

IIT Madras

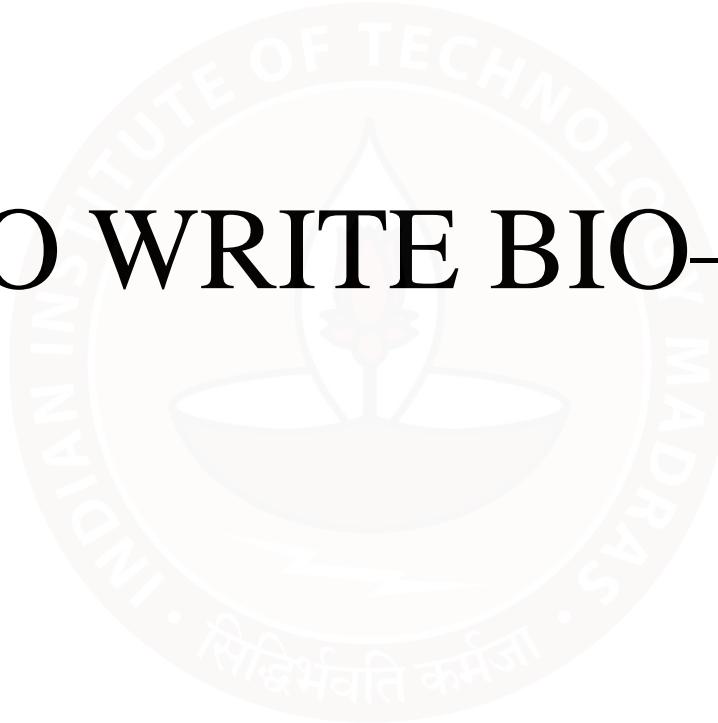
ONLINE DEGREE

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HOW TO WRITE BIO-NOTES?



BIO-NOTE

Mission,

Vision Statement



Mission Statement

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

Vision Statement

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

Value Statements

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

We promote integrity and openness in everything we do.

QUESTION

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

Hints :

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

ACTIVITY

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

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

FIRST DRAFT

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

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

FINAL DRAFT

BIO – NOTE



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

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

ANSWERS

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

REDUNDANCIES AND INACCURACIES

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

FIRST DRAFT	FINAL DRAFT
My name is Baagmati. It mean one with speech.	My name is Baagmati.
I was born at a village in the hills of the Himalayas, but I do not know in which year.	I was born at a village in the Himalayas.
But I was never sent to school. Girls did not go to school in my village. “That is a waste of time”, my mother said. Girls were however taught painting, singing, cooking and taking care of household. I have done these things quite well. I was married young.	I was never sent to school, but I was taught arts and household work.
After three years of marriage, I went to Mumbai along with my husband.	After three years of marriage, I went to Mumbai with my husband by rail.
It was a long train journey, for three days and nights, we saw many towns and villages	It was a long and interesting journey.

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

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

WHY I WILL BE THE BEST VICE- CHANCELLOR?

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

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

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

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

ACTIVITY

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

Thank you!