

This Class Note has been prepared by Instructor-Sushil Bhattarai especially for the students who are learning and are making Exam Preparation for the Second part of 'Communication English under IOE Pulchowk Campus and other Campuses.

The Mother of a Traitor

This story written by Maxim Gorky, is a story of a conflict between 'ambition' characterized by a 'traitor' a brave but heartless son; and 'life' represented and characterized by the 'Mother of a Traitor', where the heartless son appears with power and prowess, is easily victimized in the hand and lap of a mother who is appeared in the story very ordinary developed because of the urgency of time. It also signifies through out the history, such ambitions appeared in the name of war; however, ultimately, the life got the victory over the death and human civilized continued, through such difficult hurdles.

The story is a study on the underlying essence of the mothers, who are more than kind-hearted and loving, a cruel destroyer for the sake of preservation of life, for which she has especial duty imparted by the nature. Moreover, this story is another quest within human psychology, which shows there is another truth within human mind, and man is something, more than a selfish creature, which makes one dedicated for the sake of society in the cost of the complete destruction of the selfish interests. Usually, the son is the most lovely and precious one for a mother, for which she is always ready to sacrifice any thing even her life. However, the mother sacrifices the life of her son for the preservation of the society and herself for the sake of her love to her son, in this story.

To get to such truth the writer leads us (the readers) through the imagined situation for the story to develop, where the enemy has surrounded a city for several days and each and every part of the hope for life of the citizen has been lost. There is nothing else than the shadow of death for the citizen. Gradually, the cause after such situation is revealed, the most loving son of a mother is leading the enemy to attack upon the city to fulfill the hunger of his ambition, without caring the old men, children, women and anything in the city. It hurts the mother extremely, who is so despised by the citizen that, either they don't care her at all or she listens herself the mothers cursing her womb staying at the side of their slain sons.

The incident of the central character Monna Marriana's encounter with the mother of slain man, breaks and balance and intensifies the story forcing her to take bold decision for the sake of her city where she was born, and where her forefathers spent their lives for its construction and even their bones are buried there, and which is going to be cruelly destroyed by her lovely son. First she thinks of persuading her son to cancel such evil and desires to take most difficult departure from the loving city and meet her son, the piece of her heart.

She feels proud of her son, so smart, active and brave, and proudly raises her head, while listening to the enemy soldiers singing a song on his admiration. However, all of her proud on her son is sunk down, when the son didn't care at all for her feelings, in spite of his love for her. When she got tired of persuading her son, for the preservation of the city, the conflict between her love for the son and her love for the city got into the climax. Meanwhile, she looked to the city through a tend hole, which was waiting for her decision for its life's sake, like a wounded and dumb animal, she couldn't ignore the expectation of the city for its life's sake. She took unexpected and drastic decision of killing her son for the sake of the preservation of the city and killed herself for the sake of her son and to remain together and to share the fate of the son.

This story, which starts from the conflict within the mind of a mother ends at the solution of the problem at the cost of the life of a traitor and his mother. On the other hand the wounded and hopeless city gets life and lives new life after the end of the story. The effective images used there, make this story, a successful, in terms of attaching the readers with the situation and giving the experience of both hopeless citizen and the mother in the difficulty of her mental conflict. The images used in the first part of the story, which gives the picture of the despaired city as if it is such a small and tender creature within the jaws of dreadful animal, which can be crushed down at any moment without any hope of support of averting such inevitable destruction at any moment.

The story is rich with symbol and images, which can easily attach the audience (readers) emotionally to the story: particularly, the image of the city in the dark night like a prey between the jaws of enemy at the initial part, and the image of the city as a dumb and wounded animal at the succeeding part, are successful to make the audience feel with or identify with the central character and motivate them be sacrificed if needed for the sake of their country and society.

Knowledge and Wisdom

This short prose piece, written by Bertrand Russel, criticizes the general and superficial sayings on the terms 'Knowledge' and 'Wisdom', and illustrates concretely, going deep to make the meanings of these terms. In this highly complicated world of science and technology, people say knowledge is sufficient and wisdom is no longer possible and needed. The writer asserts this saying doesn't contain the truth because the real meaning of wisdom doesn't agree with such easy-going meanings. According to him, 'Wisdom' means sense of proportion, in other words, it is giving equal importance to every aspect of a problem.

Similarly, **Wisdom** includes both knowing the things of distance in time and place (widening the horizon of mind), as well as giving place for them the level of feelings. It is a process of developing the capability of taking the things at the level of feelings. Having wisdom is developing the impartiality within us, being free from the limitation of here and now created by our selfish and physical senses within us. It is the process of emancipating the innate capacity of the mind, keeping it above the disturbances of the sensual perceptions. The development of the wisdom is not extraordinary activities like that of some sages; rather it accords with our natural growth, as the mental horizon of the newly born child keeps on growing, wisdom also keeps on developing.

Now, the science is not able to yield expected success and result, because of the lack of the wisdom. A scientist applies whole of his life and energy, in the quest of some truth and discoveries, he has very little time to think about its bad results. Therefore, the boon of modern medicine has been changed into the cause of over population and scarce of food, and the alternative source of energy, the nuclear physics has been used to make the destructive bomb. Therefore, along with the advancement at the sector of science and technology, the wisdom is equally necessary and needed. Moreover, it should be one of the objectives of modern education system.

Use and Misuse of Science

This prose piece, written by Cyril Garbett is an attempt to give the solution of the most burning problem of the modern age, the massive destructive result because of misuse of modern science, while science itself is the boon for the life at present. The evil result of the science is also not beyond the

human understanding. There is ethical principle within everyone in this world, which should be manifested and it should be made able to control the activities of science and discoveries, especially while the negative results are foresighted. Then only the good result, the boon of the modern science is justified. Otherwise, the drastic change, which the modern science has brought into the life of billions of people, which was the privilege of the few within a few decades ago, remains within the shadow of the misuse and destructive result of the science and technology.

There are many examples, which make us proud for the advantages brought into our life, at the sector of communication, transportation, medicine, education, and so on, which have not only made our living longer, and comfortable but also deepened the quality of our life. Still due to the misuse of the science we are always living under the shadow of death and destruction, for which this age has surpassed to all the previous ages, with the nuclear bombs, with their capacity of claiming the destruction of this earth more than seven times at once.

Beauty

While reading the essay on Beauty by American feminist writer **Susan Sontag**, it seems she is trying to create such human society which stays above the discrimination of Male and Female, imposed upon traditionally. Moreover, it is useless and senseless to delimit human being restricting from complete development, including the qualities, which are supposed only for male and only for female. It seems it is needless to differentiate between male and female except few of the natural duty. Otherwise, whatever the qualities have been imposed upon Male and Female are not appropriate with the modern time.

Most importantly, the Male should be free from the wrong concept that delimit him from some of the essential qualities of life, as softness, wisdom, sensitivities, politeness and it is needless for him to remain always proud, and prowess as well as harsh. Similarly, for the Female it is needless to remain always, weak, soft, indecisive, immature, bodily and fragmented. These attributes particularly for the male and female are not natural but of the social product, produced at a certain stage of history, which automatically changes and must be changed along the course of time.

This essay beauty, reflects the spirit of modern feminist movement, and reveals a truth that the narrow-minded and imbalanced interest of male chauvinism has manipulated even the language and word as 'beauty', for

which the females are not aware of and are always living the incomplete and superficial life depending on the male.

Language is dynamic and sensitive, which is easily influenced with the sociopolitical situation. It also serves as the weapons for one group to suppress and weaken another. In this essay, 'Beauty', the ordinary word serves as an example, which has been influenced and been deviated a lot from its original meaning and is being widely used as the veil covering the underlying truth of the female. Now a beautiful female with her high intellectual, physical and spiritual capacity is taken so surprisingly, as if these capacities don't have any relation with the word beauty and it is taken as if a beautiful lady should never be so capacious in these sectors. Moreover, with the adjective 'beautiful' for any female, we understand her always tender, superficial, dependent and weak, evaluating and admiring her physical attraction in terms of the parts of her body (so inhuman evaluation), while the correspondent term for male 'handsome', needs complete view and complete evaluation.

In reality, the word in the Greek, the root of western civilization, with the meaning similar to beauty, includes all the physical, intellectual and spiritual capabilities and attributes of a female and there is no such clear difference between the male and female. Therefore, there must be a mistake in some part of the History, which shrank down the meaning of beauty. At the medieval time, when Christianity had strong dominance over all through the western world, humanity had been suppressed and beauty and attraction used as the source of the evil and against God. Simultaneously, female started to be taken as the source of evil and destruction. They were thought the subject to be suppressed and always depending on the male and being the source of pleasure.

Again the humanism is restored in this world; still the meaning of the word, beauty and the attitude to the female is not changed. Female are always deprived of their inborn intellectual, spiritual and physical capacities. Female are living in the false value of flatter with the term beauty. It is a great misfortune that even the highly intellectual women and women writers are not free from such concept evaluating a female in terms of the superficial and skin-color, how an ordinary lady can be expected free from such mental snares.

Paradoxically, women are praised with the false assumption that beauty is the source power, but they should be aware that this is not the power to do anything rather it is the power to stimulate the male to do something upon them, and to be completely possessed by male, and to be consumed by even at the cost of self destruction.

Custom

This essay by an anthropologist, Clyde Klukhohn is an anthropological view on the human life and culture. Different than the thinkers of the other fields, an anthropologist thinks human life and human civilization differently. According to him, there is something else than the biological reality and scientific advancement inevitably associated with human life in this colorful world society. It divides the human being into different cultural sectors. In spite of so great similarity in biological and scientific phenomenon among all the human beings in this world, some of typical behavior makes very deep and effective impact on their life.

For example, Chinese dislike milk and milk products; Japanese have the Hara-kiri; some of the Koryak females like their husband to marry another wife, which is the issue of intolerance and jealousy for the female in America. Some of the people devour the meat of snake, which makes disruptive reaction for the people of other places. The children of Indiana cultural do not like to dance boys and girls together, where the physical touches, within same clan are considered as the incestuous and immoral. These differences are caused only because of the geographical and climatic differences.

Though these differences seem insignificant superficially, they have great impact on one's life. One can live in the same culture where his habits have been formulated, rather than one biological identity. If an American is brought to inner China, where the Chinese culture is imparted into his essence of life, he is more Chinese than American in spite of his blood and complexion. These customs make greater differences than the biological realities within the physical body of one individual. Understanding of human life is not complete only with the biological understanding and without the understanding such cultural differences, which are generally known as the custom.

A question is asked why the world is so much diversified that one feels completely alien while going to different society, in spite of the similarities in the biological factors in our body, as well as similarities in our behavior with the science and technology. Similar question can also be asked here how the world would be in case there is single custom all-through the world. Can we make the world with single custom? What would be its result? Would the world be as beautiful, as creative, and living worthy as we are seeing now? No most importantly man would lose the desire to live once his/her difference is omitted or suppressed completely.

MEETINGS

Whenever, we encounter any of the organization, we feel surprised, while seeing the things run in a systematic and well managed way, while the manager or chief of the organization is also living and enjoying individual life. We like to make a question after-all what is the factor which is linking the things to each-other, and what is the spirit of making all of the components work in a harmony and in dedication? The answer is nothing but meeting, which is supreme to anyone in the organization, which is the source of spirit or harmony in the organization. It doesn't have spatial but temporal existence, which becomes the controlling center for the rest of the times and rest of the activities.

For the general meaning of the meeting, it requires the participation or gathering of persons ranging from a group of 3 or 4 persons to a large group consisting several hundred members. After all for such meetings a group may be assigned a specific time-bound task or meet at periodic intervals with a necessity, to share common interest, concern and experience. In this respect meeting, seminar, conference, symposium, panel discussion, and convention fall into this category. However in our practical life: the term meeting is taken as the small group meeting, committee meeting, meeting of board of directors, cabinet meeting, meeting of sectional heads, etc.

In other words meeting is the most commonly used form of discussion in a professional organization. Every meeting has a chair-person who acts as the leader of the group and enjoys higher status over others; meeting is result oriented, and discussion is directed towards the specific end.

Though many of the purposes can be achieved through person-to-person interaction, meeting is needed particularly for the following purposes:

- To save time on communication
- To convey information to a group at single go
- To instruct a group
- To brief members on plans already made or work already done
- To give new ideas and generate enthusiasm and positive attitude
- To get immediate reactions to new ideas, proposals and plans
- To exchange ideas and experience with diversified audience
- To discuss and solve the problems in wider scenario
- To resolve conflicts, confusions, and disagreements
- To arrive at widely acceptable decisions or to advise persons in power to take decisions

How the meeting is held?

Meeting is generally called or conveyed by the chairman or a member authorized by him who is able to meet up set objectives. Whoever calls the meeting: personnel manager, vice-chancellor, secretary, or the person deputed by him/her, the following points are essential for the meeting.

- It should be notified for every meeting in writing at least a week before the fixed date.
- The notice should be sent to all members, even if it is known that some of them would not attend.
- The notice should clearly state the agenda, program of discussion to be transacted.

What is chairmanship?

Though represented by an individual, chairmanship is the symbolic representative whose success and failure is shared by each and every participant. Therefore, the following attributes are expected and accepted in the chairman.

- To chair a meeting, one needs tactfulness, patience, sense of humor to make the participant discuss the issue and make out well-reasoned conclusions.
- One needs to have intellectual capability to guide the discussion from different angles and stand-points as per his/her reflection
- Be punctual and don't wait for the absent, value those who are present more, and start the meeting on the exactly mentioned time and end the meeting in time as well: no one has unlimited span of time. Otherwise, the meeting can't hit the purpose.
- Restate the agenda and objective of the meeting, though it is circulated beforehand, and be centered to the subject avoiding the confusions, and deviated discussion or side talk.
- Set the discussion in motion invite and encourage the responses, but don't be nervous, with the aggressive opinions.
- Once, deviated bring back the discussion to the point/issue without hurting the feelings or ego of the participants.
- Invite comment or opinion on the already discussed issue giving fair chance, without discrimination or biasness.
- In case of personalities and emotional flare-ups, the chairman needs to handle with utmost care, giving the background for this, as well wisely summarize the discussion.
- Problem-participants, commentators, the monopolizers the reserved are the major problems for which special skill is needed.

- Politely interrupt the monopolizer, commentator, and encourage and invite the reserved one.
- Once the issue is directed to the chair-person him/herself, s/he shouldn't respond directly and immediately; rather should admire the question to calm down the aggression or should be able to invite the discussion to grasp the most appropriate point in the discussion.
- Chairperson should take the position of authority to state firmly the result of discussion, or decisions reached and future course of action; summarize the meeting with conclusive remarks.
- The function of the Chairman can be summed up as: (i) drawing the preliminary plans and making the arrangement for the meeting (ii) initiating, directing and controlling the discussion (iii) facilitating the reaching of conclusions (iv) formulating and directing of the plan of action for implementing for the conclusion.

Role of participant in the Meeting ?

- The role of the participant depends on the kind and quality of contributions made by the participants; so the participants needs be acquaint with the problems and topics to be discussed going through the agenda carefully.
- Be a good and patient listener even to him/her whom you don't like, grasp the thought behind discussion, don't miss anything said, link in the chain of ideas.
- Examine every opinion or suggestion on merit irrespective of the source it comes from; volunteer any relevant informations.
- Help the Chairman maintain the order, don't engage the side conversation or shuffle the paper in too obtrusive manner; raise hand to draw attention of chairman and others before speaking
- Express your view clearly and confidently, but not taking direct issue with any speaker or making personal reference; don't feel hurt even if your ideas are rejected; you have opportunity of having wisdom then.
- Be sincere a participant having pen and paper ready at hand to jot down valuable ideas date and time; it makes you look disciplined, and grasp the important idea.
- While taking notes in the meeting: (a) write rapidly and legibly, (b) record them like newspaper headlines to trigger off the thought later, (c) don't falter the things out (d) don't record irrelevant (e) be clever distinguishing significant and non-significant things.

Physical Arrangement of the Meeting

- There is no fixed or ideal room for holding meeting; it depends on the number of participants; and existing environment and availability of the facilities there.
- Generally most of the meetings are held at the executive's office; a good physical arrangement contributes to the success of the meeting.
- The meeting around the large round table is favorable, where every member should be able to look directly at others without turning the chair.
- Chairman should seat himself at a position from where he can face everyone directly.
- Sitting sufficiently close together develops the necessary feeling of friendship and interaction becomes easy.
- It should be ensured that there is easy accessibility to every member for the supply of water, tea etc.
- The meeting room should have privacy to save some of the participants from the prying eyes; room should be free from distraction and noise; it should be well ventilated and have arrangement for lights and provision of facilities, such as black-board, display of diagram, charts, maps etc.

Ten Rules for a Successful Meeting

- (i) Convene a meeting when it is essential to consult others for taking action/decision.
- (ii) Hold a meeting when consultations on telephone wouldn't yield the desired result
- (iii) Invite only those who are essential to the meeting
- (iv) Emphasize on punctuality
- (v) Be clear about the objective of the meeting
- (vi) Prepare an agenda giving adequate time for members to prepare for the meeting.
- (viii) Set time-limit for the discussion of each item on the agenda.
- (ix) Summarize the conclusions briefly
- (x) Close the meeting on a pleasant note, indicating the future course of action.

Q. As a president of Free Students Union of your campus draft a notice for calling te meeting on the following agendas:

- | | |
|---|--|
| a) Cleaning of cafeteria | b) Shifting of union office to next building |
| c) On improving te conditions of campus library | d) Holding general election |

FORMAL REPORT

INTRODUCTION

(Why do we need a report in our life?)

Not all human behaviors and experiences are of equally scientific social and timely values. Few of them are of highly scientific, objective, socio-cultural and historical; because they are recorded as the milestone while establishing new organization, evaluating the currently running organization, opening branch, solving the problems and measuring the progress and setting new goal and plans. In other words, the experience of lay-man are bound up with time and space, and can't be existed in other situation, however the experience of the experts are converted into '**Formal Report**', and become significant asset for the world human advancement and civilization.

DEFINITION

(What is a report, in reality?)

Report is a major form of completely impartial and objective communication with specific purpose to convey authentic information, to a well-defined audience. It is extensively used by government, business, socio-political organization, professions of science, engineering, medicine etc. With the help of 'Report' they make decision, make their organization and program strong and developed. To examine the existing procedures and practices, launching new projects, and evaluate the progress of on-going projects, to convey information and ideas, a professional develops report and works with report, not because of his/her personal desires and impulses but because of the objective requirement of the situation. *Effective communication, learning the scientific process of investigation, analysis and presentation are the basic qualities of 'Formal Report'.*

PREPARATORY STEPS (How do we prepare a report?)

When you are asked to write a report: you should first understand the 'Terms of Reference' that contains purpose and scope of the report; second determine the audience to direct your writing properly; third draft an outline of the report; fourth make literature review (to find out how others have come to the problem before you) reading books and journals; fifth perform series of experiences and observations to record them; sixth collect data from many people conducting interviews or sending mail questionnaires; seventh analyze and classify the data; eighth make a conclusion with

opinions and recommendations; ninth finalize your experiences in the form of final 'Formal Report'.

In framing the questions either in interview or in questionnaire keep in mind:

- Make questions easy to understand and to answer in "Yes" or "No" or in tick mark in appropriate boxes.
- Ask as few questions as possible to obtain the required information.
- Ensure that every question has a definite objective related to the topic of your report.
- Sequence your question in a logical order.
- Avoid asking questions which may embarrass the respondent (don't ask the question of personal habits, beliefs, physical defects etc.)
- If the questionnaire is long, divide it into parts on the basis of sub-topics your report is going to cover.
- Print your questionnaire neatly on good quality paper and send along a covering letter.
- Draft the letter in polite language to save the stranger from feeling annoyed while giving time for your purpose.
- Give your respondent a feeling of high respect for his/her information of great value to you.
- Save your respondent from the mail cost, sending him/her with self-stamped envelope.

TYPES OF REPORT

There are categories of reports, where each category is named with the result and purpose, which an organization expects. An organization needs different types of reports as: periodic reports, progress reports, interim reports, inspection reports, completion reports, design reports, status reports, experimental reports, etc, which is determined in terms of its purpose, contents, layout, and format.

Sometimes, simply conveying the information just presenting the data in an organized form becomes the purpose of the report that makes 'Informational Report'. Second, a report is made to record a progress of a project, result of stuck taking, evaluation of the quality of performance of employees, it makes 'Interpretive Report'. Once the interpretive report contains a large number of recommendations, it may be termed as 'Recommendary Report'. Similarly, a form of report that requires merely filling in a prescribed form at the required intervals that makes 'Routine Report'. Very interestingly because of the size and shape of the report we have types of report as 'memo report', 'letter report' etc.

STRUCTURE

Not the routine report, memo report, letter report etc but only the informational and interpretive reports contain the elements required for the constitution of formal report. The following sequence of elements is the prevailing practice for the formal report in the professional world:

1. Cover
2. Title Page
3. Acknowledgements
4. Table of Contents
5. Abstract and Summary
6. Introduction (preface)
7. Discussion and Description
8. Conclusions
9. Recommendations
10. Appendix
11. List of References
12. Bibliography
13. Glossary
14. Index

In a formal report: Cover, Title Page, Acknowledgements, Table of Contents, make front matter; Abstract and Summary, Introduction (preface), Discussion and Description, Conclusions make main body; and Recommendations, Appendix, List of References, Bibliography, Glossary, Index are back matter. Conclusion and Recommendations are not needed in the informal report. Similarly, acknowledgements, appendices, bibliography, glossary are not inevitable component of the formal report. ***Title Page, Introduction, and Discussion or Description, are only the elements that are found in almost all report.***

Alternatively, recommendations and conclusions are found to be placed immediately after the title page particularly in a report written for decision making, because the management is more interested and feels convenient to observe the recommendation and conclusion only rather than whole body of the discussion or description. Sometimes, Recommendations/conclusions ('abstract') only are circulated as a separate document to the officials who participate in decision-making.

Q. prepare a cover page, table of content, and conclusion of a report on the 'Role of a Technical Education in Nepal' to be submitted to the ministry of Education.

SEMINARS, CONFERENCES, AND OTHERS

Seminars and conferences, which started from academic world have become common in the professional world also. Ideas to face the complexities and challenges of this fast changing world need to be generated with the optimum utilization of men and materials, which is possible not through the individual but through the group.

Seminar is the discussion in a small group in which the result of original research or advanced study is presented through oral or written reports. Seminar is organized for cross-fertilization of ideas; where one person presents a lead paper incorporating his findings and then there is an in-depth discussion on the material presented. Other members actively participate in the discussion. They have close interaction with the lead speaker by expressing their views as seen from their individual angles. They clarify the doubt with specific questions. The main purpose of a seminar is to share knowledge and to get viewpoints of equally well-informed persons. However, in the university the seminar refers to the discussion by a group of advanced level students under the supervision.

Each seminar has an objective, a lead speaker and a number of participants. They formulate the theme, determine the lead speaker and identify the participant, select the venue and fix the time and date of the seminar. A seminar coordinator, has to send the information to the participant well in time in a properly structured communication and clearly stating the objectives arrangement have been made for conducting it.

Q. Imagine that you are going to take part in a seminar as a lead speaker. Write a paper on 'Cause of air pollution in Kathmandu and its solution' lasting for half an hour.

[8]

Conference is to confer (have discussion) with the persons having similar interest; and pool (put at the same place) their experiences and opinions. The discussion usually results in a set of suggestions or recommendations of the central theme of the conference; where the participants and subject matter spectrums are wider. Formal lectures, audio-visual presentations and exhibitions are also generally organized on the occasion. Wide range of activities takes place under the conference, where group discussion deviated from the main discussion are not allowed. Like in seminar, preparation, presentation and

conclusion are relevant steps of a conference. Usually information is sent to the potential delegates in a form of brochure containing the details.

Q. Imagine that you have been invited to the conference of engineers to be held in Kathmandu from 15 September 2002. Write a reply letter to the convenor explaining why you are not able to take part in it.

Convention though used with similar-meaning as conference, is generally a fellowship meeting of a closely-linked fraternal group. It is usually more rigorously structured than a conference and only matters of professional interest are discussed. Therefore, 'Convention' is a professional gatherings held by companies, societies, associations etc, and also to the assembly of the delegates of a political party.

In a ***Symposium*** experts, well-informed persons discuss different aspects of a problem for the benefit of an audience. Each speaker is allotted a certain amount of time for his/her presentation. Speakers follow each other in turn until all have been heard. It is presented to a relatively large audience, where the audience is allowed to make questions.

In a ***Panel discussion***, each member speaks on the announced topic which is generally worded as a question. There is a direct conversational interchange of ideas. Thus panel discussion may be termed as a process of cooperative thinking. A panel discussion may be followed by a session in which questions are put to the panel members by the listeners. The panel discussion is best suited to public discussion programs on radio and television.

Group Discussion

When a small number of persons meet face to face and conduct oral interaction among themselves exchange information or attempt to reach a decision on shared problems. It is difficult to specify the number of participants that would make the group discussion useful. The process of interaction changes when one or two persons are added to the communication situation. The appropriate number of participants in group discussion is five to nine. There is no leader of such discussion; informally one of the participants may emerge as a leader. Sometimes responsible professionals would lead the discussion to ensure the smooth flow of interaction and ultimately arrive at an agreed solution or a strategy of action to achieve specific purpose for which the discussion

was organized. Each participant should give a fair chance to others to speak and express their opinion. Not the emotional outburst and display of excitement have place in this type of discussion, but crystallization of thought and enlightening the different aspects of the topic under the discussion are allowed there.

Mass Speech

The vocal elements of communication as: pitch, volume, rate, quality, animation and pause are the essential component of mass speech. While speaking one needs to have a continual variation in the levels sound and animation. Liveliness in the speech is mentioned with animation. Moreover, the quality of the voice controls and regulates all vocal elements and careful perception and repeated practice. A well-prepared presentation can be lost if one speaks in monotone. Similarly, lack of animation and inappropriate pause can communication breakdown.

If you like to be a successful speaker you should exploit fully the potential of all the six vocal elements. Your speech will have variations, and effects to sit the material you are presenting. For self-improvement you may tape-record your speech and critically examine it, and improve it, self-analysis later. You should also test your oral presentation among friends and observe their reactions. Through systematic and regular effort you can certainly become a good speaker.

Descriptive Writing is a piece of writing, which says what someone or something is like. It is a verbal picture of a person, place or thing. It generally begins with a general statement that introduces the subject or the topic, defines it giving its fundamental meaning. In a sense it is a reproduction of one's observation.

Technical Talk is a form of talk where, technical content is communicated to the specified audience, but in a more humanized way. Every scientific discovery, advancement, and technology moves forward with human interest, and is recorded and communicated with the human perspective. However they have not been into the common usage and practice of the general human behavior. As a result, they seem highly complicated and abstruse. To cast light upon them and bring them unto common human understanding, mutual talk is needed between the expert

and common people. This very process of bring the complicated matter into common human practice is called 'Technical Talk'.

Q. Prepare a technical talk on the causes of Bagmati River pollution in about 350 words [8]

Variety of English

Only the grammatical structures of the language and their meanings are not sufficient to use a language properly. Rather we need to know what forms of language are appropriate for the given situations and for the purpose. <AmE> (for American English), <BrE> (for British English), <RP> (for Received Pronunciation), <GA> (for General American), <formal>, <polite>, <familiar> etc are the examples of 'variety level'. It means English language, in a sense, is not a single language, but many languages, each of which belongs to a particular geographical area or to a particular situation. English used in the United States is somewhat different from the English used in Great Britain. English used in formal written communication is in some ways different from the English used

Q. Change the following sentences as instructed:

a) One needs to express himself more clearly. (BrE)

Ans: One needs to express oneself more clearly.

b) Give me your pen (polite)

Ans: Would you mind giving me your pen?

c) The meeting will commence at 4 P.M. (informal)

Ans: The meeting will start at 4 P.M.

d) Have you got an extra pen (AmE)

Ans: Do you have extra pen?

Q. Transform the following sentences as instructed:

a) They suggested that John should be dropped from the match. (into AmE)

Ans: They suggested John be dropped from the match.

b) The girl longed for a friend in whom she could confide. (into informal)

Ans: The girl liked a friend whom she could believe.

c) Gopal said I am glad to see you here. (into written)

Ans: Gopal said, "I am glad to see you here."

d) What is your name? (into polite)

Ans: Would you mind telling me your name, please?

Q. Change the following sentences as instructed:

a) One needs to express himself more clearly. (BrE)

Ans: One needs to express oneself more clearly.

b) Give me your pen. (polite)

Ans: Would you mind giving me your pen?

c) The meeting will commence at 4 P.M. (into informal)

Ans: The meeting will start at 4 P.M.

d) Have you got on extra pen? (AmE)

Ans: Do you have extra pen?

Q. Identify the following sentences with reason:

a) Their house is different from ours.

Ans: This is <BrE> (British English): its counter part in <AmE> is different than ours.

b) The question will be discussed at the meeting tomorrow.

Ans: This is impersonal English, because there is no use of personal noun or pronoun.

c) he said me what is your name please

Ans: This is <Spoken English>, because it has not followed the grammatical rules; and its counterparts in <Written English> is: He said to me, "What is your name?"

d) To reign worth ambition, Though in Hell

Better to reign in Hell than serve in Heaven

(Milton's Paradise lost)

Ans: This is highly rhetorical (literary) English, because it does not follow the normal rules of grammar and it bears the extra-ordinary meaning.

Q. Change the following sentences as instructed:

a) One should always look after one's money. (AmE)

Ans: One should always look after his money

b) Did you eat yet? (BrE)

Ans: Haven't you eaten yet?

c) It is necessary that every member should inform himself of these rules. (AmE)

Ans: It is necessary for every-member to inform oneself of these rules.

d) There aren't many shops around here. (BrE)

Ans: There aren't many shop at this place.

Q. Rewrite the following in an informal (less impersonal) style:

It has been noted with concern that the stock of books in the library has been declining alarmingly. Students are asked to remind themselves of the rules for the borrowing and return of books and to keep in mind the needs of other students. Penalties for overdue books will in the future be strictly enforced.

Ans: We would like to seriously notify to the students that the stock of books in the library has been declining alarmingly. Please, remind yourself of the rules for the borrowing and return of the books thinking about the needs of other students. Otherwise, you will be strictly penalized for the overdue books.

Q. Transform the following sentences as instructed:

A. Postpone the meeting until tomorrow. (into tactful)

Ans: Lets continue the meeting for tomorrow as well.

B. When will you be visiting us again? (into familiar)

Ans: When you'll visit us, again?

C. I'll see you Saturday (into BrE)

Ans: I will visit you at the weekend.

D. It's more time that we need (into spoken)

Ans: We need more time.

Q. Identify the variety label of the following sentences

a) Have you gotten the tickets for the match?

Ans: <AmE>

b) She longed for a friend in whom she could confide.

Ans: <Formal>

c) Well I've just come back from Janakpur

Ans: <Spoken>

d) Please could I have your address and telephone number?

Ans: <Familiar>

Descriptive Writing

- Descriptive writing is a process of reproduction of the experience or impression based on the observations or experiences.
- The subject of a description can be people and places, objects or processes and mechanism.
- To write a good description you should know why it is written and who it is written for.

- As describing something involve recreating your experiences and impressions, it is important that you perceive accurately the subject of your description before you begin writing.
- Be specific as you can and give as many data as possible.
- Avoid using general, vague or abstract words in your descriptions.
- In describing process and mechanism, remember to use the passive voice and also follow a sequence that can be indicated by word such as firstly, secondly, then, next, and finally.
- The description must have the feature of coherence; it means that all the sentences in it must be arranged in a way that indicates a logical progression of thought.
- Sentences should be arranged according to chronological, spatial or logical order. The first is useful in describing events; the second is useful in describing a scene; and the third in describing phenomena where a cause-and-effect relation needs to be presented.

Q. Write a paragraph of the landscape view of Kathmandu Valley as you see it from Swayambhu Chaitya.

Now, I have been on the top of Swayambhu Chaitya, and I am observing the landscape view of Kathmandu Valley. It is morning time of sunrise. I am seeing now a high hill to the direction of rising sun, which is Nagarkot. To my left I am seeing another similar high hill, which is 'Shivapuri' and to my right I am seeing the tallest hill, where communication satellite has been installed is 'Phulchoki'. Similarly I turn to the opposite direction, where I see a high hill to my front that is 'Nagarjun'; and to my left I am seeing next highest hill that is Chandra Giri.

To the side of Nagarkot I am seeing a hill lowering down and ending in a nose-like shape; that is Changunarayan, where temple 'Changunarayan' the oldest temple (World heritage) has been installed. Similarly to the side of Nagarkot I am seeing a stretch of land which is 'International Airport'. at the left side to airport stretched to North, there is small place of dense forest, which is the shrine of Lord 'Pashupatinath' with Vankali. to the North of Airport I am seeing a great white colored monastery, which is 'Buddhanath'. Similarly I am seeing an densely populated human settlement between 'International Airport' and Nagarkot, which is Bhaktapur. From Airport, closer to me I am seeing clearly an internationally standard complex, which is 'International Conference Center'. At the Southern end of

Airport, I am seeing a river flowing: which is Bagmati River, which separates Lalitpur, another ancient city, from Kathmandu.

At the center of Valley I am seeing a tallest human construction which is Bhimsen 'Dharhara' (tower), which was installed by first Prim Minister of Nepal, Bhimsen Thapa. In front of Bhimsen Dharahara, I am seeing a large compounded official building site, which is 'Singha Durbar'. To the left of Dharaha, I am seeing another compounded strategic area with a tower, which is 'Narayanhiti' palace. To the back of Dharahara I am seeing another ancient heritage site which is 'Basantapur Durbar' among the densely populated areas.

To the side of 'Shivapuri Hill' I am seeing 'Budhanilkantha on its lap, and a densely populated area 'Maharajganja Area'. To the direction between 'Shivapuri' and Nagarjun I am seeing a site of 'New Buspark' from whose site a river named 'Bisnumati' flows and meets with Bagmati at 'Teku Dhovan' (confluence). To the side of Chandra Giri I am seeing a short hill full of houses and settlement which is 'Kirtipur' (ancient historical city); the taller hill next to Kirtipur is 'Chovar' through which Bagmati flows cutting it deep to the side of the junctures of hills, where famous religious place 'Dakshinkali' lies.