

## UNIT - V

# 5

# Go, Kiss the World

'Go, Kiss the World' by Subroto Bagchi

### Reading Comprehension Summary of the Text

The speech delivered by Subroto Bagchi tells us his words of wisdom and the lessons taught to him by his parents. The lessons are directed at lighting the meaning of success and are related to the events from Bagchi's life.

Subroto's father was a District Employment Officer in Koraput, Orissa and Subroto was their fifth and the last child. Koraput was a district without electricity and water did not use to run through taps. There were no primary schools due to which Subroto's schooling was done at home only. Subroto's mother had come as a refugee from East Bengal and was raised by a widow.

Subroto's father used to get transferred every year. Therefore, they had to move frequently and travel in the government provided jeep. There was no garage in his father's office due to which the jeep used to stay at home always. His father never used the jeep to commute to the office and taught the same lesson to Subroto, telling him that it is an expensive resource given by the government. From this came Subroto's first lesson, the lesson to never misuse public facilities.

Subroto and his brothers were also not allowed to call the jeep's driver by his name and were always told to add the suffix "Dada" before his name. When Subroto grew up, he taught the same lesson to his daughters and they were supposed to call their driver "uncle" "Subroto used to cringe every time he used to hear other people disrespecting their drivers. This made up their second lesson, telling them always to respect their subordinates

more than their seniors as it is more important to respect small people.

Subroto's father had put the habit of reading the newspaper daily in Subroto. He and his brothers were supposed to read the newspaper aloud with the morning tea. Although Subroto did not understand much of what was written in the newspaper, he still contributes his good English to that habit. After reading the newspaper, he was taught to fold it correctly. Another lesson which his father taught him and his brothers was "You should leave your newspaper and your toilet the way you expect to find it."

In their childhood, Subroto and his brothers were always attracted by various property and radio advertisements in the newspaper, but their father always refused to buy them, telling them that they don't need a radio because their family already have five (referring to the children). This made up another lesson, "*not to measure personal success and sense of wellbeing through material possessions.*"

### Multiple Choice Questions

Q.1 The author of the speech, Subroto Bagchi delivers the speech at \_\_\_\_\_.

- a IIM, Ahmedabad     b IIM, Bangalore  
 c IIT, Delhi     d IIT, Bangalore

Ans. : (d)

Q.2 Author's mother was a refugee and married father when she had passed her \_\_\_\_\_

- a Matriculate     b Board exams  
 c Graduate     d Post Graduate

Ans. : (a)

- Q.3** Following are the lessons the author learnt from his father which amongst them is not correct ?
- a) Self-governance
  - b) Respect of subordinates
  - c) Being considerate about others
  - d) Don't see the world, see the light

**Ans. : (d)**

- Q.4** \_\_\_\_\_ was the lesson the author learnt when he was in Bhubaneshwar, when India was caught in a war with Pakistan and China.

- a) Always speak the truth
- b) Unity in diversity
- c) Imagination is important
- d) Respect others

**Ans. : (c)**

- Q.5** The main objective of the speech to define \_\_\_\_\_ for the future professionals.

- a) To define success
- b) To define joy
- c) To define truth
- d) To define love

**Ans. :**

- Q.6** GO KISS THE WORLD were the words of author's \_\_\_\_\_.

- a) Dying brother
- b) Dying father
- c) Dying mother
- d) Dying grandmother

**Ans. : (a)**

- Q.7** The author concludes his speech by the phrase \_\_\_\_\_.

- a) Go achieve big
- b) Go kiss the world

**Ans. : (b)**

- Q.8** What do you mean by the phrase, "Jai Jawan kisan" ?
- a) Hail the young and the Lord
  - b) Hail the soldiers and farmers
  - c) Hail the young and farmers
  - d) Hail lord Krishna who is young

**Ans. : (b)**

- Q.9** Why do you think Subroto Bagchi's children were not allowed to call their driver by name ?

**Ans. :** "Go, Kiss the World" is a Welcome Address given to the IIM Bangalore students by the famous entrepreneur Subroto Bagchi. In the speech, Subroto told the audience the principles taught to him by his parents, the lessons that define success and in his childhood, Subroto Bagchi and his brothers were not allowed to call their driver by his name due to one of the lessons taught to their father. The lesson which taught them to treat small people with more respect as according to their father, it is more important to respect your subordinates than your seniors.

- Q.10** What was the state of Koraput as remembered by Bagchi ?

**Ans. :** As said by Subroto Bagchi in his speech, "Go Kiss the World" which he delivered on 2<sup>nd</sup> July 2003 to the students of IIM, Bangalore, Koraput was a district with no primary schools. There was no electricity in the whole district and Bagchi had never seen a single fan running there. The presence of water flowing in the taps was also not there. If put together, we can also conclude that Koraput was a very less developed town during Bagchi's childhood.

- Q.11** List three lessons taught to Bagchi by his father and three lessons taught to him by his mother.

**Ans. :** As said by Subroto Bagchi in his speech, "Go Kiss the World" which he delivered on 2<sup>nd</sup> July 2003 to the students of IIM, Bangalore, his parents taught him various lessons due to which he became a successful person. Some of those lessons are :

- Not to misuse public facilities.
  - To respect our subordinates more than seniors.
  - To not measure personal success and state of wellbeing through material possessions.
- These lessons were taught to Bagchi by his father.
- Success is not about what you create for yourself but about what you leave behind.
  - Success is about a sense of larger connectedness with the world.
  - Success is not about seeing the world but it is about seeing the light.

These are some lessons taught to Subroto Bagchi by his mother.

#### **Q.12 What do you think the last words of Subroto Bagchi's mother, "Go, Kiss the World" mean ?**

**Ans. :** "Go, Kiss the World" is a welcome address delivered by Chief Operating Officer, Mind Tree Consulting to the students of IIM, Bangalore, 2<sup>nd</sup> July 2003. The last words of Subroto Bagchi's mother, "Go, Kiss the World" are said to Bagchi and are telling him to stay connected to a larger world existence and live his life instead of being sad for his mother. This is also what Bagchi's father and mother taught him when he was a child and has helped in becoming what he is today.

#### **Q.13 Answer the following questions in about 50 to 100 words each.**

##### **i) Why did Bagchi's father never let them ride in the office jeep ?**

**Ans. :** Bagchi's father was District Employment Officer. He was given a jeep by the government. His father refused to use it to commute and to travel as it was not his personal jeep. He told them that the jeep was an expensive resource given by the government. He also reiterated them that it was not his jeep but the government's jeep. Insisting that he would use it only to tour the interiors, he would walk to his office on normal days. He also made sure that they could never sit in the government jeep. They could sit in it only when it was stationary.

##### **ii) Why did Bagchi's mother plant gardens even though they would move often ?**

**Ans. :** According to author government houses seldom came with fences. Mother used to collect twigs and build a small fence. After lunch, she would never sleep. She used to take her kitchen utensils and she would dig the rocky, white ant-infested surrounding. As a result, mother and the author planted flowering bushes. Though the white ants destroyed them, their mother used to bring ash from her Chulha and mix it in the earth. Whenever she was asked by neighbours she used to reply that she had to create a desert whenever she was given a new place. She wanted to leave the place beautiful.

##### **iii) What was Bagchi's first lesson in success ?**

**Ans. :** As small children, the author was taught not to call their driver by his name. They had to use the suffix 'dada' whenever they were to refer to him in public or private. When he grew up to own a car and a driver by the name of Raju was appointed - the author repeated the lesson to his two small daughters. They have, as a result, grown up to call Raju, "Raju Uncle'-very different from many of their friends who refer to their family driver, as my driver. When I hear that term from a school- or college-going person, I cringe. From the event the author learnt the first lesson that was very significant "We should treat small people with more respect than how we treat big people. It is more important to respect our subordinates than our superiors.

##### **iv) Why did Bagchi have to move to Bhuvneshwar ?**

**Ans. :** After two years at the age of eighty-two, author's mother had a paralytic stroke and she was lying in a government hospital in Bhubaneswar. So he flew from US and spent two weeks with her in the hospital as she was lying in a paralytic state. She was neither getting better nor moving on.

##### **v) How does Bagchi relate imagination to success ?**

**Ans. :** Success to the author, is about vision. It is the ability to rise above the immediacy of pain. It is about imagination. It is about sensitivity to small people. It is

about building inclusion. It is about connectedness to a larger world existence. It is about personal tenacity. It is about giving back more to life than you take out of it. It is about creating extraordinary success with ordinary lives. He thanks all ordinary and small people. He tries to kiss the world to embrace success. Imagination is everything. If we can imagine a future, we can create it, if we can create that future, others will live in it, that is the essence of success.

**vi) Describe the political outlook of Bagchi's parents.**

**Ans. :** The author's father was a fervent believer in the British Raj. He sincerely doubted the capability of the post-independence Indian political parties to govern the country. To him, the lowering of the Union Jack was a sad event. His mother was the exact opposite. When Subhash Bose quit the Indian National Congress and came to Dacca, his mother, then a schoolgirl, garlanded him. She learnt to spin *khadi* and joined an underground movement that trained her in using daggers and swords. Consequently, their household saw diversity in the political outlook of the two. On major issues concerning the world, the Old Man and the Old Lady (parents) had differing opinions. In them, he learnt the power of disagreements, of dialogue and the essence of living with diversity in thinking. Success is not about the ability to create a definitive dogmatic end state; it is about the unfolding of thought processes, of dialogue and continuum.

**Q.14 Answer the following questions in about 250 to 300 words.**

**i) Describe the morning ritual in Bagchi's house and bring out its significance.**

**Ans. :** The author's day used to start with the family huddling around his mother's *Chulha*-an earthen fireplace she would build at each place of posting where she would cook for the family. There was neither gas, nor electrical stoves. The morning routine started with tea. As the brew was served, his father would ask them to read aloud the editorial page of The Statesman's 'mofussil' edition-

delivered one day late. They did not understand much of what we were reading. But the ritual was meant for them to know that the world was larger than Koraput district and the English they used to speak those days, despite having studied in an Oriya medium school, they had to do with that routine. After reading the newspaper aloud, they were told to fold it neatly. Father taught them a simple lesson. He used to say, "you should leave your newspaper and your toilet, the way you expect to find it. That lesson was about showing consideration to others. Business begins and ends with that simple precept."

Being small children, they were always enamored with advertisements in the newspaper for transistor radios- they did not have one. They saw other people having radios in their homes and each time there was an advertisement of Philips, Murphy or Bush radios, they would ask father when they could get one. Each time, their father would reply that they did not need one because they already had five radios-alluding to his five sons. They also did not have a house of their own and would occasionally ask father as to when, like others, they would live in their own house. He used to give a similar reply, they did not need a house of their own. "I already own five houses." His replies did not gladden their hearts in that instant. Nonetheless, they learnt that it is important not to measure personal success and sense of well-being through material possessions.

**ii) Describe the last days of Bagchi's father in the hospital.**

**Ans. :** In 1992, while the author was posted in the US, he learnt that his father, living a retired life with his eldest brother, had suffered a third degree burn injury and was admitted in the Safdarjung Hospital in Delhi. He flew back to attend to him. He remained for a few days in critical stage, bandaged from neck to toe. The Safdarjung Hospital is a cockroach-infested, dirty, inhuman place. The overworked, under-resourced sisters in the burn ward were both victims and perpetrators of dehumanised life at its worst. One morning, while attending to his father, he realised that the blood bottle was empty and fearing that air would go into his vein, he asked the attending nurse

change it. She bluntly told him to do it for himself. In that horrible theatre of death, he was in pain and frustration and anger. Finally, when she relented and came, his father opened his eyes and murmured to her, 'Why have you not gone home yet ? Here was a man on his deathbed but more concerned about the overworked nurse than his own state. The author stunned at his stoic self. There he learnt that there is no limit to how concerned you can be for another human being and what the limit of inclusion is you can create. His father died the next day. He was a man whose success was defined by his principles, his frugality, his universalism and his sense of inclusion.

### iii) What created in Bagchi a sense of interconnectedness with a larger world ?

**Ans. :** The author was the last child of a small-time government servant, in a family of five brothers. His earliest memory of his father is as that of a District Employment Officer in Koraput, Orissa. It was and remains as back of beyond as one can imagine. There was no electricity no primary school nearby and water did not flow out of a tap. As a result, he did not go to school until the age of eight; he was home-schooled. His father used to get transferred every year. The family belongings fit into the back of a jeep-so the family moved from place to place and without any trouble, his mother would set up an establishment and get them going. She was raised by a widow who had come as a refugee from East Bengal and she was a matriculate when she married his father.

His parents set the foundation of his life and the value system, which made him what he is today and largely, defines what success means to him today. As District Employment Officer, his father was given a jeep by the government. There was no garage in the office, so the jeep was parked in their house. His father refused to use it to commute to commute to travel to and from one's daily work. Thus, the author established a firm interconnectedness with his father's consistent and regular efforts as a government official.

### iv) What is technical vocabulary ? What is its significance ?

#### **Ans. :**

- Technical vocabulary is the specific terminology used by professionals in a specific area to communicate clearly, precisely, pertinently and succinctly. It's imperative to increase your English vocabulary on a broad level before working on your technical vocabulary. The desire to learn new words should be constant. Try your best to employ any new terms you learn in conversation so that they stick in your memory.
- We can find a compilation of various distinct words that encounter in textbooks of sciences and engineering. These words can be classified into following category as per the convenience of the learner.
  - General technical vocabulary
  - Mechanical and civil engineering vocabulary
  - Chemical engineering vocabulary
  - Electrical engineering vocabulary
  - Biomedical engineering vocabulary
  - Computer science engineering vocabulary

### Common Errors in English

#### Exercises

##### Q.15 In each pair of sentences, tick the sentence that is correctly structured.

- i) a. The bag was so heavy that I could not carry it. ✓  
b. The bag was very heavy that I could not carry it.
- ii) a. Where you are staying ?  
b. Where are you staying ? ✓
- iii) a. Satish went to hospital to get his blood pressure checked.  
b. Satish went to the hospital to get his blood pressure checked. ✓
- iv) a. Salma gave the bracelet to me.  
✓

- v) a. The salesperson asked the customer what she was looking for. ✓  
 b. The salesperson asked the customer the customer what she is looking for. ✓
- vi) a. We not only have to book our tickets but also arrange for accommodation. ✓  
 b. We have to not only book our tickets but also arrange for accommodation.
- vii) a. The traffic in Bangalore is worse than that of Hyderabad. ✓  
 b. The traffic in Bangalore is worse than Hyderabad.
- viii) a. Saba avoided meeting people. ✓  
 b. Saba avoided to meet people.

**Q.16 Give the plural form of the following words. If a word has two plural forms, give both.**

**Ans. :**

1. scarf : scarves, scarfs
2. piano : pianos
3. nucleus : nuclei
4. fungus : fungi
5. baby : babies
6. axis : axes
7. valley : valleys
8. antenna : antennas

**Q.17 Choose the correct collocation in each of the given pairs.**

1. Honest apology
2. Speak fluent English
3. Complete a promise
4. Preside a meeting
5. Sincere apology
6. Speak easy English
7. Fulfil a promise
8. Chair a meeting
9. Do a mistake
10. Make a mistake
11. Play a part

## 12. Have a conversation

13. Do a part
14. Make a conversation
15. Have conversation with
16. Make conversation with

**Q.18 The sentences below contain errors of different kinds. Re-write each sentence correctly.**

- i) She said me that she likes maths.  
**Ans. :** She said to me that she likes maths.
  - ii) She does not listen me.  
**Ans. :** She does not listen to me.
  - iii) Tell to me why you are late.  
**Ans. :** Tell me why you are late.
  - iv) My cell phone was under the sofa which rang all night long.  
**Ans. :** My cell phone, which rang all night long, was under the sofa.
  - v) Working in the lab for hours, my feet began to hurt.  
**Ans. :** My foot began to hurt working in the lab for hours.
  - vi) I am telling my students all the time not to talk.  
**Ans. :** I am telling my students not to talk all the time.
  - vii) Hydrogen is known for its properties of being the colorless, odorless and tasteless.  
**Ans. :** Hydrogen is known for its properties of being colorless, odorless and tasteless.
  - viii) Please explain me this problem.  
**Ans. :** Please, explain me the problem.
- Q.19 Complete the following sentences by choosing the correct option.**
- i) Subroto and his mother collected twigs and fence.  
 (a) build      (b) built      (c) was building  
**Ans. :** Subroto and his mother collected twigs and built a fence.

- ii) Subroto's mother \_\_\_\_\_ cataract in her eyes when he was still quite young.  
 (a) was developing      (b) has developed  
 (c) developed

**Ans.** : Subroto's mother was developing cataract in her eyes when he was still quite young.

- iii) She did not \_\_\_\_\_ for the test last month.  
 (a) sit      (b) keep sitting      (c) sat

**Ans.** : She did not sit for the test last month.

- iv) She would have succeeded if she harder.  
 (a) had tried      (b) have tried      (c) tried

**Ans.** : She would have succeeded if she had tried harder.

- v) Although she \_\_\_\_\_ she was not disheartened.  
 (a) failed      (b) has failed      (c) was failing

**Ans.** : Although she failed, she was not disheartened.

- vi) Jobin not have a car. He takes the bus to work.  
 (a) do      (b) did      (c) does

**Ans.** : Jobin does not have a car. He takes the bus to work.

#### Q.20 Re-write the following dialogue by correcting the errors in it.

Abida : This dish is lovely! What's in it?

Sanaz : I don't know really. The father made it. But I do know that it's the very simple dish.

Abida : I guess there's a sugar, may be the dash of lemon juice and vanilla essence.

Sanaz : I did see him adding a small cup of honey too.

Abida : You must ask him about ingredients.

Sanaz : Sure. I will be asking him and giving to you a recipe

**Ans. : corrected dialogue :**

Abida : This dish is lovely! What's in it?

Sanaz : In fact, I don't know. Father prepared it. But it's very simple dish.

Abida : I guess there's a sugar and the dash of lemon juice and vanilla essence.

Sanaz : I saw him adding a small cup of honey too.

Abida : You may ask him about ingredients.

Sanaz : Sure. I will ask him and give to you a recipe.

### Reading

#### Reading Comprehension Practice

- Tests of reading comprehension usually ask you questions on the following :

- Your general understanding of the content, your understanding of specific pieces of information, or sections of the text. The author's opinions and point of view. What may be inferred from the passage (as opposed to what is explicitly stated)

- Always read the entire passage before attempting to answer questions set on it.

### Passage 1

A generator is essentially just an electric motor working in reverse. An electric motor consists of a tight coil of copper wire wrapped around an iron core that's free to rotate at high speed inside a powerful permanent magnet. When you feed electricity into the copper coil, it becomes a temporary, electrically powered magnet—in other words, an electromagnet—and generates a magnetic field all around it. This temporary magnetic field pushes against the magnetic field that the permanent magnet creates and forces the coil to rotate. By a bit of clever design, the coil can be made to rotate continuously in the same direction, spinning round and round and powering anything from an electric toothbrush to an electric train.

So how is a generator different? Suppose you have an electric toothbrush with a rechargeable battery inside. Instead of letting the battery power the motor that pushes the brush, what if you did the opposite? What if you turned the brush back and forth repeatedly? What you'd be doing would be manually turning the electric motor's axle. That would make the copper coil inside the motor turn around repeatedly inside its permanent magnet.

If you move an electric wire inside a magnetic field, you make electricity flow through the wire in effect, you generate electricity. Keep turning the toothbrush long enough and, in theory, you would generate enough electricity to recharge its battery. That, in effect, is how a generator works.

**Q.21 What Is this text about ?**

**Ans. :** How generator works.

**Q.22 Where are electric motors used ?**

**Ans. :** In generators.

**Q.23 How can you create a simple electromagnet ?**

**Ans. :** When we feed electricity into the copper coil, it becomes a temporary, electrically powered magnet that is electromagnet.

**Q.24 Mention two differences between a generator and an electric motor.**

**Ans. :** An electric motor is a machine that converts electrical energy to mechanical energy. An electric generator is a machine that converts mechanical energy to electrical energy.

**Q.25 Is author's personal opinion on the subject mentioned in the text. (if yes, what is it)**

**Ans. :** No it's a general information. It's a technical extract focusing on the electric motor and generator.

## Passage 2

I think that time none of us quite believed in the Time Machine. The fact is, the time traveler was one of those men who are too clever to be believed: you never felt that you saw all round him; you always suspected some subtle reserve, some ingenuity in ambush, behind his lucid frankness. Had Filby shown the model and explained the matter in words, we should have shown him far less skepticism. For we should have perceived his pork-butcher could understand Filby. But the Time Traveler had more than a touch of whim among his elements and we distrusted him. Things that would have made the fame of a less clever man seemed tricks in his hands. It is a mistake to do things too easily. The serious people who

took him seriously never felt quite sure of his deportment; they were somehow aware that trusting their reputations or judgment with him was like furnishing a nursery with eggshell china. So, I don't think any of us said very much about time travelling in the interval between that Thursday and the next, though its odd potentialities ran, no doubt, in most of our minds: its plausibility, that is, its practical incredibleness, the curious possibilities of anachronism and of utter confusion it suggested. For my own part, I was particularly preoccupied with the trick of the model.

-H.G. Wells, The Time Machine

**Q.26 What do you think this text about ?**

**Ans. :** The Time Machine.

**Q.27 What do you think is the narrator's opinion about the Time Traveller ?**

**Ans. :** The Time Traveler had more than a touch of whim among his elements and we distrusted him. Things that would have made the fame of a less clever man seemed tricks in his hands. It is a mistake to do things too easily. The serious people who took him seriously never felt quite sure of his deportment; and we distrusted him.

**Q.28 What does the phrase 'furnishing a nursery with eggshell china' mean in this context ?**

**Ans. :** The phrase "furnishing a nursery with egg-shell china" mean that it's a bad idea. You wouldn't want babies around easily breakable and probably expensive, plates and such. Also, people don't use this phrase much intended to be an idiom; it's simply a comparison. "Bull in a china shop" is more prevalent.

**Q.29 Read the passage given below and say whether the statements that follow about the author's opinions are TRUE or FALSE.**

It is worth saying something about the social position of beggars, for when one has consorted with them and found that they are ordinary human beings, one cannot help being struck by the curious attitude that society takes towards them. People seem to feel that there is some essential difference between beggars and ordinary working men. They are a race apart-outcasts, like

criminals and prostitutes. Working men work, beggars do not work; they are parasites, worthless in their very nature. It is taken for granted that a beggar does not 'earn' his living, as a brick layer or a literary critic earns his fee is a mere social excrescence, tolerated because we live in a humane age, but essentially despicable. Yet if one looks closely, one sees that there is no essential difference between a beggar's livelihood and that of numberless respectable people. Beggars do not work, it is said; but, then, what is work? A navy works by swinging a pick. An accountant works by adding up figures. A beggar works by standing out of doors in all weathers and getting varicose veins, chronic bronchitis, etc. It is a trade like any other, quite useless, of course - but, then, many reputable trades are quite useless.-George Orwell.

The author of the above passage, George Orwell, thinks/believes/feels that,

- i) Beggars are similar to criminals. **True**
- ii) People treat beggars as being outside of society. **True**
- iii) Society sees no difference between a beggar's livelihood and those of most other people. **True**
- iv) Beggars do not work to earn their income. **True**
- v) The prevailing social attitude towards beggars is prejudiced. **True**
- vi) Beggars are parasites. **False**
- vii) Most occupations have no inherent value in themselves. **True**
- viii) It is desppicable to tolerate beggars. **True**
- ix) People are justified in their disdain towards those who earn a living through begging. **True**
- x) Beggars are a race apart from other people. **True**

Q.30 Given below is the brochure of a recently published book. Answer the questions that follow.

*Relatively True* is a vibrant collection of short stories that reflects on the porous boundaries separating lies, half-truths and the truth. We live in a world of elastic truth, click-bait, disinformation and fake identities. Opinions, beliefs and conspiracy theories clamor to be given equal time and weight with facts. Whose truth is more relevant and meaningful - yours or mine. The stories in *Relatively True* confront and address this question and more, in surprising and inventive ways. Each narrative probes the vexing impact that fluctuating ideas of truth have on us. From self-deception to trickery on a wider scale, this anthology of short fiction from Australia and South Asia enchants, provokes and enlightens, from the first story to the last.

FEATURING Shirley Hazzard, Eugen Bacon, Gulzar, Meenakshi Bharat, Alex Cothren, Tony Birch, Devika Brendon, Sharon Rundle, Cate Kennedy, Anne Benjamin, Sujata Sankranti, Kate Grenville, Priya Sarukkai Chabria andrew Kwong, Mitra Phukan, Bashabi Fraser, Yasmine Gooneratne, Rashida Murphy, Sunil Badami, Niharika Chibber Joe and Matthew M. Lupton, Susanne Gervay, Janhavi Acharekar, Gayatri Gill and Julia Prendergast  
Edited By Meenakshi Bharat Sharon Rundle

- i) **What do you think the book is about ?**
- **Ans. :** *Relatively True* is a vibrant collection of short stories that reflects on the porous boundaries separating lies, half-truths and the truth.
- ii) **Who are the editors of the book ? What do you think was the task of the editors ?**
- **Ans. :** Meenakshi Bharat Sharon Rundle the task of editors is to maintain grammar accuracy and correct factual information in any written content. The responsibilities of an editor are developmental acquisitions, substantive, line or copy editors and whether they edit magazines, books, brochures or generic online content.

### iii) What are the themes the book covers ?

**Ans.** : Opinions, beliefs and conspiracy theories, the porous boundaries separating lies, half-truths and the truth.

## Report Writing

### Q.31 What do you mean by report writing ? Explain its types in short.

**Ans.** : A report is a piece of writing that presents an account of an event, situation or process. It is usually prepared to provide information on and/or announce the result of an investigation, experience or finding. A report must be written in clear, simple language and in a direct style. When writing a report, be clear about the following things that the report is about who it is meant for what it will be used for.

#### **Types of Reports :**

Reports can be of many types, depending on the reason why the subject was studied and the purpose for which the report will be used.

**1. Feasibility reports :** These reports study whether a project should be undertaken or not. For example, a university may commission a feasibility report to decide if they should add a new course or a stream study. The report will cover the scope and the infrastructure needed, including personnel.

**2. Progress reports :** A progress report spells out the progress that a project has made. It helps the people in charge understand the status of all aspects of a project. These reports are usually commissioned at fixed intervals, say weekly or monthly, depending on the duration of the project.

**3. Incident reports :** An incident report is an objective description of an incident that provides the facts to someone who was not present. The event should be described in chronological order so it is clear to the reader what the sequence of events was. Facts rather than opinions should be presented in an incident report.

**4. Marketing reports :** These reports provide an overview of the marketing efforts undertaken for a particular product. It may begin with the goals and objectives of the marketing campaign, the methods adopted and the outcome of the efforts. The conclusion spells out the effectiveness of the marketing efforts.

### Q.32 What are the different elements of report ?

**Explain.**

**Ans.** : Most reports have some or all of the elements listed below.

#### **Opening page or title page**

- The first page will have the title of the report, the writer's name, designation and institutional affiliation, funding agency (if any) and date.

#### **Abstract :**

- The abstract is a very brief summary of what the report is about. Besides a summary, the abstract should state the principle or hypothesis on which the work is based, list its important findings and state the conclusion it led to.

#### **Table of contents**

- The table of contents lists the numbered sections, subsections and its constituent parts.

#### **Introduction**

- The first main section of a technical report is the introduction. This should begin with the background of the study, which will include how it is related to the work done by others and a literature review of publications on the subject. It tells the reader why the study is being done and describes in detail the nature and scope of the problem as well as the theoretical approach, experimental methods and procedures used. The introduction should end with an outline of the objectives of the study. Introductions in technical reports are usually written in the present tense using the first-person pronouns, we and 'ours'. Introductions may be from one to several pages' long.

## Literature review :

- The literature review should be accurately documented in the recommended style with all the necessary details, such as the complete name of the author, the year of publication, the journal where published, the volume number, etc., for articles and the place of publication. When citing the work of others in the text, give only the last name of the author and the year of publication within parentheses and provide the complete details in the reference list at the end of the report.

## Body of the report :

- The introduction is followed by the sections forming the body of the report. This presents the findings/details of the study, which are organized under numbered main headings, subheadings and sub-subheadings.

## Results, discussion and conclusion :

- The body of the report is followed by the sections on results, discussion and conclusion. You can present the outcome of your research, experiment, etc., in the results section. Sometimes this section is combined with the discussion section, where you interpret the results. The conclusion should relate to the aims of the work as stated in the introduction.

## References and appendices :

Appendices are meant for materials not included in the body of the report but pertinent to it, for example data. References lists out all the material consulted for preparation of the report and that support the data presented in the report.

## Figures and tables :

Where included, figures and tables must have captions with sources if they are taken from a published book or article.

## □ Report Formats :

- Reports may be written in one of several formats, depending on the subject of the report and what purpose it is meant for.

### Memo format :

The memorandum, is usually a formal official document, sent to someone within the same organization abbreviated as a 'memo', it can be used to discuss the official matters, gaps, etc. and its recommendations can be implemented. It is formatted as below. It is often characterized by brevity.

Date : 10 October 2022

To : All teachers of Mathematics Department

From : Head of Mathematics Department

Re : Admission for MSc courses

The Principal called for a meeting of all the Heads of Department on 4 October 2022 admission criteria for postgraduate courses.

### The following decisions were taken :

- Students with undergraduate degrees in subjects other than mathematics may be considered for admission to MSc Mathematics provided they pass the entrance examination with 50 % marks.
- Scholarships may be offered to those whose family income is less than ₹ 2 lakhs per annum and who score at least 40 % marks in the entrance examination.
- Fee waivers may be offered to those whose family income is between ₹ 2 lakhs and ₹ 4 lakhs per annum and who score at least 50 % marks in the entrance examination.
- These criteria will be published on the website of our college.
- You are requested to share this information with students.

Signed

Dr. Surabhi Das



### Letter Format :

The letter format is usually a concise report for the use of people outside an organization. This type of report is formatted like a formal letter but has additional headings and footnotes that pertain to the report. In the following pages, you will find two examples of reports written in the letter format.

All Style Fashion

12, PALGHAR ROAD, NALA SOPARA, THANE,  
MUMBAI 401 203

31 October 2022

The Managing Director

All Style Fashion

12, Palghar Road,

NalaSopara, Thane,

Mumbai 401 203

Re : Retail sales outlet

Dear sir,

Further to our meeting last week to discuss sales outlets for our product, I undertook an evaluation of feasibility of opening retail outlets; location of retail outlet and infrastructure required.

#### Feasibility :

- As of now All Style Fashion does not have any outlets. As a result, it is dependent on other retailers and wholesalers to showcase and sell its products. If we can lease a showroom, it would give us greater opportunity to publicize and sell our products. We can also consider the possibility of co-branding. Both are feasible options since the expenditure on location and publicity can be recovered from the MRP of the product.

#### Location :

We can lease a 400-square foot shop in a lane just off the main road. The rent will be lower than on the main road but proximity to the main road will ensure footfall.

### Infrastructure :

- We will need to refurbish the shop with shelves and a glass front, as well as regular window dressing. In addition, we will need to hire at least two sales personnel and one person to manage billing.

### Recommendations :

- I recommend that we open at least one retail outlet close to our office to start with and then expand to have three outlets in Mumbai and two outlets in Delhi over the next five years. Please let me know if you would like to discuss these points further. I have documents to support the points mentioned here.

Yours sincerely,

Ramya Kada

From :

Deepan John

District Education Inspector

Jalandhar

Date : 15 May 2016

To :

Dr. Shashi Prakash

Chief Education Officer

District Centre, Department of Education

Jalandhar

Title : Primary education programme

**Terms of reference :** As instructed by the Minister of State for Education, a survey was conducted to assess the implementation of the government's 2010-2015 primary education programme in four villages in the district.

**Findings :** The writer visited the four villages of Allowal, Chhokran, Sidhwan and Virk to observe and assess the programme. The findings of the study are as follows. According to records maintained in the local panchayat offices, the number of students who enrolled in 2010-2011 increased from 23 to 50 in Allowal, 14 to 47 in Chhokran, 22 to 70 in Sidhwan and 30 to 95 in Virk.

- English J.W.*
- While a dropout of 7 % was reported in Chhokran, the other villages were able to retain their initial strength for the entire course of the academic session.
  - It was confirmed that the mid-day meal scheme was being satisfactorily implemented in all the four villages.
  - Except for three cases in Allowal, primary schools in the villages had all the students vaccinated for typhoid and cholera.
  - It was verified that the free distribution of books and stationery was done in all four villages as per the records.

#### Conclusion and recommendations :

The government's programme for improving primary education in the state seems to have succeeded in Jalandhar district. It is recommended that permission be granted for the recruitment of more trained teachers and for the sanction of funds for the renovation of school buildings in the villages where this study was conducted.

Djohn

Deepan John

#### Manuscript format :

The manuscript format is used for long, formal reports. It contains detailed information on the subject of the report. It is highly structured and includes preliminary and end material like an abstract, list of key words, glossary, appendix, etc. Given below are excerpts from a technical report written in manuscript format.

#### REPORT

on

#### THE EFFECTS OF INCREASED ATMOSPHERIC CARBON DIOXIDE

submitted to

Mr David McMurrey, Chairman

Coastal Real-Estate Developers Association

Corpus Christi, Texas

by

ENVIRONMENTAL RESEARCH Associates, INC.

9 December 1982

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### Abstract

- Since the Industrial Revolution, man has introduced tremendous amounts of carbon dioxide to the earth's atmosphere. As temperatures increase, atmospheric circulation patterns are altered, which will change local weather patterns.
- These changes could have an enormous impact on agricultural production. This will result in a rise in sea level which would flood coastal areas including major population centers. However, not much hope is held out for these remedies.
- This will have given below are excerpts from the main sections of the report.

**Q.33 Present the annual report of your college's cultural association in about 400-500 words. The report could mention its purpose, the members of its organizing committee, its activities and plans for the coming year.**

To  
The Principal  
Prince College, Pune.

### Annual Report of Cultural Association

The Annual Cultural Programme of Prince college was held in its campus in a befitting manner last week. It was a week-long programme. Presided over by the Principal of the college, the function was attended by the local Member of the Parliament as the chief guest while the DC of Dhaka was present as the special guest.

#### Purpose :

- The purpose of the programme was to offer a complete entertainment with cultural and moral values. It also aimed at showing, core ethical, cultural and professional values of our nation.

#### Members of the organizing committee :

- All the teaching and non-teaching members of the college participated the event actively and made it a vibrant success. Distinguished guests, elite guardians and the students of the college also attended the inaugural function.

#### Activities :

- The events of the day-long programme included music, recitation, dance, story-telling, extempore speech, pantomime and chorus. The chief guest distributed prizes among the participants who performed well in the function.
- The chief guest also delivered a valuable speech. In his speech he gave much importance to the need for arranging such a programme. He encouraged the students for their laudable performances. A senior Assistant Professor conducted the programme that was concluded by staging a one-act play 'Kabor' written by 'Munir' Chowdhury.
- However, everybody enjoyed the cultural function and highly appreciated the organizers. The function revealed many aspects of our culture before the audience.

#### Plans for coming year :

- The association has planned the same kinds of programmes embracing cultural and ethical values of our nation. The association is always trying to build and inculcate ethical and rational values among students for their well-being.

### Exercises

**Q.34 Prepare a report on any two of the following situations. Choose a suitable format for your report.**

- Imagine that you are an education officer with the state council of higher education. You have been asked by the secretary of the council to investigate rumors of cheating in three examination centers during the 2015 examinations. Write an official report, presenting facts and making recommendations.
- A Scooter manufacturing company asks an agency to prepare a marketing report on how to improve the sales of its latest model of scooter.



- iii) You had been asked to do a survey of student preferences for elective courses in your university.
- iv) You had submitted report six months ago. Repeat the survey and prepare a progress report on the subject, listing out changes in preferences, if any.
- v) The road near your house has been seeing an increase in traffic. Prepare a feasibility report to be submitted to the local corporation office, showing how the traffic may be diverted during peak hours to other roads.

### Multiple Choice Questions

Q.35 A report or account is an :

- a) Informational work
- b) Technical work
- c) Professional work
- d) None of these

Ans. : (a)

Q.36 Report are often used to display the result of :

- a) Experiment
- b) Investigation
- c) Inquiry
- d) All of these

Ans. : (d)

Q.37 Common formats for report writing are :

- a) Introduction
- b) Method
- c) Both A, B
- d) Inform

Ans. : (c)

Q.38 Which thing we need to do in writing report :

- a) Record the survey not carry out
- b) Record deleted data
- c) Record the object
- d) None

Ans. : (c)

Q.39 The report Is always written in :

- a) Sequential manner
- b) Irregular manner
- c) Horizontal manner
- d) Data biased manner

Ans. : (a)

Q.40 Report writing by the individual should be written in :

- a) First person
- b) Last person
- c) Both A, B
- d) None

Ans. : (a)

Q.41 The length of informal report should be :

- a) 1-3 pages
- b) 13 pages
- c) 1/5-page
- d) full page

Ans. : (b)

Q.42 Report discuss a particular problem in :

- a) Less detail
- b) Detail
- c) Complicated
- d) Horizontal way

Ans. : (b)

Q.43 Which type of report is report of action :

- a) Analytical report
- b) Periodic report
- c) Recommendation report
- d) All of these

Ans. : (c)

Q.44 Informational reports are :

- a) Organizational don't something
- b) Problem symptoms
- c) Personal information on project
- d) None

Ans. : (c)

**Q.45 Informal report is used for :**

- a Longer document
- b Shorter documents
- c Academic papers
- d All of these

**Ans. : (b)**

**Q.46 Reports are often conveyed in :**

- a Writing
- b Speech
- c Television
- d All of these

**Ans. : (d)**

**Q.47 Which one is not informal report :**

- a In-financial report
- b Uncredited report
- c Progress report
- d None

**Ans. : (c)**

**Q.48 A statement of the results of an investigation of any matter on which definite information is required is called \_\_\_\_.**

- a letter
- b mails
- c report
- d job application

**Ans. : (c)**

**Q.49 how many types of report in according to level of management ?**

- a 4
- b 6
- c 5
- d 9

**Ans. : (a)**

**END ... ↲**

