

Study material mid-1 may-25

Toasted English by R.K. Narayan

Rasipuram Krishnaswami Iyer Narayanaswami, famously known as R.K. Narayan, was an Indian writer known for his work set in the fictional South Indian town of Malgudi. He was a leading author of early Indian literature in English along with Mulk Raj Anand and Raja Rao. Narayan's famous works include the semi-autobiographical trilogy of Swami and Friends, The Bachelor of Arts and The English Teacher. The fictional town of Malgudi was first introduced in another famous novel Swami and Friends. The Financial Expert was hailed as one of the most original works of 1951 and Sahitya Academy Award winner The Guide was adapted for the Hindi film Guide (winning a Film fare Award for Best Film).

R.K. Narayan, in his essay "Toasted English" offers excellent examples to highlight the distinctions between American and British English. Narayan says that Americans have built their own version of English to fit their tastes and lifestyles making it simpler, more conversational, and more informal. They liberated themselves from the tyranny of the English in their use of the language, making it simpler to express themselves.

The phrase 'Toasted English,' even in America, actually refers to English muffins. Though they were actually created in America, still carry the 'English' label. Narayan opines that it is probably an acknowledgement of their own heritage. This process of 'toasting' of English language in America has led to the doing away of the rigidity and the formalism surrounding its use.

The author remarks that, much like Indians, Americans too drove the English (the English people) out of their country but allowed English language to stay. English usage is made simpler by the Americans by doing away with the suffocating rigidity of the Passive Voice. For example, in America, the phrase 'Trespassing Prohibited' on signboards has been replaced with an easy-sounding 'Newly Planted' or 'Do Not Walk' signs, either of which is much more straightforward than the expression used in the British English and provides no space for ambiguity. Additionally, many American office doors bear a notice that reads, 'Do Not Enter.'

Similarly, the traffic signs at pedestrian crossings are unambiguous providing the required clarity; they simply say 'Go' or 'Wait'. Americans have created a set of fundamental core terms with universal multipurpose use that may be used anytime, anywhere. For instance, the use of "O.K.," "Yeah," "Right?" and other similar expressions is widespread in their day-to-day communication. The author elaborates this further saying that Americans have evolved specific keywords like 'check' that can be used carelessly anywhere and anytime and still be considered acceptable for the situation! Narayan terms this word as "the American National Expression" considering its multiple meanings fitting almost any situation!

In his further analysis of "the bazaar status of English in London," R.K. Narayan remarks that English is used with finesse. When giving out tickets on a London bus, the conductor never says, "Ticket, Ticket," as his counterpart in India usually does! Instead, he simply walks up to the customer and merely says, "Thank you" before issuing the ticket and says another "Thank you" after it.

Narayan concludes by describing how we might customise English to meet our needs by developing a "Bharat brand of English." He nevertheless makes it clear that he opposes "mongrelization" i.e. creating something like a hybrid variety of English by violating the rules of grammar or mixing words of Indian languages with those of English. He explains that the mongrelisation of English can be avoided by respecting the rule of law and preserving the dignity of grammar. According to the author, Indian English ought to have its own unique stamp, or "Swadeshi Stamp." He elaborates that the Bharat brand of English or Indian English would have to come to the dusty street, the market place, and under the banyan tree with a unique swadeshi stamp, much like the expressions Madras handloom check shirt or

the Tirupati doll. The author aspires for Indians to create an English that is more distinctive and creative than the English spoken in India now.

APRO JRD by Sudha Murthy

Sudha Murthy is a teacher, Kannada, Marathi and English author as well as a renowned social worker. She is Infosys co-founder Narayana Murthy's wife. She has founded several orphanages, practiced in rural areas and supported the movement to provide all Karnataka government schools with computer and library. She also founded 'The Murthy Classical Library of India' at Harvard University. She initiated a bold step to introduce computer and library facility in all schools of Karnataka. She is also the Chairperson of the Infosys Foundation. She began her professional career in engineering and computer science. Murthy is known and respected for her social work.

One of the most notable things is that Sudha Murthy became the first female engineer hired at India's largest auto manufacturer TATA Engineering and Locomotive Company (TELCO). She joined the company as a Development Engineer in Pune and then worked in Mumbai & Jamshedpur as well.

Her appointment in TELCO is an interesting tale in itself. There was a time when women were not employed by India's largest auto manufacturer company TELCO. However, Murthy changed that and became the first woman engineer in the company.

In this essay "Apro JRD". Sudha Murthy shares the story of how she became the first female engineer of her village Shiggaon and subsequently became the first female engineer at TELCO. When she was in college in 1974, she got a scholarship to study in America and was preparing to go there. At that point, she came across a TELCO job vacancy advertisement but the advertisement mentioned that only men can apply.

She also recounts how she was enraged by this and decided to write a postcard directly to JRD Tata, the chairman of the company, protesting about the gender discrimination at TELCO. She clearly stated in the letter her point that women work better than men and if they are not given the chance, they won't be able to prove themselves,

JRD Tata, being a man with an extraordinary vision, responded quickly and changed the only 'male employees' policy. Interviews and examinations for female applicants were conducted. She was granted a special interview at the Pune office and was hired immediately. Sudha Murthy, the woman who was bold enough to voice her opinion and was not ready to give up on her dreams, thus became the first woman engineer at TELCO. She greatly appreciates the fact that a great visionary like JRD Tata had time and concern for a letter written by an unknown young girl. The letter and the job at Pune proved to be a turning point in young Sudha's life.

Mrs Murthy has a few other cherished memories with the great JRD. She fondly recollects his concern, affection and humility not just towards her but also to all the other employees. Though she left TELCO in 1982 to co-lead Infosys along with her husband Narayana Murthy, she has always maintained that her experience there proved to be absolutely invaluable throughout her career and life.

Though her interactions with the visionary JRD were limited just to two or three, she enjoyed all of them thoroughly and vividly remembers each one of them to this day. The great man always provided deep insights and valuable advice to the young Sudha every time they met. The last time she met JRD Tata, before she left TELCO, he motivated her to be confident about their new venture Infosys and also asked her to give back to the society after becoming successful.

Sudha Murthy always cherished her fond memories with the TELCO and JRD Tata and shared her experiences with many people.

3. Define these terms with examples: Blending, Acronyms, Compounding

Compounding creates words by simply joining two existing words. Neologisms created through compounding often start off as hyphenated words, but over time the hyphen gets dropped from the compound word.

key	+	word	=	keyword	well	+	known	=	well-known
market	+	place	=	marketplace	self	+	sufficient	=	self-sufficient

Blending creates words by combining parts of two or more words. These neologisms are referred to as **portmanteau words**. A portmanteau word fuses both the sounds of the original words and the meanings of its components.

breakfast	+	lunch	=	brunch	smoke	+	fog	=	smog
spoon	+	fork	=	spork	binary	+	unit	=	bit

Note that blending is different from compounding: blending combines *parts* of existing words (lion + tiger = liger), whereas compounding combines *whole* words (class + room = classroom).

Clipping creates words by shortening an existing word. The meaning of the original word (or its grammatical class) doesn't change.

advertisement → ad	internet → net	refrigerator → fridge
fabulous → fab	mathematics → maths	spectacles → specs
gymnasium → gym	popular → pop	telephone → phone

Acronyms are words formed by combining the first letters or syllables of a longer phrase; for example, **radar**, which is a shortening of radio detection and ranging.

light <u>a</u> mplification by <u>s</u> timulated <u>e</u> mission of <u>r</u> adiation → laser	graphics <u>i</u> nterchange <u>f</u> ormat → GIF
<u>s</u> elf- <u>c</u> ontained <u>u</u> nderwater <u>b</u> reathing <u>a</u> pparatus → scuba	<u>p</u> ersonal <u>i</u> dentification <u>n</u> umber → PIN

The English language shortens and abbreviates words in many ways, and the term **acronym** is often specifically used for shortenings that can be pronounced as a single whole word (for example, **AIDS** or **UNICEF**) whereas shortenings that are pronounced by spelling out each individual letter are often termed **initialisms** (for example, **ATM** or **HIV**).

4. Write about Suffix and Prefixes with examples each:

Prefixes and Suffixes

Prefixes come at the beginning of the word. These are usually two to three alphabets long. By using prefixes, it'll change the word's meaning. A prefix is a group of letters that is placed before the root of a word.

Ex: decode, decrease, disagree, disappear, illegal, illogical, impossible, improper, and imperfect.

Suffixes come at the end of the word. These are usually two to four alphabets long. By using suffixes, it'll change the word's meaning. A suffix is a group of letters that is placed after the root word of the word.

Ex: comfortable, portable, changeable, bigger, stronger, sharper, taller, beautiful, grateful, careful, acting, showing, eating, cherishing, memorizing, kindness, wilderness, cleanliness, dirtiness.

5. Describe in detail ‘Skimming’ and ‘Scanning’.

Skimming

Skimming enables you to get a quick overview of a text, without reading it in full. Run your eyes over the text looking at titles, headings, sub-headings, emphasized text, figures, tables, images, dot-points, and key words. Also read the first sentence of each paragraph for key information, such as names, dates, people and places.

This will quickly build an overview of the main ideas in the text. This is a very useful academic skill, particularly when research and reading is required for written assessments. It will help you to determine whether a source is useful or worth further in-depth reading. Good reading and research will take up a great deal of your time as a university student. Therefore, it is important you learn the necessary skills to be an effective and efficient reader.

Scanning

This technique helps you discover specific information in a text (source) quickly.

Perhaps you’re thinking “I can just use the ‘ctrl F’ shortcut on my computer keyboard and type in the key word or phrase I’m searching for”. While this is true, many exams are paper only and you will require the capacity to identify answers within the text quickly.

Firstly, determine the key words you are searching for, so you know what to focus on.

Then, quickly and systematically scan across and down the page from left to right, top to bottom. If you are searching for data, scan the page for numbers and percentages and look at tables and graphs also. If you are searching for a key word, think of it as a whole word, don’t just look for the first letter of the word (like a word search puzzle).

6. Write about Homonyms, Homophones and Homographs with examples.

Homonyms

These are the words which are spelt (spelling) and pronounced the same but have different meanings.

E.g.:

Mr. Vicky will **address** the gathering in the today’s session

I want to know your **address** Ms. Maria

This bag is **mine**

Archaeologists found a gold **mine** in Kolar

I would prefer to travel in flight than **train** to my hometown

Before, you take up this challenge, you must **train** your mind and body

Homophones

These are the words which pronounced same but have different spellings and meanings.

E.g.:

Have you seen a **bear**?

I am not able to **bear** the pain.

We don't suggest you walk **barefoot** on the hike.

I need a **break**.

Did you **break** the glass?

Please apply the **brakes**.

Who is the next **heir** to the British throne?

She has really long **hair**.

Homographs

These are the words which spelt same but have different pronunciation and meanings.

E.g.:

There is a **tear** in the skirt

A **tear** fell on the book the girl was reading

We reap what we **sow**

The farmer bought a fat **sow** at the market

Everyone should **present** to the meeting

She brought me a **present**

This is a **lead** pencil

No wonder your mobile phone is not charging! The **lead** is not connected

Write a letter to the principal of your college to give permission to go on a picnic.

7. Write a letter to the principal of your college to give permission to go on a picnic.

To,

The Principal,

NRCM,

Maisammaguda.

Subject: Seeking Permission for a Class Picnic

Dear Sir,

I am writing on behalf of my classmates to request permission for organizing a picnic to [Location Name]. Given the hard work and dedication everyone has shown during the term, we believe a day of relaxation and bonding would be a fitting reward.

We have identified a suitable venue and have also discussed potential dates with our class teacher, [Teacher's Name], who has agreed to supervise our trip. All necessary safety measures will be followed, and we assure you that we will uphold the values and discipline of our school during this outing.

Kindly grant us permission for this picnic. Your approval will greatly motivate and uplift the spirits of the entire class.

With warm regards,

[Your Name]

[Roll Number]

8. Describe in detail 'Intensive' and 'Extensive'.

Reading is the means to study something, wherein the reader looks at the words, symbol and characters of the material so as to comprehend its meaning. Extensive reading and Intensive Reading are the two common approaches to language learning.

Extensive Reading:

Definition: Extensive Reading can be defined as a casual reading performed for pleasure or gaining general understanding on a topic when the students are engrossed in a book, magazine or newspaper.

Example: Reading of story book, magazine or newspaper.

Characteristics of Extensive Reading:

1. Extensive Reading is done to enjoy the reading and gaining a better understanding of the concept.
2. The readers look for easy, interesting and amusing books, so as to improve their reading fluency and speed as well.
3. The individual can select the book or material of his choice, on the topic that matches their interest.
4. The text is comparatively simple, containing a few unfamiliar words.
5. There is no follow-up discussion to be held in the class for what the students have learnt during their reading.
6. Extensive Reading is just to encourage the habit of reading in students for pleasure and make them a good reader.

Intensive Reading:

Definition: Intensive Reading is the reading method which requires intimate study of a text with the objective of getting its literary or linguistic meaning.

Example: Reading of book of syllabus, research paper.

Characteristics of Intensive Reading:

1. In intensive reading, the readers reads the text with concentration and due care, in detail, as it has certain learning aims and tasks.
2. It is the in-depth reading of a comparatively shorter piece of reading material, to gain complete knowledge from it.
3. It aims at identifying the answers to the questions of reading comprehension.
4. It involves an analysis of the text by looking over each word, phrase and sentences.
5. The intensive reading is aimed for understanding of the subject matter, improving grammar and vocabulary.
6. Its objective is understanding the thought of the author in the text.

9. Mention the general guide lines for descriptive writing?

Descriptive Writing is used to describe a person, place or thing in such a way that a picture is formed in the reader's mind. This is also creating an image or imagery. Capturing an event through descriptive writing involves paying close attention to the details by using all of your five senses. This is called

sensory language. Using the various skills needed for descriptive writing will make it more interesting and engaging to read.

Good descriptive writing includes many vivid sensory details that paint a picture and appeals to all of the reader's senses of sight, hearing, touch, smell and taste when appropriate. Descriptive writing may also paint pictures of the feelings the person, place or thing invokes in the writer.

Good descriptive writing uses precise language. General adjectives, nouns, and common verbs do not have a place in good descriptive writing. Use specific adjectives and nouns and strong action verbs to give life to the picture you are painting in the reader's mind.

Good descriptive writing is organised. Some ways to organise descriptive writing include: chronological (time), spatial (location), and order of importance. When describing a person, you might begin with a physical description, followed by how that person thinks, feels and acts.

Take time to think about who or what you want to describe. The common topics are person, animal, place, object or experience. Try to make choices from your own life, this makes your writing unique.

Once you have chosen who or what you are describing, spend time thinking about the qualities you want to describe. Think about all the details associated with the topic. Even when not writing about a place, reflect on the surroundings. Where is the object located? Where does the person live? Consider not just physical.

10. Importance of Reading

Importance of Reading in Strengthening Your Writing Ability

Having a strong vocabulary can readily benefit you to strengthen your writing ability both personally and professionally. It inspires writers to stay positive and express their thoughts more clearly. Reading helps us in developing a knack for understanding the perspective of different authors that helps in writing about things by ourselves. It is very crucial to comprehend the subject matter and allow our memory to retain it.

Importance of Reading in Lowering Stress

Reading leads you on a journey to another world. People reading literature or novels require a lot of concentration which allows them to stay away from the distraction in their lives which in turn promotes inner calmness and enhances overall health.

Importance of Reading in Reducing Depression

Reading is an essential aspect of learning and has multiple benefits attached to the exercise. Reading is important because it makes you more empathetic, and knowledgeable and stimulates your imagination. A study conducted by the University of Sussex showed that reading reduces stress by 68%. It helps in reducing tension and relax muscles which in turn helps people sleep better and stay healthy.

Importance of Reading in Increasing Your Vocabulary

Medicinal therapies to combat depression can be reduced by incorporating reading habits. This is exactly what self-help books, novels, blogs, articles, and non-fiction books contribute. Reading is found to lower heart rate, reduce stress and decrease blood pressure.

Importance of Reading in Enhancing One's Imagination

Reading is just like a spider web, linking things you know to things you just learn and creating innovative solutions. You work on your dreams when you start imagining them. Imagination also allows an individual to be empathetic toward people and their struggles.

Importance of Reading in Providing Entertainment and Peace of Mind

Reading is one of the simplest entertainment entities for humans. Human beings tend to be fascinated by the world of stories and books open up alternate worlds to explore. This not just transcends us to another reality but also helps us in distancing from our daily problems for a while.

11. Techniques for writing precisely

Techniques for Writing Precisely

Apart from organising your writing, you also need to ensure that your writing is precise. This means that your writing should convey exactly what you wish to convey. The information provided to the reader should be correct; the meaning should be clear, not vague or ambiguous; the reader should not feel confused. Precision in writing can be achieved in a number of ways. Some of the more important ones are:

- **Be brief:** No one likes reading long, meandering sentences unless it is a literary work. For all official and scientific writing, keep it short and to the point.
- **Be grammatical:** Keeping your sentences short does not mean resorting to ungrammatical constructions. Make sure you structure your sentences correctly. Good grammar ensures clarity of meaning.
- **Use appropriate diction:** Diction is the manner in which something is expressed—the choice and use of words and phrases. Use language that is appropriate to both the situation as well as your reader's level of comprehension. Unless absolutely necessary, do not use specialised technical terminology, unnecessarily complex words, or abbreviations that your reader might not understand. If you do not know the meaning of a word, look it up in a dictionary; if you still do not understand it, do not use it. It is always better to use correct vocabulary than vocabulary that looks impressive but is actually wrong.
- **Clarify your goal:** Define your purpose or central idea(s) as fully as you can. (What are you going to write about? Why are you writing about this?) This will make your writing easier to follow and understand. It also signals to the reader that you know what you are talking about.
- **Choose the right format and style:** A report on a class excursion would be written in a manner that is different from that of a report on a laboratory experiment, which may be different from a report about a survey conducted in the field. Make sure you choose the correct format for your writing, and then follow the structure, conventions and style appropriate to the chosen format.
- **Describe:** When talking about an object or event, describe it vividly. Use words that convey size, shape, texture, colour, smell, taste, weight, material, use, etc. When writing a descriptive essay or subjective piece, you can even describe the feelings the subject evokes in you, or your own reaction to the object/event being described. This gives your writing more immediacy and greater recall.
- **Provide examples/evidence:** Always present examples, evidence or data to support your claims. Backing up your opinions or ideas with proof will make your writing convincing.
- **Edit:** A very basic principle of good writing is to ensure that your writing is free of errors. This means that you need to be careful about using correct spelling, grammar, sentence structures, and appropriate vocabulary in all your writing. Do not simply submit your first draft—always proof-read or check your writing carefully before submitting it.

The tips and techniques given above will help you write more concisely and correctly. Practicing these principles will help you communicate more effectively.