

21/11/22

Gattani

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→ Writing In Your Own Words:

SUMMARIZING AND PARAPHRASING :

Reading is of 2 types: (i) Casual / Personal / Informal Reading
(ii) Close

→ Write your thoughts.

→ Ways to Read a Passage Effectively:

- (1) Note-making
- (2) Margin-writing.
- (3) Marking / Underline.

Q1 Stand Out! Today creating your personal brand is neither new nor an option for executives who want to align with past & don't want any change. In the new field of work, the personal brand is a widely accepted currency. It is the anchor you need in your career to excel. The rapid growth & popularity of online social networking has made personal branding accessible & touched all aspects of life. Amidst all these fascinating changes, a new breed of workers is emerging who feels energised by the power of internet.

Your current employer is looking for personal story, your online portfolio & your enthusiasm. As social media & networks expand & competition heightens maintaining your personal brand will be ^{the} cornerstone of success.

- Ans (i) Creating your own personal brand in today's modern world has become a necessity as it really helps ~~not~~ ~~be~~ a person in connecting & sharing his knowledge with the rest of world.
- (ii) The rapid enhancement of social media has increased the value of 'personal branding' by making it very easy to access.
- (iii) Employers in ~~the~~ today's creative, rapidly growing & intelligent world, are looking for extremely talented & dedicated ~~the~~ workers who feels energized & positive by the power of internet as they know how to use it for growing their own personal brand.

- Don't write your own analysis (thoughts) while summarizing
- Lose the integrity of text.

Summarizing → Asset To Life

Oral

Written

→ The basic purpose of summarizing is to communicate the text into a more shorter or condensed version without losing the integrity of the text.

→ STEPS FOR SUMMARIZING:

- (i) Close reading of the text.
- (ii) Note making / marginal writing / marking.

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- (iii) creating rough outline or summary of the text.
 - (iv) Final summary / outline.

~~H~~ THINGS TO KEEP IN MIND WHILE WRITING SUMMARY:

- (i) Not losing integrity of the text.
- (ii) No personal opinions or analysis.
- (iii) Reporting text without interference.
- (iv) Never repeat the same language of the text.
- (v) Summarizing Basically means to REPHRASE ideas (of the text) into your own language.

PARAPHRASING : It means rephrasing / rewriting the text into your own words. It is essentially "reporting in your own words".

SUMMARY

PARAPHRASE

(1) MEANING	Refers to concise statement. Translation into own words.	
(2) FOCUS	Central Idea / Theme	Clarification / Simplification
(3) Length	Shorter	About same as text
(4) Objective	Compilation	Breaking into simple words.
(5) Use	Quick review	Use for other texts.
(6) Language	Different but idea of the text.	Different but translation of the text.

Q Given below is a passage. Write down summary & paraphrase separately.

→ This except from an article 'are Women not part of our being' by Siddhart Chaturvedi in Hindu dated 9 Sep 2012.

As casual scan of the front page of any major Indian newspaper, assaults the reader with shocking incidents of violence against women. The recent news of Poonam's rape caused a national outrage.

In a country, where women are revered as goddesses, this is highly unacceptable. A society which is unable to protect, respect & nurture its women & children loses its morality & society becomes wild. This problem cannot be solved by government alone but by a national awakening involving

the entire society & country.

while women in India face numerous disadvantages like poor health, low literacy rates & low sex ratio the last few years have witnessed ghastly crimes against women.

Ans

Summary: The passage from article "Are women not a part of our being", reflects the fundamental problem of society. The society is dual as on one hand, it worships/idealizes women & on other hand, it is responsible for unimaginable acts of violence towards women. Already women are in disadvantages in view of sanitation etc, still society shows a rising trend of violence towards women. This great problem can only be solved by mitigated efforts of society & govt.

PARAPHRASE: The recent article from Hindu asked us a simple yet provocative question, "Are women not part of our being?"

Day after day, the front pages of our newspapers are splashed with news of assault against women. Theoretically referred as a 'Devi figure', the reality of Indian women is extremely dark. They are in fact doormat to men. They face gender discrimination, poor health facilities & female infanticide. The list is endless. There needs to be an awakening in our attitude towards women which cannot be achieved by govt. agencies/ org. alone.

UNIT I: SENTENCE STRUCTURES

→ Basically, there are 3 types of sentence structures:

- (i) Simple sentences
- (ii) Compound sentences
- (iii) Complex sentences

(i) Simple Sentence: It consists of subject & predicate. It is complete in itself.

It consists of ⁱⁿ dependent clause.

Ex: I bought a gift for you. ^{1 subject}

(ii) Compound Sentences: It is made up of 2 or more independent clauses, usually joined by conjunctions. A compound sentence has no dependent clause. ^{2 subjects}

→ Simple sentences can be converted into compound sentences by using coordinating conjunctions.

→ There are basically 7 types of coordinating conjunctions:

(i) And - It is used to join 2 clauses that have same value.
Ex: He went to bed early & next day he felt better.

(ii) London is in England, & Rome is in Italy. ^{2 subjects}

(ii) But - It is used to introduce a clause that contrast with the preceding clause.

Ex: (a) He tried hard, but he did not succeed.

(b) Man proposes, but God disposes.

(3) Or - Or is used to join 2 alternative clauses.

Ex: (a) We will visit Agra or we will stay at home during vacation.

(b) Will you go to the class or will you go to the auditorium?

(4) Nor - Nor is used to join 2 alternative clauses when the 1st clause uses a negative like neither or never.

Ex: (a) Mary never wrote the letter nor did she call him.

(b) He gave them no money, nor did he help them in any way.

(5) For - It is used to provide reason for the first clause.

Ex: (a) He was late for it rained heavily.

(b) She studied hard for he wanted to get admission into good college

(6) So - It is used to provide reason.

Ex: (a) He was feeling sick so he went to the doctor.

(b) Ram took a lift walked to the jungle so he bought wood sticks to prepare food

(7) Yet - It is similar to but, however differences in meaning.

Yet means "but at the same time".

Ex: (a) I have known him for a long time yet I have never understood him.

I Join the following sentences to get compound sentences

(1) Mary went to work. and / so

John went to the party.

(2) I really need a holiday. but
I do not have time.

(3) I cannot visitize him. for he is my brother.

(4) I would have got good marks in communication but I didn't study enough.

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- (5) I have never visited Moscow ^{nor} ~~but~~ I also haven't seen Saint Petersburg.
- (c) (d)
- (6) The pain was really bad. ^{yet} ~~but~~ We refused to see the doctor.
- (e) (f)
- (7) My mom was too tired. ^{yet/for} She cleaned the house.
- (g) (h)
- (8) Nobody was prepared for the test. ^{so} The teacher started a new lesson.
- (i) (j)

COMPLEX SENTENCES: A complex sentence consists of one independent clause & at least one dependent clause. Conjunctions which are used to form complex sentences, are called as subordinating conjunctions. Dependent clause is also known as subordinate clause.

→ USE OF COMMA: If dependent clause comes first, place a comma before independent clause. If independent clause comes first, then there is no need of comma.

→ There is a long list of subordinate conjunctions:

(1) Subordinate conjunctions of time:

- (a) Before: Ex - He came before the driver started the car.
 (b) After: Ex - The strike stopped after the management resolved the issue.

why, where, how, when, what, how, who, whom, whose
that, which

relative pronouns also form complex

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- (c) While : Ex - While Mohan attended the classes, Ravi bunked the classes.
- (d) When : Ex - When the management resolved the issue, the strikers stopped.
- (e) Until / till : Ex - Until the case is solved, all accused are put in jail.

(v) Reason / Purpose

- (a) Because : Ex - He came late because he was ill.
- (b) So that : Ex - He worked hard so that he could get good marks.
- (c) In order that : Ex - He went to the city in order that he may get a new job.

(vi) Subordinate Clause of Concession / Contrast :

- (a) Although : Ex - Although he worked hard, he got bad marks in exam.
- (b) Even though / Even if : Ex - Even though he is hard working, he did not get good marks.
- (c) though : Ex - We went to Shimla though it was very cold.

(vii) Subordinate conjunctions of Place :

- (a) where : Ex - This is the place where I live.
- (b) wherever : Ex - Wherever he goes, his friends accompany him.
- (c)

(viii) Subordinate conjunctions of Condition : / Conditional Clauses :

→ There are 3 types of Conditional Clauses:

- i First Condition : Ex - If I work hard, I may get good marks.
- ii Second Condition : Ex - If I were a millionaire, I would travel the whole world.
- iii Third Condition : Ex - If he had caught the train in time, he would have been enjoying the vacation.

as is a coordinating

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(x) Conjunctional adverbs - These are used to make only compound sentences.
Therefore, moreover, similarly, despite, inspite of

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Q1 Combine following simple sentences to form complex sentence.

(1) I wrote a letter. Ans I wrote the letter that/which It contained the truth.

(2) Honesty is the best policy. Have you never heard it.
Ans Have you never heard that honesty is the best policy.

(3) The nurse must be very tired. She must had no sleep last night.
Ans The nurse must be very tired because she had no sleep last night.

(4) I may be blunt. I am atleast honest.
Ans Although / Even though / though I may be blunt, I am atleast honest

(5) That is the man. He gave ^{me} a dog. It went mad.
Ans That is the man who gave ^{me} a dog which went mad.
dependent clause - subordinate - complex

II Combine following simple sentences to form compound sentence.

(1) He ran quickly. He soon overtook me.

Ans He ran quickly and He soon overtook me.

(2) He bled profusely. He died.

Ans He bled profusely so He died.

(3) All will respect you. You are honest.

Ans

All will respect you for you are honest.

(1) I ~~will~~ get ready. I am wearing new clothes.

Ans I will get ready (for) (and) I am wearing new clothes.

(5) It is raining heavily. I will take an umbrella with me.

Ans It is raining heavily so I will take an umbrella with me.

(6) The paper is good. The binding is very bad.

Ans The paper is good but the binding is very bad.

III Classify the following sentences into simple, compound & complex.

while he was sleeping → complex

(1) He must work hard to get good marks. Simple

(2) While sleeping, he was also talking continuously. Simple

(3) It was a stormy night, yet ~~he~~ ^{we} decided to hang out. Compound

(4) This is the man whose pet was lost. Complex

(5) After the storm, the boat had no mast. Simple

(6) He was obstinate (rigid); therefore he was punished. Compound

compound

IV Break the following sentences into ~~complex~~ simple sentences.

(1) I like coffee but Mary likes tea.

Ans I like coffee. Mary likes tea.

(2) I bought a gift for she is my sister.

Ans I bought a gift. She is my sister.

I) Break following complex sentences into simple.

While he was enjoying the music, his mother was working.

OR He was ~~also~~ enjoying the music. His mother was working.
while enjoying the music, his mother was cooking. ← wrong.

This is the man whose book was lost on the way.

This is the man. His book was lost on the way.

R This man lost his book.



TYPES OF WRITING:

(I)

NARRATIVE WRITING: It is a type of writing which is used to narrate an incident or story.

→ No facts, No data.

→ It uses many common elements like plot, character, setting & conflict. It has a beginning, middle & an end, it is used [creative] in fiction & creative writing.

Ex: novels & short stories, poetry, drama, creative essays etc.

(II)

DESCRIPTIVE WRITING: It involves capturing every detail of the person, place or thing. It is like a "painting of a picture".

→ The writer creates vivid description through 5 senses.

→ As author uses descriptive language to depict a character or [creative] setting, it creates visuals or images in the mind of the reader.

(III)

Characteristics of Descriptive Writing:

- (i) Use of sensory details.
- (ii) Use of adjectives.
- (iii) Detailed description.
- (iv) Use of dynamic words.

(IV)

EXPOSITORY WRITING: It is a type of writing which basically informs its readers. It gives specific details & facts about [technical] the topic. It includes all types of factual readings like textbook, news, technical guides & business writings.

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1 mark Q: Examples of writing.

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→ The primary purpose of expository writing is to provide unbiased facts.

Characteristics of Expository writing:

- (i) It is factual.
- (ii) It is always in linear format.
- (iii) It is in logical format also.
- (iv) It is clearly objective.
- (v) It is very clear about its purpose.

⇒ Following things are to be kept in mind while doing

- (i) It is not a writer's opinion.
- (ii) It is not an attempt to change the reader's mind or shape their perspective.
- (iii) It is not subjective.

→ Examples: Documentaries, advertisements, magazines, articles, academic essays, reviews etc. lab manuals, scientific articles.

persuasive

Types of Expository writing:

(I) COMPARISON AND CONTRAST: In this type of writing, 2 or more subjects are compared & contrasted. Their similarities & differences are seen. Ex: Compare school life & student/college life.

(II) DEFINITION: In this type of writing, the topic is clearly defined & explained.

(III) CLASSIFICATION: Topic is categorized & studied in various aspects

(IV)

PROCESS WRITING: In this type of writing, various steps of a particular process are written. Ex: Cooking steps

(V)

CAUSE & EFFECT: In this, cause is studied & its effect is explained. Ex:

(VI)

PROBLEM AND SOLUTION: The problem is explained & its solution is provided.

(VII)

PERSUASIVE WRITING: It is a form of writing that persuades convinces the reader. It aims to tell / inform reader writer's point of view.

Ex: advertisements, reviews, essays

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SUBJECT VERB AGREEMENT :

→ It consists of grammatical rules which show that verb must agree with number, person and gender of the subject.

RULES :

Rule 1: If subject is singular, verb must be singular.

Ex: He writes a letter everyday.

→ He, she & it require a singular verb.

Rule 2: If the subject is plural, the verb must also be plural.

Ex: We go to the park everyday.

→ I, you, we, they require a plural verb.

when

Rule 3: 2 or more singular nouns are joined by and, the verb taken is plural.

Ex: The student & the committee discuss research paper everyday.

Rule 4: If 2 nouns of a subject suggest a singular idea, then the verb taken is singular.

Ex: Type and Tide waits for nobody.

Ex. 2: The horse & the carriage is at the door.

Rule 5 In a sentence, beginning with here or there, the true subject follows the verb.

Ex: There are a few hurdles to cross.

Ex: There is a difficult hurdle to cross.

Dummy subject



Real subject

[is/are, real subject नहीं
दूसरा विराटा, दूसरा है,
There/here नहीं दूसरा है]

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Rule 6:

Verbs in either/or and neither/nor agree with the noun or pronoun close to it.

Ex. 1: Neither the plates nor the bowl goes with the dish.

Ex. 2: Neither the plates nor the bowls go with the dish.

Rule 7: 2 nouns qualified by each or every, & even though connected by and require a singular verb.

Ex: Each boy ^{and} ~~is~~ every girl was given a packet of sweets.
Each Each
Every Every

Rule 8: We use a singular verb with distance, period of time & ^{sum} _{some} of money considered as a singular unit.

Ex: 3 miles is too far to walk.

Ex 2: 5 years is ~~the~~ a long time to study.

Ex 3: 3 dollars is a high amount.

Rule 9 Words joined to a singular subject by ~~which~~ as well as besides alongwith require a singular verb.

Ex: Sanskrit as well Arabic was taught here.

Rule 10 Some nouns which are plural in form but singular in meaning take a singular verb.

Ex: The news is true.

Ex. 2: mathematics is the difficult subject.

Exception: Mustard greens are my favourite.

Meeting TopicAgendaDesign Team meeting

Date , 12/12/2022

Time , 10:00 pm - 10:45pm

Meeting Participants : @ Ist year students

Purpose : Develop a new website for the company .

Agenda :a) Before the meeting

- Every participant must review the document or product design earlier .

b) Discussion Topics / goals / objectives

- Review documents of design products .
- Presentation of sample designs .
- Discussing content of designing products .

Suggestions : Preparing ,

Preparing recommendation for product .

Collecting opinion on new project ;

Action :

- Immediate action on new product .

Division of teams to execute program

Documents (Documents required for the meeting)

Address Card

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Agenda, Minutes & Meeting

Agenda & Minutes of meeting .

Agenda's are used to organise meetings , keeping track of old & new content , giving time frame for what items are to be discussed & analyse . They provide guidance for meetings .

A meeting agenda is a list of components & goals that participants are to discuss to & work to accomplish .

Purpose of agenda →

agenda are used to outline the main ideas of any events , responsibility & deadline that must further discussed & determined .
it sets clear expectation .

it helps in making participants focussed .

it is a time management tool .

it helps to provide prior notice to the participant

Things to keep in mind while writing agenda-

Objectives of agenda must be clear .

Topics of agenda must be selected carefully .

Agenda must meet all expectations & responsibility

* Feedback →

Steps of preparing agenda →

- 1.) Establish type the type of meeting .
- 2.) Meeting all the objectives .
- 3.) Identifying specific topics then making suggestions & recommendation .
- 4.) Action time .