

MODULE I

A) DEVELOPING VOCABULARY

Introduction :

We all know that English has now become the language of education, literature, business and everything. Language users all over the world adapt English as per their general and scientific needs. Developing one's communication by using different language learning skills is the first goal of learning English. Vocabulary plays a key role in this process. It is clear that vocabulary is central to English because without sufficient vocabulary, students can't understand or express their own ideas. It is said that while expressing emotions or feeling without grammar very little can be conveyed, without vocabulary nothing can be conveyed.

To develop vocabulary we must think of Active (productive) and Passive (receptive) vocabulary. There are many language learning techniques that can be used to develop vocabulary. Some of them are discussed here. Main objective of this unit is to provide a guideline to the students to develop their vocabulary. It highlights the following ideas of developing vocabulary. 1) Word classes- open and closed 2) word formation processes – affixation (prefixation and suffixation), blending, compounding....etc. 3) Synonyms and Antonyms 4) Confusing words 5) Phrasal verbs.

A good dictionary is an ideal device to develop vocabulary. It helps us for better understanding of the word with its form, class, usage and pronunciation. Word, phrase, clause and sentence are grammatical units. To develop vocabulary, function role of the word is very important. Some of the techniques to develop vocabulary are given below.

I) WORD CLASSES: Modern grammarians classify words into two classes- open and closed word classes.

Open Word Classes

Open Word Class	Symbol	Examples
Noun	N	door, bat, tree, fruit...etc.
Verb	V	play, cut, eat, write.....etc.
Adjective	Adj	clean, big, good, sweet...etc.
Adverb	Av	quickly, frankly, now, yesterday....etc.

They are called as open word classes because by adding some particles, we can make new words from them. It means that they can be inflected. They are open ended. They are called as content words because they carry meaning.

Closed Word Classes:

Closed word class	Symbol	Examples
Determiner	d	a ,an, the, some, any, all
Pronoun	pn	I, we, you, he, she, it, they, one
Preposition	p	at, in, of, to, above, up, on...etc.
Conjunction	cj	but, and, or, if, so....etc.
Operator/helping verb	aux	Can, shall, will, have, may, do, am.....etc.
Interjection	ij	Oh, ooh, ugh, hay....etc.
Enumerator	e	One, two, first, last...etc.

They are called as closed word classes because the members in these classes are fixed in number. We cannot make new words from them. It means that they cannot be inflected. They are not open ended. They are called as structure words because they are used to build structures. They don't have definable meaning.

Task I:

Identify the word classes of the underlined words in the following sentences.

- 1) He applied for the post of the manager in the Bank.
- 2) Students came late because they missed the bus.
- 3) Hurray! India won the match.
- 4) You must study hard.
- 5) The beautiful daughter of the king married the poor man.

II) Word Formation Processes: Word formation is the main technique to develop vocabulary. It enriches one's vocabulary. Various processes are used for word formation. One of them is discussed here.

Affixation: It is the attachment to the root/base of the word. We can form new words by using this process. There are two types of affixation- Prefixation and Suffixation.

Prefixation: In this process an affix is attached before the root/base of the word and new word is formed. There are many prefixes in English. Some are given here

Prefix	Root/Base	New word
semi-	Final	Semifinal
re-	Collect	Recollect
un-	Happy	Unhappy
auto-	Biography	Autobiography
de-	Forest	Deforest
multi-	National	Multinational

Suffixation: In this process an affix is attached after the root/base of the word and new word is formed. There are many suffixes in English. Some are given here-

Suffix	Root/base	New word
-al	Arrive	Arrival
-less	Mercy	Merciless
-ness	Happy	Happiness
-ish	Book	Bookish
-ful	Faith	Faithful
-ee	Employ	Employee

Task 2:

Form new words by using following prefixes and suffixes.

im- , auto-, vice-, -ism, -ment, -ify, -ation.

III) Synonyms and Antonyms: Synonyms are the words of the same grammatical class having similar meaning. No other word means exactly as any other word. So, synonyms are the words having slightly different shades of meaning. Synonyms are the words that convey the same general idea. One example is given here- **kill, murder, slay, execute, slaughter.**

He was **killed** in the train accident.

The robbers **murdered** him and taken away his property.

The soldier was **slain** on the battlefield.

The criminal was **executed**.

All the sheep were **slaughtered**.

Antonyms are the words of the same grammatical class but having opposite meaning. Some antonyms are given below.

Entry exit, gain-loss, urban-rural, tall-short, kind-cruel, rise-fall, ascend-descend, accept-reject...etc.

Task 3:

a) Use the following synonyms in your own sentences.

i) Bureau, branch, department, agency, office.

ii) Apartment, room, flat, suite.

b) Use the following pairs of the antonyms in your own sentences.

appoint- dismiss, debit- credit, inward - outward, wise - foolish, major -minor.

IV) Confusing words or Problem words.

Some words in English look alike or sound alike. While using, they are often confused for each other. To develop vocabulary, it is necessary to learn them and to know perfect use of them. Some of them are given here - story-storey, suit-suite, enquiry-inquiry.

Task 4): Look at the following confusing or problem words, their meanings in the dictionary, use them in your own sentences and note the difference.

birth –berth, eligible- illegible, affect- effect, accept-except, principal-principle.

V) Phrasal Verbs: We notice many phrasal verbs in English. They are made up of either **Verb + preposition** or **adverb + preposition**. This combination produces a new verb which has a different meaning than the original verb. There are four types of phrasal verbs in English.

1) Phrasal verbs which do not take an object

- e.g. 1) set off (start) – The troop **set off** early in the morning, because it was a difficult trek.
2) Pass away (die) – His father **passed away**. It was a great shock to his family.

2) Phrasal verbs with an object (separable)

These phrasal verbs have the object, but it is separable.

- e.g. 1) call off (cancel) – They called the meeting off because of the less quorum.
2) see off (farewell) – I went to the airport to see my relatives off.

3) Phrasal verbs with an object (Not separable)

These phrasal verbs have the object but it is not separable.

- e.g. 1) look after (take care) – Who will **look after** this orphan child?
2) aware of (know about) – I am not **aware of** his plans.

4) Phrasal verbs with two particles/prepositions: This type of phrasal verbs form one unit from two particles. These particles are not separated.

e.g. 1) come up with (suggest)- He **came up with** a good idea.

Task 5):

Use the following phrasal verbs in your own sentences. Meanings of them are given in the brackets.

take after (resemble), put off (postpone), abide by (follow), deal with (related to), eligible for (qualified).

VI) Exercises:

1) Identify the word classes of the underlined words in the following sentences.

- 1) He applied for the post of the teacher in the Government School.
- 2) Girls came late because they missed the train.
- 3) Hurray! Pakistan won the match.

2) Form new words by using following prefixes and suffixes.

un- , auto-,dis-, -ism, -ment, -ful, -tion, -ee, -ish, -less.

3) Use the following synonyms and antonyms in your own sentences.

bureau, branch, department, agency, office, apartment, room, flat, suite.

4) Use the following phrasal verbs in your own sentences. Meanings of them are given in the brackets.

set off (start), pass away(die), call off (cancel).

□ □ □

B) On Smiles

A.G. Gardiner

Introduction :

Alfred George Gardiner - (1865–1946) was a British journalist and author. His essays, written under the pen-name **Alpha of the Plough** are highly regarded. Gardiner was born in Chelmsford, the son of a cabinet-maker and alcoholic. As a boy he worked at the *Chelmsford Chronicle* and the *Bournemouth Directory*. In 1899, he was appointed editor of the *Blackburn Weekly Telegraph*. This choice soon proved a great success; under Gardiner's direction, it became one of the leading liberal journals. Gardiner resigned in 1919, over a disagreement with George Cadbury, owner of the *Daily News*. From 1915, he contributed to 'The Star' under the pseudonym **Alpha of the Plough**. His essays are uniformly elegant, graceful and humorous. His uniqueness lay in his ability to teach the basic truths of life in an easy and amusing manner. This essay is taken from his '**Many Furrows**' (1924).

IF I were to be born into this world again and had the choice of my endowments I should arrange very carefully about my smile. There is nothing so irresistible as the right sort of smile. It is better than the silver spoon in the mouth. It will carry you anywhere and win you anything, including the silver spoon. It disarms your enemies and makes them forget that they have a grudge against you. "I have a great many reasons for disliking you" said a well-known public man to a friend of mine the other day, "but when I am with you I can never remember what they are." It was the flash of sunshine that did for him. He could not preserve his hostility in the presence of the other's disarming smile and gay good humour. He just yielded up his sword and sunned himself in the pleasant weather that the other carried with him like an atmosphere.

At the Bar, of course, a pleasant address is worth a fortune. I suppose there has been no more successful figure in the law courts in our time than Rufus Isaacs, but I fancy he won as many of his victories by the debonair smile with which he irradiated the courts as by his law. You could see the judge on the bench and the jury in the box basking in the warmth that he shed around them. The weather might be as harsh as it liked outside; but here the sky was clear and the sun was shining genially. It was a fine day and the only blot on the landscape was the unhappy counsel for the other side, who thumped the table and got red in the face as he saw his client's case melting away like snow before a south wind.

And among politicians it is notorious that a popular smile is the shortest cut to the great heart of democracy. In an estimate of the qualities that have contributed to Mr. Lloyd

George's amazing success a high place would have to be given to the twinkling smile, so merry and mischievous, so engagingly frank and so essentially secret and calculating, with which, by the help of the photographer, he has irradiated his generation. If Mr. Asquith had learned how to smile for public consumption, the history of English politics, and even of the world, would have been vastly different; but Mr. Asquith's smile is private and intellectual and has no pictorial value, and I doubt whether anyone ever heard him laugh outright. He was born without the chief equipment of the politician in a democratic age. No one knew the value of that equipment more than Theodore Roosevelt. He was the most idolized public man America has produced for half a century, and he owed his popularity more to his enormous smile than to any other quality. It was like a baron of beef. You could cut and come again. There was no end to it. It seemed to stretch across the Continent from the Atlantic to the Pacific, and when it burst into laughter it shook the land like a merry earthquake. There was not much behind the smile, but it was the genuine article, the expression of a companionable spirit and a healthy enjoyment of life, and it knocked the Americans "all of a heap." Woodrow Wilson's smile was almost as spacious as Roosevelt's, but it was less infectious, for it was thoughtful and reflective; came from the mind rather than the feelings, and never burst into laughter. It was the smile of the schoolmaster, while Roosevelt's was the smile of the uproarious schoolboy who was having no end of "a bully time."

Really first-rate smiles are rare. For the most part our smiles add little to our self-expression. If we are dull, they are dull. If we are sinister, they are only a little more sinister. If we are smug, they only emphasize our smugness. If, like the Lord High Everything Else, we were born sneering, our smile is apt to be a sneer, too. If we are terrible, like Swift, we shall have his "terrible smile." Only rarely do we light upon the smile that is a revelation. Harry Lauder's smile is like a national institution or a natural element. It is plentiful enough to fill the world. It is a continual and abundant feast that requires neither words nor chorus, and when he laughs you can no more help feeling happy than he can. Lord Balfour's smile is famous in another way. It has the untroubled sweetness of a child's, and there are few who can resist its charm; but it is elusive and seems too much like a mask that has little to do with the real man. You feel that he would send you to the scaffold with the same seraphic sweetness with which he would pass you the sugar. It is not an emanation of the man like that abundant smile, at once good-humored and sardonic, with which Mr. Birrell sets the company aglow.

The most memorable smiles are those which have the quality of the unexpected. A smile that is habitual rarely pleases, for it suggests policy, and the essence of a smile is its

spontaneity and lack of deliberation. Archbishop Temple said he hated people who were always smiling, and then, looking across the luncheon table at the vicar who had been doing his best to ingratiate himself with the terrible prelate, added: "Look at the vicar there he's always smiling." It was a cruel affront, but the smile that has the quality of an artifice is hard to bear. It was so in the case of Mrs. Barbauld, of whom it was said that she wore such an habitual smile that it made your face ache to look at her. One would almost prefer the other melancholy extreme, illustrated by that gloomy fanatic, Philip II., who is said to have laughed only once in his life, and that on receiving the merry news of the massacre of St. Bartholomew. The smiles that dwell in the mind most are those that break suddenly like sunshine from unexpected places. That was the quality of the curiously wistful smile that played over the ascetic features of Lord Morley in conversation. You could forgive all his asperities when he smiled. But the most delightful example of the unexpected smile that I know is that of the pianist, Frederic Lamond. The intensity of his countenance forbids the suggestion of a smile, and at the piano he seems to descend into unfathomable depths of gravity and spiritual remoteness. But when the piece is over and the house breaks out into thunders of applause, he emerges from the depths with a smile that suggests that the Land of Beulah has broken on his sight. It is so sudden a transition that you almost seem to catch a glimpse of the Land of Beulah yourself.

But it is no use for those of us who have only hum- drum smiles to attempt to set up a smile that is an incantation. Smiles, like poets, are born, not made.. If they are made, they are not smiles, but grimaces, and convict us on the spot. They are simply an attempt to circulate false news. There is no remedy for us of the negligible smile, but to be born again and to be born different, not outside but within, for the smile is only the publication of the inward spirit.

Glossary and Notes:

irresistible	:	not to be resisted.
disarm	:	to take away the weapons of
grudge	:	ill feeling about someone/something
debonair	:	gracious, courteous
irradiated	:	to adorn
notorious	:	infamous, ill-known
pictorial	:	illustrated by pictures

infectious	:	transmitted from one person to another
sinister	:	unlucky, ominous
smug	:	self-satisfied
scaffold	:	platform used for criminal execution.
seraphic	:	pure and sublime
emanation	:	that which flows or proceeds from any object as a source
sardonic	:	scornfully mocking
ingratiate	:	to win favour by pleasing one
prelate	:	a clergyman of high rank
affront	:	to insult intentionally and openly
wistful	:	sad and thoughtful
asperities	:	rough, harsh, difficult to endure
unfathomable	:	impossible to understand
incantation	:	use of formulas and difficult words
grimace	:	distortion, a made up face

I) Skimming and Scanning Questions:

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

- 1) What is better than the silver spoon in the mouth?
- 2) What types of smiles are rare?
- 3) Who was the most idolized man of America?
- 4) Where do smiles dwell?
- 5) Among the politicians, what is the shortest cut to the great heart of democracy?

B) Rewrite the following sentences by choosing the correct alternatives from those given below.

- 1) Memorable smiles are.....
 - a) expected b) genuine c) unexpected d) none of these.
- 2) To Gardiner, smiles like poets, are.....not made.

- a) created b) born c) copied d) expressed
- 3) Smile is the only publication of the.....
- a) inward spirit b) outward spirit c) mind d) thought.
- 4) Our smiles add little to our self
- a) impression b) presentation c) expression d) beautification.
- 5) This essay is taken from A. G. Gardiner's collection.....
- a) Many Furrows b) Alpha of the Plough c) Leaves in the Wind d) None of these.

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each.

- 1) Why does Gardiner say that smile is better than a silver spoon in the mouth?
- 2) Comment on Gardiner's views about unexpected smiles.
- 3) When and how smiles become simply an attempt to circulate false news?

B) Write short notes on the following in 7 to 8 sentences each.

- 1) Debonair Smile
- 2) Gardiner's views on smile
- 3) Infectitious Smile

III) Vocabulary Exercises:

Make new words by using the prefixes and the suffixes given below.

-ation, im- , -ify, - est, -ed, re-, semi-

IV) Writing Activity:

Write a paragraph about - 'Smile is the publication of the mind.'

□ □ □

MODULE II

A) DESCRIPTION

Introduction:

In this unit we are going to learn how to describe a person, a place or a thing. To describe them you need to choose appropriate words and correct language. Normally places and things are described using Present Tense because places and things are still there for all to see. But you can use Past Tense when you think of them as a past experience. To describe a person you have to make use of Present Tense as well as different adjectives as people vary in terms of their physical appearance and personalities, and the words that are used to describe them are just as varied.

1) Describing a person:

Description of a person is very important in certain practical situations. Sometimes a missing person will have to be identified from a description given by the members of his/her family. If a recent photograph is not available, then the description will be the only means of identifying a person.

OR

When you describe a person, you have to state following things :

1. Whether a person is a man or woman, a boy or girl or a child.
2. Whether he/she is young/old/middle aged/ baby/ infant.
3. You have to make use of different adjectives to describe the face, the eyes, the nose, the ears, the hair, the complexion and even the mood.

In short, you have to use appropriate vocabulary and it is important to have the vocabulary because you may, at some point in your life, face a situation that requires you to describe someone. Read the following descriptions :

<p>Rekha has thick, curly hair tumbling down to her shoulders. Her face is round, and she has large dark eyes with prominent eyebrows. She has a small straight nose. She has a long neck and narrow shoulders.</p>

<p>John has a squarish face, with a high forehead and short straight hair. His eyes are small and eyebrows thin. He has a broad, curved nose and a small mouth. He has a pointed chin. His ears are prominent.</p>
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Now look at the use of adjectives in the above description :

-thick curly hair
- has a broad curved nose.
- a long neck and narrow shoulders
- has a pointed chin.

Adjectives play very important role in describing a person.

See one more example :

This is a young woman with a round face. Her hair is thick black, long and parted in the middle. She has a long nose. Her lips are thin and she has a short chin. Her eyes are big with thin eyebrows. She must be around 30 years. She looks very happy.

Note the use of language in the above description :

This is

She has

Her lips are.

Her hair is

You can say :

This is a young man with an oval face.

His eyes are big and eyebrows are thick.

He has a protruding nose.

He has put on a shirt.

He looks cheerful.

The old man has white hair at the fringes just above the years.

Prepositional phrases are used in above description to avoid repetition of 'he has' or 'it is'

This is a young woman with a round face.

Her eyes are big with thin eyebrows.

As stated earlier, adjectives play vital role in describing a person. Here is a list of adjectives you need for describing different persons and their features.

Physical stature –tall, short, of medium height

Build- well-built, fat, thin, slim

Complexion- fair, wheat colored, brown and dark

Face- angular, oval, square, long, round, wrinkled, freckled, with a beauty spot or a mole, with a dimple in the chin, with a pointed beard and moustache

Nose- big, enormous, huge, large, nostrils, flat, curved, Roman, flat, beaky, hooked, crooked, snub, tip-tilted, narrow, straight, pointed, sharp, little, small, stubby, tiny, long, short, prominent, upturned

Eyes (shape) - large, small, round, squinty, hollow, tear-filled, big, heavy, hooded

Eyes- (color) - black, brown, hazel, green, blue

Hair – (style) – long, short, loosely cut, cropped, bunched at the back, parted in the middle, parted at the side, ponytail, slicked down, curly, wavy

Hair- (color) - black, brown, grey, white, grey, silver

Build- small, slim; thin, plump, stout, solid, muscular

Forehead- broad, narrow, furrowed, wrinkled, smooth, sloping, high, large, small

Appearance- attractive, unattractive, impressive, unimpressive, good-looking, pleasant-looking, beautiful, handsome, worried, cheerful, thoughtful

Now let us read the following description carefully :

The young girl stood at the entrance to the house. She appears to be sixteen years old. She has a small, oval face with a sharp, upturned nose and a wide mouth. Her hair is long, thick, plait thrown forward over her shoulder. Her eyes are small and black. She has wore a plain salwar kameez with a printed dupatta. She is looking towards distant fields.

Look at the construction used in the above description :

She appears to be sixteen years old.

She has a small, oval face with a sharp, upturned nose and a wide mouth.

Her hair is long, thick, plait thrown forward over her shoulder.

She has wore a salwar kameez with a printed dupatta.

Task 1:

1. Work in pairs. Think of someone you both know and write to descriptions separately. Then compare your descriptions. Revise them if necessary.
2. Work in pairs. Think of famous sportsperson or film star and write a description (using a photograph, if necessary). Compare your description with your partner.
3. Write a description of your father or mother, or broter or sister.

II) Describing a Place :

In describing building or place you need to give as many details as you can. You must be able to describe all that you see. While describing a place or a building you should mention following things.

1. Location
2. Size
3. Special features
4. Other interesting information connected with it.

Read the description below carefully :

This is Sharada's home. It is located in the East End of the city. The house is large and imposing with sparkling whitewashed walls and a sloping, red-tiled roof. There are long narrow windows facing the front, all shuttered against the mid-morning heat. Eight granite steps lead to a long verandah at the entrance to which stood thick pillars made of old polished woods. Facing the pillared entrance is a large wooden door with a solid metal latch on which hung old fashioned lock. There is nobody around but the sound of hurrying feet and light, happy chatter can be heard coming from the depths of the house.

Note the use of language in the sabove description :

It is located.

The house is large and imposing with

Eight granite steps lead to

Facing the.

. on which hung old fashioned lock.

Use the following words/phrases while describing building or place.

Location	Size	Special features
Seaside	Large	Domes gates
Riverside	Small	Towers balconies
On the top of a hill	Huge	Carvings statues
In a valley	Tiny	Arches
In the heart of the town	Imposing	windows

The Structures - It is., There is., My house is, My college is., It has., are very commonly used in description.

Following adjectives may be used in describing a building

Adjectives of size - big, small, broad, narrow, short, tall etc

Adjectives of quality - beautiful, wonderful, calm, quiet, pleasing etc

You may use following structures to describe part or features of a place.

It has two windows.

The temple has stone walls.

Task 2:

1. Write a detailed description of your college building.
2. Describe the following places and write a paragraph on each on them.
 1. A temple
 2. A museum seen by you
 3. Your college library building

III) Describing an Office:

Sometimes we visit any office for our personal work. Every office has a typical appearance. Read the following description of a typical office:

It is a modern office. It is located on the second floor of the building. To the right hand there is a posh counter. A lady sits there as a receptionist. There is a phone by her side and switch- board in front of her to contact the manager and other sections through intercom. To the left hand side, there are comfortable wooden chairs for visitors. The door at the left hand corner leads to the main office. In this office there is a large wooden table of the section officer. Opposite to this table, there are three tables with a filing cabinet. These tables are for three senior clerks. At the corner of the office, there is a table with a computer and printer. A computer operator sits at this table. On every table, there is a computer with a printer, a scanner, a pen stand and a tray to keep files. There is a small bulletin board on the wall with a calendar. At the other corner, there is a dust-bin. The office looks very decent as the floor is covered by the red carpet.

Note the important things used in this description :

1. A simple present tense is used.
2. The structures 'there is and 'there are' are frequently used.
3. Prepositional phrases, which indicate place or location, are commonly used.
to the right, to the left, in front of, at the corner, on the table, on the wall etc.
4. Look at the constructions used in the above description
To the right hand, there is a posh counter.

The door at the left corner leads to the main office.

On the table of the officer, there is a.

Here are some steps you follow when you describe an office.

1. Location of the office
2. Areas in the office
3. The work place
4. The equipment and stationary.

1. Location of the office- This explains where is an office located. This could include the name of the building and the floor.

2. Areas in the office- This explains the different areas or spaces within the office such as conference room, canteen, recreation room etc.
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3. Office equipment and Stationary- This refers to the materials in the office. This include table, chair, laptop, printer, pens, paper, stapler, clips etc.
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4. The workplace- This describes the exact spot in the office where daily tasks are done. The work place consists of the basic office equipment needed to do the job.

Here are some more examples of the structures:

The LIC office is on the second floor of the Tara Terrace.

The finance team sits near to the conference room.

There is a big, green leather chair by the desk of the boss.

The office had been recently remodeled, and its new furniture includes a huge bookcase, and a table with a computer and a printer.

The floor of the office is covered by a bright, red carpet that has a pattern of large white rings.

Below the table there is a cupboard where books are kept.

On the table there is an inkpot, blotting paper and a pen.

There is a sofa next to the main entrance.

Task 3:

1. Write a detailed description of your college office.
2. Visit any office in your village, town or city and write a description of the office.

IV) Describing an Object :

When you describe an object you have to describe three things.

1. Its category or class.
2. Its characteristics.
3. Its function or use.

See for example:

A pressure cooker is a vessel in which food is cooked. It consists of a very strong vessel made of aluminium alloy, with a lid that fits tightly on the top. The lid can be sealed on the vessel by a means of a rubber ring. At the centre of the lid there is a vent, or a whole through which steam can escape. There is a handle attached to the lid. There is also a handle attached to the vessel also. They are made of hard fiber.

Note the structures used in the above description :

1. A pressure cooker is a vessel.
2. It consists of.
3. There is a vent
4. There is a handle attached to.

Now study the following description of a Tractor:

A Tractor –

A tractor is a vehicle. It is used for farm work and carrying loads. There are two independent units. There is a tractor and a trolley. A tractor is divided into two parts. The first part consists of engine and the second part consists of its system for a driver.

A tractor has its engine ahead of a driver. The engine also has a narrow shape with a bonnet on it. The engine is carried with the front two wheels which are a smaller size than the rear wheels. On the bonnet of the engine there is an exhaust pipe taken upwards so that the smoke may go up in the sky.

Adjoining the engine, there is a second part- the driver. There is a steering wheel between the driver and the engine. On the right side of the driver, there is a lever. At the left foot of the driver, there is a clutch. There is a pedal operating breaks at the right foot of the driver. The rear wheels of the tractor are bigger than the front wheels. There are side indicators on the mudguard of rear wheels. And, there are headlamps on the guard on the front side above the front wheels.

Look at the constructions used in the above description :

A tractor is a vehicle

It is used for.

There is an

On the right side of the driver, there is.

..... at the right foot of the driver

Task 4:

- 1) Now try to give description of the following things with the help of the points given above
 - a) A computer
 - b) A cell phone
 - c) An iron

V) Exercises:

1. Write a description of an old person you know. Try to include the following information: Is he or she tall or short, fat or thin? What is the shape of persons face-round, oval or square? Does the person have thick hair? Is the hair straight or curly? Is the forehead broad or narrow? Is the nose straight, or upturned or flat? How is he or she dressed? What impression do you get of his or her personality from the person's appearance and dress?
2. Write a description of your house with the help of following points.
 - a) Location
 - b) Its material
 - c) Its special features.
3. Write a description of a calculator.

□ □ □

B) The Unknown Citizen

W.H. Auden

Introduction:

Wystan Hugh Auden (21 February 1907 – 29 September 1973) was an English poet, who later became an American citizen. He is best known for love poems such as “Funeral Blues,” poems on political and social themes like “September 1, 1939” and “The Shield of Achilles,” poems on cultural and psychological themes such as *The Age of Anxiety*, and poems on religious themes such as “For the Time Being” and “Horae Canonica.”

The Unknown Citizen, a light satirical lyric, was first published in **The Listener**, August 1939, and was later included in **Collected Shorter Poems**, 1950. It presents an ironical picture of a model citizen in a modern Urban-industrial society.

To JS/07 M 378

This Marble Monument

Is Erected by the State)

He was found by the Bureau of Statistics to be
One against whom there was no official complaint,
And all the reports on his conduct agree
That, in the modern sense of an old-fashioned word, he was a saint,
For in everything he did he served the Greater Community.
Except for the War till the day he retired
He worked in a factory and never got fired,
But satisfied his employers, Fudge Motors Inc.
Yet he wasn't a scab or odd in his views,
For his Union reports that he paid his dues,
(Our report on his Union shows it was sound)
And our Social Psychology workers found
That he was popular with his mates and liked a drink.
The Press are convinced that he bought a paper every day

And that his reactions to advertisements were normal in every way.
 Policies taken out in his name prove that he was fully insured,
 And his Health-card shows he was once in hospital but left it cured.
 Both Producers Research and High-Grade Living declare
 He was fully sensible to the advantages of the Installment Plan
 And had everything necessary to the Modern Man,
 A phonograph, a radio, a car and a frigidaire.
 Our researchers into Public Opinion are content
 That he held the proper opinions for the time of year;
 When there was peace, he was for peace: when there was war, he went.
 He was married and added five children to the population,
 Which our Eugenist says was the right number for a parent of his generation.
 And our teachers report that he never interfered with their education.
 Was he free? Was he happy? The question is absurd:
 Had anything been wrong, we should certainly have heard.

Glossary and Notes :

To JS/07 M 378- The statistical records refer to a man by numbers. Auden is here ridiculing the practice by which man is reduced to a mere number.

he was a saint	:	a perfect citizen who upheld the values of the society in which he lived.
the Greater Community	:	society or the nation
got fired	:	dismissed from his post
Fudge, Motors, Inc	:	the name of the company in which he worked.
Scab (n)	:	a mean, worthless fellow who does not even pay the membership fee of his trade union
mates	:	colleagues
odd	:	whimsical
Producers Research and		
High-Grade Living	:	names of the two firms
phonograph	:	gramophone
frigidaire	:	refrigerator

Our researchers

the time of year : the sentence is ironical. He had no firm opinion, his opinion changed from time to time. He was an opportunist.

Eugenist : a scientist who studies the problem of population control

Was he free? Was he happy?

..... heard : These lines are again ironical. There is total regimentation in modern industrial society, and man is reduced to a mere number. He loses all individuality and becomes a mere number.

I) Skimming and Scanning Questions:

A) Answer the following questions in one sentences each:

1. What is the poem about?
2. Where did the Unknown Citizen work?
3. What do teachers report about him?
4. Why does the poet call him a saint?
5. What are the things he possesses?

B) Rewrite the following sentences by choosing the correct alternatives.

1. The present poem 'The Unknown Citizen' is written by_____
- a) W.H. Auden b) W. B. Yeats
- c) T. S. Eliot c) D. H. Lawrence
2. He worked in a factory and he was never_____
- a) got fired b) paid for his job
- c) offered promotion d) granted leaves
3. The health-card of the Unknown Citizen shows that he was _____in hospital
- a) once b) twice
- c) never d) many times

4. According to Auden man is reduced to a mere_____

- a) number b) entity
- c) voter d) citizen

5. The Unknown Citizen added_____to the population.

- a) five b) two
- c) three d) six

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each.

1. How was the work performance of the Unknown Citizen in a factory?
2. What do Producers Research and High-grade living declare about the Unknown Citizen?
3. What is the opinion about the Unknown Citizen of the Researchers into Public Opinion?

B) Write Short notes on the following in 7 to 8 sentences each.

1. An ironical picture of a model citizen
2. The central idea of the poem
3. The depiction of the loss of individuality in the modern society

III) Vocabulary Exercises :

A) Give synonyms and antonyms of the following.

Word	Synonym	Word	Antonym
mates		right	
phonograph		happy	

IV) Writing Activity:

- 1) Write an essay on a model citizen in modern Indian society.

□ □ □

MODULE III

A) Narration

Introduction :

In the previous Module, you studied 'Describing Skill' where you studied that in describing things, places or people what you need is the knowledge of the use of present tense. Likewise, in learning the skill of 'Narration' you need to know the use of or the knowledge of the use of past tense. This skill is important in your social as well as professional life.

I) Narration is used for narrating past experiences. It is also used in news reports and storytelling, usually in some kind of chronological order. It also means any kind of explaining or telling something. We like to listen stories, especially the scary ghost stories around a campfire. The narrator of a story may be a named character in the story or an outside observer. This narrator or a character or author's persona that tells a story, controls everything you know about the characters and the events.

This Narrator can be a **FIRST PERSON narrator** where an "I" (occasionally a "we") **speaks from his/her subject position**. This kind of **narrator** is usually a character in the story interacting with other characters. We see those interactions through the **narrator's** eyes (point of view), and we can't know the things that the **narrator** doesn't know.

The other type of narration gives us a **THIRD PERSON point of view**. It is told by a narrator who is **not part of the story** and generally uses pronouns such as: he, she, it, they, them, their, him, her, it's, etc.

See for example:

Vijay was a natural motivator. If an employee was having a bad day, Vijay was there telling the employee how to look on the positive side of the situation. This really made me curious and so I went up to Vijay and asked him, "I don't get it! You can't be a positive person all the time. How do you do it?" Vijay replied, "Each morning I wake up and tell myself that I have two choices today: I can choose to be in a good mood or I can choose to be in a bad mood. And every day, I choose to be in a good mood. Each time something bad happens, I choose to learn from it." "Yeah, right, it's not that easy," I replied.

OR

Avinash was a shy but mentally disabled boy. He had no close relative when his mother died. When he retired to an orphanage, a teenage boy named Dilip became his friend. It was only Dilip who used to talk to him, take care of him. He taught him first learning lessons and also taught him the skills of gardening. Meanwhile, Dilip started taking Avinash to a restaurant across the street and near a hardware store. When Avinash saw Manda, the tough manager of the hardware store, he fell in love with her. He began leaving flowers for her in front of the store at daybreak. Although Manda didn't find it who is giving her flowers, the unexpected daily gift of beautiful flowers made her happy.

Let's start with these interesting stories:

What is the difference between the narrations of these two stories?

- 1) In the first story, the narrator (using the first-person pronoun 'I') is a character in the story. We can hear and see only what the narrator hears and sees.
- 2) In the second story, the narrator is an outside observer and plays no part in the story but can tell us what all the characters are thinking and feeling. He indirectly tells us that Avinash is shy and mentally disabled.
- 3) Though the narrator of the second story is not a part of the story, he/she knows everything. He/she knows all the details about the character (Avinash) and reveals him to us. Interesting, isn't it?

When you read newspapers you must see that many of the news items/news reports do tell something that has happened in the past especially happened on the last day. The reporter narrates it from his point of view.

You can also narrate some personal experiences or report some past happenings (as you find in news reports).

Read the following newsreport :

To spread awareness of the importance of wearing helmets among two-wheeler riders, yesterday police observed a road safety rally. It was held as part of the 'Road Safety Week' observed throughout the district.

Around 400 police personnel and 200 riding enthusiasts from different biker groups took part in the rally. It was jointly flagged off at the police headquarters by the police commissioner.

Over 1600 helmets and masks were distributed to the police personnel during the rally. Sensitizing locals on following traffic rules and regulations from a smooth and safe ride, the participants also appealed to the motorists and pillion riders to wear helmets, for their own safety.

Making an appeal to everyone to follow rules, commissioner said, "Following traffic rules is for our own security and the security of our loved ones."

This is narrated by a reporter making use of simple past tense. e.g.

Observed	was held
took part	was jointly flagged off
were distributed	appealed

In such kind of narrations, we find the use of **past tense**. You know that a construction turns into past tense either by using verb forms as **was/were** or is regularly formed in by attaching **-ed** to the main verb or by using the past participle of the main verb.

For example:

- i) The last train **reached** the Orange City in time. (to reach (v) – reached (simple past))
- ii) Shweta **received** a letter from the employment office a week ago. (to receive (v) – received (simple past))
- iii) Sachin **earned** ten thousand rupees in his first attempt of the negotiations. (to earn (v) – earned (simple past))
- iv) Yogita and Jay **visited** Mauritius in the month of December last year. (to visit (v) – visited (simple past))

It is not that only affixing –ed suffix makes past tense of the main verb.

There are also irregular past forms of the verbs :

to speak	spoke
to eat	ate
to understand	understood
to begin	began
to meet	met

There are also irregular past and past participle forms of the verbs. Note that **some English verbs have the same forms for present, past and past participle**, e.g. cut, split, hit, quit, set, spread, burst, put, etc.

the base, (infinitive)	simple past	past participle
buy	bought	bought
cut	cut	cut
eat	ate	eaten
know	knew	known
hit	hit	hit

These type of verbs are confusing for those who are learning English as a second or third language. So you need to study these type of verbs and try to make a list of them using a good dictionary and any grammar book from your library. Remember that a good narrative skill requires a sequence of past and past perfect tense.

The other distinction is of the use of past participle.

We **use** the verb **had** and the **past participle** for the **past perfect**. The **past perfect** is **used** in the same way as the present perfect, but it refers to a time in the **past**, not the **present**.

See for example:

1. When we **reached** there, we **found** that he **had managed** to call his mother.
2. She didn't want to move. She **had lived** in that village all her life.
3. I was sorry when the factory closed. I **had worked** there **since** I left school.
4. My eighteenth birthday was the worst day **I had ever had**.
5. I couldn't get into the house. **I had lost** my keys.
6. I wish **I hadn't spent** so much money last month.

Here, the clause 'when we reached there' shows a point in the past and his action of calling mother was over. So we have a past perfect tense with a grammar equation.

had + past participle

See the following example of narration of a personal experience :

I first met Preetam on the day I turned thirteen. She was the new girl in school and, as luck or fate would have it, the only spare desk in the maths class that morning was the desk next to mine. Of course, it was difficult for me to speak to her. I could not look at her, even, except for a secret glance or two when she was preoccupied with the tedious quadratic equations the teacher was trying to explain on the board, but by the end of that first lesson I had in love with her.

It took another three weeks of silence and secret glances before I found out Preetam felt the same way about me. Her older sister's best friend - a big girl, in every dimension, and certainly not a girl to argue with - pulled me into the bike sheds one afternoon by my tie and told me Preetam thought I was cute and if I didn't do something about it soon I was dead. Within an hour, I had asked Preetam to the cinema next Saturday.

The other important thing that you should know while narrating experience is the use of time-markers. While referring your past experiences or memories what do you do? You try to relate your reflections using some time-markers such as BEFORE, LATER, SOON,

STILL, EVER SINCE, etc. These time-markers introduce a time clause (an adverb clause) marking time. Here are some examples :

after so much time	after that	at first
before	beginning, ending	eventually
earlier	even when	ever since
following	from then on	from, to
in time	last	later
meanwhile	near, far	next
while, now	over	soon
still	the next day	then

See how these/such type of time-markers are used in the following passage:

The Prime Minister today announced the Commonwealth Games would be held smoothly, despite delays in the preparation of venues. He also made it clear that construction rubble would be cleared from roads by the end of this month. Meanwhile, the Sports Ministry has called for a high-level meeting on Monday to discuss the final touches to the Games. There would be three levels of activity, a spokesperson for the Ministry told today. Firstly, a team of top security experts would visit the venue to seal all entries. After that, international observers would inspect the facilities, and finally, the PM would himself visit the stadium before declaring the games venues ready. However, work of the venues would be halted next week, as it wanted the contractors to clear all venues and roads of the construction waste and heavy machinery that still blocked many of the streets of the city. In spite of the delay that might cause, the ministry believed that the games would begin on time. In short, everything would be done to make this commonwealth games the greatest sports event ever organised by a Third World Country.

The use of such kind of adverb clause relates the action of the main clause.

For example:

1. Mother came out when she heard the cry of her baby.
2. While waiting for the food to arrive, we were happy to sit and chat in the relaxing surroundings.
3. Later, as they walked back to their bedroom, Sumit looked up at window.
4. Before I got out of bed, I spent a little time thinking about what I'll be doing the rest of the day.

Most of the times, these time expressions are needed to arrange sequence of actions in your narration. These expressions help you arrange your past experience in a specific chronological order.

For example:

1. To begin with, I made all necessary preparations for making a cup of tea.
2. At first, I took a teapot and put it on the gas-stove.

3. **Then**, I added sufficient amount of milk and water.
4. **Lateron**, I added a tablespoon of sugar and allowed it to boil.
5. **After some time**, I added a teaspoon of tea powder.
6. **In the end**, I allowed this mixture to boil for few more minutes.
7. **Finally**, I enjoyed my first recipe, my own cup of tea.

You can also narrate your tea-making experience in the following manner :

How I prepared my first cup of tea

Last evening some of my friends came to my house. My mother was not at home. So I myself had to make tea for my friends. I seated them in the drawing room. Then I went to the kitchen and lighted a stove. I put some water into the kettle and placed it on the stove. After some time the water began to boil, I put some tea-leaves and sugar into the boiling water. Again I let it boil for a few seconds. Then I added milk to it. The tea was ready to serve. It gave a very good flavour. I poured it into the tea-pot and covered the tea-pot with a lid. I arranged the tea-pot, cups and saucers in a tray and served to my friends. I was happy that they all liked it.

TASK 1

(a) Rewrite the following sentences using appropriate simple past and past perfect forms of the verbs given in the brackets:

1. I lost the key that he (give) to me.
2. He told me that he (watch) the film.
3. I went outside as I (hear) a noise.
4. When they came home, Anisa (cook) dinner.
5. We could not send you a postcard because we (lose) your address.
6. The storm (destroy) the house that they had built.
7. When they went out to play, she (finish) her homework.
8. She (eat) all of the food that we had made.
9. He (fail) to identify him in this meeting.

(b) Complete the following piece of incomplete narration with the help of appropriate time markers and linkers.

Manager of a firm advertised - night watchman - applicants presented - manager not satisfied - found something wrong with each man - there was Raju - an applicant - sat in a corner - patiently waiting - his turn came - manager found nothing wrong in his appearance - questioned about his health - got the reply - I suffering from sleeplessness - manager happy - appointed him.

(c) Narrate your experience:

- i. Narrate the experience of your birthday celebration of this year.
- ii. Narrate the experience of your participation in college NSS camp.
- iii. Narrate your college tour experience.
- iv. Do you remember your first kitchen experience? Narrate it in your own words.

II) Use of linking words and phrases :

When you narrate a past event or experience, you need to use time-linkers to link clauses and sentences in a paragraph. See, for example, the expressions underlined in the following passage :

Last Sunday, I went to the railway station to see off my uncle. The platform presented a colourful scene. There were a large number of passengers on the platform. Some of them were sitting on their luggage. Some were just standing and talking. The hawkers and vendors were selling their wares. Coolies were bringing in the luggage on their heads and shoulders. Some railway porters were moving about with their trolleys loaded with bundles and parcels. The train was a little late. Some passengers became impatient. They went to the edge of the platform again and again to see if the train was coming. At last the train came in. It was crowded. Passengers ran from one compartment to the other to find seats. There was a good deal of jostling. I elbowed my way in and was able to get a good seat for my uncle. After about ten minutes, the engine whistled and the guard waved his green flag. The train left the station, and now there was clam again.

In the same way, you need linkers or linking expressions which express reasons, purpose, contrast, consequence, comparison, or to make additions and to give examples, etc.

While narrating, time markers, linking words and phrases can be helpful in presenting your views and opinions powerfully. These linkers are used for various purposes such as for supporting our opinions, giving emphasis, showing agreement or disagreement or other such common purposes. However, these words have different meanings, nuances, and connotations. Before using a particular linker, be sure of its meaning and usage. Some of the linking words and phrases are as follows:

Linking words used to show effect, result or consequences:

as a result, for, consequently, under those circumstances, thus, therefore, in that case, because, thereupon, for this reason, henceforth, hence, accordingly, etc.

Linking words used for your agreement or showing similarity:

in the first place, again, moreover, not only ... but also, as well as, as a matter of fact, together with, in addition, likewise, comparatively, in the same fashion, similarly, furthermore, by the same way, etc.

Linking words used in supporting examples, emphasis or point of view:

in other words, to put it differently, in fact, in particular, as an illustration, to be sure, in detail, in this case, for this reason, to put it another way, that is to say, with attention to, by all means, surely, certainly, etc.

Linking words used to suggest time/chronology:

at the present time, after, henceforth, from time to time, later, whenever, sooner or later, eventually, until, meanwhile, further, to begin with, since, during, in due time, as soon as, prior to, by the time, all of a sudden, immediately, formerly, suddenly, presently, finally, occasionally, etc

Linking words used to suggest space, location or place:

in the middle, here, further, to the left/right, beyond that, on this side, in the distance, here and there, in the background, in the centre of, opposite to, near, above, below, under, between, across, behind, alongside, etc.

Linking words used in showing opposition / limitation / contradiction:

although, although this may be true, but, in contrast, still instead, different from, unlike, whereas, of course ... but, despite, on the other hand, on the contrary, otherwise, at the same time, however, in spite of, besides, rather, above all, notwithstanding, after all, in reality, etc.

Linking words used in cause/ condition / purpose:

in the event that, in this case, then, provided that, as / so long as, unless, given that, on (the) condition (that), even if, with this intention, so as to, in the hope that, while, due to, in view of, because of, etc.

There are many more linking words and phrases in English used frequently. It is necessary for you to learn the use of these link words to make your writing coherent.

For example:

- **As soon as** he earned his diploma, he got a good job.
- Could you ask her to respond my call **as soon as** possible?
- **While** she was doing some shopping, she met one of her friends.
- The girl kept playing with her mobile phone **during** the whole movie.
- **During** the holiday, I didn't read even a single book.
- **By the time** the waiter took our order, we had waited for an hour.
- **By the time** we found a shelter, we had already got wet.
- I studied **until** midnight last night.
- She had looked after the babies **until** I came back from a three-day holiday.

TASK 2

Use the following linking words or connecting/cohesive devices in your own sentences suggesting various purpose/s.

linking words/connecting/cohesive devices				
ADDITION	TIME	PLACE	COMPARISON	CONTRAST
furthermore	immediately	opposite to	in the same way	nevertheless
in addition	meantime	beyond	similarly	on the contrary
even more	simultaneously	nearby	in like manner	and yet
finally	until now	adjacent to	in similar fashion	on the other hand
besides	sometimes	below	likewise	at the same time

III) Some more examples of Narration :

Narration is not always narration of action or event. It may be narration of details of life of someone. There may not be single words or linking expressions as above, but there is a sequence of sentences according to birth, schooling, higher education, achievements in person's life. For example, see how the biographical details of a person are expanded into a small passage:

Prafulla Chandra Ray was born on 2 August, 1861 in the district of Jessore, now in Bangladesh, close to the birthplace of Madhusudan Dutt, widely regarded as the Milton of Bengal. It was the best of times and the worst... The British had by now perfected their role as masters and British values permeated the Indian upper classes to the very last detail like table manners. That of course, was not the worst of the British influence. What was far more demeaning to the educated Indians – and there were several – was the fact that senior government positions were closed to them. Being forfeited of one's right in one's land of birth would become the rallying point for the Indian intelligentsia in the years to come. Ray's father Harish Chandra Ray, a man of learning and taste, was closely associated with the cultural and intellectual leaders of the time and exerted great influence on his son. Ray had his early schooling in the village school founded by his father but soon his father shifted to Calcutta and at the age of nine, little Prafulla set eyes for the first time, on the bustling city that would be his home for many years to come. He was filled with wonder at the ever-changing sights and sounds – the city seemed to change moods ever so often! His formal schooling was interrupted due to illness but that did not affect his education.

Now let's see an example of the first-person narration where the narrator is telling of his childhood memories.

I was born in a middle-class Tamil family in the island town of Rameswaram in the Madras State. My father, Jainulabdeen, had neither much formal education nor much wealth; despite these disadvantages, he possessed great innate wisdom and a true generosity of spirit. He had an ideal helpmate in my mother, Ashiamma. I do not recall the exact number of people she fed every day, but I am quite certain that far more outsiders ate with us than all the members of our own family put together.

TASK 3

Now from the following details of Chhatrapati Shivaji Maharaj, write a small paragraph with a proper sequence of events and by making use of appropriate verbs and time-linkers / expressions.

Chhatrapati Shivaji Maharaj	
1630	born at fort Shivneri
1647	Conquered fort Torna and Rohida
1656	captured Jaoli from Yeshwantrao (Chandraraao) More
1659	killed Afzal Khan (Bijapur)
1660	escape from Siddhi Johar's siege (Fort Panhala), battle of <i>Pawan Khind</i>
1663	attacked Shahiste Khan at <i>Lal Mahal</i> , Pune
1664	looted Surat, the prosperous trade centre of Aurangzeb
1665	treaty of Purandar, Mirzaraja Jaysing
1666	visit to Agra and the escape
1674	crowned, the title of Maharaja Chhatrapati(FortRaigad)
1676	Karnataka expedition
1680	died (Fort Raigad)

IV) Narrating a story from a different point of view:

You can narrate an event or a story as a third person. For example, a news item is a narration by a third person. The same story or an event can be narrated by the person involved in the event and number of changes will take place in such a narration. Read the following incident:

My mother wanted to have some postage stamps and envelopes. She asked me to go to the Post-office and get them for her. I at once took my bicycle and rode on it to the Post-office. There was a long queue at the counter. I placed my bicycle against the outer wall of the Post-office and joined the queue. Unluckily, I forgot to lock my bicycle. When I came back after getting the stamps and envelopes, there was a big shock for me. My bicycle was missing! I enquired from those around, but nobody knew who had taken it. With sad heart, I walked back home. I told mother about the loss of the bicycle. She was very angry with me. She rebuked me for my carelessness. I could only hang my head and listen!

This is a brief account of what happened with the narrator.

You have already seen how past tense and past continuous tense are used in narratives like this. This gives you a good example of the use of past tense. Note the following expressions:

My mother wanted to..., She asked me to..., I took my bicycle and rode..., There was a long queue..., I placed my bicycle..., I forgot to..., When I came back..., there was a big shock, bicycle was missing..., I enquired..., etc.

The narrator has given almost all details of the incident. But this is narrated from the first-person narrator's point of view. But you can invert it and you can change the narrator also. For example, you can rewrite this incident from the 'Mother's Point of View'.

How will the narrator's mother narrate it from her own point of view? What changes will be there in the narration if the same incident is being told by 'the mother'? Try your hand to rewrite it.

TASK 4

1) Take any news item from the newspapers like *Times of India* or *Indian Express*. Find out any narrative story or report and try to rewrite it / narrate it from your point of view making it a first person narrative experience.

V) Exercises:

1. Write a paragraph about a very good day or a very bad day in your life.
2. Rewrite the story of Jumman and Algu with the help of the story, ***Panch Parameshvar*** supposing Algu as the narrator of the story.

3. Complete the following narratives by using your imagination.

- a) A rich farmer — lot of land — cattle and servants — two sons — happy life — After some years younger son unhappy — asked for his share of the property — wouldn't listen to father's advice — got his share — sold them all — went away to another country — fell into bad ways — soon all money gone — poor — no one to help him — understood his mistake.
- b) Abdul — clever thief — robs the rich — gives all to the sick and the needy — other thieves jealous — plan to get rid of him — challenge Abdul to steal the King's pyjamas — Abdul accepts challenge — finds king sleeping — opens a bottle of red ants on the bed — King badly bitten — cries for help — servants rush in pretends to look for ants — Abdul removes King's pyjamas — escapes — other thieves dumbfounded — accept Abdul their leader.

□ □ □

B) Panch Parameshwar

Premchand

Introduction :

Premchand (1880 - 1936) is a renowned writer in the sphere of Indian literature. He is known for his use of realism in Hindi literature. Premchand wrote on the realistic issues of the day such as communalism, corruption, zamindari, poverty, colonialism, etc. He avoided the contemporary use of highly Sanskritized Hindi and preferred to use the dialect of the common people. Popularly known as **Munshi Premchand**, **Dhanpat Rai Srivastava** was one of the greatest literary figures of modern Hindi literature who vividly portrayed the social scenario of his times. Initially, Munshi Premchand wrote in Urdu under the name of **Nawabrai** and later on took the pseudonym **Premchand**. Before him, the literature consisted mainly of fantasy or religious works but he brought in realism. He wrote over 300 stories, a dozen novels and few plays. His stories have been compiled and published as **Manasarovar**. Some of his famous creations are: *Panch Parameshwar (The Holy Panchayat)*, *Idgah*, *Shatranj Ke Khiladi*, *Poos Ki Raat*, *Bade Ghar Ki Beti*, *Kafan*, *Udhar Ki Ghadi*, *Namak Ka Daroga*, *Gaban*, *Godaan*, and *Nirmala*. The main characteristic of Premchand's writings is his skill of storytelling and use of simple language to describe the problems of the downtrodden and the problems of rural and urban India.

The story '*Panch Parmeshwar*' or 'The Holy Panchayat' is set in a village and begins quite characteristically with Premchand at first introducing the reader to the physical as well as the emotional backdrops of the story. Two protagonists, Jumman Sheikh and Algu Chowdhry, show a deep bond of friendship, which goes back to their childhood days. The two belonging to different faiths share nothing, not even food or religion. There is nothing to bind them except their mental and emotional affinity. The omniscient narrator intervenes at this point to tell us that this, of course, is the basic rule of friendship. But when this true friendship comes to an end due to the Panchayat's decision, it is again the Panchayat's decision that restores the bond of friendship between these two.

Jumman Shiakh and Algu Chowdhry were very close friends. They were partners in farming. Some of their dealings were also done jointly. They trusted each other without any reservations. When Jumman had gone on Hajj he had left his house under Algu's care. And whenever Algu went out he left his house to Jumman to look after. They neither inter-dined, nor were they co-religionists, yet there was a bond between them at certain concurrence of views. And such indeed is the basis of true friendship.

Their friendship began when they were boys, and Jumman's father, Jumraati, was their tutor. Algu had served his guru with great diligence, by cleaning many cups and plates for him. The tutor's hookah never came to rest even for a moment, for Algu would keep 'filling up' the chillum continually. Algu's father was old-fashioned in his views. He believed that serving the guru was more important than acquiring knowledge. He would say that you didn't acquire knowledge by reading books but through the guru's blessings. Therefore, if Jumraati Shaikh's blessings or his companionship did not yield any results, Algu would then rest content with the thought that he had tried his best to acquire knowledge but he did not succeed because it was not so destined.

However, Jumraati Shaikh himself did not subscribe to this view. He had greater faith in his rod. And because of that rod, Jumman was respected in the villages around here. Not even the court clerk could raise any objection to the documents prepared by Jumman. The postman, the constable and the tehsil peon – all looked up to him. So as a result, while Algu was respected for his money, Jumman Shaikh was respected for his unique knowledge.

Jumman Shaikh had an old aunt who had some property but no other near relation than Jumman. Jumman had coaxed her into transferring this property in his name. Until the transfer deed had been registered, the aunt was pampered and indulged. She was treated to many tasty dishes. It was, as if, raining puddings, but this hospitality came to a stamping halt as soon as the transfer deed was stamped. Jumman's wife, Kariman, began to dish out, along with chapatis, hot and bitter curries of words. Jumman Shikh also became cold. Now the poor aunt had to swallow bitter words every day:

"God knows how long would this old woman live! She thinks she has bought us by just transferring a few bighas of land. And she must have her dal fried in ghee! We would have bought a whole village with the amount of money she has already swallowed! "

The aunt listened to all this for a few days, and when she could stand it no longer she complained to Jumman. Jumman didn't think it right to interfere in the house mistress's domain. And this state of affairs went on for some more time. At last, the aunt said to Jumman, 'Son, I can't carry on like this. You pay me a sum every month and I shall live by myself.'

Jumman retorted rudely, 'Do you think we grow money here?'

The aunt asked politely, 'Do I or do I not need a bare minimum?'

Jumman replied sternly, 'No one thought you had conquered death.'

The aunt was upset. She threatened to call the panchayat. Jumman laughed heartily like the hunter who laughs to himself as he watches the deer walking into his trap. He said, 'Why not, call the panchayat by all means. Let things be decided once for all. I don't like this constant bickering.'

Jumman had no doubt at all as to who would win at the panchayat. There was no one in the villages around who did not owe him a debt of gratitude; no one who would dare to antagonise him. God's angels won't come down to hold the panchayat.

After this, for many days, leaning on her stick, the old woman moved from village to village, with her back bent like a bow. Walking was painful but the issue had to be settled.

There was hardly a soul to whom she did not narrate her tale of woe. A few dismissed her story with just lip sympathy. Some decried the world in general. 'One may have one's foot in the grave, yet there is no end to greed! What does a person need? Eat your bread and remember Allah. Why bother about land and farming now?' There were some who got an opportunity to poke fun at her. Bent back, toothless mouth, matted hair – so much to laugh at! Just, kind and compassionate people who would listen to this unfortunate woman's sad story and console her were few indeed. Finally, she came to Algu Chowdhry's door. She threw down her stick and sat down to rest. Then she said, 'You should also come to the panchayat meeting on my behalf.'

Algu said, 'What shall I do there? There will be enough people from the villages around.'

The old woman said, 'I have cried my heart out to all. But now it is up to them to come.'

Algu said, 'I shall come, but I won't open my mouth.'

'Why, son?'

'It's my sweet will. Jumman is my old friend. I can't go against him.'

'Son, won't you stand up for justice for fear of losing your friendship?'

One evening the panchayat gathered under a tree. Shaikh Jumman had spread his sheet even before. He had made provision for *paan*, *ilaichi*, hookah and tobacco. And he himself was sitting with Algu Chowdhry at some distance. And he greeted with a discrete *salaam* everyone who came to attend the panchayat meeting. Soon after the sun set, when the chattering birds had settled in the tree, the meeting began. Every inch of the ground was filled up, but most of those who had gathered here were onlookers. Of the invitees only they, who had a grudge against Jumman, had come. A fire was lighted at one corner where the barber was filling up chillum after chillum non-stop. It was impossible to decide whether smoke rising from the burning cow dung cakes was thicker or that from the puffs exhaled by the hookah smokers. Boys were running all around, shouting, crying. It was a noisy scene. The village dogs in large packs too had descended upon the scene, hoping there would be a big feast here.

The members of the panchayat sat down and the old woman began her supplication.

‘Members of the panchayat, it’s three years now, since I willed all my property to my nephew Jumman. You must be knowing this. Jumman had promised to feed and clothe me till my death. But I neither get enough to eat nor to wear. I have put up with it for long, I can stand it no longer. I’m a helpless widow. I can’t go to court. Where else should I come with my miserable tale except to you? I shall accept whatever you decide. If I’m at fault punish me. If Jumman is wrong, admonish him. Why does he want to earn the curses of a helpless woman? I shall obey the panchayat’s order without question.’

Ramdhan Mishra, many of whose clients had been won over by Jumman, said, ‘Jumman *mian*, choose your panchayat members. Decide just now. Afterwards, you will have to accept their judgement.’

Jumman saw that most of those present here were hostile to him for one reason or another. He said, ‘The word of the panchayat is the word of Allah. Let my aunt choose whomsoever she wants. I have no objection.’

The old woman shouted. ‘O man of Allah, why don’t you name the members? I should also know something.’

Jumman retorted angrily, ‘Don’t force me to open my mouth. You have complained. Choose whomsoever you like.’

The aunt understood Jumman's taunt. She said, 'Son, fear God. What are you insinuating? The *panches* don't take sides. And if you can't trust anyone, let it go. Hope you trust Algu Chowdhry. Ok, I accept him as the sarpanch.'

Jumman was delighted, but hiding his feelings he said, 'Let it be Algu. For me, Ramdhan and Algu are the same.'

Algu didn't want to get involved in this. He said, 'Aunt, you know that Jumman is my close friend.'

Khaala said, 'Son, no one barter his *imaan* for friendship. God resides in the heart of a *panch*. Whatever the *panch* says is the word of God.'

Algu Chowdhry was designated the sarpanch. Ramdhan Mishra and some others, hostile to Jumman, cursed the old woman in their hearts.

Algu Chowdhry said, 'Shaikh Jumman, you and I are old friends. We have helped each other on many occasions. But at this moment you and *khaala* are equal in my eyes. You can put forward your case before the panchayat.'

Jumman was sure that he would win the case. Algu was saying all this for a public show. Therefore he spoke in a very composed manner. 'O members of the panchayat, three years ago *khaala jaan* had transferred her property in my name. I had agreed to provide her with food and clothing till her death. God is witness, I have never ill-treated her. I regard her as my mother and it is my duty to serve her. But what can I do if my wife and she don't always see eye to eye? *Khaala jaan* is demanding a monthly allowance from me separately. All of you know the value the property. It is not so profitable that I can provide a monthly allowance to her out of it. Moreover, there is no mention of a monthly expense in the agreement. That's all I have to say. It is now for the *panches* to give their judgement.'

Algu Chowdhry needed to go to the court regularly for some or other of his business. This had made him a completely legal minded person. He began to cross-examine Jumman. Every word he said was like a hammer stroke on Jumman's chest. Ramdhan Mishra was enjoying it all. Jumman was taken aback at Algu's conduct. Only just now he was talking to him like a friend, and now he seemed bent upon digging his grave. Was he trying to settle some old score? Will his long friendship be of no help?

While Jumman Shaikh was lost in this mental tussle, Algu announced the judgement.

‘Shaikh Jumman, the panchayat has considered this matter. To us, it looks fair and just that *Khaala Jaan* be given a monthly allowance. We are of the view that the property is valuable enough to provide *khaala jaan* a monthly allowance. This is our decision. And if this is not acceptable to you, then the agreement for transfer of property would stand annulled.’

Jumman was stunned to hear this decision. Your own friend stabbing you in the back! What else would you call it except the trickery of fate? The very person on whom you had all the faith betrayed you when you needed him most. Such are the times when friendship is tested. So that is what friendship is in the Kalyug. It is human crookedness that has brought so many calamities upon the country. The epidemics like cholera and plague were the result of such misdeeds.

On the other hand, Ramdhan Mishra and other members of the panchayat were praising Algu Chowdhry’s sense of justice. They said, ‘This is what a panchayat is. He has separated the grain from the chaff. Friendship has its own place but to follow the *dharma* is the most important thing. The earth has stayed where it is because of such truthful people or it would have sunk into the underworld by now.’

This judgement shook the very basis of Algu and Jumman’s friendship. The old intimacy was gone. Such a long friendship could not stand just one single jolt of truth. Surely it had been erected on a very shaky foundation.

Now their relationship turned very formal, limited to mere courtesies. They met but just as a sword meets a shield.

Algu’s treachery troubled Jumman constantly and he was always thinking of avenging this humiliation.

The success in doing a good deed takes a long time to come, but not so in the case of bad deeds. And the opportunity to take revenge came to Jumman very soon. A year ago Algu Chowdhry had purchased a handsome pair of oxen from Batesar. The oxen were of the *Pachchain* breed, with beautiful long horns. For months people from the neighbouring villages came to cast their admiring glances at the pair. Out of pure chance, one of the oxen died just a month after Jumman’s panchayat. Jumman said to his friends that Algu had been punished for treachery. One may rest content but God from above keeps watch

on our good and bad deeds. Algu on the other hand began to suspect that Jumman had poisoned the ox. His wife too threw the blame on Jumman. She said Jumman had done some mischief. And one day a war of words broke out between Algu's wife and Kariman. Words flowed in great streams from both sides, and all the similes and metaphors, sarcasms and hyperboles were exhausted. Jumman somehow pacified them. He rebuked his wife into silence and made her quit the battlefield. On the other side Algu used a stick to silence his wife.

Now, what use was a single ox? Algu tried to find a matching one but without success. At last, he decided to sell it off. There was a trader named Samjhu Sahu who drove a cart. He carried gur and ghee from the village to the market and returned with oil and salt, which he sold in the village. He thought of buying this ox. If he had this ox he would be able to make three trips easily. These days it was difficult to make even one. He looked at the ox, yoked it to his cart to test, got the hair on its body examined to know whether it was a propitious animal to buy, bargained the price and finally bought it. He promised to pay the price within one month. Algu Chowdhry agreed, unmindful of any loss.

As soon as Samjhu had the ox he began to drive it hard. He made three to four trips every day, without caring to feed the animal properly. All he cared was to drive him. When he took him to the market he fed it with some dry fodder. And before he could breathe easy he was yoked again. When he was at Algu Chowdhry's home the ox had a very peaceful existence. He was yoked to a chariot-like cart once in a while and then he would go racing for miles without care. At Algu's house, his diet consisted of clean water, ground *arhar dal*, fodder mixed with oil cake; and not only this, on occasions he would have the pleasure of tasting ghee too. From morning till evening a servant looked after him, brushed his hair, cleaned and patted his body. That life of peace and enjoyment, and this twenty-four-hour struggle! He became emaciated just in one month. The moment he saw the yoke his mouth dried up. Moving even a step had become difficult. Bones had become visible. But he was self-respecting and didn't like to be beaten or whipped.

One day on his fourth trip, Samjhu put a double load on him. Exhausted after the day's work he was unable to lift his feet, but Samjhu kept on whipping him. He ran with all his strength, and after a short distance slowed down to gain his breath. But Sahuji, in a hurry to reach home, kept on lashing at him with his whip. He once again tried to pick up pace but his strength failed. He collapsed and did not rise again. Sahuji whipped him mercilessly, pulled his legs, pushed a stick into his nostrils, but how would a dead animal rise on his feet? When Sahuji suspected the worst he cast an intent look at the ox, then

unyoked him, wondering how to drive the cart home. He shouted but the country pathways close like the eyes of children at sunset. He could not see anyone. There was no village close by. In anger, he delivered a few more lashes to the dead animal shouting that he should have died after reaching home. Who would pull the cart now? Sahuji was burning with anger. He had sold many sacks of gur and many tins of ghee and was carrying about 250 rupees with him. In addition, there were a few sacks of salt and tins of oil on the cart. He just couldn't leave them here. Helpless he decided to spend the night in the cart. He smoked a chillum, sang a song and in this way he kept awake till midnight. He thought he had kept awake throughout, but when he opened his eyes at the break of day and touched his waist he found the pouch containing the money missing. A few tins of oil were also missing. In anguish, the poor man beat his head and fell flat on the ground. He reached home wailing and weeping. When Sahuji's wife heard the story, first she cried and then started cursing Algu Chowdhry for having sold them an unpropitious ox that had caused them such a huge loss.

Many months passed. Whenever Algu went to their house to ask for the price of the ox both husband and wife would fall upon him like a dog and start abusing him. 'Look. We have lost our life's earnings and have been ruined and you are asking for the price of the ox. You had given us a near dead ox and now you want its price. You have deceived us, forcing us to buy a ruinous animal. Do you think we are fools? We too are banias, we can't be fooled like children. First, go and wash your face in a ditch and then ask for the price of the ox. If you don't accept this, take our two oxen and use them for two months. What else do you want?'

Chowdhry had plenty of ill-wishers. On this occasion, they came together in support of Sahuji. But it was not easy for Algu to give up his claim for one hundred and fifty rupees. He lost his cool one day. Sahuji went home to look for a lathi, and his wife took his place in front of Algu. Arguments led to fighting. Sahuji's wife ran home and shut the doors. The villagers gathered there on hearing the hullabaloo. They tried to pacify both the parties. But this didn't work. They asked for a panchayat to be called to settle the issue. Sahuji agreed. Algu too agreed.

Preparations for the Panchayat began. Both the sides began to look for their supporters. On the third day, the panchayat sat under the same tree. This was the time in the evening when the crows were holding their own panchayat. They were contending whether or not they had any rights over the peanut pods; and until this question was settled they were to continue protesting against the watchman. A flock of parrots sitting

in the tree was wondering whether human beings had any right to call them shameless when they themselves had no qualms about deceiving their own friends.

The panchayat began its meeting. Ramdhan Mishra said, 'Why waste time. Let us elect the five members. Come Chowdhry, whom do you elect?'

Algu said in a humble voice, 'Let Samjhu Sahu choose.'

Samjhu stood up and said sharply, 'I choose Jumman Shaikh.'

The moment Algu heard Jumman's name his hear began to beat fast as if some had slapped him. Ramdhan was Algu's friend. He could sense the problem. He said, 'Come, Chowdhry, do you have any objection?'

Chowdhry said in a thin voice, 'No, why should I object?'

An awareness of the burden of a responsibility often alters our narrow outlook. When we lose our way this awareness shows us the light.

A newspaper editor, ensconced in his comfortable seat, attacks a ministry recklessly and brazenly with his aggressive writing; but there are times when he himself joins the ministry, and then his writing becomes so penetrating, so thoughtful and so just. This is the result of the responsibility that falls upon him. A young man's wild behaviour always keeps his parents worried. They fear that he would bring a bad name to the family. But the moment the burden of family falls upon him, the undisciplined and wayward young man becomes a persevering and sober person, all because of the responsibility thrust upon him.

Jumman Shaikh also became conscious of such a responsibility, the moment he was given the high office of the sarpanch. He realised that at this moment he was seated on the highest throne of justice and righteousness. Whatever he uttered now would be the word of God, and any prejudice of his mind must not contaminate that voice. He must not deviate even a bit from truth.

The *panches* began to interrogate both the parties. All were agreed that Samjhu Sahu must pay the price of the ox. But two members were of the view that he should be given some relief for the loss of the ox. Against this, two members wanted Samjhu to be punished further, in addition to this, so that no one would in the future dare to behave with such barbarity towards an animal. In the end, Jumman announced the judgement.

‘Algu Chowdhry and Samjhu Sahu, the panchayat has carefully deliberated on your dispute. It is proper that Samjhu should pay the price of the ox. The ox was not suffering from any disease when he bought it. If the price had been paid then, Samjhu would not have been able to raise this question. The ox died because he was forced to work too hard and was not properly fed.’

Ramdhan said, ‘Samjhu is responsible for killing the ox and he should be punished for this.’

Jumman said, ‘That is another issue. We have nothing to do with it.’

Jhagdu Sahu said, ‘Samjhu Sahu should be given some relief.’

Jumman said, ‘This is up to Algu Chowdhry. If he agrees, it will be an act of goodness.’

Algu Chowdhry was overjoyed. He stood up and shouted, ‘Victory to *panchparmeshwar*!’

This was echoed from all sides, ‘*Victory to panchparmeshwar*.’

Everyone admired Jumman’s judgement. ‘This is justice. This is not the work of man. God himself resides in the *panchparmeshwar*. It is His doing. Who can prove the wrong as right before the *panches*!’

At the end, Jumman came to Algu and, embracing him, said, ‘Ever since you had given the judgement against me I had become your sworn enemy. But today I have realised that while sitting on that seat of judgement you are no one’s friend or foe. You cannot think of anything except justice. Today I am convinced that God himself speaks through the voice of a *panch*.’

Algu began to cry. His tears washed off the bitterness that had rankled their hearts. The withered plant of friendship had become green again.

Glossary and Notes:

dealings : work or business related to farming

Hajj : the Hajj, an Islamic pilgrimage to Mecca, the most holy city of the Muslims

to look after : to take care of someone or something

concurrence	: the fact of two or more events or circumstances happening or existing at the same time
diligence	: careful and persistent work or effort
acquiring	: to get, buy or obtain (an asset or object) for oneself
yield	: give way to arguments, demands, or pressure
destined	: bound for a certain destination
coaxed	: persuade (someone) gradually or gently to do something
pampered	: to give someone special treatment, making that person as comfortable as possible
indulged	: allow oneself to follow one's will
interfere	: to come into opposition
bickering	: argue about petty and trivial matters
antagonize	: to make hostile or unfriendly
grudge	: a strong feeling of anger and dislike for a person who you feel has treated you badly
supplication	: the action of asking or begging for something earnestly or humbly
admonish	: to caution, advise, or counsel against something
insinuating	: suggest or hint (something bad) in an indirect and unpleasant way
designated	: appointed to a specified office or post
hostile	: showing or feeling opposition or dislike; unfriendly
allowance	: the amount of something that is permitted, especially within a set of regulations or for a specified purpose
mental tussle	: a vigorous struggle or scuffle, typically in order to obtain or achieve something
annulled	: declare invalid
crookedness	: the inclination or practice of misleading others through lies or trickery
calamities	: an event causing great and often sudden damage or distress; a disaster
intimacy	: close familiarity or friendship
avenging	: to take vengeance or exact satisfaction for

<i>Pachchain</i> breed	: stock of animals having a distinctive appearance, typically developed
rebuked	: express sharp disapproval or criticism of (someone) because of their behaviour or actions
propitious	: giving or indicating a good chance of success; favourable
fodder	: 1. food, especially dried hay or straw, for cattle and other livestock
emancipated	: to free from restraint, control, or the power of another
wailing	: feel deep sorrow for; lament
hullabaloo	: a very noisy and confused situation
pacify	: to bring or restore to a state of peace or tranquillity; quiet; calm
qualms	: an uneasy feeling of doubt, worry, or fear, especially about one's own conduct; a misgiving
ensconced	: establish or settle (someone) in a comfortable, safe place
brazenly	: acting or done in a very open and shocking way without shame or embarrassment
penetrating	: to pierce or pass into or through
prejudice	: preconceived opinion that is not based on reason or actual experience
contaminate	: make (something) impure by exposure to or addition of a poisonous or polluting substance
rankled	: to continue to cause keen irritation or bitter resentment within the mind; be painful

I) Skimming and Scanning Questions:

A. Write answers of the following questions in one word / one phrase/one sentence.

- 1) On what account Jumman and Algu were close friends?
- 2) What is the relation between *Khala Jaan* and Jumman Shaikh?
- 3) What is the leader of the Panchayat called as?

- 4) Who was selected as the Panch Parmeshwar in the old woman case?
- 5) What made Jumman think of avenging Algu?
- 6) What was the reaction of Jumman when the old woman chose Algu as a judge?
- 7) What caused the quarrel between Algu's wife and that of Jumman's?
- 8) What was the breed of Algu's ox?
- 9) What is the business of Samjhu Sahu?

B. Complete the following sentences by choosing the correct alternatives:

- 1) When Jumman had gone on ————— he had left his house under Algu's care.
 - a) Kashi
 - b) Makka
 - c) Hajj
 - d) Masjid
- 2) Jumman had ————— his distant aunt into transferring her property in his name.
 - a) cheated
 - b) tempted
 - c) confessed
 - d) coaxed
- 3) The name of the Jumman's wife is —————
 - a) Salma
 - b) Rubina
 - c) Kariman
 - d) Waziro
- 4) When members of the panchayat sat down, the woman began her ———
 - a) supplication
 - b) tortures
 - c) quarrel
 - d) manifestations

- 5) Algu's treachery troubled Jumman constantly. He was always thinking of avenging this ————— .
- a) sense of judgement b) situation
- c) predicament d) humiliation
- 6) Algu sold his ox for ————— rupees.
- a) one hundred b) two hundred
- c) one hundred and fifty d) two hundred and fifty
- 7) ————— purchased a ox from Algu.
- a) Khala Jaan b) Samjhu Sahu
- c) Chacha Chowdhry d) Jumman Shaikh
- 8) At the end of the story, both, Algu and Jumman washed off the bitterness of their hearts and the plant of their friendship became ——— again.
- a) green b) white
- c) orange d) black

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each:

- 1) How was the friendship between Algu and Jumman?
- 2) What was *Khala Jaan's* grievance against Jumman?
- 3) What was Jumman's grievance against Algu?
- 4) How did Samjhu Sahu treated his new ox?
- 5) What was the supplication of the old woman against Jumman?
- 6) What was Jumman's reaction after Algu's judgement?
- 7) What were the charges of Samjhu Sahu against Algu?
- 8) What was the final judgement of Jumman in Algu-Samjhu case?

B) Write Short Notes on following in 7 to 8 sentences each:

- 1) The friendship between Jumman and Algu
- 2) The character of Algu
- 3) Panchayat's decision in Khala Jaan case
- 4) Jumman and Algu as rivals
- 5) The end of the story *Panch Parmeshwar*

III) Vocabulary Exercises:

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

Verb	Noun	Adjective	Adverb
subscribe	_____	_____	_____
_____	hospital	_____	_____
_____	_____	questionable	_____
_____	_____	_____	powerfully
_____	danger	_____	_____

B) Give Synonyms of the following words:

1. subscribe
2. acquire
3. sternly
4. dismiss
5. begin
6. grudge

IV) Writing activities :

1. Explain the realistic background of the story *Panch Parmeshwar* in your words
2. Write your views and opinions on 'The Panchayat as an alternative system of governance'.
3. Write your views on the idealistic view of justice presented by Premchand.

V) Suggestions for further reading

Premchand authored some popular stories like Idgah, Nashaa, Atmaram, Boodhi Kaki, Bade Bhaisahab, Bade ghar ki beti, Kafan, Panch Phool, Ram Katha, Pariksha and Gora. His *Shatranj Ke Khiladi* has been adapted for a Hindi movie with the same title. You can read the story and watch it on YouTube also.

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MODULE IV

A) Kabuliwala

Rabindranath Tagore

Introduction:

Rabindranath Tagore was one of the most celebrated Indian poets of the 20th century. He has eight novels, four novellas, 100 short stories, and collection of poems, essays, travelogues, dramas and thousands of songs to his credit. His works are frequently noted for their rhythmic quality, optimistic and lyrical nature. He was the first Indian poet to win The Nobel Prize for literature in 1913. He, who travelled more than thirty countries, opposed Imperialism and supported Indian Nationalists. He started his career as a short story writer in 1877. Though he was not recognised for years as a short story writer, he became the first Bengali writer who elevated the short story to a serious art form. Some of his stories received strong criticism. Contemporary life in rural and urban Bengal and deceptively simple subjects of commoners are reflected in his short stories. His notable short stories include *Kabuliwala*, *Hungry Stone*, *The wife's Letter*, *Woman Unknown* and *The Runaway*. They receive high regard in the literary world.

The present story deals with the relationship between a father and a daughter and a mother and a daughter. The main characters are the narrator, his daughter Mini, Mini's mother and Kabuliwala. It also delves into the bonds of friendship, affection and parting which transcends the borders of race, religion and language. The end of the story is very touching and moves the hearts of many readers.

My five years' old daughter Mini can't live without chattering. I really believe that in all her life she has not wasted a minute in silence. Her mother is often vexed at this, and would stop her prattle, but I would not. To see Mini quiet is unnatural, and I can't bear it long. And so my own talk with her is always lively.

One morning for instance, when I was in the midst of the seventeenth chapter of my new novel, my little Mini stole into the room, and putting her hand into mine, said, "Father! Ramdayal the doorkeeper calls a crow a crow! He doesn't know anything, does he?"

Before I could explain to her the differences of language in this world, she was embarked on the full tide of another subject. "What do you think, Father? Bhola says

there is an elephant in the clouds, blowing water out of his trunk, and that is why it rains!”

And then, darting off a new, while I sat still making ready some reply to this last saying, “Father! What relation is Mother to you?”

“My dear little sister in the law!” I murmured involuntarily to myself, but a grave face contrived to answer. “Go and play with Bhola, Mini! I am busy!”

The window of my room overlooks the road. The child had seated herself at my feet near my table, and was playing softly, drumming on her knees. I was hard at work on my seventeenth chapter, where Protrap Singh, the hero, had just caught Kanchanlata, the heroine, in his arms, and was about to escape with her by the third story window of the castle, when all of a sudden Mini left her play, and ran to the window, crying, “A Kabuliwallah ! a Kabuliwallah !” Sure enough in the street below was a Kabuliwallah, passing slowly along. He wore the loose soiled clothing of his people, with a tall turban, there was a bag on his back, and he carried boxes of grapes in his hand.

I can’t tell what were my daughter’s feelings at the sight of this man, but she began to call him loudly. “Ah!” I thought, “ he will come in, and my seventeenth chapter will never be finished!” At which exact moment the Kabuliwallah turned, and looked up at the child. When she saw this, overcome by terror, she fled to her mother’s protection, and disappeared. She had a blind belief that inside the bag, which the big man carried, there were perhaps two or three other children like herself. The pedlar meanwhile entered my doorway, and greeted me with a smiling face.

So precarious was the position of my hero and my heroine that my first impulse was to stop and buy something, since the man had been called. I made some small purchases, and a conversation began about Abdurrahman the Russians, the English, and the Frontier Policy.

As he was about to leave, he asked, “And where is the little girl, sir?”

And I, thinking that Mini must get rid of her false fear, had her brought out.

She stood by my chair, and looked at the Kabuliwallah and his bag. He offered her nuts and raisins, but she would not be tempted, and only clung the closer to me, with all her doubts increased. This was their first meeting.

One morning, however, not many days later, as I was leaving the house, I was startled to find Mini, seated on a bench near the door, laughing and talking, with the great Kabuliwallah at her feet. In all her life, it appeared; my small daughter had never found so patient a listener, save her father. And already the corner of her little sari was stuffed with almonds and raisins, the gift of her visitor, "Why did you give her those?" I said, and taking out an eight anna bit, I handed it to him. The man accepted the money without demur, and slipped it into his pocket.

Alas, on my return an hour later, I found the unfortunate coin had made twice its own worth of trouble! For the Kabuliwallah had given it to Mini, and her mother catching sight of the bright round object, had pounced on the child with: "where did you get that eight-anna bit?"

"The Kabuliwallah gave it to me," said Mini cheerfully.

"The Kabuliwallah gave it to you!" cried her mother much shocked. "Oh, Mini! How could you take it from him?"

I entering at the moment, saved her from impending disaster, and proceeded to make my own inquiries.

It was not the first or second time, I found, that the two had met. The Kabuliwallah had overcome the child's first terror by a judicious bribery of nuts and almonds, and the two were now great friends.

They had many quaint jokes, which afforded them much amusement. Seated in front of him, looking down on his gigantic frame in all her tiny dignity, Mini would ripple her face with laughter and begin: O Kabuliwallah, Kabuliwallah, what have you got in your bag?"

And he would reply, in the nasal accents of the mountaineer: "An elephant!" Not much cause for merriment, perhaps; but how they both enjoyed the witticism! And for me, this child's talk with a grown-up man had always in it something strangely fascinating.

Then Kabuliwallah, not to be behindhand, would take his turn: "Well, little one, and when are you going to the father-in-law's house?"

Now most small Bengali maidens have heard long ago about the father-in-law's house; but we, being a little new fangled, had kept these things from our child, and Mini

at this question must have been a trifle bewildered. But she would not show it, and ready tact replied: "Are you going there?"

Amongst men of the Kabuliwallah's class, however, it is well known that the words father-in-law's house have a double meaning. It is a euphemism for jail, the place where we are well cared for, at no expense to ourselves. In this sense would the sturdy pedlar take my daughter's question? "Ah," he would say, shaking his fist at an invisible policeman, "I will thrash my father-in-law's!" Hearing this, and picturing the poor discomfited relative, Mini would go off into peals of laughter, in which her formidable friend would join.

These were autumn mornings, the very time of year when kings of old went forth to conquest; and I, never steering from little corner in Calcutta, would let my mind wander over the whole world. At the very name of another country, my heart would go out to it, and at the sight of a foreigner in the streets, I would fall to weaving network of dreams, — the mountains, the glens, and the forests of his distant home, with his cottage in its setting, and the free and independent life of far away wilds.

Perhaps the scenes of travel conjure themselves up before me, and pass and repass in my imagination all more vividly, because I lead such a vegetable existence, that a call to travel would fall upon me like a thunderbolt.

In the presence of this Kabuliwallah, I was immediately transported to the foot of arid mountain peaks, with narrow little defiles twisting in and out amongst their towering heights. I could see the string of camels bearing the merchandise, and the company of turbaned merchants, carrying some of their queer old firearms, and some of their spears, journeying downward towards the plains. I could see —but at some such point Mini's mother would intervene, imploring me to "beware of that man."

Mini's mother is unfortunately a very timid lady. Whatever she hears a noise in the street, or sees people coming towards the house, she always jumps to the conclusion that they are either thieves, or drunkards, or snakes, or tigers, or malaria or cockroaches, or caterpillars, or an English sailor. Even after all these years of experience, she is not able to overcome her terror. So she was full of doubts about the Kabuliwallah, and used to beg me to keep a watchful eye on him.

I tried to laugh her fear gently away, but she would turn around on me seriously, and ask me solemn questions.

Were children never kidnapped?

Was it, then, not true that there was slavery in Kabul?

Was it so very absurd this big man should be able to carry off a tiny child?

I urged that, though not impossible, it was highly improbable. But this was not enough, and her dread persisted. As it was impossible, however, it did not seem right to forbid the man the house, and the intimacy went on unchecked.

Once a year in the middle of January Rahmun, the Kabuliwallah, was in the habit of returning to his country, and as the time approached he would be very busy, going from house to house collecting his debts. This year, however, he could always find time to come and see Mini. It would have seemed to an outsider that there was some conspiracy between the two, for when he could not come in the morning, he would appear in the evening.

Even to me it was a little startling now and then, in the corner of a dark room, suddenly to surprise this tall, loose-garmented, much bebagged man; but when Mini would run in smiling, with her, "O! Kabuliwallah! Kabuliwallah!" and the two friends, so far apart in age would subside into their laughter and their old jokes, I felt reassured.

One morning, a few days before he had made up his mind to go, I was correcting my proof sheets in my study. It was chilly weather. Through the window the rays of the sun touched my feet, and the slight warmth was very welcome. It was almost eight o'clock, and the early pedestrians were returning home, with their heads covered. All at once, I heard an uproar in the street, and, looking out, saw Rahmun being led away bound between two policemen, and behind them a crowd of curious boys. There were blood-stains on the clothes of the Kabuliwallah, and one of the policemen carried a knife.

Hurrying out, I stopped them, and enquired what it all meant. Partly from one, partly from another, I gathered that a certain neighbour had owed the pedlar something for a Rampuri shawl, but had falsely denied having bought it, and that in the course of the quarrel, Rahmun had struck him. Now in the heat of his excitement, the prisoner began calling him enemy all sorts of names, when suddenly in a verandah of my house appeared my little Mini, with her usual exclamation: "O Kabuliwallah! Kabuliwallah!" Rahmun's face lighted up as he turned to her. He had no bag under his arm today, so she could not discuss the elephant with him. She at once therefore proceeded to the next question: "Are you going to the father-in-law's house?" Rahmun laughed and said: "Just where I am going, little one!" Then seeing that the reply did not amuse the child, he held up his

fettered hands. "Ali" he said, "I would have thrashed that old father-in-law, but my hands are bound!"

On a charge of murderous assault, Rahmun was sentenced to some year's imprisonment.

Time passed away, and he was not remembered. The accustomed work in the accustomed place was ours, and the thought of the once free mountaineer spending his years in prison seldom or never occurred to us. Even my light-hearted Mini, I am ashamed to say, forgot her old friend. New companions filled her life. As she grew older, she spent more of her time with girls. So much time indeed did she spend with them that she came no more, as she used to do, to her father's room. I was scarcely on speaking terms with her.

Years had passed away. It was once more autumn and we had made arrangements for our Mini's marriage. It was to take place during the Puja Holidays. With Durga returning to Kailas, the light of our home also was to depart to her husband's house, and leave her father's in the shadow.

The morning was bright. After the rains, there was a sense of ablution in the air, and the sun rays looked like pure gold. So bright were they that they gave a beautiful radiance even to the sordid brick walls of our Calcutta lanes. Since early dawn to day the wedding-pipes had been sounding, and at each beat my own heart throbbed. The wail of the tune, Bhairavi, seemed to intensify my pain at approaching separation. My Mini was to be married to-night.

From early morning noise and bustle had pervaded the house. In the courtyard the canopy had to slung on its bamboo poles; the chandeliers with their tinkling sound must be hung in each room and verandah. There was no end of hurry and excitement. I was sitting in my study, looking through the accounts, when some one entered, saluting respectfully, and stood before me. It was Rahmun the Kabuliwallah. At first I did not recognize him. He had no bag, nor the long hair, nor the same vigour that he used to have. But he smiled, and I knew him again.

"when did you come, Rahmun?" I asked him.

"Last evening," he said, "I was released from jail."

The words struck harsh upon my ears. I had never before talked with one who had wounded his fellow, and my heart shrank within itself, when I realised this, for I felt that the day would have been better-omened had he not turned up.

“There are ceremonies going on,” I said, “and I am busy. Could you perhaps come another day?”

At once he turned to go; but as he reached the door he hesitated, and said: “May I not see the little one, sir, for a moment?” It was his belief that Mini was still the same. He had pictured her running to him as she used, calling “O Kabuliwallah! Kabuliwallah!” He had imagined too that they would laugh and talk together, just as of old. In fact, in memory of former days he had brought, carefully wrapped up in paper, a few almonds and raisins and grapes, obtained somehow from a countryman, for his own little fund was dispersed.

I said again: “There is a ceremony in the house, and you will not be able to see any one to today “

The man’s face fell. He looked wistfully at me for a moment, said “Good morning,” and went out. I felt a little sorry, and would have called him back, but I found he was returning of his own accord. He came close up to me holding out his offering and said: “I brought these few things, sir, for the little one. Will you give them to her?”

I took them and was going to pay him, but he caught my hand and said: “You are very kind, sir! Keep me in your recollection. Do not offer me money!—you have a little girl, I too have one like her in my own home. I think of her, and bring fruits to your child, not to make a profit for myself.”

Saying this, he put his hand inside his big loose robe, and brought out a small and dirty piece of paper. With great care he unfolded this, and smoothed it out with both hands on my table. It bore the impression of a little band. Not a photograph. Not drawing. The impression of an ink-smeared hand laid flat on the paper. This touch of his own little daughter had been always on his heart, as he had come year after year to Calcutta, to sell his wares in the streets.

Tears came to my eyes. I forgot that he was a poor Kabuli fruit-seller, while I was—but no, what was I more than he? He also was a father. That impression of the hand of his little Parbati in her distant mountain home reminded me of my own little Mini.

I sent for Mini immediately from the inner apartment. Many difficulties were raised, but I would not listen. Clad in the red silk of her wedding-day, with sandal paste on her forehead, and adorned as a young bride, Mini came, and stood bashfully before me.

The Kabuliwallah looked a little staggered at the apparition. He could not revive their old friendship. At last he smiled and said: "Little one, are you going to your father-in-law's house?"

But Mini now understood the meaning of the word "father-in-law," and she could not reply to him as of old. She flushed up at the question, and stood before him with her bride-like face turned down.

I remembered the day when the Kabuliwallah and my Mini had first met, and I felt sad. When she had gone, Rahmun heaved a deep sigh, and sat down on the floor. The idea had suddenly come to him that his daughter too must have grown in this long time, and that he would have to make friends with her anew. Assuredly he would not find her, as he used to know her. And besides, what might not have happened to her in these eight years?

The marriage-pipes sounded, and the mild autumn sun steamed round us. But Rahmun sat in the little Calcutta lane, and saw before him the barren mountains of Afghanistan.

I took out a bank-note, and gave it to him, saying: "Go back to your own daughter, Rahmun, in your country, and may the happiness of your meeting bring good fortune to my child!"

Having made this present, I had curtail some of the festivities. I could not have the electric lights I had intended, nor the military band, and the ladies of the house were despondent at it. But to me the wedding feast was all the brighter for the thought that in a distant land a long-lost father met again with his only child.

Glossary and Notes :

chatter	:	talk rapidly and continuously
contrive	:	to scheme
precarious	:	uncertain
raisins	:	dried grapes
demur	:	objection
judicious	:	wise
quaint	:	attractive, unusual

dignity	:	nobility
ripple	:	movement
merriment	:	enjoyment
witticism	:	amusement
behindhand	:	late
Euphemism	:	mild term
thrash	:	hit repeatedly
discomfit	:	make uneasy
glens	:	deep, narrow valley
vividly	:	clearly
defile	:	make dirty
fetter	:	restrain with chain
merchandise	:	goods for
implore	:	to ask something with great emotion
persist	:	continue firmly
subside	:	make less loud
curious	:	inquisitive
bustle	:	noisy activity
pervade	:	spread through
ablution	:	purification, showering
slung	:	device for throwing stone
chandeliers	:	branched support, hanging from the ceiling
tinkle	:	to make light ringing sound
shrink	:	become smaller
wistfully	:	showing sadness
recollection	:	remembrance

ware	:	goods for sale
revive	:	to make strong, bring to life
despondent	:	having lost hope

I) Skimming and Scanning Questions:

A) Answer the following questions in one sentence each.

1. Who is the narrator of the story?
2. Who are the two fathers in the story?
3. What kind of a girl is Mini?
4. What is Mini's father by profession?
5. Who was scared of Kabuliwala?
6. What did Kabuliwala wear on his head?
7. What was kabuliwala charged with?
8. What did Kabuliwala sell on the streets of Kolkatta?
9. What is the name of Kabuliwala?
10. When did Kabuliwala generally return to his hometown?
11. What was Mini's blind belief about the pedlar?

B) Complete the following statements using the correct alternative from the ones given below.

1. Mini used to call Rahmun———.

a) O Kabuliwala ! Kabuliwala	b) O Rahmum, Rahmun
c)O Pedlar, Pedlar	d) O uncle, uncle
2. Mini's mother was often annoyed with———.

a) Mini's silence	b) Mini's chatter
c) Mini's study	d) Mini's shouting
3. The name of the doorkeeper is ———.

a) Kabuliwala	b) Ramdayal
c) Rahmun	d) Ram

7. How was Rahmun hurt by the narrator?
8. Why did the narrator accept Kabuliwala's request to hand over the grapes and raisins to Mini?
9. Why was Kabuliwala shocked when he saw Mini in the end?
10. Which event became turning point in Kabuliwala's life?How?

B) Write short notes on the following in 7 to 8 lines each.

1. Kabuliwala
2. Mini
3. Mini's mother
4. The narrator
5. Theme of love in Kabuliwala
6. The effect of time on human relationship
7. The plight of Kabuliwala

III) Vocabulary Exercises:

A) Complete the following table supplying correct forms of words where possible.

Noun	Verb	Adjective	adverb
Knowledge			
		different	
	converse		
			protectively
explanation			

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

A	B
prattle	uncertain
precarious	objection
demur	confused
judicious	talk like a child
bewildered	wise

IV) Writing Activities :

- i) Write a short essay on how foreigners are treated in India.
- ii) Write in short the role of parents in bringing up their children in modern society.

B) Offering in the Temple

Desika Vinayakam Pillai

Introduction :

Desika Vinayakam Pillai (1876-1954) was born in the Southern district of Tamil Nadu in a village called Theroor. He adopted simple living and high thinking as his guiding principle. He was a great follower of Gandhi and wore khadi and used to spin the charkha. He was deeply concerned with the uplift of the downtrodden. He was honoured with Kavimani and was commemorated on an Indian Postage stamp. He wrote many songs for children and his poems are lessons for them who learn Tamil in schools around the world. His masterpieces include Asiya Jothi, Nanji Nattu, Manmiyam and the translation of the work 'Omar Khayyam'. He occupies a special place in Tamil literature.

In the present poem, the poet states firmly that the existence of God one can feel within one's heart and not in the world outside. And if one can find Him within oneself, His appearance can be seen everywhere.

I saw the entire temple:
I climbed up the spires as well.
My friends! Despite my search
I saw the Lord nowhere.

I saw the holy tank; the street
Where the chariot moves.
Me poor! I did not see the treasure
Of one's hard times.

There were sculpted figures;
Painting wrought beautifully.
My friend! Yet I found nowhere
The Lord wonderful.

Gold was there; jewels too.
Scented garlands many.
But my father, my Lord,
Him I saw nowhere.

They burnt joss sticks;
Lights were then waved.
My friend! I did not see there
The helper in times of need.

I saw the city of Tillai;
And the dance hall famous.
But my eyes did not gain
Him who can melt even stone.

My friend! It is no use
Worshipping lovely things
While you allow the mind
To roam as it will.
He is within the heart!
Understand this for sure.
If you could see him within
You would meet him in the temple too.

Kovil Valipadu, 1938 Translated by Prema Nandakumar

Glossary and Notes:

entire	:	whole
spire	:	structure on the top of the temple
chariot	:	stately, triumphal carriage
sculpted	:	carved
wrought	:	made fashioned, beaten out shaped by hammering
joss sticks	:	incense stick
wave	:	moving from side to side
helper	:	a person who gives assistance
gain	:	obtain, secure
roam	:	travel aimlessly, unsystematically
worship	:	show reverence and adoration for

I) Skimming and Scanning Questions:

A) Answer the following questions in one sentence each.

1. Did the poet find God in the temple?
2. What is the poet searching for?
3. Where did the poet not find treasure?
4. How was the painting?
5. How is the Lord?
6. What did the poet not see in times of need?
7. Where is the famous dance hall?
8. What is useless according to the poet?
9. Where is the God according to the poet?
10. When can one see God in the temple according to the poet?
11. Why did the poet call himself poor?

B) Complete the following statements using the correct alternative from the ones given below.

1. Though the poet searched God everywhere, he could find Him———
 - a) in the temple
 - b) nowhere
 - c) on the spires
 - d) in the street

C) The Felling of the Banyan Tree

Dilip Chitre

Introduction :

Dilip Chitre (1938) was born in Baroda. He writes poetry both in Marathi and English. He lives and works in Mumbai. He is a major Marathi poet, who is also known for his poetry in English. He won the Sahitya Academy Award for his Marathi poetry and his English translations of the great saint-poet Tukaram. He sees poetry as an expression of the spirit. Apart from poetry, Dilip Chitre has also written short stories and critical essays. '**An Anthology of Marathi Poetry 1945–1965**' is one of his most important works of translation. '**Travelling in a Cage**,' from which the poem selected here has been taken, was published in 1980.

My father told the tenants to leave
Who lived on the houses surrounding our house on the hill
One by one the structures were demolished
Only our own house remained and the trees
Trees are sacred my grandmother used to say
Felling them is a crime but he massacred them all
The sheoga, the oudumber, the neem were all cut down
But the huge banyan tree stood like a problem
Whose roots lay deeper than all our lives
My father ordered it to be removed

The banyan tree was three times as tall as our house
Its trunk had a circumference of fifty feet
Its scraggly aerial roots fell to the ground
From thirty feet or more so first they cut the branches
Sawing them off for seven days and the heap was huge
Insects and birds began to leave the tree
And then they came to its massive trunk
Fifty men with axes chopped and chopped

The great tree revealed its rings of two hundred years
 We watched in terror and fascination this slaughter
 As a raw mythology revealed to us its age
 Soon afterwards we left Baroda for Bombay
 Where there are no trees except the one
 Which grows and seethes in one's dreams, its aerial roots
 Looking for the ground to strike.

Glossary and Notes:

tenants	:	people who live on rent
sacred	:	holy
felling	:	cutting
massacred	:	cut down
scraggly	:	thin
aerial roots	:	roots growing in the air
seethes	:	extremely agitated or excited
rings	:	circular marks on the tree trunk showing its age.

I) Skimming and Scanning Questions :

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

- 1) Who lived on the houses surrounding our house on the hill?
- 2) What were demolished one by one?
- 3) Who used to say, "Trees are sacred."
- 4) Why did the poet's father ask the tenants to leave?
- 5) How many days they took to cut its branches?
- 6) How was Bombay different from Baroda?

B) Fill in the blanks in the following sentences by choosing the correct alternative from those given below.

- 1) Dilip Chitre has won theAward.
 a) Padmashree b) Nobel c) Sahitya Academy d) Pulitzer.
- 2) Dilip Chitre has translated the poems of great Marathi saint poet
 a) Dnyaneshwar b) Tukaram c) Eknath d) Chokhoba.

- 3) One by one thewere demolished.
a) buildings b) houses c) structures d) mansions.
- 4) The trunk of the Banyan tree had circumference offeet.
a) Fourty b) Sixty c) Fifty d) Seventy.
- 5) The life of the Banyan tree was ofyears.
a) ninety b) three hundred c) hundred d) two hundred.

II) Comprehension Questions:

A) Answer the following questions in 3 to 4 sentences each.

- 1) Why, according to the grandmother, was the felling of a tree a crime?
- 2) Why did the Banyan tree stand like a problem?
- 3) Describe in brief the cutting of the Banyan tree.
- 4) In brief, comment on Poet's anxiety in the poem.

B) Write short notes on the following in 7 to 8 sentences each.

- 1) Responses of the different characters about the felling of the Banyan tree.
- 2) Description of the Banyan tree.
- 3) Message of the poem.

III) Vocabulary Exercises :

Complete the following table filling in the gaps where possible.

Noun	Verb	Adjective	Adverb
ring			
			scraggly
		fascinating	

IV) Writing activity:

Write a paragraph about how you feel after you cut a tree.

□ □ □

SEMESTER II
(PAPER B)

MODULE V

A) Business Correspondence

Introduction:

Communication through exchange of letters is known as correspondence. We communicate our feelings and thoughts to our friends and relatives through letters and this communication is called personal correspondence. A businessman also writes and receives letters in day to-day transactions, which may be called business correspondence. Business correspondence means the exchange of information in a written format for the process of business activities. A business letter is a form of communication. It is written by an authorized person or an organization. Business correspondence takes place between different organizations or between the customers and the organization.

Need for written communication:

Now-a-days business operations are not restricted to any locality, state or nation. Today production takes place in one area but consumption takes place everywhere. Since the businessman as well as the customers live in far off places, they don't have sufficient time to contact each other personally. Thus, there arises the need for writing letters. Now the importance of letters has increased because of vast expansion of business, increase in demand as well as supply of goods. The importance of business correspondence is important for maintaining proper relationships. It can serve as an evidence to create and maintain goodwill and help in expansion of business.

Types of Correspondence:

Business letters are the most formal methods of communication and follow specific formats. They are addressed to a particular person or organization. The main types of business correspondence are : 1) Letter of Inquiry 2) Letter of Claim/Complaints 3) Letter of Application 4) Letter of Approval/Dismissal 5) Letter of Recommendations 6) Letter of Promise.

Modernization has led to the usage of new means of business correspondence such as E-mail or Fax. In this unit we will study some letters of business letters, mass communication letters and social communication letters.

I) Structure of Business letter:

A business letter has a distinctive structure and appearance. Its structure, layout and form are well established by convention and practice. Each of the parts has a specific style, position and function. A letter is usually an organization's first visual contact with another organization or person. Hence it makes an important impression.

An official letter looks different from a personal letter and from other types of business document. The structure of a business letter has a number of elements or parts. The seven elements that normally appear in every letter are fixed location on the sheet. The main parts of the letters : heading, date, inside address, salutation, body of the letter, complimentary close and typical signature. In addition to these, some other details are included in some letters : your reference number, our reference number, attention line, subject line, identification marks, enclosures. Let us now briefly discuss about the different elements/parts of business letter. The essential parts of business letters are as follows:

i) **Heading:** The heading of a business letter usually contains the name and postal address of the business, E-mail address, Web-site address, Telephone Numbers, Fax number, Trade Mark or Logo of the business (if any). The heading is normally printed or typed in the middle of the page.

ii) **Date:** The date is normally written on the right side corner after the heading as the day, month and year. Dates are written in various ways. Some examples are like in British practice, 28th February, 2017 or in American practice, February 28, 2017; or Modern practice, 28-02-2017.

iii) **Reference Number:** Reference number is also an important part of the letter and it should be properly placed. It indicates letter number and the department from where the letter is being sent and the year. It helps in future reference. This reference number is given on the left hand corner after the heading. Some companies include both, *Our Ref. No.* and *Your Ref. No.* in their letters. For example, we can write reference number as *AB/FA Dept. 20016/25*.

iv) **Inside Address:** Inside address contains the name and address of the company or the firm or a person to whom the letter is to be sent or who receives the letter. It also contains the full name/designation and business address of the person. This is written on the left hand side of the sheet below the reference number. Letters should be addressed to the responsible head e.g., The Secretary, the Principal, the Chairman, the Manager, etc.

v) **Subject:** It is a statement in brief, that indicates the matter to which the letter relates. It attracts the attention of the receiver immediately and helps him to know quickly what the letter is about. An indication of the subject of the letter may quicken its disposal. Usually it is typed and double-spaced between the salutation and the first line of the body of letter. The word 'subject' is followed by a colon and then the matter is indicated. It is like the title of a report indicating the contents. For example:

Subject: Your order No. C 317/8 dated 12th March 2016.

Subject: Enquiry about Samsung Television.

Subject: Fire Insurance Policy.

vi) **Salutation:** This is placed below the inside address. It is usually followed by a comma (.). The choice of salutation would depend upon your relationship with the receiver and the form of inside-address. If you are addressing an organization (company, society, association, club, agency) you use for example: Dear Sirs/ Dear Madam – for addressing a firm or company. Sir/Madam – for official and formal correspondence. If you are addressing the officer by name you may use any of these – Dear Rajesh/Dear Rajeshwari – (Informal), Dear Shri Rampal/Dear Smt. Seema – (Formal), My Dear Shri Raghvendra/ My Dear Smt. Shubhangi (too informal/personal). The circulars sent for sales promotion or for promotion of data from a large population have salutations such as 'Dear Customer', 'Dear Reader', 'Dear Subscriber', 'Dear Member' etc.

vii) **Body of the letter:** This comes after salutation. The body contains the message of the letter. It is generally made up of three parts :

(a) Opening Part – It is the introductory part of the letter. It is an introductory statement specifying the nature of the business or the occasion for writing the letter. In this part, attention of the reader should be drawn to the previous correspondence, if any. For example – with reference to your letter No. 360 dated 12th March 2016, I would like to draw your attention towards the new brand of Sedan Car.

(b) Main Part – This part usually contains the subject matter of the letter. It should be precise and written in clear words – the message that you are conveying along with essential details.

(c) Concluding Part – It contains a statement of the sender's intentions, hopes or expectations concerning the next step to be taken. Further, the sender should always look forward to

getting a positive response. The concluding remarks indicate what action you wish the addressee to take. At the end, terms like – Thanking you, With regards, With warm regards may be used.

vii) **Complementary Close:** It is a formal and a polite way of ending a letter. It must be in accordance with the salutation. The first letter of the first word of a complementary close is written in capitals and a comma is put at the end of the last word. For example:

Salutation	(Complementary close)
i) Dear Sir/Madam	Yours faithfully, or Your truly,
ii) Dear Mr. Raj	Yours sincerely,
iii) My Dear Akbar	Yours very sincerely, (express very informal relations)
iv) Dear Customer	Yours sincerely,

Some organizations write ‘Sincerely’ or ‘Faithfully’ first and put ‘yours’ later.

ix) **Signature:** It is written in ink, immediately below the complementary close. As far as possible, the signature should be legible. The name of the writer should be typed immediately below the signature. The writer’s designation/division/ department is given below the typed name. For example:

Yours faithfully,

For M/S Acron Electricals

(Signature)

SUNIL KUMAR

Partner

xi) **Enclosures:** If the documents attached are important, they are specified. This is required when some documents like cheque, draft, bills, receipts, lists, invoices etc. are attached with the letter. These enclosures are listed one by one in serial numbers. For example :

Encl : i) Demand Draft No A 32926 dated 21 November, 2016

ii) The list of goods received

iii) A cheque for Rupees One Thound dt. Feb. 27, 2016 (Cheque No ...) towards payment for goods supplied.

xii) **Identification Mark:** Identification marks appear just above the 'Enclosure', if any. This is required when the writer wants to add something, which is not included in the body of the letter. It is expressed as P.S. For example :

P.S. – In our office, we provide two years warranty.

xiii) **Copy Circulation:** This is required when copies of the letter are also sent to persons of the addressee. It is done as C.C. For example :

C.C. i) The Chairman, Electric Supply Corporation

ii) The Director, Hiranyakishi Foundation

iii) The Secretary, Sarvodaya Education Society

Task I

i) Explain the essential parts of a Business Letter with the help of a specimen.

ii) What is meant by business correspondence?

iii) Write a brief note on the various types of business Letters.

II) Types of Business Letters :

Business letters are written for the fulfillment of several purposes. The purpose may be to enquire about a product to know its price and quality, availability, etc. This purpose is served if you write a letter of enquiry to the suppliers. After receiving a letter the supplier may send you details about the product as per your query. If satisfied, you may give order for supply of goods as per your requirement. After receiving the items, if you find that the product is defective or damaged, you may lodge a complaint. These are the few instances in which business correspondence takes place. Let us learn the details about some important business letters.

i) Business Enquiry Letter:

A letter of 'enquiry' is written to seek information from other organizations. Sometimes prospective buyers want to know the details of the goods which they want to buy, like quality, price, mode of delivery and payment, etc. They may also ask for a sample. The letter written to seller with one or more of the above purposes is known as enquiry letter. Each enquiry letter should be drafted keeping the points in view : 1) Indicate the nature of enquiry at the beginning 2) State reason for the enquiry 3) Clearly state what information you want to seek 4) Close with a statement which would elicit quick response.

A Specimen Letter of Enquiry:

Bharat Trading Company 415, B Madhav Road, Sadashiv Peth, Pune – 5 Tel. – (020)23241053 E-mail : btc_2005@gmail.com	
Ref. BTC/W/ 2016/211 Sales Manager, Titan Quartz, Sona Towers,71, Miller Road, Mumbai – 52. Subject: Enquiry about the price of watches...	Date : 15 th December, 2016.
Dear Sir, We are dealing in retail trade of wrist watches. We would be interested in selling your products, through our retail showroom Bharat Trading Company. We understand that TATA has introduced new types of world class Titan Quartz Watches. We shall appreciate detailed information about each of the Titan Quartz Watches along with the illustrated catalogue and price-list. We also want to know about the guarantee for each of the quartz watches. Could you, therefore, send us your quotations and let us know the terms and conditions of the payments. We hope that this enquiry of ours will receive your prompt and best attention. Thanking you,	
Yours faithfully, For Bharat Trading CO. Sd/- (R. Somanath)	

Reply:

After receiving the letter of enquiry from a perspective buyer, the sellers supply the relevant information by a reply letter which is called a quotation letter.

TITAN QUARTZ Sona Towers. 71, Miller Road, Bangaluru – 560052.	
Ref. SL/F 2016/12 M/s Bharat Trading Company, 415, B, Madhav Road, Sadashiv Peth, Pune – 5. Subject: Your letter No. BTC/W 2016/211 dated December 15, 2016 Dear sir, Thank you for your enquiry letter of 15 th December 2016, for Titan Quartz Watches. We are happy to learn about your interest in world class quartz watches. We would be glad to meet your requirement of selling our watches in your retail showroom. Our quotations are given in the price-list enclosed. We have introduced an international collection of over 350 fine quartz watches pricing Rs. 380/- onwards. With Titan Quartz, the customer has the Tata assurance of many years of faultless performance. Every Titan Quartz Watch is guaranteed for two years. Our after-sales network offers service with speed and economy. We are confident that you will find our price competitive and our terms and conditions reasonable. We look forward to fulfill your requirements in time. Thanking you.	04 th January, 2017.
Encl : Price List & Terms and Conditions.	

Yours faithfully,
For Titan Quartz
Sd/-
(Des Gupta)
Sales Manager.

ii) Letters of Complaint:

In any business, there will be some mistakes and mishaps. You may not get the goods and services as you had expected and ordered. If things go wrong on your order, you have to inform the suppliers about the problem and see that the faults are corrected and adjustments are made. When a buyer discovers any mistake or discrepancy, he brings it to the notice of the supplier by writing a complaint letter. The following is a specimen complaint letter :

Ferguson College Pune
FC Road, Deccan
Pune – 5

Ref. FCP/Lib/25/20016

2nd January 2016.

M/s Trinity Books Sellers,
M. G. Road, Delhi – 110005.

Subject: Regarding damaged books supplied.

Dear Sirs,

Thank you very much for the dispatch of 150 books for which we had placed with you an order dated 25th November 2015.

But, on opening the package, it is found that two copies of 'Personnel Management' and four copies of 'Tempest' are damaged. These books are so badly damaged that they are of no use to us.

We request you, therefore, to replace them immediately or send us credit note for the account of six books. We shall return these damaged copies on hearing from you. Thanking you.

Yours faithfully,

Sd/-

Rajaram Savekar
Librarian Ferguson College, Pune.

Reply:

Trinity Book Stores
M. G. Road, New Delhi – 5

Ref. TBS/ Sell/251/2016

07th January 2016.

The Librarian,
Ferguson College, Pune
FC Road, Deccan, Pune – 5

Subject : Damaged books.

Reference : Your letter No. FCP/Lib/25/20016 dated 2nd January 2016.

Dear Sir,

We are sorry to learn from your letter of 2nd January 2016 that some of the books supplied to you were damaged when they reached you.

We regret that you should have a cause to complain about the damaged books. We have already sent the replacement by a parcel post this morning. We hope the steps we are taking for improving the packing will ensure the safe arrival of all your orders in future.

Thanking you.

Yours faithfully,

Sd/-

N. Swamy
Proprietor, M/s Trinity Book Stores.

Task II

i) Subhash Textile Co, Ltd. Ichalkaranji is interested in buying twenty water coolers to be placed in different parts of the office and factory for use of employees. Write a letter of enquiry to be sent to six firms inviting quotations for the water-coolers.

ii) Write a Reply to above Enquiry Letter.

iii) Assume that 12 room-heaters out of 50 have been received by your firm in damaged condition from Jupiter Electricals Appliances Co. Ltd., 26 Park Street, Kolkata. As the Manager of your firm, write a complaint letter to the supplier, seeking replacement for the damaged goods. Imagine necessary details.

iv) As Sales Manager of Jupiter Company, draft a reply offering replacement.

III) Mass Communications: Circular Letters

When a businessman has to communicate a formal message to a number of customers, shareholders, suppliers, business friends, employees etc., he sends it through circular letters. It conveys the message about certain fundamental changes in the structure and policy of the business organization. It circulates the same message to all the receivers. Its subject-matter is of common interest to all the customers and other business associates. It is cyclostyled or printed on large scale because the same message is transmitted to several receivers. Circular letters are advantageous especially because it saves time and money. A large number of circular letters can be dispatched in a day.

Circulars are also called Acknowledgement Letters. It must have an attractive style, effective language, appropriate meaningful and catchy words, suitable tone. A circular letter introduces a new product or service. It contains a common message. Circular letters are sent out on the following occasions :

1. Change in Address. 2. Opening of New Departments, Shops, Branches and Expansion of Premises. 3. Introducing a New Product. 4. Announcing Rise or Reduction in Prices. 5. Announcing the Agency Obtained. 6. Announcing Retirement or Death of Partner. 7. Admission of a New Partner. 8. Change in Constitution of the Firm.

Let us now have a look at some of these letters:

i) A Circular Letter Informing Change in Address :

<p style="text-align: center;">SHRI MARUTI-SUZUKI AUTO LTD. Old PB Road, Near Hotel Opal Kolhapur – 5</p>	
	<p>12th January, 2016.</p>
<p>Dear Customers,</p> <p>We are pleased in informing you that from 1st February 2016 we are shifting to the following address :</p> <p style="padding-left: 40px;">Maruti-Suzuki Auto Ltd., Plot No. 1206, Shirolī M.I.D.C., New Highway, Kolhapur – 10</p> <p>At our new premises, we have a spacious accommodation and all the necessary facilities to serve our customers. We look forward to your next visit to us at the earliest convenient time.</p> <p>Please ensure that all your correspondence is sent to our new address. Our new Phone No. are (0230) 2462757/8/9.</p> <p>Thanks.</p>	
	<p>Your faithfully, M. K. Desai Manager Maruti Suzuki Ltd.</p>

ii) Circular Letter Informing Opening a New Branch:

<p style="text-align: center;">NAYANA ELECTRONICS 5, Vidyanagar Vinayak road, Mumbai – 58</p>	
	<p>Date : 28th July 2016</p>
<p>Gentlemen,</p> <p>We are pleased to inform you that we are opening a new branch of wholesale electronics store on 15th August 2016. The name and address of the new branch is given below :</p> <p style="padding-left: 40px;">NAYANTARA ELECTRONICS 7, Vijaya Bazar, Ferguson Road, Deccan, Pune – 20.</p> <p>At this new branch, all our well-known goods and services will be available. As this place is spacious, we are able to receive our customers more conveniently at the counter. We have also arranged customer's waiting room and showroom at this branch. Our branch manager Mr. S. K. Desai and his assistants eagerly await your visit. They will be very happy to receive you at the counter.</p>	
	<p>For Nayana Electronics, S. K. Desai Manager.</p>

iii) Circular Letter Announcing the Retirement of a Partner :

<p style="text-align: center;">PATEL, PRASAD AND CO. Babubhai Bhulabhai Road, Mumbai 15</p> <p>Dear Sir/Madam,</p> <p>We regret to inform you that Mr. J. N. Patel, an active and valued partner of this firm is retiring due to old age. Mr. Patel had been working with us for last twenty-five years and he is quite familiar to our customers. His pleasant, courteous and friendly nature had made him popular. But, in recent past, his family doctor has asked him to take complete rest due to his ill-health. However, he will be associated with our firm in an advisory capacity.</p> <p>Though Mr. Patel has retired, the firm will continue to do business under the same old name. His son Mr. Harshad Patel will sign as the Manager Partner. He is a young man with innovative approach. He will be filling the vacancy created by his father. We request you to extend your usual patronage to us.</p> <p style="text-align: right;">Yours faithfully, P. L. Prasad Managing Partner Patel, Prasad and Co.</p>

iv) A Circular Letter Informing Increase in Price :

<p style="text-align: center;">RAJ ELECTRICALS AND CO. Shop No 16, Chhatrapati Shahu Cloth Market, Laxmipuri, Kolhapur.</p> <p style="text-align: right;">10th June, 2016.</p> <p>Gentlemen,</p> <p>We are thankful to your performance for our electrical goods. As you know we always keep on improving the quality for our products and our services. Now we have been striving to give you better and still better models of LED Bulbs and Tubes. You will be glad to know that for the increase in production and quality control, we have improved latest technology. This has resulted in marginal increase in our prices ranging from 10% to 15% on the items shown in the enclosed price-list.</p> <p>We are confident that this marginal increase in prices will not affect our business relationship.</p> <p>We look forward to your continued patronage.</p> <p>Thanking you.</p> <p style="text-align: right;">Sincerely yours, Mr. Raj Shaha Manager, Raj Electricals and Co.</p>
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Task III

- i) Draft a circular letter announcing expansion of business and opening of a new branch at Pune Aundh. Imagine all the necessary details.

- ii) Write a circular letter announcing retirement of the Founder Partner Mr. J. R. Ghatage who is the old partner of Messrs. Ghatage Patil and Company, Kolhapur.
- iii) Force Motors, Pune has decided to shift the Main Sales department from Udyam Nagar to Shiroli MIDC Industrial Area. Draft a circular letter announcing shifting of the location. Imagine necessary details.
- iv) M/s. Bharat Enterprises announces the death of a partner, Mr. J. M. Patel who was one of the founder partners of the firm. Draft a circular letter announcing death of this partner.

IV) Social Communication Letters to Maintain Good Will:

Businessmen have to write a number of letters relating to their own and organization's social life. Most persons are members of professional organizations of fraternities; as office-bearers or committee members. They have to write letters to fulfil social obligations which may not be directly related to your professional work. Nonetheless, writing such letters is essential to maintain smooth and cordial relationship with their counterparts in other organizations and also with employees of their own organization. Letters of congratulations, thanks and appreciation; of recommendation, introduction, inviting; of sympathy, regret and condolence; are some kinds of social correspondence.

The public letters are also called social letters. The Public Relations Department works to build goodwill. The public letters are addressed to business associates, colleagues, and friends. Let us study some of these types :

i) Letters of Congratulations:

Let us study the letter addressed to a person who gets elected as a President of Mumbai Chamber of Commerce.

<p style="text-align: center;">GANESH SOFTWARE M. G. Road, Ganpati Peth, Andheri West, Mumbai 88</p> <p>Dear Mr. Bose,</p> <p>I am glad to know that you are elected as a president of Mumbai Chamber of Commerce. Congratulations on this splendid recognition of your ability. It shows the high esteem in which your fellow businessmen hold you.</p> <p>From our close relationship with you for almost twenty years, my colleagues and I know how well suited you are for this important work. We are sure that your term of office will be one of the great values to the business community.</p> <p>Thanking you.</p> <p style="text-align: right;">Sincerely yours, R. Prasad For Ganesh Software, C.E.O.</p>

A congratulatory letter need not contain the word “Congratulation.” It can convey the message by its tone and the manner in which it takes note of the achievement.

Reply:

<p>Dear Mr. Prasad,</p> <p>Thank you very much for your good wishes. The kind thoughts of friends like you would help me in discharging my duties efficiently in my new position. I hope I would be able to meet the expectations of the new assignment and maintain the high standard of professional excellence established by my predecessors.</p> <p>With kind regards,</p> <p style="text-align: right;">Yours sincerely, L. P. Bose.</p>
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ii) Invitations :

<p style="text-align: right;">22nd January, 2016.</p> <p>Dear Shri Kumar,</p> <p>Could you please give us the pleasure of your company at lunch on Sunday 27th January, 2016, at 1 p.m.?</p> <p>We have arranged it at Volga on Clive Road. I have asked a few other common friends to join.</p> <p>Please do reply or just confirm on the phone your acceptance.</p> <p>With best wishes,</p> <p style="text-align: right;">Yours sincerely, Sumant Singh</p>
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Acceptance:

<p style="text-align: right;">25th January, 2016.</p> <p>Dear Shri Singh,</p> <p>Many thanks for your invitation to lunch. I shall be happy to have it with you on 27th January. I look forward to meeting you and other friends.</p> <p>With best wishes,</p> <p style="text-align: right;">Yours sincerely, D. Kumar.</p>

Regret:

<p style="text-align: right;">25th January, 2016.</p> <p>Dear Mr. Singh,</p> <p>Thank you very much for your invitation to lunch on 27th January. I am afraid I would not be able to make it as I shall be out of town on that date for important business meeting.</p> <p>I know I am going to miss the delicious food of Volga and the warmth of your company. I hope I can look forward to some such occasion in future.</p> <p>With best wishes,</p> <p style="text-align: right;">Yours sincerely, D. Kumar.</p>

iii) Letter of Thanks:

When someone has rendered a service or participated as a guest in a programme, then courtesy requires that a “thank you” letter should be sent immediately after the event. The following is a specimen :

Dear Dr. Thakur,

I write on behalf of Vimal Enterprises, Mumbai to express our sincere appreciation of your time and trouble in participating in our Workshop on Challenges before Super Power India on last Friday. The fact that you have changed your other appointments to be with us, speaks highly of your commitment to the education and training of young people.

We do hope you will honour us with your presence again at similar programmes.

With best regards,

Your sincerely;

Shri. M. A. Patil

Coordinator

iv) Letter of Appreciation:

Everyone likes to receive a letter of ‘appreciation’. Such letters do a great deal for the spirit of understanding. Letters of Appreciation should be written with genuine and sincere feelings. They are similar to “Thank You” letters.

Mohite Textiles Ltd.
D-2 MIDC Shirol,
Kolhapur -12

15th December, 2016.

Dear Mr. Shastri,

Thank you very much for the excellent exposition of the subject of Training the Office People, during the fifteen-day course you gave. We have gained much that will be useful to us in our career. Above all, we appreciate the patience and the skill with which you ensured that each participant went through some practical experience.

We once again highly appreciate for your professional services and the good will you have earned for our organization. Among the things, we carry back with us is the remembrance of your interesting and informative lectures.

We look forward to meeting you soon.

With warm regards,

Yours sincerely,

R. Y. Shinde

Manager

For Mohite Textiles.

v) Letter of Condolence and Sympathy:

Letters of condolence express one’s sympathy with the relatives of the deceased. These letters are to be written soon after misfortune of any kind or the sad

news of the death of a person. The letter of condolence should be short and simple. It may include a suitable tribute, or a few words of praise for the person whose death has occurred. It is addressed to an employee or to another businessman or business associate. The following is a specimen:

a) Letter of Condolence on the death of an Employee :

22 nd February, 2016.
Dear Smt. Khandelwal,
It is with great grief and shock that I learnt about the passing away of your husband. We know that he had been ailing for some time but none could imagine that he would suddenly leave for heavenly abode.
My feelings of grief and anguish are shared by my colleagues and all those who knew him. They join me in conveying to you our heartfelt condolence. We pray to God to grant you fortitude to bear the irreparable loss.
Please accept our deepest sympathies for the death of a fine man. May God rest his soul in peace.
I am here enclosing a copy of the Condolence Resolution passed by the Employee's Union of the Company.
With kind regards,
Yours sincerely, Shantanu Dutta.

Reply:

26 th February, 2016.
Dear Shri Dutta,
Thank you for your letter conveying your sympathy at the loss of my husband. It gives me some comfort to know that so many of you share my grief and stand by me and my family in this hour of sorrow.
With kind regards,
Yours sincerely, (Smt.) Deepa Khandelwal.

b) Letter of Sympathy:

Dear Mr. D Souza,
I was very sorry to learn that you had to be hospitalized yesterday. I do hope that you will be feeling better by the time you get this note.
An active person like you will be impatient to get back to normal activity, but I am sure you will also realize the importance of complete rest until you get back your strength.
Accept my best wishes for your speedy recovery. We are all with you in this hour of need.
With kind regards,
Sincerely yours, B. M. Sihna

Task IV

- i) The Chief Accountant of your firm lost his son in an accident. Write a letter of condolence to be sent to him as the owner of the firm.
- ii) A senior Salesman of your company has had a bad accident at Sangali while on a sale visit, and has been hospitalized there. Write a letter assuring him of all care of himself and attention to his family's needs.

V) Exercises:

- i) Write a letter of Congratulations to Mr. R. S. Mehata who was a Production Manager and has been promoted to the Post of Managing Director of the Britannia Food India Company.
- ii) Draft a circular letter announcing expansion of business and opening of a new branch at Gadhinglaj. Imagine all the necessary details.
- iii) You are celebrating the tenth Anniversary of your company. Write a letter of invitation to be sent to your costumers to attend the dinner party being arranged to celebrate the occasion.

□ □ □

B) Why Does The Child Cry?

Mulk Raj Anand

Introduction:

Mulk Raj Anand(1905-2004) is an Indian writer in English. He is notable for his depiction of the lives of the poorest castes in traditional Indian society. He is admired for his novels and short-stories, which have noted for their perspective insight into the lives of the oppressed and their analyses of impoverishment, exploitation and misfortune. Anand has published nearly forty books – fiction, non-fiction. He was a recipient of the civilian honour of the *Padma Bhushan* in 1966 and he also won *Sahitya Akademi Award* for his novel *Morning Face* (1968) in 1971. He is also the winner of the International Peace Prize.

Anand's *Best Indian Short Stories Vol. I* was edited by Khushwant Singh. "Why Does the Child Cry?" is one of his best short stories. Although narrated from the third person's perspective, the protagonist of the story is seven-year old Abdul Latif who lives with his parents in a village in Bengal. It is a terribly sad heartbreaking story about senseless cruelty and how the innocent victims suffer most in absurd wars. Abdul was not mentally bright but he is very agile physically. He is all over the village and everybody loves him. He loves hunting birds and fishing with his friend Ali. One day Abdul comes home and finds his house is destroyed, he runs through the village and everywhere there are dead bodies. He has no understanding of the religious wars that were tearing apart the subcontinent. He begins to run through the village in a panic when he sees a tank, looking for his friend Ali who always helped him. The scenes he sees are depicted with great passion and veracity.

Abdul Latif, the potter's son was called Late Latif by everyone. The fact was that, at 11, he had the energy of a seven-year-old and could not walk quickly enough from home to school. Of course what he lacked by way of physical vitality he made up in mental agility. This lack had sharpened his curiosity about birds, which he wanted to catch and bring home as pets. So he lingered on the way from anywhere. But as he could seldom catch one these birds, he was always late. And then his other passion was to go fishing being a long business, he was frequently delayed.

On the day when they sang the Bangala Desh song of Tagore at the end of the school hours, Abdul Late Latif lingered in the school premises to write down the words, so that he could remember the whole poem by heart. He had the same feelings about the paddy-fields and the Padma and the fisherman's cries, as the poet had. But he had not found words of

his own to explain to his father and mother why he had stolen a papaiya from Jalal's garden; and how he had been nearly drowned in the river when his companion gave him a ducking; and how Ali had saved him. His waywardness had been dubbed as a kind of idiocy by his father, though his mother excused the slow crawl home of Abdul Late Latif, in spite of the anxiety she felt when he did not turn up until hours after hours the other boys.

As he hoped to recite to his mother the words of the Bangala Desh poem, he felt he had an ability today. Having copied the song, he salaamed his master, Ilias, solemnly and fairly ran towards home, a mile away. Even if they had opened a school in the Nadi Nagar hamlet of fishermen, where his father and mother made clay pots, he would still have preferred to walk to and back from school in the big village Rangpur, because Master Ilias recited new poems during every period, while there was no poetry in his native place except the fishermen's song, Hia, Hia, as they pulled the boats upstream.

"My Golden Bangala Desh" The word "golden" seemed to lift the broken-down huts of Nadi Nagar in his mind and give them charm which he had never felt before. And he was reconciled to the idea of reaching home sooner or later.

Meanwhile he decided, as usual, to drift towards the Padma to catch fish for the even meal. He sighted his friend Ali, the son of fisherman Zain-ul-Abdin, already proceeding towards a side figures and much despised by everyone except, by Abdul Late Latif.

"Oh Ali" Abdul shouted.

Ali did not stop.

"Oh Ali-i-i-i!" Abdul prolonged his shout after taking a deep breath.

Ali did not stop but began to run, taking cover behind the trunks of fallen trees on the track leading to the lagoon off the Padma.

In a panic of not knowing why his friend was evading him, Abdul began to run and chase Ali. He was soon out of breath, because his tubby little frame had never put in so much exertion. He stopped and shrieked : "Ali Ali ...e...ee! Oh Alee!"

As Ali did not heed his call, Abdul looked hard at the dissolving figure of his school fellow and felt angry with frustration. That his friend, who usually waited at home to go fishing with him in exchange for the gram which he, Abdul, gave him, ignored him was something unusual. Abdul was sure that Ali had heard his call. He even thought the fellow had turned round to look at him. But then the fisherboy had deliberately run away and was

hiding somewhere. Perhaps he had stolen sweets from his mother's box and wanted to eat them alone. Abdul nearly wanted to cry.

He sat down on the stump of a tamarind tree which had been freshly cut down. He saw Ali ahead, jumping out from behind one felled banana tree after another.

But why had all the trees in the grove by lagoon been felled?

He craned his neck to look beyond the felled plantain trees to keep Ali within sight even though his friend had not stopped. The boy was still hopping from behind one shelter to another.

As soon as he had breathed, Abdul felt he would go and catch Ali.

Suddenly, he had the feeling that he was like one of his father's empty pitchers, which had cracked. He could not even make a sound. He remembered his father's words : "My son, you are as yet unbroken clay. We can fill you with empty words and you will remain intact. As soon as we fill you with water, you will begin to leak."

This reminded him that he had been asked to come direct from school and take the donkey with the loaded pitchers to Rangpur to Bania Mukhia's shop. Not to be able to catch fish - because Ali has deserted him - and to go back home to do the chores for his father irked Abdul. In his empty mind arose the verse which his mother always repeated after each fairy story :

Why does a child cry?

Oh why, oh child, dost thou cry?

Oh why does the ant bite me?

Oh why, oh why, ant, dost thou bite me?

Koot! Koot! Koot!

Mother was funny. She was illiterate. But she had told him more stories than Master Ilias had taught him poems.

“She does not know what she is saying,” he acknowledged, “but she burrburrs like the water flowing in the mainstream of the Padma. She says it is a good thing to have no sense of why and how and what—but rely on Allah Mian!”

And her complaint against his father was that he had not brought her a mat to say five prayers all these years, nor taught her the suras of the Koran. Father said he was no need for prayers to Allah Mian. Why could not she pray to him?

As he had been brooding by himself, sitting on the stump of the tamarind tree, he saw the bulk of the tree further down, in a pit, and discovered a monstrous army tank, by the side which were two dead soldiers.

He got up and ran away.

“Ma!” His soul cried out. “Ma!”

He felt like a top spinning.

And yet he was moving towards Nadi Nagar. There were some uprisings of rubbish dump of the peasant’s manure, heaped up to put into the harvest. A startled peacock shrieked and flew, heavy-bottomed, up from a pit, from one empty paddy-field to another.

The evening light was enveloping the fields, making the cacti hedges like horny ghosts.

Abdul explored the mound of Nadi Nagar, with its straggling fishermen’s houses, for the evening lights. There seemed to be no lights today. Perhaps it was early, though the fishermen, who had their food before dark to go for night fishing, did burn their hurricane lamps before twilight.

Suddenly, he felt that the approach road crescent around Nadi Nagar seemed eerie. There were deep pits where the cart grooves had been. And ... Oh, there was another giant tank, with its gun pointing to the sky, while some corpses lay scattered about.

“Ma!” Abdul cried spontaneously. As he plunged into Karim’s potato patch, to skirt round possible jinns of the spirits of dead soldiers and reach home. He was like a ball of tall fire, only made of straw. He felt he would soon burn out, fall and die.

His father’s pottery yard was a clearing which the family had annexed from the edge of mosque by the grave of a Pir.

“Ma!” the boy called as though the aura of the Pir’s ghost was preventing him from crossing the field.

“If only Ali had not run away!”

And, for comfort, he called out to the she donkey : “Oh Begum! Begum Donkey! Are you ready loaded with the pitchers?”

The momentum of fear of the ghosts carried him up the plinth of his father’s yard.

“Horror!”

All the pitches lay broken. And, underneath the heap of baked clay, lay Begum, ashen white, with mouth open, the teeth jutting out.

“Ma... Ya Allah!” Abdul’s hoarse throat cried out. And he stumbled and fell on the heap of broken pitchers.

For a moment he was stunned, his breath came and went quickly. His head swam. He felt he had bruised his knees on the edge of the hard baked clay. His mouth was open but no sound came from the jaws. His throat was parched. His body was covered with sweat. And this liquid mixed with his tears. He lay inert, as though to silence his shrieking nerves.

His head was raised towards the straw hut above the plinth, which was his home, the cottage had caved in.

He heaved himself up and made an effort to go and look for his father and mother, crying hysterically : “Ma? Ma? Where are you?”

There was nothing inside the hole.....

Only the hookah of his father stood near the doorstep, looking like a questionmark.

Abdul tried to lift the fallen straw wall. He could not do so. He lay flat and burrowed into the gaping hole, calling : “Ma!” At the same time he was frightened that he might touch her dead body suddenly and the jinn of her spirit might come and catch him for comfort and he might be whisked off by the angel Gabriel to keep her company.

There was nothing inside the hole.

He explored the dark floor of the house with a sweep of his arms, anxious to find the dead bodies and yet crazed by fear and whinnying a protected whine :

“Why does a child cry?”

There was nothing for it but to stop and shout.

“Ma!”

Hoping that the more resourceful father might turn up, he at last cried out : “Papa?”

There was no answer.

Only the muggy warmth of the space under the caved in straw roof filled his nostrils, mixed with the smell of his own sweat and wet earth.

He crawled out slowly, feeling that he had hurt himself on the face and hands in rubbing with the straw. As he emerged on to the plinth, he lay sweating and dazed and empty like the “unbaked pitcher” his father and always called him. Only, now he was not cracked but broken.

“Where had they gone? Oh where?” he cried out without words. “And where am I to go?”

Lying there on the level ground, he listened for any sounds that there might be. Even of gunfire. Or the gyrating wheels of tanks, or of the Fauji Officers shouting orders.

Peering into the half light, he saw that the huts on the mound of Nadi Nagar had all caved in and only the silence spoke back, charged with the eerie soundless shrieks of jinns and bhoots of the spirits of the dead.

Master Ilias had told the boys that the Faujis were razing villages to the ground. “Ma!” the shriek came out of his stomach, up his throat and fell with a thud on the darkness. And there was emptiness again.

A beetle whine far away, almost with the sound of a machine-gun firing away in a cantonment. The sound came from the riverside.

“Ali...he might be there fishing!”

Abdul did not pause to think. If his mother and father were not there and other villagers had fled, the only person who might help him was Ali. He had seen his friend

alive, running towards the Padma. He would go and look for him. And he must hang on to his friend now that he was...he did not wish to pronounce the word to himself, and yet the word came up to his head : "Orphan." But to mitigate the terror of the word, he thought : "Perhaps Ali is also an orphan."

After the resolve to go and look for Ali, there was task of lifting himself up and going, past the Pir's tomb, to the Padma.

"Ma!" he cried for help.

His limbs were inert, as though he had died. And yet he heard his own breathing.

"I am alive," he told himself under his breath.

"Why does a child cry?" his mother's nonsense verse came back to him. "Why does the ant bite me?"

And he heaved himself, weak-kneed, but with his torso uplifted towards the star Venus, which had risen above the Padma. Curiously, the light of the bright star put faith in him to go through the dark. He felt for the gram in his pocket. There were some remnants of the monkey-nuts from the morning.

"I will give Ali the nuts... and he will be my friend."

Not quite sure, he, however, found enough strength in his legs to begin walking. The need to escape from the jinns helped him run a few steps at a time. He remembered the time Ali had saved him from drowning. "Ali," he cried out as he reached the banana grove. "Ali, wait for me! My friend, wait!"

And he felt a tremor go through him at the thought that he would put his arm around Ali's waist—as they had always done when they came back from truancy and had each other's support in spite of the fear of a beating from their parents.

"Ali!" he called out into the dark.

Glossary and Notes:

vitality	:	energy and enthusiasm.
linger on	:	to stay alive but become weaker.
companion	:	a person who shares in someone's work.
idiocy	:	very stupid behavior.

reconcile to	:	(usually passive) to make people become friends again after an argument or a disagreement.
duffer	:	a person who is unable to do anything well.
irk	:	to annoy; to harass.
gyrate	:	to rotate
cantonment	:	a military camp.
mitigate	:	to make something less harmful or serious,
torso	:	a main part of the body not including the head, arms or legs.
orphan	:	a child whose parents are dead.
truancy	:	the practice of staying away from the school without permission.
tremor	:	a slight shake; shiver.

I) Skimming and Scanning Questions :

A) Complete the following sentences by choosing the correct alternative.

- 1) Abdul Latif was called _____.
a) Ali b) potter's boy c) Late Latif d) fisherboy
- 2) Ali had stolen _____ from his mother's box.
a) fish b) sweets c) banana d) tamarind
- 3) According to Abdul's father, he is as yet _____.
a) unbaked clay b) schoolboy c) master d) potter
- 4) Fauji's were razing _____ to the ground.
a) villagers b) people c) army d) villages
- 5) Ali had saved Abdul from _____.
a) river b) drowning c) war d) beating

B) Answer the following questions in one word/sentence/phrase each.

- 1) What did Ali lack?
- 2) Which song did they sing at the end of school hours?
- 3) Which verse arose in the mind of Abdul?
- 4) What was the complaint of mother?
- 5) What did he tell himself under his breath?

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each.

- 1) Why did Abdul walk quickly?

- 2) What did Abdul and his friend do at the lagoon of the Padma?
- 3) Why does the child cry?

B) Write short notes on the following in 7 to 8 sentences each.

- 1) Abdul Latif's childhood.
- 2) Effect of religious war on village.
- 3) Ali : an orphan

III) Vocabulary Exercises:

A) Complete the following table and make your sentences using the words in the table :

Noun	Verb	Adjective	Adverb
curiosity			
	frustrate		
		monstrous	
			spontaneously

B) Give antonyms of the following words

friend, charm, literate, alive, sense

IV) Writing activity:

Write a paragraph describing war.

□ □ □

MODULE VI

A) Telephonic Communication

Introduction:

Telephone communication or telecommunication refers to the practice of communication over a telephone. Telephone communication first came into existence in 1876 when Alexander Graham Bell invented it. Numerous developments have taken place since then. It has revolutionized the business world considerably. With increasing amount of business being done over the telephone and its use in 24 hour professional call centres, it becomes imperative to have effective telephone communication.

The purpose of the unit is to make students familiar with the spoken English used in telephone communication. Telephone communication is both, formal as well as informal but, the present unit focuses on the formal type. In modern business establishments, the receptionist, the switch-board operator, the Office-assistant are required to talk to people on telephone. Telephonic communication is used to give information, make inquiries, give messages, fix appointments, book a hotel room or a train/ bus/ plane ticket, to deal with complaints etc. Telephonic communication needs to be clear and precise to be effective. Effective communication results in productive relationships and can yield better customer service and sale. We shall see some basic telephonic interactions and the necessary spoken expressions.

I) A Business Phone Call:

A business phone call begins with an introduction. Here are some common expressions used while introducing oneself on the telephone:

“Hello, this is “

“Good morning, here.”

“This is speaking.”

“Could I speak to please?”

While calling in a business context, you should show politeness by using words like: ‘could’, ‘would’, ‘can’, ‘may’

For example : “Could you connect me to Laura, please?”

“Would it be possible to hold the meeting on Friday?”

“May I have your phone number, please?”

“Could you spell it for me?”

Also, note that while requesting or asking for help or information, you should use: 'please', 'thank you', 'thank you very much' etc.

For example :

"Thank you very much, Suresh."

"Could you repeat that please?"

One of the most important things to remember during a phone call is to maintain a polite and friendly tone. Usually in business calls the language used is formal spoken English. However, some informal expressions may be used to provide polite and friendly tone.

For example : "Okay, bye"

"Thanks"

"Cheers"

"No problem"

After introduction, sometimes you need to give additional information like where you are speaking from or on whose behalf you are speaking:

"I'm calling from Pune"

"I'm calling on behalf of Model College, Karad"

Study the following responses from the receiver to the caller:

"Hello, Alka Patil here".

"Modern Textiles, Good Morning. How may I help you?"

"Yes. Hold on the line please."

"May I know who's speaking please?"

"I'll just put you through."

Task 1

i) Give appropriate expressions for the following purposes:

- a) Introduce yourself and ask for a particular person.
- b) Ask the caller to hold on giving reason.
- c) Tell the caller that the particular person is out of station.
- d) Ask for the name and phone number of the caller.

ii) Complete the following telephonic conversation using appropriate expressions:

Receptionist: Kumar Computers. Good Morning.

Desai : Good Morning, Desai here. I'd like _____.

Receptionist: I'll get through to Mr. Deshmukh who looks after sales.

Desai : _____.

Receptionist: _____ please Mr. Desai. Here you are.

Deshmukh : Deshmukh here. _____ I help you?

Desai : I'm interested in your exchange offer for old washing machines.

Deshmukh : I'm sorry Mr. Desai, the offer was _____.

Desai : Oh, I'm sorry.

Deshmukh : It's all right. _____ your telephone number? _____ know if the offer is extended.

Desai : My _____ . Thanks a lot.

Deshmukh : Thank you for _____.

Desai : Bye

II) Expressing Negative Reply:

Sometimes the person wanted is not available or the caller has dialed a wrong number. In such cases you need to give a negative reply. But, it should not sound rude. You can use expressions like:

I'm afraid is busy at the moment, can I take a message?

I'm sorry; Suvarna is out of station today.

Sorry, you may have dialed the wrong number.

I'm afraid the line is busy at the moment. Could you call back later please?

Task 2

I) Give appropriate expressions for the following situation :

- i) As a switch-board operator, tell the caller that you'll connect him to the person wanted.
Imagine the names and other details.

ii) Complete the following telephonic conversation :

Sanket : Hello, this is Sanket Raje speaking.

Komal : Universal Computer Solutions, Good_____. How_____you?

Sanket : Can I_____Mr. Rawat? He had asked_____him.

Komal : I'm_____meeting.

Sanket : When will he be free?

Komal : _____by 4 pm. May I ask him to_____?

Sanket : Yes,_____.

Komal : May I_____number please?

Sanket : It's_____.

Komal : 9482562506 Have I got it right?

Sanket : Yes,_____

Komal : Bye.

III) Asking for Repeating Point:

If a person speaks fast or in a low voice or there is some problem in communication then the other person should get the things clarified and ask for repeating the point :

I'm afraid I can't hear you very well.

Could you repeat that please?

Would you mind speaking up a bit please?

A receptionist or office assistant is often required to take or give messages during a telephonic call. The following expressions are useful in such circumstances:

Can I have your name and number please?

Can I have a message please?

Could you please ask to call me back?

Could you spell that for me please?

Can I just check the phone number please?

Study the following example:

Neha : Hello it's Neha here. Can I speak to Ms. Pradhan please?

Rupali : Phoenix Sales. Good morning Neha.

Neha : Can I talk to Mrs Pradhan please?

Rupali : I'm afraid she's busy at the moment. Can I take a message?

Neha : Yes, please. I met Mrs Pradhan last month. She asked me phone her when I was in Pune. It's about a possible joint project. As I am leaving for Delhi tonight it would be good if she could call me before then. Could you ask her to call me?

Rupali : Sure. Could you give me your number please?

Neha : It's 09944558825.

Rupali : That's fine. I'll ask her to ring you when she's free.

Neha : Thanks, Bye.

Example 2 : Making enquiries:

Priya : Hello, Priya Mehta here.

Mona : Model College. Good morning Priya.

Priya : I'd like to join the Fashion Designing Course in your college. Could you guide me about the details?

Mona : Yes, sure. It's a certificate course of one year duration and is recognized by the UGC. You can apply for the course online. The details regarding fees, syllabus and schedule are available on the college website.

Priya : Could you give the site address please?

Mona : Sure. It's www.modelcollege.edu.in

Priya : Thank you so much.

Mona : My pleasure, goodbye.

In the same manner you can also inquire about hotel booking, train/ bus/ plane ticket booking and the like.

Task 3

i) Write a telephonic conversation between Rekha and Roopa. Use the following points: booking a hotel room, type of room, rate, facilities, duration of stay etc.

ii) Complete the following telephonic conversation:

Sanjay : Hello, is it Kesari Travels?

K.T. : Yes, how may I help you?

Sanjay : I'm interested in your—————tour. Could you tell me about it please?

K.T. : Yes, sure, Mr. ——— ?

Sanjay : Sanjay, Sanjay Pathak.

K.T. : The cost per person for 15-day Europe Premium Tour is Rs.————.

Sanjay : Oh, I see. When is the —————?

K.T. : It starts from Jan. 15, 2017.

Sanjay : Then please book two tickets for me please.

K.T. : ————— Sanjay, the booking for the ——— tour is full. But, let me see .., two seats are available for the next tour scheduled for————.

Sanjay : —————. I shall—————amount by RTGS tomorrow itself.

K.T. : In that case you are entitled for a discount of Rs.———— per seat. The ——-are available on our website. Thank you for————.

Sanjay : —————.

IV) Dealing with Complaints:

As a receptionist or an office assistant, you may have to encounter angry callers and deal with their complaints. In such situations you should not lose your calm. Whenever you are dealing with clients over the phone, remain positive and all that you can to satisfy them, empathize with them when necessary.

Read the following conversation carefully:

- Robert : Hello, this is Robert from Karad.
- Rakesh : Sage Publications, Delhi. Good morning, Robert. How may I help you?
- Robert : My college hasn't received the International journals in English Literature and Social Sciences. It is two months now since paying the subscription. It's very shocking and not at all expected from a reputed Publication like yours.
- Rakesh : I'm sorry to hear that Robert. Could you please give me your subscriber number?
- Robert : Just a moment. Here you are. It's 54628/2017-18
- Rakesh : Please hold on for a moment. Let me check.. Yes. We have received your subscription. The journals have already been dispatched on Jan 7, 2017 to Modern College, Delhi. It is surprising you haven't received them.
- Robert : Excuse me, it should have been Model College and not Modern College. How could you be so negligent?
- Rakesh : I am extremely sorry, Robert. Be assured you will soon receive the next issue and we shall reschedule your subscription from February onwards for two years.
- Robert : Thanks a lot.

Task 4

- i) You have bought a new mobile handset which has suddenly stopped functioning. Write a telephonic conversation between you and the dealer who supplied the same to you.

V) Exercises:

- i) Write a short conversation between Anita and Latika regarding getting an appointment with Ms. Pradnya Kulkarni. Imagine the details like timing, work etc.
- ii) Write a conversation between Latika, the office assistant and Ms. Pradnya Kulkarni wherein Latika gives her Anita's message regarding an appointment.
- iii) Write a conversation between Sejal and a receptionist at a hospital asking for an ambulance. Imagine the details.
- iv) Write a telephonic conversation between Manoj of National Stationers and Mehta Publishes, Pune complaining about the dispatch of their order. Imagine the problem and other details.

□ □ □

B) The Necklace

Guy-de-Maupassant

Introduction:

Henri Rene Guy-de-Maupassant (5 Aug 1850- 6 July 1893), a French writer, is remembered as a master of the short story form. A representative of the naturalist and realist school of writers, he depicted human lives and social forces in disillusioned and often pessimistic terms. His works include some 300 short stories, six novels, three travel books and one volume of verse. Economy of style and efficient, effortless outcomes and clever plots mark his works. The twist ending is a hallmark of Maupassant's style.

"The Necklace" was first published on 17 February 1884 in the French newspaper Le Gaulois. The story beautifully presents the theme of dichotomy of reality versus appearance. It displays the stark reality that love for false pride, ostentation and material wealth lead to misery while highlighting the benefits of a generous down to earth personality.

SHE WAS ONE OF THOSE PRETTY AND CHARMING GIRLS BORN, as though fate had blundered over her, into a family of artisans. She had no marriage portion, no expectations, no means of getting known, understood, loved, and wedded by a man of wealth and distinction; and she let herself be married off to a little clerk in the Ministry of Education. Her tastes were simple because she had never been able to afford any other, but she was as unhappy as though she had married beneath her; for women have no caste or class, their beauty, grace, and charm serving them for birth or family. Their natural delicacy, their instinctive elegance, their nimbleness of wit, are their only mark of rank, and put the slum girl on a level with the highest lady in the land.

She suffered endlessly, feeling herself born for every delicacy and luxury. She suffered from the poorness of her house, from its mean walls, worn chairs, and ugly curtains. All these things, of which other women of her class would not even have been aware, tormented and insulted her. The sight of the little Breton girl who came to do the work in her little house aroused heart-broken regrets and hopeless dreams in her mind. She imagined silent antechambers, heavy with Oriental tapestries, lit by torches in lofty bronze sockets, with two tall footmen in knee-breeches sleeping in large arm-chairs, overcome by the heavy warmth of the stove. She imagined vast saloons hung with antique silks, exquisite pieces of furniture supporting priceless ornaments, and small, charming, perfumed rooms, created just for little parties of intimate friends, men who were famous and sought after, whose homage roused every other woman's envious longings.

When she sat down for dinner at the round table covered with a three-days-old cloth, opposite her husband, who took the cover off the soup-tureen, exclaiming delightedly: "Aha! Scotch broth! What could be better?" she imagined delicate meals, gleaming silver, tapestries peopling the walls with folk of a past age and strange birds in faery forests; she imagined delicate food served in marvellous dishes, murmured gallantries, listened to with an inscrutable smile as one trifled with the rosy flesh of trout or wings of asparagus chicken. She had no clothes, no jewels, nothing. And these were the only things she loved; she felt that she was made for them. She had longed so eagerly to charm, to be desired, to be wildly attractive and sought after.

She had a rich friend, an old school friend whom she refused to visit, because she suffered so keenly when she returned home. She would weep whole days, with grief, regret, despair, and misery.

One evening her husband came home with an exultant air, holding a large envelope in his hand. "Here's something for you," he said. Swiftly she tore the paper and drew out a printed card on which were these words: "The Minister of Education and Madame Ramponneau request the pleasure of the company of Monsieur and Madame Loisel at the Ministry on the evening of Monday, January the 18th." Instead of being delighted, as her husband hoped, she flung the invitation petulantly across the table, murmuring: "What do you want me to do with this?" "Why, darling, I thought you'd be pleased. You never go out, and this is a great occasion. I had tremendous trouble to get it. Everyone wants one; it's very select, and very few go to the clerks. You'll see all the really big people there." She looked at him out of furious eyes, and said impatiently: "And what do you suppose I am to wear at such an affair?" He had not thought about it; he stammered: "Why, the dress you go to the theatre in. It looks very nice, to me...." He stopped, stupefied and utterly at a loss when he saw that his wife was beginning to cry. Two large tears ran slowly down from the corners of her eyes towards the corners of her mouth. "What's the matter with you? What's the matter with you?" he faltered. But with a violent effort she overcame her grief and replied in a calm voice, wiping her wet cheeks: "Nothing. Only I haven't a dress and so I can't go to this party. Give your invitation to some friend of yours whose wife will be turned out better than I shall." He was heart-broken. "Look here, Mathilde," he persisted. "What would be the cost of a suitable dress, which you could use on other occasions as well, something very simple?" She thought for several seconds, reckoning up prices and also wondering for how large a sum she could ask without bringing upon herself an immediate refusal and an exclamation of horror from the careful-minded clerk. At last she replied with some hesitation: "I don't know exactly, but I think I could do it on four hundred francs."

He grew slightly pale, for this was exactly the amount he had been saving for a gun, intending to get a little shooting next summer on the plain of Nanterre with some friends who went lark-shooting there on Sundays. Nevertheless he said: "Very well. I'll give you four hundred francs. But try and get a really nice dress with the money." The day of the party drew near, and Madame Loisel seemed sad, uneasy and anxious. Her dress was ready, however. One evening her husband said to her: "What's the matter with you? You've been very odd for the last three days." "I'm utterly miserable at not having any jewels, not a single stone, to wear," she replied. "I shall look absolutely no one. I would almost rather not go to the party." "Wear flowers," he said. "They're very smart at this time of the year. For ten francs you could get two or three gorgeous roses." She was not convinced. "No . . . there's nothing so humiliating as looking poor in the middle of a lot of rich women." "How stupid you are!" exclaimed her husband. "Go and see Madame Forestier and ask her to lend you some jewels. You know her quite well enough for that." She uttered a cry of delight. "That's true. I never thought of it."

Next day she went to see her friend and told her her trouble. Madame Forestier went to her dressing-table, took up a large box, brought it to Madame Loisel, opened it, and said: "Choose, my dear." First she saw some bracelets, then a pearl necklace, then a Venetian cross in gold and gems, of exquisite workmanship. She tried the effect of the jewels before the mirror, hesitating, unable to make up her mind to leave them, to give them up. She kept on asking: "Haven't you anything else?" "Yes. Look for yourself. I don't know what you would like best." Suddenly she discovered, in a black satin case, a superb diamond necklace; her heart began to beat covetously. Her hands trembled as she lifted it. She fastened it round her neck, upon her high dress, and remained in ecstasy at sight of herself. Then, with hesitation, she asked in anguish: "Could you lend me this, just this alone?" "Yes, of course."

She flung herself on her friend's breast, embraced her frenziedly, and went away with her treasure. The day of the party arrived. Madame Loisel was a success. She was the prettiest woman present, elegant, graceful, smiling, and quite above herself with happiness. All the men stared at her, inquired her name, and asked to be introduced to her. All the Under-Secretaries of State were eager to waltz with her. The Minister noticed her.

She danced madly, ecstatically, drunk with pleasure, with no thought for anything, in the triumph of her beauty, in the pride of her success, in a cloud of happiness made up of this universal homage and admiration, of the desires she had aroused, of the completeness of a victory so dear to her feminine heart.

She left about four o'clock in the morning. Since midnight her husband had been dozing in a deserted little room, in company with three other men whose wives were having a good time. He threw over her shoulders the garments he had brought for them to go home in, modest everyday clothes, whose poverty clashed with the beauty of the ball-dress. She was conscious of this and was anxious to hurry away, so that she should not be noticed by the other women putting on their costly furs. Loisel restrained her. "Wait a little. You'll catch cold in the open. I'm going to fetch a cab." But she did not listen to him and rapidly descended the staircase. When they were out in the street they could not find a cab; they began to look for one, shouting at the drivers whom they saw passing in the distance.

They walked down towards the Seine, desperate and shivering. At last they found on the quay one of those old night prowling carriages which are only to be seen in Paris after dark, as though they were ashamed of their shabbiness in the daylight. It brought them to their door in the Rue des Martyrs, and sadly they walked up to their own apartment. It was the end, for her. As for him, he was thinking that he must be at the office at ten.

She took off the garments in which she had wrapped her shoulders, so as to see herself in all her glory before the mirror. But suddenly she uttered a cry. The necklace was no longer round her neck! "What's the matter with you?" asked her husband, already half undressed. She turned towards him in the utmost distress. "I . . . I . . . I've no longer got Madame Forestier's necklace. . . ." He started with astonishment. "What! . . . Impossible!" They searched in the folds of her dress, in the folds of the coat, in the pockets, everywhere. They could not find it. "Are you sure that you still had it on when you came away from the ball?" he asked. "Yes, I touched it in the hall at the Ministry." "But if you had lost it in the street, we should have heard it fall." "Yes. Probably we should. Did you take the number of the cab?" "No. You didn't notice it, did you?" "No."

They stared at one another, dumbfounded. At last Loisel put on his clothes again. "I'll go over all the ground we walked," he said, "and see if I can't find it." And he went out. She remained in her evening clothes, lacking strength to get into bed, huddled on a chair, without volition or power of thought. Her husband returned about seven. He had found nothing. He went to the police station, to the newspapers, to offer a reward, to the cab companies, everywhere that a ray of hope impelled him. She waited all day long, in the same state of bewilderment at this fearful catastrophe. Loisel came home at night, his face lined and pale; he had discovered nothing. "You must write to your friend," he said,

“and tell her that you’ve broken the clasp of her necklace and are getting it mended. That will give us time to look about us.” She wrote at his dictation.

By the end of a week they had lost all hope. Loisel, who had aged five years, declared: “We must see about replacing the diamonds.” Next day they took the box which had held the necklace and went to the jewellers whose name was inside. He consulted his books. “It was not I who sold this necklace, Madame; I must have merely supplied the clasp.” Then they went from jeweller to jeweller, searching for another necklace like the first, consulting their memories, both ill with remorse and anguish of mind. In a shop at the Palais-Royal they found a string of diamonds which seemed to them exactly like the one they were looking for. It was worth forty thousand francs. They were allowed to have it for thirty-six thousand.

They begged the jeweller not to sell it for three days. And they arranged matters on the understanding that it would be taken back for thirty-four thousand francs, if the first one were found before the end of February. Loisel possessed eighteen thousand francs left to him by his father. He intended to borrow the rest. He did borrow it, getting a thousand from one man, five hundred from another, five louis here, three louis there. He gave notes of hand, entered into ruinous agreements, did business with usurers and the whole tribe of money-lenders. He mortgaged the whole remaining years of his existence, risked his signature without even knowing it he could honour it, and, appalled at the agonising face of the future, at the black misery about to fall upon him, at the prospect of every possible physical privation and moral torture, he went to get the new necklace and put down upon the jeweller’s counter thirty-six thousand francs.

When Madame Loisel took back the necklace to Madame Forestier, the latter said to her in a chilly voice: “You ought to have brought it back sooner; I might have needed it.” She did not, as her friend had feared, open the case. If she had noticed the substitution, what would she have thought? What would she have said? Would she not have taken her for a thief? Madame Loisel came to know the ghastly life of abject poverty. From the very first she played her part heroically. This fearful debt must be paid off. She would pay it. The servant was dismissed. They changed their flat; they took a garret under the roof.

She came to know the heavy work of the house, the hateful duties of the kitchen. She washed the plates, wearing out her pink nails on the coarse pottery and the bottoms of pans. She washed the dirty linen, the shirts and dish-cloths, and hung them out to dry on a string; every morning she took the dustbin down into the street and carried up the water, stopping on each landing to get her breath. And, clad like a poor woman, she went

to the fruiterer, to the grocer, to the butcher, a basket on her arm, haggling, insulted, fighting for every wretched halfpenny of her money.

Every month notes had to be paid off, others renewed, time gained. Her husband worked in the evenings at putting straight a merchant's accounts, and often at night he did copying at twopence-halfpenny a page. And this life lasted ten years. At the end of ten years everything was paid off, everything, the usurer's charges and the accumulation of superimposed interest. Madame Loisel looked old now. She had become like all the other strong, hard, coarse women of poor households. Her hair was badly done, her skirts were awry, her hands were red. She spoke in a shrill voice, and the water slopped all over the floor when she scrubbed it. But sometimes, when her husband was at the office, she sat down by the window and thought of that evening long ago, of the ball at which she had been so beautiful and so much admired.

What would have happened if she had never lost those jewels. Who knows? Who knows? How strange life is, how fickle! How little is needed to ruin or to save!

One Sunday, as she had gone for a walk along the Champs-Élysées to freshen herself after the labours of the week, she caught sight suddenly of a woman who was taking a child out for a walk. It was Madame Forestier, still young, still beautiful, still attractive. Madame Loisel was conscious of some emotion. Should she speak to her? Yes, certainly. And now that she had paid, she would tell her all. Why not? She went up to her. "Good morning, Jeanne." The other did not recognise her, and was surprised at being thus familiarly addressed by a poor woman. "But . . . Madame . . ." she stammered. "I don't know . . . you must be making a mistake." "No . . . I am Mathilde Loisel." Her friend uttered a cry. "Oh! . . . my poor Mathilde, how you have changed! . . ." "Yes, I've had some hard times since I saw you last; and many sorrows . . . and all on your account." "On my account! . . . How was that?" "You remember the diamond necklace you lent me for the ball at the Ministry?" "Yes. Well?" "Well, I lost it." "How could you? Why, you brought it back." "I brought you another one just like it. And for the last ten years we have been paying for it. You realise it wasn't easy for us; we had no money. . . . Well, it's paid for at last, and I'm glad indeed." Madame Forestier had halted. "You say you bought a diamond necklace to replace mine?" "Yes. You hadn't noticed it? They were very much alike." And she smiled in proud and innocent happiness. Madame Forestier, deeply moved, took her two hands. "Oh, my poor Mathilde! But mine was imitation. It was worth at the very most five hundred francs! . . ."

Glossary and Notes:

elegance	:	beauty in movement, appearance or manners
nimbleness	:	quickness
antechamber	:	a small room used as entryway or reception area to a larger room
knee-breeches	:	an apron like garment held on by a belt, tied around the waist up to the knees
saloon	:	(outdated) living room in a house
tureen	:	a broad deep serving dish used for serving soup or stew
Scotch broth	:	a filling soup with barley, meat, and root vegetables, originating in Scotland
inscrutable	:	difficult to interpret or comprehend
trout	:	any of several species of fish closely related to salmon
asparagus	:	a fern like plant whose young shoots are eaten as vegetable
Monsieur	:	a title conferred on an adult male usually when the name is unknown
petulantly	:	in a manner expressing irritation or annoyance
Francs	:	former currency of France, Belgium and Luxembourg
covetously	:	greedily
frenziedly	:	a hurried wild activity
volition	:	a conscious choice or decision
bewilderment	:	a confusing or perplexing situation
catastrophe	:	a disaster beyond expectation
Louis	:	gold coins used from the time of Louis XIII in France
Usurer	:	a person who lends money, charges interest particularly at an illegal exorbitant rate
appalled	:	shocked/ horrified by something unpleasant
privation	:	state of being very poor and lacking basic necessities of life
abject	:	showing after hopelessness
garret	:	an attic or semi-finished room just beneath the roof of a house
awry	:	crooked/ distorted, turned or twisted to one side

I) Skimming and Scanning Questions:

A) Answer the following questions in one word/phrase each:

- 1) Where did Monsieur Loisel work?
- 2) How was Mathilde Loisel?
- 3) Who was Madame Ramponneau?
- 4) What were Mathilde and Loisel invited for?
- 5) What did Mathilde love most?
- 6) How much did the ball-dress cost?
- 7) What was in the black satin case?
- 8) What had Monsieur Loisel saved four hundred Francs for?
- 9) What was the price of the diamond necklace?
- 10) How long did it take for the Loisels to pay off their debts?

B) Rewrite the following sentences by choosing the correct alternative:

- 1) Madame Loisel's first name was _____.
 - a) Jeanne
 - b) Mathilde
 - c) Seine
 - d) Ramponneau
- 2) Monsieur Loisel was a _____ in the Ministry of Education.
 - a) Minister
 - b) Officer
 - c) Clerk
 - d) Secretary
- 3) The Loiseles found a diamond necklace exactly like the lost one in a shop at _____.
 - a) Champ-Elysees
 - b) Rue des Martyrs
 - c) Seine
 - d) Palais-Royal
- 4) Madam Forestier was Malthilde's _____.
 - a) neighbour
 - b) sister
 - c) friend
 - d) mother

- 5) The actual worth of the lost necklace was as about _____. Francs.
 - a) five hundred
 - b) four hundred
 - c) one thousand
 - d) five thousand
- 6) Loisel had saved four hundred francs to buy a _____.
 - a) watch
 - b) car
 - c) ring
 - d) gun
- 7) Loisel wished to go to Nanterre for _____.
 - a) bird-watching
 - b) fishing
 - c) lark-shooting
 - d) holidaying
- 8) Malthide Loisel left the party at about _____ in the morning.
 - a) four
 - b) five
 - c) six
 - d) seven
- 9) Loisel had to attend office at _____ in the morning.
 - a) nine
 - b) ten
 - c) eight
 - d) eleven
- 10) Maltilde selected a _____ necklace from Madame Forestier's jewels.
 - a) gold
 - b) pearl
 - c) diamond
 - d) platinum

II) Comprehension Questions :

A) Answer the following questions in about 3-4 sentences each:

- 1) Why was Madame Loisel unhappy?
- 2) What was there in Madame Forestier's large box?
- 3) What work did Madame Loisel have to do at home to make up for the lost necklace?
- 4) Describe Madame Loisel's appearance after ten years of hard domestic work.
- 5) What happened at Champ-Elysees?

B) Write short notes on the following in about 7 to 8 sentences each:

- 1) Madame Loisel
- 2) Monsieur Loisel
- 3) The Ball Party
- 4) The moral of the story "The Necklace"

III) Vocabulary Exercises:

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

Noun	Verb	Adjective	Adverb
		charming	
	imagine		
grief			
pleasure			
	convince		
			ecstatically

B) Give synonyms for the following words:

- 1) astonishment
- 2) shabby
- 3) ashamed
- 4) garments
- 5) admiration

C) Give antonyms for the following words:

- 1) happiness
- 2) descend
- 3) ashamed
- 4) costly
- 5) pale

IV) Writing activity:

Attempt to narrate the story from Mathilde Loisel's point of view.

V) Suggested Reading:

Read Maupassant's "Simon's Papa" and O Henry's "The Last Leaf".

MODULE VII

A) English for Specific Purposes

Introduction :

Purposes of learning English differ from person to person. Some of us want to use English for day-to-day communication, and many learn it for educational purposes. A few want to learn it because they want to get a job in a particular field. We have to make distinction between learning English for general purpose and specific purpose. Theoretically there is no difference but in practice there is a great deal of difference.

It is a sphere of learning use of English in different fields such as Engineering, Technology, Science, Medicine, Pharmacy, Advertisement, Commerce, Law, Marketing, Literature, Philosophy, Administration and many more. On the basis of different spheres we have developed different varieties of English. Some among them are Technical English, Scientific English, English for medical profession, English for tourism, English for commerce etc.

ESP is designed to meet specific needs of the learners in particular discipline or occupation. It is centered on the language specific in terms of grammar, vocabulary and skills. It is an approach to teach English in order to develop communicative competence in specific discipline. English for specific purposes (ESP) is a learner-centered.

English for Specific Purposes (ESP)

English for specific purposes delimits the learning of the foreign language. A student should learn that much English which is essential for his job or occupation, he has chosen for his career. From the early 1960's, English for Specific Purposes (ESP) has grown to become one of the most prominent areas of teaching English. Its development is reflected in the increasing number of universities offering under graduate and post graduate courses in ESP.

ESP attempts to address specific purposes of learning English. ESP separates different interests of learning English and helps learners to simplify the process. ESP provides platforms to develop linguistic abilities in order to use them in a specific field of inquiry, occupation or workplace. It separates use of English in different fields, situations and subjects.

General Objectives

- a) To enable students to use written and spoken English for general use.
- b) To enable students to speak about subject specific topics.

ESP is an exhaustive topic. It is not possible to deal with all its aspects. Hence, a field of commerce is considered in the present unit. This field is also vast so we will discuss some of the significant areas in this field.

Specific Objectives

- a) To help the students to learn vocabulary in advertisements.
- b) To help students understand grammar of English language used in writing reports
- c) To help the students to learn vocabulary in emails.
- d) To enable students to apply English for specific purposes in the related situations.

I) English for Advertising:

Language is a powerful tool of advertising. Since English is an international language, its use in advertising has become a familiar matter. However, the effective use of English in advertising is a remarkable way to bring a great success to business organizations. Therefore, in advertisement you have to use emotive words which may apprehend the attention of consumers. For that you have to use various kinds of attractive language devices. To make use of effective language in advertising you have to well acquaint with certain characteristics of language of advertisement. Study the following characteristics of language of advertisement:

- i) **Use of Adjectives:** Adjectives are used to describe the striking features of products. Adjectives are used to promote a product. The most widely used adjectives are *fresh, good, new, gentle, creamy, silky, delicious, beautiful, ideal, excellent, unforgettable, eternal*, etc.
- ii) **Catchy Words/Phrases:** Catchy words/phrases are used to arrest the attention of the consumers. e.g. An Idea can *change your life*
- iii) **Use of short Sentences:** The short sentences are often used for the Headline or slogan to capture the attention of the consumers. e.g. *Coke adds life*
- iv) **Use of simple present tense :** Verbs play an important role in the language of advertising. Among the most common verbs used for this purpose are: *be, make, get, give, have, see, buy, come, go, know, keep, look, need, love, use, feel, like, choose, take, start, taste etc.*
- v) **The use of verb forms that imply a universal timelessness is usually preferred:**

‘A diamond is forever’ (DeBeers)

‘Time always follows me’ (Rossini)

Most verbs in advertisement appear at/in simple present tense.

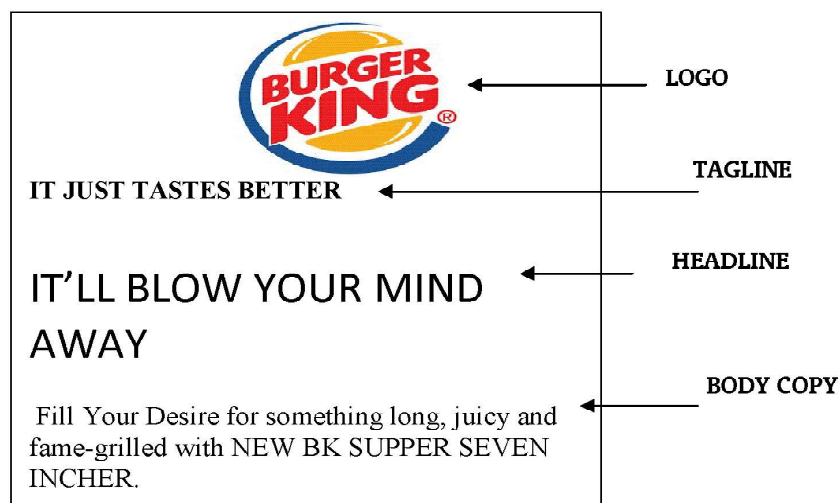
‘With a resale value of 99.43%, this is a true economy car’ (Porsche)

‘In a world of badges and labels, Acura presents an automotive statement that relies on neither’ (Acura cars)

‘Timberland. Because the earth is two-thirds water’ (Timberland shoes)

- vi) **Use of Imperatives:** The imperative sentence can meet the demands with the effect of asking for, call for and persuade somebody to do something. In the advertisements, there are some conversations. In that, majorly interrogatives and imperatives are used. Copywriters use imperatives, because it creates a sense of “one person is talking to another (...) because all ads are urging us to some action.” For example:
- Don't leave home without it. (Express card),
 'Buy now.'
- vii) **Use of figures of speech:** Use of figures of speech such as simile, personification, alliteration metaphor etc. e.g. *No other pain-relieving gel works like Deep Relief.*
- viii) **Use of Humour:** e.g. utterly bitterly delicious.
- ix) **Familiar language:** Use of second person pronouns to address an audience and suggest a friendly attitude. e.g. HYUNDAI: Always there for you.
- x) **Emotive Language:** Emotive language persuades the consumers to the product. It appeals to the emotions of the consumers, to their beliefs and relationships. e.g. *Boost is the secret of my energy*

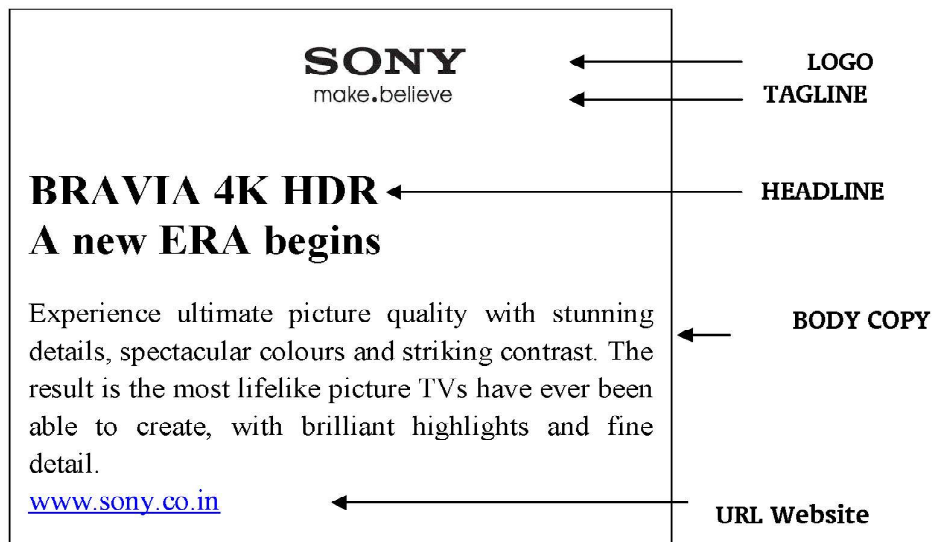
Now, study the following advertisements:



The diagram shows a rectangular advertisement layout with the following elements and labels:

- LOGO:** Points to the Burger King logo at the top center.
- TAGLINE:** Points to the text "IT JUST TASTES BETTER" below the logo.
- HEADLINE:** Points to the text "IT'LL BLOW YOUR MIND AWAY" in bold capital letters.
- BODY COPY:** Points to the text "Fill Your Desire for something long, juicy and fame-grilled with NEW BK SUPPER SEVEN INCHER."

In the advertisement given above the 'Logo' has been given along with a 'Tagline'. It attracts the attention of the customers. The 'Headline' is given in bold type with capital letters. It appeals to the mind of the consumers. The 'Body Copy' provides various other details. It states the important special features of the burger.



In the advertisement given above the 'Logo' clearly indicates the brand name of SONY along with its 'Tagline' 'make believe'. It catches the attention of the customers. The 'Headline' displays special brand name of the product. It appeals to the mind of the consumers. The 'Body Copy' here states important qualities of the SONY TV making use of different phrases. It arouses the curiosity among the customers to buy the new product.

Task 1:

- 1) Collect advertisements of the following products of different brands and note the headlines used in it.

Washing soap, Motorbike, Cold drink, Biscuits, Tooth-Paste, Cell-phone,

- 2) Prepare slogans for the following products:

Air-cooler, Digital Camera, Television, Detergent Powder, Refrigerators

II) English for Report Writing:

A business report is a written document that provides information and sometimes analysis to assist a business in making informed decisions. The main purpose of a business report is to make data that is relevant to the company, such as information regarding efficiency, competition, or procedures, easily available to everyone in the company. The report needs to make this data easy for the reader to understand. The best way to do that is to have clearly defined sections with labels and headings.

Informational reports provide factual information and do not include any analysis or recommendations.

There are many examples of informational reports:

- **Financial** reports include cash flow statements, balance sheets, or the annual financial report required for publicly traded corporations, so stockholders can see how the company is fairing financially.

- **Business management reports** include reports about labor expenses, web traffic, or customer satisfaction survey responses.
- **Compliance information reports.** In these reports, a company demonstrates it is complying with required regulations, for instance those regarding financial management.
- **Present research from a study report** generally summarizes a research study that has information or findings that is relevant to the business.
- **Situational reports** are generally written to a supervisor regarding a business situation, including what it was, how it was handled, and how it impacted the business.

Parts of a Business Report :

1) Title:

Report must have a title indicating the subject of the study. Like other titles these titles are in the form of a phrase and not a sentence but like other titles they are not short. They can be long because they include place and period with the subject. For example

‘Report on decline in the sale of bikes in Maharashtra between January and June 2018’

2) Reference:

Details of who assigned the task, on what date and how appointment was made (that is by a resolution at a meeting or by a letter or an office order).

3) Introduction:

The introduction sets the stage for what is included in the report. It highlights the major topics that are covered and provides background information on why the data in the report was collected.

4) Body:

The body of the report describes the problem, the data that was collected, how the data was collected, and discusses the major findings. The body may be broken into subsections, with subheadings that highlight the specific point to be covered in that subsection. This structuring will make the report easier to read and understand.

5) Conclusion:

The conclusion explains how the data described in the body of the document may be interpreted or what conclusions may be drawn. The conclusion often suggests how to use the data to improve some aspect of the business or recommends additional research.

6) Reference:

The references section lists the resources used to research or collect the data for the report. References provide proof for your points and enable readers to review the original data sources themselves.

7) Appendix:

The appendix is optional and may include additional technical information that is not necessary to the explanation provided in the body and conclusion but supports the

findings, such as charts or pictures, or additional research not cited in the body but relevant to the discussion.

- Reports should be concise and factual. Opinions should be given in the “conclusions” section. However, these opinions should be based on facts presented in the “findings”.
 - Use simple tenses (usually the present simple) to express facts.

Use the imperative form (Discuss the possibility ..., Give priority ..., etc.) in the “recommendations” section as these apply to the company as a whole.

SPECIMEN REPORTS

15th June , 2018.

The Managing Director
XYZ Paints Ltd.

Report on Working of Nagpur Branch

In accordance with your instruction by telephone, on 4th June, 2018, I visited the Nagpur Branch for a surprise inspection last week. I observed the working of the branch office for three days and also inspected the office and the records. I am sorry to report that the branch office is run in a most unsatisfactory manner.

When I reached the branch office on 10th June at 10.15 a.m., which is 15 minutes after opening time, I found that there were only a peon and two clerks. Taking me for a client, they informed me that office work starts only at 11.00 a.m. The manager, Mr. R. S. Tyagi arrived at 11.30 a.m. Mr. Tyagi who himself is not punctual is unable to maintain any discipline among the staff.

The stock register and the account books have not been properly maintained for the last three months. It also appears that office stationery and small articles are freely used and taken away by the staff. The general indiscipline, if not controlled at once, is likely to result in heavy losses. Already there is loss of business since many of our clients have turned to our competitors owing to the poor service rendered by our branch office.

Since the situation is quite bad, it will be necessary to take drastic steps to restore discipline in the branch office. I recommend that Mr. Tyagi Should be brought to the H.O. and kept in a subordinate position. Mr. M. K. Ayyar, Assistant Manager of Pune branch has proved himself quite able; he may be promoted as Manager and posted at Nagpur.

Yours faithfully,
ABC
Secretary

The Managing Director
Madhuri Glazed Tiles, (Pvt.) Ltd.
Pune.

Sub: Report on Decline of Sales of Tiles

Dear Sir,

In accordance with your instructions given to me through letter MGT/ 2/ dated 1st June 2018 I have enquired fully into the causes of the decline in the company's business in the last two years till May 2018, and submit my report as follows:

Several new companies have put out glazed tiles in the market. Some of the companies have introduced artistically designed tiles in a variety of colours. Most of the companies manufacture square tiles in four sizes and rectangular tiles in two sizes. We have limited our production of tiles to six standard colours without design, and to only two sizes.

Tiles are used extensively in kitchens of homes and hotels but the demand is for designed tiles, and for sizes other than those we make. Hence, while the market for tiles has gone up, we have not been able to keep our share of the business.

Recommendations :

1. An experienced designer should be appointed to create new designs for our tiles.
2. A colour technician should be appointed to assist the designer.
3. Some of the more popular sizes and shapes should be introduced.
4. An intensive advertising and sales campaign should be launched in order to win back the lost market.
5. Follow-up correspondence should be maintained with all former customers in order to regain and build up old contacts.

Yours faithfully,
XYZ
Secretary

Task 2:

- 1) The Principal of a college has appointed a committee of two teachers and three students to suggest new directions in which students' co-curricular activities can be developed. Write the committee's report.
- 2) As the librarian of your college, you have been asked by the Principal to suggest reorganization of the college library so as to make the maximum use of space and facilities available. Prepare the report, recommending computerization of the library's catalogues and lending system.

III) English for Writing E-mail:

Presently, electronic mail or e-mail has become a new mechanism of communication. E-mail is the fastest way of communication as it reaches at distant places and can be addressed to many people at a time. We can attach important files along with the message. It is effective and economical as it can be stored and reopened any time you want. It saves time, money and massive paperwork. Consequently, any person can write and send the e-mail to a number of people within a few minutes. Moreover, in legal matters, the e-mail is being considered as authentic evidence. As the e-mail has become a very rapid means of communication, it is being used by everyone in all types of organizations.

Basic requirements of e-mail:

- A computer with internet connectivity
- E-mail account
- Password protected e-mail Id:
For example: nagesh@gmail.com
sbwaghmare@rediffmail.com
drcmshinde@yahoo.com
- Recipient's e-mail Id

Nowadays, most formal and informal communication is carried out through e-mail. The advantage of e-mail is that the written message can be stored and referred at any time. In short, writing e-mail is a skill that you should acquire.

Informal e-mails:

Informal e-mails are addressed to the friends and relatives. You can write to your friends and relatives for:

- inviting them for birth party or a wedding ceremony
- accepting or refusing invitation
- thanking someone for some favour done

In informal e-mails people often make use of abbreviations such as:

U	you
BTW	by the way
Re	with reference to
ASAP	as soon as possible
WbW	with best wishes
FYI	for your information
CUL8R	see you later

Remember that these types of abbreviations are used only in personal e-mails especially while sending e-mails to your close friends. So be vigilant while using abbreviations otherwise, they can be confusing to others.

Now study the following examples of informal e-mails:

To: mangeshbhonsale@rediffmail.com

CC: _____

Subject: Thanks

Dear Mangesh,

Thank u for your auspicious presence at my daughter's wedding ceremony. It was very kind of u to shower your blessings and hope the same affection.

See you soon,

C. M. Shinde

To: krutuja98@yahoo.com

Subject: Invitation

Hi Rutuja,

Thanks for inviting me for your b.d. party. At present I'm in Shimla, so I'm not able to attend your b.d. party. I'll be back by the next week. Wish u happy b.d. in advance.

Have a gr8 time!

CUL8R

Seema.

Formal E-mails:

Formal e-mail is different from informal email in its language. Formal e-mail is a means of official communication. In formal e-mail, you have to maintain the quality and standard of language. So it becomes essential to follow e-mail etiquettes while drafting formal e-mail. To maintain quality and standard of the e-mail, it is essential to follow certain etiquettes while sending e-mails.

Email etiquettes:**i) Meaningful subject line:**

The subject line of your email is a significant factor that attracts the attention of a recipient. So the subject of your email should be written in precise and catchy manner. For example:

Subject: Urgent meeting

Subject: Important attachment

ii) Proof-read:

While drafting email, be careful about the message regarding the punctuation, spelling, grammar, etc. Before to send, accomplish the proof-reading, correct it if necessary and then send it.

iii) Maintain formal situations:

Distinguish formal and informal e-mails. Keep your formal approach while drafting formal e-mails. Keep your formal e-mails short and clear. Avoid using abbreviations like – He's, He'd, etc.

iv) Be a good correspondent:

Check your emails regularly and reply them promptly. This is the act of courtesy and it encourages others to reply.

Now, study the following formal e-mail:

Writing Complaint:

To: msiddharth08@gmail.com

CC:

Subject: Supply of Books

Librarian,
Chh. Shau Institute of Science,
Sangli.

Dear Sir,

I have a complaint about the reference books in Chemistry, Physics and Electronics ordered on 12th of this month. We were interested in reference books, but you have sent text books related to the above mentioned subjects.

Please replace these books as early as possible.

Yours sincerely,

Vikrant Kshirsagar

Task 3:

- 1) Write an e-mail of complaint to Rohit Computers as your recently bought Pen-drive is not working properly.
- 2) Write an e-mail of invitation to your friend for Wedding Anniversary.

IV) Exercises :

- 1) Write an advertisement for a washing machine and describe its features with the use of various adjectives.
- 2) Write an advertisement copy for a refrigerator and describe its features with the use of various adjectives.
- 3) Write advertisements for an imaginary product (ready-made clothes, soap, detergent, etc.) using essential verb phrases to make appeal to the buyers.

- 4) There has been remarkable decline in the sale of sports goods manufactured by a company. The Marketing Manager has been asked to report with recommendations for stopping the decline. Prepare the report.
- 5) The results of a college have been very poor for the last five years. The managing Committee of the Society which runs the college has asked the Principal to make a recommendatory report for improving the results. Write the report including a brief statement of the finance required.
- 6) Write an e-mail of complaint to Mehta Book Sellers Kolhapur about missing pages in purchased book.
- 7) Write an e-mail of invitation of your birthday to your friend.

□ □ □

B) I Thank You God

Bernard Dadie

Introduction:

Bernard Dadie was born in 1916 at Assinie, Ivory Coast. He worked for the French government in Dakar, Senegal, returned to his homeland in 1947 and took active part in the movement for Independence. His writing is influenced by his experiences of colonialism. He attempts to connect the messages of traditional African folktales with the contemporary world. Humanism and desire for the equality and independence of Africans is the feature of his poetry.

“I Thank You God” celebrates Negritude. It has many Biblical references and tries to identify in a way the Black African’s suffering with that of Jesus Christ. It is truly an anthem for black pride. The poem powerfully recounts the crimes of slavery and colonialism but significantly enough ends on an optimistic note prophesying victory to the blacks.

I Thank You God

I thank you God for creating me black,
For making of me
Porter of all sorrows,
Setting on my head
The World.
I wear the Centaur’s hide
And I have carried the World since the first morning

White is a colour for special occasions
Black the colour for everyday
And I have carried the World since the first evening.

I am glad
Of the shape of my head
Made to carry the World,
Content
With the shape of my nose

That must snuff every wind of the World
Pleased
With the shape of my legs
Ready to run all the heats of the World.

I thank you God for creating me black
For making of me
Porter of all sorrows.

Thirty-six swords have pierced my heart.
Thirty-six fires have burnt my body.
And my blood on all calvaries has reddened the snow,
And my blood at every dawn has reddened all nature.

Still I am
Glad to carry the World,
Glad of my short arms
of my long arms
of the thickness of my lips.

I thank you God for creating me black.
White is a colour for special occasions
Black the colour for every day
And I have carried the World since the dawn of time.
And my laugh over the World, through the night, creates
the Day.
God for I thank you creating me black.

Glossary and Notes:

porter	:	a person who carries luggage and related objects
Centaur	:	a mythical beast having a horse's body with a man's head and torso in place of the head of the horse thirty six swords and thirty six fires refer to the wounds inflicted on Jesus Christ and the thirty six brands used to torture Christ at the time of Crucifixion
Calvaries	:	a life- size representation of Crucifixion of Jesus Christ on a piece of raised ground; the hill outside Jerusalem which is traditionally held to be the location of Crucifixion of Christ

I) Skimming and Scanning Questions:

A) Answer the following questions in one word/ phrase each:

- 1) What does the poet celebrate in the poem?
- 2) To whom does Dadie compare the Blacks?
- 3) What does 'first morning' refer to?
- 4) What burden does the black man carry on his head?
- 5) What do 'night' and 'day' represent in the poem?

B) Rewrite the following sentences by choosing the correct alternative:

- 1) Centaur is a mythical figure with a man's head and _____ body.
a) elephant b) lion's
c) horse's d) zebra's
- 2) 'Porter of all Sorrows' refers to _____.
a) Jesus Christ b) Nelson Mandela
c) the white man d) the black man
- 3) _____ is the colour for special occasions.
a) Black b) Grey
c) Red d) White
- 4) The 'first morning' and the 'first enemy' refer to the creation of _____.
a) world b) Africa
c) Black man d) Hell
- 5) 'Thirty six swords and thirty six fires' refers to the _____ of Christ.
a) birth b) struggle
c) Crucifixion d) work
- 6) The poem 'I thank you God' celebrates _____.
a) being white b) being black
c) African Slavery d) African Independence

II) Comprehension Questions :

A) Answer the following questions in about 3-4 sentences each:

- 1) How does the poet celebrate his black body?
- 2) Why does the poet thank God?
- 3) Explain the meaning of 'night' and 'day' in the second last line
- 4) What does Dadie mean by "...my legs/ Ready to run all the heats of the world"?
- 5) Explain the suffering of the blacks in "my blood all calvaries has reddened the snow".

B) Write short notes on the following in about 7 to 8 sentences each:

- 1) Celebration of Negritude in "I Thank You God"
- 2) The comparison between the black man and Jesus Christ in "I Thank You God"
- 3) The suffering of the black man
- 4) The Biblical references in "I Thank You God"

III) Vocabulary Exercises:

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

Noun	Verb	Adjective	Adverb
	laugh		
thickness			
		colourful	
	please		
			creatively

B) Give synonyms of the following words:

sorrow, black, colour

C) Give antonyms of the following words:

create, laugh, thickness

IV) Writing activity:

- 1) The above poem celebrates being a black. Write a paragraph celebrating being a girl or celebrating being an Indian.

V) Suggestions for further reading:

Try and read some works of African Literature. Read Dalit literature in Marathi and compare it with African Literature.

□ □ □

MODULE VIII

A) WAR

Luigi Pirandello

Introduction:

Luigi Pirandello (1867 –1936) was an Italian dramatist, novelist, poet and short story writer whose greatest contributions were his plays. He was awarded the 1934 Nobel Prize in Literature for his almost magical power to turn psychological analysis into good theatre. Pirandello's works include novels, hundreds of short stories, and about 40 plays, some of which are written in Sicilian. Pirandello's tragic farces are often seen as forerunners of the Theatre of the Absurd.

This short story written in the year 1918, by Luigi Pirandello is about a group of people travelling from Rome to Sulmona, Italy. They have had to stop for the night to await a connecting passage to the main line. While they are waiting a man boards the carriage with his wife. The husband tells the people that his wife is upset because their only son has been called to the front to fight in the war. The setting of the story is First World War. The story is a discourse on the importance or lack of importance of the war. The passengers have differing opinions over whose grief is greater and they all have strong patriotic feelings. The parent's love for their children is simply greater than their love for the country. But young people naturally put love of country above all else, and are happy to die in the battle.

The passengers who had left Rome by the night express had had to stop until dawn at the small station of Fabriano in order to continue their journey by the small old-fashioned "local" joining the main line with Sulmona.

At dawn, in a stuffy and smoky second-class carriage in which five people had already spent the night, a bulky woman in deep mourning, was hoisted in — almost like a shapeless bundle. Behind her — puffing and moaning, followed her husband — a tiny man, thin and weakly, his face death-white, his eyes small and bright and looking shy and uneasy.

Having at last taken a seat he politely thanked the passengers who had helped his wife and who had made room for her; then he turned round to the woman trying to pull down the collar of her coat and politely enquired:

"Are you all right, dear?"

The wife, instead of answering, pulled up her collar again to her eyes, so as to hide her face.

“Nasty world,” muttered the husband with a sad smile.

And he felt it his duty to explain to his traveling companions that the poor woman was to be pitied for the war was taking away from her her only son, a boy of twenty to whom both had devoted their entire life, even breaking up their home at Sulmona to follow him to Rome where he had to go as a student, then allowing him to volunteer for war with an assurance, however, that at least for six months he would not be sent to the front and now, all of a sudden, receiving a wire saying that he was due to leave in three days’ time and asking them to go and see him off. The woman under the big coat was twisting and wriggling, at times growling like a wild animal, feeling certain that all those explanations would not have aroused even a shadow of sympathy from those people who — most likely — were in the same plight as herself. One of them, who had been listening with particular attention, said:

“You should thank God that your son is only leaving now for the front. Mine has been sent there the first day of the war. He has already come back twice wounded and been sent back again to the front.”

“What about me? I have two sons and three nephews at the front,” said another passenger.

“Maybe, but in our case it is our only son,” ventured the husband.

“What difference can it make? You may spoil your only son with excessive attentions, but you cannot love him more than you would all your other children if you had any. Paternal love is not like bread that can be broken into pieces and split amongst the children in equal shares. A father gives all his love to each one of his children without discrimination, whether it be one or ten, and if I am suffering now for my two sons, I am not suffering half for each of them but double....”

“True ... true ...” sighed the embarrassed husband, “but suppose (of course we all hope it will never be your case) a father has two sons at the front and he loses one of them, there is still one left to console him ... while ...”

“Yes,” answered the other, getting cross, “a son left to console him but also a son left for whom he must survive, while in the case of the father of an only son if the son dies the

father can die too and put an end to his distress. Which of the two positions is the worse? Don't you see how my case would be worse than yours?"

"Nonsense," interrupted another traveler, a fat, red-faced man with bloodshot eyes of the palest gray. He was panting. From his bulging eyes seemed to spurt inner violence of an uncontrolled vitality which his weakened body could hardly contain.

"Nonsense," he repeated, trying to cover his mouth with his hand so as to hide the two missing front teeth. "Nonsense. Do we give life to our children for our own benefit? The other travelers stared at him in distress. The one who had had his son at the front since the first day of the war sighed: "You are right. Our children do not belong to us, they belong to the Country..."

"Bosh," retorted the fat traveler. "Do we think of the Country when we give life to our children? Our sons are born because ... well, because they must be born and when they come to life they take our own life with them. This is the truth. We belong to them but they never belong to us. And when they reach twenty they are exactly what we were at their age. We too had a father and mother, but there were so many other things as well ... girls, cigarettes, illusions, new ties ... and the Country, of course, whose call we would have answered — when we were twenty — even if father and mother had said no. Now, at our age, the love of our Country is still great, of course, but stronger than it is the love for our children. Is there any one of us here who wouldn't gladly take his son's place at the front if he could?"

There was a silence all round, everybody nodding as to approve.

"Why then," continued the fat man, "shouldn't we consider the feelings of our children when they are twenty? Isn't it natural that at their age they should consider the love for their Country (I am speaking of decent boys, of course) even greater than the love for us? Isn't it natural that it should be so, as after all they must look upon us as upon old boys who cannot move any more and must stay at home? If Country exists, if Country is a natural necessity like bread, of which each of us must eat in order not to die of hunger, somebody must go to defend it. And our sons go, when they are twenty, and they don't want tears, because if they die, they die inflamed and happy (I am speaking, of course, of decent boys). Now, if one dies young and happy, without having the ugly sides of life, the boredom of it, the pettiness, the bitterness of disillusion ... what more can we ask for him? Everyone should stop crying: everyone should laugh, as I do ... or at least thank God — as I do — because my son, before dying, sent me a message saying that he was dying

satisfied at having ended his life in the best way he could have wished. That is why, as you see, I do not even wear mourning....”

He shook his light fawn coat as to show it; his livid lip over his missing teeth was trembling, his eyes were watery and motionless, and soon after, he ended with a shrill laugh which might well have been a sob.

“Quite so ... quite so ...” agreed the others.

The woman who, bundled in a corner under her coat, had been sitting and listening had — for the last three months — tried to find in the words of her husband and her friends something to console her in her deep sorrow, something that might show her how a mother should resign herself to send her son not even to death but to a probable danger of life. Yet not a word had she found amongst the many which had been said ... and her grief had been greater in seeing that nobody — as she thought — could share her feelings. But now the words of the traveler amazed and almost stunned her. She suddenly realized that it wasn't the others who were wrong and could not understand her but herself who could not rise up to the same height of those fathers and mothers willing to resign themselves, without crying, not only to the departure of their sons but even to their death. She lifted her head, she bent over from her corner trying to listen with great attention to the details which the fat man was giving to his companions about the way his son had fallen as a hero, for his King and his Country, happy and without regrets. It seemed to her that she had stumbled into a world she had never dreamt of, a world so far unknown to her and she was so pleased to hear everyone joining in congratulating that brave father who could so stoically speak of his child's death.

Then suddenly, just as if she had heard nothing of what had been said and almost as if waking up from a dream, she turned to the old man, asking him:

“Then ... is your son really dead?”

Everybody stared at her. The old man, too, turned to look at her, fixing his great, bulging, horribly watery light gray eyes, deep in her face. For some little time he tried to answer, but words failed him. He looked and looked at her, almost as if only then — at that silly, incongruous question — he had suddenly realized at last that his son was really dead ... gone forever ... forever. His face contracted, became horribly distorted, then he snatched in haste a handkerchief from his pocket and, to the amazement of everyone, broke into harrowing, heart - rending, uncontrollable sobs.

Glossary and Notes :

dawn	:	to begin to glow, crack of day
stuffy	:	lacking freshness
mourning	:	sad, grief
hoisted	:	to raise on high
moaning	:	a low sound of pain or grief
volunteer	:	one who offers one's service
twisting	:	to turn something round
wriggling	:	to twist the body to and fro
growling	:	to grumble
aroused	:	to awaken, stimulate
plight	:	condition
front	:	the forepart of anything, to take a prominent position
ventured	:	undertaking risk, bold, daring
spoil	:	to be very anxious for a fight
excessive	:	too much, beyond what is allowed
split	:	to divide
discrimination	:	a unfair treatment of a person, see fine differences
console	:	to give comfort, disappointment, solace
distress	:	mental pain
interrupted	:	to stop a person while talking or working, break
bloodshot	:	red eyes, (of the white of the eyes)
palest	:	of whitish appearance
bulging	:	to swell out
spurt	:	to gush out, sudden violent rush of wind, sudden flow
vitality	:	vigor , strength, energy
sighed	:	to express tiredness by a sigh
gladly	:	cheerfully, happily
inflamed	:	to make hot, painful, angry
boredom	:	dullness, tedious
pettiness	:	smallness, littleness
mourning	:	to lament for, to feel sorrow, grief

fawn	:	young fallow deer, (v) crawl
livid	:	bluish colour
shrill	:	piercing
sob	:	to gasp noisily while crying
resign	:	to give up, reconcile
stunned	:	to bewilder , confused, to perplex
realized	:	to understand clearly, apprehend
departure	:	to go away from
regrets	:	to feel sorry for
stumbled	:	to trip, slipped
stoically	:	a person who accept good and bad, pleasure and pain, unemotional
incongruous	:	not appropriate, not in accord
contracted	:	pulled together (v) written agreement
distorted	:	to deform, disfigure

I) Skimming and Scanning Questions :

A) Answer the following questions in one word, phrase or sentence each.

1. Why did the passengers had to stop for the night?
2. Where were the passengers waiting for before their next journey?
3. How many passengers there were before husband and wife arrive in the carriage?
4. Why the woman and her husband were going to Sulmona?
5. Who said, 'Nasty world'?
6. How does old man describe his son in the story?
7. What is the main theme of the short story 'War'?
8. Where did the story 'War' take place?
9. Who have strong patriotic feelings?

B) Complete the following sentences by choosing best alternative.

1. The short story 'WAR' is set in a ——— - - - — - travelling from Rome to Sulmonia
a) Train carriage b) ship carriage c) private carriage d) air carriage
2. The theme of the story is — — - - - -
a) Parental love b) patriotism c) victory in war d) sacrifice in war
3. The woman in the carriage described as, - - - - - - - - -
a) Strong and beautiful b) small and sensible
c) large and deep moaning d) happy and honest
4. The husband tells the passengers that his wife is upset because —————
a) Their only son has been called to the front.
b) Their only son is suffering.
c) Their only son went away from them.
d) Their only son is no more
5. The old man explains their sorrow by saying that a parent's love for their children is —————
a) Simply greater than their love for country.
b) Simply greater than their love for universe.
c) Simply greater than their love for garden.
d) Simply greater than their love for wife.
6. 'War', a short story is set in a train carriage in Italy during — - - - - .
a) World War I b) World War II
c) War in Italy d) War in England
7. The poor woman's son was - - - — years old.
a) 18 b) 20 c) 22 d) 25

8. The woman in the story 'War' asks the man if his son is not really - - -
a) dead b) alive c) ill d) worried
9. The short story 'War' was written in the year...
a) 1918 b) 1919 c) 1925 d) 1929
10. One of the passenger said, "You should thank God that your son is — - - - - — —
a) only living now for the war. b) only leaving now for the tour.
c) only leaving now for the front. d) only leaving now for the study.

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each.

1. According to writer, how does the old man explain their sorrow?
2. Why the woman in the story is upset ?
3. How does the writer describe the husband ?
4. Give different opinions of fathers regarding patriotism.
5. According to one of the passenger, what does the children do in their twenties ?
6. What are the feelings of parents for their children ?

B) Write short notes on the following in 7 to 8 sentences each:

1. The setting of the story 'War'.
2. Patriotic feelings of the Passengers.
3. Sketch the character of Husband.
4. Describe the bulky woman.
5. End of the short story 'War'.

III) Vocabulary Exercise:

a) Match the words from group A with their meanings in group B.

A	B
Stuffy	to feel sorry
Plight	to gasp noisily while crying
Venture	condition
Sob	dare
Regrets	lacking freshness

b) Use suffix / prefix to the following and form the new words.

Haste, realize, patriot, venture, inflame

c) Change the class of the following words.

bulky, amaze, vitality, regret.

d) Give the **Synonyms of** - plight, resign, war, upset, mourn.

e) Give the **Antonyms of** - dead, haste, departure, gladly.

IV) Writing Activities :

1. Study the short story 'WAR' and describe your views of war and patriotic feelings.
2. Read the story carefully and try to compose such a conversation on the different subjects.

□ □ □

B) To The Cuckoo

William Wordsworth

Introduction:

William Wordsworth (1770-1850) is a major Romantic poet. His poems are frequently inspired by the beauty of nature and he is known as one of the greatest English poets of the 19th Century. Wordsworth was born on 7 April, 1770 in Cockermouth, in northwest England. His father, John Wordsworth, introduced the young William to the great poetry of Milton and Shakespeare. However, as a child, he did develop a great love of nature, spending many hours walking in the fells of the Lake District.

In 1795, he received a legacy which made him adopt literature as his profession. He was able to publish his first collection of poems, *An Evening Walk and Descriptive Sketches*. The poetical output of Wordsworth was enormous. Some of his well known poems are : The Prelude, The Ode On Immortality, To The Cuckoo, Lucy Gray, The Solitary Reaper, Ode To Duty etc. He wrote some lovely sonnets. Many of his poems describe the beauty of Nature in the Lake District and lives of the ordinary people.

The present poem, "To the Cuckoo" is a lyrical pastoral poem with elaborate stanzaic formations. Hence, it can be called an ode to the Cuckoo bird. The poet has directly addressed this poem to the cuckoo and expresses his love, devotion and yearning to visually glimpse the cuckoo throughout the poem. The poet hears the cuckoo and is in awe and wonder on the off chance that it is something more than a winged animal. He remembers his childhood. His marvel ascends from the memory of his youth when the cuckoo opens up the universe of creative energy to him. The cuckoo bird is an arranged image of innocence, hope, purity and boyhood.

O blithe New-comer! I have heard,
I hear thee and rejoice.
O Cuckoo! shall I call thee Bird,
Or but a wandering Voice?
While I am lying on the grass
Thy twofold shout I hear;

From hill to hill it seems to pass,
 At once far off, and near.
 Though babbling only to the Vale
 Of sunshine and of flowers,
 Thou bringest unto me a tale
 Of visionary hours.
 Thrice welcome, darling of the Spring!
 Even yet thou art to me
 No bird, but an invisible thing,
 A voice, a mystery;
 The same whom in my school-boy days
 I listened to; that Cry
 Which made me look a thousand ways
 In bush, and tree, and sky.
 To seek thee did I often rove
 Through woods and on the green;
 And thou wert still a hope, a love;
 Still longed for, never seen.
 And I can listen to thee yet;
 Can lie upon the plain
 And listen, till I do beget
 That golden time again.
 O blessèd Bird! the earth we pace
 Again appears to be
 An unsubstantial, fairy place;
 That is fit home for Thee!

Glossary and Notes :

blithe	:	merry, cheerful, happy
rejoice	:	delighted
thee	:	you
twofold shout	:	double sound, echo

babbling	:	sound produced by infant
vale	:	valley
bringest	:	brought
visionary	:	memories, having vision
invisible	:	unable to be seen, not visible
mystery	:	secrete, unknown
to seek	:	to look for, to search
rove	:	to roam, wandering
beget	:	To produce, obtain
unsubstantial	:	unreal, illusive
fairy	:	enchantment, magical

I) Skimming and Scanning Questions :

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

1. Whom the poem is addressed to?
2. What is the type of the poem?
3. Why does the poet describe the cuckoo a New-comer?
4. How does the poet describe the bird?
5. Where does the poet lying when he heard the sound of the bird?
6. Why does the poet calls bird's sound twofold?
7. What is meant by 'Visionary Hours'?
8. How did the poet welcome the cuckoo?

B) Complete the following sentences by choosing the correct alternative given below it.

1. The poet hears the sweet voice of cuckoo and feels _____.
a) begins to sing b) rejoice c) become sad d) stand to listen
2. The song of the bird reminds the poet of his _____.
a) past age b) childhood c) present days d) future days

3. The cuckoo is not merely bird to the poet but a _____.
a) good singer b) beautiful bird c) invisible thing d) best friend
4. The poet says, — - - - - , darling of the Spring.
a) Thrice welcome b) Twice welcome c) Once welcome d) only welcome
5. The voice of the bird brings up to the poet a tale of _____.
a) Schoolboy b) darling c) spring d) visionary hours
6. The cuckoo is addressed as the _____.
a) darling of the season b) darling of the poet c) darling of the nature
d) darling of spring
7. The _____ makes him glad and the earth appears to be a fairyland.
a) vision of the boyhood b) days of school c) days of past d) beauty of the bird
8. The bird cuckoo is symbol of _____.
a) vision b) boyhood c) hope d) voice
9. The word 'Blithe' means _____.
a) The cuckoo is merry and free from all worldly worries. b) The cuckoo is merry, free and beautiful. c) The cuckoo is very, very sweet d) The cuckoo is free from the poet

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each.

1. Why the poet is rejoiced?
2. Why does the poet call the bird as wandering voice?
3. What is meant by, 'Blithe, New Comer'?
4. Why does the poet call cuckoo a mysterious bird?
5. What is the tone of the poet?

B) Write short notes on the following in 7 to 8 sentences each.

1. The central Idea of the poem.
2. Wordsworth's love for nature.

3. Childhood memories of the poet.

4. Imagery in the poem

5. Nostalgic tone in the poem

III) Vocabulary Exercises :

1. **Give the synonyms of** - rejoice, mystery, fairy, vision
2. **Give antonyms of** - wander, past, sunshine,
3. **Add prefix / suffix** – voice, listen, visible, substantial
4. Use the above words in your own sentences.

IV) Writing activity:

1. Observe the beautiful natural objects around you and describe it in your own simple English language.

□ □ □

C) Let Me Not To The Marriage...

William Shakespeare

Introduction:

William Shakespeare (1564-1616) was the greatest English poet, playwright and actor, widely regarded as the greatest writer in the English language. He is often called England's national poet and "Bard of Avon". He wrote 37 plays, 154 sonnets and two long poems. His sonnets were published in 1609 which were the last of Shakespeare's non-dramatic works to be printed. His sonnets were composed in the English form of the sonnet, that of three quatrains and final couplet. The entire collection falls into two series - the "Dark Lady" and the "Fair Youth". Critics praise the *Sonnets* as a profound meditation on the nature of love, sexual passion, procreation, death and time.

Shakespeare's Sonnet 116 was first published in 1609. Its structure and form are a typical example of the Shakespearean sonnet i.e. three quatrains, followed by a final couplet. This is one of the most famous love sonnets. He states he should not stand in the way of "the marriage of true minds", and love cannot be true if it changes for any reason. The movement of sonnet is careful, controlled, and laborious. Ideal love is deteriorating throughout the sonnet and it continues to do so through the couplet.

Sonnet No. 116

Let me not to the marriage of true minds
Admit impediments. Love is not love
Which alters when it alteration finds,
Or bends with the remover to remove:
Oh, no! it is an ever-fixed mark,
That looks on tempests and is never shaken;
It is the star to every wandering bark,
Whose worth's unknown, although his height be taken.
Love's not Time's fool, though rosy lips and cheeks
Within his bending sickle's compass come;
Love alters not with his brief hours and weeks,
But bears it out even to the edge of doom.

If this be error and upon me proved,
I never writ, nor no man ever loved.

Glossary and Notes:

Let me not	: I will not be forced to admit that.
admit	: accept; agree
alter	: change
an ever-fixed mark	: a sea mark- an object by which seamen check their direction.
the star	: the Pole or North Star.
bark	: Ship.
height	: i.e. in. reckoning the ship's position by the stars.
Time's fool	: in Shakespeare's day readers would probably understand this in terms of the fool employed in large establishments by the nobility.
bending sickle	: the sickle had a curved blade.
never writ	: never written.

I) Skimming and Scanning Questions:

A) Complete the following sentences by choosing the correct alternative :

- 1) According to Shakespeare love is not which _____ .
a) faces, b) changes, c) dies, d) bends.
- 2) The star guides to every _____ .
a) lover, b) minds c) ship, d) time.
- 3) Love bears out even to _____ .
a) the marriage, b) the hours and weeks, c) the fixed mark, d) the end of life.

B) Answer the following the questions in a word/phrase/sentence each.

- 1) What kind of marriage the poet wants to be?
- 2) What does mean by 'wandering bark' ?
- 3) Give an example of metaphor used in poem.

II) Comprehension Questions :

A) Answer the following questions in 3 to 4 sentences each:

- 1) Why does the poet say love alters when it alteration find?
- 2) How does Shakespeare compare the true love with other images?

B) Write short notes on the following in 7 to 8 sentences each:

- 1) Marriage of True Minds
- 2) The theme of the sonnet.

III) Vocabulary Exercises:

A) Complete the following table and make your sentences using the words in the table :

Noun	Verb	Adjective	Adverb
	love		
			beautifully
complaint			
			spontaneously

B) Give antonyms of the following words

love, charm, true, alter

IV) Further reading :

- 1) Hubler, Edward : *The sense of Shakespeare's Sonnets*. New York, Hill and Wang, 1962.
- 2) Landry, Hilton: *Interpretations in Shakespeare's Sonnets*, Berkeley : University of California Press, 1963.

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Pattern of Question Paper

SEMESTER I (Paper A)

Total Marks: 50

Que.No.	Sub. Que.	Type of Question	Based on Unit	Marks
Q.1	A	Four multiple choice questions with four alternatives to be set.	Prose and poetry units.	04
	B	Answer in one word / phrase / sentence each. (Skimming and scanning questions to be set).	Prose and poetry units.	04
Q.2	A	Answer the following questions in 3 to 4 sentences each (4 out of 6)	Prose and poetry units.	08
	B	Write short notes on the following in about 7 to 8 sentences each (3 out of 5)	Prose and poetry units.	09
Q.3	---	Do as directed. 4 different exercises to be set for 2 marks each.	Module I - A	08
Q.4	A	I) Describing places II) Describing objects / persons (5 marks each).	Module II - A Description	10
	B	Question to be set on Narration	Module III - A	07

Pattern of Question Paper

SEMESTER II (Paper B)

Total Marks: 50

Que.No	Sub. Que	Type of Question	Based on Unit	Marks
Q.1	A	Four multiple choice questions with four alternatives to be set.	Prose and poetry units.	04
	B	Answer in one word/phrase/sentence each. (Skimming and scanning questions to be set).	Prose and poetry units.	04
Q.2	A	Answer the following questions in 3 to 4 sentences each (4 out of 6)	Prose and poetry units.	08
	B	Write short notes on the following in about 7 to 8 sentences each (3 out of 5)	Prose and poetry units.	09
Q.3		Questions to be set on Business Correspondence	Module V - A	10
	A	Question on Business / Mass Communication letters (5 marks)		
	B	Question on Social Communication letters. (5 marks)		
Q.4	A	Question to be set on Telephonic Communication	Module VI -A	08
	B	Question to be set on English for Specific Purposes	Module VII-A	07