

ever last against the ravages of time. So says Shakespeare :

Since brass, nor stone, nor earth, nor boundless sea,

But sad mortality o'ersways their power,

How with this rage shall beauty hold its plea

Whose action is no stronger than a flower ?

Wherein lies, then, permanent human beauty? It lies in one's good and noble deeds. We live in deeds, not in years. We can immortalize ourselves by doing good deeds. Physical charm is momentary, but the fragrance of good deeds is permanent. We shall be admired, honoured and remembered if we are morally handsome, and not if we are only physically handsome. It is our good deeds that add to our personality, that enhance our grace and charm, that ennoble us and make us really handsome.

(5) Knowledge is Power

At the source and root of all power there is knowledge. Even physical and military power is lame without knowledge. It is knowledge that rules the world. A man of knowledge possesses immense power. Behind all modern armaments and military manoeuvres there is scientific knowledge. Nature is an inexhaustible source of power. Nature reveals all her sources of power to a man of knowledge. It is the scientist, the man of knowledge, who can harness the mighty forces of nature and press them to human service. Also, no man can be a good statesman without knowledge. A good statesman should have full knowledge not only of his own country but also of the whole world, of all international problems and developments. And, finally, the highest form of knowledge is the knowledge of the self. Know thyself : this is the key of all spiritual and mystical experiences. He who has known himself has known the universe. Who can, then, be more powerful than a man of knowledge ? Indeed, knowledge is power.

(6) The Pen is Mightier than the Sword

The 'pen' in this proverbial sentence symbolises intellectual power and the 'sword' stands for physical power. The proposition, then, is which is superior and stronger between intellectual power and physical power ? Obviously, intellectual power is far more potent and lasting than physical power. The conquests and gains of

the sword or the military force are short-lived, while those of the pen or the intellect are permanent and universal. The empires conquered by Alexander, Caesar, Genghiskhan, Tamerlane, Napoleon have all crumbled into dust and wiped off, but the intellectual and ideological empires built by great thinkers and writers like Manu, Plato, Socrates, Shakespeare, Tulsi, Goethe, Karl Marx, Gandhi are permanent possessions and rocks of shelter and succour to all mankind. The great truths of life that poets, thinkers, philosophers and mystics reveal to mankind inspire, animate, elevate and sustain mankind for all time to come, while the conquests of the sword hardly outlive the conqueror's short lifespan. The pen is, therefore, certainly mightier than the sword.

(7) The World is too much with us

Wordsworth rightly says that "the world is too much with us" and "getting and spending we lay waste our lives." Indeed, man has become too materialistic. He is so much engrossed in the materialistic pursuits that he has completely forgotten the higher moral, spiritual and emotional values. He has become deaf to the "still small voice of conscience." He deceives, cheats, betrays, and falls to any low level for the sake of material gains. He has lost all peace of mind and remains in constant strain and stress. He has become morally bankrupt and spiritually degenerated. There is no joy in his life, no contentment in his heart. If man wants to save himself, he must draw a balance between his material gains and moral values.

(8) Where ignorance is bliss, it is folly to be wise

The forbidden fruit of knowledge sometimes becomes the cause of great distress and anguish. There are many situations in which lack of knowledge or ignorance is a great blessing. It would be a great folly to probe deep and acquire knowledge into such situations. There are many things and many situations which are beyond the control of man. Any attempt to acquire knowledge about such things and situations would only bring sorrow. The future is unknown to us. It is shrouded in a thick veil of mystery. But if we could know the future, this knowledge would only add to our misery. Children are so happy because they have blessed ignorance : they don't run after knowledge. Solomon says, "He that increaseth

knowledge increaseth sorrow.” Surely then, where ignorance is bliss, it is folly to be wise.

(9) Peace hath her victories no less renowned than war

Ordinarily heroes of war are universally praised and honoured. War is recognized as the greatest heroic exploit and victory in war as a mark of national honour and triumph. But truly speaking, it is not always so, at least not in modern warfare. Wars involve incalculable human suffering and destruction. And even then, the achievements of war are very short lived. One war leads to another war. We fight war to prepare for another war. This vicious series goes on. The only antidote for war is peace. The achievements of peace are far more lasting and renowned than those of war. Art, culture, philosophy, literature, trade, commerce and such other beneficial things flourish only during peace time. The promoters of peace such as Christ, Buddha, Mahavira, Ashok, Gandhi are the real benefactors and saviours of mankind. They are far more renowned than the heroes of war.

(10) A thing of beauty is a joy for ever

An object of beauty is a source of perennial joy. It may be any object of beauty from a tiny flower to the music of spheres, but it gives joy to every human heart. The pretty face of a maiden, the sweet smile of a child, the prismatic colours of the rainbow, the blossoms of spring, the songs of birds, the murmuring music of rivers and the sportive glee of the fountain have the power to charm every human heart. Equally powerful is the appeal of a work of art, be it a painting, a work of sculpture or architecture, a song, a dance performance, or a musical concert. Great works of literature—the plays of Shakespeare or Kalidas, the epics of Homer, Milton or Tulsi, the poetry of Spenser, Keats or Tagore, the stories and novels of Maupassant, Dickens or Prem Chand are perennial sources of aesthetic pleasure. Therefore Keats rightly says :

“A thing of beauty is a joy for ever :

Its loveliness increases; it will never pass into nothingness.”

(11) Sweet are the uses of adversity

Normally adversity is a dreaded thing. Nobody wants to fall in the grip of adversity. Everybody wants to live in joy, peace, plenty and prosperity. But a closer analysis would reveal that adversity has its own advantages. In the first place, it is a test of man’s courage, patience, endurance and valour. It is a test of his faith, confidence and will-power. It is equally a test of the loyalty and sincerity of friends, colleagues, and members of the family. It is rightly said : prosperity finds friends, adversity tries them. One can truly understand and evaluate himself as well as others only in periods of adversity. He who can pass through adversity with a cool and balanced mind will ultimately be successful in the world. He who has not known adversity has not known the world.

(12) Man is the architect of his own destiny

It is often believed that man is a toy in the hands of destiny. Our destiny is marked out for us at the time of our birth. Man has no role to play in the determination of his fate or destiny. This is a very fatalistic and pessimistic approach to life. It persuades man to be passive and inactive and leave everything in the hands of the powers above. This approach is very wrong. The truth is that man is himself the architect of his own destiny. He is the maker of his own fate. It is man’s own efforts, his own deeds that determine the course of his life. A bold man, a man of faith, a man of determination, a man of hope and vision would never accept this philosophy of life. He would certainly mark out and determine his own destiny. Napoleon used to say that he carved out his destiny with his sword.

(13) Coming events cast their shadows before

Future is always shrouded in a thick veil of mystery. Man cannot know what is going to happen in future. Yet if we closely understand and analyse the present, we can form some ideas as to what the future is going to be. There is a logical link between the present and the future. There is always a kind of background for all future events. We can judge the character and personality of a man by analysing his childhood. Clouds begin together in the sky before it rains. Situations of

distrust, tension and animosity begin to develop before a war breaks out. We can anticipate a man's future success or failure by assessing his present. This is so because coming events cast their shadows before.

(14) Every sable cloud has a silver lining

Every situation of life has a blending of good and evil. There is nothing absolutely bad as there is nothing absolutely good. Even the worst and darkest situation of life has some element of goodness in it. Our sorrows and sufferings purify our soul. Adversity makes us bold, courageous and adventurous. Our failures pave the way for our success. Fever purges our entire physical system. And death holds out a promise for a new life. There is indeed a silver lining behind every sable cloud. What we need to have is a deep insight and clear vision to see everything rightly. We should not be disheartened when adverse situations come. We should go by faith, by hope, by vision, and then we shall find a silver lining behind every sable cloud.

(15) It is never too late to mend

Human life is a tale of errors and follies. Nobody is infallible. We all commit errors and mistakes out of ignorance or inexperience. Man learns by experience, and in the process of acquiring experience man often stumbles and falls down. An intelligent and aspiring man would learn from his mistakes and failings. Every mistake is a lesson, a living sermon. All errors and mistakes should be corrected. No mistake should be repeated a second time. It is never too late to mend. This is the surest way of getting success and happiness in life. If we just keep on brooding over our mistakes without trying to mend them, we shall make our life miserable. No stage is too late to rectify one's mistakes and come to the right path.

(16) Fame is the last infirmity of the noble mind

Milton says in his famous elegy **Lycidas** :

"Fame is the spur that the clear spirit doth raise,

That last infirmity of the noble mind."

A noble man does his duty and serves mankind without any expectation of reward or gain.

He works in a detached spirit without any near or distant aim in view. He overcomes all temptations, desires and weaknesses that flesh is heir to. But there is one thing that the greatest and noblest of men have not been able to overcome, and that is the desire to fame. Even the greatest and noblest of men have this weakness. They desire to be recognized for their services and be remembered for long. History bears testimony to the fact that even the greatest martyrs desired to have fame in their life-time and after. It is only the supermen like Christ, Buddha, Mahavira, Gandhi who can overcome this temptation.

(17) Discretion is the better part of valour

Courage and bravery are admirable qualities. One who dares nothing, gains nothing. A coward can do nothing; he can achieve nothing. But courage and bravery should be exercised with discretion and wisdom. Thoughtless and indiscreet display of bravery may do more harm than good. There are certain situations in which patience and forbearance would do better than valour. Sometimes it may be advisable to keep away from the path of danger or challenge. If a huge flood wave comes rising against you, or if you find yourself in the midst of flames, or if you are confronted unarmed with a wounded tiger, or if you are ambushed by a gang of communal fanatics, your discretion should prompt you to run away from the spot and save yourself. Discretion should be the watchword of the brave. We should remember Milton's words : "Fools rush in where angels fear to tread."

(18) The child is father of the man

The personality and character of a man is not a freak of nature. There is always a regular pattern and consistent growth in the formation of man's character. The seed of one's character and personality is laid in one's infancy. There is then a consistent growth from infancy to childhood, from childhood to youth, and from youth to age. As the child is today, the man would be tomorrow. What a man is going to be can be well guessed from his childhood. The child is the man himself on a miniature scale, having all the potentialities of future growth. History bears testimony to the fact that all great men showed signs of their greatness in their formative years in childhood. The growth and evolution of their personality could well be

discerned from the very beginning of their lives. Therefore utmost attention should be paid to a child in his formative years. It is this great truth that Wordsworth enshrines in the famous line : “The child is father of the man.”

(19) If Winter comes, can Spring be far behind ?

There is always a regular cyclic order in nature. Sunrise and sunset, day and night, winter and summer, autumn and spring, growth and decay regularly follow each other. So is there a regular cyclic order in human life and fortunes. Joy and sorrow, rise and fall, success and failure, fortune and misfortune, birth and death successively follow each other. There cannot be a permanent winter, as there cannot be a permanent spring; so in life there cannot be a permanent period of misfortunes as there cannot be a permanent period of fortune. So man should have faith in the moral order of God. No period of depression and misfortune, of failure and frustration, of sorrow and suffering can ever be a permanent phase of life. This embodies a philosophy of sterling faith, hope and optimism. This is the message of Shelley, the revolutionary idealist, in this famous line quoted from his “Ode to the West Wind.”

(20) Politics is the last refuge of the scoundrel

The word “politics” has today become synonymous with “treachery” or “opportunism”. It has degenerated into a foul profession. It has been grossly commercialized. Everything is fair in politics. Changing the party, crossing the floor, changing the colour of the cap, politicizing the national problems and calamities, raising the governments today and pulling them down tomorrow have become commonplace things in political life today. The result is that honest and noble people try to keep away from politics. The scoundrels often use politics as an umbrella to protect themselves from the arm of law. But it would be equally wrong to suggest that all politicians are scoundrels. There are many who are honest, noble, selfless, honourable and really dedicated to the service of the motherland. But a big majority of them are really bad and they have brought infamy to the whole class.

(21) To travel hopefully is better than to arrive

Man lives by hope. Hope is the sustaining force. Human life is a long journey from hope to hope. When one hope breaks, the next hope allures man and prompts him to keep on the journey. Thus from hope to hope man travels until the end of the journey comes in death. Further, life is a prolonged struggle, a persistent endeavour to achieve some ideal, some cherished goal. The efforts made towards achieving this goal are more pleasure-giving than the goal itself. As soon as the goal is achieved, its charm vanishes. The journey towards the moon was more thrilling than the landing on the moon. As soon as man put his foot on the surface of the moon, he found it a barren land of rocks and dust. Immediately the charm was broken. Surely, then, to travel hopefully is better than to arrive.

(22) The old order changeth yielding place to the new

Change is the law of nature. Everything dead or alive, animate or inanimate is changing continuously. Even the stars, the planets, the earth, the oceans and mountains and the uncontrollable forces of nature are constantly changing. In the living world of men, animals and plants things change even more fast and perceptibly. The old order must change and give place to the new. This is the process of evolution and progress. Old cultures and civilizations, old customs and manners, old systems and institutions, old thoughts and beliefs have changed and gone and given place to the new ones. Ancient kingdoms and empires have gone. Ancient palaces and monuments, forts and castles, temples and churches have all gone. The old generation is gradually dying out and new generation is coming up. The new generation must replace the old one. This is the natural process of change, evolution and progress.

(23) More things are wrought by prayer than the world dreams of

When all human efforts fail, man takes to prayer. And very often prayers bring miraculous results. But the condition is that the prayer should

be sincere and genuine. It must come from the depth of the heart, not merely from the lips. Sincere prayer has a spiritual force in it. What comes from the soul of man goes to the Divine spirit. In such a situation things happen so miraculously that human reasoning fails to explain or analyse them. Many such events are recorded in history. It is a well known historical fact that the Mughal Emperor Babur saved the life of his young prince Jahangir from imminent death by prayer. These are great mysteries beyond the understanding of man. Therefore it is rightly said that more things are wrought by prayer than the world dreams of.

(24) There's a divinity that shapes our ends

Man was created in the image of God. God endowed man with great talents and faculties—physical, intellectual, moral and spiritual. He gave man full freedom to choose whatever course of life he thought fit for himself, to do whatever he liked, to accept or reject whatever his conscience chose. But God kept to himself, in his own hands, the ultimate end. The final destiny of man rests with God. Man can work; he can make persistent efforts; he can endeavour to the end, but the final outcome of all his efforts would depend upon the will of God. God is the Supreme Power without whose will and sanction nothing can happen. Man's success or failure, his rise or fall, his happiness or unhappiness, his triumph or defeat depend upon God's will. Surely, it is divinity that shapes our ends.

Exercise

Expand into a paragraph the central idea contained in the following statements :

1. All the world's a stage.
2. East is east, west is west.
3. All that glitters is not gold.
4. Rome was not built in a day.
5. A little knowledge is a dangerous thing.
6. Well begun is half done.
7. Brevity is the soul of wit.
8. To err is human, to forgive divine.
9. Birds of a feather flock together.
10. Art lies in concealing art.
11. Prosperity finds friends, adversity tries them.
12. A rolling stone gathers no moss.
13. Neither a borrower nor a lender be.
14. Fools rush in where angels fear to tread.
15. The proper study of mankind is man.
16. Lives of great men all remind us, we can make our lives sublime.
17. Poets are the unacknowledged legislators of the world.
18. Heard melodies are sweet, but those unheard are sweeter.
19. Our sweetest songs are those that tell of saddest thought.
20. Money is a good servant but a bad master.
21. Fortune favours the brave.
22. United we stand, divided we fall.
23. They never die who fall in a noble cause.
24. What can war but endless wars still breed.
25. Where there is sorrow, there is holy ground.

Writing of correct spellings is the most difficult part of learning the English Language. A very great difficulty specially arises when a **Prefix** or a **Suffix** is to be added to a word. Another equally great difficulty arises in the correct use of **i.e.** or **ei**; **an** or **on** ; **ea** or **ia**. Many more problems of the same nature also arise. There are some **rules** governing their correct use, though there are many **exceptions** to them. We give below the Rules of using correct **Prefixes** and **Suffixes** with illustrations :

Rule 1—Words of one syllable ending in single vowel + single consonant

If a **Suffix** beginning with a **Vowel** is to be added to a word of **one syllable** ending in a **single Vowel + single consonant**, the **last consonant** of the base word is **doubled**. As—

Sit — sitting
 Beg — begging / begged
 Run — running
 Beg — beggar
 Rob — robbed / robbing
 Pat — patted / patting
 Plot — plotted / plotting
 Knit — knitted

Rule 2—If a **Suffix** is to be added to a word of more than one syllable ending in a **single Vowel + single consonant**, the last consonant of the base word is doubled, provided that the last consonant is stressed. **As**—

Submit — submitting / submitted
 Occur — occurring / occurred
 Permit — permitted
 Begin — beginning
 Debar — debarred

Rule 3—If a **Suffix** is to be added to words ending in single consonant **l**, the consonant **l** is doubled. **As**—

Control — controlled / controller
 Travel — travelled / traveller
 Signal — signalled
 Distil — distilled, distiller
 Quarrel — quarrelled

Rule 4—If a **Suffix** beginning with a **Vowel** is to be added to words ending in **silent e**, the **e** is dropped. **As**—

Hope — hoping
 Move — moving
 Live — living
 Drive — driving
 Like — liking

Rule 5—But if a **Suffix** beginning with a **consonant** is to be added to words ending in **silent e**, the **e** is not dropped. **As**—

Hope — hopeful
 Engage — engagement
 Procure — procurement
 Hate — hateful
 Retire — retirement

Rule 6—If a **Suffix** beginning with **a, o, u** is to be added to words ending in **ce** or **ge**, the silent **e** at the end of the base word is not dropped. This is done for the sake of retaining the original pronunciation of **ce** (as **s**, not **k**) and **ge** (as **j**, not **g**). **As**—

Notice — noticeable
 Replace — replaceable
 Courage — courageous
 Change — changeable

Rule 7—If a **Suffix** is to be added to words ending in **y** preceded by a consonant, **y** is changed into **i**. But if the suffix **ing** is to be added, **y** is not changed into **i**. **As**—

Happy — happily
Beauty — beautiful
Mercy — merciful
Duty — dutiful

But :

Marry — marrying
Carry — carrying
Try — trying
Ply — plying

Note—

- (1) If there is a **Vowel** before the last **y** in the base word, the **y** is not changed. **As**—
Pray — prayed
Play — played
- (2) The following are the **exceptions** to this rule :
Beauteous, piteous, bounteous, plenteous, shyly, shyness, dryness, slyly, slyness.

Rule 8—If the Suffix **full** is to be added to the words ending in **ll**, one **l** both from the base word and the suffix is dropped. **As**—

Skill + full = skilful
Will + full = wilful

Notice—Full + fill = fulfil is also correct.

Rule 9—In case of doubt whether **ei** or **ie** will be correct in the spellings of a word, remember that after **c** is used **ei**, and after other letters is used **ie**. **As**—

Conceive, receive, perceive, deceive.
Thief, belief, relief.

Note—But these are correct—Efficient, ancient, sufficient.

Neither, either, their, height.

Note—Remember that the Rule regarding the use of **ei** or **ie** is applicable only in the words pronounced as **bee** (with **e** stressed), and not other words as listed under the **Note** above.

Exercise

(a) **Add ei or ie to the following**—

Conc . . t ; hyg . . ne ; glac . . r ; ach . . ve ;
ch . . f ; rel . . f ; perc . . ve ; gr . . ve ;
rec . . pt ; retr . . ve ; pr . . st ; s . . ze ;
bel . . f ; dec . . ve ; conc . . t ; n . . gh ;
y . . ld ; br . . f ; n . . ce ; forf . . t ; l . .
ge ; surf . . t ; f . . gn.

(b) **Add full to the following**—

Duty, beauty, skill, change, bounty, plenty,
awe, care, grace.

(c) **Add ed or ing to the following**—

Commit, put, get, sit, pin, sin, hit, give,
live, move, prove, remove, run, spin, pit,
dig, split, can, ride, fly, try, cry, deny, spy.

Ans :

- (a) Conceit; hygiene; glacier; achieve; chief; relief; perceive; grieve; receipt; retrieve; priest; seize; belief; deceive; conceit; neigh; yield; brief; niece; forfeit; liege; surfeit; feign.
- (b) Dutiful; beautiful; skilful; changeful; bountiful; plentiful; awful; careful; graceful.
- (c) Committed; putting; getting; sitting; pinned; sinned; hitting; giving; living; moving; proving; removing; running; spinning; pitted; digging; splitting; canned; riding; flying; trying; crying; denying; spying.

Punctuation Marks have a great importance in every language. Punctuation mark make the meaning and sense of the writer clear and precise. Wrong punctuation marks can distort the meaning and cause confusion in the mind of the reader. Sometimes they can completely change the entire meaning. Therefore we give below all the important punctuation marks and explain how and where they are to be used.

The following are the important punctuation marks used in the English Language—

- (1) Full Stop (.)
- (2) Comma (,)
- (3) Colon (:)
- (4) Semicolon (;)
- (5) Mark of Interrogation (?)
- (6) Mark of Exclamation (!)
- (7) Dash (—)
- (8) Parentheses brackets ()
- (9) Inverted commas or Quotation Marks “ ”
- (10) Hyphen (-)
- (11) Apostrophe (')

(1) Full Stop (.)

Rule 1—It is used at the end of every complete **Assertive** or **Imperative** sentence. It is not used at the end of Interrogative or Exclamatory sentences. (After these sentences Interrogative or Exclamatory marks are used.)

Rule 2—A Full Stop is also used after every letter of an Abbreviation. **As**—

M.L.A. ; M.P. ; D.S.O. ; S.T. Kukreja

Full stops are also used in such shortened expressions as—etc., e.g., i.e., Ibid., op. cit.

Note—

- (a) Full Stop marks may not be used after every letter in very popular abbreviations. **As**—
UNESCO, UNO, WHO
- (b) Full Stop marks are not used after **Mr** & **Mrs** also.
- (c) 1st, 2nd, 3 rd, 4th, etc. also don't take Full Stop marks after them.

(2) Comma (,)

It is the smallest pause, and is used in the following conditions—

Rule 1—To separate a series of words of the same part of speech from each other. But the number of such words in the same series should not be less than three. Before the last word in the series conjunction '**and**' is added, and before the '**and**' a comma may or may not be used. **As**—

- (i) I have seen Bombay, Calcutta, Madras and Bangalore.

(a comma can also be used before '**and**')

- (ii) There are in this zoo all kinds of birds, animals, reptiles, and monkeys.

(The comma before **and** can be removed also.)

Rule 2—To separate **pairs** of words used in the same series. **As**—

- (i) They sell here books and magazines, note-books and diaries, greeting cards and picture-books.
- (ii) High and low, rich and poor, proud and humble, all assemble here.

Rule 3—To separate two or more than two **Adverb** or **Adjective phrases** coming after each other. **As**—

- (i) Then, after waiting for more than an hour, we saw him coming out.
- (ii) Thereupon, at last, he broke down.

Rule 4—To separate small co-ordinate clauses in a compound sentence. **As**—

- (i) He came, he saw, he conquered.
- (ii) The weather was pleasant, the wind was calm, the hills all round were green.
- (iii) Storms may blow and clouds may burst, but I must go.

(No Comma is used when two co-ordinate clauses are connected with a co-ordinate conjunction)

Rule 5—To mark a Nominative of Address or Vocative Subject. **As**—

- (i) Ram, what are you doing ?
- (ii) Milton, thou should'st be living at this hour !
- (iii) What will you do now, my friend ?

Rule 6—To separate a **Nominative Absolute**. **As**—

- (i) This done, we shall proceed further.
- (ii) The weather being pleasant, we proposed to go on a picnic.
- (iii) Having reached there, he addressed a public meeting.

Rule 7—To separate a **Noun** and its **Phrase in Apposition**. A comma is placed on both the sides of such Nouns or Phrases. **As**—

- (i) Nelson, the great wrestler, has won.
- (ii) Milton, the great poet, was blind.
- (iii) Mahatma Gandhi, the Father of the Nation, is worshipped as an apostle.

Rule 8—On both the sides of a phrase that can be developed into a sentence, and which is not merely a qualifying phrase. **As**—

- (i) Gandhi, having acquired the degree of Bar-at-Law, returned to India.
- (ii) Our team, having won the series, returned last month.

Rule 9—On both the sides of some typical words, phrases or clauses used within a sentence. **As**—

- (i) He, however, did not return before sunset.
- (ii) He is, after all, your brother and you must help him.

- (iii) Let us not, I pray you, part like this.
- (iv) Your behaviour, in my opinion, is not courteous.

Rule 10—In place of a word left out in a sentence, specially a verb (left out as understood). **As**—

- (i) He received a medal; I, a prize.
- (ii) You went to Calcutta; he, to Bombay.
- (iii) He secured first division; you, second.

Rule 11—To separate an Adverbial clause from the Principal clause. But if the Adverbial clause comes after the Principal clause, no comma is used. **As**—

- (i) If you go to office, please submit my application.
- (ii) When I was at Kanpur, I met your father.
- (iii) Inform me when you come back.

Rule 12—A comma is placed between the name of a person and his Degrees or Titles. If there are several Degrees, a comma is placed after each Degree. **As**—

B.K. Acharya, M.A., Ph.D., D. Litt.

Mrs. Sarojini Naidu, Governor of Uttar Pradesh.

Rule 13—A comma is also used between a long Subject and its Verb. **As**—

- (i) All that he said before he set sail, was long remembered by all.
- (ii) Whatever he spoke from the pulpit on the Christmas day, turned out to be true.

Rule 14—To separate a Noun Clause from the Verb of the principal clause, if the Noun clause comes immediately before the Principal Verb. **As**—

- (i) Whatever is, is right.
- (ii) Whoever comes, is welcome.
- (iii) That he is a rogue, no one could believe.

Rule 15—To separate a **Direct quotation** from the rest of the sentence. **As**—

- (i) He said, "I am a sailor."
- (ii) "What will you do", he asked, "if I withdraw my help ?"
- (iii) "Go home", said my father, "and help your brother."

(3) Colon (: or :—)

After Full Stop the next complete pause is expressed by colon. The colon is written as (:) or (:—). It is used in the following cases :

Rule 1—Before writing a Quotation. **As**—

Bacon says : “Reading maketh a full man, writing an exact man, speaking a ready man.”

Rule 2—Before drawing a list of some articles or giving examples. **As**—

- (i) The principal cities of India are : Delhi, Bombay, Madras, Calcutta, Bangalore, etc.
- (ii) Pencils, pens, rubbers, paper, ink : these are the articles sold here.

Rule 3—Before grammatically independent but closely connected sentences. **As**—

He can never deceive anyone : he is an absolutely honest man.

(4) Semicolon (;)

Semicolon is used in the following cases—

Rule 1—Between the clauses of a compound sentence when these clauses can be converted into complete independent sentences.

- (i) He is the strongest candidate; even his rivals admit this fact.
- (ii) This is the best book available here; all good students read this book.

Rule 2—To separate Co-ordinate clauses in a compound sentence when they are connected by a conjunction, and when commas have also been used in them. **As**—

- (i) He was a brave, respectable person; and he was loved and admired by all.
- (ii) The event was thrilling, exciting and momentous; and everyone watched it with bated breath.

Rule 3—A **Semicolon** is also used between the co-ordinate clauses of a compound sentence, which are not joined by any conjunction and which have their separate subjects. **As**—

- (i) The train halted; the passengers rushed forward; the vendors and hawkers had their good sale.

- (ii) The bell rang; the students assembled for prayer; the Principal addressed them; the day's work was resumed.

(5) Mark of Interrogation (?)

Mark of Interrogation is used at the end of an Interrogative sentence in the Direct Interrogative form. **As**—

- (i) Are you going home ?
- (ii) Do you know him ?
- (iii) Why do you want to meet him ?

But in Indirect Narration the Interrogative sentence is converted into an Assertive sentence, and therefore a Full Stop is used in place of Mark of Interrogation.

- (i) He asked me whether I was going home.
- (ii) He asked me why I wanted to meet him.

(6) Mark of Exclamation (!)

Mark of Exclamation is used at the end of an Exclamatory sentence, or after an Interjection or any word or phrase suggestive of some sudden feeling.

- (i) Alas ! he is ruined.
- (ii) What a terrible sight it was !
- (iii) May you live long !

(7) Dash (—)

Dash is used in the following cases—

Rule 1—In case of sudden stoppage or change of thought or feeling—

If I were born in those exciting times—
but what is the use of such broodings ?

Rule 2—To collect scattered or stray thoughts—

Houses, cottages, farm-houses, cattle-sheds, grain-stocks—all were damaged in the floods.

(8) Parentheses (brackets)

Parenthetic words, phrases and clauses are written within brackets. They keep the Parentheses separate from the main sentence. The Parentheses have no grammatical connection with the main sentence. **As**—

He gained from Heaven (it was all he wished) a friend. (**Gray**)

(9) Inverted Commas (“ — — ”)

Inverted commas are used to mark out the exact words of a speaker or a quotation. Double Inverted commas are used at the beginning and end of a statement or a quotation using exact words. If there is a quotation within a quotation, the internal quotation is closed within **Single Inverted commas**, and the whole sentence or quotation within **Double Inverted commas**. As—

He said, “I have consulted several literary reference books, but I have not been able to understand the correct meaning of ‘Child is father of the man’.”

(10) Hyphen (-)

The mark of Hyphen is smaller than the dash, and it is used to make compound words. As—

Father-in-law; man-of-war; passer-by.

It is also used to connect the first part of a word written at the end of a line, the second part of which is carried over to the beginning of the next line. As—

He said that he was going to **rusti-
cate** the naughty boy.

(11) Apostrophe (')

Rule 1—Apostrophe is used to make a Possessive Case. As—

Ram’s house, Mohan’s book, Girls’ School.

Rule 2—Sometimes some words are shortened by dropping out some letters from their spellings, and in place of those letters an Apostrophe is used. As—

- (i) He **didn’t** go. (*i.e.* **did not**)
- (ii) **I’ve ne’er** seen him. (*i.e.* I have never seen him.)

Rule 3—To write **O’clock** & It is 5 O’clock.

Rule 4—To make Plurals of Letters and Figures.

- (i) **2’s , 5’s** .
- (ii) He has not cut his **t’s** .
- (iii) His **m’s** are not readable.

Use of Capital Letters

Capital Letters: Capital Letters are used in the following cases—

- (1) The **first letter** of the **first word** of a sentence is written with a capital letter.

The bell is ringing.

Have you done your work ?

- (2) Every new line of a poem begins with a capital letter.

My heart leaps up when I behold

A rainbow in the sky :

So was it when my life began,

So is it now when I am a man.

- (3) All Proper Nouns or Adjectives formed by Proper Nouns begin with a capital letter. All Surnames also begin with capital letters. If a name has two or more parts, all parts begin with a capital letter.

New Delhi; Bombay; John Keats;

Sir Walter Raleigh; Dr. R.B. Mazumdar;

INDIAN CULTURE, NEPALI

- (4) Every letter of an Abbreviation is capital.

U.N.O. ; U.S.A. ; N.A.T.O. ;

M.A. ; M.B.B.S.

- (5) All Nouns and Pronouns used for God begin with capital letters.

God; Lord; the Almighty;

God and His moral order;

God has thousands at His command.

- (6) Pronoun **I** and Interjection **O** are always written in capital form.

This is all that **I** can do for you.

O ! for a beaker of vintage.

Exercise

(1) Punctuate the following sentences—

1. A student should be sincere devoted industrious and well behaved.
2. Sir I can do this easily.
3. As Caesar loved me I weep for him as he was fortunate I rejoice at it as he was valiant I honour him but as he was ambitious I slew him.
4. All that I am all that I hope to be I owe to my uncle.
5. Shakespeare the great dramatist was an Englishman.
6. A statesman should be cool patient far-sighted and selfless.

7. Some are born great some achieve greatness and some have greatness thrust upon them.
8. Even a fool before he speaks appears wise.
9. The student finding his notebooks gutted in fire cried I am ruined.
10. He therefore came down and talked to the stranger.
11. When you come next time please bring my book.
12. Alas he has drowned
13. Who is there let me know who will help you
14. The teacher stood in the class and said I will teach you Milton today.
15. What a horrible accident it was
16. I believe moreover that he will not come for I know him so well.
17. The following is the list of books I need
18. He came he stayed with me he dined with me and yet he did not appear to be friendly.
19. Japan the land of the rising sun is highly industrialized.
20. This is Rams house though he does not live here.
21. The President said My countrymen let us celebrate our Republic Day with all gaiety.
22. I have visited many countries England America Canada Japan and China.
23. In fact there was nothing for me to do and so I sat idle.
24. My friends however having finished their work came to visit me in the night.
25. He is a cruel thoughtless and haughty man.

Exercise

(2) Punctuate the following passages, using capital letters where necessary —

- (1) You are wiser now than you were then king midas said the stranger looking seriously at him your heart i perceive has not been entirely changed from the flesh to gold were it so your case would indeed be desperate but you appear to be still capable of understanding that the commonest things such as lie within everybodys grasp are more valuable than the riches which so many mortals sigh and

struggle for tell me now do you sincerely desire to be rid of this golden touch

- (2) On december 13 1939 three british ships ajax exeter and achilles under commander henry harwood fought the german battleship admiral graf spee in the atlantic two of the british ships had 6 inch guns and one had 8 inch guns while the enemy ship had six 11 inch guns.
- (3) emotion is a state of the mind many ordinary words like anger fear happiness sorrow etc describe different kinds of emotions one can study human emotions in several ways for instance one can group different emotions according to their characteristics most emotions may be grouped into two major groups those that produce a feeling of pleasantness in the individual and others that produce the feeling of unpleasantness.
- (4) Love describes a variety of behaviour like experience of parent child affection protective reaction friendship attachment between men and women or attachment to places or things or events in other words love is an impulse or an instinct and is not learnt through experience
- (5) At one end of the road there was a small market from where our maid servant brought us a basketful of mangoes cashews and of course fish which was the main diet of the people there at the other end there was a factory which used not manual labour but all kinds of machinery to roast and pack cashews in air tight tins so came an industry in the village.

Solution of the Above Passages

- (1) “You are wiser now than you were then, King Midas !” said the stranger looking seriously at him. “Your own heart, I perceive, has not been entirely changed from the flesh to gold. Were it so, your case would, indeed, be desperate. But you appear to be still capable of understanding that the commonest things such as lie within everybody’s grasp are more valuable than the riches which so many mortals sigh and struggle for. Tell me now, do you sincerely desire to be rid of this Golden Touch ?”

- (2) On December 13, 1939, three British ships—‘Ajax’, ‘Exeter’ and ‘Achilles’—under Commander Henry Harwood fought the German battleship ‘Admiral Graf Spee’ in the Atlantic. Two of the British ships had 6-inch guns and one had 8-inch guns, while the enemy ship had six 11-inch guns.
- (3) Emotion is a state of the mind. Many ordinary words like anger, fear, happiness, sorrow, etc., describe different kinds of emotions. One can study human emotions in several ways. For instance, one can group different emotions according to their characteristics. Most emotions may be grouped into two major groups—those that produce a feeling of pleasantness in the individual, and others that produce the feeling of unpleasantness.
- (4) Love describes a variety of behaviour like experience of parent-child affection, protective reaction, friendship, attachment between men and women, or attachment to places or things or events. In other words, love is an impulse or an instinct, and is not learnt through experience.
- (5) At one end of the road there was a small market from where our maid-servant brought us a basketful of mangoes, cashews and, of course, fish which was the main diet of the people there. At the other end, there was a factory which used not manual labour, but all kinds of machinery to roast and pack cashews in air-tight tins. So came an industry in the village !

Figures of Speech

“A figure of speech is a departure from the ordinary form of expression, or the ordinary course of ideas, in order to produce a greater effect.”
(Wren)

In other words, Figures of Speech make the use of words typically suggestive and artistic, and make the style strikingly effective, beautiful and ornamental. The Figures of Speech are an essential part of the poetic style of writing. For poetry they are indispensable. They impart a peculiar brilliance and charm to poetry. The following are the main Figures of Speech used in English.

1. Simile :

“In a Simile a comparison is made between two objects of different kinds which have, however, at least one point in common.”

In this figure two different objects, possessing at least one common point between them, are brought to comparison. Two similar objects are not compared under this Figure.

It should also be remembered that the point of similarity in Simile is expressed by the words **like**, **so**, **as**. For example :

1. She is as lovely as a rose.
2. Rana Pratap was brave like a lion.
3. O my love's like a red, red rose,
That's newly sprung in June.

(Ben Jonson)

4. Thy soul was like a star, and dwelt apart;
Thou hadst a voice whose sound was like
the sea.

(Wordsworth)

2. Metaphor:

“A Metaphor is an implied (or condensed) Simile.”
(Wren)

Or

“A Metaphor is a condensed form of Simile in which comparison between two different objects is shown without the use of such words as **like**, **as** or **so**.”

In other words, **Simile** and **Metaphor** are Figures of the same category. Metaphor is only a condensed form of Simile. Metaphor does not need the use of such comparative words as **like**, **as**, **so**. Therefore, a metaphor can be expanded into a Simile, and a Simile can be condensed into a metaphor. **As—**

1. Camel is the ship of the desert.
2. Gandhiji was the guiding star of the destiny of India.
3. Shivaji was the lion of the Peshwa dynasty.
4. Life is a tale told by an idiot,
Full of sound and fury

(Shakespeare)

5. Her only son is the lamp of her life.

3. Personification :

“In Personification inanimate objects and abstract notions are spoken of as having life and intelligence.”
(Wren)

Under this Figure, inanimate objects are bestowed with human feelings and sensitivities. **As—**

1. There Honour comes a pilgrim grey.
(Gray)
2. Death lays his icy hand on kings.
3. A lie has no legs.
4. Opportunity knocks at the door but once.
5. Nature bemoaned the death of the bride.

4. Hyperbole :

“In Hyperbole a statement is made emphatic by over statement.” (Wren)

Under this Figure a statement is exaggerated or overstated to an incredible degree. This is done for the sake of emphasis. **As—**

1. Rivers of blood flowed on the battlefield.
2. Floods of tears flowed down her cheeks.
3. He can devour mountains of food and drink rivers of whisky.
4. All the perfumes of Arabia cannot sweeten this little hand. (Shakespeare)

5. Onomatopoeia :

“This is the name given to that artifice of language by which the sound of words is made to suggest or echo the sense.” (Nesfield)

Under this Figure, the sound of words is made to suggest the meaning or sense. **As—**

1. The snakes are **hissing** and the bees are **buzzing**.
2. The **murmurous** haunt of **flies on summer eves**. (Keats)
3. The beetle **wheels his droning** flight. (Gray)

4. Cannons to the right of them,
Cannons to the left of them,
Cannons in front of them
Vollied and thundered. (Tennyson)

6. Apostrophe :

“An Apostrophe is a direct address to the dead, to the absent or to a personified object or idea.” (Wren)

Under this Figure a dead or absent person, or an abstract idea is addressed to as if physically present before the speaker. **As—**

1. **O death !** where is thy sting ?
2. **Milton !** thou should'st be living at this hour. (Wordsworth)
3. **O solitude !** where are thy charms ?

7. Oxymoron :

“Oxymoron is a special form of antithesis whereby two contradictory qualities are predicted at once of the same thing.” (Wren)

Under this Figure, two opposite or contradictory qualities of the same thing are stated at the same time. **As—**

1. His **honour** rooted in **dishonour** stood.
2. Thus **idly busy** rolls their world away.
3. **Sweet bitter** tears flowed from her eyes.
4. **Aching joys** and **dizzy raptures** filled my heart.
5. Let us not dread the **kind cruelty** of the surgeon's knife.

8. Alliteration :

“Alliteration consists in the repetition of the same sound or syllable at the beginning of two or more words.” (Nesfield)

This produces a kind of musical effect. **As—**

1. **Ruin** seize thee, **ruthless** king ! (Gray)
2. A **load** of **learning lumbering** in his head. (Pope)
3. A **reeling road**, a **rolling road**, that **rambles round** the shire. (G.K. Chesterton)
4. **How high** his **Honour** holds his **haughty head** !
5. The fair **breeze blew**, the white **foam flew**,
The furrow followed free.” (Coleridge)

9. Irony :

“Irony is a mode of speech in which the real meaning is exactly the opposite of that which is literally conveyed.” (Wren)

Under this Figure, the real meaning or sense of a statement is just the opposite of what is spoken literally in words. **As—**

1. Here under leave of Brutus and the rest
(For **Brutus is an honourable man** :
So are they all, **all honourable men.**)
Come I to speak in Caesar's funeral.
(Shakespeare)
2. Yet Brutus says he was ambitious,
And Brutus is an **honourable** man.
(Shakespeare)

10. Pun :

“This consists in a play on the various meanings of a word, and is seldom used except as a joke.” (Nesfield)

Under this Figure, humour is sought to be produced by play on different meanings of a word. **As—**

1. Is life worth living ? That depends upon the **liver**.
2. An ambassador is a man who **lies** abroad for the good of his country.

11. Metonymy :

“In Metonymy an object is designated by the name of something which is generally associated with it.” (Wren)

‘Metonymy’ is a Greek word made of two words—**Meta** + **Onoma**. ‘**Meta**’ means ‘**after**’, and ‘**Onoma**’ means ‘**name**’. Under this Figure, a thing is not called by its own name, but by some quality or attribute associated with it. For instance, ‘**sword**’ may be used for the ‘**soldier**’, or ‘**pen**’ for the ‘**writer**’. **As**—

1. The **pen** (author) is mightier than the **sword** (the soldier).
2. **Sceptre** and **crown** (*i.e.* kings).
Must tumble down ;
And in the dust be equal made
With the poor crooked **scythe and spade**.
(*i.e.* peasants).
3. The **bar** (lawyers) and the **bench** (judges) are complementary to each other.
4. He won the **laurels** (*i.e.* reward).
5. Please address the **chair** (*i.e.* chairman).

12. Synecdoche :

“In Synecdoche a part is used to designate the whole or the whole to designate a part.” (Wren)

In other words, a part is used for the whole, and the whole is used for the part. **As**—

1. Give us this day our daily **bread** (*i.e.* food).
2. I have many **mouths** (*i.e.* persons) to feed.
3. **England** (*i.e.* the team of England) have won.
4. A fleet of twenty **sails** (*i.e.* ships) passed by our coast.
5. The best **brains** (*i.e.* scholars) have assembled here.

13. Antithesis :

“In Antithesis a striking opposition or contrast of words or sentiments is made in the same sentence. It is employed to secure emphasis.”

(Wren)

Under this Figure, two opposite or contradictory ideas are expressed in the same sentence. This is meant to give emphasis. **As**—

1. **To err is human, to forgive divine.**
2. **Man proposes, God disposes.**
3. **God made the country, man made the town.**
4. **Many are called, but few are chosen.**

14. Transferred Epithet :

“In this figure an epithet is transferred from its proper word to another that is closely associated with it in the sentence.” (Wren)

Under this Figure, an adjective or an epithet is transferred and applied to an associated object in place of the object proper. **As**—

1. He passed a **sleepless night**.
2. The ploughman homeward plods his **weary** way. (Gray)
3. He received a **mortal** wound.
4. I cannot live on **dishonourable** bread.

Exercise

Name the Figures of Speech used in the following sentences :

1. Life is a dream.
2. Revenge is a kind of wild justice.
3. The righteous shall flourish as the palm trees.
4. Ye are the salt of the earth.
5. Suspicions among thoughts are like bats among birds; they fly best by night.
6. O World ! O Life ! O Time ! On whose last steps I climb.
7. O Wind ! If winter comes, can spring be far behind ?
8. The press is the fourth estate.
9. Words are like leaves; and where they most abound,
Much fruit of sense beneath is rarely found.
10. Life is as tedious as a twice-told tale.
11. Why, man, if the river were dry, I am able to fill it with tears.
12. I loved Ophelia; forty thousand brothers
Could not with all their quantity of love
Make up the sum.

- | | |
|---|--------------------------------------|
| 13. If speech is silver, silence is gold. | (4) Metaphor; |
| 14. Truth is ever on the scaffold
Wrong is ever on the throne, | (5) Simile; |
| 15. Give every man thy ear,
But few thy tongue. | (6) Apostrophe; |
| 16. O death ! where is thy sting ? | (7) Apostrophe; |
| 17. O judgment ! thou art fled to brutish beasts. | (8) Metonymy; |
| 18. The House is adjourned. | (9) Simile; |
| 19. Youth is full of pleasure,
Age is full of care. | (10) Simile; |
| 20. Sweet art the uses of adversity. | (11) Hyperbole; |
| 21. The cup that cheers but not inebriates. | (12) Hyperbole; |
| 22. He is a cruelly kind guardian. | (13) Antithesis; |
| 23. Our loss is their gain. | (14) Antithesis; |
| 24. He held his haughty head high. | (15) Antithesis (and also Metonymy); |
| 25. With short shrill shrieks the bat flits by. | (16) Apostrophe; |
| 26. We are loyal to the crown. | (17) Apostrophe; |
| 27. Grief sighed and Honour shed tears. | (18) Metonymy; |
| 28. Lady, we are your guests tonight. | (19) Antithesis; |
| 29. Run, run, you are brave indeed. | (20) Oxymoron; |
| 30. Soft, soft, he lies in the church. | (21) Metonymy; |
| | (22) Oxymoron; |
| | (23) Antithesis; |
| | (24) Alliteration; |
| | (25) Alliteration; |
| | (26) Metonymy; |
| | (27) Personification; |
| | (28) Irony; (29) Irony; (30) Pun. |

Answers

- | | |
|----------------|--|
| (1) Metaphor ; | |
| (2) Metaphor; | |
| (3) Simile; | |

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Foreign Words and Phrases

Some foreign words, phrases and expressions borrowed from Greek, Latin, French, German and other European Languages, have come to be popularly used in English. Some of them have become quite current in the English Language. They are more particularly used in the fields of Law, Medicine and Science. Some of the technical words and phrases have become indispensable. Otherwise too, their use exhibits the writer's or speaker's wide knowledge, scholarship and advanced general awakening. These foreign words and expressions also add to the beauty, depth and variety of the style. Therefore, students would do well to understand these foreign expressions and use them correctly and carefully.

1. **Ab initio**—(From the very beginning)
 - All the proceedings were wrong **ab initio**.
2. **Ad hoc**—(specially for some purpose, for the time being)
 - An **ad hoc** committee has been constituted to enquire into this matter.
3. **Ad interim**—(in the mean time)
 - You will soon be promoted but you can hold this office **ad interim**.
4. **Ad infinitum**—(to infinity)
 - You can go on dividing ten by three **ad infinitum**.
5. **Ad libitum**—(at liberty, at pleasure)
 - We shall sit after dinner and talk about our experiences **at libitum**.
6. **Ad nauseam**—(to a disgusting point)
 - He dragged on his speech **at nauseam**.
7. **Alma mater**—(mother institution, one's own college or University)
 - I am proud of my **alma mater**.
8. **Alter ego**—(bosom friend, one's second self)
 - I have absolute faith in him. He is my **alter ego**.
9. **Alumni**—(old students of a college or University)
 - The annual dinner of the **alumni** of our University is held in March every year.
10. **Ante meridiem**—(a. m.; before noon)
 - The train arrives at 7 **a. m. (ante meridiem)**
11. **A posteriori**—(inductive logic, drawing inference from effect to cause)
 - I have come to a **a posteriori** conclusion that he is guilty.
12. **A priori**—(deductive logic, arguing from cause to effect)
 - He is trying to come to a **a priori** conclusion in a wrong way.
13. **Bean geste**—(generosity, magnanimity)
 - World peace depends upon **bean geste** on the part of the great powers of the world.
14. **Bonafide**—(in good faith, genuine character)
 - He is a **bonafide** student of this college.
15. **Bourgeoisie**—(middle class people)
 - The **bourgeoisie** class suffers most in all social upheavals.
16. **Cafe**—(Coffee-house)
 - This is the most expensive **cafe** in the town.
17. **Carte blanche**—(full freedom of action)
 - My son has all powers **carte blanche** in so far as our business is concerned.
18. **Chauffeur**—(Car-driver)
 - Our **chauffeur** knows all the roads and markets of Bombay.
19. **Cortege**—(train of attendants, procession)
 - The king always moves out with a splendid **cortege** following him.

20. **Crescendo**—(slowly rising upwards)
 - They raised slogans in a **crescendo**.
21. **De facto**—(in fact, really speaking)
 - The General Manager is the **de facto** Managing Director of the Mills.
22. **Dei Gratia**—(by God's grace)
 - He was **dei gratia** saved from drowning.
23. **Denouement**—(catastrophe, final solution or ending of a play or a story)
 - The **denouement** of this story is very striking.
24. **De profundis**—(cry from the depth of sorrow in the heart)
 - The last soliloquy of Dr. Faustus is **de profundis** of his heart.
25. **Divide at impera**—(divide and rule)
 - The Britishers adopted the policy of **divide at impera** during their rule in India.
26. **Dramatis personae**—(list of dramatic characters in a play)
 - Every Shakespearean play has **dramatis personae** at the beginning of the play.
27. **En bloc**—(in a group, all in a body)
 - The workers came out **en bloc** shouting slogans.
28. **En masse**—(in a large number, all together)
 - They have gone on leave **en masse**.
29. **El dorado**—(a golden city)
 - India was considered **el dorado** for centuries.
30. **En route**—(on the way)
 - We shall halt at Bombay **en route** to Poona.
31. **Ex gratia**—(as a mark of grace or mercy)
 - An **ex gratia** payment was made to all those who were injured in the accident.
32. **Ex officio**—(by virtue of office)
 - The Governor is **ex officio** Chancellor of the University.
33. **Ex parte**—(one-sided)
 - An **ex parte** judgment was announced by the court.
34. **Functus officio**—(out of office, superannuated)
 - My father is **functus officio** Chairman of this factory.
35. **Genre**—(kind)
 - An essay is a distinct **genre** of prose literature.
36. **Ibid**—(in the same book or chapter)
 - Write **Ibid** if you quote from the same book again.
37. **Id est (i.e.)**—(that is to say)
 - He is an itinerant singer, **i.e.**, he goes singing from place to place.
38. **Il penseroso**—(a pensive or melancholy person)
 - A lonely brooding person tends to become **il penseroso**.
39. **In extenso**—(at full length)
 - Explain all the allusions **in extenso**.
40. **Infra dig**—(below one's dignity)
 - A patriot would find it **infra dig** to beg for mercy.
41. **In memoriam**—(in the memory of)
 - The Taj was built **in memoriam** of Queen Mumtajmahal.
42. **Inter alia**—(among other things)
 - In awarding scholarships we must consider **inter alia** the previous record of each student.
43. **Inter se**—(between two parties, among themselves)
 - We cannot ignore the **inter se** agreement between the two parties.
44. **In toto**—(completely)
 - I agree with you **in toto**.
45. **Ipsa facto**—(by that fact itself)
 - This agreement would **ipsa facto** cancel the earlier one.
46. **Juro divino**—(by divine right or law)
 - The medieval kings ruled **juro divino**.
47. **Jus divinum**—(Divine Law)
 - The Bible is the compendium of all **jus divinum**.

48. **Laissez-faire**—(Government policy of free trade)
 ● **Laissez-faire** may lead to unhealthy competition.
49. **Lingua franca**—(national language)
 ● We must take pride in our **lingua franca**.
50. **Literati**—(learned men, scholars)
 ● Milton could be appreciated only by the **literati**.
51. **Literateur**—(literary men)
 ● Pandit Jawaharlal Nehru was not only a statesman but also a **literateur**.
52. **Mademoiselle**—(an unmarried girl, a maiden)
 ● Joan of Arc was a graceful **mademoiselle**.
53. **Mala fide**—(in bad faith, not good)
 ● The intentions of the opposite party were **mala fide**.
54. **Mon cher**—(My dear)
 ● **Mon cher** son, be sincere to your duty.
55. **Monsieur**—(Mr.)
 ● **Monsieur** Louis was a historian.
56. **Nonpareil**—(Unparalleled, incomparable)
 ● Miranda was **nonpareil** in beauty.
57. **Nota bene**—(N. B., note well)
 ● **Nota bene** (N.B.) : All questions are compulsory.
58. **Par excellence**—(of high excellence, unique)
 ● His performance was **par excellence**.
59. **Parole**—(released on leave on one's own word, specially applied to prisoners)
 ● The convict has been left on **parole**.
60. **Post meridiem**—(p. m., after noon)
 ● We have our tea at 4 **p. m.**
61. **Post mortem**—(medical examination of the dead body)
 ● The **post mortem** report reveals that the deceased had been poisoned.
62. **Prima facie**—(on the first impression, obviously)
 ● **Prima facie** there is no case against him.
63. **Pro forma**—(in formal way)
 ● He has invited us only **pro forma**, for we have no personal relations.
64. **Proletarian**—(belonging to the lowest social order)
 ● In a democratic country the **proletarian** is as important as the aristocrat.
65. **Quo jure**—(on what charge)
 ● **Quo jure** have you suspended him ?
66. **Savoir faire**—(talent to see the right and just at once)
 ● He has remarkable **savoir faire** for his age.
67. **Status quo**—(the same position)
 ● The court has ordered that **status quo** be maintained.
68. **Sine die**—(indefinitely)
 ● The University has been closed **sine die**.
69. **Sub judice**—(under consideration of the court)
 ● We can't take any action, for the matter is **sub judice**.
70. **Summum bonum**—(highest good)
 ● Contentment is the **summum bonum** of life.
71. **Ultima Thule**—(farthest limit, last limit)
 ● Treasure hunt was the **ultima Thule** of their quest.
72. **Ultra vires**—(against law, against authority)
 ● The orders of the Vice-Chancellor have been declared **ultra vires** by the High Court.
73. **Versus**—(against)
 ● The case is between the State Government **versus** the Central Government.
74. **Via media**—(middle course)
 ● There is no **via media** between hard labour and success.
75. **Vice versa**—(in opposite ways, in reverse order)
 ● Change these sentences from active to passive and **vice versa**.
76. **Vox populi vox dei**—(Voice of the people is the voice of God)
 ● Never go against public opinion, for **vox populi vox dei**.
77. **Viva voce**—(oral test)
 ● The **viva voce** test is going to be held tomorrow.

The Courtesy Words : “Please” and “Thank You”

The most popular courtesy words used in everyday life in the English Language are ‘**Please**’ and ‘**Thank You**’. Their proper use would show the writer’s or speaker’s sense of courtesy, gratitude, culture and refinement. They add to the pleasure and sweetness of life. They make social life easy and smooth.

The words of A.G. Gardiner are worth quoting in this connection : ‘Please’ and ‘Thank You’ are the small change with which we pay our way as social beings. They are the little courtesies by which we keep the machine of life oiled and running smooth.”

We give below the rules relating to their correct use in life.

Use of ‘Please’

Rule 1—‘**Please**’ is used at the **end** of a sentence of request or prayer. **As**—

1. Help me, please.
2. Would you lend me your pen for a minute, please.
3. Come here, please.
4. Have your seat, please.

In all these sentences ‘**Please**’ has been used at the end of the sentence. This is the correct way. It is wrong to begin a sentence with ‘**Please**’. It is wrong to say “Please help me”, or “Please have your seat.”

Rule 2—If the Request is in the form of an Imperative sentence (suggesting order), ‘**Please**’ is used at the beginning of the sentence. **As**—

1. Please close the door.

2. Please leave me alone.
3. Please bring me a glass of water.
4. Please call the peon.

Rule 3—If the Request is in Interrogative form, ‘**Please**’ is used in the middle of the sentence. **As**—

1. Will you please close the door ?
2. Will you please stop talking ?
3. Are you please willing to help me ?
4. Will you please give me your telephone number ?

Rule 4—If a reply is to be given to an **Enquiry**, a **Request** or a **Suggestion**, and if the reply is Affirmative, we use **Please** ; but if the reply is **Negative**, we should not use **Please**. For a Negative reply we say ‘**No, thanks**’, and for the Affirmative reply we say ‘**yes, please.**’

It should also be remembered that in Affirmative reply, we should say ‘**Yes, please**’, not ‘**Please, yes.**’ Similarly in Negative reply, we should say ‘**No, thanks**’, not ‘**Thanks, no.**’ **As**—

1. Are you going to dine with me tomorrow?
Yes, please.
2. Will you have another cup of tea ?
Yes, please. (or, No, thanks / thank you.)
3. Will your brother need my help ?
Yes, please. (No, thank you.)
4. Are you staying with me ?
Yes, please. (or, No, thanks / thank you.)

Use of 'Thanks'

Rule 1—"Thanks", "Thank you", or "Thank you very much" are used to express one's obligation for a favour done to oneself. These expressions are also used to express obligation when one's **request, proposal, or suggestion** is accepted by some person. **As**—

1. You helped me a lot. Thank you very much.
2. You gave me a very timely advice. Thank you.
3. Thanks for giving me your pen.
4. Will you have another cup of tea ?
Yes, thank you.
5. I thank you for accepting my request.
6. Thanks for your suggestion.

Rule 2—Whether your reply to a request, proposal, or suggestion is Affirmative or Negative, 'Thanks' or 'Thank you' are used in both cases. For the Affirmative reply we should say '**Yes, thank you**', and for the Negative '**No, thank you**.' We should never say or write '**Thank you, yes**' or '**Thank you, no**.'

Rule 3—If one does some favour to you, or does some little act for you even without your request, you must say '**Thanks**' or '**Thank you**'. For example—

1. If your pen is left on the table, and your peon brings it to you, you must say '**Thanks**' or '**Thank you**'.
2. If a paper slips down from your table, and someone talking to you puts it back, you must at once say '**Thanks**' or '**Thank you**'.

Exercise

Fill in the blanks in the following sentences with either "Please" or "Thank you" :

1. Will you switch off the light ?
2. keep off the grass.
3. for helping me so timely.
4. Could you show me the way ?

5. How is your father now ? Much better,
6. pay my respects to your father.
7. Will you send me the particulars of your son ?
8. We can do without your help
9. for the honour you have given me.
10. Put the book on the table

Hints—(1) please; (2) Please; (3) Thanks / Thank you; (4) please; (5) thank you; (6) Please; (7) please; (8) Thank you; (9) Thanks; (10) please.

Exercise

Reply the following questions in the Affirmative or the Negative, as indicated, using "Yes" or "No", with either "please" or "thank you"—

1. Are you quite well now ?
(Affirmative reply)
2. Do you need any other book ?
(Negative reply)
3. Does your uncle need my advice ?
(Affirmative reply)
4. Is your father still ill ? (Negative reply)
5. Shall I bring tea for you ?
(Affirmative reply)
6. Are you quite comfortable here ?
(Affirmative reply)
7. Would you like me to bring your letters from the Post-Office ?
(Affirmative reply)
8. Shall I bring more milk for you ?
(Negative reply)
9. Would you need my help now ?
(Negative reply)
10. Do you still need a house ?
(Negative reply)

Hints—(1) Yes, thank you / thanks; (2) No, thank you; (3) Yes, please; (4) No, thanks; (5) Yes, thank you; (6) Yes, thank you; (7) Yes, thank you; (8) No, thank you ; (9) No, thank you; (10) No, thanks.

Greetings and Salutations

According to English culture **Greetings** and **Salutations** are offered in different ways at different hours of the day and night. There is no such difference in the modes of salutation in Indian culture. But in English culture there are different ways of offering Greetings and Salutations in the **morning, noon, evening, and night**. We discuss them in detail below—

Good Morning—We say **Good Morning** in the morning upto noon both on meeting or parting.

Good Afternoon—**Good Afternoon** is offered both on meeting or parting from mid-day to a little before evening.

Good Evening—**Good Evening** is offered from evening to midnight **only on meeting**, not on parting. (On parting we should say **Good Night**.)

Good Night—**Good Night** is offered on the following **four** occasions—

- On retiring to bed for the night.
- On parting from someone in the evening.
- On parting from colleagues or work-mates, at the end of the day's work, whether the hour of parting is late afternoon or early evening.
- As a greeting, in the evening, to someone we casually meet in the street but do not stop to speak to.

Good bye—**Good bye** is used between family-members, friends and personal visitors on parting from each other, e.g. as one leaves home to go to work, on parting from close friends or relations after a visit, on seeing off friends and relations going on a journey, etc.

Good Day—‘**Good Day**’, really speaking, is no proper form of salutation. However, it has come to be used informally on parting from friends at any hour in day time.

Farewell—‘**Farewell**’, in the same way, is no formal form of salutation. However, it is usually used informally on parting.

Cheerio or so long—These are the slang forms of Goodbye. These are used amongst very intimate and informal friends on parting.

Hullo / Hello / Hallo—These expressions are used amongst very intimate friends and colleagues on meeting. They should not be used in greeting one's seniors or elderly people, or less intimate persons.

They are also used to draw the attention of someone, or to express surprise or curiosity. **As**—

Hallo, what are you doing there ?

Hello, what is that !

Salutations in Letters

Salutation is a very important part of any letter, whether the letter is **Personal, Official** or a **Business letter**. Different kinds of Salutations are used in different kinds of letters. We discuss them in detail below :

(1) In personal letters, for members of the family, we write—**My Dear Father, My Dear Mother, My Dear Brother / Sister / Son / Daughter**, etc. The expression **My dear** suggests very deep intimacy, love and affection. Against it, **Dear** (without **My**) suggests a little less closeness and affection. Therefore we can use either **My dear** or only **Dear** to other relations according to our intimacy with them. For example, we can write either **My dear uncle** or **Dear uncle**, depending upon our closeness and affection for the **uncle** concerned.

(2) The mode of **Salutation** to our friends and associates depends upon the level of our intimacy with them. Broadly speaking, there can be the following **three** categories :

- (a) **My dear Mohan**—For very intimate friends.
- (b) **Dear Mohan**—For slightly less intimate than under (a) friends.
- (c) **Dear Mr. Mohan**—For very little intimate friends.

It is not proper to show too much intimacy with persons senior or superior to you. Therefore they should always be addressed as **Dear Mr / Shri**.

(3) For persons distantly related, or only officially concerned we should write **Dear Sir** (for men) and **Dear Madam** (for women).

(4) Teachers and officers should be addressed as **Sir** or **Dear Sir**.

(5) In pure English culture expressions like **Honoured Sir** or **Respected Sir** are not correct addresses. They are only **Indianisms** that should be avoided. **Respected Father** or **Respected Mother** are also Indianisms.

There is a lot of confusion regarding the writing and speaking of **Dates, Years, and Time** in English. We give below the correct method of writing and telling them.

Dates—Dates can be written in the following **four** ways :

- (1) 25 October,
 - (2) October 25,
 - (3) October 25th,
 - (4) 25. 10. 93 .
- (a) All these four methods are correct, but preference should be given to the **First** method.
 - (b) For dates **below ten** (*i.e.*, 1 to 9) the **second** method should be avoided as far as possible.
 - (c) The **third method** is good for all dates, but it should be given second preference after the First method.
 - (d) There can be much confusion in the use of the **Fourth** method, therefore it should not be used very frequently. There is a great difference in the **English system** and the **American system** in the use of the Fourth method. In the English system the three numerical figures serially stand for **day-month-year**, and in the American system for **month-day-year**. This difference in the English and American systems can lead to serious error in the interpretation of the date, month, and year. For example, 8. 10. 1995 in the English system would mean 8 October, 1995, but in the American system it would mean 10 August, 1995. Thus the same date would have two connotations. This kind of confusion should be avoided by avoiding the fourth method of writing the dates.

Let us now consider how to speak out these dates—

Written Spoken

25 October	the twenty-fifth of October
October 25	October twenty-five or twenty-fifth
October 25th	October the twenty-fifth
25. 10. 93	Twenty-five, ten, ninety-three.

Years—There is no difference in the method of writing the **years**, but there is a difference in speaking them out. In this connection the following points should be kept in mind—

- (1) The whole centuries upto 1900 should be read/spoken as follows :

1600	=	Sixteen hundred (not one thousand six hundred)
1700	=	Seventeen hundred (not one thousand seven hundred)

 Similarly, Eighteen hundred, Nineteen hundred, etc.
- (2) But years 2000 or above should be spoken in thousands. **As—**

2000	=	Two thousand (not twenty hundred)
2500	=	Two thousand five hundred (not twenty-five hundred)
- (3) If figures from **1 to 9** are to be added after **hundreds**, the word **hundred** must be **read / spoken. As—**

1705	=	Seventeen hundred and five (not seventeen five)
1809	=	Eighteen hundred and nine (not eighteen nine)
1903	=	Nineteen hundred and three (not nineteen three)
- (4) If figures from 10 and above are to be added after **hundreds**, the word **hundred** is **not read / spoken**

1735 = Seventeen thirty-five (not seventeen hundred thirty-five)

1853 = Eighteen fifty-three (not eighteen hundred fifty-three)

1914 = Nineteen fourteen (not nineteen hundred and fourteen)

Time—Time is written/spoken in **two** ways :

(1) **By figures, as—**

8.35; 9.25; 11.40

This method is popularly used in **Time-tables** and **official notices**. In this method, the numerical figure before the Full-stop denotes **Hours**, and the figure after the Full-Stop denotes **Minutes**. They are read/spoken as—Eight thirty-five ; Nine twenty-five ; Eleven forty, etc.

(2) **In conversational form :**

(1) In conversational form words **past** and **to** are popularly used. '**Past**' means 'so many minutes **after** a certain hour', and '**to**' means 'so many minutes **before** the **next** hour'. In both these expressions **minutes** are placed before **Past** or **to**, and **hour** after them. Further, in this method the minutes **up to thirty** are expressed in relation to the **preceding** hour (as so many minutes **past** that hour), and minutes **thirty onwards** are expressed in relation to the **next** hour (as so many minutes **to** that hour, *i.e.* short of the next hour). Thus 'Twelve past one' means 'twelve minutes over one O'clock'. In the same way, 'fourteen minutes past eleven' means 'fourteen minutes over eleven O'clock'. Against it, 'seven minutes to three' means 'seven minutes short of three O'clock.' Also, if before '**past**' or '**to**' **five, ten, twenty, or twenty-five** minutes are to be used, the word '**minute**' remains **silent** or **understood** (*i.e.* it is not spoken), but with other numbers the word '**minute**' is read or spoken out. Thus, we shall say '**ten past five**' or '**ten to five**', but '**twelve minutes past five**' or '**twelve minutes to five**'.

(2) 'Fifteen minutes past' is called 'Quarter past' and 'Fifteen minutes to' is called 'Quarter to'. In the same way, 'thirty minutes past' is called 'Half past', and 'Forty-five minutes to' is called 'Quarter to'.

(3) Minutes up to thirty are referred to as 'past that hour', and minutes thirty onwards are referred to as 'to the next hour'.

Thus :

2.15 = Quarter past two

3.30 = Half past three

3.45 = Quarter to four (next hour)

(4) With complete hour we use **O'clock** ; but if the reference is to hours and minutes, we **do not use O'clock**. For example, 9 O'clock, 4 O'clock, five O'clock, ten O'clock, etc. are correct. But 4.25 O'clock or three twenty O'clock are **wrong**.

(5) The period from 12 O'clock at mid-night to 12 O'clock at noon is called '**a.m.**', while the period from 12 O'clock at noon to 12 O'clock at mid-night is called '**p.m.**'

In conversation, however, **a.m.** and **p.m.** are not often used. In their place we often use morning, noon, after noon, evening, night, etc. For example, we say ten O'clock in the morning, 4.30 in the afternoon, six thirty (or half past six) in the evening, ten forty at night, etc. Twelve at midnight is called 12 O'clock at night, and twelve O'clock in the day is called 12 at noon.

Keeping all the above-noted points in mind, we give below a Table showing : How to write Time in figures, How to read the Time-figures, and how to speak them in conversation :

Time in figures	How to read	Conversational Form
10:00	Ten O'clock	Ten O'clock
11:05	Eleven five	Five minutes past eleven
11:15	Eleven fifteen	Quarter past eleven
12:30	Twelve thirty	Half past twelve
2:20	Two twenty	Twenty past two
5:45	Five forty-five	Quarter to six
10:58	Ten fifty-eight	Two minutes to eleven
11:45	Eleven forty-five	Quarter to twelve
12:00	Twelve O'clock	Twelve O'clock (at noon / at night)

Exercise

1. **How will you read aloud the following dates ?**

August 15, January 5, 12 October, 20 November, March 5th, April 2nd, June 23, July 1, December 25th.

2. **How will you read aloud the following years ?**

1400, 1700, 1808, 1907, 1914, 1939, 2005, 20025

3. **How will you express in conversation the following points of time ?**

8·15; 9·05; 11·30; 11·45; 2·30; 4·28; 5·55; 8·0; 10·0; 12·0; 8·30 a. m.; 4·05 p. m.; 12·00 day, 12·00 night; 6 p. m.; 9·30 p. m.

Comprehension is a very important exercise to acquire proficiency in any language. Comprehension means 'to understand fully'. Under comprehension an unseen passage in Prose or Poetry is given, and certain questions based on the given passage are asked. The answers to these questions would reveal how far the student has been able to understand or comprehend the given passage. A question on comprehension is asked in every examination. Therefore every student must have a good practice in comprehension.

No rules can indeed be framed for comprehension, but certain suggestions can of course be given for the same. First, the given passage should slowly and carefully be read over at least three times. Thereafter the central idea of the passage should be marked out. If you read over the passage once again, keeping the central idea in mind, you would easily be able to guess the correct meanings of most of the difficult words and expressions. After that the given questions should be carefully studied, comprehended and answered.

While answering the questions on the given passage, it must be kept in mind that the answers must be derived from the passage itself. No answer should be there outside the meaning and thought of the passage. You should not add your own thought, view or opinion in answering any of the questions. You do not have the right of expressing your own agreement or disagreement with the thought of the passage. It should also be remembered that your answers must be in full sentences—not merely in phrases, expressions, or 'yes' or 'No'.

Sometimes you are required to give the Summary or Central Idea of the passage. The Summary or Central Idea should be about one-third of the given passage.

If you are required to suggest a suitable Title to the given Passage, remember that the title must

be derived from the central Idea of the Passage. Also remember that you can often get some **hint** about the title from the First or the Last sentence of the passage.

Also, some words, phrases and expressions in the passage are underlined or written in Italics and you are asked to give their meanings. No student would know the meanings of all such words and phrases. But you should not be afraid of such questions. If you have understood the central idea of the passage, you can easily explain the underlined words and phrases by common sense keeping the central idea and the context in mind. The meanings of the underlined portions should be given in your own simple language.

We are giving below 15 passages in Prose and Poetry for practice in comprehension. Some of these Passages have been fully solved, and others have been left for the student to solve. The passages left for the student have been provided with their central ideas and meanings of some difficult words and phrases. It is hoped the student should be able to attempt the comprehension of such passages without much difficulty with these Hints given under each passage.

Answer the questions given under each of the following passages :

1. (Solved)

Never was a time when there was more need for hard thinking than in the present hour. We see on all sides **a seething mass of turbulent life**. We are faced with a situation produced, if we can imagine it, by a **combination of varied movements** which the European nations passed through during the last few centuries. The **intellectual renaissance**, the industrial revolution, the political struggle for freedom and democracy, and the religious reformation, which the Western nations faced individually and at different periods, India has to meet simultaneously, each **magnified on**

account of the large area and population concerned. While great changes are taking place in every walk of life, political and industrial, cultural and social, there is a good deal of **loose and muddled thinking**. The country seems to be **marching forth into the unknown**.

Q. 1. Give a suitable title to the above passage.

Q. 2. Give the central idea of the above passage.

Q. 3. Why is there need for hard work in India today ?

Q. 4. Explain the words and phrases in bold letters in your own words.

Q. 5. Use the following words both as nouns and verbs :
side; face; struggle; change; place.

Answers

Ans. 1. A suitable title to the above passage would be : **“A Time for Work.”**

Ans. 2. Dr. Radhakrishnan says that there is a great need for hard work and constructive thinking in India today. We have to solve a large variety of political, economic and social problems all at the same time. The problems we face today have become unusually enormous on account of India's vast area and huge population. The solution of these problems demands hard labour on the part of each one of us.

Ans. 3. India is passing through a phase of great many changes today. She has to solve a large variety of national problems. She has also to compete with Western countries which are advancing fast. Hence there is a need for hard work in India today.

Ans. 4. Seething mass of turbulent life—ever increasing and fast changing flux of life.

Combination of varied movements—combined force of many and varied changes and movements.

Intellectual renaissance—awakening of new thoughts, concepts and ideologies.

MagnifiedConcerned—the problems become enormous on account of the vast area and huge population of the country.

Loose and muddled thinking—inconsistent and confused thinking and planning.

Marching forth into the unknown—India advancing towards an unknown and uncertain future.

Ans. 5.

Side — **Noun**—Come to my right **side**.

Verb—He will **side** with you.

Face — **Noun**—She came with a smiling **face**.

Verb—We have to **face** many problems.

Struggle — **Noun**—The **struggle** is very hard.

Verb—He has to **struggle** hard for some time more.

Change — **Noun**—There is no **change** in my programme.

Verb—You will have to **change** your programme.

Place — **Noun**—The **place** is neat and clean.

Verb—**Place** the chair in the room.

2. (Solved)

Youth is the best gift of the gods, says an old **“Upanishad”**. Let us rejoice in it while we have it. It is the great **formative period of our life**, brief but powerful. We are then able to face the world with feelings pure and with ambitions unworldly. The bounds of our friendship, sympathy and fellow-feeling **are not then set**. We can push them as widely as we like until **they encompass all** that is worth knowing amongst our fellows. It is good to find a friend in a student born in a community widely removed from our own. To know him and through him to understand the feelings, hopes and even the prejudices that make him so dissimilar to us, is often a great experience. In acquiring it we discover the human elements lying underneath all that on **casual examination** seemed so different and unintelligible. Through the mists of religious controversies and political antipathies, we discover points of contact and fellowship, **untouched by the infection of religious or social prejudices** so powerful at a later age. Where religion divides, the common possession of youth and its generous instincts may unite, with its miraculous power of rooting itself deep in the affections of our companions.

—Dr. M. R. Jayakar.

- Q. 1. Give a suitable title to the above passage.**
Q. 2. Give the central idea of the above passage.
Q. 3. Why is youth called the golden period of one's life ?
Q. 4. Explain the words and phrases in bold letters in the above passage.
Q. 5. Make verbs from the following words :
 Sympathy; human; infection; deep; pure.

Answers

Ans. 1. The proper title to the passage would be : **“Glory of Youth.”**

Ans. 2. Dr. Jayakar says that youth is the formative period in one's life. A man remains untouched by social, religious and political biases and prejudices during the period of youth. He can establish better contacts with the people of other countries and nationalities. Thus while age divides, youth unites. Youth promotes goodwill, sympathy and cooperation.

Ans. 3. Youth is the formative period of one's life. It is the period of hopes, enthusiasm and energy. One's career is formed in youth. Therefore it is called the golden period.

Ans. 4. Formative period life—the period in which one's character and career are formed.

Are not yet set—are not yet formed or fixed.

They encompass all—they include all.

Casual examination—a passing scrutiny or review.

Untouched by prejudices—not tainted or coloured by any kind of prejudice, dislike or ill-will.

Ans. 5. Formation of verbs—

Sympathy — sympathise

Human — humanise

Infection — infect

Deep — deepen

Pure — purify

3. (Solved)

Graduation is **only a milestone in life's journey**. It does not mark the end of the education road. In a very real sense, it is the **commencement**

time, the beginning of a new journey which will test the **toughness of your mental and moral fibre**, the efficiency of your university training. The new experiences, the new problems and the new situation will demand from you the exercise of qualities **for whose fostering** the university functions. The future will give the powers and responsibilities to you. The **historic role** of large educated classes, in the building up of a new India cannot be over-estimated. If a leader is one who knows where he is going, who has a firm grasp of the **insights and intuitions** which have made our civilization so enduring, and **who can harness** them to every aspect of life, it is only the universities that can train men for leadership. The universities are more than institutions for higher learning and professional training; they are called upon to educate the younger generation, form its character and create a new type of intellectual leader.

—Dr. Radhakrishnan.

- Q. 1. Give a suitable title to the above passage.**
Q. 2. Give the central idea of the above passage
Q. 3. What is the role of young students in the national life ?
Q. 4. Explain the words and phrases in bold letters in the above passage.
Q. 5. Use the following words both as nouns and verbs :
 End; sense; demand; exercise; grasp; term; harness.

Answers

Ans. 1. A suitable title to the above passage would be : **“Role of Universities.”**

Ans. 2. Dr. Radhakrishnan says that universities play a very vital role in the life of the individual and national life. Universities supply a regular stream of educated and responsible generation of young men. The future of India has to be shaped by such young men. Our universities must rise and come up to meet this national demand.

Ans. 3. As soon as a student comes out of the university he is called upon to play his role in the national life. He has to play the role of a highly enlightened, responsible and conscientious citizen. Young students must rise to meet the call of the nation.

Ans. 4. Only a milestone—only one stage in the journey of life.

- Commencement time** : beginning.
Toughnessfibre : intellectual and moral power.
For whose fostering : for whose growth.
Historic role : important duty.
Insights and intuitions : deep understanding and moral spirit.
Who can harness : who can control.

Ans. 5.

- End** : **Noun**—This is the end of the problem.
Verb—The problem ends here.
Sense : **Noun**—There is no sense in what you say.
Verb—I sense a foul play.
Demand : **Noun**—The demand of food-grains is rising.
Verb—I demand no help from you.
Exercise : **Noun**—This is a difficult exercise.
Verb—He should exercise all his powers.
Grasp : **Noun**—The situation is under my grasp.
Verb—Grasp the opportunity when it comes.
Train : **Noun**—The train is late.
Verb—The universities must train the youth to grow into good citizens.
Harness : **Noun**—He died in harness.
Verb—We must harness our natural resources.

4. (Solved)

Does economic progress **clash with** real progress ? By economic progress, I take it, we mean material advancement without limit, and by real progress we mean moral progress, which again is the same thing as progress of the **permanent element in us**. The subject may therefore be stated thus : Does not moral progress increase in the same proportion as material progress ? I know that this is a **wider proposition** than the one before us. But I venture to think that we always mean the wider one even when we lay

down the smaller. For we know enough of science to realize that there is no such thing as perfect rest or repose in **this visible universe** of ours. If, therefore, material progress does not clash with moral progress, it must necessarily advance the latter. (Mahatma Gandhi)

- Q. 1.** Give a suitable title to the above passage.
Q. 2. Write the summary of the above passage in about one-third of its length.
Q. 3. What is the relationship between real and economic progress ?
Q. 4. Explain the words and phrases in bold letters in the above passage.

Answers

Ans. 1. Title : “Economic Vs. Real Progress”.

Ans. 2. Gandhiji refers to the relationship between economic progress and real progress. Economic progress means material advancement. Real progress is moral and spiritual progress. These two are opposed to each other. This problem has a wider application and must be studied in its wider perspectives.

Ans. 3. Gandhiji says that economic progress does not promote real progress. On the contrary economic progress hinders real progress.

Ans. 4. **Clash with**—opposed to, run counter to,

Permanent element is us—our moral and spiritual faculty.

Wider proposition—wider meaning.

This visible universe—the material world before us.

5.

Our constitution is named democracy, because it is in the hands not of the few but of the many. But our laws **secure equal justice for all** in their private disputes and our public opinion **welcomes and honours talents in every branch of achievement**. And as we give **free play to all in our public life**, so we carry the same spirit into our daily relation with one another. We have no **black looks or angry words** for our neighbour if he enjoys himself in his own way and we abstain from the **little acts of churlishness** which, though they leave no mark, yet **cause annoyance to those who note them**. Open and friendly in our private intercourse, in our public acts we keep strictly

within the control of law. We acknowledge the restraint of reverence, we are obedient to whomsoever is set in authority, and to the laws, more specially to those which offer protection to the oppressed and to those **unwritten ordinances** whose transgression brings admitted shame.

- Q. 1. Give a suitable title to the above passage.
 Q. 2. Give the summary of the above passage.
 Q. 3. Explain the portions in bold letters in the above passage.
 Q. 4. "Our laws secure equal justice for all." This is a social virtue. Find out from the passage some other social virtues which democracy produces.

Hints

Idea—Principles of democratic way of life. The citizen of democracy is free in his personal and private life, but he is bound by laws in public life. He respects law and authority.

Secure equal justice—guarantee equality and justice to all; **Tal-ents.....achievement**—honour the talented man in every field of life and career; **Blackwords**—discouragement and jealousy; **Little churlishness**—little acts of anger and jealousy; **Unwritten Ordinances**—moral laws; **Transgression**—disobedience.

6.

To you who have received your degrees this afternoon will go forth the congratulations and good wishes of every one of us. Do not, however, forget the significance of this function. Today you have reached the **first milestone of your long and arduous journey in life**, not always pleasant and very often **making large demands upon human patience**. The responsibilities of public life, **political contests, social injustice and inequities and economic conflicts between competing interests** will claim the attention of some of you. To others may fall the less **showy but more beneficent work** of social service. Whatever the sphere of life you may be called upon to play your part in, the eyes of your university will always be upon you. You can add to her pride or put her to shame by your conduct and action. In the end, in the midst of the conflicts that you will have to face, **let the rule of enlightened conscience and loyalty to your convictions guide your path**.

- Q. 1. Give a suitable title to the above passage.

- Q. 2. What, according to the author, is the test of a man's university education in life ?
 Q. 3. What are the duties and responsibilities of young graduates ?
 Q. 4. What is the advice of the author to the young graduates ?
 Q. 5. Explain the portions in bold letters.

Hints

Idea—A convocation address. Appeal to the graduates to realize their duties and responsibilities. A vast field of action lies before them. They should carry out their duties sincerely and devotedly.

The first milestone—the first important stage.

Arduous journey—hard course of life.

Making patience—demanding much sacrifice and patience from man.

Less showy.....work—social service which does not have much pomp and show but which is very valuable.

Rule of enlightened conscience—rule of upright moral conduct and spiritual values.

Loyalty.....convictions—faith in religion and other social systems and human values inherited from the past.

7.

The basic faith of those who believe in democracy is that the common man has enough goodwill and common-sense to govern well, that **given freedom and power**, men will educate one another, will introduce better ways of life and habits of friendly co-operation, and will in the long run create a new society which will give the best possible opportunity of good life to all. A **believer in democracy** has faith in human nature, in the **goodwill and political ability of the common man**.

But uneducated people with **no experience of self-government** are quite incapable of suddenly making a success of democracy. All history shows that stable democracy is a slow growth, that the people must have a long experience of self-government and responsibility in many walks of life, only then can they learn those qualities of tolerance, of common-sense, of co-operation and of judgement which are essential in the citizens of a democracy.

- Q. 1. Give a suitable title to the above passage.
- Q. 2. Explain the portions in bold letters in the above passage.
- Q. 3. Answer briefly the following questions in your own words—
- (I) What is the basic faith of those who believe in democracy ?
- (II) What qualities are essential for the citizen of a democracy?

Hints

Idea—Democracy is built on the faith of goodness and proficiency in the common man, the common citizen of a democracy must be conscious of his civic rights and duties. Uneducated citizens with no experience of civic life cannot make democracy a success.

Basic faith—primary conception, faith at the starting point.

Self-government—democratic form of government.

Stable democracy—strong and lasting democracy.

8.

Suggestion came to me **through various intermediaries** that if I could give an assurance, even an informal assurance, to **keep away from politics** for the rest of my term, I would be released to attend on Kamla. **Politics was far enough from my thoughts just then**, and the politics I had seen during my eleven days outside had disgusted me, but **to give an assurance and to be disloyal to my pledges, to the cause, to colleagues, to my self, it was an impossible condition whatever happened.** To do so **meant inflicting a moral injury on the roots of my being**, on almost everything I held sacred. I was told that Kamla's condition was becoming worse and worse, and **my presence by her side might make all the difference between life and death.** Was my personal conceit and pride greater than my desire to give her this chance ? It might have been a terrible predicament for me, but fortunately that dilemma did not face me in that way at least. Knowing that Kamla herself **would strongly disapprove of my giving any undertaking** and if I did anything of the kind, it would shock her and harm her, I felt morally enlightened.

- Q. 1. Give a suitable title to the above passage.

- Q. 2. Give the substance of the above passage in one-third of its original length.
- Q. 3. What impression do you form about the character of Pt. Nehru from the above passage ?
- Q. 4. Explain the phrases and sentences in bold letters above.

Hints

Idea—Pt. Nehru's wife Kamla had fallen seriously ill when he was in prison. Authorities sent proposals to him that he could be released from jail if he promised not to take part in politics. Pt. Nehru gave no such assurance. He knew that Kamla herself would not feel happy if he did any such thing.

Intermediaries—agents of the authorities

Informal—verbal.

Pledges—oaths of serving the country.

Cause—relating to independence.

Conceit—vanity.

Predicament—embarrassing position.

Dilemma—difficult situation

Undertaking—promise, assurance.

9.

Freedom has assuredly given us a new **status and new opportunities**. But it is also implied that we should discard selfishness, laziness and all **narrowness of outlook**. Our freedom suggests toil and the creation of new values for old ones. We should so discipline ourselves as to be able to discharge our new responsibilities satisfactorily. If there is any one thing that needs to be stressed more than any other in the new set-up, it is that we should put into action our full capacity, each one of us, in productive effort—each one of us in his own sphere, however humble work, unceasing work, should now be our **watch word. Work is wealth and service is happiness.** Nothing else is. The greatest crime in India today is idleness. If we root out idleness, all our difficulties including even conflicts will gradually disappear. Whether a constable or a high official of the State, whether as businessman or industrialist, artisan or farmer or peasant, each one of us should discharge his obligation to the state and make a contribution to the welfare of the country. Honest work is the **sheet-anchor** to which we should cling if we want to be saved from danger or difficulty. It is the fundamental law of progress.

- Q. 1. Give a suitable title to the above passage.
 Q. 2. Summarise the above passage in about sixty-five words.
 Q. 3. What duties and responsibilities have been bestowed on us by freedom ?
 Q. 4. Explain the portions in bold letters.

Hints

Idea—Freedom has bestowed new duties and responsibilities on us. We have to work hard with all our capacity for the preservation of our freedom. Work is the basic condition for securing progress, prosperity and security.

New status—new position of trust and responsibility.

Discard—give up, do away with.

Unceasing work—regular habit of working hard.

Root out—eliminate, drive out.

Artisan—One engaged in some kind of handicraft.

Sheet-anchor—sheltering place.

Cling—attached to.

10.

Man and his deeds are two distinct things. Whereas a good deed **should call forth approbation** and a wicked deed, disapprobation, the doer of the deed whether good or wicked, always deserves respect or pity as the case may be. '**Hate the sin and not the sinner**' is a precept which, though easy enough to understand, is rarely practised, and that is why the poison of hatred spreads in the world.

This form of **Ahimsa** is the basis of search for truth. I am realising every day that the search is vain unless it is founded on Ahimsa as the basis. It is **quite proper to resist and attack a system** but to resist and attack its author is tantamount to resisting and attacking oneself. For **we are all tarred with the same brush**, and the children of one and the same creator and as such the divine powers within us are infinite. **To slight a single human being** is to slight those divine powers and thus to harm not only that being but with him the whole world.

- Q. 1. Give a suitable title to the above passage.
 Q. 2. Summarise Mahatma Gandhi's views on Ahimsa as given in the above passage.

- Q. 3. Explain the portions in bold letters.
 Q. 4. Expand the idea contained in "Hate the sin and not the sinner."

Hints

Idea—Here is an explanation of the true spirit of Ahimsa. Ahimsa prescribes love and respect for every human being irrespective of his actions. We should hate the sin but not the sinner. To hate any individual would be to hate the divine spark which dwells within everyone of us.

Approbation—**approval, admiration.**

Disapprobation—disapproval, condemnation.

Precept—moral principle

Tantamount to—equal to

Tarred with the same brush—The characters of all human beings are painted by the same brush of God, and hence there is no difference between one individual and the other.

To slight—to hate and condemn.

Those divine powers—moral and spiritual powers within every individual.

Comprehension (contd)

Poetry Passages

11. (Solved)

The world is too much with us; late and soon,
 Getting and spending, we lay waste our powers :
 Little do we see in nature that is ours;
 We have given our hearts away, **a sordid boon !**
 This sea that bares her bosom to the moon;
 The winds that will be **howling at all hours**
 And are up-gather'd now like sleeping flowers;
 For this, for everything, we are out of tune :
 It moves us not—Great God ! I'd rather be
 A Pagan **suckled in a creed outworn :**
 So might I, standing on this pleasant lea,
 Have glimpses that would **make me less forlorn;**
 Have sight of Proteus rising from the sea;
 Or hear old Triton blow his wreathed horn.

—W. Wordsworth

- Q. 1. Give a suitable title to the above poem.
 Q. 2. Write the substance of the above poem.
 Q. 3. Why are we drifting away from Nature ?

Q. 4. Explain the expressions in bold letters in the above poem.

Answers

Ans. 1. The title of the poem is : “The World Is Too Much with Us.”

Ans. 2. The poet criticises the material civilization of the industrial age. Man is so engrossed in economic activities that he can hardly find time to perceive the beauty of Nature. He sees no beauty in the sea heaving in moon-lit night or in the soft fragrant breezes blowing in the morning. The poet wants to love and worship Nature as the abode of gods and goddesses and for that he is prepared even to renounce Christianity and become a Heathen devotee.

Ans. 3. We are drifting away from nature because we have no time to see her beauty. We are so engrossed in earning and spending money that we can hardly find time to appreciate how beautiful the different forms of nature are. Our love for material possessions has dried up our love for nature.

Ans. 4. The world.....us—We are so badly engrossed in economic and material pursuits.

A sordid boon—material gains at the cost of enjoyment of the beauty of nature make a bad bargain.

Howling at all hours—blowing hard all through day and night.

Suckled in a creed outworn—turning in devotion to a lost and archaic religious creed now called Heathenism.

Make me less forlorn—having the sense of being less lonely in the company of Heathen gods and goddesses in different forms of Nature.

12. (Solved)

Break, break, break,

On **thy cold gray stones**, O Sea !

And I would that my tongue could utter

The thoughts that arise in me.

O well for the fisherman’s boy,

That he shouts with his sister at play !

O well for the sailor lad,

That he sings in his boat on the bay !

And the stately ships go on

To their haven under the hill;

But O for **the touch of a vanish’d hand**,

And the sound of a **voice that is still !**

Break, break, break,

At the foot of thy crags, O sea !

But the tender grace of a day that is dead

Will never come back to me.

—Lord Tennyson

Q. 1. Give a suitable title to the above poem.

Q. 2. Write the substance of the above poem.

Q. 3. How do the fisherman’s boy and the sailor’s lad express their joy ?

Q. 4. Explain the expressions in bold letters in the above poem.

Answers

Ans. 1. The suitable title is “**Break, Break, Break**”.

Ans. 2. Tennyson mourns the death of his dear friend Hallam. The waves of the ocean dashing against the shores resemble the beatings of the poet’s heart. He cannot, however, express his sad feelings adequately, even as the fisher boy or the sailor lad could express their glee. The ships go and return but his dear departed friend will never return to him.

Ans. 3. The fisherman’s boy can freely express his joy by playing with his sister and shouting with glee. The sailor’s lad expresses his joy by singing freely from his boat. .

Ans. 4. Thy cold grey stones—The cold and grey stony shore of the sea.

Their haven.....hill—the safe projection of the hill over the bay under which the ships are anchored;

A voice that is still—the voice of a dear friend that has been silenced for ever by death.

The touch.....hand—The tender touch of the hand of a dear friend whom death has snatched away.

The tender grace of a day—The tender-hearted and graceful friend who has gone for ever.

13. (Solved)

Happy the man, whose wish and care

A few paternal acres bound,

Content to breathe his native air

In his own ground.

Whose herds with milk, whose fields with bread,

Whose **flocks supply him with attire** ;
Whose trees in summer yield him shade,
In winter fire.

Blest, who can unconcernedly find

Hours, days, and years slide soft away
In health of body, peace of mind,

Quiet by day,
Sound sleep by night; study and ease
Together mix'd; sweet recreation,
And innocence, which most does please
With meditation.

Thus let me live unseen, unknown;

Thus **unlamented let me die**;
Steal from the world, and not a stone
Tell where I lie.

—A Pope

- Q. 1. Give a suitable title to the above poem.**
Q. 2. Give the central idea of the above poem.
Q. 3. What is the last wish of the poet ?
Q. 4. Who, according to the poet, is a happy man ?
Q. 5. Explain the portions in bold letters in the above poem.

Answers

Ans. 1. Title “The Quiet Life.”

Ans. 2. The poet admires the blessings of quiet and contented life. Happy is the man who contentedly lives in his small paternal house, reaping his fields, milking his cattle and fleecing his sheep. He enjoys peace of mind, purity of feelings and joy of life. This is the poet’s ideal of happy life from which he does not want to deviate even after death.

Ans. 3. The poet’s last wish is that he should be buried after his death as quietly and unceremoniously as he lived in his life.

Ans. 4. The man who is simple, innocent and contented is happy. Such a man enjoys peace of mind, good health and sound sleep.

Ans. 5. A few.....**bound**—who contentedly lives on the small farm left to him by his ancestors.

Flocks supply.....attire—whose sheep supply enough wool for their warm clothes.

Hours.....away—who lives peacefully and contentedly from hour to hour, day to day, and year to year.

unlamented.....die—Let there be no mourners to mourn his death.

14.

I lay in sorrow, deep distressed :
My grief a proud man heard,
His looks were cold, he gave me gold
But not a kindly word.
My sorrow passed,—I paid him back
The gold he gave to me.
Then stood erect and spoke my thanks,
And blessed his charity.
I lay in want, in grief and pain,
A poor man passed my way.
He bound my head, he gave me bread,
He watched me night and day.
How shall I pay him back again,
For all he did to me ?
Oh, gold is great but greater far
Is heavenly sympathy.

- Q. 1. Give a suitable title to the above poem.**
Q. 2. Give the central idea of the above poem.
Q. 3. What is more precious than gold and why ?
Q. 4. What do you learn from the poem ?

Hints

Idea—A word of sympathy is more precious than Gold. Gold can be paid back, but there can be no compensation for an act or word of real sympathy. Human sympathy is priceless.

Deep distressed—in great pain.

Stood erect—without any obligation because gold had been paid back.

Watched me—nursed and helped me.

Heavenly sympathy—human sympathy which is a heavenly blessing.

15.

Gird on thy sword, O man, thy strength endure,

In fair desire thy earth-born joy renew.

Live thou thy life beneath **the making sun,**

Till Beauty, Truth, and Love in thee are one.

Through thousand ages hath thy childhood
run !

On timeless ruin hath thy glory been;
From the forgotten night of loves foredone,
Thou risest in the dawn of hopes unseen.
Higher and higher shall **thy thoughts aspire**,
Unto the stars of heaven, and pass away,
And earth renew **the buds of the desire**
In fleeting blooms of **everlasting day**.

Thy work with beauty crown, thy life with
love;

Thy mind with truth uplift to God above !

For whom all is, **from whom was all begun**,

In whom all Beauty, Truth, and Love are
one.

—Robert Bridges

Q. 1. Give a suitable title to the above poem.

Q. 2. Give the central idea of the above poem.

Q. 3. What is the poet's message in the above poem ?

Q. 4. Explain the expressions in bold letters in the above poem.

Hints

Idea—The poet appeals to the people
always to keep ready for more and more work.

Young men and women must gather courage and hope and fight on their way through all problems and difficulties. They should never feel depressed or dejected. One should also cultivate the higher values of life. One should embody in his life the highest ideals of Truth, Beauty and Love.

gird on thy sword—keep yourself in readiness to fight the battle of life with courage and boldness.

Strength endue—collect all your strength.

The making sun—the fostering sun; everything matures and ripens in the sun.

Timeless ruin—ruins coming down from times immemorial.

Dawn of hope—new beginning of hopes and aspirations.

Buds of the desire—flowers of desires and ambitions.

Fleeting blooms—fast vanishing desires and aspirations.

Crown—decorate with.

Uplift—raise.

From whom.....begun—everything ensued from God.

Importance of Precis—**Precis** is important not merely for understanding a certain language and writing in it. It is equally important in day-to-day activities and duties in personal life and official obligations. Today the important statesmen, businessmen, and officers are so busy that they do not have time to study and comprehend long write-ups, notings, representations and speeches. Therefore their Personal Secretaries place before them the precis of all such documents, which they can easily understand and dispose of. Therefore there is always a question on Precis-writing in English in every important competitive examination. A student must, therefore, have good practice in Precis-writing.

What is Precis ?

Precis (pronounced as ‘presee’) is a French word. Its nearest equivalent in English is **Precise**, which means ‘to shorten’. In other words, **Precis** means to express the central thought of a given passage / document as briefly as possible. There is a difference also between Precis and Summary or Central Idea. In Summary every remark, observation or thought has to be summarized irrespective of whether it is important or not. Even repetitions have to be summarized over again. It is not obligatory in a Summary even to arrange the thoughts systematically. But in Precis thoughts have to be arranged logically and systematically. A Summary can be loose, jerky, repetitive or formless, but these short-comings are unpardonable in a Precis. The Central Idea is also different from a Precis in as much as it is very short.

Precis as a work of art—Precis is a more logical, consistent, complete, and artistically finished work of art. But the Precis-writer has no right to express his own view, point or opinion in the Precis. In point of thought he has to stick faithfully to the original Passage. Therefore a Precis-writer is exhorted thus :

“Be faithful to the original in presenting ideas, as well as the tone or the mood of the passage. The aim (of precis-writing) is to absorb mentally the gist of the original passage, and then to re-express the meaning in one’s own way. Then the passage must, as it were, be distilled in the alembic of the mind. It is this process which distinguishes a good precis from one which is poor and mechanical. It involves concentration, judgment, retention of ideas, wide vocabulary and originality of expression.”

Length of the Precis—The Precis should be about **one-third** of the given passage. In most Question-Papers the number of words in the passage is given at the end, and therefore the Precis should contain approximately one-third of the words in the passage. A margin of ten percent more or less is permissible, but for every word above or below this limit marks are deducted. This is why in higher competitive examinations a graph-paper is provided for writing the Precis, so that the examiner can know the number of words used in the Precis at a glance. Therefore this rule regarding the length of the Precis should be carefully observed.

Title of the Precis—The title of the Precis must be given, even if it is not asked. The hint for the title can be found in the central idea of the passage. In fact, the title is the central idea of the central idea—the Precis of the Precis. It should also be remembered that every word of the title (except Articles, Prepositions and Conjunctions) should begin with a capital letter.

Use of Third Person—Precis should always be written in the **Third Person**, even if the Original passage is in the First Person or Dialogue form.

Things to be avoided in the Precis—The following things should be avoided in writing the Precis :

- (a) Your own views and opinions should not come in the Precis.
- (b) Repetitions should not be allowed to come.
- (c) As far as possible, examples and illustrations should not be used.
- (d) Quotations and anecdotes should also be avoided.
- (e) The use of Similes, Metaphors and other literary artifices should be avoided.
- (f) Nothing irrelevant or out-of-context matter should be allowed to come in.

Language—The language of the Precis should be simple, straight forward, accurate and precise. This is very necessary because every word in the Precis is counted. Every inaccurate, superfluous or wrong word in the Precis is penalised.

How to Write a Precis

Precis-writing is not an easy task. It requires long and sustained practice. To begin with, the given passage should slowly and carefully be read over at least two times. It is natural that a student will not be able to understand the meaning of every word or phrase in the passage. But this should not discourage him. First of all, the main topic with which the passage deals should be located. The main topics can be, for example—Education, Literature, Society, Politics, History, Civic or Social Life, Patriotism, some Scientific Discovery or Invention, etc. Having located the main topic, attempt should be made to find out the specific aspect of the main topic with which the passage deals. Having done so, the passage should be read over a third time, and this time the main ideas in the passage should be underlined. The meanings of difficult words and phrases should be guessed in the light of the specific topic and the context by common sense. The portions underlined as above should then be logically arranged and a rough draft of the Precis should be prepared. This draft should be revised, corrected and polished and the number of words in the draft should be increased or decreased as per the number of words in the given passage. Repetitions, vague or obscure words, examples and illustrations, use of literary artifices should judiciously be avoided.

It is also necessary that the sentences in the Precis should not be disconnected or disjointed. For this it is necessary that the sentences be connected by proper and appropriate connective words and phrases. The more popular connectives are these :

Thus; therefore; consequently; accordingly; thereupon; as a result; because of this; besides; moreover; apart from; in addition to; in the end; finally; under these circumstances; on the contrary, etc.

With all these aids, the final draft should be drawn and written out in the Answer-book or on the graph-paper provided for this purpose.

Finally the Title of the Precis must be given.

We give below **ten** passages for Precis-writing. The first five of them have been solved as models. Below the remaining five passages their central ideas and meanings of difficult words have been given for the help of the student. It should be remembered that the central idea has been given for help—it is not the Precis of the Passage.

Model Precis Exercises

1. (Solved)

Make a Precis of the following passage in about *one-third* of its length and give a suitable title to it :—

Democracy is the most difficult of all forms of government and yet it is one to which most nations now aspire. This is because it seems to most people to be the form of government which provides the best hope of making a world in which privileges, good fortune or the accidents of history will no longer determine the spheres of opportunity. In this the human spirit will develop best. A successful democratic system requires a number of pre-conditions, most of them difficult in themselves to establish. It requires the active cooperation of the community for the common good. It requires institutions which can ensure that those who obey the law will not become the victims of those who do not. It requires a mutual respect and shared pride in the objectives and traditions of the community as a whole. It requires the absence of any form of discrimination based on race, sex, belief or opinion. It requires especially from those who have power and influence, restraint and patience.

(170 Words)

Solution**Title : Spirit of Democracy**

Democracy is the most difficult, yet the most sought after form of government. It promises to provide equal opportunities and privileges to all for the best development of human spirit. But for this the pre-condition is that all people are law-abiding, mutually respectful and tolerant, proud of their traditions and free from all kinds of prejudices and discrimination. (58 Words)

2. (Solved)

Make a Precis of the following passage in about one-third of its length and give it a suitable title:—

Your mental attitude is a great determining influence in your daily life. Begin the day with an expectant and energetic mental attitude towards your work and it will elevate and enhance all your activities. The spirit in which you regard the world and your fellow-men will be reflected back to you. When you are in the right mental attitude many things will seem to conspire and co-operate to advance your work and interests. Primarily it is your mental attitude that makes the day happy and productive, or the contrary. You can demonstrate the truth of this today by looking only for the best, to be intelligently optimistic, and to have confidence in the eternal supremacy of God. Make more positive resolutions regarding the things you ought to do and bring every possible reinforcement to bear upon such resolutions. Assert in vigorous tones the thoughts you wish to establish as unconscious habits of your life, remembering always that while it is a great thing to conceive a great idea, it is still greater to put it into execution. (180 Words)

Solution**Title : Value of Mental Attitude**

One's mental attitude plays a very important role in one's life and career. One's attitude must be healthy, active and reasonably optimistic. One must begin the day with a happy, energetic and hopeful resolution with a firm faith in God's moral order and divine justice. This attitude will change the entire complexion of life and make one more active, assertive and successful. (62 Words)

3. (Solved)

Make a Precis of the following passage in about one-third of its length and give it a suitable title :—

To know one's own business and to mind nothing else, that is the way to carry on the work of life. This sounds like a common saying, yet few really acknowledge it, even in principle. It is not often that even the first step—that of knowing what one's business is—is honestly taken; it must be allowed that with many there are intellectual as well as moral difficulties in the way of this first step. The easier method of getting rid of the intellectual difficulty is for a man to ask himself what is not his business; and many a kindly person may be surprised to find that he has been in the habit of considering it a virtue to waste time, thought, feeling, and other means of interests which truly are no business of his at all. He may have to confess that he has been constantly wasting sympathy on sorrows and evils which he cannot remove or alleviate. Sympathy which does not mean action of some sort is not much of a virtue in any man; while in those human beings who habitually indulge in sympathy for its own sake, it is apt to become a hateful and vicious cowardice. (202 Words)

Solution**Title : Know Your Business**

A man's first duty is to know his business and act honestly and faithfully in his own sphere. Many a good-intentioned person unknowingly wastes much of his time, energy and emotional sensibility in ideological and passive sympathy for many sorts of human sufferings which he can neither remove nor alleviate. This kind of sympathy is not only useless but thoughtless and meaningless also. Habitual indulgence in this kind of sympathy is imbecile and cowardly. (73 Words)

4. (Solved)

Make a Precis of the following passage in about one-third of its length and give it a suitable title :—

I take it that the whole object of education is, in the first place, to train the faculties of the young in such a manner as to give their possessors the best chance of being happy and useful in their generation; and, in the second place, to furnish them with the most important portions of that immense capitalized experience of the human race which we call knowledge of various kinds. I am using the term knowledge in its widest possible sense; and the question is, what subjects to select

by training and discipline, in which the object I have just defined may be best attained.

I must call attention further to this fact, that all the subjects of our thoughts—all feelings and propositions (leaving aside our sensations as the mere materials and occasions of thinking and feeling), all our mental furniture—may be classified under one of two heads—as either within the province of the intellect, something that can be put into propositions and affirmed or denied; or as within the province of feeling, or that which, before the name was defined, was called the aesthetic side of our nature, and which can neither be proved nor disproved, but only felt and known.

According to the classification which I have put before you, then, the subjects of all knowledge are divisible into two groups, matters of science and matters of art; for all things with which the reasoning faculty alone is occupied, come under the province of science; and in the broadest sense, and not in the narrow and technical sense in which we are now accustomed to use the word art, all things feelable, all things which stir our emotions, come under the term of art, in the sense of the subject-matter of the aesthetic faculty. So that we are shut up to this—that the business of education is, in the first place, to provide the young with the means and the habit of observation; and, secondly to supply the subject-matter of knowledge either in the shape of science or of art, or both combined.

(354 Words)

Solution

Title : Object of Education

Broadly speaking, education aims to achieve two objectives—first, to train the student in such a way as to make his life happy and useful, and secondly to provide him with knowledge of various kinds. The knowledge imparted by education embodies the immense experience acquired by the human race through ages. This knowledge, again, can be classified under two heads—one, relating to the intellect or reasoning, the other relating to the sphere of feeling. The first belongs to the category of science and the second to that of arts. Science deals with the objects that can be rationally explained and objectively proved or disproved. Art deals with matters relating to feelings and emotions. True education combines the two categories into one.

(122 Words)

5. (Solved)

Make a Precis of the following passage in about one-third of its length and give it a suitable title :—

Some of the things which Science has given us have certainly helped to make our lives happier. Science has helped us to get rid of many sicknesses of the body. That is a great thing. It is difficult to be happy if your body is full of pain. Scientists have made many discoveries which have helped to make painless, and to remove the causes of pain and sickness. By making it possible to cure terrible diseases—such as malaria, small-pox, plague, pneumonia and tuberculosis—Science has made longer the life of the average man.

Science is helping man to produce much more food from the earth. By this, it is helping to get rid of famine and to prevent sickness caused by not having enough food to eat. It has also made possible the sending of quick relief to places where there is shortage of food and medicines, with the help of motor-lorries, railway trains, ships and aeroplanes. That is also very good, and many lives are saved in such ways.

There are also many discoveries of Science which have definitely brought unhappiness into the world. But that is not because the discoveries are bad, but because men are using them badly. For example, consider the discovery of gun-powder and of other explosives, each more powerful than the previous one discovered. In ancient times men could wound and kill each other only if they were near enough to strike each other with stones, arrows, spears or swords. Even in battles, the armies on both sides usually consisted of a few thousand men, so the number wounded and killed was not very large. In most wars the peasants went on cultivating their fields peacefully, even when the armies were fighting a few miles away. But the invention of fire-arms and high explosives caused a great change. A modern machine-gun, or quick-firing gun, worked by a single man, can wound and kill hundreds of people in a few minutes. One modern bomb can kill hundreds of thousands of people immediately if it was dropped on a big city.

The scientists who invented these terrible weapons are not wicked men who enjoy killing. They are people with kind hearts, but they are more clever, and they earn their living by discovering new things.

(385 Words)

Solution

Title : Blessings and Curses of Science

Science is both a blessing and a curse. While it has given us many things which have made life better and happier, it has also given terrible instruments of destruction. Science has discovered and invented many things to alleviate pain and cure terrible diseases. These discoveries have enabled man to live a longer and healthier life.

Science has also helped man in increasing food production and other necessary things of life and sending them quickly to distant places of shortage or natural calamities. But, on the other hand, science has also discovered and invented many things which have been used as instruments of large-scale destruction of life and property. But it is not the scientists but we who are responsible for this misuse of scientific discoveries and inventions.

(129 Words)

Precis—Exercises for Practice

(6)

Make a Precis of the following passage and give it a suitable title. The Precis should be about one-third of the length of the passage :—

Education in our country today has become entirely meaningless, even harmful. It is distressing to find that during all these years of our Independence we have been merely dabbling in schemes and projects, in new-fangled ideas mostly borrowed from the West; merely setting up Commission after Commission at the cost of lakhs of rupees, and let the matter rest at that. The drive, the initiative, the dynamic vision necessary for radical reforms in the sphere of education are lamentably conspicuous by their absence. We have allowed matters to drift aimlessly, instead of settling down to grapple with momentous issues. The result has been disastrous. A lifeless, mechanical system of teaching in overcrowded schools and colleges imposed by far from competent teachers on students whose only interest is to get through the examinations, has been the bane of our education. We have completely forgotten the simple yet vital truth that the aim of education is first to build up character in the widest sense, and then to impart knowledge.

(172 Words)

Aids

Central Idea—Education in our country is meaningless. Commission after commission has

been set up since independence but no definite education policy has been evolved. Education has remained the same lifeless, mechanical and useless process which has done more harm than good to our growing generations. It has failed to mould their character.

Vocabulary :

- Distressing** : painful.
- Dabbling** : playing with.
- New-fangled** : far-fetched.
- Rest at that** : remain at the same stage.
- Drive** : dashing spirit; the spirit to go forward.
- Initiative** : courage and confidence; spirit to act.
- Dynamic** : active and energetic.
- Radical** : basic and revolutionary.
- Lamentably** : regrettably.
- Conspicuous** : lacking, wanting.
- Grapple** : to fight with.
- Bane** : curse.

(7)

Make a Precis of the following passage in about one-third of its length and give it a suitable title—

To picture to ourselves something of the wider life that unity would open to men, is a very attractive speculation. Life will certainly go with a stronger pulse; it will breathe a deeper breath, because it will have dispelled and conquered a hundred infections of the body and mind that now reduce it to invalidism and squalor. We have already laid stress on the vast elimination of drudgery from human life through the creation of a new race of slaves—the machines. This and the disappearance of the war and the smoothing out of endless restraints and contentions by juster social and economic arrangements, will lift the burden of toilsome work and routine work that has been the price of human security since the dawn of the first civilization from the shoulders of our children. This does not mean that they will cease to work, but they will cease to do irksome work under pressure and will work freely, planning, making, creating according to their gifts and instincts. They will fight nature no longer as dull conscripts of the pick and plough, but for a splendid conquest. Only the spiritlessness of our present

depression blinds us to the clear intimations of our reason that in the course of a few generations every little country town could become an Athens, every human being could be gentle in breeding and healthy in body and mind, the whole solid earth man's mine and its uttermost regions his playground. (244 Words)

Aids

Central Idea—World unity will bring many great advantages. Life will become happier and more secure on account of the elimination of fear of war and mental tension. With the introduction of machinery man will be relieved of the drudgery of monotonous and hard physical labour. The constant pressure of depression and discontent will be lifted and the whole world will become man's own home.

Vocabulary :

Speculation	: vision; dream.
Pulse	: zest for life.
Invalidism	: ailment, disease.
Squalor	: drudgery.
Elimination	: withdrawal, ending.
Race of slave	: machines will serve as a new generation of slaves.
Contentions	: conflicts.
Cease	: stop.
Instincts	: natural inclination.
Breeding	: upbringing.

(8)

Make a Precis of the following passage and give it a suitable title :—

Broken friendship, like china, may be repaired, but the break will always show. Friendship is a precious thing—too precious a treasure to be carelessly broken or thrown away. The world handles the word “friend” lightly; its real, true, deeper meaning is forgotten, and the acquaintance of an hour or the chancecomer is designated by the term which in itself bears a wealth of meaning. Your friend is the one who appreciates your faults as well as your virtues; who understands and sympathises with your defeats and victories, your aims and ideas, your joys and temptations, your hopes and disappointments, as no one else does or can. It is your friend to whom you turn for counsel, for comfort, for praise; he may not be as learned as some or as wise as others, but it

suffices that he understands you, and even his quite listening gives strength and renewed courage.

Blessed is the man or woman into whose life has come the beauty and power of such a friendship. Prize it well. Do all in your power to keep such a friendship unbroken. Avoid the break, for when it comes it cannot be mended and the jarring note mars the harmony. It is not alone a question of forgiveness that may be full and complete. It is the hurt in the heart that will not readily heal and the confidence that will not fully come back. (241 Words)

Aids

Central Idea—True friendship is a precious thing but very rare. Friendship is not the same thing as a casual acquaintance or a chance meeting. A true friend is one who fully understands and appreciates your strong as well as weak points and who stands by you through all phases of life whether dark or bright. True friendship should never be hurt or broken for thereafter it can never be restored to its normal glamour.

Vocabulary :

China	: utensils made of China clay.
Designated	: called; termed.
Temptations	: weaknesses.
Suffices	: is sufficient.
Prize	: value, place high.
Mended	: repaired.
Jarring	: unpleasant.

(9)

Make a Precis of the following passage and suggest a suitable title for it :—

For better or for worse, we are living in a society which is based physically on Western science and technology. This has inescapable consequences for the scientist. Initially he was an accidental force in the unfolding of human destiny. This he can no longer be. As Neils Bohr has said, scientists must become conscious of the fact that they are not merely observers, but also actors on the stage of life. The everyday world is crowding upon us; science is only a means to an end, and not an end in itself. Science is not enough. Chemistry is not enough. Scientists must live and even chemists must eat. Modern societies are preoccupied with efforts to improve their

material conditions and they are doing this under such intense competition that the less efficient will either fall behind or go to the wall. The means which are used depend on the application of scientific knowledge. Only scientists have the necessary training for establishing and using the technologies required to exploit recent major discoveries and those likely to arise in the future. It is clear that they will be brought more and more into technology, and thus into industry, the vehicle by which mankind exploits science for his own ends. It is certain that modern society will be forced to deploy its scientists in a manner conducive to fulfilling its objectives. Moreover, since the scientist is a part of society, he will be impelled to respond to the needs of the times and assume a wider role. **(258 Words)**

Aids

Central Idea—Scientists have to play a vital role in society. They cannot shake off their obligations and responsibility to mankind. They cannot remain passive spectators. The scientific discoveries and inventions must be applied to the promotion of human welfare.

Vocabulary :

Inescapable	: from which escape is not possible.
Initially	: in the beginning.
Unfolding	: opening.
Crowding	: collectively depending.
Preoccupied	: engaged.
Go to the wall	: lost, forgotten.
Vehicle	: means.
Exploits	: uses.
Ends	: objective, purpose.
Deploy	: use.
Conducive	: useful, beneficial.

(10)

Make a Precis of the following passage and give it a suitable title :—

Friendship is above reason, for, though you find virtues in a friend, he was your friend before you found them. It is a gift that we offer because we must; to give it as the reward of virtue would be to set a price upon it and those who do that have no friendship to give. If you choose your

friends on the ground that you are virtuous and want virtuous company, you are no nearer to true friendship than if you choose them for commercial reasons. Besides, who are you that you should be setting a price upon your friendship ? It is enough for any man that he has the divine power of making friends, and he must leave it to that power to determine who his friends shall be. For, though you may choose the virtuous to be your friends, they may not choose you; indeed, friendship cannot grow where there is any calculated choice. It comes like sleep, when you are not thinking about it; and you should be grateful, without any misgiving, when it comes.

So no man who knows what friendship is ever gave up a friend because he turns out to be disreputable. His only reason for giving up a friend is that he has ceased to care for him; and, when that happens he should reproach himself for this moral poverty of affection, not the friend for having proved unworthy. For it is inhuman presumption to say of any woman, when you have fallen out of love with her, that she is unworthy of your love. In friendship and in love we are always humble, because we see that a free gift has been given to us : and to lose that humility because we have lost friendship or love is to take a pride in what should shame us. **(308 Words)**

Aids

Central Idea—True friendship is not governed by any personal gain on either side. Friendship grows unconsciously and automatically. A virtuous man seeking to make friendship with another virtuous man is wrong logic. Friendship cannot grow on such calculations. Friendship is a divine gift and it must be accepted as such. It is as natural and divine as love.

Vocabulary :

Commercial

reasons	: material gains.
Divine power	: heavenly boon.

Calculated

choice	: choosing a friend through such logic.
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Misgiving	: doubt or fear.
Disreputable	: dishonourable.
Reproach	: blame.

What is Paraphrasing ?

The word 'Paraphrase' is made of two Greek words—**Para**, which means 'alongside of' or 'parallel to', and **Phrasis**, which means 'wording' or 'stating'. Therefore 'Paraphrasing' means expressing the full meaning of a given poem or a prose passage in simple language parallel to the language of the given extract.

According to J. C. Nesfield, "Paraphrasing is rendering of a given extract from one form of wording to another."

Wren and Martin similarly hold that "Paraphrase is restatement of the sense of the passage in other words. It is the reproduction in one's own natural idiom or style of the full sense of a passage written in another idiom or style."

It would be clear from the above noted definitions that in paraphrasing there should be no change in the idea or thought-content of the given extract. The change should be only in the language, diction and style.

Difference between Paraphrase and Precis

Paraphrase and Precis are two different exercises. In Precis one is required to give the central thought and main points systematically arranged in about one-third of the given passage. In paraphrase there is no condition of length nor is one required to rearrange the thoughts of the original extract. One is required only to restate the thoughts in simple language line by line or sentence by sentence in the same order. The paraphrase is, therefore, almost of the same length as the original passage. Sometimes the paraphrase is even longer because the difficult or obscure words, references or allusions occurring in the original extract have to be briefly explained and stated in the paraphrase. But it should be kept in mind that there should be no change in the idea or thought-content in the paraphrase. Also, you are not allowed to express your own opinion or your

agreement or disagreement with the thought of the given passage.

In a way, therefore, paraphrase is a kind of translation, but it is not a translation from one language to another, but from one style and diction to another style and diction in the same language.

Some Hints for Paraphrasing

No definite rules can be framed for paraphrasing, but some practical suggestions can, of course, be given. The following are these suggestions :

- (1) Read the given poem or prose extract slowly and carefully at least two times and try to understand its central idea.
- (2) Thus, keeping the central idea in mind, read the given poem once or twice again and try to grasp the meaning line by line. Also, try to guess the meanings of difficult words and phrases in the light of the central idea and the context.
- (3) Thereafter, underline the archaic or difficult words and expressions, as well as the similes, metaphors and other Figures of Speech, if any. Also underline the literary or mythological references and allusions. All these have to be stated in easy and simple language in the paraphrase.
- (4) The construction of sentences in poetry is different from that in prose. Therefore all poetical constructions and inversions should be changed into simple normal prose-order. For example, see the following line written in verse :
 "A man severe he was, and stern to view;
 I knew him well." (Goldsmith)
 Its prose-order would be :
 "I knew him well that he was a severe man, with a stern expression."
- (5) As has been said above, the difficult and archaic words and phrases should be changed into simple ones. This does not,

however, mean that every difficult word must necessarily be changed. The intention of paraphrasing is to simplify and clarify the meaning and not essentially to change the words.

- (6) The given poem or passage should be paraphrased line to line or sentence to sentence. Therefore the paraphrase is almost of the same length as the original. Sometimes the paraphrase may even be a little longer than the given extract, because difficult words or references have to be briefly explained in it.
- (7) Paraphrase can be done either in the direct or indirect form of speech according to the given extract.
- (8) In a poem articles, prepositions, conjunctions, etc. are often left out. They should be suitably added in the paraphrase. The Rhetorical, Exclamatory or Interrogative sentences occurring in the poem should be converted into simple sentences.
- (9) Neither take away nor add any idea or opinion of your own in the paraphrase.

Examples

(1)

Lives of great men all remind us
We can make our lives sublime,
And, departing, leave behind us
Foot-prints on the sands of time.
Foot-prints that perhaps another
Sailing o'er life's solemn main,
A forlorn and shipwrecked brother,
Seeing, shall take heart again.

(H.W. Longfellow)

Paraphrase

The lives of all great men remind us that we can also make our lives noble and sublime. Before leaving this world on death, we can also leave some deep impressions of our noble deeds on the shore of time which may encourage and inspire an unfortunate fellow traveller who may have failed in the journey of life and felt forsaken and deserted by all in his despair and loneliness.

(2)

Life ! I know not what thou art.
But know that, thou and I must part.
And when, or how, or where we met
I own to me's a secret yet.

Life ! we've been long together
Through pleasant and through cloudy
weather.

'Tis hard to part when friends are dear
Perhaps it will cost a sigh, a tear;
Then steal away, give little warning,
Choose thine own time :
Say not good night ;
but in some brighter clime,
Bid me good morning. (Barbauld)

Paraphrase

I do not know what life is, but one thing that I know for certain is that one day we shall have to part company with each other. I must admit that it is still a mystery to me as to when and in what way and at what place, I came to have life. I am fully conscious of the fact that life and I have been good companions for a long time and remained constant through all favourable and unfavourable situations. It is very painful to part company with life, specially when there are many dear friends around. Parting from life would certainly draw a sigh of grief from the heart and a tear from the eye. Life would certainly part at its own time. Let life part quietly without a warning, but I only earnestly wish that life should not say a permanent good night to me, but it should rather greet me with a good morning in heaven where the departed souls meet.

(3)

Breathes there the man, with soul so dead,
Who never to himself hath said,
"This is my own, may native land ?"
Whose heart hath ne'er within him burn'd.
As home his foot steps he hath turn'd
From wandering on a foreign strand ?
If such there breathe, go, mark him well;
For him no minstrel raptures swell;
High though his titles, proud his name,
Boundless his wealth as wish can claim :
Despite those titles, power and pelf,
The wretch, concentrated all in self,
Living, shall forfeit fair renown,
And doubly dying, shall go down
To the vile dust, from whence he sprung,
Unwept, unhonoured, and unsung.

(Sir Walter Scott)

Paraphrase

There cannot be a man who is spiritually so dead that his heart does not feel a kind of thrill when he puts his foot on the shore of his fatherland after a long stay in foreign lands, and who does not say with pride that this is his own dear country. If such an unpatriotic man exists anywhere, go and note his career carefully. You will find that no poet would sing any song in his praise, however high his position may be, or, however dignified his name. He may also be possessing as much wealth as he could desire. But in spite of all his high titles, powerful position and wealth, the miserable man, all absorbed in himself, will get no fame or recognition in his lifetime. And he will die a double death : his body will return to the dust from where it came and his name and memory will be forgotten for ever in oblivion. None will weep for him, none will honour his memory, and no poet will ever write a song in his praise.

(4)

Give thy thoughts no tongue,
Nor any unproportion'd thought his act.
Be thou familiar, but by no means vulgar.
The friends thou hast, and their adoption
tried,
Grapple them to thy soul with hoops of steel;
But do not dull thy palm with entertainment
Of each new-hatched, unfledged comrade.
Beware
Of entrance to a quarrel; but, being in,
Bear it, that the opposer may beware of thee.
Give every man thine ear, but few thy voice:
Take each man's censure, but reserve thy
judgment.
Costly thy habit as thy purse can buy,
But not express'd in fancy; rich, not gaudy :
For the apparel oft proclaims the man.

(Shakespeare)

Paraphrase

Here is an advice of a father to a son : Never speak out your personal thoughts by your tongue, nor act in haste in compliance to a casual thought. Be friendly to all but never too intimate. Whatever friends you have, judge their sincerity, and once you find them sincere and loyal to you, bind them to your heart with chains of steel. But do not waste your money in entertaining every casual or time-serving acquaintance. Avoid entering into a

quarrel as far as possible, but once you enter, fight out with all your force so that your opponent may never dare to offend you again. Listen to everybody but speak to the selected ones only. Listen to the advice of everybody but act according to your own judgment. Always wear decent dress, but within the capacity of your purse; your dress should be decent but not too gaudy, for a man is well judged by his dress.

(5)

Let me not hurt, by selfish deed
Or thoughtless word, the heart of foe or
friend;
Nor would I pass, unseeing, worthy need,
Or sin by silence when I should defend.
However meagre be my worldly wealth,
Let me give something that shall aid my
kind—
A word of courage, or a thought of health,
Dropp'd as I pass for troubled hearts to find.
Let me to-night look back across the span
'Twixt dawn and dark, and to my conscience
say—
Because of some good act to beast or man,
The world is better that I lived today.

Paraphrase

I would not hurt by any selfish action of mine or even by an unkind word the heart of any person, whether friend or foe (enemy). Nor would I pass unconcerned by any person who may be in genuine need of some help from me. I would also not hold my tongue when any needy person deserves my defence. I would certainly give something or the other to a fellow human being in his hour of need, however poor my own resources may be. If nothing else, I would at least speak a word of courage, comfort or good cheer to a man languishing in pain. Every day would I survey my deeds from morning to evening and satisfy my conscience that I did at least one good act to help and comfort a man or a beast. Every day of my life I must do something to make the world happier.

Exercise

Paraphrase the following poems :

(1)

If you are sighing for a lofty work,
If great ambitions dominate your mind,

Just watch yourself and see you do not shirk
 The common little ways of being kind.
 If you are dreaming of a future goal,
 When crowned with glory men shall own
 your power,
 Be careful that you let no struggling soul
 Go by unaided in the present hour.
 If you would help to make the wrong things
 right,
 Begin at home, there lies a lifetime's toil :
 Weed your own garden fair for all men's
 sight,
 Before you plan to till another's soil.

Hints

[Here is a poet's advice to a man who is desirous of doing something good and memorable. One should never overlook or neglect small acts of kindness to the humble and needy. One's own family is the most important starting point towards this goal.

Meanings—Sighing—Keenly desirous;
shirk—overlook; **unaided**—without giving help;
weed—clean .

(2)

Children we are all
 Of one great Father, in whatever clime
 Nature or chance hath cast the seeds of life—
 All tongues, all colours : neither after death
 Shall we be sorted into languages
 And tints, white, black and tawny, Greek and
 Goth,
 Northmen, and offspring of hot Africa;
 The All-father, He in whom we live and move,
 He the indifferent judge of all, regards,
 Nations, and hues, and dialects alike;
 According to their works shall they be judged,
 When even-handed justice in the scale
 Their good and evil weighs. (R. Southey)

Hints

[Here is the poet's appeal not to make any difference from man to man on the basis of nationality, colour or creed. There is no such distinction in the eye of God. God judges us all by our good or evil deeds only.

Meanings : Clime—Climate; **sorted**—classified; **tawny**—brown; **offspring**—children; **hues**—colours; **dialects**—languages; **even-handed**—perfect, impartial.]

(3)

Out of the night that covers me,
 Black as the pit from pole to pole,
 I thank whatever gods may be
 For my unconquerable soul.
 In the fell clutch of circumstance
 I have not winced nor cried aloud.
 Under the bludgeonings of chance
 My head is bloody, but unbowed.
 Beyond this place of wrath and tears
 Looms but the horror of the shade,
 And yet the menace of the years
 Finds, and shall find me, unafraid.
 It matters not how strait the gate,
 How charged with punishments the scroll,
 I am the master of my fate :
 I am the captain of my soul.

(W. E. Henley)

Hints

[This poem is entitled "Invictus" which means 'unconquered'. Human soul is unconquered. It remains steadfast against all strokes of misfortune and sufferings of life. Even death cannot conquer it.

Meanings:—Fell clutch—cruel grip.

bludgeonings of chance—heavy blows of fate and chance; **wincing**—trembled; **shade**—death; **menace of the years**—Whatever other threats the coming years may bring; **straight the gate**—narrow gate of death; **scroll**—record of good and evil deeds maintained in heaven.]

(4)

I was not ever thus, nor prayed that thou
 Shouldst lead me on;
 I loved to choose and see my path, but now
 Lead Thou me on,
 I loved the garish day, and, spite of fears,
 Pride ruled my will; remember not past years.
 So long Thy power hath blest me, sure it still
 Will lead me on,
 O'er moor and fen, o'er crag and torrent, till
 The night is gone,
 And with morn those angel faces smile,
 Which I have loved long since, and lost
 awhile. (J. H. Newman)

Hints

[This is an extract from a poem entitled “Lead Kindly Light”. It is a hymn, a prayer to God to light his way and lead him on in the difficult journey of life.]

Meanings—Path—journey of life;

garish day—glamorous time; **moor and fen**—hard and thorny path in the journey of life; **Crag and torrent**—hills and rivers; **angel faces**—The loving faces of those dear ones who died earlier and may be waiting for me in heaven.]

(5)

Just for a handful of silver he left us,
Just for a riband to stick in his coat—
Found the one gift of which fortune bereft us,
Lost all the others she lets us devote;
They, with the gold to give, doled him out
silver,
So much was theirs who so little allowed;
How all our copper had gone for his service !
Rags—were they purple, his heart had been
proud !
We that had loved him so, followed him,
honoured him
Lived in his mild and magnificent eye,
Learned his great language, caught his clear
accents,
Made him our pattern to live and to die !

(Robert Browning)

Hints

[This extract is from a poem entitled “The Lost Leader.” The Lost Leader is the great poet Wordsworth. He is called a lost Leader because he had deserted the democratic party and joined the Royalists on receiving a pension from the King.]

Meanings—Handful of silver—a small pension (in the shape of silver coins); **riband**—medal; **bereft**—deprived of; **doled him**—gave him only silver, not gold; **copper**—hard earned little money; **mild and magnificent eye**—affectionate and dignified care; **pattern**—model.]

(6)

The waves beside them danced, but they
Out-did the sparkling waves in glee :—
A Poet could not but be gay
In such a jocund company !
I gazed—and gazed—but little thought

What wealth the show to me had brought;
For oft, when on my couch I lie
In vacant or in pensive mood,
They flash upon that inward eye
Which is the bliss of solitude;
And then my heart with pleasure fills,
And dances with the daffodils.

(William Wordsworth)

Hints

[This extract is taken from the poem entitled “Daffodils”. Here is a beautiful description of a vast tract of daffodils dancing in the soft breeze. The daffodils filled the poet’s mind and heart with a great treasure of beauty and joy.]

Meanings : Out-did—surpassed;
glee—cheerfulness; **jocund**—gay;
pensive—melancholy;
inward eye—imagination;
solitude—loneliness.]

(7)

The world is too much with us; late and soon,
Getting and spending, we lay waste our
powers.
Little we see in Nature that is ours;
We have given our hearts away, a sordid
boon!
This Sea that bares her bosom to the moon;
The winds that will be howling at all hours,
And are up-gathered now like sleeping flowers,
For this, for everything, we are out of tune;
It moves us not—Great God ! I’d rather be
A Pagan suckled in a creed outworn;
So might I, standing on this pleasant lea,
Have glimpses that would make me less forlorn;
Have sight of Proteus rising from the sea;
Or hear old Triton blow his wreathed horn.

(William Wordsworth)

Hints

[This is an extract from the poem entitled “The World is too much with us.” In the pursuit of money and material possessions we have ceased to appreciate the beauty of Nature. In order to come closer to Nature the poet is ready to renounce Christianity and accept Paganism wherein all forms of nature are worshipped as different gods.]

Meanings—**Sordid boon**—a hard bargain; **up-gathered**—hushed up **Pagan**—follower of an old non-Christian religion; **outworn**—archaic, dead; **less forlorn** ; less lonely; **Proteus**—Sea-god; **Triton**—god of woods.]

(8)

But the Taj, the tale still telling,
 Stands in Agra city great,
 White and shining, all excelling
 In its beauty and its state.
 There they lie, the loving hearted
 'Neath its marble side by side,
 Those in life so long-time parted
 Death no longer can divide.
 For though pressed from many quarters
 True love steadfast still abides,
 Is not quenched by many waters,
 Even death's relentless tides.
 All true love is never failing
 Howsoe'er men faithless be,
 But o'er everything prevailing
 Lives to all eternity. (Mary Dobson)

Hints

[This extract is from Mary Dobson's poem entitled "**The Taj Mahal**". The Taj is an immortal symbol of love. The Moghul Emperor Shahjahan and his beloved Queen Mumtaz are sleeping in eternal sleep in this tomb. Life had parted them, but Death has united them for ever.

Meanings—**All excelling**—best of all; **stead-fast**—constant; **abides**—remains; **relentless tides**—Ocean of Eternity.]

(9)

I am monarch of all I survery;
 My right there is none to dispute;
 From the centre all round to the sea,
 I am lord of the fowl and the brute.
 O solitude ! where are the charms
 That sages have seen in thy face ?
 Better dwell in the midst of alarms,
 Than reign in this horrible place.
 I am out of humanity's reach,
 I must finish my journey alone,
 Never hear the sweet music of speech;
 I start at the sound of my own.
 The beasts that roam over the plain,
 My form with indifference see;

They are so unacquainted with man,
 Their tameness is shocking to me.

(W. Cowper)

Hints

[This is an extract from the poem entitled "The Solitude of Alexander Selkirk". Selkirk was left all alone on an uninhabited island. He languished to hear any human voice. He feels awfully frustrated in the dead solitude of the island. He is completely out of humanity's reach.

Meanings : **Monarch**—King; **survey**—see around me; **fowl and the brute**—birds and animals; **alarms**—troubles and problems of life; **dwell**—live; **indifference**—non-recognition]

(10)

Beside the ungathered rice he lay,
 His sickle in his hand;
 His breast was bare, his matted hair
 Was buried in the sand.
 Again, in the mist and shadow of sleep,
 He saw his native land.
 Wide through the landscape of his dreams
 The lordly Niger flowed;
 Beneath the palm-trees, on the plain
 Once more a king he strode;
 And heard the tinkling caravans
 Descend the mountain road.
 He saw once more his dark-eyed queen
 Among her children stand :
 They clasped his neck, they kissed his cheeks,
 They held him by the hand—
 A tear burst from the sleeper's lids;
 And fell into the sands. (H. W. Longfellow)

Hints

[This is an extract from the poem entitled "The Slave's Dream." A Negro Chieftain was taken captive as a slave. He was forced to work as a slave on a farm in America. There he remembered his family and his native land and languished to go back to them. He saw them in a dream and in the joy and excitement of the dream he passed away.

Meanings : **Ungathered**—reaped but not collected and bound; **matted hair**—knotted and twined hair; **Niger**—river; **strode**—rode on the horse; **Caravans**—rows of camels; **held him**—caught him; **clasped**—embraced.

How to Write Reports

Just as no definite rules can be laid down for Precis-Writing, Comprehension or Paraphrasing, there can be no definite rules for Report-Writing. But certain suggestions can, of course, be given for writing impressive Reports. These suggestions should be carefully followed like Rules. The following are these suggestions :

- (1) Report-Writing is a sort of essay writing, and therefore a report must be written in one's own language and style effectively and beautifully.
- (2) Reports must be written Point-wise in different paragraphs. No two major points should be written in the same paragraph.
- (3) The central idea of the whole Report must be written in the first sentence of the Report.
- (4) A Report must be factual, based on definite facts. There is no place for imagination or emotionalism in a Report. One can, however, give one's impressions or findings in the last paragraph of the Report.
- (5) A Report must be written in the **third person, past tense**, unless otherwise directed in the Question-Paper. If one has to give one's own impressions in the last paragraph, one can write in the Present or Future Tense in the First Person.
- (6) If a Report has to be written for a Newspaper, a detailed Descriptive Heading must be given to it. The heading should be so detailed and factual that if a reader reads only the heading, and not the full Report, he should be able to understand the central idea of the whole Report. Therefore there is no harm even if the heading becomes a little too long. For example, the heading of the Report on a train-accident can be the following one :

Headlong collision between an Express Train and a Goods Train near Bombay. Ten passengers killed, dozens others

injured. Rail traffic suspended. Rescue operations on.

- (7) In official Reporting, an officer has to send his Report to a senior officer or to the Government. This Report is always impersonal. The designation of the officer (only designation, not name) to whom the Report is being sent should be written at the top. The officer who is sending the Report should give his name and designation at the bottom of the Report. There is no salutation at the beginning and no subscription (such as 'Yours Sincerely', 'Faithfully', etc.) at the end of the Report. The officer sending the Report must put his signature with date at the end of the Report.

Examples

1. Supposing you are a Reporter for **The Times of India**. Write a report from Tokyo on the recent earthquake in Japan.

Report

Devastating Earthquake in Japan, 2872 killed, thousands missing, thousands of houses collapsed, train tracks and roads cracked, all traffic suspended.

Tokyo, 17 January

A fierce earthquake occurred in central and western Japan this morning. Its intensity on the Rector Scale was measured as 8.5. Its centre was about 200 Kilometers from Tokyo in the Pacific Oceans about 20 kilometres deep. The cities of Kove, Ossaca and Quetto were worst affected. Thousands of houses collapsed within minutes. According to an official report 2872 persons have been killed and about 5000 are missing. Rail tracks and roads have been completely damaged. All communication means have been completely disrupted. Rescue parties and medical teams are being rushed. The building of the Indian Embassy at Kove is safe. No Indian has been killed. Messages of sympathy on this national calamity

and proposals for aid are coming from many countries of the world, including India.

This earthquake is believed to be the worst and most devastating one that has occurred in Japan in this century. It has also disproved Japan's claim that it has developed the technology of building earthquake-proof houses in the country. No scientific or technical advancement can ever stand against the indomitable forces of nature.

2. In your capacity as the Governor of Jammu and Kashmir write a Report to the Home Minister on the damage done to life and property by the cold wave, fierce snowfall and landslides in the State.

Report

**The Home Minister,
Govt. of India, New Delhi.**

The State of Jammu and Kashmir is facing an unprecedented rage of cold wave, snowfall and landslides. The State is in the grip of incessant rains, hail storms and flood. Practically all the rivers, lakes and water-falls have frozen into solid ice. At many places the temperature has sunk down to -60° celcius. It is feared to be the worst natural calamity of its type of this century. According to official records about 250 persons have been killed and 400 stranded or buried in the snow. About 600 vehicles, including 37 buses and 39 motorcycles have been half buried and stranded in the snow. The 2.8 kilometer long Jawahar Tunnel has been blocked with heavy walls of snow at both ends and about 240 people have been stranded within it. Rescue operations have been started. About 133 bodies have been taken out so far. After four days' ceaseless efforts against all indomitable forces of nature all the 240 persons engulfed in the tunnel have been rescued. In all about 2600 persons have so far been rescued and saved by our forces. Food material, food packets and medicines are being air-dropped in the worst affected areas.

Central aid is urgently needed. A high-power committee to assess the extent of damage and aid to the state is most urgently solicited.

(Sd. Governor)

3. Prepare a short write-up (report) on **Ardh Kumbh Mela** held at Allahabad.

The last Ardh Kumbh Mela of the present century at Allahabad began from 14 January, 1995. This great holy gala festival is held every

six and twelve years at the confluence of the Ganga, Yamuna and the invisible river Saraswati. Preparations on a very large scale were made for the maintenance of law and order and for providing basic amenities to the pilgrims estimated at more than 25 lakhs. The whole Mela area was divided into three broad sectors. The most important of them was the proper Mela area. The other two sectors included the city of Allahabad and the Railway Station. Police and security forces in large numbers were mobilized from all over the State and stationed at Allahabad. In addition to the normal civil and traffic police, sixty-five P.A.C. companies were posted there. They included Women Police Force, commandoes, dog squads and secret police contingents.

The first holy bath festivity was held on the Makar Sankranti Day (14 January). More than 10 lakh pilgrims were expected to take the holy dip on this day, but contrary to expectations only about three lakh pilgrims turned up on that day. The second holy dip day fell on 30 January, Moni Amavasya. On this day also, contrary to expectations, only about four lakh pilgrims took the holy bath. The third holy bath day fell on Basant Panchmi, 4 Feb, 1995. On this day about 20 lakh pilgrims assembled to take the holy bath. It was the day of trial for the administration and the police. However the day passed off peacefully. No untoward incident of any kind occurred. This speaks highly of the foresightedness and competence of our administration and the police.

Exercise

Write short reports in about 150 words each on the following topics :

1. The outbreak of plague in Gujarat.
2. The recent earthquake that occurred in Maharashtra.
3. An assessment of Literacy Campaign in your District.
4. The law and order situation in Kashmir.
5. The law and order situation in your District.
6. Any international game or sports meet that you have seen.
7. The repeated occurrences of floods in your District.
8. Assembly elections in your State.
9. Parliamentary elections in your constituency.
10. The Flag Hoisting ceremony on the Republic Day in your University.

It often happens that you go to meet a person at his residence or in his office but he is not available there. Or, sometimes you want to talk to a person on the telephone, but he is not available on the phone. What is to be done in that case ? In that case you can write down the purpose of your visit, mentioning some important points in brief, on a piece of paper or memo-slip and hand it over to some responsible person available there, to be delivered to the person you wanted to meet or talk to. This brief written statement is called a 'Message'. In case of a telephonic call, you can verbally give your message to the person available on the phone.

Writing a message briefly and effectively is in itself an art. There are certain rules or practices which should be followed to make the message effectively brief, beautiful and purposeful. They are the following :

- (1) It is not necessary to write the full address of the writer or the receiver of the Message.
- (2) Only the name of the writer and the receiver should be written.
- (3) The name of the receiver of the Message should be written at the top, and that of the writer at the end of the Message.
- (4) The date and time of writing the Message must be written at the top.
- (5) A brief salutation must be written before writing the Message.
- (6) The Message must be brief, but no important point should be left out.
- (7) The Message can be written in the Present, Past or the Future tense as the Message may require.
- (8) No matter should be added from your side or any opinion given in the Message.
- (9) In order to make the Message brief, short forms of words, phrases and abbreviations can be used, as *haven't* (for have not), U.N. (for the United Nations), U.S. (for United States of America), Tel. (for Telephone).
- (10) If the sense is not distorted, half sentences can be used, such as 'no help yet', 'returning soon', 'money urgently needed,' 'not well'.

Format of the Message

Though there is no prescribed format for the Messages, the following format can be used :

Day and Date
Time
Receiver's Name
Salutation
Message
Writer's Name & Signature

Model 1 Based on a Telephonic Talk

There is a telephonic talk between Rahul and Nandini. Nandini is just leaving for Delhi, and will not be able to meet Santosh that day. Therefore she leaves a message for Santosh on the basis of the following conversation between her and Rahul. Write the message.

- Nandini** : Hello !
- Rahul** : Could I speak to Mr. Santosh. I am Rahul at this end.
- Nandini** : I am sorry, Mr. Rahul. Mr. Santosh is not in the office at the moment.
- Rahul** : Oh, I have a very urgent message to give to him.
- Nandini** : Please, Mr. Rahul, give the message to me. I will write a note and leave it on his table for his immediate attention. Is there anything serious ?
- Rahul** : Yes, his father has a severe heart-attack. He has been admitted into the I.C.U. unit Number 2, Safdarganj Hospital, New Delhi. His condition is very serious. Santosh must immediately reach the Hospital. He must have some money with him. His mother is already there, but she is all alone.
- Nandini** : I am just writing a note and leave it on his table. I'll also try to get him on the phone.
- Rahul** : Thanks, Miss Nandini.

Message Very Urgent

Friday, 23rd Dec., 2011

11:30 a.m.

Dear Mr. Santosh,

Your friend Rahul telephoned to inform you that your father has got a severe heart-stroke. He has been admitted to Safdarganj Hospital, I.C.U. No. 2. You must immediately reach the Hospital. Your mother is alone there. Arrange to take some money with you.

Nandini.

Model 2 Again Based on a Telephonic Talk

There is a telephonic talk between Sharad and Kamini. Kamini is just ready to go to the Head Office and is not likely to return before 5 p.m. There is a telephonic call for his colleague Devendra, but he has not yet come to the office. Kamini receives the call and notes down the message to be conveyed to Devendra as soon as possible. Therefore she leaves a message to this effect on Devendra's table for his immediate attention when he reaches the office.

- Kamini** : Hello !
- Sharad** : I am Sharad, wanting to speak to Devendra, please.
- Kamini** : I am Kamini, his colleague, speaking, Devendra has not yet come to the office. If there is any message for him, please let me know it. I'll arrange to pass on the message to him as soon as possible.
- Sharad** : Yes, there is an emergency. Devendra's parents have met with a serious accident. They were going by their bike to attend some function. Their bike jumped off at a speed-breaker and they fell down. Both of them have sustained serious fractures. Both of them have been rushed to the Emergency ward at S.N. Hospital, Agra. He must reach there immediately. He must inform his brothers also and ask them too to reach there.
- Kamini** : Yes, Mr. Sharad, I have noted your message. I'll accordingly write a note to him which he will receive as soon as he reaches here. Thanks for the care you have taken.
- Sharad** : Thank you, Madam.

Message For Immediate Attention

Monday, 25 Dec., 2011

10:15 a.m.

Dear Devendra,

There is an emergency call for you. Your friend Sharad has conveyed an emergency message for you through the phone. Your parents, while going by their bike, have met with an accident. Both of them have sustained fractures, and they have been rushed to the Emergency Ward, at S. N. Hospital. You must reach there immediately and inform your brothers too.

Kamini.

Model 3 Based on a Telephonic Talk

Bharat and Bhushan are colleagues in the sales Department of a Company. Bharat is getting ready to go to the field. Bhushan is likely to come to the office in the afternoon. But before Bharat leaves the office, he receives a telephonic call for Bhushan. Bharat notes down the contents of the call and accordingly leaves a written message on Bhushan's table for his immediate attention.

Bharat : Hello !

Bhushan's Mother : I believe you are Bharat, speaking from the office. Where is Bhushan ? I am his mother at this end.

Bharat : Mother, Bhushan will reach here by the afternoon. I am also leaving the office within fifteen minutes. If there is any message for Bhushan, please let me know. I'll leave the message on his table for his immediate attention.

Mother : Yes, Bharat, convey the message to him that his sister with her two children is reaching New Delhi Station from Bangalore by Shatabdi Express. The train reaches New Delhi at 6 O'clock in the evening. He must receive her at the station at platform No. 2. She is in first class A.C. Coach, No. P-6. He should confirm that the train is running on time. His sister has a heavy luggage and her two children.

Bharat : Yes, Mother, don't worry. I'll leave an **urgent message** for him at his table. He will receive it as soon as he reaches here.

Mother : So good of you, Bharat. My blessings !

Message Urgent Message

Tuesday, 3rd Jan., 2012

11:30 a.m.

Dear Bhushan,

Your mother telephoned to me at 11:30 a.m. She has directed you to receive your sister and her two children at New Delhi Railway Station at 6 O'clock in the evening at platform No. 2. She is travelling by Shatabdi Express from Bengaluru. She has boarded first-class A.C. Coach No. P-6. She has heavy luggage in addition to her two children. You must confirm the arrival time of the train and reach in time.

Model 4 Based on a Personal Visit

You are Rohitash. You go to meet your uncle to discuss with him your future course of studies. But your uncle is out of station and will be back by tomorrow morning. Therefore, you leave a message with your aunt regarding the purpose of your visit. Write your message in detail.

Message

Friday, 4 Dec., 2011

11:30 a.m.

Respected Uncle,

I came to discuss with you my further course of studies. You know, uncle, that I have passed 10 + 2 exam. of the C.B.S.E. Board with Science and Maths and secured 80% marks. Now I have three options before me to pursue my studies further. First, I can try for my admission to Engineering and Technological Course. Secondly, I can try for my admission to computer course leading to M.C.A. Thirdly, I can go in for B.B.A. leading to M.B.A. I am unable to decide. Kindly consider my three options carefully and give me your valuable advice. I'll meet you again next week.

Rohitash.

Model 5

Based on a Personal Visit

You are Rashmi. Your marriage comes off next month. You want to make some purchases for that purpose. For this you want to go to market with your friend named Namita. You go to Namita's house, but she is not at home. She has gone to her college. Namita's mother asks you to leave a message for Namita, which she would deliver to her when she comes back from the college. Write your message.

Message

Friday, 15 Nov., 2011

1:30 p.m.

Dear Namita,

I came to meet you at your house but you had gone to college. I wanted to meet you with a purpose. You know that my marriage comes off next month. Therefore, I want to make some purchases with you. I know you have a very refined and sophisticated taste. Your choice is excellent. I want to purchase a few saris, a few suits and, of course, some latest items of cosmetics. Your advice and choices would be of immense value to me. I'll come on Sunday. Please keep yourself free in the afternoon on Sunday.

Rashmi.

Exercises for Practice

1. Read the following telephonic conversation and write the relevant Message based on it :

Rajiv Mehrotra : Hello !

Sandeep Mahajan : I am Sandeep Mahajan, representing Messrs Mahajan and Sons. I wanted to talk to your Managing Director.

Rajiv Mehrotra : Our Managing Director, Mr. Pradeep Kohli, is out of station. Could I be of any service to you ? I am Rajiv Mehrotra, his Secretary.

Sandeep Mahajan : Thanks a lot. We are wholesale dealers in all brands of Refrigerators. But we have had no trade dealings with your company. I wanted to talk to your M.D. in this connection.

Rajeev Mehrotra : Our M.D. will be back tonight and will remain in the office tomorrow all the time. You can come any time.

Sandeep Mahajan : Kindly fix up my meeting at 2 O'clock tomorrow.

Rajeev Mehrotra : By chance I am also going out today. I shall not be able to meet the M.D. However, I'll leave a message for him and you can come tomorrow at 2 O'clock.

Sandeep Mahajan : Thank you so much for this favour.

2. Read the following telephonic conversation between Ramendra and Ashoka. Write a message based on this conversations.

- Ramendra** : Hello !
- Ashoka** : Yes, Ashoka on this side. Can I know who I am talking to ?
- Ramendra** : I am Ramendra, Mr. Bajpai's nephew. I want to talk to uncle Bajpai.
- Ashoka** : Mr. Bajpai is not in the office at this moment. He is expected to come back within an hour.
- Ramendra** : I wanted to tell him that his younger son has developed high temperature. His wife is getting very nervous. She wants that uncle should reach home immediately. A doctor has to be called and the child cannot be left alone.
- Ashoka** : By chance, I have to leave office just now. Therefore I cannot meet Mr. Bajpai. But I will leave a message to this effect on his table. He will reach home as soon as he reads the message.
- Ramendra** : Yes, please do so. Thanks a lot.

3. Read the following telephonic conversation between Sita and Geeta. They plan to go to see a book-fair. They also want to take Seema with them. Write a relevant message to Seema to this effect.

- Sita** : Hello !
- Geeta** : Yes, Sita. I can recognize you by your voice.
- Sita** : Do you know, Geeta, a very great Book-Fair is being held these days at the Pragati Maidan ?
- Geeta** : Yes, I know. Let us go to see it tomorrow.
- Sita** : Yes, certainly. It would be fine if Pramila also goes with us.
- Geeta** : But how can we inform her ? I tried her phone, but it is out of order.
- Sita** : We can manage to inform her by sending a **message** to her through our peon.
- Geeta** : Yes, it is a good idea. Write to her that she should reach your home at 10 in the morning. I shall also reach your home at the same hour.
- Sita** : This is agreed.

- 4.** Ramendra has received two appointment letters—One from the Birla Rayons situated in Arunachal Pradesh, and the other from Volkart Brothers at Mumbai. The Birlas have offered higher salary but Arunachal Pradesh is risky. The Volkart Brothers offer a slightly lower salary, but Mumbai is a much better place to live in. Ramendra is in a fix, unable to decide which one to join. He goes to seek the advice of his uncle, but the uncle is out of station for two days. Ramendra decides to leave a **message** to his uncle, stating the causes of his dilemma and seeking his advice. Draft the message on behalf of Ramendra.
- 5.** You are Mahendra. Your friend Surendra has invited you to join his birth-day party in a nearby town. You have already sent your acceptance. But at the last moment some unexpected developments have prevented you from going there. You decide to send him your message, stating the causes that have held you back and wishing him a very happy birthday and long life. Draft the **Message**.
- 6.** You are Mohini. You have already booked a ticket to fly from Delhi to England by Air India. At the last minute the Air India flight is cancelled owing to some fault in its engine. All the passengers of Air India are transferred to the British Airways. Therefore, you decide to send a message to your father regarding this through your driver so that your father may not worry about you. Draft the **Message**.

The writing of Notices effectively and beautifully is an art in itself. The publication, propagation and circulation of these Notices is an indispensable part of this art. These Notices are circulated for the information and benefit of individuals, general public, commercial and industrial houses, educational Institutions, and different Government offices and their staff, and teachers and students. Authentic information relating to Government notifications, functions, incidents and events, opening ceremonies, holidays, and games and sports is publicised through them. New commercial and industrial developments are also brought to public notice through them. Therefore, Notices play a very important role in our day-to-day life. The Notices are either pasted on the Notice-Boards or published in the Newspapers.

Format of the Notices

There is no definite or prescribed format for Notices. However the following format can be adopted :

Name of the Institution/Dept./Organization/Office
NOTICE
Date
Descriptive Heading
Full contents of the Notice
Signature
Name
Designation of the Issuing officer & date

Essential Features of Notices :

Authentic Notices must have the following features, otherwise they would have no value or relevance :

1. Notices must have at the top the name of the Department, Institution or Industrial unit which publishes or circulates the particular notice. Often they are written on their printed letter pads.
2. Below them the word **NOTICE** must be written in broad capital letters in the centre.
3. Below it date should be written on the left hand side.
4. Then some beautiful and effective Heading should be written in the centre.

5. The Notice should be written thereafter. The notice should have all necessary details such as the purpose of the Notice, important dates, duration of period, timings, venue and other conditions, if any.
6. In the end, the name of the officer and his designation should be written. The Notice should then be signed by the issuing officer with date.

Some important points that must be included in some typical types of **Notices** are give below :

<p>Meetings</p> <ul style="list-style-type: none"> ● Date ● Time ● Venue ● Agenda ● Members ● Contact Numbers ● Specific Instructions (if any) 	<p>Events</p> <ul style="list-style-type: none"> ● Name/type of Event ● Date ● Time ● Venue ● Eligibility ● Contact Numbers ● Specific Instructions (if any)
<p>Tours and Exhibitions</p> <ul style="list-style-type: none"> ● Name ● Occasion and Purpose ● Venue ● Dates and Timings ● Means of Transport ● Expenditure (estimated) ● Duration ● Contact Numbers ● Specific Instructions (if any) 	<p>Lost and Found</p> <ul style="list-style-type: none"> ● Article lost/found ● Date ● Time (Approximate) ● Place/Area where lost / found ● Identification of the article ● Reward (if any) ● Contact Numbers
<p>Call for Strike</p> <ul style="list-style-type: none"> ● Name of Institution/Company/Deptt. (where call for strike is given) ● Personnel going on strike ● Date/Duration of strike ● Reason for going on strike ● Demands ● Justification ● Promise for remaining non-violent and causing no damage 	<p>Change of Name</p> <ul style="list-style-type: none"> ● Present Name ● Father's Name ● New Name ● Reason for change ● Address ● Objection (if raised by any)

Model 1

R. S. T. College, Raigarh Notice

15-12-2011

Staff Meeting

An important meeting of the staff of the college will be held on December 17, 2011 in the college Auditorium at 2 p.m. All the members of the Teaching Faculty are requested to attend the meeting. The following is the agenda of the meeting :

- (i) To pass the minutes of the previous meeting.

(ii) To discuss and finalise the detailed programme of the Annual Sports of the college going to be held in the first week of January, 2012.

(iii) Any other item with the permission of the chair.

R. S. Gaur

(Signature)

Staff Secretary

Model 2

Birla Spinning and Weaving Mills Ltd., Kanpur

Notice

24-10-2011

Grand Farewell to the Retiring Managing Director

As has already been decided by the Executive Committee of the Officers' Club, a grand farewell function to give a befitting **Send-off** to our Managing Director. Hon. R. S. Sodhi, is going to be held on November 1, 2011 at the Club Premises at 2 p.m. All the members of the Officers' Club are most cordially invited to attend and grace the function. The members who want to speak on the occasion are requested to give their names to the undersigned by the 26th instt. The members are also expected to bring their own garlands and bouquets to honour the Hon. Guest.

D. C. Pandit

(Signature)

General Manager

Model 3

Modern Public School, New Delhi

Notice

5-9-2011

School Tour to Mumbai

As has already been decided, the School is arranging a tour from Delhi to Mumbai. Tentatively the Tour will start in the first week of October, 2011. The exact date depends upon the date of Reservation (both sides) available in the Frontier Mail. The members of the staff and students who are interested in joining the tour should give their names to the undersigned by the 10th instt. The tour would take about five to six days and the estimated expenditure would come to about ₹ 2500/- per head. This would include train fare and boarding and lodging in a good hotel. It would be an excellent educational tour to the financial Capital of the Country. The tourists are advised to take light warm clothes with them. For any other information the intrested persons can contact the undersigned personally or on his Mobile No. 9837653306.

R. K. Mehrotra

(Signature)

Principal

Model 4

Messrs Ramlal & Sons, Kanpur

Notice

5-1-2012

Handbag Lost. Reward to the Finder

While going from Sari Bazar to Lohamandi by my scooter between 4 and 5 in the evening of January 4, 2012, I dropped my handbag somewhere on the way. It was a medium-size bag, gray in

colour, and closed with a chain. The bag contained many of my important letters, some account papers and a bunch of keys. All these articles are of no use to anyone, but they are very important for me. Anyone who may have found this bag is requested to inform me on my Mobile Number 9897357205. The finder will be given a cash-reward of ₹ 1,000/-.

Shyam Manohar
(Signature)
Proprietor of the Firm

Model 5
Rajni Agrawal, Indira Nagar, Allahabad
Notice

15-3-2012

Change of Name

Until now my name was Rajni Agrawal, daughter of Shri Padam Chand Agrawal, A-27, Indira Nagar, Allahabad. But last month I was married into a Jain family. My husband's name is Mr. Prabhakar Jain. Hence, according to Hindu Code of conduct and convention, my name has been changed as Rajni Jain. Accordingly I am getting my name changed in all my educational certificates and Degrees and also in my Bank Accounts.

This is for general notification so that no one may have any objection or inconvenience on account of this change in my name.

Rajni Agrawal
(Signature)

Model 6
Workers' Union
Ahmedabad Spinning and Weaving Mills,
Ahmedabad
Notice

15-1-2012

Notice for Indefinite Strike

This one month's notice is hereby given to the Management of Ahmedabad Spinning and Weaving Mills, Ahmedabad by the Workers' Union that all the workers of class three and class four will go on an indefinite strike with effect from the morning of February, 15, 2012, if their long pending grievances are not removed to their entire satisfaction.

The workers have brought to the notice of the Management their grievances several times over the period of the last two years, but the Management have taken no steps to remove their grievances. The main demands of the workers are revision in their wages structure, payment of Annual Bonus, and better provisions for their safety and welfare.

The Workers' Union have been compelled to take this extreme step on account of the callous indifference of the Management towards their genuine demands over such a long period.

Shiv Ram
(Signature)
President of the Workers' Union

Exercises

1. A Book-Fair is being held at the Pragati Maidan in New Delhi. Your College has decided to visit the Fair in a group of interested teachers and students. In your capacity as the Principal of D.A.V. College, Meerut, draft a **Notice** inviting the names of the teachers and students who are willing to go to visit the Book-Fair.
2. You are Principal of the Science College, Allahabad. The students and teachers of the Botany Department propose to go on an expedition to the Himalayas to collect rare plants and herbs. Draft a **Notice** inviting the teachers and students who would like to join the expedition.
3. You are General Manager of a large limited Company. The Workers of the Company have given a notice to go on an indefinite strike to pressurise the Management to accept their demands. Draft a **Notice** inviting the senior officers of the Company to a meeting to consider how to deal with the situation.
4. As the Registrar of a University, draft a **Notice** inviting Heads of all Departments to decide the date for the commencement of the examinations and to draw the detailed schedule of dates and examination centres.
5. The Paediatric doctors of Agra have decided to organize a Free Camp to check up all children upto the age of ten. All kinds of clinical and pathological tests will be done by experts free of charge. As the Secretary of the Paediatricians Association, draft a public Notice giving full details of date, venue, timings and other connected information to make the camp a great success.
6. Your original name is Ghure Lal. This name is very unaesthetic and has a nauseating connotation. Therefore, you want to change your name, keeping in mind that your initials should not change. Draft a public Notice for publication in the Newspapers to announce this change in your name.
7. You are R. K. Mehrotra. By chance you left your suit-case on the bus-stand and returned home by an auto-rickshaw. On reaching home, you realized the loss of the suit-case. Now draft a **Notice** to be published in the Newspapers, detailing the colour, size and the type of the suit-case and the main contents in it. Announce that any one who returned your suit-case, or informed you about it on your telephone would be awarded ₹ 5000/- in cash.
8. You are D. C. Rawat. Your small puppy has been missing for the last two days. Draft a **Notice** to be published in the Newspapers, giving the details of its colour, breed, pet name, and any other marks of its identification. Announce a reward of ₹ 2000/- to any one who brought back your puppy or informed you about it on your telephone.

Diary-Writing is entirely a personal short artistic piece of writing. It is not meant to be read by any one else. In the diary-entries the writer records some of his important and unforgettable experiences, events, incidents, unexpected happy or sad situations, or his experiences of success or failure. They are recorded in one's diary the same day in a short and precise form. Since such important and unforgettable situations or incidents do not happen in our life every day, diary-entries are also not made every day. In course of time, these entries take the form of the author's autobiography to a certain extent.

Some Common Rules of Diary-Entries

Since Diary-Writing is entirely a personal matter, there are no definite rules or any prescribed format for writing the same. However, there are certain points which every diary-writer must keep in mind. These points are the following :

- (1) First of all, Day and Date should be written.
- (2) Below that the time of entry should be written.
- (3) Thereafter some meaningful and artistic heading for the incident or experience should be given.
- (4) Then the incident or experience should be recorded briefly but artistically and effectively.
- (5) In the end the writer should put his signature.

Model 1 Diary-Entry

Wednesday, 15 Jan., 2012
8:30 p.m.

Angel of a Man

I am a young girl of 19, a student of Rajasthan University, Jaipur. I was travelling by night-bus from Jaipur to Agra. I was on a sleeper-berth.

Suddenly I woke up with a jerk and came to know that the engine of the bus had suddenly failed. It was a lonely place with bushes and thorny trees all around. I came down from the bus and was terribly frightened and shivering with cold. All the passengers went away by different means or on foot. I was left all alone on that pitch dark night. Suddenly I saw a man coming towards me on his bicycle. I froze with fear. The man came and got down from his bicycle by my side. He politely addressed me as 'sister' and said that the place where I was standing was very dangerous. He said, "Sister, if you could trust me, I would take you to my home about two kilometers from there by my bicycle, and in the morning I would get you a bus to Agra." He appeared to be a cultured, polite and refined person. I had no option but to accept his offer. He took me to his home. It was a one-room mud - house. After offering me a cup of tea, he made me sleep in his only room, and himself slept in the open verandah outside. At day-break, he came to my bed with a cup of tea and woke me up. I saw in his eyes light of brotherly love and sympathy. He offered me light breakfast very affectionately, and then accompanied me to the nearby bus-stop to get a bus to Agra, I was so overwhelmed by his affection and kindness that I could not ask even his name or address. To me he was an Angel of a Man.

Preeti Dube.

Model 2 Diary-Entry

Sunday, 20 Jan., 2012
9:00 a.m.

Knocking at the Door at Midnight

Today I was all alone at home because my parents had gone out to attend a marriage. I studied till 10 O'clock in the night and then bolted all the doors and windows very carefully, and

retired to bed. It was my first chance to sleep all alone in my home. I felt frightened, but I slept. Around midnight I heard a knocking at the door. I wondered who could have knocked at the door at that hour of the night. I did not move. Again there was a knocking. I could not have the courage to ask who was knocking. He may be a robber or a decoit wanting to enter into the house. I thought of calling the police, but I did not have the telephone number of the police-station. I also thought of calling some relation or friend by the phone, but I had become so nervous that I forgot all telephone numbers. I lay awoke, frozen with fear. The knocking at the door continued the whole night. I counted minute by minute until it was morning. When I heard people walking on the road in front of my door, I collected all my courage and opened the door. Then I discovered that I had hung a bent iron bar on the hook of the door, and this bar was beating against the door by the breeze blowing

outside. This was the secret of the knocking at the door. I laughed at my folly.

Rashmi Agrawal.

Exercises

Make Diary-Entries on the following topics—

1. How I miss my mother !
2. Faith in God's justice.
3. How I escaped being drowned !
4. My first day in the College.
5. When I topped in the I.A.S. examination.
6. The day I retired from my service.
7. My encounter with a robber.
8. How I was cheated by a friend !
9. When I won a Gold in the Olympics.
10. How my luck favoured me !

Telegram is a Government means of sending messages from one place to another speedily. In this system messages are sent from one telegraph office to another telegraph office in a code language. The receiving telegraph office deciphers the code language into normal language and sends the message to the addressee through the postman. Since the telegraph office is a Government Department, it has a prescribed form on which the telegram is sent. The rate of charges is also fixed by the Government. In the telegram there is a fixed charge for every word in the message as well as in the address of the addressee. Therefore, messages are sent through the telegram in as few words as possible. In the modern age mobile phones, S.M.S., Fax, E.mail, etc. have become so popular that telegrams have become largely outdated. Still thousands of telegrams are sent everyday. Very urgent messages such as Interview letters, Appointment letters, Intimations of serious ailments, births and deaths are sent by the telegram.

The Format of the Telegram Form

INDIAN POST AND TELEGRAPH				
Name and Address of the Addressee	Name			
	Address			
Message :				
Senders' Name :				
Sender's Name and Address (Not to be telegraphed)				

Common Rules of Telegrams :

- (1) Every word in the telegram is written in capital letters.
- (2) In the message only important words are written, such as names, nouns, main verbs, adjectives, etc.
- (3) Articles, Prepositions, Adverbs, helping Verbs without which the message can be well understood, should be avoided.
- (4) Punctuation marks are not often used. In place of Mark of Fullstop (.), the word 'Stop' is written and it is counted as one word.
- (5) Numerals are avoided as far as possible. Unavoidable numerals are written in words. Timings are also written in words, such as '8 a.m.' should be written as 'EIGHT MORN'.

- (6) If there are small squares drawn on the form, only one word should be written in one square.
 (7) In the last column the full name and address of the sender should be written. This is not to be telegraphed, and therefore there are no charges for it.

Model 1

You are Rajni Kant. You are posted as a lecturer in Bombay University, Mumbai. Your parents live at Varanasi. Your mother has a serious heart-stroke. Her condition is serious. She has been admitted to Gandhi Memorial Hospital. Your father sends you a telegram to come immediately. Draft the telegram in the following form supplied by the Post and Telegraph Department.

INDIAN POST AND TELEGRAPH							
Name and Address of the Addressee		Name : RAJNIKANT Address : ENGLISH LECTURER BOMBAY UNIVERSITY MUMBAI					
Message :							
MOTHER	HAS	HEART	STROKE	SERIOUS	ADMITTED		
GANDHI	HOSPITAL	COME	FIRST	MEANS			
Sender's Name : HARI SHANKAR							
Sender's Name and Address (Not to be telegraphed)				Shri Hari Shankar Gupta 2/30, Shankar Sadan, M. G. Road Varanasi			

Model 2

You are Rama Shankar, Resident of 2/41, Gandhi Nagar, Chennai. Your brother, Hari Shankar, is studying in Indira Gandhi University, Pune. He is a student of M.B.A. Final Semester. An interview letter has come for him. He is required to attend the interview for the post of Marketing Executive by the Tata Industries, Tata Nagar, Bihar. Draft a telegram, directing your brother to attend the interview on January 15, 2012 at 11 a.m. in the office of the Managing Director.

INDIAN POST AND TELEGRAPH				
Name and Address of the Addressee		Name : HARI SHANKAR Address : MBA FINAL INDIRA GANDHI UNIVERSITY PUNE		
Message :				
YOUR	INTERVIEW	TATA	INDUSTRIES	TATA
NAGAR	FIFTEEN	JANUARY	MARKETING	EXECUTIVE
ATTEND	INTERVIEW	ELEVEN	MORN	MANAGING
DIRECTOR	OFFICE			
Sender's Name : RAMA SHANKAR				
Sender's Name and Address (Not to be telegraphed)			Shri Rama Shankar 2/41, Gandhi Nagar, Chennai	

Exercises

1. Draft a telegram to be sent by a father to his son that he has qualified in the written examination for I.A.S. He should come home immediately and prepare for the Interview to be held early next month.
2. Draft a telegram to be sent by a father to his son, informing him that he has been appointed as an Engineer in Birla Cotton Mills, Pilani. He has to join within a week. He must come home immediately.
3. Draft a telegram to be sent by a Junior Engineer to the Chief Engineer, P.W.D., Allahabad, requesting him to extend his leave by four days because his father is still seriously ill.
4. Draft a telegram to be sent by Prem Shankar Agrawal to his brother Radhey Shyam Agrawal informing him that their grandmother has expired. He must come by the earliest train available.
5. You are Pramod Mahajan, General Manager, Paliwal Industries Ltd. Gorakhpur. Your Sales Executive Rahul Jain has gone to Lucknow. Send a telegram to him to attend an urgent meeting at Kanpur on 15th January, 2012 before returning to the Head Quarters.
6. You are Tara Chand Maheshwari. Your brother Chandra Bhan has been promoted as Marketing Executive, Tata Industries, Jamshedpur. He is required to report there immediately. Send a telegram to your brother asking him to proceed to Jamshedpur immediately instead of returning home.
7. You are Prem Rajdhan, Manager, Human Resources and Recruitment, Reliance Petro Chemicals, Mumbai. You have to call Rajesh Dixit telegraphically for interview on 10th January, 2012 at 10 a.m. in your office for the post of Sales Executive. Draft a telegram for the same.
8. You are Sanjaya Khurana, Managing Director, Hindustan Lamps Limited, Ludhiana. Your Marketing Executive, Mr. Harish Kumar, is on a tour over Rajasthan. You have called a very urgent meeting of all the Marketing Executives on the 15th Jaunary, 2012 at 11:30 in your office. Draft a telegram asking Mr. Harish Kumar to cut short his tour and return to attend the meeting.

Letter-Writing is an art. Therefore as in the cultivation of any other art, the letter-writer has also to employ all his intellectual and emotional faculties to get perfection in the art of letter-writing. Letters are the most important means for developing, promoting and strengthening family ties, social relationships and cordial contacts in industrial, trading and business circles. Letters also reveal the writer's cultural level, refinement and command over the language. Therefore it is essential to learn, practise and acquire perfection in the art of writing letters to be successful in any field of life.

Keeping all these points in view, we are giving below the accepted **formats** of all kinds of letters along with some **models** of all types. There are **three** main types of letters :

- (i) Informal Letters or Personal Letters
- (ii) Formal Letters or Official Letters
- (iii) Business Letters

The above noted **Informal or Personal** letters include letters amongst family-members, friends and relations and letters of personal greetings, good-wishes, congratulations, invitations, sympathies and condolences, etc.

The **Formal** letters include administrative, official, and Government letters and applications. Letters of social importance published in the Newspapers are also formal letters.

The **Business** letters include all types of letters relating to industry, trade, business, imports, exports, etc.

All these different types of letters have a set **Format** and also use some accepted or formal words, phrases or even sentences. Therefore it is necessary to know the formats and formalities of all types of letters. This will keep you in the front line of personal and social culture.

(1) Format of Personal Letters

There are **eight** main parts of the Personal Letter. They are :

(i) The Address of the Sender :

The sender of the letter must write his full Postal address together with his Telephone Number at the top of the letter on the right hand side. This is necessary to enable the recipient of the letter to reply to the letter by post or telephone.

(ii) The Date :

The writer must write the date of the letter below the address. The date can be written in the following three ways :

5-6-2012

5th June, 2012

June 5, 2012

If the writer wishes he can write the day also along with the date in the following way,
Friday, 5th June, 2012.

Format of Informal or Personal Letter

	(i) The Address of The Sender
	(ii) The Date
(iii) The Salutation	
(iv) The body of the letter (divided into Paragraphs)	
	(v) The Subscription
	(vi) The Signature
(vii) Enclosures (if any)	
(viii) The name and address of the person to whom the letter is sent.	
<p>Note : A new fashion has been started these days to write the Subscription and Signature on the left-hand side. Perhaps this has been done because this is more convenient to the typist. However, both ways are correct.</p>	

(iii) The Salutation :

The Salutation written on the left-hand side is a very important part of the letter. It shows the writer's closeness to the person to whom the letter is written. Different categories of people are offered salutation in different ways. The more common salutations are these :

- To Father, Mother, Elder Brothers and Sister. Uncles, Aunts and other elderly relations—
My dear Father / Papa / Daddy / Uncle / Brother
Dear Mother / Mummy / Aunt / Sister.
Respected Father / Mother / Uncle / Aunt, etc.
(This is, however, not accepted in Western culture)
- From Father, Mother and other elderly relations to their children or younger ones—
My dear son / daughter
Dear Raju / Renu
My dear daughter / sister Richa
- Between Brothers, Sisters and Friends
My dear brother / sister
My dear brother Saurabh
My dear sister Lahar
My dear Gaurav / My dear friend Gaurav
- To your senior colleagues, teachers or professional friends.
Sir, Dear Sir, Dear Sirs (Remember, we cannot write My Sir, My Dear Sir/Sirs)

(iv) Body of the Letter :

This is the main part of the letter. It contains the matter, message or contents of the letter. It can have several paragraphs. It has **three** broad divisions—

- Opening sentence of the letter

- The main matter or contents
- The closing paragraph or sentence

The following can be the common opening sentences of a letter :

- Thanks for your kind and affectionate letter received just now / last week / a couple of days ago / on the 10th March.
- Many many thanks for your kind letter. I am sorry I could not reply to it earlier, as I was out of station / owing to very heavy engagements / owing to pressure of studies / work.
- I was so glad/delighted / pleased to receive your letter. I was even more delighted to read its contents.
- Received your long awaited / eagerly awaited letter only yesterday. You can't realize what a relief it gave to me.
- I am sure you will be pleased to read the contents of this letter.
- I have not received any letter from you since long / for a long time. It is really very unkind and thoughtless of you. Perhaps you don't know how much I love you and care for you.
- I am sorry for not having replied to your kind letter so long / for such a long time. The delay was due to overwork / pressure of work / very heavy pressure of studies. But this does not mean that I love you in any way less / remember you in any way less / care for you in any way less.
- I beg your pardon for this inordinate delay in replying to your letter. In fact, I was out of station / I was not quite well / I was overbusy in connection with my sister's marriage. This slackness will not occur in future.

The following can be the closing sentences of the letter :

- With sweet remembrances and love.
- With best wishes / With best wishes and love.
- With heartiest love and blessings.
- Wishing your all the best.
- With regards to you and Mummy.
- With warmest personal regards.
- With regards to your parents and love to the younger ones.
- Kindly convey my regards to your parents and love and good wishes to younger brothers and sisters.
- Hoping to receive an early reply from you / Expecting an early reply.
- Kindly reply by return of post.
- Trusting this finds you in the best of health and happiness.

(v) Subscription :

At the end of the letter, on the right-hand side, subscription is written above the signature of the writer of the letter. This is also an important part of the letter. Different types of subscriptions are written for different persons to whom letters are written. The more common forms of subscription are these :

- In letter to Father, Mother, Brothers, Sisters and other elderly family members —
Yours affectionately,
Affectionately yours,
Your affectionate son / daughter / nephew / niece, etc.

(But remember, we cannot write ‘your affectionately’ or ‘affectionately your’. Also we should not add apostrophes (’s) in ‘Yours’)

- In letters from Father, Mother, Brothers, Sisters and other elderly members of the family to their children or younger ones —
Yours affectionately,
Affectionately Yours,
Your affectionate father / mother / uncle / aunt, etc.
- In letters between Brothers and Sisters —
Your loving brother,
Your loving sister.
- In letters between friends —
Yours sincerely,
Sincerely yours,
Yours very sincerely,
Your loving friend.
- In letters to senior Colleagues, Officers, Businessmen and Professionals —
Yours faithfully,

(vi) Signature :

Below the Subscription the writer should put his signature. The signature should be full and clear. If the letter is typed, signature must be put below the typed name. If some photocopies of the letter are to be sent, they should be properly signed.

(vii) Enclosures :

If some Enclosures such as cheques, drafts, certificates, etc. are to be sent with the letter, they should be properly enclosed, and their list should be given on the left-hand side below the ‘Enclosures’.

(viii) Address of the Recipient :

The name and address of the recipient of the letter should also be written on the left-hand side.

(ix) P. S. :

Sometimes some important point is left out from the main body of the letter. This can be written very briefly under P.S. (Postscript) on the left-hand side of the letter and signed. But it is not a good practice and should be avoided as far as possible.

(2) Format of Official Letters

Official letters have **eleven** main parts :

(i) The Address of the Sender :

If the letter is written on the printed letter-pad, it is not necessary to write the address again.

(ii) The Date :

Below the address, date of the letter should be written in the manner given under Personal letters.

(iii) Designation and Address of the recipient :

The writer must write the Reference Number of his letter, such as —Ref. No. 253/Misc/2011-12.

Format of Formal or Official Letters

	(i) The Address of the Sender (With Telephone No., if any)
	(ii) The Date
(iii) Designation and Address of the Recipient	
(iv) Reference No.	
	(v) Subject
(vi) The Salutation	
	(vii) The Body of the Letter (divided into Paragraphs)
	(viii) The Subscription
	(ix) The Signature (With Official Stamp)
(x) Enclosures (if any)	
(xi) Copies to be sent, if any	
Note : As in Personal and Business Letters, a new trend has been started to write the Subscription and Signature on the left-hand side. However, both ways are correct.	

(v) Subject :

It is a very important point in Official letters, Under it, it is briefly written what is the letter about, or under what reference the letter is being written. Here we give some common examples of the **Subject**.

- Application for the Post of Electrical Engineer.
- Application for the Post of Lecturer in English.
- Regarding non-payment of Quarterly Premium.
- Non-compliance of our letter No. CH/36-145, dated July 5, 2011.
- Your letter of Enquiry, dated Sept. 2, 2011.
- Non-receipt of Marks-sheet/Transfer orders/Budget allocation, etc.
- Complaint regarding frequent failure of power supply.
- Settlement of Telephone Bills.

(vi) Salutation :

In Official letters there is a fixed form of salutation to be written on the left-hand side.

- To a Senior Officer of one's own or any other Department or to one's teacher—
Sir,
- To one's equal or junior colleague—
Dear Sir,
- To the Head of any Department—
Sir,

(vii) Body of the Letter :

This is the most important part of the letter. It may have several paragraphs. The first paragraph with which a letter begins is very important. Some common sentences with which an official letter can begin are these :

- Respectfully I beg to submit that

- I have the honour to submit that
- With reference to your advertisement for the post of, I beg to offer my candidature for the same.
- With reference to your advertisement in The Times of India, dated I beg to apply for the post of

(viii) The Subscription :

As in Personal letters, Subscription is written on the right-hand side above the signature. In official letters or applications, the subscription is always written as:

Yours faithfully,

(ix) The Signature :

The signature below the Subscription must be complete and clear. The designation of the signing authority must be written below the signature and official stamp must be affixed.

(x) Enclosures :

Enclosures, if any, must be enclosed with the letter, and the list of the Enclosures must be given on the left-hand side below this head.

(xi) The Copy :

If Copies of the letter are to be sent to some other authorities, their list must be given as under :

Copy to :

- (i) The District Magistrate for his information and necessary action.
- (ii) The Governor for favour of his information and necessary direction.
- (iii) The Vice-Chancellor for favour of immediate action.

(3) Format of Business Letters

The Business Letters also have **eleven** main parts. They are :

(i) The Address of the Sender :

If the letter is written on the printed Letter-head of the Firm. It is not necessary to write the address of the sender again. The Telephone and Fax Numbers too, if available, should be written here. If not already printed, they should all be written at the top on the right-hand side.

(ii) The Date :

The date of the letter must be written on the right-hand side below the address of the sender. The method of writing the date is the same as explained under Personal letters.

(iii) Name and Address of the receiving Firm :

The name and address of the Firm or its officer concerned should be written on the left-hand side of the letter. The home address of the officer should not be written.

Note—The Firms which are named after the names of some persons are addressed as Messrs, *e.g.* Messrs Rajkishore & Sons, or Messrs Volkart Brothers. But the Firms which are named impersonally are not addressed as Messrs, *e.g.* The Glove Travellers.

(iv) Reference Number :

The Reference No. of the letter must also be written, as No. 358/Orders/2010-11.

Format of Business Letters

	(i) The Address of the Sender (with Telephone No., if any)
	(ii) The Date
(iii) Designation and Address of the Recipient	
(iv) Reference No.	
(v) Subject	
(vi) The Salutation	
(vii) The Matter of the Letter (divided into Paragraphs)	
	(viii) The Subscription
	(ix) The Signature
(x) Enclosures (if any)	
(xi) Copies to be sent, if any	
Note : As in Personal and Official Letters, a new trend has been started to write the Subscription and Signature on the left-hand side. However, both ways are correct.	

(v) Subject :

It is a very important part of the Business Letter. It states in the minimum possible words the topic, subject or reference under which the letter is being written. Some such common topics are these :

- Non-payment of outstanding bills.
- Second reminder for immediate payment of pending bills.
- Non-execution/Non-compliance of our order No. 3512/Stab.2012, dated 10.6.2012.
- Your letter of Enquiry, dated 14.3.2012.
- Complaint regarding manufacturing defect in the T.V. supplied by you.
- Settlement of Accounts.
- Non-payment of Quarterly interest.

(vi) Salutation :

Salutation is written on the left-hand side of the letter. The wordings of salutation in Business letters are fixed. They are :

- For some officer of the Firm
Dear Sir
- For the firm
Dear Sirs
or
Gentlemen.

(vii) Body of the Letter :

This is the main part of the letter. It can have several paragraphs. The first sentence written in the letter has great importance. Some common and popular sentences with which such letters can begin are these :

- We draw your kind attention to our letter No....., dated, and write to state that
- Kindly refer to your letter No....., and dated
- This is in response to your circular letter No, Dated
- This refers to your letter No, dated
- This is to bring to your kind notice that
- We write to invite your attention to

(viii) The Subscription :

The subscription is written on the right-hand side above the signature of the sender. In these letters subscription can be written in one of the following ways :

Yours faithfully,

or

Yours truly,

or

Faithfully yours,

(ix) The Signature :

The letter should be properly and legibly signed. The designation of the signing authority and the stamp of the Firm must be affixed.

(x) Enclosures :

Enclosures, if any, such as cheques, drafts, R.R. etc. should be properly enclosed with the letter, and their list must be given under Enclosures on the left-hand side.

(xi) Copy :

If the Copies of the letter are to be sent to some other authorities, they must be listed on the left-hand side as follows :

Copy to :

- (i) The General Manager for his information and necessary action.
- (ii) The Secretary for his kind information.

Some Model Letters

Personal Letters

(1) Letter from a son to his father, informing him of his preparations for the final examination and asking him for some more money.

Room No. 41,
A. N. Jha Hostel
Allahabad University, Allahabad
January 10, 2012

Respected Papa/My dear Father,

I am sorry I could not write to you for such a long time. But there is nothing to worry about me. I was only busy with my preparations for the final examination. My Practical examinations finished only yesterday. You will be glad to know that I have done excellently well at the Practicals.

Our classes are going on in full swing these days. I am trying my best to finish my course in all subjects well before the examinations. I go to consult my teachers as and when I need their help and guidance. All my teachers are very kind and considerate to me. On the basis of my preparations I feel confident that I would get a first class. The rest depends on my luck and your blessings.

Papa, I am running short of money these days. I have to settle the account of the Hostel. I have also to buy a few books which I need very urgently. Would you be kind enough to send me rupees five hundred more to meet these extra expenses ?

I very much remember Mummy and youndger brother and sister. Kindly convey my regards to Mummy and love to Preeti and Rajat.

With regards to you,

Yours affectionately,
(Sd.) Ramendra

To

Shri P. K. Dubey
3/25, Patel Nagar,
Lucknow

(2) Letter from the father to the son in reply to the above letter.

3/25, Patel Nagar,
Lucknow
January 14, 2012

My dear Ramendra / My dear Son,

Received your letter only yesterday. We are all very glad to learn that you have done so well at the Practical examinations. Our best wishes and blessings are ever with you. Hard and sincere labour never goes waste. Luck also favours those who work hard. Keep on working in the same spirit. You will certainly get a first class.

Your Mummy and Preeti and Rajat also remember you very much, but we didn't write to you because we didn't want to disturb you in your studies. We are all eagerly looking forward to your coming home after the exams.

As desired, I am enclosing herewith a Bank Draft for rupees five hundred. Don't hesitate to write if you need more money.

Your Mummy sends you her blessings, and Preeti and Rajat say 'Hello' to you.

With love and blessings,

Yours affectionately,
(Sd.) R. K. Dubey

To

Shri Ramendra Dubey,
Room No. 41,
A. N. Jha Hostel,
Allahabad University,
Allahabad

(3) Letter of Greetings to a friend on New Year's Day

25, Saket
Lucknow
January 1, 2012

My dear friend Deepander,

Please accept my warmest greetings and felicitations on the New Year's Day. May the New Year bring you all the success, happiness, progress and prosperity you have ever aspired to achieve! May God fulfil all your wishes, ambitions, dreams and aspirations in the New Year ! May luck favour you in every walk of life and shower upon you the choicest boons and blessings every day in the New Year.

With best wishes once again,

Yours sincerely,
(Sd.) Lalit Kumar Saxena

To

Shir Deepander Roy,
2/46, Sarkar Enclave,
Kolkata

(4) Reply to the above letter of greetings

2/46, Sarkar Enclave,
Kolkata
5th January, 2012

My dear Lalit,

I am really very grateful to you for your New Year Greetings. I highly value your sentiments expressed for me and reciprocate the same to you most sincerely and earnestly. I pray to God to bless you with every boon and blessing man can ever aspire for. May you and your family progress and prosper and enjoy the best of health and happiness every day and all days of the New Year !

Kindly remember me to your parents and convey my best regards to them.

Wishing you all the best once again,

Yours affectionately,
(Sd.) Deepander Roy

To

Shri Lalit Kumar Saxena
25, Saket,
Lucknow

(5) Letter of Congratulations from one's elder brother

18, Civil Lines,
Agra
June 5, 2012

My dear Rajesh,

I was extremely delighted to find your Roll Number and name in the list of successful candidates selected for admission to M. B.B.S. course in Uttar Pradesh. The result was published in 'The Hindustan Times' yesterday. I convey to you my heartiest congratulations and blessings for your brilliant success.

I know your success is well deserved. This success has not come by chance. You laboured very hard for it. Your sincere and hard labour have been justly rewarded. I just repeat what I have told you so often that hard labour and sincere efforts never go waste. Remember this for yet more brilliant success in the career of your life.

Now you have a long and brilliant career before you. Make all efforts sincerely and earnestly in the pursuit of your studies and even thereafter to shine out with extra-brilliance in the medical profession.

My best wishes are ever with you.

Yours affectionately,
(Sd.) R. K. Dewan

To

Shri Rajesh Kumar Dewan,
25, Kacheri Road,
Aligarh

(6) Reply to the above letter

25, Kacheri Road,
Aligarh
10th June, 2012

My dear brother,

I was so glad to receive your affectionate congratulatory letter. My success is largely due to your encouragement and help. If you had not given me full financial support so liberally, I would not have been able to devote myself to my studies without any kind of worry or botheration. I assure you I shall pursue my studies with the same zeal and zest.

I shall spare no pains to maintain my academic record and to improve it further. I shall never betray your trust and confidence you have reposed in me.

Kindly convey my warmest regards to Bhabhiji and love to Raju and Lovely.

With my warm personal regards,

Yours affectionately,
(Sd.) Rajesh Kumar Dewan

To

Shri R. K. Dewan
18, Civil Lines,
Agra,

(7) Letter of Sympathy

2/42, Civil Lines
Lucknow
June 22, 2012

My dear Ravi,

I was so shocked to learn from your brother this morning that you have sustained a fracture on the knee-cap of your right leg in a train derailment. I am told that plaster has been applied on the injured leg. As a result you cannot move out from your bed. This is indeed a great ordeal, specially

for an active person like you. I express my heart-felt sympathies for you and I pray to God for your early recovery. My parents join with me in sending their sympathies to you and wishing your a very speedy recovery.

My dear friend, have courage and patience to put up with this situation with fortitude. Also pray to God and have full faith in His justice and mercy, for anything could have happened in a train accident like this. We must all be thankful to the Almighty for His mercy.

Kindly convey my regards to your parents.

With best wishes,

Yours sincerely,
Ramendra

To
Shri Ravi Shanker Mathur,
37, Swaroop Nagar
Kanpur.

(8) Reply to the above

37, Swaroop Nagar,
Kanpur
June 27, 2012

My dear friend Ramendra,

I heartily thank you for your kind and affectionate letter. Letters of sympathy and good wishes from my dear friends like you give so much of support and moral courage. By God's mercy and good wishes of my friends, my fracture is simple. Doctors hope that I shall recover completely in about three months.

However, confined to bed as I am, I feel very lonely and helpless. Time seems to creep very slowly. Whenever you happen to come to this side, please do come to me and stay with me for a day or two. Your company would give me much consolation and moral support.

Please convey my regards to your parents.

Thanking you once again,

Yours sincerely,
Ravi

To
Shri Ramendra Singh Chauhan,
2/42, Civil Lines,
Lucknow

(9) Letter of Condolences

3/9, H. A. L. Colony,
Bhopal
Nov. 23, 2011

My dear Rakesh,

I was deeply grieved to learn of your revered father's sudden demise last week. One can easily realise what an irreparable loss and void the death of one's father causes in one's life and family. But God's will is supreme, and one has to accept it with courage, fortitude and equanimity. I send

you my heart-felt condolences and pray to God to give you strength enough to bear this great family tragedy with courage and faith in God. I also pray to God to grant peace to the departed soul. My parents join with me in sending their condolences to you and your family.

Sharing your grief,

Yours sincerely,
Trimohan

To
Shri Rakesh Kumar Jain
35, Ashok Nagar,
Gwalior

(10) Reply to the above

35, Ashok Nagar,
Gwalior
Nov. 27, 2011

My dear Trimohan,

I received your letter of condolences yesterday. My father's death was a terrible blow to the whole family, but there was no way out against God's will. However, your letter gave me much comfort and consolation. I must express my gratitude to you and your parents for the same.

Thanking you,

Yours sincerely,
Rakesh

To
Shri Trimohan Verma
3/9, H. A. L. Colony,
Bhopal

(11) Letter of Invitation

2A/5, Shanti Kunj
Dehradun
5th September, 2011

My dear Rajan,

I am glad to inform you that the marriage of my elder brother has been fixed to be held on the 15th of October, 2011. Our formal letter of invitation will reach you in due course of time. But I am writing this personal letter well in advance so that you may get sufficient time to take leave and arrange for train reservation. I shall not accept any excuse; you have got to come. I need not add that your presence would add so much to my joy and happiness on this auspicious occasion.

I do hope you will give me the pleasure of your company.

With best wishes to you and personal regards to your parents.

Yours affectionately,
Shyam Sunder

To
Shri Rajendra Kumar Saxena
3/21 A, Indra Bhavan,
Chawk, Allahabad

(12) Affirmative reply to the above

3/21 A, Indra Bhavan,
Chawk, Allahabad
10th September, 2011

My dear Shyam,

I was so glad to receive your affectionate letter yesterday, I was delighted to learn that you elder brother is getting married next month. I will certainly make it a point to attend his marriage ceremony. I am going to apply for leave from my office very soon, and I believe there will be no difficulty in getting my train reservation. I shall give you the details of my journey after getting my reservation.

I need not say that I shall be intensely happy to be in your company for a couple of days. I'll certainly not miss this happy chance.

Kindly convey my warmest personal regards to your parents, and my heartiest congratulations to your brother in advance.

Yours affectionately,
Rajan

To

Shri Shyam Sunder Sharma,
2A/5, Shanti Kunj,
Dehradun

(13) Negative reply to the above

35, Alok Nagar
Tilak Road
Kanpur
12th September, 2011

My dear Shyam,

I was so delighted to receive your affectionate letter. It gave me great pleasure to learn that the marriage of your elder brother takes place on the 15th of October. I am grateful to you for remembering me and inviting me so affectionately to attend this marriage ceremony. I should have been extremely happy to attend this marriage and meet you on such a happy occasion after such a long time. But, as you know, I am preparing for Indian Administrative Services examination, and by chance the said exams begin from the 10th of October. In fact, I have a Paper on the 15th October itself. This prevents me from attending your brother's marriage and sharing your joy and happiness. I hope you will realize my difficulty and pardon me for my inability to have the pleasure of your company. However, as soon as I am free from the exams, I'll come to you and stay with you for a couple of days.

Kindly convey my felicitations, my congratulations, and my best wishes to your brother and his bride. Also please convey my regards to your parents.

With best wishes,

Yours affectionately,
Rahul

To

Shri Shyam Sunder Sharma
2A/5, Shanti Kunj,
Dehradun

Models of Matrimonial Letters, Invitations, Bio-Data and Advertisements

(1) Model of Wedding Invitation

Mr. & Mrs. Madan Lal Ashish most cordially solicit the pleasure of your company on the auspicious occasion of the marriage of their grand-daughter.

Pratibha

(Daughter of Mr. & Mrs. Shyam Lal Ashish)

With

Rajesh

(Son of Mr. & Mrs. Shyam Bihari Nagore)

On the 15th of December, 2011 at Hotel Avadh, Lucknow, as per programme given below.

Your gracious presence would add immensely to the gaiety and grandeur of the ceremony.

R.S.V.P.

Kundan
Preeti & Praphulla
2/37, Ashok Marg.
Lucknow

With best compliments from :

Rajvir Ashish, Pranav Ashish,
Divya Ashish
&
The whole Ashish family

PROGRAMME

Monday, December 15, 2011

Reception of Barat	7 p. m.
Dinner	8 p. m.
Wedding	10 p. m.

Tuesday, December 16, 2011

Vida or Doli	7 a. m.
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Vennue

Hotel Avadh, Lucknow

(2) Another Model of Wedding Invitation

Manisha

(Granddaughter of Mr. & Mrs. S. K. Kohli
Daughter of Mr. and Mrs. R. S. Kohli)

Weds

Rajesh

(Grandson of Mr. & Mrs. P. K. Dhawan
Son of Mr. & Mrs. R. K. Dhawan)

On November 12, 2011 at Hotel Clarkes, AGRA

You are most cordially invited with your family to grace this happy and auspicious occasion with your presence. We earnestly seek the favour of your blessings on the young couple embarking on their life's journey.

R.S.V.P.

Sarvesh, Nalini
&
Saurabh
52, M. G. Road,
AGRA

With best compliments from :

Sushil K. & Savita Kohli
Rajesh K. & Ragini Kohli

PROGRAMME

Monday, 12th November, 2011

Receptio of Barat	7 p. m.
Dinner	8 p. m.
Wedding	10 p. m.

Tuesday, 13th November, 2011

Vida	7 a. m.
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Venue

Hotel Clarkes, AGRA

(3) Traditional Model of Wedding Invitation



Dated

Dear,

We feel immensely glad to write to you that by the grace of God and blessings and good wishes of our near and dear ones like you, the marriage of our son, Sushant, has been fixed for the 24th of April, 2012 with Kumari Sukanta, daughter of Shrimati and Shriman Jagdambika Prasad of Jaipur. You are most cordially and earnestly invited and requested to grace this happy and auspicious occasion with your gracious presence along with your family and shower your blessings on the newly wedded couple. We earnestly feel that your presence would add immensely to the glamour and gaiety of the ceremony. We request you most emphatically to make it convenient to join with us in our joy and happiness.

The detailed programme is given below.

R.S.V.P.

Dr. Naresh Pareek
Dr. Brijesh Pareek
Mrs. Sudha Pareek
Mrs. Chandra Pareek
2/25, Prashant Nagar,
M. G. Road, AJMER
Tel : 352798

Sincerely yours,

Ram Naresh Pareek
(Mrs.) Shushma Pareek

PROGRAMME

Tuesday, 24th April, 2012

Departure of Barat : by bus at 6 a. m. from our residence

Reception of Barat : at 8 p. m. at the Bride's residence,
25, Subhash Nagar, Ajmer

Wednesday, 25th April, 2012

Vida : 6 a. m.

Thursday, 26th April, 2012

Dinner : at our residence—5 p. m. onwards

(4) Matrimonial Advertisements : Models

1. Alliance invited for a ver attractive, fair-complexioned, Post-graduate, 25/158 cms. Agrawal girl of high status family from a well-settled, vegetarian, teetotaller, professional boy from high status family. Early and decent marriage. Please reply with full bio-data to Box 3587, Hindustan Times, New Delhi.
2. Compatible match well-settled in Civil/Professional services from highly educated and respectable family for a very beautiful, fair-complexioned, highly cultured, convent educated, M. A., M.B.A. girl, 26 / 156 cms., of high status Jain family. Early decent marriage. Please reply to Box 3926. Times of India, New Delhi.
3. Wanted suitable match from industrialist, business family of high status with decent living for a slim, sharp-featured, fair-complexioned, charming, convent-educated, 23/164 cms. girl. Only daughter of an industrialist, status Khatri family. Please correspond to Box 3468-CD. Hindustan Times, New Delhi.
4. Correspondence invited from U. S. A.-based professional for beautiful, attractive, vegetarian, computer consultant, U. S. citizen, 25/162 cms. Panjabi girl. Please send full bio-data to Box 3652 CF, Nav Bharat Times, New Delhi.
5. Matrimonial correspondene invited from USA-based professional for a divorcee Khatri girl, 34/158, looking much younger, charming, convent-educated, MS, American citizenship. Early marriage. Box 1538, Times of India, New Delhi.
6. Alliance invited for beautiful, fair, smart, 30/160 cms. Panjabi girl working in USA on H1 Visa as an expert in Oriental Fashion Designing, \$ 60,000 plus perks, from highly educated and very well placed boy in U. S. Caste no bar. Early marriage. Box 3518 CA Hindustan Times, New Delhi.
7. Alliance invited from charming, extermely beautiful, slim, smart, positive-thinking girl for well-settled Punjabi widower, 35/75, handsome, fair-complexioned, having his own multinational industrial establishment, income in millions. No demands, no bars. Issueless widows, divorcees also acceptale. Respond to Box 3568 OS, Times of India, New Delhi.
8. Reputed affluent Kayastha family seeks alliance for their only son, handsome, fair complexion, tall, teetotaller, non-smoker. Girl should be very beautiful, cultured and refined. Girl's merits only consideration. No demands. Write to Box 5039 HT, Nav Bharat Times, New Delhi.
9. Renowned industrialist family, Bombay-based, invites correspondence for matrimonial alliance for their only son, handsome, smart, dashing spirit, own income in seven figures, 30/176 cms. Parents of equal status of a girl, smart, beautiful, convent-educated may correspond to Box 9735 HP, Hindustan Times, New Delhi.
10. Beautiful, fair, slim, Doctor, Engineer, M. C. A., M. B. A. match for a Brahmin boy. 28/180, M. Tech., employed in multinational firm, drawing salary in six figures. No demands. Girl's merits only consideration. Write to Box 7389 CA Hindustan Times, New Delhi.

Model Proforma for Bio-Data For Matrimonial Purposes

Name	:	Full name of Boy or Girl
Age and Date of Birth	:
Personality	:	
Height		In Centimeters.
Complexion		Very fair / Fair / Wheatish / Dark.
Features		For Girls —Beautiful, charming, attractive, graceful, refined, sophisticated, sharp-featured. For Boys —Handsom, Fair, Healthy, Impressive.
Culture and Temperament	:	
Nature		For Girls —Gentle and submissive, tolerant and accommodating, adaptable to new conditions. For Boys —Free and frank, bold and dashing, tolerant and accommodating.
Refinement		For Girls —Highly refined and cultured, soft spoken, can move and adjust in high society. For Boys —Smart and well-dressed, cultured and Polished.
Temperament		For both boys and girls —Cool, cheerful, positive-thinking, composed and peaceful.
Hobbies		For Girls —Singing, dancing, knitting, embroidery, painting, cooking, fashion-designing, interior decoration, car-driving, etc. For Boys —Games, sports, horse-riding, travelling and sight-seeing, photography, gardening, etc.
Educational Qualification	:	Details of education, Degrees, Diplomas, Distinctions, Specialization, Practical training, etc.
Occupation	:	Details of occupation/Profession, positions held in the past, holding at present, and future prospects and aspirations. Present salary and nature of work. (This is applicable to both boys and girls in jobs.)
Family Background	:	Family background Father : Mother : Brothers : Sisters : Uncles : (a) Paternal : (b) Maternal :
Preferences	:	Preferences, if any, in the choice of the bride or the bridegroom, such as Professional or Business, Girl employed or housewife, Doctor / Engineer / C. A. etc.
Standard of Marriage	:	Decent; simple but decent; no demands; no dowery; no avoidable pomp or show.
Address for Correspondence	:	Full address with Telephone Number

Business Letters

(1) Letter of Enquiry about some Goods

From

The Principal,
Agra College, Agra,
No. 357/Games/2011

Dated
30th Sept., 2011

To

M/s Davico,
Sports Goods Suppliers,
M. G. Road, AGRA

Dear Sirs,

I shall be thankful to you if you could kindly let me know within a fortnight whether you can supply the following items of games and sports from your ready stock. If so, kindly quote your rates along with the brands available with you for immediate supply.

1. Cricket Bats, 2 dozen
2. Cricket balls, 6 dozen
3. Hockey sticks, 4 dozen
4. Foot-balls, 2 dozen
5. Volley-balls, 2 dozen
6. Badminton cocks, 6 dozen

If your quotations reach me within a fortnight and if they are approved by our Sports Committee, I shall place an order with you for immediate supply of the goods.

Yours faithfully,
Sd. X Y Z
Principal

(2) Placing an order for Goods

From

The Registrar,
Agra University, Agra
No. 615/Misc/Lib-2012

Dated
March 20, 2012

To

M/s Doaba Book House,
Ansari Road, New Delhi

Subject — Order for Library Books

Dear Sirs,

The Library Committee of the University has considered and approved at its meeting held on March 18, 2012 your price list together with the rate of discount as quoted by you. You are now requested to supply all the books as given in our list within a fortnight and send the Bill to me.

Please see that the supply is in conformity with your terms and conditions and there is no delay on your part. Please also see that the latest editions of the books are supplied to us.

I assure you of prompt payment of the Bill after its verification by the Librarian of the University.

Yours faithfully,
Sd. X Y Z
Registrar

(3) Letter regarding settlement of accounts

From
The Modern Scientific Instruments Company Ltd.
Daryaganj,
New Delhi
No. 302/Inst./2011

Dated
15.10.2011

To
The Registrar,
University of Allahabad,
Allahabad

Subject : Settlement of Accounts

Dear Sir,

We supplied some scientific instruments to your University in compliance of your order dated 10. 2. 2011. The total Bill came to ₹ 2,63,850, out of which the University has already paid us ₹ 1,50,000. The balance of ₹ 1,13,850 has been pending for payment for over six months now.

I would request you kindly to take early steps to make the payment of the balance of the Bill and settle the account finally.

Thanking you,

Yours faithfully,
Sd. X Y Z
For
Scientific Instruments
Co. Ltd.

(4) Letter for asking for overdue payment

From
Messrs A. Rahman & Co.
7, Taj Road,
Agra
No. 201/payment/2010-11

Dated
15. 1. 2012

To
M/s Abdul Gani & Co.
Rakab Ganj,
Bareilly

Subject : Reminder for overdue payment

Dear Sirs,

I beg to remind you once again that the payment of our Bill dated 1.4.2011 still remains unpaid in spite of our three reminders. Please note that this is our final reminder. If we do not receive the payment within a fortnight, we shall be left with no option except taking legal action.

We hope you would kindly make the payment in time and not force us to take legal action against you.

Thanking you,

Yours faithfully,
Sd. XYZ
For
A. Rahman & Co.

(5) Reply to the above

From

M/s Abdul Gani & Co.
Rakab Ganj,
Bareilly
No. 281/ACC/2011-12

Dated
20.1.2012

To

Messrs A. Rahman & Co.
7, Taj Road,
Agra

Dear Sirs,

We are in receipt of your letter dated 15.1.2012. We are sorry that the payment of your Bill has been delayed. Our firm had fallen into a financial crisis, from which it is now gradually recovering.

We would request you to allow us a month's time more for the payment of your Bill. We assure you we shall take all steps to make your payment on priority basis.

Regretting the inconvenience caused to you.

Yours faithfully,
Sd. X Y Z
For
M/s Abdul Gani & Co.

(6) Letter of Claim for damages

From

M/s Raj Furniture Pvt. Ltd.
Cannaught Place,
New Delhi
No. 81/Claim—F/2012

Dated
15.4.2012

To

The Claims Officer,
Northern Railway,
New Delhi

Subject : Claim for Damages

Dear Sir,

A large consignment of many items of school furniture was booked by us from Haldwani by Northern Railway. When the consignment reached here and we went to take delivery of the same, we found a large number of chairs and tables completely broken or damaged. This damage was evidently caused by mishandling of the same by the coolies while loading and unloading the items. The responsibility of damages rests squarely with the Railway staff. Their carelessness and mishandling have damaged furniture worth ₹ 15,000.

Therefore I lodge herewith my claim for damages worth ₹ 15,000. We request you to make an early enquiry into the matter and pass our claim for ₹ 15000 for early payment.

Thanking you,

Yours faithfully,

Sd. X Y Z

For

Raj Furniture Pvt. Ltd.

Applications

Applications for a post can be written in two forms—

- (1) Running or narrative form
- (2) Tabular form or on the prescribed proforma.

We give below an example of each form :

(1) Application for the Post of a Lecturer

To

The Principal,
St. Lawrence College,
Kolkata

Sir,

With reference to your advertisement No. 3F/Lec/12, dated 5.2.2012, published in **The Times of India** for the post of a lecturer in English for your College, I beg to offer my candidature for the same.

With regard to my educational qualifications, I beg to submit that I passed M. A. in English from Calcutta University in 1999 and obtained First division. Subsequently I obtained the Degree of Ph. D. in English in 2002. The topic of my research was 'Shakespeare's Historical Plays'. My examiners spoke highly of my thesis. In my earlier educational career also, I obtained First division in all examinations from High School to B. A.

Regarding my teaching experience, I would submit that I have been working as a Lecturer in English in Allahabad University since September 2002 on a temporary basis. Thus I have an experience of teaching Degree classes for nearly two sessions in a reputed university. It is natural that I should seek an appointment on a permanent basis as advertised for your College.

I would assure you that if an opportunity is given to me to serve in your College, I would discharge my duties to my utmost ability and sincerity and spare no efforts to give entire satisfaction to you and to my students.

Thanking you, Sir,

Dated : 10.5.2012

Yours faithfully,

R. D. Pirohit

2/41, M. G. Road
Patna

Enclosures

1. Photo Copies of all certificates Degrees and Marksheets
2. Copy of experience certificate
3. Copy of High School certificate for verification of age.

(2) Application for the above post in Tabular Form

To
 The Principal,
 St. Lawrence College,
 Kolkata
 Sir,

With reference to your advertisement for the post of a lecturer in English, I beg to apply for the same. I give hereunder the details of my bio-data for favour of your consideration.

1. **Name of the Applicant** : R. D. Pirohit
2. **Father's Name** : Shir S. K. Pirohit
3. **Postal Address** : 2/41, M. G. Road, Patna
4. **Date of Birth** : 30. 8. 1982

5. **Educational Qualifications—**

Exams. Passed	Board / University	Year of Passing	Division	Percentage of Marks
High School	U. P. Board	1996	I	69%
Intermediate	U. P. Board	1998	I	67%
B. A.	Allahabad University	2000	I	63%
M. A. (Eng.)	Patna University	2002	I	65%
Ph.D. (Eng.)	Allahabad University	2007	'Shakespeare's Historical Plays'	

6. **Teaching Experience** : Taught degree Classes for two sessions in Allahabad University on a Temporary basis.
7. **Enclosures** : (i) Copies of all certificates, Degrees and Marksheets
 (ii) Copy of Teaching experience certificate.
 (iii) Copy of High School certificate for verification of age.
8. **Address for Correspondence:** 2/41, M. G. Road, Patna, Tel : 385793

Dated : 10 . 5. 2009

Yours faithfully,

Signature

R. D. P.

(3) Call for Interview

An Institution or Industrial House or a Government Department or any appointing authority has to send letters to the applicants calling them for interview. The call for interview may be sent according to the following format :

Name of the Candidate :

Address :

Dated :

Dear Sir,

With reference to your application for the post of Junior Engineer, you are required to appear for an interview before the Interview Board in the Chief Engineer's Office on Monday, the 12th of July, 2012 at 10 a. m. Please bring all your certificates and other relevant documents in the original for verification.

Please note that no T. A. or D. A. will be paid to you for appearing at the interview.

Yours faithfully,

R. C. Dwivedi

For

The Chief Engineer

P. W. D. Kanpur

(4) Joining Report

To

Dated : 28 . 7. 2012

The Principal,

D. A. V. College,

Bhopal

Sir,

With reference to your letter of appointment No. Eng/II-2012, dated 25.7.2012, I have the honour to submit that I have joined my duties as Lecturer in English at your College with effect from the forenoon of 28.7.2012. This may kindly be entered in the records of the College.

Thanking you, Sir,

Yours faithfully,

R. K. Nigam,

3/5 (1), Nehru Nagar

Bhopal

(5) Application for Casual Leave

To

The Principal,
St. John's College,
Jaipur,

Sir,

I beg to submit that I have received a telephonic call from my father to meet him today at Ajmer for an urgent piece of work. Therefore, I am going to meet him and will return from there by tomorrow evening.

Therefore, I request you kindly to grant me casual leave for two days, *i.e.*, for 5th & 6th of July, 2012 and oblige.

Dated : 5.7.2012

Yours faithfully,
P. K. Dua,
Lecturer in English,
St. John's College,
Jaipur

(6) Application for Medical Leave

To

The Divisional Manager,
L. I. C. of India,
M. G. Road, Meerut

Sir,

I regret to write that I am laid up with high fever. My family doctor has diagnosed it to be typhoid fever. He has advised me to take leave for seven days for treatment and rest.

Therefore, I request you kindly to grant me Medical leave for seven days with effect from the 7th June to 13th June, 2012.

The Medical Certificate is enclosed herewith.

Thanking you, Sir,

Dated : 7.6.2012

Yours faithfully,
R. N. Tripathi
Accountant

Encl.

Medical Certificate

GENERAL ENGLISH

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COMPENDIUM
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ENGLISH**



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