



IIT Madras

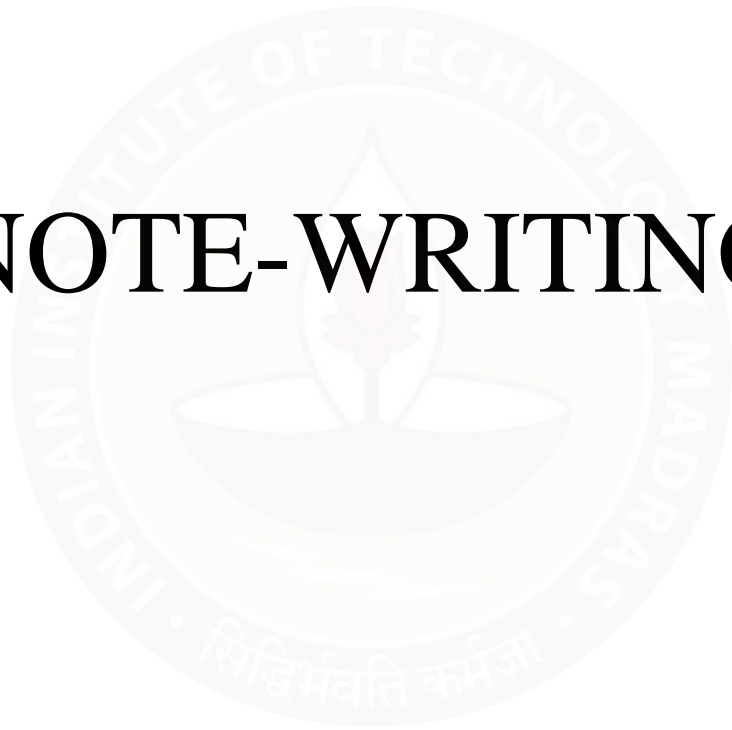
ONLINE DEGREE

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NOTE-WRITING



QUESTION

In about 150 words, write a note on anything you own, describing all its features.

Hint:

when bought - physical description - colour, shape, size, etc. - any special features - what you like best about it - any associated event/incident, special features

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		

MY CELL PHONE (DRAFT 1)



I have a Tellmi Note 6 Pro handset for my cell phone. I bought it last year for Rs 11,000/- only. It has 4GB of RAM memory, but it can be expanded up to 256GB, which makes it as good as a medium-class laptop computer. For such a powerful phone, it has a rather small display screen, only about 6.26 inches.

For young people, however, that is not a problem. The bigger asset of this phone is its dual camera, a 12/5MP rear camera, and a whopping 20MP with an additional 2MP front camera, this phone can practically record anything before it, stationary or mobile. I do not prefer phones that require frequent charging for phones, so I was looking for a kind of set that might not require charging daily. I was advised to go only for anything about 4000mAh battery, which keeps me using it without any worries for up to three days, or a train journey across India. For this class, it has a superb processor, “Snapdragon 636”.

Earlier I had an yPhone, with a very much more powerful processor, but very small power back up. Sometimes I had to charge it twice a day, and, as a result, I was always anxious to keep any calls I received or made at the minimum essential. But here I could comfortably keep these anxieties aside.

But at about 300g, it is rather heavy for my taste. I keep it in pant pockets while walking, but I feel like I was carrying some weight. Recently, I have found myself wishing to avoid going out with this set, mainly because of its weight. Otherwise, its touch screen, camera, and other extras are all good in one word.

Ever since cell phone technology became available in India, I have used a cellphone enabled sim, which I did not wish to give up. It works very reliably in small places. Besides, even those days, it did not charge the user for the missed calls, or for roaming calls, while others did so for all services. Even this time, I, therefore, decided to go for a dual sim set. My Tellmi pro has that facility, and for the first time in my life, I am using two sim cards from one set. And enjoying this power. **(385 Words)**

MY CELL PHONE (FINAL VERSION)



I have a Tellmi Note 6 handset. I bought it last year for Rs 11,000/- only. It has 4GB RAM memory. But it has only a 6.26 inch display screen. Its dual camera, with a 12/5MP in the rear, and 20/2MP in front, can cover large spaces. But I like it more for its battery, it is above 4,000mAh. Without recharging, I use it for up to three days. Its processor is also as good.

Earlier I had an yPhone, with a more powerful processor, but smaller power back up. I used to charge it twice daily. But at about 300g, it is rather heavy. The best thing here, however, is its own link to the Net, getting and sending mails and messages anytime anywhere. This set has slots for two sim cards, in one I keep my business account, the other has my friends and family. **(150 Words)**

ANSWERS

	First Draft	Final Draft
No. Of words	385	150
No. of sentences	21	12

FIRST DRAFT

I have a Tellmi Note 6 Pro handset for my cell phone. I bought it last year for Rs 11,000/- It has a 4GB RAM memory, but it can be expanded upto 256GB, which makes it as good as a medium class laptop computer.

For such a powerful phone, it has a rather small display screen, only about 6.26 inches. For young people, however, that is not a problem.

FINAL DRAFT

I have a Tellmi Note 6 handset. I bought it last year for Rs 11,000/- only. It has 4GB RAM memory.

But it has only a 6.26 inch display screen.

FIRST DRAFT	FINAL DRAFT
<p>The bigger asset of this phone is its dual camera, a 12/5MP rear camera, and a whopping 20MP with an additional 2MP front camera, this phone can practically record anything before it, stationary or mobile.</p>	<p>Its dual camera, with a 12/5MP in the rear, and 20/2MP in front, can cover large spaces.</p>
<p>I do not prefer phones that require frequent charging for phones, so I was looking for a kind of set that might not require charging daily. I was advised to go only for anything about 4000mAh battery, which keeps me using it without any worries for up to three days, or a train journey across India.</p>	<p>But I like it more for its above 4000mAh battery. Without recharging, I use it for up to three days. Its processor is also quite as good.</p>

FIRST DRAFT

For this class, it has a superb processor, “Snapdragon 636”. Earlier I had an yPhone, with a very much more powerful processor, but very small power back up. Sometimes I had to charge it twice a day, and, as a result, I was always anxious to keep any calls I received or made at the minimum essential. But here I could comfortably keep these anxieties aside.

But at about 300g, it is rather heavy for my taste. I keep it in pant pockets while walking, but I feel like I were carrying some weight. Recently, I have found myself wishing to avoid going out with this set, mainly because of its weight.

FINAL DRAFT

Earlier I had an yPhone, with a more powerful processor, but small power back up. I used to charge it twice daily.

But at about 300g, it is rather heavy.

FIRST DRAFT

Otherwise, its touch screen, camera, and other extras are all good in one word.

Ever since cell phone technology became available in India, I have used a cellphone enabled sim, which I did not wish to give up. It works very reliably in small places. Besides, even those days, it did not charge the user for the missed calls, or for roaming calls, while others did so for all services. Even this time, I, therefore, decided to go for a dual sim set. My MI pro has that facility, and for the first time in my life I am using two sim cards from one set. And enjoying this power.

FINAL DRAFT

The best thing here, however, is its own link to the Net, getting and sending mails and messages anytime anywhere.

This set has slots for two sim cards, in one I keep my business account, the other has my friends and family.

INACCURATE	ACCURATE
...can be expanded up to	Can expand to
... phones that require frequent charging for phones...	...need frequent charging for power...
more powerful processor, but very small power back up	more powerful processor, but smaller power back up...
I do not prefer phones that require...	Prefer ~ like
... using it without any worries...	... without worrying about its battery...
other extras.. ... in pant pockets... ~ parts ~ a pant pocket/ in a pocket in pant



Thank you!



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BUSINESS WRITING



- Most business writings contain a great deal of factual details, like what, when, where, how much, for how much and how many, etc.
- It is important in business writing to keep the order in which things occur, both by way of form and contents.

- Business writing should follow the form strictly. It helps the reader. They expect one thing in one place and another thing in another place.
- Books are kept in one place, clothes in another, shoes in yet another place and vessels and dishes in a different place, etc. This arrangement helps the users.



- It is not a good idea to change the format of business writing unnecessarily.
- Contents must also be ordered sequentially. So a rank order should be followed, most important thing from the point of view of communication first, least important last.

A LOST BAG



Within about a 150 words, write a letter to the manager of the bus company requesting him to help you find the bag you left behind on a bus of his company yesterday.

FIRST DRAFT

From: Mira Lobo Prabhu, No. 31, Coondapur Road, Mangalore

To: The Manager,
Mangalagiri Transport Company,
Railway Station Road,
Mangalore

20 Jan, 2021

Sir,

Sub: Left Luggage - Reg.

I am very sorry to inform you that I had an old and very precious foam leather bag that my mother had given me at the time of my wedding some seven years ago, but I left it on your company's bus yesterday.

That bag is very dear to my heart, like my life you can say. I have had a sleepless night since I left it yesterday in the evening on your company's bus while coming home from my office. I was talking to a fellow passenger who also lives and works in the same area and we go to work by the same bus together and very often we also come back in the same bus. So was talking to her, when our stop arrived and the conductor suddenly said Bank Stop, Bank Stop two three times, then I said bye to my friend and in a hurry I got down without my bag. I realized that as soon as I reached home, because I keep my cell phone inside and I could not call my husband on my phone.

Then I used my grand mother's phone to check with my friend if she had picked it up while getting down from the bus. But she said no. She had not taken it. So I am sure my bag remained on the bus, and may have reached the depot with the bus.

It has my debit card, my phone, my company id card, some cash, and a few lady's items. The bag is blue colour, and it has long strap.

I will be most grateful if you can find my bag and inform me.

With best regards,

Yours faithfully,

M L Prabhu (278 words)

IMPORTANT POINTS TO NOTE

- Preceding draft does not begin with a description of the particulars of the bag.
- It takes more words to write emotional stuff than giving factual details that may help find the bag.
- Talks minimally about the contents of the bag.
- There are no serious errors of language but it communicates little.

FINAL DRAFT

From: Mira Lobo Prabhu, No. 31, Coondapur Road,
Mangalore

To: The Manager, Mangalagiri Transport Company,
Railway Station Road,
Mangalore 570 014

20 Jan, 2021

Sir,

Sub: Left Luggage - Reg.

I boarded 7 T, at about 05:35 pm at the Water Tank stop on the Kutchehri Road, and left it at the Corporation Bank Stop on the Sundara Street. But while leaving the bus, I forgot to pick up my bag. Please, be good enough to help me find it.

This is a blue foam leather lady's bag. It has two brass clips, besides two side pockets with zips. A "Parke Smith" can be seen at its. The bag has a red Nokya 512 Cell Phone, which can be called at 94444 20 4850. It also has the following.

1. Camera Bank debit card, with my name. MIRA LOBO PRABHU;
2. Export Promotion Council's ID card with my name;
3. A small pocket note book, bearing my name and address,
4. A pink shade lipstick bearing "La Femme".
5. Side pockets have business cards, mine and also others'.

Please, kindly help.

With best regards,
M L Prabhu (154 words)

ACTIVITY

In about 150 words, write each of the following as instructed.

1. Write a greeting to your friend on his/her birthday.
2. Write a letter to the Bus Depot Manager, Mahabalipuram requesting him to help you find the wallet you left behind on a bus of his company yesterday.

Thank You!





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WRITING IGI AIRPORT TO NOIDA CITY CENTRE

IGI AIRPORT TO NOIDA CITY CENTRE



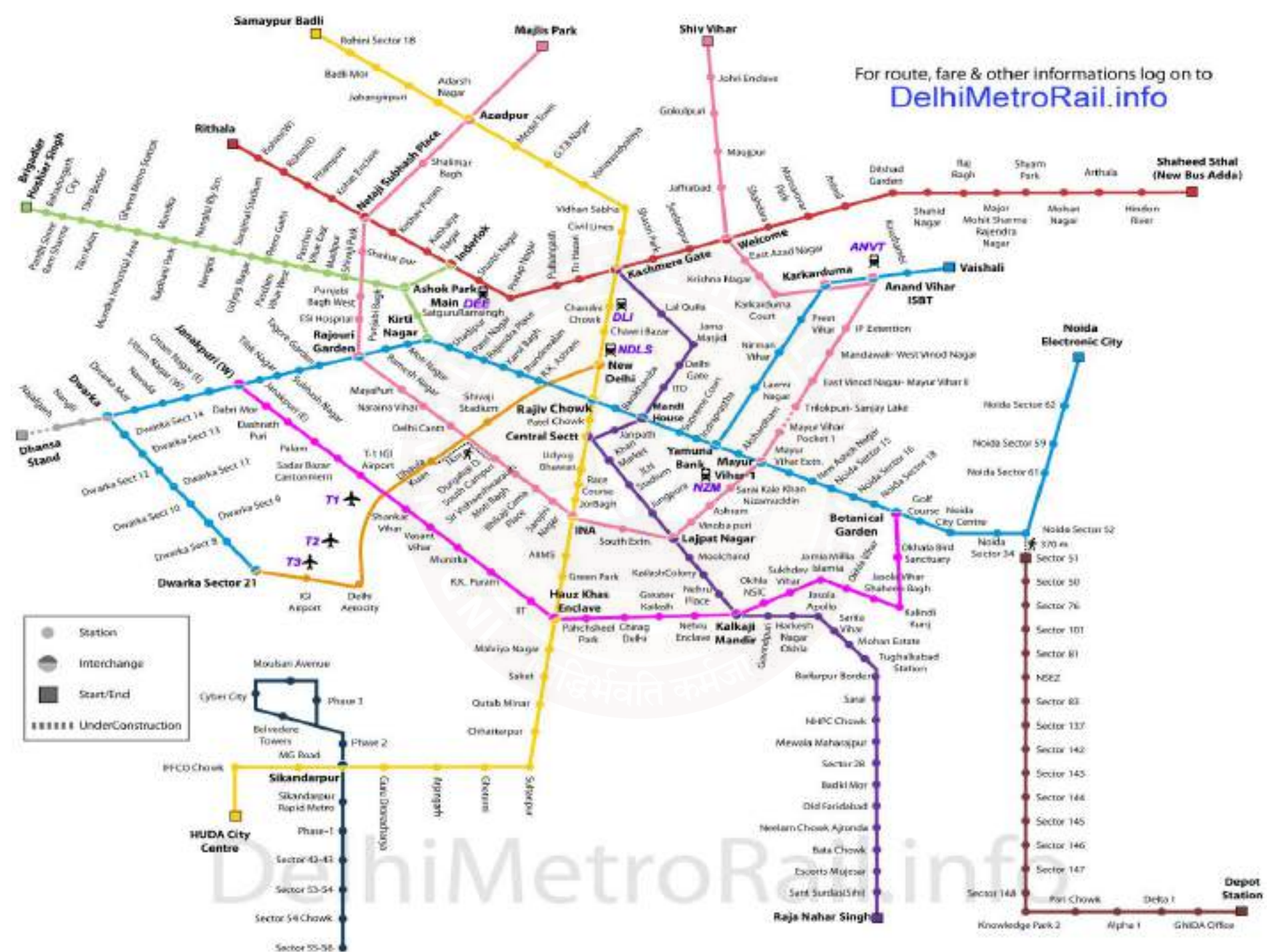
IGI Airport

- Among engineers, scientists, doctors, managers, drivers, GPS, maps and plans have always produced much writing and speaking.
- Writing/talking in this manner is only slightly different from talking and writing otherwise.

- Talking/writing here involves much language to do with sequence, directions, numbers, and options.
- Managing these parameters ensures success in complex operations like flying and landing aircrafts, or in performing complex surgeries, landing on Moon and other extra-terrestrial planets and satellites. **At the heart of it all, there is language.**

- Look at the attached map, and in about 150 words instruct a friend coming from another country how she/he can reach Noida City Centre Metro Rail station where you can receive him/her.
- Words of address will not be counted among the total no. of words.

For route, fare & other informations log on to
DelhiMetroRail.info



FIRST DRAFT

Jennifer Lee,
Mastung Corporation,
#1307, No. 32, Sector 32,
Noida 201 102 India

To: Beatrice D'Souza
Mastung Corporation,
7404 D, South Martha Avenue
Manila 67 F, Philippines

22 Jan, 2021

Dear Beatrice,

I cannot tell how eagerly I am waiting for your visit. It is ages since I was visited by a friend. But I am sorry much as I wish to I cannot come to the New Delhi airport to receive you, I am so awfully preoccupied until late in the evening that day. So rather than keep you waiting at the airport, I would advise you to take the metro rail train from there and come to Noida City Centre.

It is actually a very simple thing to do. All you have to do is to board the train at the airport itself. Of course you must by the ticket before you board. They will also give you a token using which you can enter the platform, and then take the train to Rajiv Chowk where you can change for the train to Noida City Centre. It is about 10 or 11 stations from there, you can see on the display board in the train. And any way this is the last station. So where everyone gets out you can also come out. I will be waiting for you at the exit. Just call me before you board the train.

To welcome you in India, we will have our first dinner at my home. I will cook a great vegetable for you.

Yours very own,
Jennifer (274 Words)

COMMENTS

1. Unnecessary details: This is not the best occasion for the writer to say how happy she is, and what she is going to cook, etc., or why she cannot receive the visitor at the airport, etc.
2. Vague: Do you get the token with the ticket, or do you not? What do you do with it? How long do you hold the same?

3. Unclear: Time and distance from IGI to Rajiv Chowk, and from there to Noida City Centre. The writer does not say that a change of train is required before Rajiv Chowk, at NDLS stop.
4. Unclear: How long is it from Rajiv Chowk to Noida City Centre, and does the NC Centre have only one exit gate?
5. Verbose: Has 124 words more than permitted.

FINAL DRAFT

Jennifer Lee,
Mastung Corpration,
#1307, No. 32, Sector 32,
Noida 201 102 India

To: Beatrice D'Souza
Mastung Corporation,
7404 D, South Martha Avenue
Manila 67 F, Philippines

22 Jan, 2021

Dear Beatrice,

Reg. Your visit to Noida

Please, see the map attached here. In about an hour you can reach Noida City Centre.

As you come out of the airport, walk to the Metro Rail counter.

1. Buy a one way ticket to NOIDA CITY CENTRE.
2. Retain the ticket and the token until the end of the journey.

3. Using the token, enter the platform, and take the Orange Line train to NDLS (New Delhi Junction Station). In about 20 minutes, you will reach NDLS. Do not come out of the railway station. On the other side of the platform, take the yellow line train to Huda City Centre . In three minutes, you will reach the next station, Rajiv Chowk.
4. Do not go out of the station.
5. Change to Blue Line for Noida City Centre.
6. Last station is Noida City Centre.
7. Take the Exit 1. I will be there.

Happy journey. (153 Words)

ACTIVITY

Look at the attached map, and in about 120 words instruct your friend coming from Mylapore to Open Air Theatre (OAT), IIT Madras.

https://drive.google.com/file/d/1udoj1_c62SYhaYR9tpRnIkEK4uEuruwZ/view?usp=sharing

ANSWER

Jessi Viswamohan,
Room no. 303,
Third floor,
Chenab hostel, IIT Madras

To: Mukta Ravindran
Veena Apartments, Sixth Avenue,
Mylapore, Chennai

31 Jan 2021

Dear Mukta,

Reg. Your visit to Open Air Theatre (OAT)

Please, see the map attached here. In about 15 minutes you can reach Open Air Theatre (OAT).

1. Buy a one way ticket to Kasturibai Nagar Railway Station.
2. Take the first exit at Kasturibai Nagar.

3. Cross the main road and walk for about 500 metres towards Anna University.
4. At your left, you can see the main gate of IIT Madras.
5. Collect the entry token from the security guard on your left.
6. Walk a few metres further to the bus stop.
7. Board the yellow bus and get down at Gajendra circle, which is the fourth stop.
8. I will be there.



Thank you!



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WRITING



A BUSINESS TRIP

- Even in business writing, sometimes we have to share personal information.
- For instance, we travel to a new location, we have to tell our host about our stay, food etc.

- But a lot of people just casually mention some sightseeing preferences.
- It is important to mention even these personal things precisely and clearly.
- Many tests of proficiency in English have parts of this kind of writing in their tests.

In about 150 words, write a letter to a business partner abroad giving him the details of your forthcoming travel to meet him.

You can mention your personal preferences in room, food, etc during your stay there. You can also say if you would wish to see some tourist spots in that city and nearby.

BLACKPOOL, UK



ROUGH DRAFT

A Business Trip

Maya Lobo Prabhu,
Konkan Exports Pvt Ltd
Mangalore, India

To: Mr Peter P Sumner,
36, Post Office Road,
Blackpool, A27 GH 2L, U K

21 Jan, 2021

Dear Peter,

A Business Trip

You will be happy to know that I am eagerly looking forward to my visit to your great country. I have heard so much about your country. I am very eager to visit it. So I have already booked my flight ticket, business class, and I am reaching Heathrow London at three a m on 17 March. And then I think I will take a train from there to reach your city some time in the afternoon. In London I may visit an Indian friend for a few hours.

On reaching your city, I will go to the hotel. Please tell me the name of the hotel you are going to book for me. It will be a joy to see you at the railway station, but why take unnecessary trouble. I will take a taxi and go to the hotel directly from the railway station. I hope you have good hotel in your city. Kindly tell them that we in India take only vegetarian food, so I would like to have good vegetables and fruits and milk with rice and sambhar.

Are there good tourist places in your city? Then please tell me about them and I may also like to visit them. Since my husband is not coming with me, I should bring some gift for him. Can you please advise me which shops I should go to so that I get good discounts and good quality materials at a very cheap rate? Thank you very much.

Please reply.

Yours sincerely,

M L Prabhu (243 words)

COMMENTS

- The first draft has 100 words more than the limit for this letter.
- It has many items of unnecessary information.
- In vital details, it is vague.
- Inaccurate and redundant words can confuse the reader .

FINAL DRAFT

Maya Lobo Prabhu,
Konkan Exports Pvt Ltd,
Mangalore, India

To: Mr Peter P Sumner,
36, Post Office Road,
Blackpool, A27 GH 2L, U K

21 Jan, 2021

Dear Peter,

Forthcoming trip to the U K

I will reach Blackpool by the 4:30 train from London on 17 March. I can take a taxi from there to the hotel, and can call you after checking in. We can meet the following morning in your office.

Please, help me get a room with a window. Vegetarian food, I believe, is not a problem in the U K. And some tea and ordinary water should be enough for drinks for me.

Time permitting, I may join a conducted tour of the Lake District. But can I, please, invite Mrs Sumner and you to join me for a walking tour of a nearby village one afternoon, and then we may have some quiet dinner in a local restaurant. With Mrs Sumner's help I may also buy for my husband some memento from a local shop.

Looking forward to see you,

Yours sincerely,

Maria (152 Words)

ACTIVITY

In about 150 words write a mail or a letter to:

1. Your host with whom you are going to stay for six weeks during your internship in Edinburgh
2. Your friend who will receive you at an airport in New York.
3. A librarian in the British Library, London, requesting her to help you find a paying guest accommodation near by so that you could stay there during your three month long research fellowship there.



Thank you!



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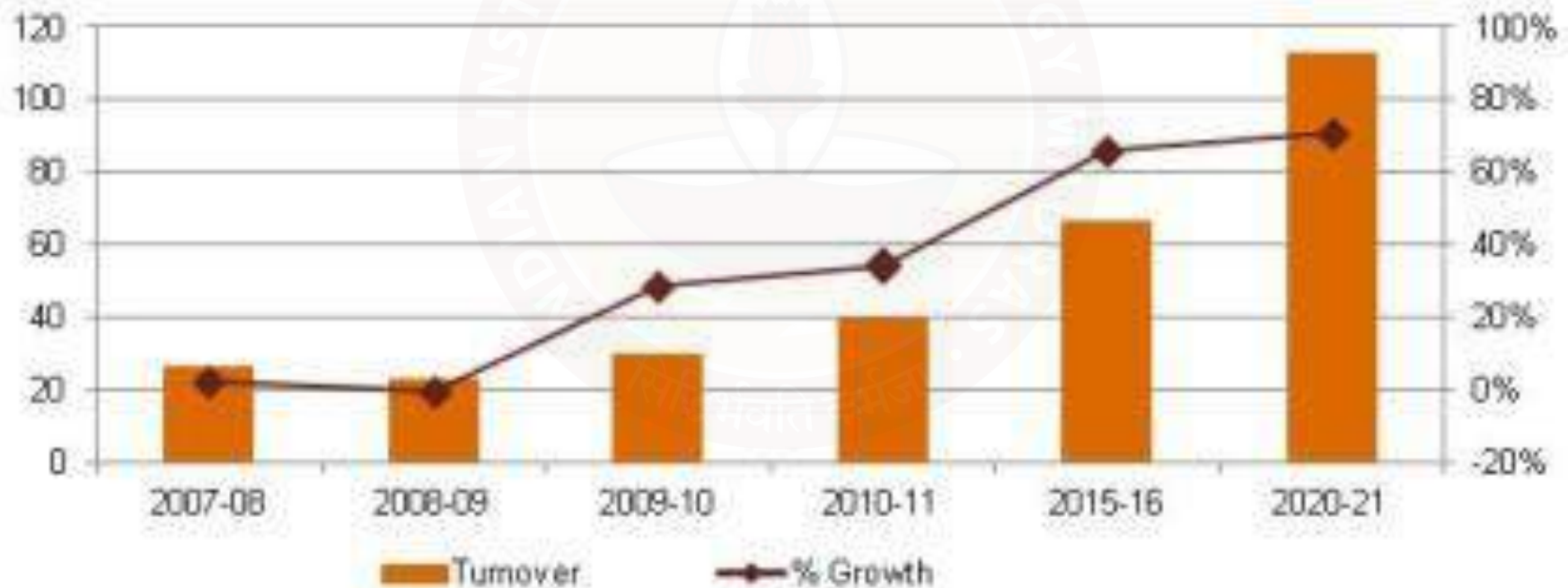
WRITING



- Those in engineering, management and other disciplines frequently write about statistical data.
- These data may come in the form of bar charts, histograms, graphs, pie charts, and other kinds of statistical tables.

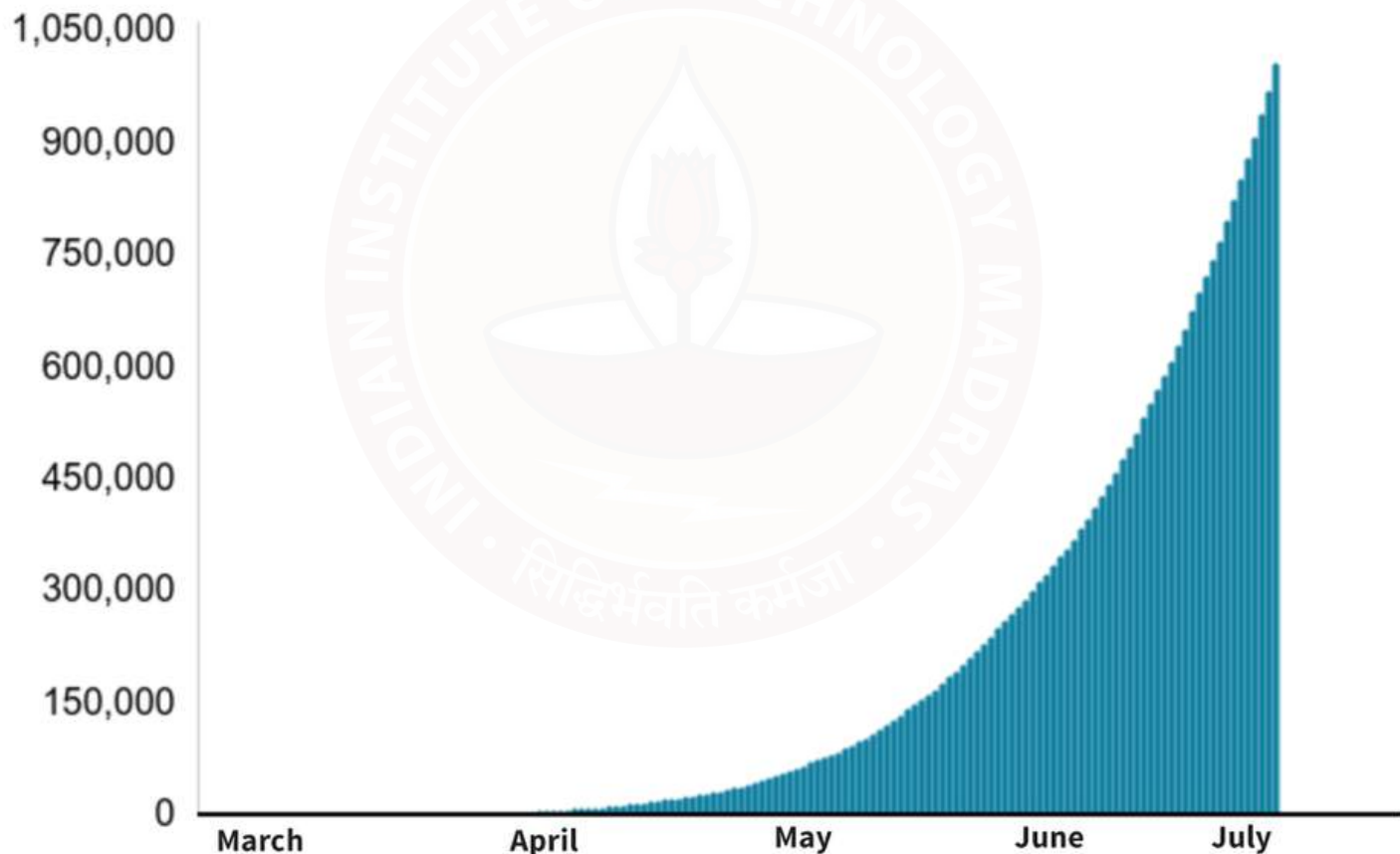
THE INDIAN AUTOMOTIVE INDUSTRY: GROWTH AND OPPORTUNITIES

Light Vehicles have grown from 0.7m, in 2001, to 3.5m in 2011.



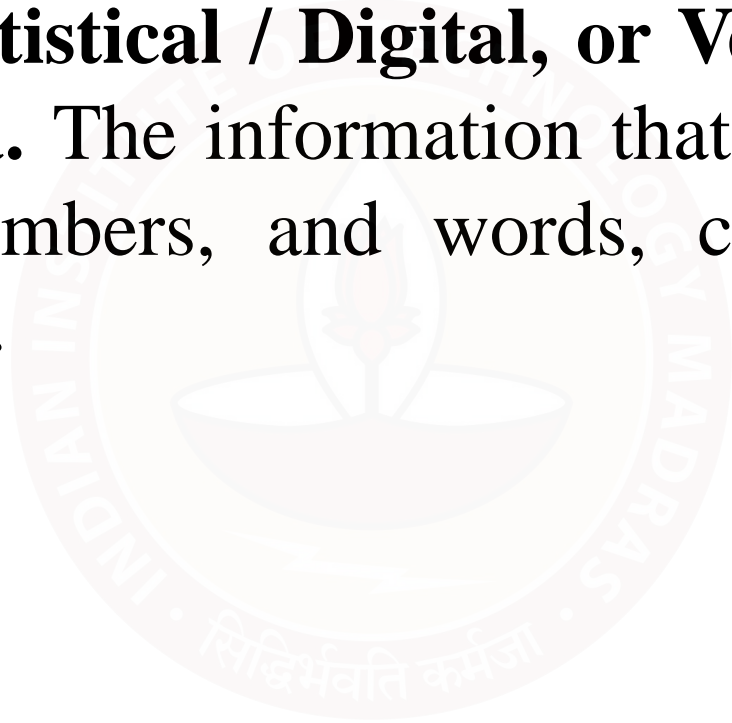
CORONAVIRUS: INDIA'S COVID-19 CASES

India's Covid-19 cases cross one million



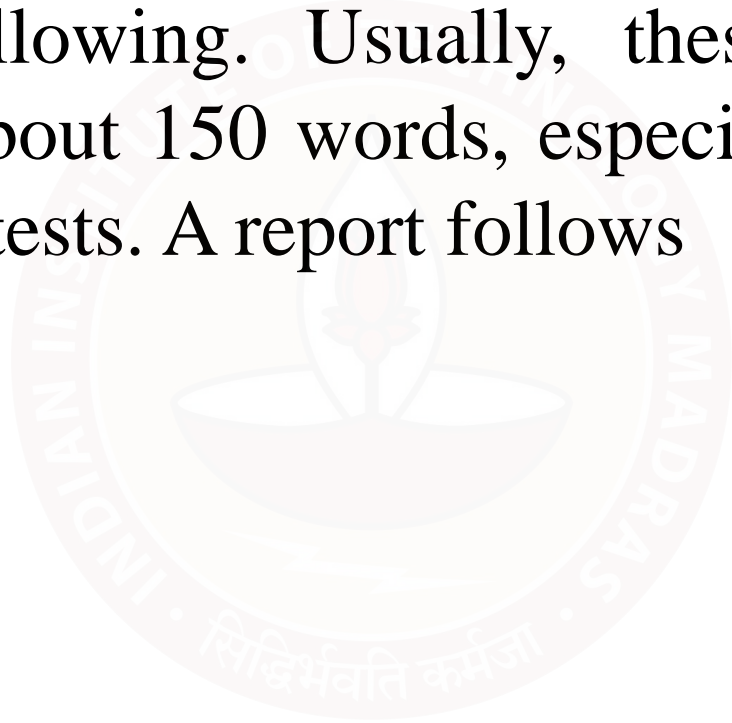
Source: India Ministry of Health and Family Welfare

- We turn **Statistical / Digital, or Verbal Data to Visual Data**. The information that is there in the form of numbers, and words, changes into a running text.



- While writing a report on this sort of data, we must pay attention to the following:
 - a. What it is all about
 - b. How it is presented statistically
 - c. Main trends in the data
 - d. Significant details
 - e. Some differences between different nodes
 - f. Any concluding remarks.

- See the following. Usually, these reports are written in about 150 words, especially at English proficiency tests. A report follows



FACEBOOK USERS IN JANUARY 2018

KIND OF USERS	NO. OF USERS
Monthly Active Users	2.13 B
Daily Active Users	1.40 B
DAU in Asia	499 M
Average Friends for Males	145 M
Average Friends for Females	166 M
Daily Video Views	100 M hrs
Time spent per user per day	20 Mins
Total World Population	7.6 B

FIRST DRAFT

The table presents statistical data about number of Facebook users and the frequency of their use. It is represented in the form of a table. There are two columns and 8 rows. The left hand column presents frequency of use, and the one on the right gives numbers. It shows that nearly half the Facebook users are in Asia and that a good number of people use Facebook daily.

Of the total number of global users of Facebook, as reported above, a little more than 50% are active daily users. Asia accounts for a little above 40% of the daily active users and nearly 25% of, over 2.25 billion global users.

Interestingly, both men and women have lots of “friends” but, with about 166 million friends for women, they exceed the number of friends of friends for men by over 10%.

For a global population of over 7 billion, 100 million hours of daily use may only be under one percent. But counting the fact that fewer than a 1000 million use Facebook daily, this amounts to a staggering 10%. It also indicates that a good lot of people, allegedly young, seem to be nearly always there. As media pundits have always believed, the world is fast turning into a global village. (213 words)

FINAL DRAFT

The table shows the number of Facebook users and the frequency of their use. The data are for January, 2018. The left hand column presents frequency of use, and the one on the right gives numbers. Of the 2.13 billion global users, nearly 50% are in Asia. A little over 50% of them are active daily users. Asia accounts for nearly 40% of the daily active users of Facebook.

All users have “friends” but, with about 166 million, women exceed men by over 10% in the number of friends.

For a global population of over seven billion, 100 million hours of daily use is under one percent of the total possible use of Facebook. But believing that fewer than a 1000 million use Facebook daily, it amounts to a staggering 10%. Many people, allegedly young, seem to be always there. World is fast turning into a global village. (149 Words)

ACTIVITY

Write a report on the table of data given below.

Doctors in India

• <u>State</u>	<u>2000</u>	<u>2005</u>
• Bihar	32,226	35,477
• U P	42,452	47,567
• West Bengal	49,261	53,456
• Maharashtra	77,278	96,062
• Karnataka	57,464	69,492
• Tamil Nadu	63,434	72,968
• India	555,550	656,111



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A HOUSEHOLD SURVEY



A HOUSEHOLD SURVEY

- Writing a report on data from Pie Charts, Histograms, or graphs is not very different from doing so for data in a table.

- The report should focus on:
 - a. What these data are about
 - b. How they are presented
 - c. Important Highlights
 - d. Significant Details/ Noteworthy Inter-nodal differences
 - e. Concluding Remarks

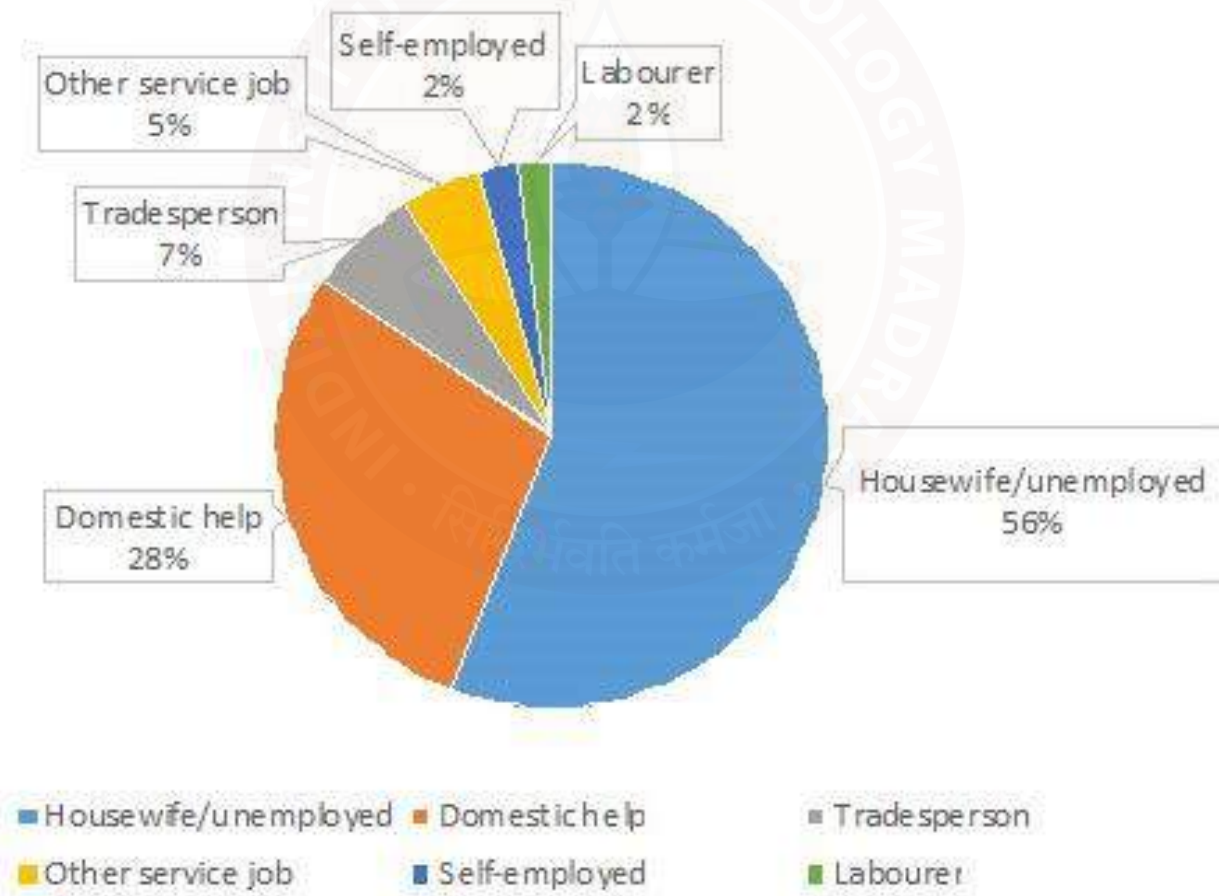
UP
TRAIN

RAILWAY TIME TABLE

DOWN
TRAIN
☐ SUPER FAST
☐ EXPRESS
☐ PASANGER

TRAIN No.	DAY	ARRIVAL JAMNAGAR	DEPARTURE JAMNAGAR	TRAIN	TRAIN No.	DAY	ARRIVAL JAMNAGAR	DEPARTURE JAMNAGAR
15046	Mon	00:03	00:05	OKHA - GORKHPUR - OKHA	15045	Sat	00:22	00:27
59548	Daily	02:10	02:20	OKHA - AHMEDABAD - OKHA	59547	Daily	00:54	00:59
19568	Fri	02:38	02:40	OKHA - TUTICORIN - OKHA	19567	Tue	22:29	22:30
19202	Tue	03:12	03:17	PORBANDAR - SECUNDERABAD - PORBANDAR	19201	Thu	20:54	20:56
22960	M,W,Th,F,Sa,Su	-	04:45	JAMNAGAR - SURAT - JAMNAGAR	22959	Tu,W,Th,F,Sa,Su	23:40	-
12477	Tue	-	05:15	JAMNAGAR - KATRA - JAMNAGAR	12478	Mon	21:00	-
16337	M,Sat	06:23	06:25	OKHA - ERNAKULAM - OKHA	16338	Fri,Su	13:51	13:52
59504	Daily	06:50	06:55	OKHA - VIRAMGAM - OKHA	59503	Daily	20:29	20:34
22905	W,Th,Su	09:43	09:45	OKHA - HOWRAH - OKHA	22906	Sun, M, Th	16:32	16:37
16734	Tue	10:15	10:17	OKHA - RAMESWARAM - OKHA	16733	Mon	09:26	09:28
19575	Sat	10:15	10:17	OKHA - NATHDWARA - OKHA	19576	Mon	17:08	17:13
12905	W,Th,Su	10:33	10:38	PORBANDAR - HOWRAH - PORBANDAR	12906	Su, M, Th	15:42	15:48
59212	Daily	11:01	11:06	PORBANDAR - RAJKOT - PORBANDAR	59211	Daily	16:17	16:22
18402	Wed	11:38	11:40	OKHA - PURI - OKHA	18401	Tue	09:46	09:51
19565	Fri	11:38	11:40	OKHA - DEHRADUN - OKHA	19566	Mon	12:28	12:33
19218	Daily	-	13:55	JAMNAGAR - BANDRA TERMINUS - JAMNAGAR	19217	Daily	08:50	-
15635	Fri	14:24	14:26	OKHA - GAUWHATI - OKHA	15636	Thu	00:22	00:27
22946	Daily	15:40	15:45	OKHA - MUMBAI CENTRAL - OKHA	22945	Daily	11:41	11:43
22969	Thu	16:18	16:20	OKHA - VARANASI - OKHA	22970	Mon	05:12	05:17
19263	Tu, Sa	17:58	18:03	PORBANDAR - DELHI SARAI R. - PORBANDAR	19264	Tu, F	09:28	09:33
19269	Thu,Fri	17:58	18:03	PORBANDAR - MUZAFFARPUR - PORBANDAR	19270	Tu, W	13:52	13:57
59208	Daily	18:26	18:31	OKHA - BHAVNAGAR - OKHA	59207	Daily	09:05	09:08
19578	Fri, Sa	-	21:00	JAMNAGAR - TIRUNELVELI - JAMNAGAR	19577	Wed, Th	05:15	-
19262	Thu	21:01	21:06	PORBANDAR - KOCHUNVELI - PORBANDAR	19261	Tu	05:12	05:17
19573	Mon	22:01	22:03	OKHA - JAIPUR - OKHA	19574	Wed	09:46	09:51
19252	Daily	22:35	22:37	OKHA - SOMNATH - OKHA	19251	Daily	04:41	04:43
19216	Daily	23:49	23:51	PORBANDAR - MUMBAI - PORBANDAR	19215	Daily	02:17	02:22
12475	Wed	-	05:30	HAPA - JAMMU TAWI - HAPA	12476	Tue	20:50	-
22908	Thu	-	03:15	HAPA - MADGAON - HAPA	22907	Sat	10:20	-
22939	Tue	-	22:25	HAPA - BILAPUR - HAPA	22940	Fri	14:50	-

In about 150 words, write a report on the basis of data presented in the following pie chart for a household survey conducted recently.



FIRST DRAFT

A HOUSEHOLD SURVEY

The pie chart here presents data of some women respondents of a household survey. Of the total number of respondents 56 % respondents are housewives and unemployed. 28% ladies work as domestic help, 7% have their own shops and business. 5 % ladies are in other kinds of jobs. 2 % ladies work as labour, and about 2 % are self-employed, means they work in their own homes or companies.

The chart shows great unemployment among women. Where as all men are employed and get jobs these days, women still do not get jobs. Government should bring reservation for women in all departments. Women can also become police officers and bus drivers. They need not always be asked to sit at home and cook. They are also full citizens of this country. So this survey shows that they are not in a happy situation. (146 Words)

- The draft given above meets the requirement of word limit almost correctly. It goes on a tangent talking about denial of employment to women. But other details are left unmentioned.
- Data are just mechanically reproduced.

FINAL DRAFT

WOMEN'S EMPLOYMENT : A HOUSEHOLD SURVEY

The given pie-chart shows how respondents are engaged by way of work. The chart has six sections, one each for a kind of work. Chart does not mention absolute number of respondents, all women, or time of survey.

Section 1 shows that over half the women are housewives or unemployed. It is unclear if they are all unemployed even when they have tried for a job.

Most women work as domestic help in other houses. One fourth of all respondents are employed this way. Another nine per cent are self-employed, at least two percent of them being in trade in some manner. Of the total only two percent respondents have said they work as labour, but five percent have claimed they are employed in services other than domestic help or manual labour.

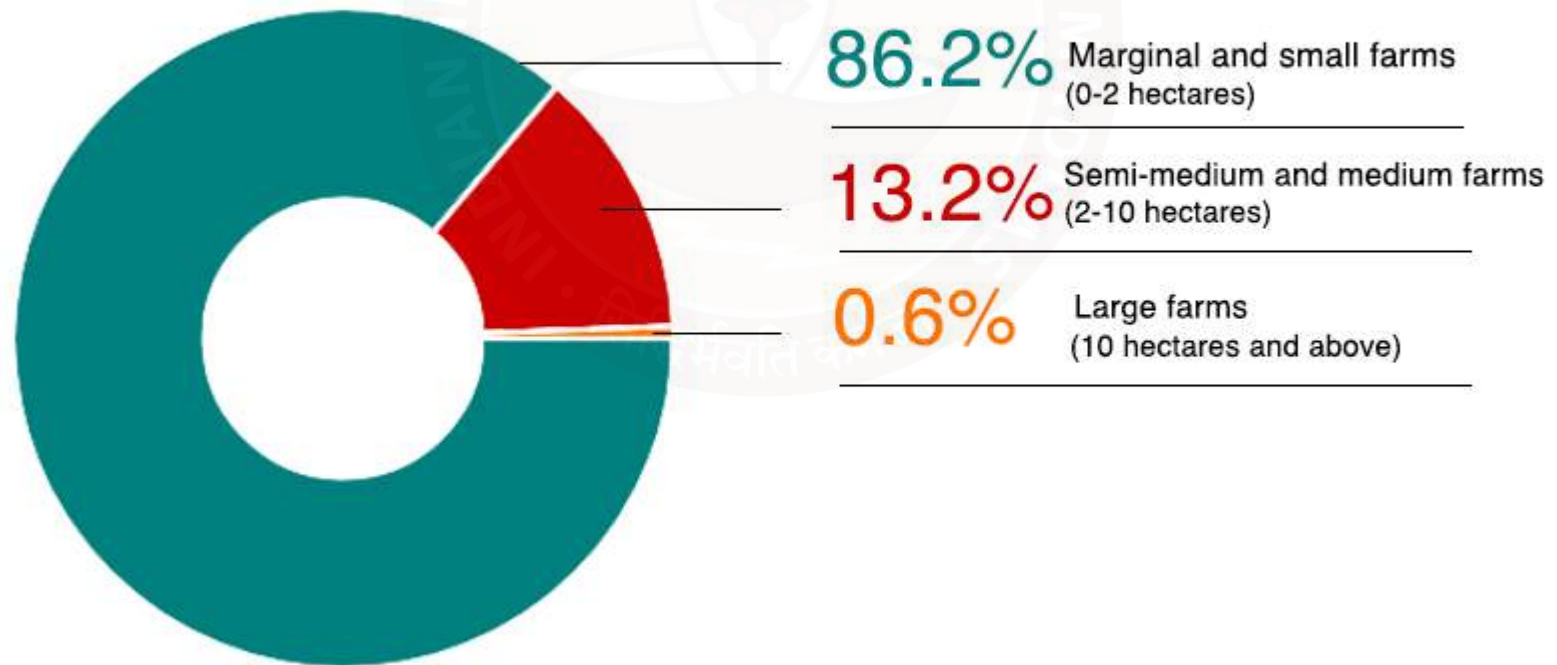
The chart shows that new sectors of employment are yet to open for women. (152 words)

- One needs to look at the chart carefully.
- One can write “over” in place of “more than”, or “under” in place of “less than” etc.

ACTIVITY

See the following charts, and write about data in the manner shown here and in earlier units.

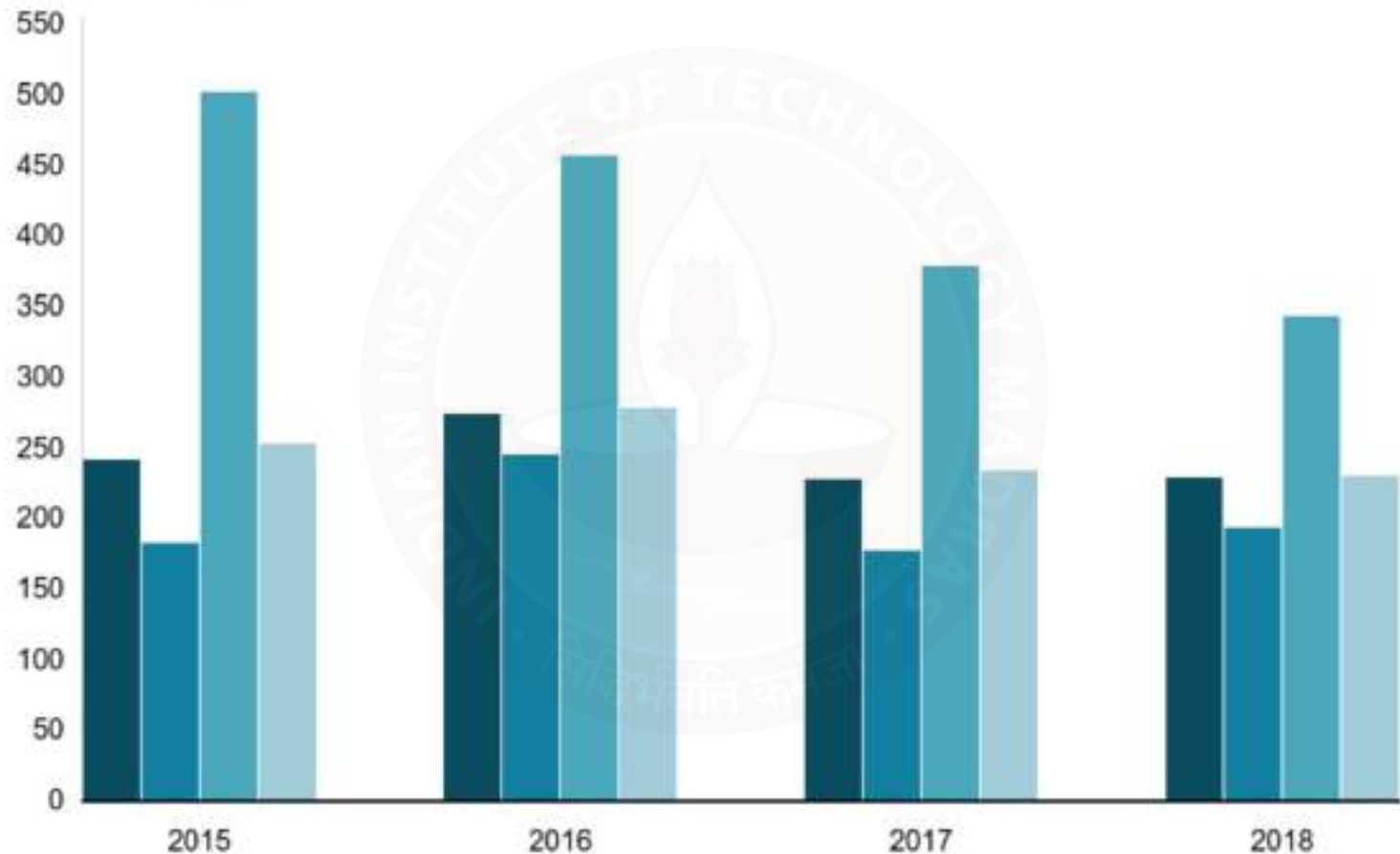
Who are India's farmers?



PM10 pollution levels in Delhi

Average daily concentration at four locations

■ RK Puram ■ Mandir Marg ■ Anand Vihar ■ Punjabi Bagh

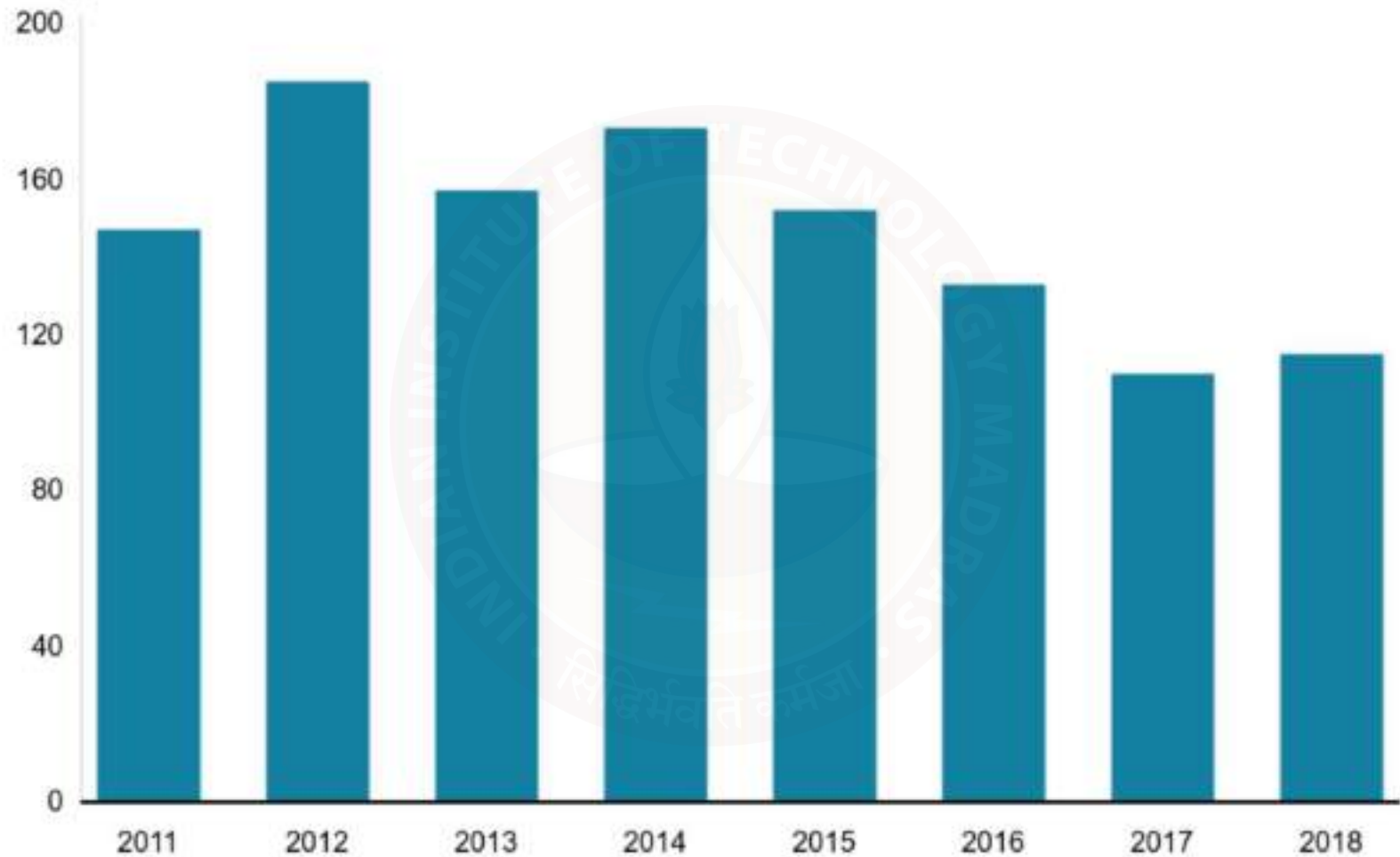


Based on official pollution measurement data

Source: Global Centre for Clean Air Research (Prashant Kumar)

Delhi's PM2.5 levels are going down

Micrograms/cubic metre



Annual average across all monitoring stations

Source: CSE report (using official data)



Thank you!



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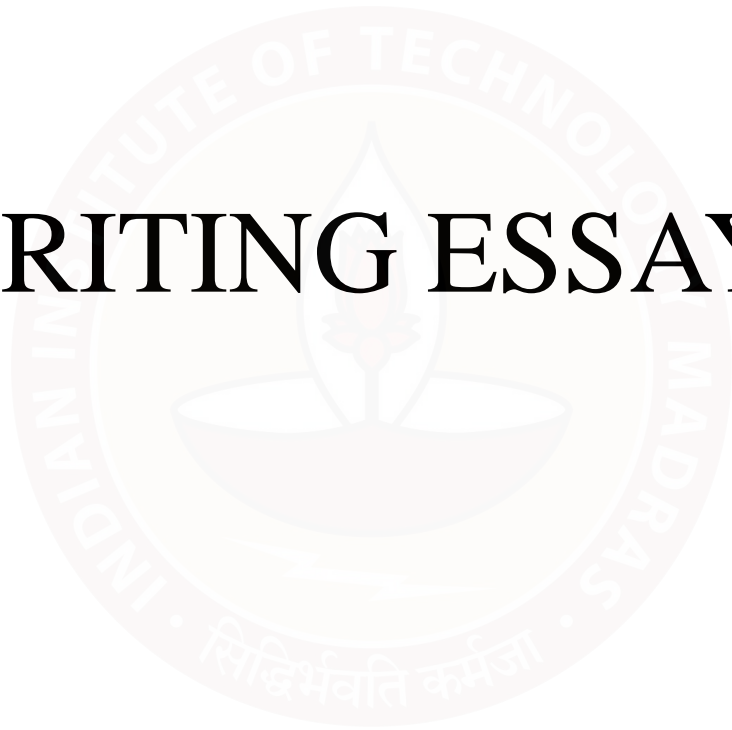
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WRITING ESSAYS



ESSAY WRITING

- An essay is an important form of writing in any language.
- Grammatically correct language, good writing skill, knowledge of spelling, vocabulary, punctuation and other conventions of writing are all important.

- Contents for an essay can come mainly from general knowledge, they can be supplemented from other sources, at the internet, and with experts.
- A good essay needs planning.
- A good essay reads well if it has good examples, has evidence and arguments based upon good ideas.

QUESTION

In about 250 words, write an essay on Agriculture in India.

Synopsis: In your essay, you can include the following: its contribution to the India economy, history of agriculture in India, unique features of Indian agriculture – its present problems and privileges, - its future.



FIRST DRAFT

Just now in India farmers are in the news headlines. Suddenly they have hundreds of millions of sympathisers, because, the latter say, the government has given them the freedom to sell their produce where they would like to and this might make them vulnerable to the agents who would force them to sell at less than government fixed price. The government, therefore, they say, may continue to buy their produce through a single sale point, as has happened in recent years. The government, and other free market thinkers, say having freedom to sell where they wish to might bring them better prices. The government will also buy from them at a reasonably high price, but the farmers should have the choice to sell to whosoever gives them the better price.

This controversy alone shows the pathetic state of agriculture in India. It is being presented as an industry that would die unless the government bought all of its stock. That is certainly not the case. Agriculture is the oldest industry in India. Ever since there has been an organized society in India, there has been agriculture. The Vedas and folklores mention agriculture. Division of castes, etc. in India is more or less based on roles and responsibilities in agriculture. Agriculture until very recently provided employment to over 80% people in India. Some were directly employed as farm workers and owners, some others provided for farming, and yet others found employment in helping store and sell farm produce to the consumers. India until recently was the biggest exporter of food grains like rice, wheat, pulses, corns, spices, fruits and fruit-based products, besides cash crops like cotton, tobacco, sugar cane, oil seeds, herbs and herbal products, fish, meat and dairy products.

For India, agriculture was also the prime source of earning foreign exchange. It sold to the world, and its produce were valued above all else's. Foreigners came to India in search primarily of its farm produce, which was of the best quality, and which they bought here cheap and sold dear abroad. Not only its produce, they also imported farm labour from India. All the Indians in Pacific Ocean – Indian ocean islands were captured by the European colonial powers of the 16th and the 17th centuries for agricultural produce which were grown almost entirely by farm labour imported from India.

As a result, agriculture is no longer the thing that attracts anyone but one without a choice. All kinds of wrong policies concerning agricultural finance, use of fertilizers and pesticides, neglect of its own inherited methods in these areas, absence of facilities for marketing, neglect of traditional methods and reluctance to bring in new ones, all together have reduced agriculture from a profit generating and leading industry into a subsidy-dependent sick industry. This must change.

New policies must be introduced for liberally and generously financing agriculture, for marketing of its produce, for making it a profit generating sector, for developing local answers to needs for power, capital, seeds, fertilizers, manures, harvesting, storage and marketing. Rivers must be allowed to flow freely round the year , and not just during monsoon when they are in floods. Farmers should have no limits on how big they can be, just as there is no limit on how big a mall or a car factory can be; similarly, they ought to have the permission to grow anything and sell it anywhere they like, just as other products in other sectors are allowed to. Once again agriculture can regain its place of pride, and can enrich all associated with it. (594 words)

IRRELEVANT IDEAS

WHAT IS	WHAT SHOULD BE
Entire first paragraph	X
2 nd Para – 158 words for one idea, Agriculture used to be important...	Five words would be enough: Agriculture used to be important.
100 words for saying it has earned Foreign exchange for India	This point can be made in a few words.
Agriculture in Independent India – little or no data,	Should be stated with some data.
Making agriculture a popular career – hardly any example to show why new policies can succeed	
But no, or nearly no error of grammar or spelling, etc.	

VAGUE WORDS, CLICHÉ, JARGON

WHAT IS	WHAT SHOULD BE
hundreds of millions of sympathisers...	Numerous/Innumerable...
freedom to sell where they wish to might bring them better prices	freedom to sell where they wish to might bring farmers better prices...
... the pathetic state of agriculture in India	X
... is more or less based on roles and responsibilities...	is based mostly on roles ...
... a tremendous body of knowledge...	...a body of knowledge...

... abandoning their centuries old farms and farm lands...	... abandoning their farms and farm lands...
... modernizing and developing agricultural technology, though lots of agriculture universities were opened in India. Crop insurance is nowhere visible except on paper.	... modernizing agricultural technology, though many agriculture universities were opened. Crop insurance is yet to be available.
... corruption being so endemic in government offices...	X
... agriculture is no longer the thing that attracts anyone but one without a choice...	... agriculture attracts only the unemployable.
, just as other products in other sectors are allowed to. Once again agriculture can regain its place of pride, and can enrich all associated with it	X

FINAL DRAFT

Agriculture is the oldest industry in India. Until recently, it provided employment to over 80% of India's population. It also brought most of India's foreign exchange. India has everything for good agriculture, soil, water, sunshine, and a culture. It grows all sorts of crops, from water intensive to no water crop as well.

But agriculture no longer has the old importance. It is not a profitable occupation any more. Plot sizes have been made uneconomical for large scale productions, no investment was made in modernizing agricultural technology. Even now crop insurance is only upon paper here. Farmers were forced to sell their produce to government, but they were treated neither respectfully nor paid fairly and promptly.

As a result agriculture, no longer attracts anyone with brains. All kinds of wrong policies concerning agricultural finance, fertilizers and pesticides, neglect of its own inherited methods in these areas, absence of facilities for marketing, all together have reduced agriculture from a profit generating industry into a subsidy-dependent industry. This must change.

New policies must be introduced for financing agriculture, for marketing of its produce, for developing new sources of power, capital, seeds, fertilizers, manures, harvesting, storage and marketing. Rivers must be allowed to flow freely. Farms should have no limits on how big they can be. Similarly, they should be allowed to grow anything and sell anywhere, just as other products in other sectors are allowed to. With some determined investment and industrial freedom, agriculture can regain its place of pride, and can enrich all. (252 Words)

ACTIVITY

Write an essay in about 250 words upon each of the following topics.

- a. Textile Industry of India
- b. Local Foods in Global Times
- c. Future of Local Languages
- d. Traditional Indian Marriage
- e. Indian Cinema
- f. Indian Sports



Thank You!



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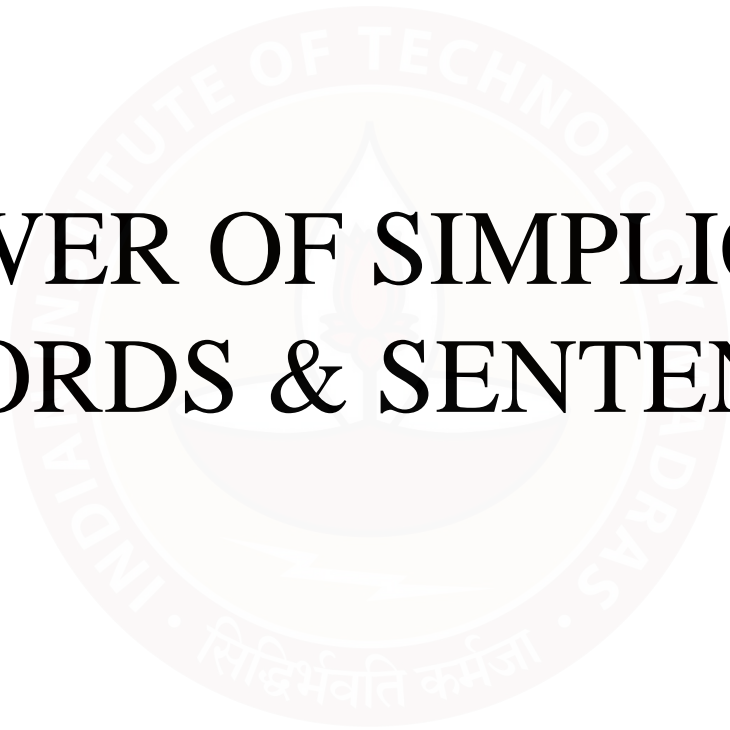
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POWER OF SIMPLICITY - WORDS & SENTENCES



- Simplicity works best everywhere.
- This is true also of languages.
- Best books and talks have happened in simple words & sentences.



See the following,

From *Macbeth* by William Shakespeare, Act 1, Scene I.
A desert place.

Thunder and lightning. Enter three Witches

First Witch

When shall we three meet again
In thunder, lightning, or in rain?

Second Witch

When the hurlyburly's done,
When the battle's lost and won.

Third Witch

That will be ere the set of sun.

First Witch

Where the place?

Second Witch

Upon the heath.

Third Witch

There to meet with Macbeth.

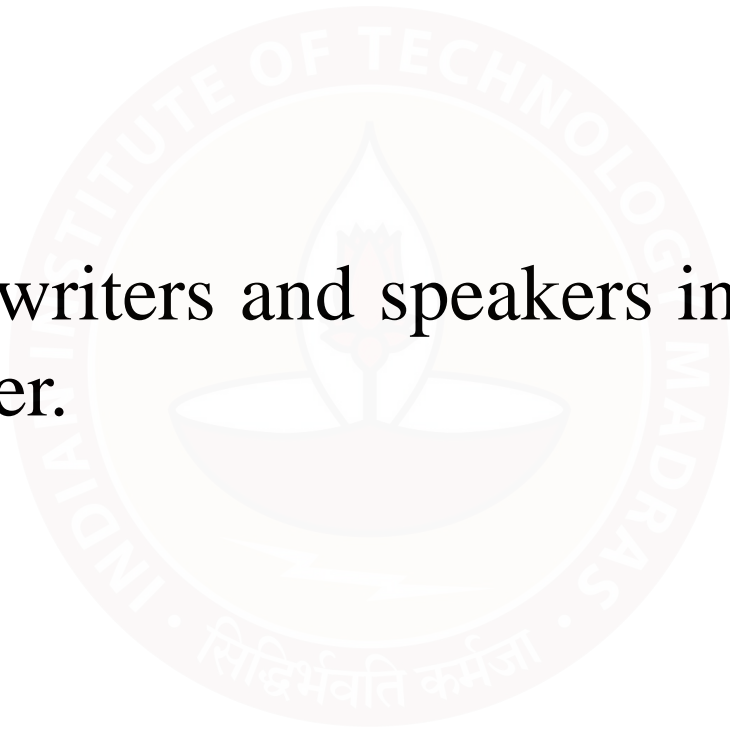
....

ALL

Fair is foul, and foul is fair:

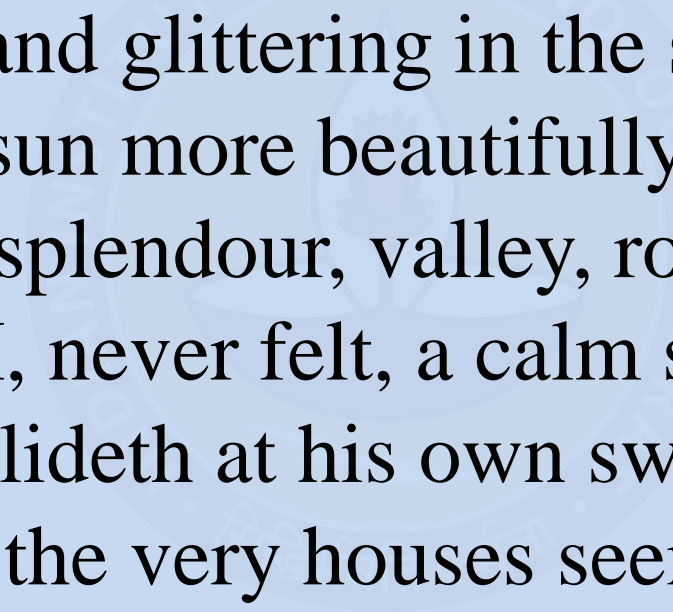
Hover through the fog and filthy air.

- All are simple sentences, and nearly all words are of one syllable.
- Many other writers and speakers in all ages wrote in this manner.



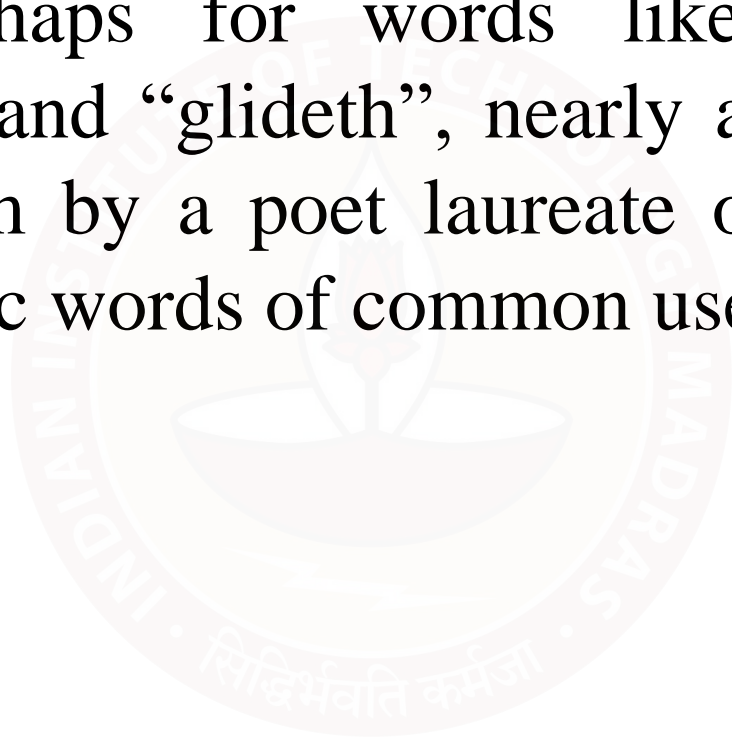
Composed upon Westminster Bridge
by William Wordsworth

Earth has not anything to show more fair:
Dull would he be of soul who could pass by
A sight so touching in its majesty:
This City now doth, like a garment, wear
The beauty of the morning; silent, bare,
Ships, towers, domes, theatres, and temples lie
Open unto the fields, and to the sky;



All bright and glittering in the smokeless air.
Never did sun more beautifully steep
In his first splendour, valley, rock, or hill;
Ne'er saw I, never felt, a calm so deep!
The river glideth at his own sweet will:
Dear God! the very houses seem asleep;
`And all that mighty heart is lying still!

- Except perhaps for words like “splendour”, “glittering” and “glideth”, nearly all other words in this poem by a poet laureate of England are monosyllabic words of common use.



- So is the power of Charles Dickens. He wrote about the joys and sorrows of the poor, the weak and the meek, and made “Novel” a popular literary form.



See the following from his novel *Oliver Twist*.

The surgeon had been sitting with his face turned towards the fire: giving the palms of his hands a warm and a rub alternately. As the young woman spoke, he rose, and advancing to the bed's head, said, with more kindness than might have been expected of him: "Oh, you must not talk about dying yet."

"Lor bless her dear heart, no!" interposed the nurse, hastily depositing in her pocket a green glass bottle, the contents of which she had been tasting in a corner with evident satisfaction.

See the following from Stephen Hawking's *A Brief History of Time*: Chapter 2, P. 10

Our present ideas about the motion of bodies date back to Galileo and Newton. Before them people believed Aristotle, who said that the natural state of a body was to be at rest and that it moved only if driven by a force or impulse. It followed that a heavy body should fall faster than a light one, because it would have a greater pull toward the earth.

- Many people write messages through internet everyday.



ACTIVITY

1. Write a note inviting your friends to meet you for a party in the new semester, after the reopening of the college after complete lockdown for nearly a year.

2. For the photographs and/or situations given below, write a caption in simple words or sentences.

- Write a caption, in no more than 5 words



a)



b)

- c) Write a new and witty birthday greeting.
- d) Invite your college teachers to your wedding.
- e) Invite your friends to join you in a weekend walking excursion.
- f) Complete the following sentences.
 1. God created friends to make up...
 2. Home is ...
 3. More money ...
 4. Real power...
 5. Beauty lies...

3. Write a short paragraph of about 150 words on one or more of the following.
- a. Home cooked food vs Ready to eat door delivered food
 - b. A dream holiday
 - c. What I like about online classes
 - d. Social Media – good or bad

HOW TO WRITE SIMPLE SENTENCES

1. Do not write sentences with more than 10 words.
2. Write with only one verb.
3. Write only one or two syllable words, unless unavoidable.
4. Do write more than one draft.
5. Use a dictionary and thesaurus when in doubt.

ANSWERS

3.a. Home cooked food.

Draft 1

Home cooked food is the best. It suits your taste. It saves time and money. It is good for health. In a family, it creates bonding. We should share home work. The best conversation in a family mostly happens in the kitchen, sometimes arguments also happen there. But then you know and understand one another better. These days all members of most families are always busy. They hardly get to sit, work and be together. Such spots are occasions of great education for the young. They learn skills, they learn about family traditions.

More importantly this is the best place for value education. Not the best universities can compete even with an ordinary family in this aspect of education. There is however only one problem in cooking at home. We have to spend time buying and storing stuff. But then that is a managerial problem. With some effort, that can be managed. Besides, for such a gain that is such a small investment. (164 Words).

Draft 2

Home cooked food is the best. It suits your taste. It saves time and money. It is good for health. In a family, it helps bonding. All can share home work. The best conversation in a family mostly happens in the kitchen, sometimes arguments also happen there. But then you know and understand one another better. These days all members of most families are always busy. They are hardly ever together. But such spots can be education for the young. They can learn skills, they can also learn about family traditions. More importantly this is the best place for value education. There is however one problem. For cooking at home, we have to spend time buying and storing stuff. But then that is a managerial problem. With some effort, that can be managed. Besides, for such a gain that is such a small investment. (144 Words.)



Thank you!