) twenty-five                      b) twenty  
c) fifteen                      d) ten
3. \_\_\_\_\_ asks Govind Singh to go to the x-ray institute.  
a) The General Manager                      b) The accountant  
c) An ex-compounder                      d) His wife



**B. Give synonyms of the following words.**

Sanity, acquaintance, sufficient, plentiful, miserable, amusement, accustom

**C. Give antonyms of the following words.**

Sanity, sufficient, accustom

**IV. Writing Activity:**

Write a paragraph on the advantages and disadvantages of official written communication.

**V. Suggestions for further reading.**

Different forms of written communication in an organisation.



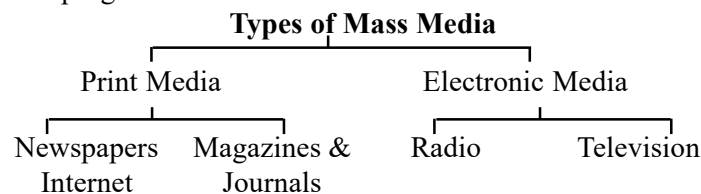
## Module : VII

### A) AN INTRODUCTION TO MEDIA WRITING

Language is a means of communication. We not only communicate with the individuals but also with the groups. We already use e-communication. In the previous year, we have seen how to draft an e-mail and even how to write a personal and professional blog. We have also practised writing different types of communication. We were acquainted with different modes of face-to-face communication and spoken and written communication. Now it is time to learn how to communicate when the readers, listeners or viewers, who are in large numbers, are neither thoroughly known to us nor visible to us.

For the last three years you have developed various skills essential for your life after graduation. Along with the degree certificate, you should be in possession of skills required for the job market. In the recent times the use of English language in print as well as electronic media has increased a lot. Even the radio stations and television (TV) channels in regional languages not only use spicy Hinglish but also broadcast and telecast programmes in English. Hence the doors of mass media are open to the graduates with good command on spoken and written English. Keeping this in mind, this unit is an attempt to equip the prospective graduates with a set of skills required for career in mass media.

In this unit, you will learn more about journalistic writing, editing for print and online media and how to write scripts for Radio and TV programmes.



### Section-I

#### Journalistic Writing

##### • Editorials

You might have already learnt how to write a newspaper report. Newspapers in print contain a separate editorial page which



throws some light on the issues of national and international importance. This page has gained importance as it presents the opinion of the media group which controls the newspaper. The editorial page is the soul of a newspaper. On this page we come across sections like the editorial, middle and letters to the editors. It is important to know that the structure, content and style of writing of these sections on the edit page are different from one another.

Let's now know some aspects of editorial writing. Though editorials are part of print media like newspapers, magazines and journals, this unit example provides examples of the editorial writing only from the newspapers.

#### **What is an editorial?**

An editorial is a type of journalistic writing that deals with a topic of contemporary relevance from a critical point of view.

An editorial differs from other newspaper writings. An editorial contains interpretation and opinion of the newspaper (not essentially of the editor as a person) whereas other newspaper writings include informative, narrative or descriptive account of an event.

#### **Importance of Editorials:**

An editorial can be said as the mouthpiece of the publishing company. The editorials spell out the stand taken by the newspapers on the issue of public interest. The political leanings of a newspaper are also reflected through the editorials. Editorials are characteristic features of newspapers. Editorials are a means of attracting readers to the newspapers. A good editorial is both thought provoking and readable. Newspapers are known for their editorials. The students preparing for competitive examinations are advised to read the editorials of some specific newspapers.

Editorials are generally written using first person plural pronouns (we, our). Editorials are precise and well-organized. Taking into account the time available with the readers, an editorial is of maximum five hundred words. Newspapers also have somewhat lengthy editorials on special occasions like Mahatma Gandhi's 150th birth anniversary celebrations, for instance. The editorials, written by the specialists working with the newspapers, are published in the name of the editor.

**Purpose of Editorials:**

The purpose of the editorials is generally to build a public opinion in a constructive way towards an issue of everyday concern. Editorials are not only a food for thought to the readers but sometimes also appeal to the readers' emotions. Editorials may aim to seek attention of the readers to the evils / wrong doing in the society. An editorial may also be written in a humourous or sarcastic way. The purpose of an argumentative editorial may not only be to inform or entertain readers but also to persuade or convince them. It can be a satirical account of an event. An editorial may also deal with praise of a person or it may also be a light comment on the news.

**The Structure of Editorials:**

An editorial, being a kind of journalistic essay, is mainly divided into three parts – an introduction, main body and a conclusion.

The first part introduces readers to the topic related to the prevalent situation at the national or international level and arouses curiosity among them. It also makes a statement reflecting opinion of the editor.

The statement made in the introductory part is logically developed with supporting examples in the main body of the editorial. The readers are acquainted with the editor's point of view.

In the last part, main points are summarized.

**Types of Editorials:**

Based on the purpose, form and content, editorials may be of different types.

- **Purpose**-An editorial may be informative, argumentative or entertaining.
- **Form** - Similarly, it can be narrative, descriptive or expository.
- **Content** - Based on the topics they deal with, editorials may be social, political, historical and scientific.
- **Level** - They may also be considered as national or international.

**Prerequisites of Editorial Writing:**

- i) A command on English language skills helps an editor to write a good editorial.
- ii) A well developed vocabulary is equally important.

- iii) Craftsmanship is an integral part of editorial writing.
- iv) A good editorial is result of constant practice and judicious use of language.

To write an editorial, planning of the draft is a must. It begins with an outline.

**Tasks:**

1. Given below are two editorials on the same topic from two different newspapers. Read them carefully and write a note on the purpose, type, structure and features of editorial writing as reflected in these editorials.

**A) Sensational Sindhu-**The Times of India, August 27, 2019, page 12.

**The Times of India**

**Sensational Sindhu: A record fifth World Championship medal makes Sindhu one of India's greatest ever sportspersons**

August 27, 2019, 2:00 AM IST : Indian badminton is in the midst of a golden era. PV Sindhu won the women's World Championship title on Sunday, the first Indian to do so. It was her fifth career World Championship medal, a record she now jointly holds. For India, another highlight of the tournament was a bronze for SaiPraneeth, the first Indian to win a medal in the men's category in 36 years.

Sindhu is at the vanguard of an effervescence in Indian badminton. Over the last few years a new breed of players, combining fitness comparable to their Chinese counterparts with finely honed skills, have become a powerful force in the sport. Badminton's potential to garner medals in Olympics is now on a par with shooting or wrestling, where Indians have done well in the last few games. What is of significance is that the challenge mounted by Indians is often led by women. It is women who have the potential to bring in most Olympic medals in the near future. Among them is Sindhu. Her career is one seldom seen in Indian sport. Early promise, through a dedicated and demanding training regimen, has been transformed into consistent success at the international level. Sindhu is well on her way to being one of India's greatest sportspersons.

If there is a larger lesson to be learnt from the success story of badminton, it is on the need for specialised and dedicated support staff to transform potential into performance. Behind Sindhu's success is the coaching effort of PullelaGopichand and the role played by his academy. In a highly competitive arena, the support ecosystem hasn't been insular. Trainers include experts from overseas. Rigour and systems are benchmarked against the best in the world. These systems are a pre-requisite to convert the potential of a Hima Das or Manu Bhaker into medal winning performances at the Olympics.

B) PV Sindhu: The complete fighter - Hindustan Times, August 27, 2019, page 14.

**hindustantimes**

### **PV Sindhu: The complete fighter**

#### **Indian badminton must build on the success of the new champion.**

Was there ever a doubt that PV Sindhu would win a world championship? This is a player who first made the semis of the world championship as an 18-year-old. Then again as a 19-year-old. At 21, she made the final at the Olympics. At 22, she was in the final of the world championship. Last year, she made it two finals in a row at badminton's biggest event.

By any measure, that is a remarkably consistent run at the very top echelons of the game. It was only a matter of time before she won. It turned out to be this time, right now, at her third straight final at the worlds. She strode on to court—almost six feet of pure lean muscle (ever wondered if she would have made a superb track athlete? Got India a gold at the 400m hurdles?)—and owned the court like she has never done before. She has always had the game. When she felt, three years back, that she needed a more aggressive mentality on court, she worked on it, famously adding an unfettered scream to her arsenal. At this world championship, she showed that she has unlocked something else: that elusive ability to make her game work for her, no matter the situation she finds herself in. The most strikingly visible aspect of her final was the rapid and relentless artillery fire she unleashed—those 350 kph smashes that left her opponent, Japan's Nozumi Okuhara, shell-shocked. But look carefully, look again; look at that easy, almost casual backhand defence with which she picked up Okuhara's smashes. Look at the rare long rally—the kind that suits Okuhara's game—and how it was Sindhu who controlled it, Sindhu who chose the pace of it, the placing of the shots. Look at the deception of her drop shots, that serve she picked out with an exquisitely delicate flick of the wrist to send the shuttle back at the tightest of angles across the net.

Sindhu likes the short, explosive power game, but she was not restricted by it. When needed, as she did in the quarter-finals, she showed she could survive the long, patient battle of tactically placed shots. When she could, as she could in the semi-final and the final, she landed the knock-out punch without being held back by any self-doubt. Sindhu has become the complete fighter. With the Olympics less than a year away, there can be no better news for Indian badminton.

Now if only the people who run the game would sit up and take notice of what national coach Pullela Gopichand has to say: that Indian badminton needs more coaches, more world-class training centres, more attention at every level of the sport; from the grassroots all the way to the support-system that top players need. The management of a sport is something India almost never does well. Badminton, riding on the success of players such as Sindhu, has the perfect opportunity to change that story.

<https://epaper.hindustantimes.com/Home/ArticleView>

2. Identify the introductory statements and concluding remarks in the above editorials.
3. Choose any editorial from ‘The Hindu’ newspaper and explain in brief why the students preparing for competitive examinations should read it.

## **Section II**

### **• Editing for print and online media**

In the above section we have seen how the skills of drafting and composition are essential for editorial writing. In the editorials, the editor is supposed to share the views of the publishing firm. In journalistic writing, we also need to edit the matter written or printed (typed) in English language. The written or typed matter (e.g. news) sent by the reporters may have different types of errors. In order to bring uniformity in the use of language and style, the matter received needs to be checked for errors in spelling, grammar (syntax) and punctuation. It is to be made newsworthy and fit into the space available. The role of the editor is to increase the comprehensibility of the news item and make it catchy. Sometimes re-writing may be necessary. The matter can be simplified for clarity of the meaning. Re-frame the title of the article. Thus the editor tries to bridge the gap between the sender of the matter (e.g. a news reporter) and receiver of the matter (reader). Editing of the written or printed matter and online materials is a time-consuming responsibility. In short, it is a thankless job.

Our knowledge and skills related to spelling, punctuation, précis writing and paragraph writing are really put into use in editing. The English language used in the news items, articles and advertisements in newspapers should be correct in terms of spelling (one should be consistent either with British or American – Fertiliser or Fertilizer), vocabulary [e.g. words often confused (or homonyms)

– there-their; compliment-complement], contractions (e.g. I’ve, it’s), grammar (e.g. tense, subject-verb concord, use of appropriate preposition, etc.) and punctuation (e.g. apostrophe for singular and plural words). The tools required for editing the typed / printed matter are - a standard dictionary of English, a thesaurus and a red pen.

In this unit, you are introduced to the importance of English grammar and English language skills in the world after our graduation. The following table includes some of the punctuation marks and their uses. Let’s have a look at them.

### Punctuation Marks

No.	Punctuation Marks	Uses	Examples
1	Apostrophe ’	to indicate possession	John’s car
2	Round brackets ( ) (Parentheses)  Square brackets [ ]	i) to enclose extra information ii) words added by someone other than the original writer or speaker	i) He is (as he always was) a rebel. ii) Then the man said, ‘He [the police officer] can’t prove I did it.’
3	Colon :	between two main clauses of which the second explains, enlarges on, or follows from the first	It was not easy: to begin with I had to find the right house.
4	Comma ,	to separate a phrase	Having had lunch, we went back to work.
5	Dash -	to mark the beginning& end of an interruption in the structure of a sentence	My son-where has he gone?- would like to meet you.

6	Exclamatory mark !	at the end of a sentence instead of a full stop to show that the speaker or writer is very angry, disappointed, surprised, etc	Go away! I wish I could have gone! Wow!
7	Full stop . (US-Period)	at the end of a sentence	My name is Anthony.
8	Hyphen -	to join two or more words	mother-in-law
9	Question Mark ?	at the end of a interrogative sentence	Have you read this book?
10	Quotation Marks Single inverted ‘ ’  Double inverted “ ”	a) round the title of a book, song, poem, etc. b) round quotation within a quotation	a) ‘King Lear’ is a play written by William Shakespeare. b) He asked, ‘Do you know what “integrated circuit” means?’
11	Semicolon ;	between short and closely related clauses not connected by a conjunction	To err is human; to forgive, divine.

(Source: The Little Oxford Dictionary of Current English, Delhi: Oxford University Press, Seventh Edition, 1998)

## Tasks

### 1. Punctuate the following paragraph.

I have been reading the recent round of letters about the youth facility for Hazaar Nagar and it seems to me that it is a very

reasonable demand I would like to make these comments I have grown up in this area and am now about to leave school and begin work over the past few years I have found it difficult to understand how this council makes decisions about how to send its money to me it seems that there is often not enough thought given to location and demand for recreational facilities often a venue opens and then closes after a year or so because there have not been enough customers to keep it going.

**The vocabulary of the editor should be very strong.**

<p><b>Write correctly the following words.</b></p> <p>Fullscape paper Rajaram Mohan Roy Wenasday Madgaon (Goa) William Shakespear</p>	<p><b>Frequently misspelled words</b></p> <p>Identify the collect spelling of the following words. Accommodate / Acomdodate Appartment / Apartment Carribean / Caribbean Correspondence / Correspondance Definition /Defination</p>	<p><b>Write plural forms of the following words.</b></p> <p>Aircraft Equipment Furniture Staff</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

**2. Find the incorrect spellings in the following paragraphs and correct them.**

- There is an amazing diversity of marine life in the Great Barrier Reef. Many spesces cannot be found anywhere else in the world. Detirioration of the reef is a great cause for concern. The most recent thret is rising sea temperatures. Some say this may distroy the reef in 30 years' time. The problem is called coral bleaching. Last year 30% of the coral on some reefs digraded beyond recovry.
- The reserch showed some suprising results. Generaly it demnstrated that adolesents are far more persptive than adults sometimes believe. They can distinguish between important and unimportant matters, and are usually willing to seek guidance on serios issues.



3. Spot and explain the errors in the extracts from newspapers given in the following box.

**The ICC's pitch monitoring process rates a surface 'poor' under the following criterion:**

- Excessive seam movement at any time of the match
- Excessive unevenness of bounce
- Excessive assistance to spin – especially in early stage of match
- Little or no seam movement or turn at any stage
- No significant bounce or carry, leading to lack of a fair contest between bat and ball

The Times of India,

## Jaspal Rana was shortlisted but one criteria was not fulfilled: Anju Bobby George

THE TIMES OF INDIA.COM, Aug 18, 2019, 11:44 PM IST



NEW DELHI: After the list of coaches nominated for the Dronacharya award was made public, some felt that former India shooter Jaspal Rana's name should have been on the list too. Members of the awards selection committee though have come forward to clear the air and explain why Rana's name was not on the list.

Anju Bobby George, a former World Championship bronze medal winning long jumper and a member of the National Awards Committee 2019, has said that the entire process was conducted in a democratic fashion and that there was no personal bias involved.

## Minority colleges can't be asked to reserve seats

**MOVE WAS UNCONSTITUTIONAL**

**July 11, 2017** Maharashtra govt issued a government order mandating 10% reservation for backward classes in minority educational institutions.

**There's a bonanza of 10% reservation provided in the policy**

**July 11, 2017** Mumbai University issued a circular directing reservation for students belonging to backward classes in minority educational institutions. The circular stated that the reservation would be for 10% of the total seats in the institutions.

**March 2017** HC stayed its implementation and said minority educational institutions would be entitled to compete with other students on merit.

**May 11, 2017** Reservation can't be sustained, says HC.

**Minority educational institutions (MIEs) and parents are protesting against the government's move to reserve 10% of seats for backward classes in MIEs.**

**Students belonging to the minority for which these institutions were set up, some feel, have been discriminated against.**

**The court stayed the order in 2017. In its interim order, it directed that reserved category students could compete for admission on merit with open category students for the balance 90% seats in 'minority' quota. The stay continued till the matter was decided last month. The judgment was made available on Friday.**

**The issue before the high court essentially was whether there could be any reservation for backward classes in minority colleges. The bench of minority educational institutions has been brought with legal questions.**

**With some institutions often had to work daily and might neglect institutional regulations, the court stayed the order.**

**In 2016, the 10th amendment to the Constitution provided for a special category of rights to Article 30(2) which had not been made. From making the special category law for admission of socially and educationally backward classes, or in several categories of students, the court said that it was not possible to provide education among other backward classes. This, too, was allowed in minority institutions.**

**In 2018, after the judgment of the Supreme Court upheld the constitutional validity of Article 30(2) and the minority right to run minority institutions. The validity of Article 30(2) was again questioned, now by private unaided institutions in Prakash Educational Trust case. In 2019, the Supreme Court once again held that minority institutions are not within the state's purview.**

**There would be a 10% reservation for backward classes in the 10% minority quota for**

The Times of India, Pune (01-03-2017, p.21)



# Minority

South.Southpawade  
@pinnangroup.com

**Mumbai:** Minority educational institutions cannot be asked to reserve seats for backward classes, the Bombay high court has held in a landmark ruling. The HC bench of Justices Amjad Sayed and M S Karnik set aside an unconstitutional circular issued 16 years ago by Mumbai University.

It held that under constitutional amendments brought about in 2006, "minority educational institutions, both aided and unaided, are exempted from enforcement of the reservation policy of the state in respect of backward class of citizens".

The 2001 circular imposed a 30% reservation for backward classes in minority colleges. St Xavier's College, through its then principal Fr J M Dias and the Maharashtra Association of Minority Educational Institutions, had immediately challenged its validity, fairness and

*The Times of India (18-08-2019) – Web edition*

THE HINDU



1 **min** Mastercard lodged U.S. protest over Modi's promotion of Indian card

2 **min** Diver dies in search for Indonesia jet crash dead

3 **min** Man-eating tiger shot Maharashtra

MENU



HOME

NEWS

OPINION

BUSINESS

SPORT

CRICKET

SCIENCE

ENTERTAINMENT

KARNATAKA

NEWS - STATES - KARNATAKA

## Karnata bypolls | Live updates: 6% polling in first two hours



The Hindu Net Desk

BENGALURU, NOVEMBER 23, 2018 12:13 IST

UPDATED: NOVEMBER 23, 2018 12:22 IST

*The Times of India, Pune (20-04-2018, p.3)*

This is to inform you, on  
14th, 15th & 18th April  
2018 we have released the  
ads in Times Group for our  
project Kingston Avenue.  
by mistakenly we not  
putted the RERA Reg.  
number in the Advt.  
For the said project  
**Maharera No. is**  
**P52100001909.**

*Times of India, Pune (20-04-2018, p.3)*

4. A student has summarized a newspaper article to use in his/her essay, but s/he has two sentences that are not complete. Find the two sentences and fix them.

A new self-help group called Television Addicts Anonymous has been formed to help people whose eyes have 'turned square'. The founder of the group said that he has had about 20 responses to his first advertisement. One man rang to say that television was his worst enemy. Blaming it for his poor performance at work. Another woman became worried when her daughter, aged three, began talking to television characters. Getting upset when they did not speak back. They decided to go without television and found they talked, played and went out much more.

The above tasks give us a glimpse of what lies in the process of editing.

Editing entails a thorough proof-reading. Proof-reading is a step after copy editing. Though the main focus of editing / proof-reading is to find out and correct errors in typography and use of language, editors/proofreaders are not expected to just check spelling,

punctuation and grammar (syntax), they also need to pay attention to style and format of writing, layout and content, cross-references, omissions and inconsistencies in typography- line space, margin, font, font size, inconsistent use of abbreviations, page numbers, etc. The art of proof-reading is more mechanical rather than creative. It is extremely hard and requires utmost concentration. At times it can be boring. There is a great demand for editors and proof readers in the job-market. A student with good command on English grammar may prefer this field.

### Some commonly used proof-reading symbols

Symbol	Instruction	Symbol	Instruction
	New matter to be inserted		Delete character / matter
	Put in italics		Remove italics
	Put this in capitals		Change to lower case
	Put this in small capitals		Put this in bold
	Insert Apostrophe		Insert hyphen
	Insert single quotation marks		Insert double quotation marks
	Paragraph Break		Remove Paragraph Break
	Indent		Remove indent
	Insert space between words or characters		Reduce space between words or characters
	Insert space between lines		Remove space between lines
	Leave the text as it was and ignore any marks that have been made		Remove space

### **Tasks**

**Correct the following sentences using proof correction symbols / marks and rewrite.**

1. Every man has in him the possi bility.
2. Every Man has in him the possibility.
3. Some men sidestep the possibility,
4. Every man in him has the possibility.
5. Every mans possibilities lie within him.
6. Here is a proof of a text. The typist is very new to the job.  
There are a number of errors. Proofread the text using proof marks and edit marks. You may refer to the proofreaders' marks with you.

### **Revolution in computer Speak**

Called a revolution in Communication-“if you can Speak it. You can write it. – A new softwear program which runs a computer program which truns a personal computer PC) in to a hindi word processor enables a english keyboard to convert text into five North indian Languages, Written for Windows 4.0 it allows the pc user to typebengali, gujarati, Marathi- and Punjabi phonetically

In English to be translated into the aproprate indian at the press of two keys. “Most people who speak the languages can not write them. For instance Namaste is Hidni for hello. If a Hindi Speaker types that on the English key board and then pressesthe /H keys the program converts the tezxt into Hindi, The program does away with compersome keyboard layout.

### **Online Editing – (Electronic Editing)**

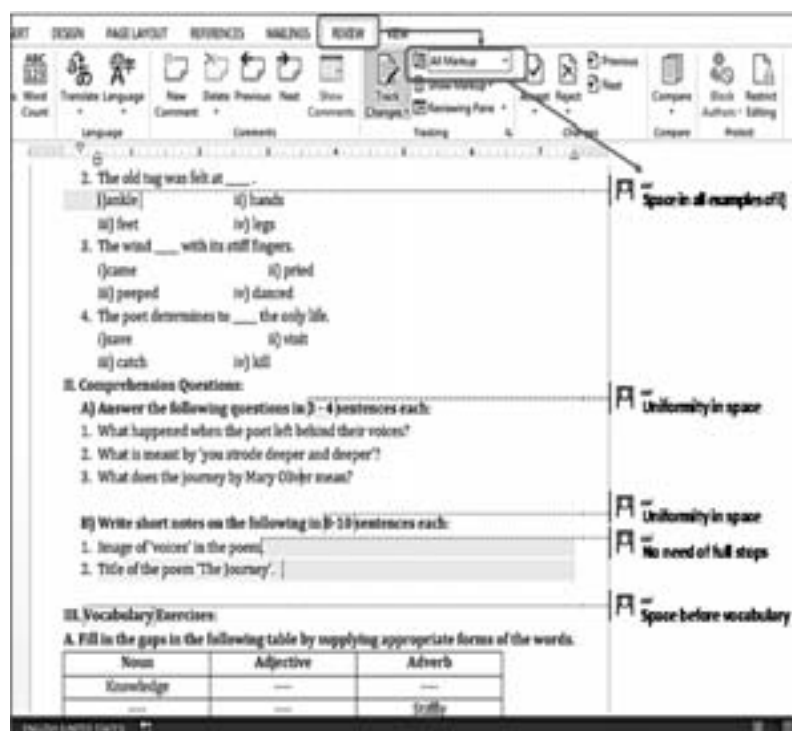
**Note:** The introduction to online editing to the final year students of graduation is on the assumption/need that most of the would-be graduates are computer literates.

There is also a good demand for online editors in English language. To know the importance of electronic editing / proof-reading, one can google for the rates of online editing.

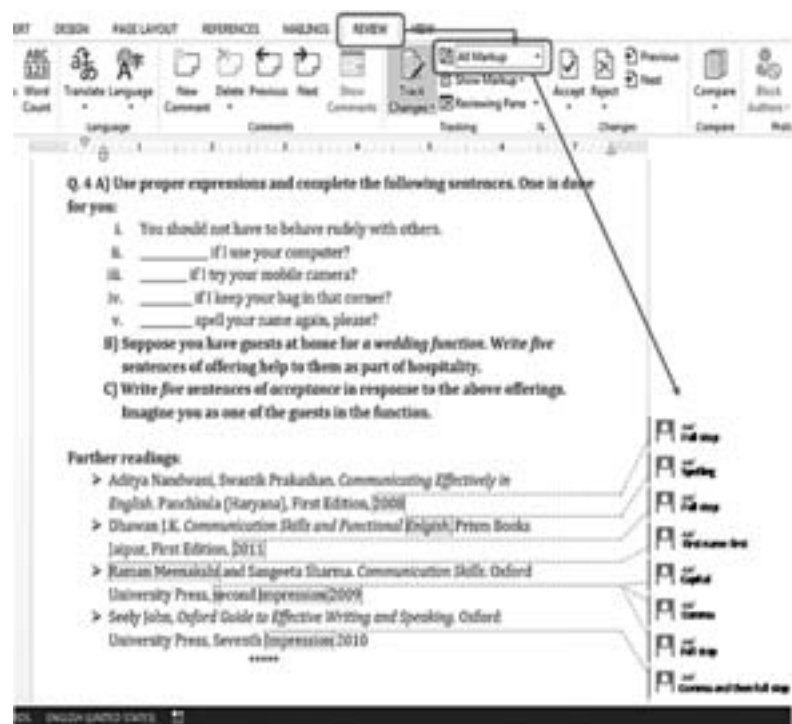
Just like the proof-reading of a print out, the editors also need to go for on-screen reading.

All the English language skills important for editing of a print copy are essential for online editing. Besides, one need to master the use of MS word for the desk top publishing (DTP). Electronic editing involves making changes in computer documents. Along with font type, font size, use of words in capitals or bold letters, line spacing, margin, alignment, page layout, reference style, header and footer, the editors have to check and insert cross-references wherever necessary. The technicalities of editing online include functions like column breaks (as newspaper articles are in columns). The following examples of review panel of MS Office can give us the exact idea.

### Sample Page 1



## Sample Page 2



The process of adding or deleting or replacing a word is easily carried out with the help of MS Office. The options like synonyms (on right click on a word) increase the possibility of using words appropriate to the context. The users have a habit to rely entirely on the 'spell check' feature. There is a danger that the editors / proof-readers may ignore vocabulary. However, we need to be aware of spelling, meaning and usage of British as well as American words. The corrections made can be showing using different colours, rough and fair drafts should be saved

### Task

- Refer to a good dictionary (print or online) and complete the following table.

Sr. No.	British English Word	American English Word	British English Spelling	American English Spelling
1	Number plate	---	Colour	---
2	Sidelight	---	---	Center
3	---	Hood	---	Check
4	Windscreen	---	defence	---
5	---	Trunk	draught	---
6	Tyre	---	---	Inclose
7	---	Fender	foetus	---
8	---	Blinker	litre	---

The editors also need to ensure that the content is logically arranged. The editors should not entirely change the content of the writer, but only intervene when required. Editing is not re-writing. A word of caution - an editor may not risk forgetting to save the corrections made.

The process of online editing goes beyond just proofreading. To know the process visit Wikipedia page of 'Kolhapur' - <https://en.wikipedia.org/wiki/Kolhapur>



### Section III

#### • Script Writing for Radio and Television (TV)

You have come across the difference between written English and spoken English in the previous year. On the same lines it is necessary to know the difference between reading aloud and listening.

**Activity: Write the differences between reading aloud and listening**

Sr. No.	Reading Aloud	Listening
1		
2		
3		
4		
5		

The media of radio and television are not at all new to you. Different programmes are broadcasted / telecasted on radio and TV. There are news, talks, interviews, panel discussions, radio and TV plays, commentary, reading of a literary work-short story or novel and educational programmes. For presentation of all such programmes there is an important role to play for Radio Jockeys (RJs) and Video Jockeys (VJs). The presentation in all these programmes should be a planned one. You have learnt the importance of planning in - planning for PPT.

Radio being an audio channel of communication, spoken form of the language is used for radio with the support of sound effects, music, etc., the presenters have to take into account the audience (listeners) whereas TV is both audio and visual, spoken language is aided by visuals, colours and sound effects, background setting, music, acting, etc, and hence both audio and visual factors are important for viewers. The radio news is not supported by film or video clips just like TV. The programmes on radio and TV have to be written before they are orally presented. Time is one of the important factors which necessitate writing a script for different programmes. Writing for the radio and TV is different from writing

for a newspaper. Taking into account the difference in radio and TV, it is essential to understand that writing for the radio is comparatively difficult than the writing for the television (TV). As mentioned in the introduction to this unit, English is used in different programmes on radio and TV. This unit will focus on ‘Do’s and Don’ts of script writing’ in English for news broadcasts.

You know how to write a news report for the print media. Let’s first know the difference in writing news for a newspaper and writing news for a radio broadcast. The following points should be kept in mind while writing radio news.

Sr. No.	News for the newspaper	News for the radio
1	News in the newspaper is meant for silent reading.	News broadcast on the radio is intended to be heard.
2	The news items in a newspaper are divided into headlines, lead and the main points.	Radio news begins with the headlines followed by detailed news.
3	The headline can be incomplete sentences with omission of articles	The headlines must be in complete sentences.
4	The reader can go back to the news report if s/he has missed or failed to understand or grasp the matter	Ephemeral nature of the oral messages on radio: The details of the news read on radio are not repeated; only the
		important headlines are repeated at the end of the news. If the listener fails to listen to any news, it is difficult to retrieve the point missed.
5	The use of lengthy sentences in a news report may not make any significant difference to the reader.	The announcer has to read the news with appropriate speed using short words and simple sentences.

6	The news item is made effective by using headlines in the bold and visuals like photographs.	There is no scope to use support material like audio-visual clips to aid either the news reader or the listener.
7	Punctuation marks are used to bring clarity in the communication of meaning.	A newsreader on the radio has to depend on very short pauses.
8	In news reports passive voice is used.	Radio news are presented in active voice.
9	In newspapers attribution (e.g. he said) follows the quote and is generally at the end of a sentence as in the example given below. The spot boys are paid too less in film industry factory, <i>a senior government economist</i> said last night.	As the listeners need to know the speaker, attribution in radio news is at the front of a sentence as in the following example. <i>A senior government economist</i> says that spot boys in film industry are paid too less.

### **The structure of a radio script**

Almost every word presented on radio or TV is written beforehand. Just like any writing process, script writing also includes - developing an idea, outline, research, selection of materials, sequencing of points, message planning, etc. Care should be taken to include all the relevant information in the script.

A script for any radio programme is mainly divided into three important parts, viz. Introduction, background information and conclusion. Introduction is meant to seek the immediate attention of the listeners. It is followed by the important information to be communicated to them. In the last part the matter is summed up.

### **Tips for writing a radio script**

A radio script will appear good if the following suggestions are followed.

- In order to keep listeners away from rustling of the papers, it is essential to write / type on one side of the paper only with at least one inch margin from all sides. The writing should be legible.
- The selection of font size and font type should be large enough and easy-to-read.
- There is also need to leave enough (double) space between the lines to avoid confusion (easy reading), to add new information and to mark pronunciation of new words.
- A radio script should be written to be read aloud. A well written script should use clear and correct everyday language in a conversational style. Attention should be paid towards choice of words, their pronunciation, length of sentences and effective use of punctuation.

### ***Words, Sentences and Punctuation***

#### **Words**

- The script writer should be very careful while using the words. The writer should use words familiar to the listeners, so that they can understand easily.
- There should not be use of slangs or jargon, if necessary s/he should translate the technical words into simple language.
- Repetition of words and clichés should be avoided. However at times there may be need to repeat unfamiliar words – especially names of foreign cities or persons.
- The use of pronouns and adjectives is also to be avoided.
- The important words to be emphasized should be underlined.
- In a script names of the persons and places should be written in full.
- Abbreviations are to be avoided. For example, it is better to write full form of YCMOU and ‘this morning’ for ‘7. 15 a.m.’.
- Numbers are to be written in words rather than in figures. For example, write ‘two crore fifty lakhs twenty one thousand and five hundred’ for ‘2, 50, 20, 500’.

#### **Pronunciation**

- Words with difficult pronunciation should be written in phonetic script.

- With the help of good dictionaries pronunciation of names of persons, places and loan words should be written in phonetic script
- The presenter should practice reading aloud the script paying attention towards stress and intonation.

### **Sentences**

- The script should be written in a conversational style (different from a newspaper) preferably in active voice.
- The script should be written in short and simple sentences (i.e. the use of subordinate or relative clauses should be avoided).
- It is preferable to use only one main thought / idea in a sentence.
- Sentences with ambiguous meanings should be avoided
- To give a sense of immediacy use present continuous tense.
- It is advisable to avoid quotes in radio scripts and these are in reported (indirect) speech.

### **Punctuation**

- The script should be correct in terms of grammar and spellings.
- Punctuation should be simple. Pauses are necessary for breathing while reading news, for instance. In the script the pauses can be indicated by using a series of dots as in the example - The Chief Minister.... speaking at a press conference.... said he would look into the matter.
- To indicate pauses in the script slash marks should be used after sentences.
- Paragraphs should be indented with enough space so that the presenter can understand pauses.
- It is better to write / (type) into brackets instructions for reading.
- The matter to be read aloud is usually typed in regular upper and lower case letters and capital letters are used for the information not to be read. This includes names of characters, directions for reading lines, music and sound –effects (for programmes other than news reading). This should help to understand words not to be spoken into the microphone.

### Tasks

- A) Write a script for radio news by making appropriate changes in the printed news item provided below.

#### **ISRO setting up launch pad for Gaganyaan Mission Roadmap to put Indian Crew in Space**

**Dinakar Peri, NEW DELHI, SEPTEMBER 21, 2018 22:43 IST**

The Indian Space Research Organisation (ISRO) is setting up a third launch pad at Sriharikota to undertake the Gaganyaan manned space flight programme, an ISRO official said on Friday. In addition, ISRO is scouting for a location on the western sea coast near Gujarat to set up another launch pad for Small Satellite Launch Vehicles (SSLV).

##### **Third launch pad**

“We have two launch pads currently which are already full. A third launch pad is being set up for the human space flight. It will be ready in time for the mission” a senior ISRO official said.

In the Independence Day address this year from the Red Fort, Prime Minister Narendra Modi had announced that an Indian will go to space by 2022.

Following this, ISRO has announced an ambitious roadmap to put a three-man Indian crew in a low earth orbit for 5-7 days by the 75<sup>th</sup> Independence Day.

ISRO Chairman Dr. Sivan had stated earlier that ISRO has begun work on the manned mission in 2004, and that many of the critical technologies required for human spaceflight have already been validated through various tests – Space Capsule Recovery Experiment, Crew Module Atmospheric Re-Entry Experiment and Pad Abort Test.

ISRO will use its GSLV Mk-III launch vehicle, which can carry the heavier payload of the Gaganyaan, and this will take off from the new launch pad. In addition to the third launch pad at Sriharikota, ISRO is also scouting for a new location near Gujarat for the SSLV.

ISRO is developing the SSLV to offer affordable launch options for smaller satellites through Antrix, the space agency’s commercial arm. ISRO currently piggybacks smaller satellites on the PSLV and GSLV along with bigger satellites.

The SSLV is expected to reduce the launch time as well as cost less to launch small satellites, which are much in demand.

“We have evaluated several locations. The first two SSLV launches will take place from Sriharikota. After that they will move to the new location,” the official said.

ISRO is ready to transfer the entire SSLV “as a whole” to the private industry while the agency would provide the initial hand-holding. The SSLV is expected to be cleared by next year.

B) Follow the above mentioned suggests and prepare radio scripts for the following.

- News reading
- An introduction to a part of a talk / discussion / Interview/ Musical programme on radio.
- You are working at a radio station in one of the North East States of India. Prepare a script in English for announcement regarding precautions to be taken by the citizens during the flood situation.
- **Script Writing for Television (TV)**

Just like the radio here as well the speaker needs to address the audience directly. But, a script writer needs to take into account some additional factors as well. One person can prepare for radio news broadcast, telecast needs a team for scriptwriting, news reading, camera, lights and sounds, to name a few. Here as the words are to be matched with pictures, a script writer usually has to write the script after the video clips are edited. Besides, in order to avoid news readers to keep looking down at their scripts, the facility to read the script projected on a screen (not visible to the viewers) is available to them.

The suggestions given for writing a radio script are also applicable for writing a TV script.

The main difference is that TV being a audio-visual medium, there is no need to clarify whatever can be easily heard or seen by the viewers. The important details can also be shown through graphics such as maps, diagrams, graphs or tables or through captions. For some TV programmes the information is shown on the TV screen with captions (names and titles of speakers) and subtitles (text versions of words spoken in a news bulletin or a programme). It is necessary that the spoken words should complement the visuals.

Here as well we will restrict to the example of news. If the information received is with the script writer, s/he has to transform that information into the headline first and then provide the details. See the following example.

Information	Headline	Introduction to the detailed news
The BCCI has announced the team for the T20 world cup.	Team announced for T20 world cup	The BCCI has announced a team of sixteen members for the forth coming T20 world cup to be held in Australia next month.

### Task

Turn the following newspaper headlines into television news headlines.

- New pay panel for State Govt. men
- Party crisis will not harm country: PM
- Deepika rejects Shetty's film
- Monkeys used for smuggling
- Jadeja dropped from ODI

### An example of News Bulletin Script

## News Bulletin

Hello, Good Evening, I am.....

You are watching Doordarshan news at 8p.m.

Top stories of the day.....

**Prime Minister calls for restraint in judicial activism (Very short clip)**

**Storm clouds over Shivaji University. Annual Senate session begins today (Clip)**

**Women demand law against terrorists (Clip)**

**40 people die in suicide bomb attack in Iraq. (Clip)**

**and in cricket India beat England in a thrilling first one day cricket match (Clip)**

**Now, news in detail.**

In significant remarks, Prime Minister Manmohan Singh today said that judicial activism must be used in a restrained manner and take into account 'administrative flexibility' while asking the higher judiciary to address 'instances of corruption' in judicial system. He was speaking at a function organized by Bar Association of India in New Delhi. Describing the public interest litigation as a highly



commendable mechanism when it was initiated, Dr. Singh said that a balanced approach in cases would continue to keep public litigation as a tool for correcting public ills. (Video Clip)

The annual meeting of the Senate of Shivaji University, which gets under way today, is likely to be stormy in the wake of certain discrepancies.

The three fold agenda of the senate meeting includes presentation of the university budget, the annual report and the audit reports for 2001-2002, 2002-2003, and 2003-2004. According to our correspondent in the university campus, the senate members have suggested 92 cut motions to the budget. Among important issues that come up before the Senate are the audit reports. The University had appointed two committees for investigating the serious lapses pointed out in the audit reports of 1998-99 and 1999-2000. The report of the findings of these two committees has not been presented before the senate. Our reporter has the details. (Reporter)

**In Varanasi women demand law against terrorists.**

Staging a dharna to protest the March 7 serial bomb blasts in the temple town here, women in Varanasi today demanded law seeking death for terrorists.

The demonstration started around 11 pm at the Lalbaug area with a large number of women-both young and old participating. Some men also joined the dharna. Our reporter has got the details (Reporter)

The demonstrators said while the terrorists had now descended from “Kashmir to Kashi”, they were yet to react to the situation. They demanded the political leaders to issue an edict against the perpetrators of terrorism in the country, and seek death penalty for them.

One participant, Jyoti Singh said that the law would create communal harmony among the different communities. (Clip)

**In Iraq,** at least 40 people were killed and 20 others injured yesterday when a suicide bomber blew himself up in the midst of candidates waiting at an army recruitment centre in Northwest Iraq. An interior ministry official said that the explosion occurred at the Iraqi army

centre called Tamarat, located near the town of Tal Afar, which is close to the restive city of Mosul. Earlier the official confirmed that the attack was carried out by a suicide bomber. The latest attack is one of the bloodiest in the last four months after the November suicide bombing on a police recruitment centre in Ramadi, which left 70 dead. (Clip)

**In cricket:** Off spinner Harbhajan Singh took a career best five wicket haul to spin India to a thrilling 39 run win over England in the first of seven one day internationals in New Delhi today. Chasing 204 for victory, England were bowled out for 164 in 38.1 overs. Harbhajan Singh became cause for England's downfall as India pulled off a dramatic 39 run victory in a low scoring match. (Clip)

**Here is a Breaking News.**

As per the reports just received, the President of America, George W. Bush has resigned from the Presidentship. He resigned over the issue of Iraq.

The details are awaited. We will keep you informing as we receive the details.

**To end the bulletin, here are the highlights once again....**

**Good night.**

**Tasks:** (A list of practical exercises)

1. You are going to read news in English at a radio station. Prepare a script for News Reading of 10 minutes duration.
2. You are going to read news in English on a private television channel. Prepare a script for News Reading of 10 minutes duration.

**Exercises:**

1. As a guest editor you are supposed to write an editorial on the floods in Maharashtra to an English newspaper published from your state. Develop an outline of the editorial.
2. You happen to be the editor of an English newspaper published from Maharashtra.  
You are expected to write an editorial on death of a famous film / sports personality.

Write the introductory statement of this editorial.

3. You are working with a popular TV Channel. Prepare a script to compere a TV show on new year celebrations. Imagine details.
4. You are working with a private TV channel in South India. Prepare a script in English for compering an educational programme for school children.
5. Write a summing up or a part of a talk / discussion / Interview/ Musical programme on television.

**6. Prepare a Radio Script for the following :**

- A. Compering of an educational programme (e.g. Balvani of a English Medium School)
- B. Spoken English programme (e.g. Morning 8 am on Akashwwani Pune)

**7. Punctuate the following sentences.**

- 1) when I was in Delhi I visited the red fort qutub minar raj ghat india gate and chandni chowk
- 2) The human mind is never stationary it advances or it retrogrades
- 3) The laws of most countries are spilt into two kinds criminal laws and civil laws
- 4) There is slavery that no legislation can abolish the slavery of caste
- 5) can I travel to nepal without my passport I asked the travel agent
- 6) Attention application accuracy method punctuality and dispatch are the principal qualities required for the efficient conduct of business of any sort
- 7) how is your father I asked him hope he is alright he answered very fit fine and healthy I said well so nice to hear it
- 8) mahatma Gandhi father of nation led India's freedom struggle but was assassinated by an indian what a tragedy
- 9) Anjali patil is working in bsnl and presently staying at working womens hostel in pune
- 10) the two new union territories jammu and Kashmir and ladakh have been created by the govt. of india on 30<sup>th</sup> octo 2019.



## MODULE : VII

### B. KARMA

Khushwant Singh

**Khushwant Singh** was born in 1915 at a place called Haladi (which is now in Pakistan). He had to go through the horrors of Partition. His novel *Train to Pakistan* reflects these horrors. He is a well-known Indian English writer. He has to his credits three collections of short stories and a few novels. He has won the Grove Press Award for the best fiction from India. He was awarded *Padma Bhushan* in 1974. His stories and novels reflect Indian themes, life and times and they are peopled by a great variety of Indians.

“Karma” illustrates the fate of Sir Mohan Lal. He tries to dress like the English men, look like them and speak like them. But he is an Indian and he has black skin. He cannot escape from his ‘Karma’ of being an Indian and having black skin. The story ‘Karma’ is a criticism of snobbish Indians, who looked down upon their own countrymen and tried to imitate English in everything. The story is a satire on the snobbish, rich English-educated Mohan Lal.

Sir Mohan Lal looked at himself in the mirror of a first-class waiting room at the railway station. The mirror was obviously made in India. The red oxide at its back had come off at several places and long lines of translucent glass cut across its surface. Sir Mohan smiled at the mirror with an air of pity and patronage.

‘You are so very much like everything else in this country, inefficient, dirty, indifferent,’ he murmured.

The mirror smiled back at Sir Mohan.

‘You are a bit of all right, old chap,’ it said ‘Distinguished, efficient- even handsome. That neatly trimmed moustache – the suit from Saville Row with the carnation in the buttonhole – the aroma of eau-de-cologne, talcum powder, and scented soap all about you! Yes, old fellow, you are a bit of all right.’

Sir Mohan threw out his chest, smoothed his Balliol tie for the umpteenth time and waved a goodbye to the mirror.

He glanced at his watch. There was still time for a quick one.

‘Koi hai ?’

A bearer in white livery appeared through a wire gauze door.

‘Ek chota,’ ordered Sir Mohan, and sank into a large cane chair to drink and ruminate.

Outside the waiting room Sir Mohan Lal’s luggage lay piled along the wall. On a small grey steel trunk Lachmi, Lady Mohan Lal, sat chewing a betel leaf and fanning herself with a newspaper. She was short and fat and in her middle forties. She wore a dirty white sari with a red border. On one side of her nose glistened a diamond nose ring, and she had several gold bangles on her arms. She had been talking to the bearer until Sir Mohan had summoned him inside. As soon as he had gone, she hailed a passing railway coolie.

‘Where does the zenana stop?’

‘Right at the end of the platform.’

The coolie flattened his turban to make a cushion, hoisted the steel trunk on his head, and moved down the platform. Lady Lal picked up her brass tiffin carrier and ambled along behind him. On the way she stopped by a hawker’s stall to replenish her silver betel leaf case, and then joined the coolie. She sat down on her steel trunk (which the coolie had put down) and started talking to him.

‘Are the trains very crowded on these lines?’

‘These days all trains are crowded, but you’ll find room in the zenana.’

‘Then I might as well get over the bother of eating.’

Lady Lal opened the brass carrier and took out a bundle of cramped chappaties and some mango pickle. While she ate, the coolie sat opposite to her on his haunches, drawing lines in the gravel with his finger.

‘Are you travelling alone, sister?’

‘No, I am with my master, brother. He is in the waiting room. He travels first class. He is a vizier and a barrister, and meets so

many officers and Englishmen in the trains – and I am only a native woman. I can't understand English and don't know their ways, so I keep to my zenana inter-class.'

Lachmi chatted away merrily. She was fond of a little gossip and had no one to talk to at home. Her husband never had any time to spare for her. She lived in the upper story of the house and he on the ground floor. He did not like her poor illiterate relatives hanging about his bungalow, so they never came. He came up to her once in a while in night and stayed for a few minutes. He just ordered her about in anglicized Hindustani, and she obeyed passively. These nocturnal visits had, however, borne no fruit.

The signal came down and the clanging of the bell announced the approaching train. Lady Lal hurriedly finished off her meal. She got up, still licking the stone of the pickled mango. She emitted a long, loud belch as she went to the public tap to rinse her mouth and wash hands. After washing she dried her mouth and hands with loose end of her sari, and walked back to her steel trunk, belching and thanking the gods for the favour of a filling meal.

The train steamed in. Lachmi found herself an almost empty inter-class zenana compartment next to the guard's van, at the tail end of the train. The rest of the train was packed. She heaved her squat, bulky frame through the door and found a seat by the window. She produced a two-anna bit from a knot in her sari and dismissed the coolie. She then opened her betel case and made herself two betel leaves charged with a red and white paste, minced betel nuts and cardamoms. These she thrust into her chin on her hands and sat gazing at the jostling crowd on the platform.

The arrival of the train did not disturb Sir Mohan Lal's sangfroid. He continued to sip his Scotch and ordered the bearer to tell him when he had moved the luggage to a first-class compartment. Excitement, bustle and hurry were exhibitions of bad breeding, and Sir Mohan Lal was eminently well bred. He wanted everything 'tickety-boo' and orderly. In his five years abroad, Sir Mohan had acquired the manners and attitudes of upper classes. He rarely spoke Hindustani. When he did, it was like an Englishman's – only the necessary words and properly anglicized. But he fancied his English,

finished and refined at no less a place than the University of Oxford. He was fond of conversation, and like a cultured Englishman he could talk on almost any subject – books, politics, people. How frequently had he heard English people say that he spoke like an Englishman!

Sir Mohan wondered if he would be travelling alone. It was a cantonment and some English officers might be on the train. His heart warmed up at the prospect of an impressive conversation. He never showed any sign of eagerness to talk to the English as most Indians did. Nor was he loud, aggressive, and opinionated like them. He went about his business with an expressionless matter-of-factness. He would retire to his corner by the window and get out a copy of *The Times*. He would fold it in a way in which the name of the paper was visible to others while he did the crossword puzzle. *The Times* always attracted attention. Someone would like to borrow it when he would put it aside with a gesture signifying 'I've finished with it'. Perhaps someone would recognize his Balliol tie which he always wore while travelling. That would open a vista leading to the fairyland of Oxford colleges, masters, dons, tutors, boat races, and rugger matches. If both *The Times* and the tie failed, Sir Mohan would 'Koi Hai' his bearer to get the Scotch out. Whisky never failed with Englishmen. Then followed Sir Mohan's handsome gold cigarette-case filled with English cigarettes. English cigarettes in India? How on earth did he get them? Sure he didn't mind? And Sir Mohan's understanding smile – of course he didn't. But could he use the Englishman as a medium to commune with his dear old England? Those five years of grey bags and gowns, of sports blazers and mixed doubles, of dinners at the Inns of Court and nights with Picadilly prostitutes. Five years of a crowded glorious life, worth far more than the forty-five in India with his dirty, vulgar countrymen, with sordid details of the road to success and with obese old Lachmi, smelling of sweet and raw onions.

Sir Mohan's thoughts were disturbed by the bearer announcing the installation of Sahib's luggage in a first-class coupe next to the engine. Sir Mohan walked to his coupe with a studied gait. He was dismayed. The compartment was empty. With a sigh he

sat down in a corner and opened the copy of *The Times* he had read several times before.

One of the soldiers came up to the last compartment and stuck his face through the window. He surveyed the compartment and noticed the unoccupied berth.

‘Ere, Bill,’ he shouted, ‘one’ere’.

His companion came up, also looked in, and looked at Sir Mohan.

‘Get the nigger out,’ he muttered to his companion.

They opened the door, and turned to the half-smiling, half-protesting Sir Mohan.

‘Reserved!’ yelled Bill.

‘Janta – Reserved Army – Fauj’, exclaimed Jim, pointing to his Khaki shirt.

‘Ek dum jao – get out’.

‘I say, I say, surely’, Protested Sir Mohan in his Oxford accent.

The soldiers paused. It almost sounded like English, but they knew better than to trust their inebriated ears. The engine whistled and the guard waved his green flag.

They picked up Sir Mohan’s suitcase and flung it onto the platform. Then followed his Thermos-flask, suitcase, bedding, and *The Times*. Sir Mohan was livid with rage.

‘Preposterous, preposterous,’ he shouted, hoarse with anger. ‘I’ll have you arrested – Guard, guard!’

Bill and Jim paused again. It did sound like English, but it was too much of the King’s for them.

‘Keep your ruddy mouth shut!’ And Jim struck Sir Mohan flat on the face.

The engine gave another short whistle and the train began to move. The soldiers caught Sir Mohan by the arms and flung him out of the train. He reeled backwards, tripped on his bedding, and landed on the suitcase.



‘Toodle-oo!’

Sir Mohan’s feet were glued to the earth and he lost his speech. He stared at the lighted windows on the train going past him in quickening tempo. The tail end of the train appeared with a red light and the guard standing in the open doorway with the flags in his hands.

In the inter-class zenana compartment was Lachmi, fair and fat, on whose nose the diamond ring glistened against the station lights. Her mouth was bloated with betel saliva which she had been storing up to spit as soon as the train had cleared the station. As the train sped past the lighted part of the platform, Lady Lal spat and sent a jet of red dribble flying across like a dart.

**Notes and Glossary:**

Sir (Mohan Lal)	: In the British Raj, some rich landlords, loyal to the British were created knights by the king or the queen. ‘Sir’ was the prefix attached before their names
obviously	: clearly
an air of...	: appearance or look of
Saville Row	: An area in London where fashionable clothes are bought
carnation	: rosy-pink flower
Balliol tie	: a tie put on by the students of Balliol college of Oxford University
umpteenth time	: many times
Ek Chota	: one small peg (of whisky, etc.)
ruminate	: think over something, meditate
livery	: a servant’s uniform
ambled	: along moved slowly or lazily
replenish	: fill up
vizier	: here it means ‘a big officer’

anglicized Hindustani	: Hindustani spoken as the English men speak it
nocturnal visits	: visits at night
belch	: loud sound coming out through mouth after full meal
sangfroid	: calmness (specially in emergency)
opinionated	: very stubborn about one's opinion
Inns of Court	: The house of Law Societies in London
sordid	: shabby
obese	: very fat
coup	: two-seater cabin in the first-class compartment
nigger	: hateful term used for the Negros or sometimes for Asians, by the white people
inebriated	: drunken
livid	: very angry
preposterous	: senseless
bloated	: swollen

### **I. Skimming and Scanning Questions:**

#### **A. Answer the following questions in one word/phrase/sentence each:**

1. Where was Sir Mohan Lal at the beginning of the story?
2. Where was Lachmi at the beginning of the story?
3. Who is Lachmi chatting with on the platform?
4. What is she doing while chatting?
5. Who actually come to his compartment?
6. How is Sir Mohan Lal dressed?
7. Where does the story take place?

**B. Choose the appropriate answer and complete the following sentences:**

1. The name of Sir Mohan Lal's wife is \_\_\_\_\_.  
a) Laxmi                                      b) Lachmi  
c) Rebati                                      d) Radha
2. Lachmi is about \_\_\_\_\_ years old.  
a) 45                                              b) 43  
c) 56                                              d) 23
3. \_\_\_\_\_ throw Sir Mohan Lal out of the compartment along with his luggage.  
a) Two British soldiers                      b) Lachmi  
c) The Coolie                                      d) The Guards
4. Sir Mohan Lal is a \_\_\_\_\_ by profession.  
a) engineer                                      b) teacher  
c) lawyer                                          d) doctor
5. Sir Mohan Lal expected some \_\_\_\_\_ to come to his compartment.  
a) British soldiers                              b) British officers  
c) Indian people                                  d) friends
6. The British soldiers called him \_\_\_\_\_.  
a) nigger                                              b) black  
c) snobbish                                          d) fashionable man.

**II. Comprehension Questions:**

**A. Answer the following questions in 3-4 sentences each:**

1. Why were Mohan Lal and Lachmi not travelling together?
2. What was Lachmi doing on the platform?
3. Whom did Sir Mohan Lal expect as company in his compartment, and why?
4. How does Sir Mohan Lal meet his 'Karma'?
5. How is 'Karma' a suitable title for the story?
6. What reasons does Lachmi give to the coolie for not travelling with her husband?

**B. Write short notes on the following in 8-10 sentences each:**

1. Sir Mohan Lal
2. Lachmi
3. Scene on the platform

**III. Grammar and Vocabulary Exercises:**

**A. Correct the following sentences.**

1. Sun rises in east.
2. Dhoni is one of the best captain of Indian cricket.
3. My guest arrived lately.
4. He works hardly.
5. The boy is standing at the gate.

**B. Give synonyms of the following words.**

dirty, distinguished, eminent, aggressive, dismay, preposterous

**C. Give antonyms of the following words.**

efficient, , different, eminent, aggressive, dismay

**IV. Writing Activity:**

Write the features of Indian English that you find in the story.

**V. Suggestions for further reading.**

Read the poems of Nissim Ezekiel.



## Module : VIII

### A) BHAURAO IN AMERICA

Barr. P. G. Patil

*Barrister P.G. Patil (1921 - 2003), former Vice Chancellor of the Shivaji University, Kolhapur, a member of the Maharashtra Public Service Commission and an active freedom fighter, authored several books including **The Bountiful Banyan : A Biography of Karmaveer Bhaurao Patil** from which the present piece of writing has been taken. The four-volume biography highlights Karmaveer Bhaurao Patil's deep and abiding concern for the spread of education in rural area and shows how he laid the foundation of a revolutionary system of education. Karmaveer Anna was an educationist who championed the cause of the common masses with missionary zeal.*

Readers will be justifiably surprised to read the caption of this note. When did Anna visit the USA ? Yes, gentle readers, it is a fact that Anna never travelled abroad any time. When the Russian leaders Marshal Bulganin and Nikita Khrushchev visited India in November 1956, they stopped over at Poona for a few hours. The Poona University hosted a dinner in their honour. Anna attended it as a special invitee. He was a Senate member of the university. Everyone was enjoying the non-vegetarian food, but only Anna was eating fruits and cakes. His patriarchal beard and saintly appearance attracted the attention of the foreign dignitaries. So they asked Barrister Jaykar, the Vice Chancellor of the university, as to who that Tolstoy-like personage was. Barrister Jaykar introduced Karmaveer Bhaurao Patil to the guests, saying that he was the greatest benefactor of the children of the proletariat in the sphere of education. He also explained to them the novel experiment of education through self-help and self-reliance in his institutions. The visitors were mightily impressed with this narration. The next morning, Anna was at the Lohagaon airport, with the Mayor of Poona, Shri Baburao Sanas, to see the guests off to Bombay.

At the airport, the guests insisted on being photographed with Anna. We have an enlarged portrait of Anna with Bulganin and

Khrushchev, Baburao Sanas and Bhausahab Hiray (done by the late Shri Tade) in the Shivaji College Office even today. The Russians pressed Anna to visit their country. When Anna told them that he might not be able to accept their kind invitation due to the delicate state of his health as he was suffering from heart trouble, Bulganin said, 'You come to Russia, we shall give you a new heart.' Then Khrushchev asked Baburao what he would specially like to have for his novel experiment of 'Earn and Learn'. Anna replied, 'This friend of mine, the Hon'ble Shri Hiray has given me one hundred acres of land at Devapur. Our college boys want to till it. So I shall be grateful to you if you would give us two tractors for the same' They noted his request but it was not followed up by us later on.

When some of us were studying in London in 1947-48, Anna first toyed with the idea of going abroad, but ill-health prevented him from doing so. Dr. Matthew went to Canada via London for a conference of the World Council of Churches in 1950 and it was hoped that Anna would be able to accompany Dr. Mathew at that time. But even this second time, he had to drop the plan due to his ill-health.

Bhaurao would often say to me, 'You have been to the UK and Europe. I want you and your wife to go on a lecture-tour of the world universities, speaking about the problem of Indian education and also about the work of the Rayat Shikshan Sanstha. The whole world would then be able to get an idea of what sort of work we are doing at Satara for the children of the masses.' He always planned on a global scale.

It has been often noticed that whatever Anna spoke casually, used to come true-sooner or later. I could quote a number of examples in support of this claim of mine. The U.S.E.F.I. (The United States Education Foundation in India) selected a team of 14 Indian and Nepalese Principals to go around the American Universities for a period of 90 days. I was fortunate to be selected for this educational tour. We toured all over the country from 15<sup>th</sup> February to 14<sup>th</sup> May, 1964. We landed at Los Angeles in California and reached Washington in May 1964. We visited many educational institutions there during these three months. We visited Blackburn College at Carlinville in Illinois State on 2<sup>nd</sup> April and stayed there for 4 days.

The distinguishing feature of Blackburn College in Illinois is that it is run on the 'Earn and Learn' principle wholly. All the students are drawn from white American homes. There are no coloured students here. Not only are the domestic chores such as cooking, cleaning the rooms and premises, laundry work, etc., done by the boys and girls of this college, but most of the college buildings are constructed by the students themselves. The college has extensive arable lands, which are also cultivated by the students. It was a most refreshing and exhilarating experience for us all. Blackburn is universally respected in the USA and a Blackburn graduate is invariably given preference by the State Department in government jobs. It is a very prestigious institution. Dr. Ludlum was the president of the college when we visited it. He had just returned home from a tour of India.

We know that Booker T. Washington had introduced the principle of 'Earn and Learn' at his Tuskegee College in Alabama State. I very much wanted to visit this great institution, but our itinerary did not extend as far as the southern states of the USA. It was a great disappointment for me personally as I hoped to see at first hand the great experiment of the great Booker T. Washington. In Maharashtra, Karmaveer Bhaurao Patil is often regarded as the Booker T. Washington of Maharashtra. In fact, I have often used the expression 'From Booker T. to Bhaurao P.' The Tuskegee College caters to the needs of the Negro students, whereas Blackburn caters to the needs of the white students. This college had been functioning in the States for more than thirty years. Most of the Blackburn students come from affluent homes and they put in hard work out of the genuine love of work for its own sake. They have realized the dignity of labour in the fullest sense of the term. With them, physical labour is an article of sacred faith. When would our boys learn it that way ?

When we visited Blackburn, we found that the number of students on the college rolls was just 310. As mentioned above, all the work is done by the students themselves - from cooking to construction of the college buildings. It was a sight for the gods to see! The students were working out of faith and conviction and this touched our hearts most warmly.

But what surprised us most was the fact that no concession in fees or messing charges is given to the students for doing all this hard work. They do it out of a genuine love of and regard for manual work. But, as mentioned above, these Blackburn graduates are the first to be selected for the national jobs or services or employments. That is the true certificate of merit.

I had taken a large photograph of Karmaveer Anna with me while going to America with a definite intention of presenting it to Tuskegee College. But as it was not possible to visit it during our tour, I decided to present it to Blackburn College instead. I met Dr. Ludlum, explained the history of the Rayat Shikshan Sanstha and its founder and asked him if he would accept the photograph of our founder. He was so pleased with the proposal that he suggested to me that I should present it to him that very night on the occasion of the formal dinner that he was hosting in our honour. He also told me that he would be only too happy to hang it in the college library in company with the great educationists of the world.

#### **I Notes and Glossary :**

senate (n)	: highest body or governing council of a university
proletariat (n)	: the class of ordinary people who earn money by working, here underprivileged
till (v)	: to prepare and use land for growing crops
toy (v)	: toy with something i.e. to consider an idea or plan but not very seriously and not for a long time
arable (adj)	: suitable for growing crops
exhilarating (adj)	: very exciting and enjoyable
itinerary (n)	: a plan of journey, including the route and the places that you visit
affluent (adj)	: having a lot of money and a good standard of living





3. What did Anna's demand from the Russians for his novel experiment ? Why ?
4. Where did Barrister P.G. Patil visit during his educational tour?
5. What is the difference between Blackburn and Tuskegee colleges?
6. What was family background of the Blackburns ?
7. What was the surprising experience to the educational tourists?

**B. Write short notes on the following in 7-8 sentences each:**

1. How did Anna plan his education mission ?
2. Explain in detail Anna's meeting with the Russian dignitaries.
3. How did the Blackburns work in their college ?
4. Why did Barrister P.G. Patil take a large photograph of Anna while going to America ? What did he do then ?

**III Vocabulary Exercises :**

**A. Complete the following table :**

Noun	Verb	Adjective	Adverb
---	---	---	justifiably
---	attend	---	---
photograph	---	---	---
---	---	institutional	---
---	---	educational	---

**B. Match the words in column A with their meanings in Column B:**

- | A               | B                                                     |
|-----------------|-------------------------------------------------------|
| i. dignitary    | a holy person who is good and kind in his disposition |
| ii. patriarch   | a person who has an important official position       |
| iii. benefactor | the male head of a family                             |
| iv. Negro       | a person who helps an organization                    |
| v. saint        | a member of a race with dark skin                     |

**IV Writing Activity :**

Write an essay on :

- i) Karmaveer Bhaurao Patil
- ii) Barrister P.G. Patil



## B) THE GRASS IS LIKE ME

Kishwar Naheed

Kishwar Naheed (born 1940) is a feminist Urdu poet from Pakistan. Naheed was born in 1940 to a Syed family in Bulandshahr, India. She migrated to Lahore, Pakistan after partition in 1949 with her family. She struggled and fought to receive education when women were not allowed to go to school.

She has written several poetry books. She has received 'Sitara-e-Imtiaz' award for her literary contribution towards Urdu literature. In this poem, the poetess shows similarity between grass and a woman. Just like grass is crushed by boots, women are crushed by men's dominance. She advises women to bear the suffering and grow again and again like the grass.

You know, the grass is like me  
Its true nature revealed  
When trodden under foot  
But when drenched  
Does it bear witness?  
To burning disgrace  
Or blazing fury?  
Yes, the grass is like me  
It lifts its head  
Only to be continually sheared  
Into flat velvet by the frenzied machine  
How many ways do you have to flatten a woman?  
But the earth  
And women continue to rise up  
If you ask me, you had the right idea  
A footpath was spot on  
Those who can't endure  
Are patched down into the scorched earth  
Merely straw  
A path for the oppressors  
Not grass  
You know, grass like me!

## I Notes and Glossary :

Trodden	:	press down with your foot
drenched	:	make something completely wet
blazing	:	shining brightly
sheared	:	remove or cut off
endure	:	bear
scorched	:	slightly burned by heat

## II. Comprehension Questions :

### Questions for Skimming and Scanning:

**A. Answer the following questions in one word/ phrase/sentence each:**

1. How is the grass, according to the poetess?
2. Who lifts its head only to be continually sheared?
3. What was spot on?

**B. Choose the appropriate answer and complete the following sentences:**

- When trodden und——, the true nature of grass is revealed.  
A) foot  
B) stone  
C) branch  
D) sky
- The earth and——— continue to rise up  
A) tree  
B) stone  
C) women  
D) grass
- The grass lifts its head into flat ——by the frenzied machine.  
A) tree  
B) velvet  
C) women  
D) grass
- Those who can't endure are patched down into the——earth.  
A) tree  
B) velvet  
C) women  
D) scorched

**Comprehension Questions :**

**A. Answer the following questions in two or three sentences each :**

1. How is the condition of the grass when drenched?
2. What does the grass do?
3. What do they do those who can't endure?
4. How normally the grass and women are treated by the world?

**B. Write short notes on the following in 7-8 sentences each:**

1. Similarity between the grass and women
2. Men's dominance as described in the poem
3. Advice given to the women in the poem

**III Vocabulary Exercises :**

**A. Write synonyms of the following words:**

Witness  
Reveal  
Footpath  
Merely  
oppressor

**B. Write antonyms of the following words:**

disgrace  
lift  
flatten  
endure  
Fury

**IV Writing Activity:**

Write an essay on 'The condition of women working in the rural areas'



## C) TO GRANNY

Tejaswini Patil

Dr. Mrs. Tejaswini Patil (Dange), M.A., M.Phil., works as Assistant Professor at Smt. Kusumtai Rajarambapu Patil Kanya Mahavidyalaya, Islampur, Dist. Sangli (Maharashtra) since 1993. Her Marathi, Hindi, and English poems have been published in the representative anthologies namely- 'Koyanakathachya Kavita'. (Maharashtra, India) Marathi, 'Ehsasski Dehleez Par' (Delhi) Hindi, 'Feelings for You' (USA) English, 'The Literary Nest Journal' (USA), 'The Verbal Art' (Delhi), 'Boundless 2018' (Texas, USA), Women Poets: Within and Beyond Shores' Vol. II and III (Delhi), Feminist Poets: Across Cultures' (Allahabad) English. Many journals of International Repute like *Literary Nest*, *Spillwords*, *Muse India*, *Contemporary Vibes*, *The Literary Voyage*, etc. have published her poems.

She writes about nature, social issues, feminist sensibilities and her experiences. Her collections of poems, 'Talons and Nets' (2018), 'Verses of Silence' (2019) and 'A Glass of Time' have been published by Authors Press, Delhi. A collection of her Hindi poems entitled 'Kainat' (2018) has been published by Samvad Publishers, Kolhapur.

'A Glass of Time' has been translated into Romanian language by Dr. Ligia Tomoiaga and published by EIKON Publishers, Bucharest, Romania in Oct. 2017. Her two poems were selected for the Rio Grande Valley International Poetry Festival, Texas, USA. Her profile has been published in '25 Women of Virtue: An International Coffee Table Book' edited by Krishan Chand Sethi, Daman.

Recently, she has been awarded with Master of creative Impulse by World Poetry Conference, Bhatinda. Her poetry imbued with a commendable love for the earth, the poor and the dispossessed. In this poem, she expresses her intense heartfelt feelings about the grandparents especially about grandma. She focuses on the presence of elders and their wisdom in every modern family today.

Dear Granny,  
You should have been immortal...  
We are unable to bear your absence.  
Your thin figure was a huge support  
For many feeble creatures like us.  
Your piercing eyes reached straight  
To everyone's heart to detect  
The deep buried pain.  
We can't perceive that  
It won't be there for us hereafter.  
It is not reaching the consciousness  
That we won't be able to hear your words  
Of solicitude any more.  
The conviviality you had for anyone  
At the door of your heart,  
We need to learn now.  
The inner sky of everyone's mind  
Was enveloped with your entity alone.  
When it is getting vacated,  
Who will help us to recuperate it...?  
In this world of dislocating  
The bonds of relations,  
You were the strong convener  
To keep us together.  
Who can evoke the strings  
Connecting the hearts again...?  
Or will your nest, carefully fabricated.  
Be scattered to pieces?  
Granny.  
You should have been there  
For more time...  
You should have been immortal either...  
And one granny like you  
Should have been immortal  
In every house on the earth...

Immortal	:	living or lasting forever
Feeble	:	weak
Piercing	:	strong and unpleasant
Solicitude	:	quality of caring about other's comfort, safety
Conviviality	:	friendliness
Vacate	:	quit, leave
Recuperate	:	recover, regain
Dislocate	:	disconnect
Evoke	:	call up
Fabricated	:	constructed, created
Perceive	:	recognize

### Questions for Skimming and Scanning:

1. What could Granny's piercing eyes reach straight?
2. What won't be there for us thereafter?
3. What did the granny have for anyone at the door of her heart?
4. In this dislocating world who was the strong convener to keep us together?
5. What should have been immortal in every house on the earth?

1. Dear Granny, we are unable to bear your \_\_\_\_\_.

A) absence                      B) presence  
C) anger                        D) scolding
2. Granny's \_\_\_\_\_ figure was a huge support for us.

A) great                          B) thin  
C) old                             D) loving
3. Granny's piercing eyes could detect \_\_\_\_\_.

A) any disease                B) uneasiness  
C) deep buried pain         D) unhappiness



4. We won't be able to hear your words \_\_\_\_\_ of any more.  
A) anger                                      B) gratitude  
C) hatred                                      D) solicitude
5. The inner sky of everyone's mind was enveloped with \_\_\_\_\_ entity alone.  
A) anyone's                                      B) Granny's  
C) God's                                      D) poet's

**Comprehension Questions :**

**A. Answer the following questions in two or three sentences each:**

1. What were the eyes of Grandma doing for the family?
2. How was the absence of Granny felt by the poetess?
3. What do the family need to learn in the absence of Granny?
4. What was the role of Granny as a strong convener?
5. What was not reaching the consciousness of the family members?
6. What does the poetess feel about the presence of Granny?

**B. Write short notes on the following in 7-8 sentences each:**

1. The absence of Granny in the house
2. The qualities of Granny
3. The indispensable Granny

**III Vocabulary Exercises :**

**A. Write synonyms of the following words:**

feeble  
piercing  
Solicitude  
Conviviality  
Fabricate  
Perceive

**B) Complete the following table :**

<b>Noun</b>	<b>Verb</b>	<b>Adjective</b>	<b>Adverb</b>
pain	---	---	---
---	detect	---	---
---	---	Connecting	---
---	---	---	carefully -
relation	---	---	---

**IV. Writing Activity:**

Write an essay on 'Wisdom of Elders'

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## PATTERN OF QUESTION PAPER

(June 2020 onwards)

**Semester V (Paper E)**

Total Marks: 40

Q. No.	Sub Q.	Type of Question	Based on	Marks
Q.1	A.	Three multiple choice questions with four alternatives	Prose and Poetry	03
	B.	Three answer in one word/phrase/sentence questions	Prose and Poetry	03
Q.2	A.	Answer the following questions in 3 to 4 Sentences each (2 out of 3)	2 on Prose and 1 on Poetry	04
	B.	Write a Short Note on the following in about 7-8 sentences (1 out of 2)	1 on Prose and 1 on Poetry	04
	C.	Two Vocabulary Exercises for 1 mark each	Prose and Poetry	02
Q.3	A.	One question to be set on Interview Skills with internal option.	Module I A	08
	B.	One question to be set on E-Communication with Internal option	Module II A	08
Q.4	A.	One question to be set on Writing English For Competitive Examinations with internal option.	Module III A	08

**Note :** 10 marks for Students Seminar (Continuous Internal Evaluation).

## PATTERN OF QUESTION PAPER

(June 2020 onwards)

**Semester VI (Paper F)**

Total Marks: 40

Q. No.	Sub Q.	Type of Question	Based on	Marks
Q.1	A.	Three multiple choice questions with four alternatives	Prose and Poetry	03
	B.	Three answer in one word/phrase/sentence questions	Prose and Poetry	03
Q.2	A.	Answer the following questions in 3 to 4 Sentences each (2 out of 3)	2 on Prose and 1 on Poetry	04
	B.	Write a Short Note on the following in about 7-8 sentences (1 out of 2)	1 on Prose and 1 on Poetry	04
	C.	Two Vocabulary Exercises for 1 mark each	Prose and Poetry	02
Q.3	A.	One question to be set on Group Discussion with internal option.	Module V A	08
	B.	One question to be set on Note Making And Note Taking	Module VI A	08
Q.4	A.	One question to be set on Media Writing with internal option.	Module VII A	08

**Note :** 10 marks for Students Seminar (Continuous Internal Evaluation).

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