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ONLINE DEGREE

COMMON ERRORS IN ENGLISH - PART 1

Prof. Shreesh Chaudhary

- In earlier units of this module, we have seen some aspects of English grammar.
- In this unit, we will look at some instances of some errors frequently made by students learning English; we will correct these mistakes, see why these mistakes occurred and ensure that they do not recur.

- The following, for example, is ungrammatical.

We got some informations.

So, you can say:

- a. I want some information
- b. I can give some information

information

noun [U]

UK  /,ɪn.fəˈmeɪ.ʃən/ US  /,ɪn.fəˈmeɪ.ʃən/

(informal **Info**)



A2

facts about a situation, person, event, etc.:

- *Do you have any information **about/on** train times?*
- *I read an interesting **bit/piece** of information in the newspaper.*
- **For further** information (= if you want to know more), please contact your local library.
- [+ that] *We have reliable information **that** a strike is planned next month.*

– **Thesaurus: synonyms, antonyms, and examples**

information

- Some nouns have no plural; you use them only in the singular number as given in the dictionary.
- So, for instance, words like **equipment, meat, oil, rice, wheat, milk, information, fish, furniture** do not have a singular or plural form.
- They are uncountable, and are shown in the dictionary with a “U”. So, for instance, for “milk”, the dictionary cites milk as follows: “Milk (Noun) U”, meaning uncountable.

- Uncountable nouns do not take a/an, neither do they have a plural form. When milk is used as a noun, you cannot say “milk+s”.

You cannot, for instance say,

**I like cow and buffalo milks.*

You can only say

“I like both cow milk and buffalo milk.”

ACTIVITY 1

Which of the following words can go with an article “a/an”, or can be made plural?

apple, bread, call, egg, meat, petrol, rice,
school, sugar, tea, tiger, umbrella, water,
wheat, year, zebra.

ANSWERS

	A/An	Plurals
Apple	An apple	Apples
Call	A call	Calls
Egg	An egg	Eggs
School	A school	Schools
Tiger	A tiger	Tigers
Umbrella	An umbrella	Umbrellas
Year	A year	Years
Zebra	A zebra	Zebras

ANSWERS

Words with no plural form/ a or an	
	Bread
	Petrol
	Rice
	Sugar
	Tea
	Water
	Wheat
	Meat

- You can ask why “bread” cannot be counted. In Hindi, it is a countable noun. These things are not always logical, nor are they alike in all languages.
- We must learn that some nouns cannot be used in English with an “a/an” or “-s/es”.

How do you then talk about small and large quantities of them?

So, for instance, you can say as follows:

- some information,
- a little knowledge,
- a news item / all the news
- a loaf/slice/morsel of bread,
- a head of fish,
- a portion of meat,
- a gallon of petrol,
- a grain of rice/wheat,
- a litre of water

ACTIVITY 2

You can look up your dictionary and

- a. Find at least a dozen other nouns that are uncountable, and, therefore, they do not take “a/an” or “s/es”.
- b. You can also note how their small or large quantities are mentioned.

- Some verbs, such as the following, are not used in progressive mode, with + ing.

appear, feel, have, look, seem, stand, etc.

- You can use this verb in the simple present or past tense form, but not in the progressive present or past tense form, as indicated below.

Cannot say	Can say
You are appearing to be tired.	You appear to be tired.
I am feeling all right.	I feel all right.
I am having a car/meeting case.	I have a car/meeting already.
You are looking angry.	You look angry.
It is seeming correct.	It seems correct.
A policemen is standing at the post.	A policemen stands at the post.

- But “have” in the sense of “eat” can be used in the progressive mode. You can, for instance say, “I am having breakfast”.
- Similarly, in the sense of “contest”, “stand” can be used in the progressive mode. You can say, “Gopal is standing for election to the parliament”.
- “Feel” can also be used in the progressive mode, when a doctor, for instance, says, “I am feeling the patient’s pulse”.

ACTIVITY 3

Check your dictionary and make a list of verbs that cannot be used in the progressive mode. You can also check for exceptions. Are there any specific situations when these verbs can be used with an +ing?

- Similarly, some verbs, such as the following, for example, have the same form in all tenses.

cast, cost, cut, put

- You can use these verbs only in the given form in all situations, because they have no other form. So you can say:

Votes have been cast, result is awaited.

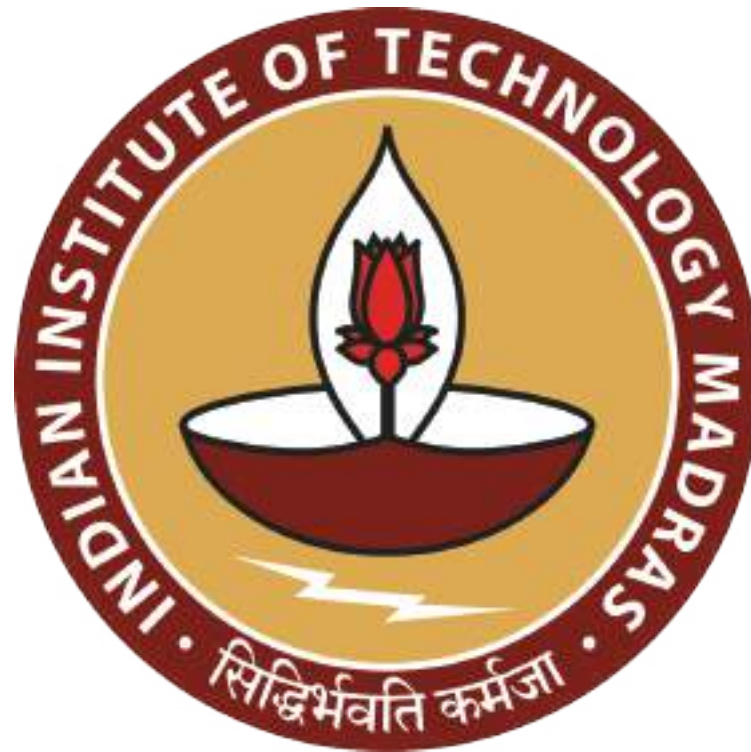
- But you cannot say,

**Votes have been casted, result is awaited.*

ACTIVITY 4

- Check with a dictionary if there are other verbs that are used in the same form in all tenses.
- The best thing to do, therefore, is to pay some attention to the form of words in use when reading or listening to anything.
- In every language only a few words have exceptional forms and they are used frequently.

Thank You!



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COMMON ERRORS IN ENGLISH - PART 2

Prof. SHREESH CHAUDHARY

- Some sentences with a very common type of errors are given below.

1)

- a. Some boys of Rajendra Hostel is making all the noise.*
- b. Only one of the six scheduled trains are running late this morning.*
- c. Only one of the requested items were delivered late.*
- d. The entire team with all its star players have been found guilty of doping.*
- e. We ordered six copies of this book, but it is yet to be delivered.*

- f. Puurna's collection of old folk songs are likely to be published soon.*
- g. All excepting one sailor was stranded on the island.*

- All sentences above are ungrammatical because of non-agreement of the verbs in them with their subjects.

ACTIVITY 1

- You can re-write these sentences removing all the errors, and then check them with the answers given below.

ANSWERS

Activity 1:

- a. Some boys of Rajendra Hostel are making all the noise.
- b. Only one of the six scheduled trains is running late this morning.
- c. Only one of the requested items was delivered late.
- d. The entire team with all its star players has been found guilty of doping.
- e. We ordered six copies of this book, but they are yet to be delivered.
- f. Puurna's collection of old folk songs is likely to be published soon.

- In all of the sentences above, verb does not agree with the number of the subject. Here verb is influenced by the noun nearby, and is wrongly assigned the same number as that of the noun near it.
- In 1.a, the subject is “boys”, not the “hostel”. Since “boys” is a noun in plural number, the verb here also must be so.
- In 1.b, on the other hand, the subject of the sentence, “one of the trains”, happens to be in the singular number. Therefore, the verb must also be in the singular number, saying “... is running...”.

- The case in 1.c and 1.d is also the same. But in 1.e, the subject is in plural number, so the correct pronoun here is “they” and the correct verb here is “are”, together making the clause “... they are...”.
- In 1.f, the noun, “collection”, is in the singular number, and, therefore the appropriate verb is “is”, rather “are”.

- Since we know about the phrase, structure now, we should look at the head of the phrase. Regardless of how many modifiers there are, it is always the head to which the verb agrees in number. So find the head. Look at the following sentences,

2)

- The Geography Master was absent.*
- The boys of the First A had leisure between three and three-forty-five on Wednesday.*
- The noise that they make, sitting on their benches and swinging their legs, gets on his nerves.*
- No one, except Rajam and Mani, was there.*
- Trucks full of water are now brought to cities from the villages.*

- In a noun + noun combination, ordinarily the second noun is the head. See the following for example:

History Teacher, State Department, Home Minister, House Wife, Cinema Hall, etc.

- But in a noun phrase created with a preposition, it is a noun before the preposition that is usually the head.

Inspector of Police, Captain of Guards, House of Cards, Head of Department, Secretary to the Director, etc.

ACTIVITY 2

- In all of the sentences given in 2. Above, find the head of the noun, also called the subject of the sentence. Just underline the particular word which you think works like the head of the noun phrase, and the subject of the sentence. Compare your work with the answers given below.

ANSWERS

Activity 2:

- a. The Geography Master was absent.
- b. The boys of the First A had leisure between three and three-forty-five on Wednesday.
- c. The noise that they make, sitting on their benches and swinging their legs, gets on his nerves.
- d. No one, except Rajam and Mani, was there.
- e. Trucks full of water are now brought to cities from the villages.

ACTIVITY 3

- Fill in the blanks in the following sentences using the given verb in the present tense and in appropriate number. Check your work with the answers given below.

Every night after the meal, with his head on his granny's lap, nestling close to her things Swaminathan ----- (feel) very snug and safe in the faint atmosphere of cardamom and cloves. 'Oh, granny!' he ----- (cry) ecstatically, 'you don't know what a great fellow Rajam is.' He ----- (tell) her the story of the first enmity between Rajam and Mani and the subsequent friendship. (Do) Granny ----- (know), Rajam has a real police dress,' ----- (say) Swaminathan. 'Is it? What ----- (do) he want a police dress for?' asked granny. 'His father is the Police Superintendent.

He is the master of every policeman here.' Granny is impressed. She says that it must be a tremendous office indeed. She then ----- (recount) the days when her husband, Swaminathan's grandfather, has been a powerful Sub-Magistrate, in which office he ----- (make) the police force tremble before him, and the fiercest dacoits of the place flee. Swaminathan ----- (wait) impatiently for her to finish the story. But she ---- (go) on, rambled, confused, mixed up various incidents that took place at different times. That will do, granny,' he said ungraciously. 'Let me tell you something about Rajam. ----- (Do) you know how many marks he ----- (get) in Arithmetic?' 'He ----- (get) all the marks, ----- (does) he, child?' ----- (ask) granny.

ANSWERS

Activity 3:

Every night after the meal, with his head on his granny's lap, nestling close to her things Swaminathan **feels** very snug and safe in the faint atmosphere of cardamom and cloves. 'Oh, granny!' he **cries** ecstatically, 'you don't know what a great fellow Rajam is.' He **tells** her the story of the first enmity between Rajam and Mani and the subsequent friendship. **Does** Granny **know**, Rajam has a real police dress,' **says** Swaminathan. 'Is it? What **does** he want a police dress for?' asked granny. 'His father is the Police Superintendent. He is the master of every policeman here.' Granny is impressed. She says that it must be a tremendous office indeed.

- She then **recounts** the days when her husband, Swaminathan's grandfather, was a powerful Sub-Magistrate, in which office he made the police force tremble before him, and the fiercest dacoits of the place fled. Swaminathan **waits** impatiently for her to finish the story. But she **goes** on, rambled, confused, mixed up various incidents that took place at different times. 'That will do, granny,' he said ungraciously. 'Let me tell you something about Rajam. **Do** you know how many marks he **gets** in Arithmetic?' 'He **gets** all the marks, **does** he, child?' **asks** granny.

Thank you!



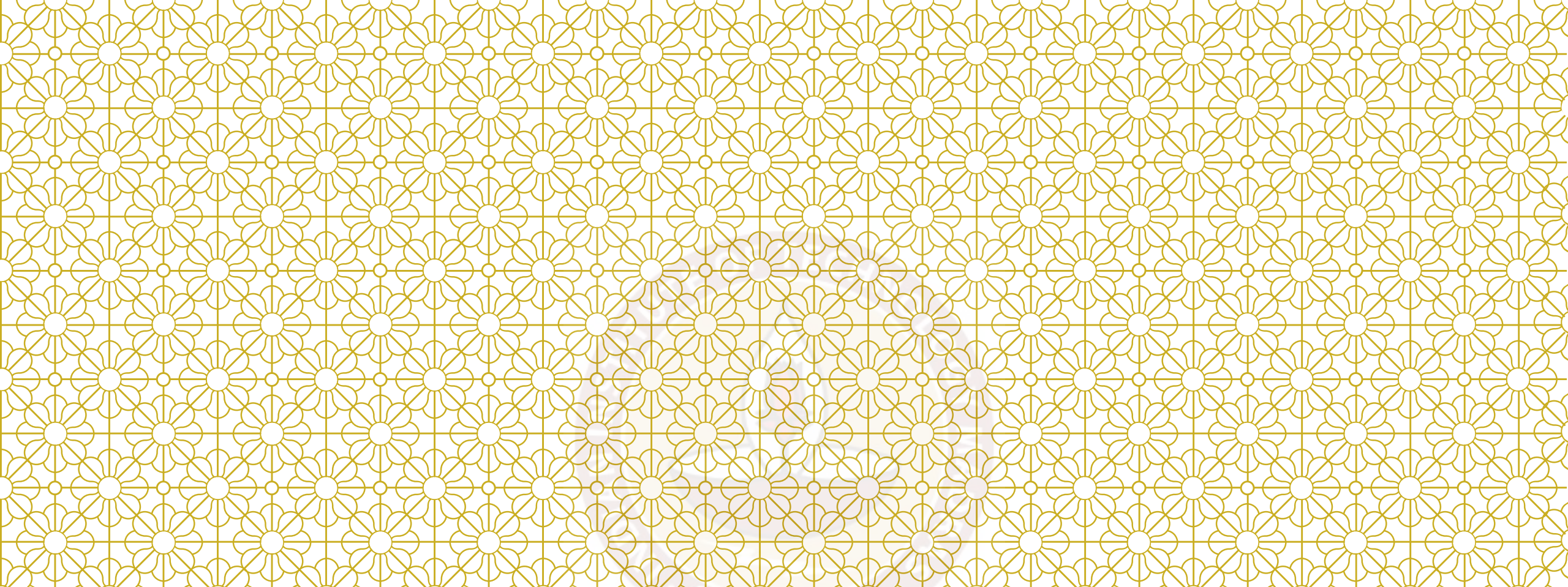
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COMMON ERRORS IN ENGLISH- PART 3

KARTHIKA SATHYANATHAN

ADJECTIVES

1. Common Adjective Mistake #1: I'm not interesting in the movie.

Correction: I'm not interested in the movie.

2. Common Adjective Mistake #2: That is a French white old house.

Correction: That is a old white French house.

(Determiner, opinion, size, age, shape, color, origin, material and purpose)

3. Common Adjective Mistakes #3: He's more stronger than his opponent.

Correction: He's stronger than his opponent.

ADJECTIVES

4. Common Adjective Mistakes #4: You're the most perfect person I've ever seen.

Correction: You're the perfect person I've seen.

Here are some examples of absolute adjectives:

Supreme, Wonderful, Horrible, Brilliant, Final, Obvious, Unique, Absolute, Complete, Ideal, Preferable, Dead etc.

5. Common Adjective Mistakes #5: Which is the shortest of these two routes?

Correction: Which is the shorter of these two routes?

PRACTISE EXERCISE

Can you fix the following adjective errors?

1. The pizza today tastes more better than it did yesterday.
2. That's the most impossible challenge yet.
3. Your voice is very unique.
4. I want a simplistic life away from the busy city.
5. He walked into a pole because he was distracted by a(n) _____ dog. Choose the right option.

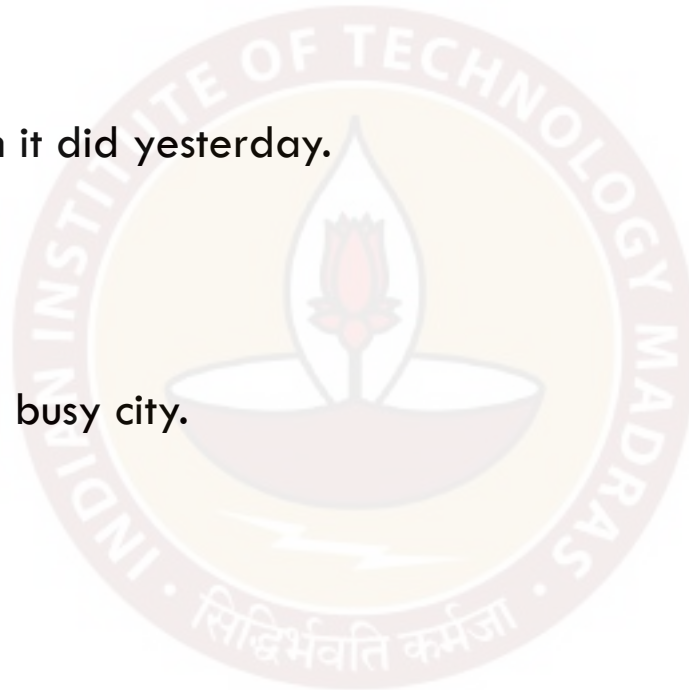
adorable, tiny, brown

tiny, adorable, brown

tiny, brown, adorable

ANSWERS

1. The pizza today tastes better than it did yesterday.
2. That's an impossible challenge.
3. Your voice is unique.
4. I want a simple life away from the busy city.
5. Adorably, tiny, brown



PREPOSITIONS

1. Common Preposition Mistake #1 : My birthday is on July!

Correction: My birthday is in July!

2. Common Preposition Mistake #2 : Ram often goes out in the night.

Correction: Ram often goes out at night.

3. Common Preposition Mistake #3 : I've been working for this company since three years.

Correction: I've been working for this company for three years.

PREPOSITIONS

4. Common Preposition Mistake #4 : Ram is married with Sita.

Correction: Ram is married to Sita.

5. Common Preposition Mistake # 5 : Where is my phone at?

Correction: Where is my phone?

6. Common Preposition Mistake # 6 : She looked like she was tired.

Correction: She looked as though she was tired.

PREPOSITIONS

6. Common Preposition Mistake # 6 : *They arrived to the school.*

Correction: *They arrived at the school.*

7. Common Preposition Mistake # 7 : *We went at the mall.*

Correction: *We went to the mall.*

8. Common Preposition Mistake # 8 : Incorrect: *I am afraid sharks.*

Correction: *I am afraid of sharks.*

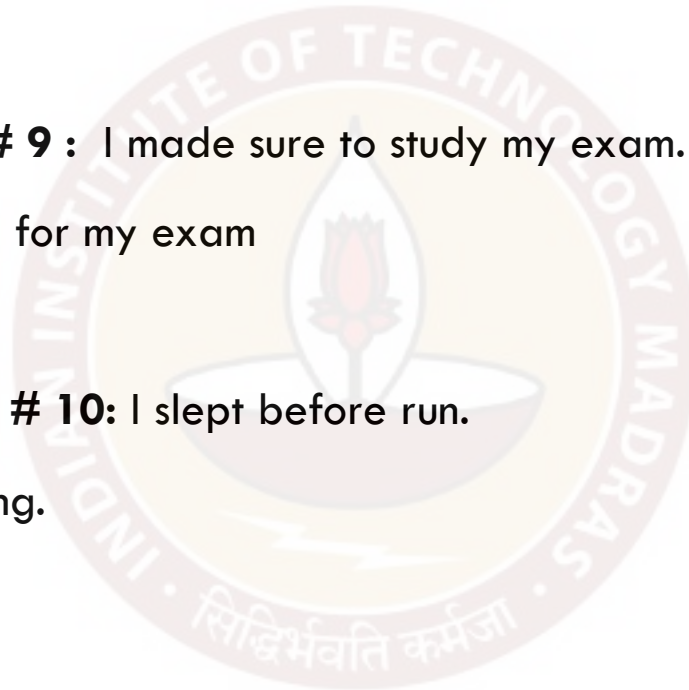
PREPOSITIONS

9. Common Preposition Mistake # 9 : I made sure to study my exam.

Correction: I made sure to study for my exam

10. Common Preposition Mistake # 10: I slept before run.

Correction: I slept before running.



PRACTISE EXERCISE

Can you fix the following prepositional errors?

1. For her daughter's birthday, she made a(n) _____ doll house.

cute, wooden, yellow

wooden, yellow, cute

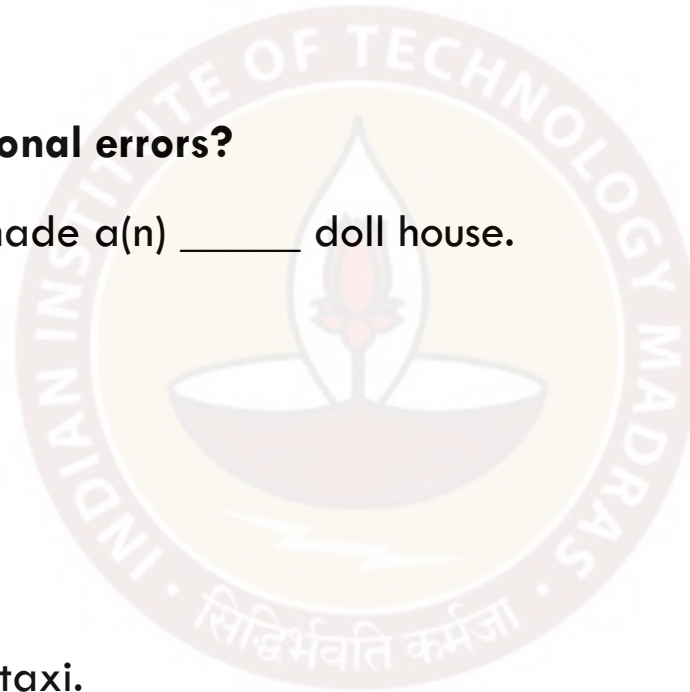
cute, yellow, wooden

2. His car is superior **than** mine.

3. John was just **on** time to catch the taxi.

4. Meet the board members **in** the office.

5. The player died **from** leukemia.



ANSWERS

1. Cute, yellow, wooden
2. His car is superior **to** mine.
3. John was just **in** time to catch the taxi.
4. Meet the board members **at** the office.
5. The player died **of** leukemia.



ARTICLES

1. **Common Article Mistake # 1:** I am doctor specialised in neurology.

Correction: I am a doctor specialised in neurology.

Rule: Always put a/an before a singular, common noun.

2. **Common Article Mistake # 2:** Ravi studies at an university.

Correction: Ravi studies at a university.

Rule: Use *a* before consonant sounds, *an* before vowel sounds

3. **Common Article Mistake # 3:** Savithri has best voice I have ever heard.

Correction: Savithri has the best voice I have ever heard.

Rule: Always put *the* before superlative degrees.

ARTICLES

4. **Common Article Mistake # 4:** I need a advice from you about joining yoga class.

Correction: I need advice from you about joining yoga class.

Rule : Do not put a or an before uncountable nouns. (Idea- countable; advice- uncountable)

5. **Common Article Mistake # 5:** The teachers should not punish their students.

Correction: Teachers should not punish their students.

Rule : Use no article when generalizing with plurals.

ARTICLES

6. Common Article Mistake # 6: Mount Everest is the highest mountain in the world.

Correction: The Mount Everest is the highest mountain in the world.

Rule: Use *the* with oceans, rivers, valleys, deserts, mountain ranges, points on globe

Note : Do not use *the* with the following places:

1. I'm going **home**.
2. She's at **work**.
3. He's in **jail**.
4. My kids went to **bed**.
5. My brother is in **high school**.
6. My sister is in **college**.

ARTICLES

Note: Use *the* with the following places:

I went to **the bank**.

Let's go to **the movies**.

He gets home from **the office** around 7.

My grandfather is in **the hospital**.

I'll stop by **the post office** after lunch.

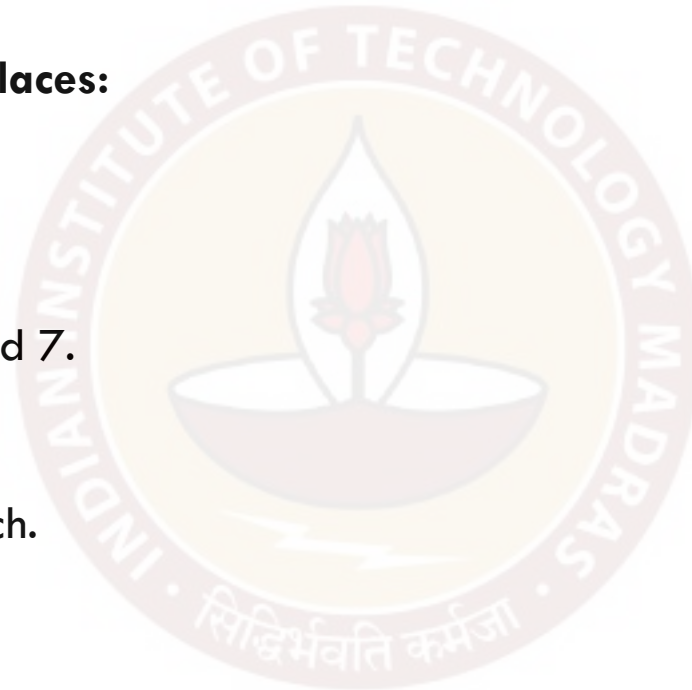
I got a taxi to **the airport**.

I'll pick you up at **the train station**.

We're waiting at **the bus stop**.

We took my son to **the doctor**.

I'm going to **the dentist** this afternoon.



PRACTISE EXERCISE

Can you fix the following errors?

1. The spiders have eight legs.
2. We live in village.
3. She is fastest runner.
4. The Paris is a big city.
5. The iron is a useful metal.



ANSWERS

1. Spiders have eight legs.
2. We live in a village.
3. She is the fastest runner.
4. Paris is a big city.
5. Iron is a useful metal.





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WRITING



BASIC POINTS

1. Writing lasts long and goes far.

- A written text is easy to read, re-read, revise, and re-write, etc.
- Writing has, therefore, been the medium of communication in business, sciences and technology, art and literature for centuries.

2. Most important thing for writing well is its content.

- Do you have something to say? Lots of people are good at languages, but they have nothing to say.
- On the other hand, there are those who may not be good at languages, but have things to say. They are read and heard by all.
- Great poets, saints and scientists in all languages are of this kind.



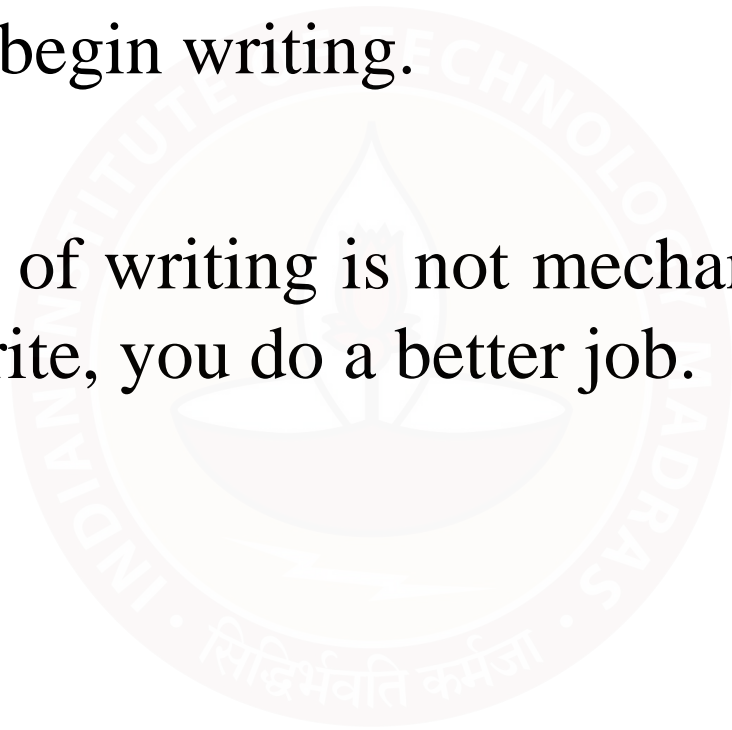
Kabir Das (1398-1518)



William Shakespeare (1564-1616)

- It is said that Kabir Das, the 15th century Indian poet, was illiterate.
- Shakespeare, the British poet, had hardly been to a primary school.

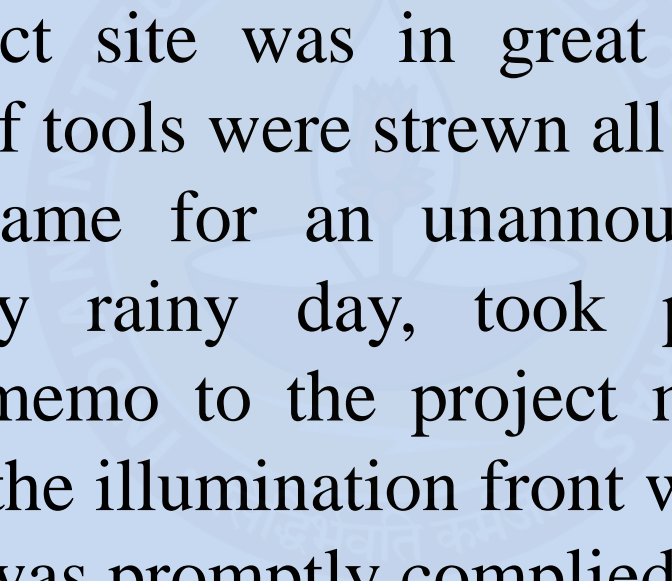
- Gather as much information about your topic as you can before you begin writing.
- A good piece of writing is not mechanical. When you research and write, you do a better job.



3. Small words and simple sentences.

- All great works, that have been read for centuries, in any discipline, is written in the simplest possible language.
- King's Bible, written in English at the instance of King James I of England in 1612, is read by masses even today.

See the following, for instance:

- 
- a. The project site was in great disarray and all manners of tools were strewn all over. The project director came for an unannounced visit on a particularly rainy day, took photographs and issued a memo to the project manager ordering action on the illumination front without delay, and the order was promptly complied with.

b. The earth was without form, and void; and darkness was upon the face of the deep. And the Spirit of God moved upon the face of the waters. And God said, let there be light: and there was light.

- Both a. and b. describe the same situation, but b. is so much easier to understand.
- With some regular practice, you can also learn to write in this manner.

4. Writing is a skill, just as walking, eating, shaving, cycling, driving, swimming, typing or any other skill is.

- Regular practice is important.
- PLEASE, REMEMBER ONLY YOU CAN TEACH YOURSELF HOW TO WRITE.

5. Good script comes after several drafts.

Some writers, such as Ernest Hemingway, an American novelist and short story writer, or R K Narayan, an Indian English novelist and short story writer, are said to have made up to a dozen drafts of books they wrote.



Ernest Hemingway (1899–1961)



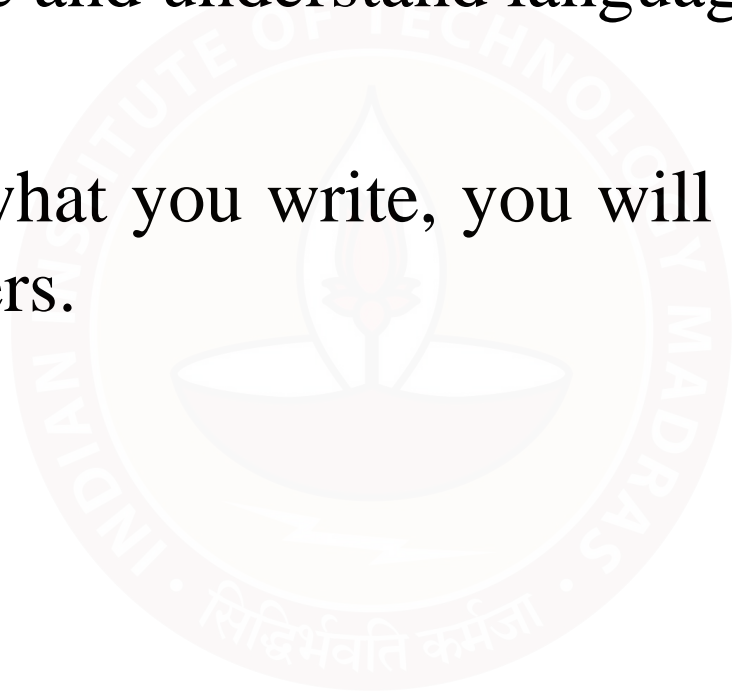
R K Narayan (1906-2001)

6. Formats of writing:

- Literary works, like poems, plays, stories and novels: Free Style
- Essays and short paragraphs: Have their own formats.
- You can see some of the samples in the below box.

Business Letter	Report	Essay	Short Paragraph	Mail	Memo	PPT
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7. This course will teach **how to write correct** and easy to write and understand language.
- No matter what you write, you will need to write in these manners.



ACTIVITY

- At the beginning of this unit, four photographs have been shown in a row.
- Using your own ideas, arguments and evidence, write an essay in about 250 words, i.e. in about one and a half pages, on “Future of Writing”.
- Write the essay in your own words.

You can also look up the following sites for more on this topic.

1. https://en.wikipedia.org/wiki/History_of_writing
2. https://en.wikipedia.org/wiki/List_of_languages_by_first_written_accounts



Thank you!



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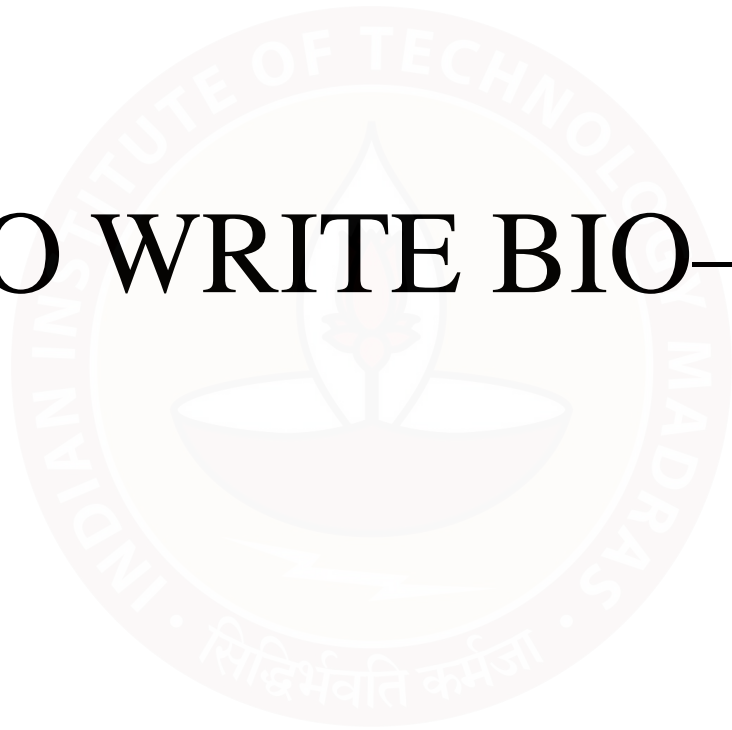
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HOW TO WRITE BIO-NOTES?



BIO-NOTE

Mission,

Vision Statement



Mission Statement

Jailee Country government is dedicated to delivering effective, efficient, respectful public service with integrity and accountability using both proven and innovative methods.

Vision Statement

To make Jailee Country the place of choice to live, work, grow and play.

Value Statements

We are responsible, respectful, accountable, effective, efficient public servants.

We promote integrity and openness in everything we do.

QUESTION

In about 150 words, write a note on important events in your life. You must be factual. Tell the reader how you are different.

Hints :

Name – basic address – early education – any notable events – college – favourite subjects – achievements - plans for the future

ACTIVITY

Read and compare the first draft and the final draft based on the following parameters:

	First Draft	Final Draft
No. Of words		
No. of sentences		
Content		

FIRST DRAFT

My name is Baagmati. It mean one with speech. I was born at a village in the hills of the Himalayas, but I do not know in which year. But I was never sent to school. Girls did not go to school in my village. “That is a waste of time”, my mother said. Girls were however taught painting, singing, cooking and taking care of household. I have done these things quite well. I was married young. After three years of marriage, I went to Mumbai along with my husband. It was a long train journey, for three days and nights, we saw many towns and villages. In Mumbai, my husband worked as a security guard at the gate of a big building, I worked in the flat of a businessman. They were very kind to us.

They allowed us to live in their servants' quarters. I used to clean the flat and help my mistress in washing clothes, plates and in cooking. But after some years my husband died suddenly one day. No one said what disease he had. The businessman did not throw me out. They allowed me to live and work as usual. I had also learnt from their children how to read and write Hindi and English. So after the death of my husband I decided to write school final examination, and passed in the first attempt. Then I also joined college and passed plus two examination. With help from the same family, I have also acquired some computer skills. Now I want to become a graduate and start a computer Centre for girls at my village. I am sure God will help me.

FINAL DRAFT

BIO – NOTE



My name is Baagmati. I was born at a village in the Himalayas. I was never sent to school, but I was taught arts and household work. After three years of marriage, I went to Mumbai with my husband by rail. It was a long and interesting journey. In Mumbai, I worked in the home of a businessman.

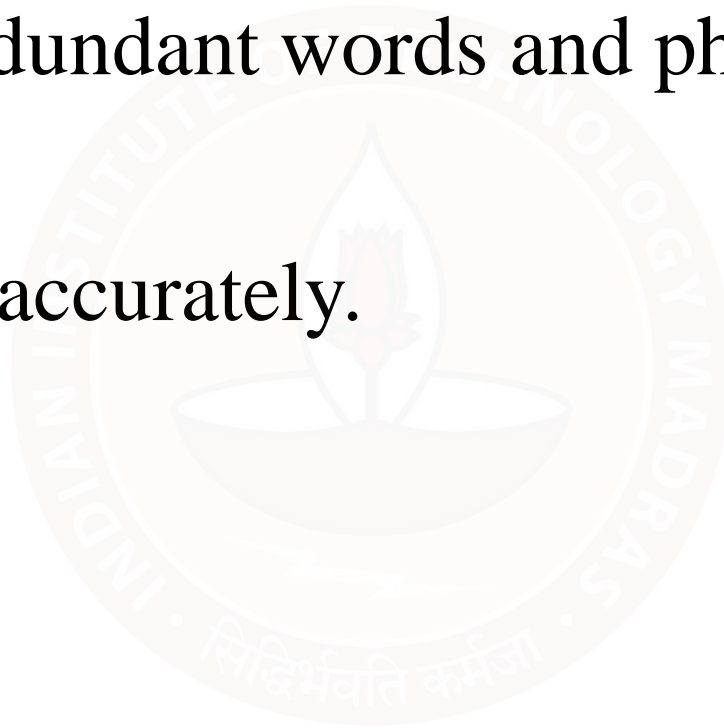
He gave us a place to live. I used to help his wife at home. But my husband soon died of some strange disease. Then I was confused and doubtful of my future, but I lived and worked as usual. From the businessman's children, I had learnt reading, writing and some computer skills. So, after some studies, I wrote and passed school final examination, and joined junior college for plus two class. I wish to learn more of computers, and after graduation, I wish to go back to my village and start a computer school for girls.

ANSWERS

	First Draft	Final Draft
No. Of words	278	155
No. of sentences	25	13

REDUNDANCIES AND INACCURACIES

1. Remove redundant words and phrases.
2. Use words accurately.



FIRST DRAFT

My name is Baagmati. It mean one with speech.

I was born at a village in the hills of the Himalayas, but I do not know in which year.

But I was never sent to school. Girls did not go to school in my village. “That is a waste of time”, my mother said. Girls were however taught painting, singing, cooking and taking care of household. I have done these things quite well. I was married young.

After three years of marriage, I went to Mumbai along with my husband.

It was a long train journey, for three days and nights, we saw many towns and villages

FINAL DRAFT

My name is Baagmati.

I was born at a village in the Himalayas.

I was never sent to school, but I was taught arts and household work.

After three years of marriage, I went to Mumbai with my husband by rail.

It was a long and interesting journey.

FIRST DRAFT	FINAL DRAFT
In Mumbai, my husband worked as a security guard at the gate of a big building, I worked in the flat of a businessman.	In Mumbai, I worked in the home of a businessman.
They were very kind to us.	-
They allowed us to live in their servants' quarters.	He gave us a place to live
I used to clean the flat and help my mistress in washing clothes, plates and in cooking.	I used to help his wife at home.
But after some years my husband died suddenly one day. No one said what disease he had.	But my husband soon died of some strange disease.
The businessman did not throw me out. They allowed me to live and work as usual.	Then I was confused and doubtful of my future, but I lived and worked as usual.

FIRST DRAFT	FINAL DRAFT
<p>I had also learnt from their children how to read and write Hindi and English.</p>	<p>From the businessman's children, I had learnt reading, writing and some computer skills.</p>
<p>So after the death of my husband I decided to write school final examination, and passed in the first attempt. Then I also joined college and passed plus two examination. With help from the same family, I have also acquired some computer skills.</p>	<p>So, after some studies, I wrote and passed school final examination, and joined junior college for plus two class.</p>
<p>Now I want to become a graduate and start a computer Centre for girls at my village.</p>	<p>I wish to learn more of computers, and after graduation, I wish to go back to my village and start a computer school for girls.</p>
<p>I am sure God will help me.</p>	<p>-</p>

WHY I WILL BE THE BEST VICE- CHANCELLOR?

I have been privileged to study under great scholars who enabled me to aspire for the highest academic post.

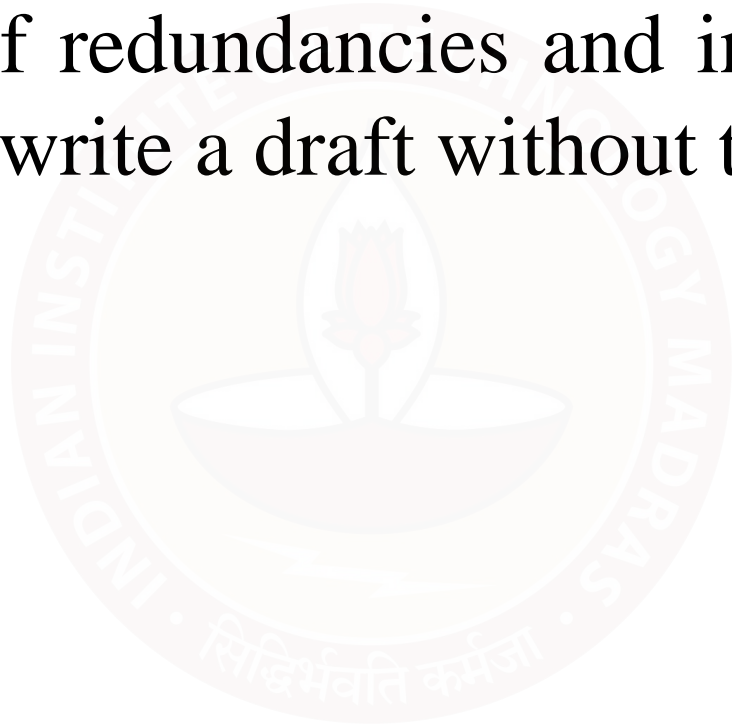
I got first class first in my master degree, I have Ph.D and **D.Litt** degrees in my subject. I am a recipient of **Punjab Kesri** and other titles. I have given invited lectures at many universities, including some at NIT Khadakvasla in 2019. I was also asked to become a member of the Jury for Gyanpith Award Committee, but I declined the invitation.

Being **chairman** of Admission committees, I have attracted and admitted more students in various courses of the university.. Hence our campus has 18000 students. I help maintain very conducive and congenial atmosphere on the Campus. I continue to hold many administrative positions. I am **chairman** of many committees I am committed to the service and progress of English studies in India. I am Professor Incharge of the University Gymkhana. and Chief Vigilance Officer and Dean of Students Affairs.

I am confident I can perform the duties of the duties of the Vice Chancellor of this university with ease and excellence and I can make it a world class university, and can make everyone very happy with my friendly attitude.

ACTIVITY

Make a list of redundancies and inaccuracies in this draft. Re-write a draft without them.





Thank you!



IIT Madras

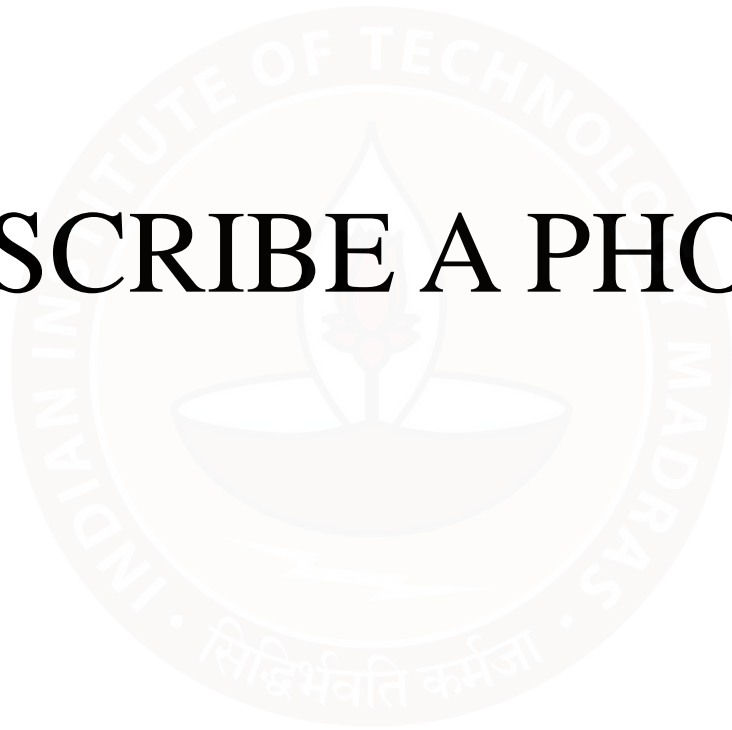
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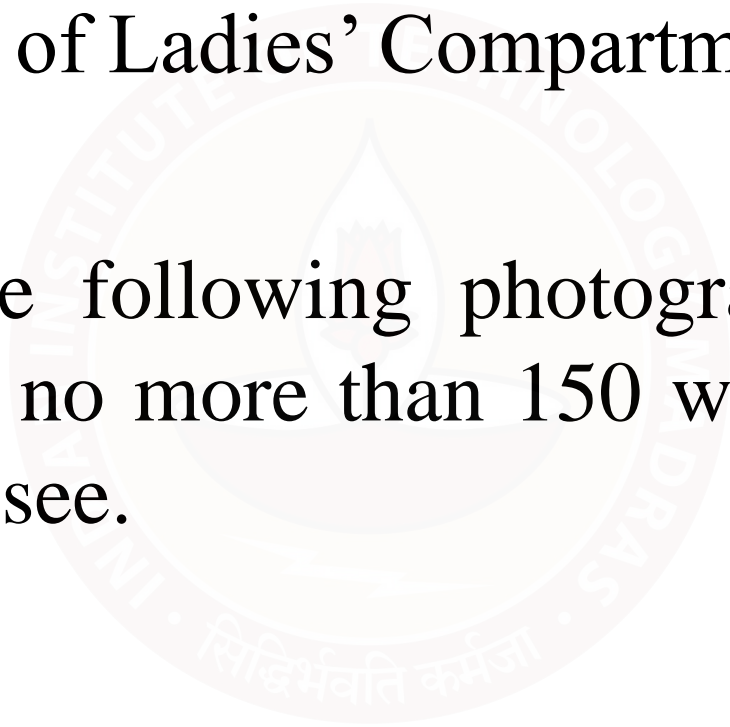
DESCRIBE A PHOTO



QUESTION

Description of Ladies' Compartment:

Look at the following photograph carefully, and then in no more than 150 words, describe all that you see.





ACTIVITY

Read and compare the first draft and the final draft based on the following parameters:

	First Draft	Final Draft
No. of words		
No. of sentences		
Content		

FIRST DRAFT

The photograph presents a view of a second class ladies' compartment in a railway train in India. Most probably it is a local train commuting between the suburbs and the city, bringing the ladies to work and taking them back to their homes.

The compartment appears to be a fairly large one, and crowded, it seems lots of ladies and children are packed in it like fish in cans. There also appear to be quite a few children, though it is not very clear what they are doing there.

The compartment has also provided hand grips hanging from a tube attached to the roof of the compartment so that standing passengers can hold it and travel without falling. No lady passenger in this compartment is holding the grip just now. May be they do not mind falling!

All the ladies there in the compartment are wearing very beautiful and colourful saris. They are red, pink, black, green, purple with matching blouses. They generally seem to be very happy and peaceful. Children are also very quiet. Though not all of them are seated. On the whole it is a very typically Indian situation.

FINAL DRAFT

This is a photograph of a ladies compartment in a railway train. All seats here are occupied. Some passengers are also standing. Hand grips hanging from the tube attached to the ceiling show that the compartment takes both, sitting passengers and some standing passengers. There seem to be above 50 passengers in the compartment.

Most passengers are adults, and seem to be going to or coming from their day's work. The compartment also has a few girls. It is not clear why they are there.

The compartment is well-ventilated, has fans, though they seem old and may be noisy. Most passengers are seated. Perhaps, they commute for work daily. Besides a few in white, many ladies are in red, orange, maroon, blue, black and yellow saris, giving the photograph a vibrant look. Nearly all are in half-sleeved blouses. Outside the compartment has bright day light.

ANSWERS

	First Draft	Final Draft
No. Of words	192	146
No. of sentences	13	14

FIRST DRAFT	FINAL DRAFT
Presents a view	X
Bringing the ladies to work and taking them back to their homes.	X
It seems lots of ladies and children are packed in it like fish in cans.	X
No lady passenger in this compartment.	No passenger...
May be they do not mind falling!	X

All the ladies there in the compartment are wearing very beautiful and colourful saris.

All ladies/passengers are wearing colourful saris.

They generally seem to be very happy and peaceful. Children are also very quiet. Though not all of them are seated. On the whole it is a very typically Indian situation.

They seem to be peaceful. Children are also quiet.

INACCURATE	ACCURATE
a second class ladies' compartment	a ladies' second class compartment
The compartment has also provided hand grips....	The compartment has been provided with hand grips/ The compartment has hand grips...
Children are also very quiet. Though not all of them are seated.	Though not all of them are seated, children are also very quiet.

ACTIVITY

Look at the following photograph, and in 150 words describe what you see in it. You can look at people, activities, decorations, lights, costumes, jewellery, and mood of people there. You can also look at furniture and other props, colours, kinds of people, etc.





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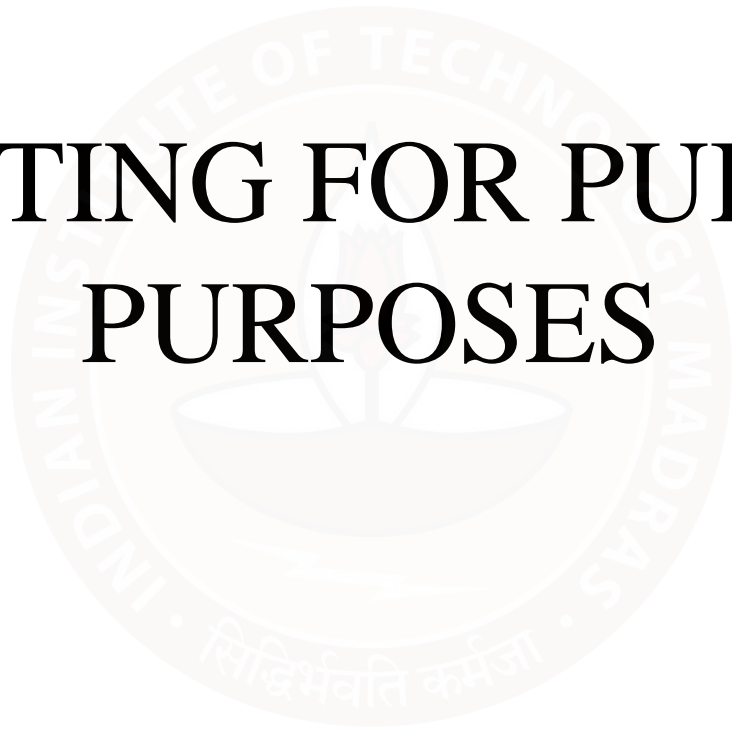
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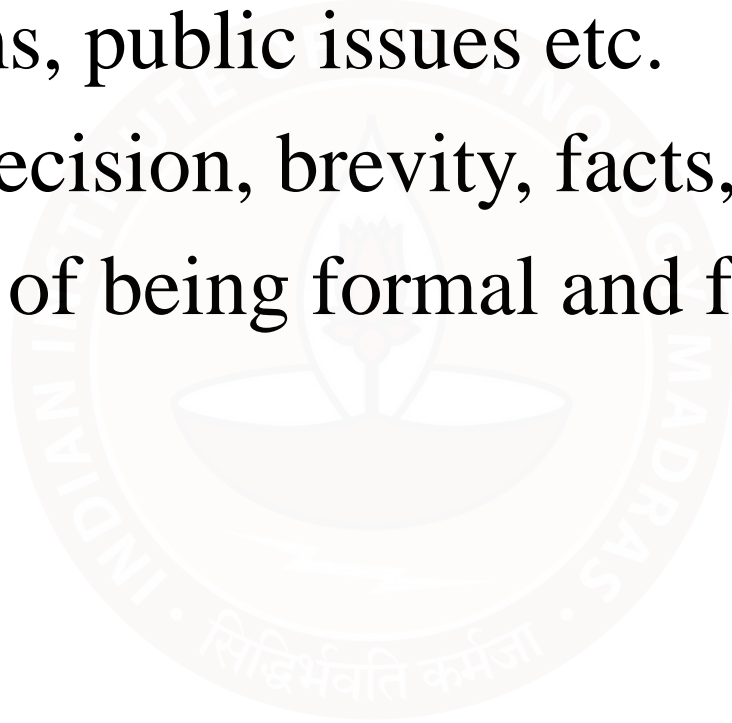
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WRITING FOR PUBLIC PURPOSES



WRITING FOR PUBLIC PURPOSES

- On problems, public issues etc.
- Need for precision, brevity, facts, etc.
- Importance of being formal and factual



PUBLIC ISSUES

- What is a civic problem?
- A man-made problem- Most problems in the world are man-made problem.
- Crime, corruption, chaos, pollution, poverty, discrimination, exploitation, environmental problems, overconsumption etc.

QUESTION

In about 150 words, write a letter to the Chairman of your city corporation drawing their attention to the water logging on the road near your house.

Hint:

Problem of drainage – absence of municipal services – disturbance to traffic – hazards for pedestrians – health hazards to residents – unaesthetic look – cleaning and repair of drainage required – funds can be raised, etc. – importance of good roads.

THIS STOR is not
open today BECOS
IT IS CLOSED..
menaja.

FIRST DRAFT

To: The Chairman,
City Corporation of Swamitipurami
Chennai 600 002

26 Jan, 2019

Sub : Water logging on road – reg.

Sir,

I wish to draw your attention to the unhygienic condition and traffic hazard prevailing in this area due to water logging on the main road here.

Even a drizzle or milder rainfall results in accumulation of water on the road. Motor vehicles passing through this road have no idea of the depth or the condition of the road under water, and as they drive at their usual fast speed, they not only splash water all around, they also cause hazard to other vehicles and pedestrians nearby. A photograph of the spot is attached.

Drainage on the left of the road going to Mallapuram and drinking water supply line on the right going to Indirapuram are both overflowing mixing drinking water and sewage, and rendering all the water in both the lines and above arsenic and unusable. This has also resulted in huge health hazards for residents of the locality. It has become a breeding ground for mosquitoes and other parasites. Stench from the cesspool there is so strong that residents all round cannot open the windows of their houses. Something must be done urgently.

Please, have the drains inspected and blockages removed from there, so that the accumulated water can flow away freely. The entire area must be sanitized with anti-mosquito spray. Damaged roads must be repaired and traffic marks must be made clearly visible from standard distance. And residents may, please, be compensated for any damages they or their property may have suffered on this account. Until such a time as these measures are taken, traffic passing through this road may be diverted to another road. Some determined action is urgently required to prevent a huge epidemic caused by this unwelcome pool of water.

With best regards,

Information gathering:

statistical – anecdotal – local – global – general
– particular – types of problem – quantities of
each of them. – number or unit wise, etc.

FINAL DRAFT

To: The Chairman,

City Corporation of Chennai

Chennai 600 002

26 Jan, 2019

Sub : Water logging on road – reg.

Sir,

Some action is urgently requested to remove water logging on the road here. It causes traffic hazard, insanitation, breeding of mosquitoes, and stench all around. Last week three vehicles got stuck, and had to be pulled out by crane.

Two passengers have already been hurt. Some have complained of skin allergies. And many have complained and shouted at the drivers. Drivers splash water wetting the clothes of walkers. Cases of water borne disease are rising. A photograph is attached. Please, have the drains inspected and blockages removed, so that the accumulated water can flow away freely.

The entire area must be sanitized. Damaged roads must be repaired and traffic marks redrawn. Residents may, please, be compensated for damages. Until some measures are taken, traffic may be diverted to another road. Water supply lines must also be checked for leakages. Laying new lines may be a welcome step.

With best regards,
Santosh Gupta

Attached photograph:



What has changed in different drafts :

FIRST DRAFT	FINAL DRAFT
291 Words, little info	148 Words, lots of info
Usual redundancies	
and traffic hazard	X
Even a drizzle ...rainfall	Even a shower...

Sentence Construction

Motor vehicles passing through this road have no idea of the depth or the condition of the road under water, and as they drive at their usual fast speed, they not only splash water all around, they also cause hazard to other vehicles and pedestrians nearby.

Drivers have no idea of the road under water. They drive fast, splashing water. They are a threat to other drivers and vehicles.

ACTIVITY

Write a letter on any of the following topics to the editor of a local newspaper requesting them to highlight the issue raised by you.

- a. Light pollution in your residential locality,
- b. Noise pollution in your area,
- c. Supply of unclean water in your area,
- d. Need furniture for students,
- e. Difficulties in managing mid-day meals.



Thank you!