



B. A. PART-III ENGLISH (COMMUNICATION SKILLS)
SEMESTER-V

UNIT NO. II

Department of Distance Education
Punjabi University, Patiala

(All Copyrights are Reserved)

ESSAY WRITING AND LETTER WRITING

Lesson Nos.

ESSAY WRITING AND LETTER WRITING

- 2.1 : (a) The Art of Essay Writing
(b) Classification of Essays
(c) Model Examples - Descriptive Essays
and Narrative Essays
- 2.2 : Some More Model Examples :
(i) Imaginative Essays;
(ii) Reflective Essays.
- 2.3 : Personal Letters
- 2.4 : Business Letters
- 2.5 : Official letters
- 2.6 : Precis Writing
- 2.7 : Precis Writing

Note : The students can download the syllabus from
departmental website **www.dccpbi.com**

ESSAY WRITING

Structure:

- 6.0 Objectives
- 6.1 Introduction
- 6.2 Definition of an Essay
- 6.3 Characteristics of a Good Essay
- 6.4 Parts of an Essay
- 6.5 Classification of Essays
- 6.6 The Art of Essay Writing
- 6.7 Descriptive Essays
 - 6.7.1 Model Examples
- 6.8 Activity for the Students-I
- 6.9 Activity for the Students-II
- 6.10 Narrative Essays
- 6.11 Some Model Examples
- 6.12 Activity for the Students-III
- 6.13 More Model Essays
- 6.14 Activity for the Students-IV
- 6.15 Summing up

6.0 Objectives :

- (a) to introduce the students to the art of essay-writing
- (b) to specify the characteristics of a good essay
- (c) to explain different parts of an essay
- (d) to classify the different kinds of essays
- (e) to cite model examples of different essays
- (f) to test the comprehension of the students

6.1 Introduction :

Dear student,

Before we proceed with our lessons, we hope that you must have, by now made a thorough note of your syllabus. This paper has been designed to

develop higher skills in listening, reading, speech and writing. In this paper, you are expected along with extensive reading to learn and develop writing skill and essay writing is a part of it. Remember, it is only through constant practice and diligent labour that you can hope to write a good essay.

6.2 Definition :

What is an Essay :

The word “**Essay**” means “an attempt”. Francis Bacon¹ was the first to use this word. He described it as brief notes set down rather significantly. Dr. Samuel Johnson defined an essay as “a loose sally of mind, indigested piece, not a regular and orderly composition”².

However, today, an essay is far from being a loose sally of mind. It is regarded as a mental discipline, training in the art of arranging and expressing one's thoughts briefly. As Robert Lynd remarks that an essay is “an attempt to express man's inner feelings within the framework of rationality and logical accuracy.”

6.2.1 Characteristics of a Good Essay :

A good essay has:

6.2.2 Unity of Theme :

It must have unity of theme. The subject must be clearly defined in the mind of the writer and kept in view throughout. Nothing, but the relevant matter should be included in the essay. For example, if your essay is on “**Chandigarh**” do not give undue attention to your journey to Chandigarh.

6.2.3 Order :

An essay must follow a certain order of convincing arguments leading to a definite conclusion. There should be sequence of thoughts from beginning to the end.

6.2.4 Brevity :

An essay should be brief. The length of an essay depends on the subject and the limitation of time and space set by the examiner.

6.2.5 Language :

The Language and the sentence construction should be simple, direct and natural.

6.2.6 Personal Touch :

1. **Francis Bacon** (1561-1626) is known as the father of essay. His books “**The Essays**”, “**The Advancement of Learning**” have earned for him a distinctive place in the history of English Essay.

2. Dr. Samuel Johnson (1709-84) a famous and a distinguished critic and essayist, is known for compiling the first *Dictionary of English language* in 1755.

Every Essay, whatever the type, should have the stamp of the writer's personality. It should be “your thing”, some thing done by you yourself such as couldn't have been done by any other student, exactly the same way. That's why no two essays are alike. You should give your ideas, your own feelings, your reactions. Do not be content with repeating the opinions of others.

6.3 Parts of an Essay :

The essay may be broken into three parts:

6.3.1 Introduction :

Introduction, which comes first of all, is also called the beginning or exposition. This part introduces or begins the essay. It should be brief “but catchy”- just a few sentences but of the kind which will attract or arrest the reader's attention.

6.3.2 Body of the Essay :

The second part is the main part, called the **body of the essay**. In this part the subject is developed, which means it consists of a few paragraphs, each centred around an idea or thought dealing with the subject. The paragraphs should be so linked that there is a logical building-up of the theme. The scope and nature of the body of the essay depend upon the type of essay, requiring a knowledge of facts, that is, if the subject is biographical, historical, scientific, or economic, the best thing to do is to give a business-like statement of your information on the subject. If you are asked to write on a common saying or a general truth like, "All that Glitters is not Gold", you ought to explain, in the first instance, the meaning and scope of the title. Then you can discuss its various aspects and state how far you agree with it. If the subject is of the controversial nature, you would do well to discuss all the points, first 'against' and then 'for' it.

6.3.3 Conclusion :

Conclusion, like introduction, is very important and needs attention. An essay is built as a building is raised. The last part is like the coping stone which completes the building. The essay may end with a quotation or summary of the entire argument. A weak ending will mean a poor essay. The conclusion must be impressive and effective.

6.4 Classification of Essays :

Broadly speaking, an essay may be divided into the following five classes: Please remember that there are essays, which contain the characteristics of more than one class, for example a narrative essay may contain a good deal of description and a descriptive essay may contain a good deal of reflection.

6.4.1 Descriptive Essays :

Such essays consist of the description of some place or thing such as inci-

dents.

Examples :

- (i) The Rainy Season
- (ii) The Taj At Agra
- (iii) The Indian Festivals
- (iv) A Thunder Storm
- (v) Modern Fashions

6.4.2 Narrative Essays :

Essays that narrate some story or event are called Narrative. Here the subject matter is taken from some incident or event, or story or scene. Some kind of description also creeps in a narrative essay.

Examples:

- (i) The Most Interesting Experiences of Your Life
- (ii) A Trip to the Hills
- (iii) A Visit to a Historical Place
- (iv) A Journey by Train
- (v) An Evening at the Cinema

6.4.3 Biographical Essays :

These essays contain the life- sketches of great men,

Examples

- (i) Mahatma Gandhi
- (ii) Guru Nanak Dev
- (iii) Shiva Ji
- (iv) Your Favourite Author
- (v) Your Favourite Hero in History

6.4.4 Reflective Essays :

These deal with topics which require thinking over abstract things like quality and habits. These essays also include some critical comments.

Examples

- (i) All That Glitters is Not Gold
- (ii) Friendship
- (iii) Power of Prayer
- (iv) Future of Democracy in India
- (v) My Concept of a Happy Life

6.4.5 Imaginative Essays :

Essays expressing something that is non-existent, of purely imaginary na-

ture are termed Imaginative. Such essays provide a lot of scope to the writer's imagination. The writer imaginatively puts himself in a situation of which he has little experience.

Example

- (i) If I Were the Prime Minister of India
- (ii) The Adventures of a Rupee
- (iii) India Twenty Years Hence
- (iv) An Imaginary Visit to a Foreign Country
- (v) What Would I do if I had a Million Rupees

6.5 The Art of Essay Writing :

6.5.1 General Preparation :

6.5.1.1 Reading : Read books on various subjects because "Reading makes a full man."

6.5.1.2 Observation : Keep your eyes and ears open, you can learn a lot from life around you.

6.5.1.3 Conversation : Listen to people on the subjects they know well. Discuss the subjects that interest your friends.

6.5.2 Special Preparation :

The under-mentioned hints must be borne in mind at the time of writing.

6.5.2.1 Choice of the Subject : Make a right choice of the subject and do not choose a topic unless you are familiar with it.

6.5.2.2 Define the Subject : You must have a clear and accurate conception of the subject. Before attempting an essay it is essential to understand thoroughly the meaning and scope of the title. For instance, the headings "Sports", "Sports and Education", and "Sports a Curse", all refer to the subject of sports. But while the first requires a general treatment of the subject, the second implies the relation between sports and education, and the third requires a discussion of the evil effects or the dark side of sports.

The beginning of an essay should be direct and striking. The first paragraph may be an explanation of the title and serves as an introduction to the essay, but the introduction should not be very long. A short paragraph will usually serve the purpose.

6.5.2.3 Collect the Material : Note down the ideas, hints and quotations on a piece of paper as they come to your mind. It is proper to make a brief sketch or outline of the essay. This involves collection of ideas, their proper arrangement and division according to various heads or topics.

6.5.2.4 Select the Material : Select only important and relevant points and discard others. However, it must be kept in mind that one paragraph should be devoted to one aspect of the subject. In a piece of description, the various

parts of the object described may be put in a separate paragraph. Similarly, in a story or a narrative each event might take a paragraph while in a reflective essay one paragraph might be allotted to each aspect.

6.5.3 A Few Don'ts :

6.5.3.1 Each paragraph of the essay, should deal with a single point of idea and its unity must be maintained. Don't discuss divergent views in the same paragraph.

6.5.3.2 Paragraphs should not be numbered (1,2,3,) nor should they be given headings.

6.5.3.3 Don't digress or wander about. All that has no relation with the subject should be cut out. Maintain unity of thought throughout.

After this general introduction of essay writing, let us now consider the different types of essays one by one. In the present lesson, we shall deal with descriptive and narrative essays only. Other types of essays will be dealt with in a subsequent lesson.

6.6 Descriptive Essays :

6.6.1 Essentials of Description : By its very nature, description is static. The object is to give a mental picture of something experienced or observed. The subject may be concrete and account of the natural scenery as observed from the top of a hill and a character-sketch of your friend will both be called pieces of description. The main points to be aimed at in a good description are the following.

6.6.2 It should be clear : Clarity can be obtained by close observation and careful statement of facts. A habit of observation ought to be deliberately cultivated and in course of time, it will develop into a mental power of value in life.

6.6.3 It should be convincing : It will be so if you try to reproduce accurately and faithfully what you have actually observed. Exaggeration should be avoided. Remember the famous dictum: " In writing there is one way to be clear and that is to be correct."

6.6.4 It should be Interesting : A piece of description may be valueless unless it is interesting. The secret of success in this regard is very simple. Your writing will be interesting if you are yourself keenly interested in the subject. In that case you will feel an urge to write and you cannot rest until you have expressed yourself through writing. Even the dullest subject can be made interesting by a master mind.

6.6.5 An Important Suggestion : Good description is always the result of close observation. The power of observation is largely a matter of habit and training, especially training. Unfortunately, education in our

country is mostly bookish and theoretical. Students are not taught to keep their eyes and ears open for all the impressions. Hence you would do well to cultivate in a determined manner the habit of observation. In the beginning you can carry a small notebook with you in which you may record your impressions from time to time. If for example, you are asked to write a description of the College Hall, it would be best for you to go round the hall, to study and note down its parts before you start writing about it.

6.7 Some Model Descriptive Essays :

6.7.1 A HAPPY DAY IN MY LIFE

There are certain days in the life of each one of us which are different from others because they bring us some special occasion for joy. Such days stick in our memory for this very reason just as we remember some days because they brought us unhappiness. When I look back at my life (which hardly covered a score of years), a certain date comes to my mind prominently. Two very remarkable and happy incidents filled my heart with joy on that day. The date was June 21, 1994.

I had appeared in the matriculation examination and my result had been announced. I had done very well and won a scholarship. I wanted to join a college for higher education but my parents were not in a position to bear the expenses of such an education. Two of my brothers and a sister were also studying and their requirements were more urgent than mine. For this reason, my father had suggested that I should take up a job to help in running the household and meeting the educational expenses of my brothers and sister.

I was naturally sad for having to give up my aspiration to receive higher education. But since there was no way out, I could not but reconcile myself to my lot. Then all of a sudden Providence decided to take things in its own hands. Even though hard up, my father had purchased a Re. 1 ticket of the Punjab Government Lottery. When the draw took place, this ticket won a prize of rupees one crore. When the agent from whom we had bought the ticket came to our place to give us the good news, we could hardly believe him. But he had the full list with him, and the entry was there right before our eyes. This turn in fortune took a heavy burden off the back of the family. What was even better, it removed a big block from the way and opened an avenue of educational progress for me. It is sure that in these days of high prices, a sum of rupees one crore does not come too much. Still it is substantial enough to take one through a college provided one is earnest and hard working enough to pass one's examination every year. Moreover, I told my father that the money spent on me would be good investment. As soon as I take the degree, I would begin to pay back a part of the expenditure of the family. There was, therefore, reason enough for me to feel happy and to look

upon that date as a red letter day in my life. It was in fact the happiest day in my life.

6.7.2 ACTIVITY FOR THE STUDENTS-I

Question : Write the essay " A Happy Day in My Life" on the basis of your experience other than the one narrated above.

HINTS : A Happy Day in your life can be the event of your selection in I.A.S. or the winning of a scholarship for pursuing higher studies in a foreign country or getting a job according to your status. It can be any other extremely happy event in your life.

6.7.3 MODERN FASHIONS

“Fashions” are the order of the day. These are adopted because change is the spice of life. Moreover fashions in dress, habits and outlook kill the boredom and monotony of life. Each and every college student, a boy or a girl, rich or poor, fair or dark tends to be fashionable, and tries to look smart. Actually, we are living in the age of tailors and fashion designers. Those who lag behind in this mad race of fashions are branded as “backward” and are looked down upon. A casual visit to a college would indeed be an interesting experience for one who is keen to know about the impact of modern fashions on the youth of today.

The so-called “modern” boys and girls are those who squander a lot of money on themselves. They consider it fashionable not only to dress themselves up in gaudy garments, but also to excel all others in quality and design of clothes. Critical remarks are freely made against those not draped in the latest style. The width of the bottom of trousers is a matter of greater concern for them than anything else in the world.

The dandyism on the part of fashionable boys and girls has a disastrous effect on their studies. Instead of paying attention to the class-lectures of their professors they would keep on adjusting their ties and fidgeting on their seats caressing their own dress or observing the dress of others. Sometimes the dresses they wear are so 'mod' that they look exotic if not odd.

It is not merely the boys who are eager to look smart and modern; girls go a step further. They have natural and inborn love for pretty dresses and in colleges they get the real opportunity to demonstrate this special liking.

Fashions change very quickly. Today you ask your tailor to stitch a “baggy” for you, tomorrow another guy might be wearing “DISCO” pants. Girls in Chandigarh are keen on “half pants”, whereas Bombayites start with loose salwars and tight shirts. The huge buns have been replaced by straight long, loose, wind-blown hair and who knows about tomorrow?

No doubt, to be dressed in the latest fashion gives a smart look to our youngsters, it is refreshing to see them dressed in the latest style. But it

is high time they give a serious thought to the declining pass percentage of the University examinations. To be fashionable and modern does not mean to copy whatever is in vogue in our society or in foreign countries. Good taste must be the first principle while adopting the latest fashions. Vulgarly should be avoided at all costs. An old proverb " Excess of everything is bad" must be borne in mind. Young boys and girls must remember that fashions pursued beyond proportion are bound to have an adverse effect on their psyche. Therefore, they will do well, if they try to inculcate the habit of modern thinking also. They should try to be stylish and must move with the times but they must give up pursuit of such fashions which distract them from the serious things of life. Moreover, the young must remember that fashions, if adopted with good taste, are the symbol of dynamic and progressive society. Otherwise it is a sign of vulgarity. They must take care not to make our society a den of vulgarity.

6.7.4 THE CONQUEST OF SPACE

Once man became aware of his mysterious surrounding, his curiosity did not exhaust with the limits of this earth. It expanded to what is beyond this earth and is called space. To his increasing wonder, he found that he lived amidst a boundless and limitless cosmos of which this earth was a tiny and rather insignificant part. He saw that there were not only other planets that revolved around the sun, but there were numberless stars, each many times bigger than the earth and at distances which were impossible to measure. But on the earth he tried to do many things that looked impossible and has achieved success in them. Then he directed his attention towards space and made up his mind to explore and discover the secrets of space.

The very first step towards his goal of space was to learn how to fly in the air. In the beginning, man took flight in air and very soon he succeeded in making his travel in air higher, faster, and safer. Then, the science of rockets was evolved which helped man send huge space ships into space. At first only rockets carrying automatic cameras and sensitive instruments were sent in space. This was followed by spaceships that carried dogs or monkeys. Its purpose was to see the effect of space conditions upon living matter.

But the real conquest of space began, when man was able to enter space after breaking away from the atmosphere and gravitation of the earth. This was achieved on April 12, 1961 when Yuri Gagarin of Russia travelled in space and came back safe.

This achievement gave tremendous courage and hope to man doing research in space. There started a competition between the U.S.A. and the U.S.S.R. to take lead in space-research. Both of them concentrated on trying to land man on moon. Success came to the U.S.A., who were able to land two persons on the surface of moon on July 21, 1969. The first person to set his foot on

the moon was N. Armstrong who said that the achievement was one small step for a man, but a giant leap for mankind.

Another dynamic step in the field of space research was taken in May, 1972 which was completed on 15th July, 1973 with the docking of Soyuz (Russian) and Apollo (American) space crafts in the space. This joint venture on the part of the two big nations of the world has ushered in an era of mutual friendship and understanding.

Along with these successes on the moon, the other planets like the Mars and the Venus are also being explored. An American space-ship went to the Mars while a Russian space-ship went to the Venus. Both of them have sent back very useful information about these planets. Man still has to go to either of these planets. But the success on moon certainly gave hope of success on these planets also.

Thus, we see, that man is no longer a stranger in space. We have accumulated so many facts and so much knowledge about space that sitting on this earth at a distance of millions of miles from these planets, we come to know what is happening on these planets and in space in general.

It is not merely man's curiosity that is responsible for much work and research on space. Man hopes to find out more secrets of the cosmos and about the origin of life. He also aims at knowing whether there is some form of life on another planet. There is still a hope that conditions suitable for biological life may be found to exist on the Mars. Also the fate of earth is related to what is happening on the distance planet. From our knowledge of what is happening in space, we may be able to make a guess about the distant future of this earth. The scientific knowledge of space will certainly be useful to man in many direct and indirect ways.

There are many people who think mankind can hardly afford so much expenditure on space research. According to their view, some money can be spent to improve the lot of poor people on this earth. Their argument is not altogether wrong, and must be given proper consideration. But before we stop spending money on space research, we must try to put an end to wars that also consume colossal amount of money.

But, independent of this controversy, we can say that the whole idea of man's successful ventures in space is really great and something to be proud of. It is the most impressive achievement of man's imagination and skill.

6.8 ACTIVITY FOR THE STUDENTS - II

- (a) Why do we adopt fashions?
- (b) What is the bad effect of fashions on students?
- (c) What is the use of fashions?
- (d) Name the person, who first landed on the moon?

- (e) Which planets other than the moon has been explored?
- (f) What is the disadvantages of space research?

6.8.1 HINTS FOR ANSWERS :

- (a) Fashions finish the boredom of our life.
- (b) Declining pass percentage
- (c) fashions are the symbol of progressive society.
- (d) Consult the lesson
- (e) Mars and Venus
- (f) Give your own opinion.

6.8.2

DOWRY SYSTEM

Dowry system is very closely associated with the Indian society and institution of marriage. It is curse on our social system. Dowry is the name given to the price that has to be paid by the girl's parents to the boy's parents in order to wed their daughter. The money and the articles that the girl brings along from her parents house to her in-laws is the price that she has to pay to prove her worth. Her own qualities have no value at all. The boy's price is demanded as though it were some business deal. This price is fixed by the boy's parents according to his status or even otherwise.

Initially, this system was not meant to bring humiliation to the girl. The daughters in the family had no right to their parents' property. The parents in order to compensate this gave money and things to make her feel good. She would leave her parent's home forever and come only at long interval as a guest. The parents out of love and affection kept on giving her few things as a pleasant duty. This was done according to the capacity and pleasure of the parents. But soon, this ritual of gifting their daughter out of love, became a curse for the parents.

It soon became their essential duty to give a lot of dowry to their daughter in order to win her a respectable place at her in-laws home. The rich and those for whom money is not a problem, added to the abuses of this system. They provided their daughter with extraordinary gifts and thus laid an evil example before the society which became difficult for the middle classes of the society to follow. In order to avoid humiliation at the hands of their daughter's in-laws as well as the society, the girl's parents borrow money at high rate of interest to equip her with a suitable and desirable dowry. This debt, the poor father keeps paying till his death. The demands keep increasing and the girl suffers the most. She has to keep pleasing everyone at the cost of her own feelings.

All this is not unknown to any part of our society. This system has become a part and parcel of our life. These situations occur in our home. This custom

has ruined many families and destroyed the lives of many young girls. Several innocent wedded girls have been burnt alive by cruel in-laws for the lack of sufficient dowry. Not only the illiterate and uneducated girls, but even the most respectable and well educated young girls suffer from the same situation, which just cannot be helped. Whatever amount of money may have been spent on the upbringing, she may be a doctor, a lecturer, or an engineer, yet she has to pay the price for getting a suitable place among her in-laws family. While leaving her parent's home, she has to be fully loaded with money and articles to please everybody at her in-laws place.

Many right thinking people and many liberated movements have started raising voices against this system. Many slogans have been raised but all seems to go in vain. The social reformers have tried their best to erase this curse from the society but nothing seems to acquire any successful shape. The government agencies have also started putting restrictions on this custom yet it seems impossible to achieve any fruitful results in this sphere. Every norm and restriction just remains on paper. All those who preach anti-dowry movement do not practice it. Unless each one of us starts working against this custom, the system cannot change. A handful of people and a few organizations cannot change the society. Government should not just pass laws and norms on paper. It should see to it that they are practised not only by all the citizens but also by themselves. The idea of anti dowry should be infused into the minds of the young boys and girls in the schools and other institutions. Their teachers should take it as a duty to make them understand the evils of this system. Unless each one of us gets seriously at work in erasing this evil from our society, it shall remain stamped on our way of living and continue to make life miserable for the females of our society. Girls will keep suffering, their parents will continue to be harassed by the in-laws and people shall keep lamenting over a girl's birth in the family.

In order to create a better situation for themselves, the girls should take the initiative. They themselves should fight against this evil which makes their life a miserable burden both for themselves as well as their parents. In this age of women's liberation, women themselves will have to rise in revolt against this dark evil of the society. They will have to struggle for a respectable status and dignified place in the society. Parents should help them by encouraging inter-caste marriages and by reducing the strict norms that guide the whole institution of marriage.

6.8.3 ACTIVITY FOR THE STUDENT-III

- (a) How do you define dowry in the modern age?
- (b) Who has added to the abuse of the dowry system?
- (c) What is the bad effect of dowry system?

- (d) What is the solution to end this malady?
- (e) What should women do to root out the evil of dowry?
- (f) What reforms do you visualize to end the exploitation of women in this age of women liberation?

6.8.4 ANSWERS

- (a) Dowry is the price that girl's parents pay to the boy's parents in order to marry their daughter.
- (b) The rich people who possess a lot of money and who give a rich dowry have added to the abuse of the dowry system.
- (c) The custom of dowry has ruined many families in India. A girl may be a doctor, a lecturer or an engineer, yet she is expected to bring a rich dowry with her in her marriage. If the dowry is poor or it does not satisfy the greed of the in-laws, the daughters-in-law are murdered or humiliated or banished from the house.
- (d) The Government should pass laws to put an absolute ban on the dowry. (You can give some more ideas of your own)
- (e) & (f) Give your own views.

6.9 NARRATIVE ESSAY :

By narration is meant reproduction of events as they move in time and space while description confines itself to detailed account of something that is stationary. For example, an account of your journey to some place (Movement in both time and space) or of how you spent a particular day at your house (Movement in time only) would mean a piece of a narrative writing, while a detailed account of the various parts of your house would constitute a piece of description. Narration is usually inseparable from description since, literally, it is nothing but a description of events as they take place.

6.9.1 Essential of a good Narrative : A good piece of narrative writing should possess the following characteristics:-

6.9.2 It should follow a natural time-sequence in which the events take place.

6.9.3 Secondly, uniformity of tense must be kept. Narration means to narrate things which have already happened in the past. But the writing can be made more dramatic and realistic by the use of the present tense. In that case you imagine yourself to have been a witness to the events and you describe them in the present tense. In such a case, however, you must stick to your method throughout and should not mix up the present tense with the past.

6.9.4 A good narrative should be clear, and to achieve this it is necessary to follow orderly arrangement of events.

6.9.5 It should be convincing. It will be made so only if you are sincerely reproducing what you have heard, or invented.

6.9.6 Lastly, in order to serve its proper purpose, it must be interesting. You cannot make it interesting unless you are yourself interested in your subject. If you are, you will surely be able to impart something of your enthusiasm to your writing.

6.9.7 MORE PRACTICAL SUGGESTIONS :

The following points may prove useful in practice:-

6.9.8 The opening of a narrative piece should be striking so as to arouse the interest and curiosity of the reader.

6.9.9 It should lead up to a climax, the point of highest interest in the whole series of events narrated.

6.9.10 You should try to impart a quick movement to your narration. Excessive description at intervals spoils the continuity and hence the interest of the narrative.

6.9.11 A paragraph should generally be devoted to each separate event.

6.9.12 Try to introduce dialogue and conversation into your narration of events. This lends a dramatic interest to the writing.

6.9.13 Characters and events and places should be clearly set forth. If you are vague, it will mar the effectiveness of narrative.

6.10 Some Model Narrative Essays

6.10.1 A JOURNEY BY A COUNTRY BUS

Once I had an occasion to go to a small town, to stay with an uncle of mine for a short holiday. The town lay in the countryside about twenty five miles from a big city. I reached the city by train. From the railway station, I made for the bus stand, wherefrom I was to start my journey to my uncle's small town. There was a long queue of intending passengers standing at the window. However, the conductor who was to issue the tickets was missing. As usual persons in the queue began to grow impatient. There were a couple of quarrels also about some people having changed their places in the queue to the disadvantage of the others. The police constable on duty had to restore peace. He also went in search of the conductor and brought him to his seat.

Tickets now began to be issued. But it took a good deal of time for each passenger to be served. The reason was that the conductor did not have enough change with him. In fact, some of the persons ahead of me were complaining that they had been cheated of ten one or two rupees each. Because of all this shouting, I managed to put the exact fare in the hand of the conductor who appeared to be rather disappointed at this. Ultimately, when all tickets had been sold, the conductor turned up in the bus which by this

time had been filled to capacity. It was very hot inside, and now the driver disappeared. He was ultimately found engaged in refreshing himself at a tea stall. At last when all the formalities had been completed the bus moved out of the bus stand. But what a noise it produced and to what jolting it subjected the travellers. It was clear that the vehicle was a very old one and many passengers apprehended a break-down on the way.

We were still on a metalled road, but the bus continued to shake and lurch, causing much fear among the passengers. On top of this, the driver appeared to be a careless one. He did not observe proper precautions at heads and turns when overtaking a vehicle ahead of him. Moreover, the conductor stopped the bus at short distances to take more passengers and drop those who had reached their destination. The difficulty with the engine was that it could not be persuaded to begin working quickly after it had been stopped. The difficulty was got over by the driver letting the engine on at all the stops. This filled the inside of the bus with oil fumes and also added to the heat. We had now left urban surroundings behind us and were in the countryside. Green fields stood on both sides of the road and we saw farmers busy in work. Off and on, we observed village men and women moving on foot. Some of them rode on bicycles, sometimes even three or four on a single machine.

My destination was still an hour's distance away when the bus came to a sudden stop. The driver and conductor both moved out, so did most of the passengers. After a close examination, the driver announced that there was some thing wrong with the engine and that the bus needed a little push from behind. At this some of the young passengers put their shoulder on the back of the vehicle which suddenly spluttered and began to move. We made a rush and got into the lorry before it had gathered speed. Most of the travellers did not seem to worry about the time we had already lost. They were busy talking loudly or consuming food which they had brought with them. Little children made their own contribution to this noise and disorder.

Shortly afterwards, we found a bullock cart ahead of us. Since the road was kachcha the wheel could move smoothly only if the cart man got the cart out of the way. This process caused more delay and by the time I reached my destination, we were late by two hours. My uncle had left the bus stand after a long wait and I had to try hard to locate his house. After I had a wash and had taken some refreshments, I gave him an account of my journey and shared with him the experience I had gathered.

6.10.2 INDEPENDENCE DAY CELEBRATIONS

There are a number of red letter days in the Indian calendar. Most of these are connected with the birth days of saints and prophets or with seasonal festivals. It was of recently that two more days were added to the list. One is August 15 and the other is January 26. The 15th of August is the date when

sixty nine years ago India became politically independent. The day is observed as a national holiday and functions are held at both the official and non-official levels to commemorate the advent of independence.

Last year, Independence Day celebrations were held in our college campus also. The day began with prabhat pheris taken out by the teachers, their families and a good number of students. The group went around the town early in the morning, singing national songs. A flag-hoisting ceremony was held at 8 a.m. The principal of our college unfurled the national flag. Every one was a little sorry when the flag did not respond to the first pull and the unfurling process took sometime. Some ceremonies are such that they should be gone through without the least hitch. It is only that way that a proper atmosphere of solemnity can be attained. In the absence of this clock work regularity, the assembled people began to talk. Some irreverent persons even go to the length of laughing at the hurdles. Such an attitude does not become the seriousness of the occasion.

Afterwards there was a march past and the Principal took the salute. Members of the N.C.C. who took part in the march, looked very smart and they were ably led by their officers. However, I could not help noticing a lack of smartness in the manner in which the Principal took the salute. On solemn occasions like this, a person who is to perform this most important role must be as spick and span as possible. There should be military like efficiency in whatever he does. That is how two wings of the ceremony balance each other properly.

After the flag hoisting and the march past, came the speeches. One of the short-comings of most of our public men is that they have no sense of proportion. They are always on the look out for an opportunity to orate; they let themselves go on and on once they get to chance. And the malady is so widespread, as to have infected almost every public speaker. The result is that the speeches they deliver become long and boring. This was the case on the present occasion as well. The speeches were too many and too long. Moreover, the personal conduct and character of some of the speakers was such that the audience quickly noticed the wide difference between their words and deeds. That is why such speeches do more harm than good. People tend to mock at the politicians who continue to prosper while most of the hardships have fallen to the share of the common people.

After the programme had been gone through, the ceremony came to an end with the singing of the national anthem. Even here a number of lapses came to my notice. Not everybody stood up immediately when the item was announced. Then quite a few did not stand to attention. On top of this, many members of the audience, did not participate in the singing, all this is very deplorable. Our Independence is more than sixty five years old. We have had plenty of time to learn the value of our political freedom and its symbols. Admittedly many of the dreams that people entertained have not been real-

ized. In addition, the life of an average citizen is becoming more and more filled with privations. The struggle for existence is becoming keener day by day. But all these hardships notwithstanding, we should learn to put proper values in our independence. We are among the first people to become free. Many other people benefited from the example we set. It is, therefore, our responsibility to prove that independence is not only worth having but also worth preserving. There are many ways to do this.

In any case, we should prove by the manner in which we celebrate our National days that we have respect for our political independence.

6.11 SELF-CHECK EXERCISE-ACTIVITY FOR THE STUDENTS

- (a) What kind of speech should be delivered on the Independence Day?
- (b) Why should we all stand up at the time of national anthem?
- (c) How should we preserve our independence?

6.11.1 ANSWERS

- (a) The speech should inculcate the feelings of nationalism in the masses. The speech should not be long and boring.
- (b) To pay respect to our nation.
- (c) We should preserve our independence by becoming true patriots. We should also serve our motherland and do our duty sincerely.

6.12 MORE MODEL ESSAYS :

6.12.1 AN INDIAN FAIR

India is known for its colourful festivals and fairs. Almost every special occasion, may it be the birthday of some prophet of a particular religious sect or simply the change of season, is celebrated as a public festival or a fair. Unlike the Westerners, we have not forgotten our past heritage, under the pressure of industrialization and mechanization of life. Our fairs are a living evidence of our respect for the ancient civilization of our country.

In India, there are people of different races and different religious faiths. They have different occasions to celebrate festivals in the form of fairs. But the fairs of all these people are almost of the same kind. Thus we can say that there are many characteristics of a fair which are common to all the fairs in our country.

An Indian fair is often religious in nature. Usually, it is held in order to celebrate the triumph of good over evil as shown by some stories taken from the Hindu mythology. Some sort of worship of God representing that takes place, and after this people enjoy themselves, happy at their own act of worship and with a feeling of being blessed by God.

The venue of the fair is mostly an open ground on the borders of a town or a village, preferably on the bank of a river or a canal. It may also be in the premises of a temple or at some historical place. The local municipality or some religious organisation makes arrangements for the fair.

The vast majority of Indian population is poor and has limited means for enjoyment. But a fair never fails to bring joy and enthusiasm to their lives. For this reason, an Indian fair has become almost a monopoly or a privilege of the poor people of India. The upper classes, busy in their sophisticated but superficial pleasures, do not take much interest in these traditional fairs.

The fair may be held in the early morning or evening. One sees the enthusiastic crowd rushing toward the venue of the fair in family groups, hours before the fair time. The head of the family considers it a duty to take his wife and children to the fair. They are all dressed in their best. The bright colour of their dresses dominate the village or town scene. Women are seen walking briskly and talking even louder than usual. Children walk to the fair jumping and gesticulating and boasting to one another. The long distance from home to the fair is covered on foot in almost no time and it does not tire anybody.

Most people go to join the fair, to form its part and to have the satisfaction of having, participated in it. For them a fair is an important occasion, a religious duty. But those of the new generation, mostly college students who have been brought up to a secular atmosphere, go to the fair as spectators. For them the fair and its medley crowd is something like a spectacular drama in which they act as the audience. But without knowing it, they automatically become a part of the crowd.

The grounds begin to fill slowly. The thicker the crowd, the more is everybody's enjoyment. A thin crowd will disappoint the fair goers. One is happy to come across as many friends and acquaintances as possible. Great surprise and joy are expressed at meeting old friends at the fair. People greet each other warmly and noisily, and offer to pay for each other at the sweet shop. It seems that suddenly all enmity and jealousy have been forgotten and everybody is everybody's friend. Eating sweets and spicy things is a major part of the fair. Many temporary shops and stalls are opened at the fair and the eatables for the fair are cooked in huge quantity a few days in advance. Whatever is prepared is sold away easily. There are crowds in front of every shop and customers seem to have a competitions in buying and eating sweets.

Thus it is a day of huge earning for common shopkeepers. After eatables the most popular item is toys for children, who consider themselves the heroes of the show. There may also be a circus going on at the fair. Many other amusing items and games are established at the fair. Most popular among these are the merry-go-rounds and riding on wooden horses. Children swing in joy

and excitement.

At the fair, there is often a systemless gathering of people. The space always proves insufficient to hold the crowds. Pushing and jostling are common and usually not minded. But sometimes, there arises a quarrel between two groups or proud people blaming each other for misconduct and each refusing to withdraw from the quarrel. This happens mostly between two persons who are already rivals in their village politics. The news of such a quarrel spreads in the crowd. Everybody has his own interpretation taking sides indirectly.

The fair continues in full swing for about a couple of hours. But then people are tired of eating and shouting. The children come back from their physical enjoyment and enterprises and now take to the laps of their mothers or shoulders of their fathers. Some of the children are weeping or have gone to sleep. One may also see some parents looking and shouting for the lost children. The shop stalls, all their wares sold, are being closed down. People leave the ground talking of what had interested them most in the fair. The place where only a little earlier there was colour and crowd now looks deserted and dirty. Dust in the whole atmosphere marks the end of the fair.

6.13 ACTIVITY FOR THE STUDENTS

6.13.1 SELF CHECK EXERCISE

- (a) What kind of people celebrate the fair with pomp and show?
- (b) What is the utility of an Indian Fair?
- (c) Why are children attracted by the Fair?
- (d) How does the Fair end?

6.13.2 ANSWERS

- (a) It is mostly the villages and less educated people who celebrate the fair with pomp and show.
- (b) The Indian Fair creates an atmosphere in unity and national integrataion. People greet each other warmly. Enmity and jealousy are forgotten and everybody is everybody's friend.
- (c) There are many things to be enjoyed by the children such as merry-go round, toy.
- (d) Suddenly all the activities stop. Dust marks the end of the Fair. The crowded place gives place to desolation.

6.14 Summing Up

In this lesson, we have discussed some model descriptive and narrative essays.

LESSON NO. 2.2

MORE ABOUT ESSAY WRITING

Structure

- 7.0 Objectives
- 7.1 Introduction
- 7.2 Biographical Essays - Introduction
 - 7.2.1 Some Model Biographical Essays
 - 7.2.2 Activity for the Students-I
- 7.3 Reflective essays - Introduction
 - 7.3.1 Some Model Reflective Essays
 - 7.3.2 Self-Check Exercise Activity for the Students - II
- 7.4 Imaginative Essays
 - 7.4.1 Introduction
 - 7.4.2 Some Model Examples
 - 7.4.3 Some Essays in Brief
- 7.5 Self-Check Exercise
- 7.6 To develop the Essay from the Given Outline
- 7.7 Summing Up

7.0 Objective

To explain more essays
How to write Biographical Essays
Reflective Essays and Imaginative Essays
To cite model essays
How to develop the essay from a given outline

7.1 Introduction

We have already introduced you to the art of essay writing and have given you some model examples of the descriptive and narrative essays. In this lesson we shall discuss the **biographical**, the **reflective** and the **imaginative** essays.

Gandhi's Muslim clients dragged out for months and was finally settled out of court by his arbitration⁵. At this time, he took keen interest in the Moham-medan faith and read the *Koran* in translation. When Gandhiji wished to return home, his countrymen there requested him to stay there to lead them in their struggle against South African Government.

In 1894, Gandhiji founded the National Congress, and strove to raise the standard of sanitation, cleanliness, housing, education of the native Indians. At the time of the Boer War, Gandhiji persuaded the Indian community to help the British Government by working in an ambulance unit, organized by himself. After the war, he established a communal land settlement at Phoenix, near Durban. The inspiration for this came from Ruskin's *Unto this Last*. When African Government passed the infamous Act controlling the activities of the Indians, he started a passive resistance movement, which he later called *Satyagraha*. This is now the great weapon was forged⁶ with which he was later to fight the British in India.

Gandhiji returned to India during the First World War. By leading the peasant revolt of Champaran, for the first time in India, he successfully tested the possibilities of *Satyagraha*. Face to face with the poverty and backwardness of the villages, he decided to devote the rest of his life to the regeneration of the Indian peasants. The British Government found in Gandhiji a new force that they had to reckon with¹. The first non-violent disobedience campaign was started against the Rowlatt Act. But in contradiction to his principles outbreaks of violence occurred at some places. This led to reprisals² by the government of which the Jallianwala Bagh massacre of Amritsar was the worst. That was a turning point in Gandhiji's political career and he raised the slogan of complete *Swaraj*.

Gandhiji realized the importance of Hindu-Muslim brotherhood for the unity and strength of the nation. Therefore, he supported the Muslims in the Khilafat movement. Later he started the non-co-operation campaign. At the same time, he began his drive for reforms such as the boycott of foreign goods, the removal of untouchability and the abolition of the liquor trade. The movement for *Swadeshi and Khadi* was launched on a large scale.

Then, he was released from the first of his many terms of imprisonment. The movement to defy the Salt Laws was begun in March, 1930, when he set out from his Ashram Sabarmati on his famous Dandi March to the sea. He attended the Second Round Table Conference as representative of the Congress Party.

Mahatma Gandhi spent the next fifteen years out of prison. In between he

-
- | | |
|--------------|--------------------------|
| 1. powerful | 4. debasing |
| 2. exploited | 5. decision in a dispute |
| 3. rites | 6. made, produced |

tried to negotiate with the government, and with Jinnah, the President of Muslim League. His wife died in 1944, when he was still in jail. The Labour Party assumed power announced their decision to leave India, unprecedented³. Hindu Muslim riots broke out in Bengal followed in Bihar and the Punjab. Gandhiji went on tour of villages of Bengal and Bihar to restore confidence among the panic-stricken people of both the communities. India attained freedom on August 15, 1947 and Pakistan also came into existence.

The division of the country was a great blow to Gandhiji and he retired from active politics. Early in 1948, he went on a long fast to bring peace to his strife-ridden country. He broke his fast on the assurances of the leaders. But the whole world plunged into mourning when Gandhi was shot dead by a fanatic Hindu on January, 30, 1948. Though he is no more among us, the influence of his teachings will persist for a long time to come.

7.2.1.2 RABINDRA NATH TAGORE

Affectionately known to his countrymen as Rabindra, the king among poets, Rabinder Nath Tagore was not simply a writer in verse. He was a poet in the strictest sense of the term - a man of high imagination, a seer, an enlightened and wise-person. He was a great poet as well. His versatile genius as a poet, dramatist and essayist notwithstanding, the real impression that he gave was that of a prophet carrying a message of truth for the restless humanity.

At the beginning of the 18th century Raja Ram Mohan Roy, a social reformer of Bengal started the Brahmo Samaj Movement that enlivened⁴ every aspect of Indian life and roused all educated Indians to action. The new faith that he propounded was based on liberal ideas taken from Hinduism, Brahmanism, Christianity and Islam. He helped to revive the interest of the Indians in themselves and their country. The Tagore family was closely associated with Ram Mohan Roy. The poet's father, Devendra Nath Tagore, brought to maturity the religious reformation that Brahmo Samaj had set into motion. It was left to the son to become the apostle of Renaissance of Indian Culture.

Rabinder Nath, the youngest son of Devendra Nath, was born on May 16, 1861. Even in his early childhood the conventional type of discipline and education did not cramp¹ his independent spirit. He was given more to introspection² and mental reflection and he spent most of his time in the quiet of the garden, attached to his home. The grace and harmony of Nature's beauty was a source of joy to the little boy. As all attempts to send him to school failed; arrangements were made for giving him private lessons at home. Devendra Nath helped to develop and intensify the mystical temperament of his son by encouraging him to study the *Upanishads* which later permeated³ his poetry with the spirit of the sacred literature. He also read extensively

1. deal with 2. ER, revengeful act of cruelty 3. having no previous example 4. made lively; brightened,

the works of the medieval mystics and poets of India.

In 1877, Rabinder Nath went to England for the first time with the intention of studying law, but returned to India after one year. The whole of Bengal at that time was animated with a new spirit in religion, literature and politics. Rabindra Nath broke conservative traditions and inaugurated a fresh era of literary activity. His early works were full of life and showed promise of further development. His poems fascinated younger generation, and he became a prominent figure in Bengali circles. One of his earliest collections of poems was the *Prabhat Sangeet*, which he wrote at the age of twenty-two. The poems expressed the joy of life which suddenly one morning flashed into his heart and they marked a distinct stage in the development of his poetic facilities. The closing years of the nineteenth century saw the poet in full vigour of youth, completely immersed in the joy of his every developing power.

In addition to the new religious and literary movements, Bengal, at this time was showing signs of nationalist revolution as a result of the growing political consciousness Rabinder Nath used his powerful pen to write political poems, songs and essays. The political movement reached a critical stage following the partition of Bengal 1905. Tagore's writings of this period are saturated with nationalistic fervour. Earlier he founded his famous school, Shanti Niketan at Bholpur. The intention was to form a centre of cultural organization based on the ancient Indian forest schools run by the learned sages. It was here that he evolved the conception of the world citizen - an attitude which was the mainspring of his life's work. Today the institution has grown into a full-fledged university called Vishva Bharati, a centre of international culture.

The years between 1907 and 1912 were the richest in his literary career. The *Gitanjali* which made him a world renowned poet appeared in 1909. On his second visit to England, he carried an English translation of the book with him. In 1913, the Indian Society published the *Gitanjali*, with an introduction by W.B. Yeats, the leading English poet. This rocketed Tagore's fame sky-high, and he was awarded the Noble Prize for literature in 1913. He was made an Honorary Doctor of Literature of University of Calcutta the same year and a knighthood was also conferred on him by the British Government. Later in protest against the Jallianwala Bagh Massacre, Tagore renounced this title, and never again used it himself, although the renunciation was not accepted by the government.

On his return from the visit of Russia in 1931, Rabinder Nath wrote a book recording his impressions about the life and thought of the people of that country. The Oxford University belatedly honoured him with the degree of

1. hampered, 2. looking inward; examination of one's own mental faculties and processes, 3. pervaded

D.Litt at a special Shanti Niketan Convocation. Tagore died on August 7, 1941. The whole world paid tributes to him as a poet and artist, educationist and philosopher, humanist and social reformer. Independent India has kept alive his memory by selecting one of his songs as her national anthem. In 1961, India and the world celebrated the centenary of his birth. Rabindra Nath Tagore, like Mahatma Gandhi and Jawahar Lal Nehru, has raised India's prestige in the international sphere.

7.2.1.3 ACTIVITY FOR THE STUDENTS - I

A Suggestion : You can write similar more biographical essays such as Guru Nanak Devji, Guru Gobind Singhji, Jawaharlal Nehru, etc. However, while writing these essays, you must bear in mind the fact that you have to give the exact dates of the important events or happenings in the life of the great man you are writing about.

7.3 REFLECTIVE ESSAYS - Introduction

By reflective essays is meant a composition which discusses or argues out abstract problems. The exposition of such a problem may involve description, and narration, even a story may serve as an illustration of a point. In a reflective essay, you have to think hard. Do a lot of mental exercise and bring out new and original ideas to build your essays.

SOME EXAMPLES

A Given Model : In order to illustrate the forgoing points, let us try to draw up an outline of a particular subject and then expand it into a full essay.

7.3.1 VALUE OF SPORTS IN EDUCATION

In the first instance, let us consider the heading. We have to discuss sports in relation to education. This naturally leads to the question : What is education ? An answer to that will be in the opening paragraph. When we say that education has three main aspects : physical, mental and moral, we have three main topics of discussion. This will give material for the body of the essay. Lastly, we can end it with a concluding paragraph. So we have the following outlines :

1. What is education ? Its three main aspects.
2. Sports and the physical aspect of education.
3. Sports and the mental aspect of education.
4. Sports and the moral aspect of education.
5. Conclusion.

The Essay :

It is essential that before we consider the place and importance of sports in any modern system of education , we ought to start with the primary enquiry. What is education? This is a question not very easy to answer. No sane

person will dispute the suggestion that a really beneficial system of education of the young implies a free and wide scope for physical, mental and moral development of the student. Hence, in order to consider the educative value of sports, we have to relate sports to three main functions of a sound educational system.

Nobody will, of course, deny the physical value and utility of sports when they are properly organized. A well regulated system of physical exercise is almost indispensable for the healthy growth of young boys and girls. Besides providing an ample opportunity for the exercise of muscles and bodily functions, sports introduce great interest and variety into physical activities. The result is that what might have been regarded as something like humdrum routine duty or task becomes a pastime and even a pleasant hobby. It is of interest to note that it was one of the ideals of ancient Greeks to cultivate the body beautiful by encouraging all types of sports. It would be no exaggeration to say that sports were the main source of national amusement to these first pioneers in all things that are grand and glorious in the civilization and culture of modern Europe.

When we turn to the mental or intellectual aspects of education, we are apt to attach too much importance to books and lectures and laboratory work. We often talk of the mind and the body as if these were two distinct and separate entities¹, forgetting that they virtually act and react upon each other. 'A healthy mind in a healthy body' was the ancient Roman ideal, and the truth of this ideal should not be lost sight of by the modern people. It will then be clear that virtually, though indirectly, sports influence and promote the growth of the mind as well as of the body. A healthy growth of muscles and sinews² must invigorate the head and the heart of a young man. Besides, sports are useful to one engaged in intellectual pursuits in as much as they provide the necessary recreation and rest to one's brain.

Let us now consider the place of sports in the moral development of the young. In this matter, sports have a manifold importance. This is the chief reason why so much attention is paid to outdoor games in the British Public Schools and Universities. Sports inculcate in the mind of students; a spirit of comradeship and co-operative effort and raise the interest of the team above the interest of an individual. By introducing an element of healthy competition, they create in the mind of the young a desire and an incentive to excel others by strenuous effort. Sports tend to teach youth the great lesson of keeping their head cool and not losing their balance of mind both in victory and in defeat.

It has been said of Englishmen, that neither do they lose their heads in

1. things that have an actual existence., 2. a tissue that unites a muscle with a bone., 3. a figure of speech consisting of exaggeration.

moments of triumph nor do they give way to utter despair in time of danger and defeat. The highest praise that an Englishman will give to a person is that he played the game. Those who say that the lesson of endurance, courage and loyalty taught through sports at the British Public Schools has gone to the making of the British Nation are not merely indulging in a hyperbole³. It was one of the greatest soldiers of England who observed with great effect and truth that the Battle of Waterloo was won in the playing field of Eton. Moreover, the sports foster international relations among various peoples; especially in the international athletic meets, where athletes and sportsmen of the world meet together.

Among some modern thinkers there is a tendency to belittle sports. They argue that sports distract the students from serious studies. Sports, according to them, mean unnecessary wastage of time, money and energy. Instead of encouraging the spirit of healthy competition, these lead to mutual rivalries and heart-burning because the defeated party never actually reconciles to the idea of having lost the game.

It may be admitted that often by itself nothing is absolutely good or wholly bad. It depends upon what use we make of it, what aspects of it we lay greater stress upon. Too often we are rudely made aware of the baneful¹ effect of sports as they are conducted here in India. But we have been considering here what good sports can do if rightly conducted and on the basis of that hypothesis the conclusions drawn above may be regarded as fairly sound.

7.3.2 MY CONCEPT OF A HAPPY LIFE

Everyone has his own conception of a happy life. An English poet, Henry Wotton, in his poem entitled, "The Character of a Happy Life", holds the view that a happy life is one which is free from lying and rumours, free from love of money, of fame and free from flattery and worldliness. A happy man, according to him, has full control over his passions, does not fear death and passes his leisure in offering prayer. Such a man neither hopes to rise, nor fears a fall. Another well-known poet Alexander Pope, regards contentment as the source of happiness. But my conception is not of a recluse. It would be almost difficult for me to find happiness in an ideal world which is divorced from reality. So I do not wish to lead a life of solitude, meditation and celibacy.

My first requisite for a happy life is economic security and freedom from financial worries. For this reason I would like to enter some lucrative profession. Of course, I would hate to be a big capitalist, amassing huge amounts of money for its own sake but at the same time, I do not wish to remain a pauper all my life. I would endeavour to strike the golden mean, viz. to be rich and comfortable enough to fulfil all my basic needs and desires. Decent living is,

1. destructive

in my opinion, an essential condition of happiness in these times.

Of course, I would be ready to put in hard work for earning money which I think is so important for my happiness. Hard work is, in fact, also essential for a happy life. I have no doubt in my mind that honest labour is really a source of happiness.

Next, I would seek the company of a few cultured friends for I feel that happiness in life depends, to a large extent, upon the type of friends one has. Man is a social animal and cannot live in isolation. I am quite aware of the fact that genuine friendships are very rare these days. Nevertheless a couple of good friends would contribute greatly to my happiness.

Perhaps the most important factor conducive to happiness in life is the spirit of fellowship. It implies suffering with those who are in trouble, a readiness to alleviate human suffering and rendering help to the needy. The spirit of self sacrifice, in my view is an integral part of a happy life. Those who are selfish, callous and stone-hearted can never be inwardly happy. On the other hand, the noble deeds that one renders to the suffering brethren prove to be fountains of true happiness.

To sum up, my idea of a happy life is decent living, a life full of pleasure, gaiety and charm; a life of sympathy for the fellow beings in distress and a life of devoted service.

7.3.3 DEFECTS IN THE PRESENT SYSTEM OF EDUCATION IN INDIA

We cannot deny the fact that present system of education in our country has many defects. It has neither solved the fundamental problem of our society nor has it made us think on the national level. It has not brought the expected change in the way of living of our people. We have not yet been able to free ourselves from the chains of orthodox views and old practices that serve no purpose in the modern age. Also in the sixty-nine years of independence our country has not made much progress in the economic field. These failures, to a large extent, are the result of an immature and defective system of education in the country.

The major defect in our system of education is that it gives to students only a theoretical knowledge of their subject. The practical side is altogether ignored. The result is that after completing their studies, the students are not able to utilize their studies in their jobs. They, infact, look for white collar jobs that will not require them to do any physical work. If they do not get a job, they are not able to start any work on their own. Thus most educated young men are idle, whether with or without jobs.

Our ways of imparting education have always resisted change, so that they remain old and orthodox, and are not fit for modern conditions. There is no research to find out how method of education should be moulded in order to make it suitable to the needs of students.

Education in our schools and colleges remains a one-way traffic; the teacher comes and delivers his lecture, and there is no discussion or participation by the students in any form. The student is neither expected nor encouraged to think independently about what he is studying. This hinders the birth of new ideas that alone can bring new life in the field of education.

As yet there are very few schools and colleges in the country. Classes are crowded and unmanageable. The teacher-student ratio is much higher than it should be. Also the admissions to colleges and universities is not selective or based on merit. There is no arrangement for finding out what field or subject interests a particular student. Thus the real talents and capabilities of young boys and girls remain hidden and unexplored to the end of their lives and many of them are misfits in their professions.

The standards of education have badly deteriorated. It is common knowledge that a matriculate of pre-independence days knows more than a graduate of today. This has been mainly due to the weakness on the part of administration. Students pass examinations with little knowledge of their subject. Universities in foreign countries have started derecognising our degrees.

The examination system is also at fault. It is hardly an honest test of a student's ability. Written tests are given at the end of a session. Students can pass these easily after studying in the last month of the session and memorizing a few selected questions. At different times oral and objective tests have been given a try, but they have failed to work because of the insincerity and dishonesty of our examiners. It is ironical and at the same time shameful on teachers' part that they have often been found helping students in the use of unfair means in examinations. What can be expected of education when the teachers themselves are corrupt and insincere?

We have not found finally the right medium of instruction in schools and colleges. Controversies continue to be dominated by people who have vested interests. Even the educational authorities have a very partial view of matters of such importance. There is also too much interference of politicians in the academic matters of the universities.

Another defect in our educational system is, that a large number of educational institutions are run by private associations or managements. They are often too ignorant to run their schools and colleges efficiently. They exploit teachers and do not follow the academic standards set down by the universities and the government. The Govt. is unable to keep a careful watch over the working of these private institutions, so the whole cause of education suffers.

Thus we see that our system of education is defective all round. One or two short-comings can be handled and set right individually, but when the whole system is diseased, it has to be thoroughly examined and overhauled. Education is the food of body, of a country. Unless the food is good, the body cannot

be kept well, or flourish.

7.3.4 PLACE OF WOMEN IN INDIAN SOCIETY

A permanent feature of Indian society throughout the ages has been the backwardness of women in general. Indian women do not have the same position in society as men have. Indian society has always been and is still dominated by man. One can see this in both the private and public life of our people. In our homes, woman is usually dependent upon her husband and it is she who has to follow or adjust to her husband's way of life. In public life woman has little part to play. The political life in the country is, barring a few brilliant exceptions, almost wholly man's concern.

Whereas a male member is considered an asset to the family, the female is considered a burden. The birth of a girl is not welcomed with joy. The question of her marriage is the biggest burden on the family. It costs the family a fortune. After marriage, a woman is supposed to remain at her in-laws place which is her home. It is assumed that in the new home she has to serve everybody. This social system has not changed much in spite of the fact, that women are educated today and that the constitution of the country provides absolutely equal, social and political rights for women.

The main reason for this is that women in our country are unusually attached to the old traditions and customs. The old Hindu laws were made to suit the necessities of the period. It used to be a simple life at that time. Men went out to earn and women remained at home to take care of the children. The simple arrangement suited the simple needs of that time. But times have changed. Our needs have become very complex. In these new conditions the old relationship between man and woman cannot continue if both want to participate in the modern life. In the West, woman had become aware of this much earlier, and she waged a long struggle in order to win back her rights from man. To a large extent, she succeeded though she is still fighting under the slogan of "Woman's Liberation". In our country woman got very late in achieving that self-awareness which is the pre-requisite to their rights. That is why they are still exploited by man.

Indian society consists of three different social groups. The first consists of those rich and sophisticated families that have entirely moulded themselves to the Western way of life. The number of these families is not to be taken seriously, but the women of these families are as free as men.

The second group that consists of middle-class families is the major group and can be said to represent Indian Society. Young women in these families are educated but not in the real sense. Their life has not much changed under the influences of education. They have achieved some awareness which inspires them to raise their voice. But often they fail to get their voice heard or they make only a self-conscious, half fight which does not help them

much. They feel the burden of the old orthodox life but find themselves helpless to change it. In spite of their high education, women of middle class families in our country have not been able to improve their condition to any significant degree.

The third category of Indian Society woman lives in villages. Women there are still uneducated. They live in man's world, and do not know that the world has changed. Whenever they come across any modern woman in a city, they are shaken to see her walking together with a man, her face uncovered. Apart from this, some women mainly in big towns and cities, have been compelled to do work to support themselves and their families. The rising cost of living in the country has made women, even from middle-class families, to go out and seek work in offices, shops and educational institutions. This has proved a blessing in disguise, for their economically independent status has given them much higher respect than before in their own families and in society in general. Where both husband and wife are working, they have an equal say in the running of the family.

The economic factor is the most important. If women are economically independent, they will also be socially and politically independent. Though a working woman is still looked upon with suspicion by most of the conservative people yet there is no doubt that slowly a working woman is being accepted in society. This is a great help in making the position of all women better in our society.

We should not compare Indian women with Western women. The two cultures and ways of living are entirely different. We do not wish our women to imitate or copy Western women. A woman should be a free individual just as a man is. But there must exist between the two that harmonious relationship and the delicate understanding of each other which are essential to a happy social life.

7.3.5 SCIENCE AND RELIGION

Science and religion are two significant factors of knowledge that serve man in improving his understanding and enjoyment of life. Yet there has always been a conflict between the two. They have been considered as opposed to each other in their very meaning and function.

Science is an attempt to understand the mystery of the working of nature. It examines physical and biological laws of nature. We observe and find out the cases and effects of various things happening around us. We reason and analyse before reaching any conclusion. Then we evolve a formula based on the natural facts and use it for our own benefit and comfort. Thus science leads us to many comforts and helps us mould our own way as far as possible. Religion too aims at explaining the ever intriguing questions about this world and life. The purpose is to save man from the confused state of mind caused

by his inability to understand the mystery of nature. Up to here, science and religion do not differ from each other. But in their approach to solve the problems, the two are entirely different from each other. While the main source of scientific research is observation and analysis, religion depends mainly on faith. Religion is faith in the existence of super power which is omnipresent and control the whole working of this universe. This entity is called by the name of God. Therefore, it should be accepted without any question. By this simple formula, religion answers all questions that arise in the mind of man.

Next, science and religion aim at helping man in solving his day to day problems. Science has done so by giving man various things that work for him like his slaves. There are machines to produce the things he needs, and there is the production on power to save labour and hard work on man's part. The very fact that we have some knowledge of our surrounding is a great satisfaction. Man has dived to the bottom of oceans and walked on the surface of the moon. Storms can be predicted and floods controlled. Diseases that used to cause man a lot of trouble and often death, have been eliminated. Thus science has made man's life very comfortable.

Religion helps man in different ways. It teaches man to lead a tranquil and peaceful life. It can be done by being good to our fellow beings. Religion asks us to have in our hearts love and kindness for all. We should be tolerant towards others' mistakes and forgive them. By practising this attitude, we shall live our life in peace and harmony.

Thus, Science helps us materially whereas religion helps us spiritually. Seemingly there is no clash between the two but unfortunately there has been a constant conflict between the two, and many times in history this conflict has taken a violent turn, often resulting in great loss of life and property.

Religion suspects the intentions of science. The religious authorities are afraid that science destroys the faith of people in God. The question of existence of God and origin of this world have often become the bone of contention between religion and science. Religion and man's faith in God are older than science. It has taken hard and long struggle on the part of science to establish its place in the life of man. It has to fight against the orthodox and superstitious view of the people. Religion used to dominate the social and political life of most of the countries. Therefore, in the beginning scientific thinking often suffered at the hands of religious authorities. Socrates, the first man who spoke of independent and logical thinking was sentenced to death. Later, Copernicus, who discovered that *Bible* was wrong in saying that the earth was the centre of the universe, never dared to publish his views for fear of punishment. Galileo who announced that Copernicus was right in thinking that the earth revolved round the sun was compelled to recant before the papal court.

But slowly and gradually, people have recognized the importance of scientific thinking. Now science has shown its influence in all fields of human life. Darwin's theory of evolution was a big break in the progress of scientific thinking. Along with it, the invention first of electricity and then of atomic power has changed the whole course of man's life.

Religious lords keep on challenging the revolutionary theory of the origin of life and universe. In fact, the emotional pull of religion is so strong on the nature of man that not only the common people but also many scientists believe in all powerful God; and God and religion are associated with the customs and traditions of a society. Science is accused of bringing the concept of individuality and of breaking the traditions which bind people to one another.

There is no end to the discussion between the supporters of religion and science. Though their aim is the same, i.e. to give better life to man, yet they differ over their bases and they start from entirely different points. They can never come together. We should understand this and try to make use of them rather than letting them go waste by allowing them to fight with each other. Let science give us things that nature did not give us and that we need for a longer and happier life. And let us understand the real spirit of religion. Religion in its true meaning is an appeal to our conscience and heart to be good to help one another in being happy. It helps us to bear the burden of life with an easy conscience. It gives us spiritual and mental joy.

Thus science and religion have no clash between them. They are complementary. The clash is between scientists and religious authorities. We should avoid the conflict and benefit from religion and science in different ways in which they help mankind.

7.3.6 INDIA OF MY DREAMS

It has been sixty nine years since India achieved independence. What hopes and dreams we had cherished, but alas, what we got instead. Unemployment, starvation, poverty, malnutrition, corruption stare us in the face. On the top of it, we who have sacrificed so much to win this freedom are fighting in the name of language, religion and caste. Casteism, provincialism and regionalism, have become the mainstay of our political life. A social welfare state which had promised decent happy living to its citizens is engrossed in finding ways and means to fight communalism, terrorism and regionalism. What a dismal picture indeed. Future at times seems bleak and dark, Will this continue? When the whole world is preparing to launch itself in the present century, are we planning to retreat back to the days when foreigners took advantages of our weakness ? Now, we have to stop this process of retreat.

We, the citizens of India especially the youth of the country, should not lose heart and must rise up to make India a land of milk and honey, a land where none starves, where none lives unclothed. That is the picture of India of

tomorrow, India of my dreams. Such a state will be in consonance with the dreams of the Father of our nation. We have to ensure that we should be self-sufficient in food. The ghost of unemployment must be driven out. There will be no oppression, no exploitation. There will be no slums, no disease, no poverty. And all this is not difficult to achieve.

We have all this knowledge available with us in the field of science and technology. With greater mechanization and industrialization, we shall really march towards greater prosperity. The modern methods of agriculture and irrigation will usher in Green Revolution in the country. We shall be no longer dependent on rains and nature for the cultivation of crops. Scientific methods of farming will go a long way in making India a land of plenty. The twenty point programme and Five Year Plans have shown some results. It is hoped that in future we shall make more progress. We shall no longer depend on imported grains. The government has a great responsibility. First of all, the government must channelise the resources. The principle of demand and supply should be such that it does not encourage hoarding and corruption. The outcome of various schemes which are launched by the government must reach the public. It is the government's main duty to ensure that the people get the basic necessities of life.

But we, as citizens cannot be merely the spectators left to groan under the weight of poverty and starvation. We must choose our representatives very carefully. We must help to build a strong opposition which acts as a watch dog of government policies. Politicians who are after power must be denounced. We must encourage morality based politics. Let us, first as citizens, try to rise above the narrow walls of regionalism, casteism and provincialism. There should be equality in all spheres; only political equality will not solve the problem. I have a vision of India where people will have economic equality too. There will be no rich or poor, high or low, big or small. In this land, all will be equal and all will be respected. Freedom will not only be a political stunt to be celebrated from the rostrums. Even the common man will feel the glow of freedom.

Believe me, it is not utopia. I am not floating on the wings of imagination. I also know that we do not possess Alladin's lamp or a magic wand. But one can defeat with a determined will so that these dreams take the shape of reality? I know we have "miles to go", but let us not say "our struggle not availeth". Our efforts must bear fruit - fruit that is sweet.

7.3.7 Self-Check Exercise - Activity for the Students - II

- a. What is education ?
- b. What is the value of sports in building up the physical body of students?
- c. How can sports contribute to the mental growth of students?
- d. What is the significance of the statement, "A healthy mind dwells in a

healthy body"?

- e. What moral values do the sports teach us?
- f. What are the demerits of sports?
- g. What is your conception of a Happy Life ? It can be different from the one described in the essay.
- h. What are the defects of the present system of education?
- i. What reforms do you suggest to improve the system of education?
- j. What is the plea of women in Indian society. How are they treated by men?
- k. What should women do to assert their independence and individuality?
- l. What is the role of science in our society?
- m. How does religion help us in solving our problems?
- n. What is your dream of an ideal India?

Hint for Answers

The students may find out the answers from the essays discussed above.

7.4 Imaginative Essays

7.4.1 Introduction :

An imaginative essay by its very nature requires a fertile brain and an effective mode of expression. Every student, therefore, cannot write an imaginative essay. It has to be planned very carefully. If you start writing an imaginative essay without making an outline sketch of what you are going to say, you may find yourself struck up at some particular point beyond which your imagination may not help you. It is only a great writer who can give his imagination a free rein. In your case, even the imagination will have to remain in certain limits, or your essay will make neither head nor tail. You should attempt an imaginative essay if you are sure of the drift and your description is accurate. This fact, should also be borne in mind while writing an imaginary description of a place or an imaginary narration of a visit or an event.

SOME MODEL EXAMPLES

7.4.2 AN IMAGINARY FLIGHT IN AN AEROPLANE

Two weeks ago, I had a chance to fly in an aeroplane. Before I made up my mind to do so I was very nervous. I feared that all sorts of accidents might happen in the air. I thought that the engine might burst and the machine might come down with a crash. Sometimes I was afraid that the pilot might make a mistake and I might have to pay for it with my life. All these and

-
- 1. forgetful
 - 2. The quality of having appeal to the senses.

other misgivings perturbed me before I got into the aeroplane.

Soon after I had seated myself in it, the machine began to rise in the air. At first it took a round on the earth; but afterwards it started rising in the air. After a few minutes, I realized that we were very high up in the air. I felt I was floating in the clouds. I had some strange feelings and sensations at that time.

The scenery and the aerial view was most wonderful. Big cities looked tiny. Tall buildings and sky-scrapers just appeared like small huts. Men and women seemed to be like tiny Lilliputians creeping here and there.

Vast unending fields lay before me. Meandering rows and beds looked like green snakes. The big river was just a thread of water.

But the most beautiful thing was the scene around me. I said nothing but was surrounded by pure, rarefied air. Occasionally, I saw clouds floating here and there. Sometimes I felt as if I was like a bird flying in the air. I felt how powerful man was. He had conquered nature. He had won victory over the sky. After some time the plane began to go downward for landing.

We flew over the roofs of many houses. At one place, we were near the roofs and I felt that we were going to touch them. After being for a long time in the air, we at last touched the Earth. After all the flying, I felt quite pleased to touch Mother Earth again. But in vain, the flight was just an imaginary venture.

7.4.3 THE ADVENTURES OF A RUPEE

I was born in a mint. The metal aluminium was melted and cast into small moulds. The image of the Ashoka pillar and the lions was engraved later on. Thereafter, I was stamped with the official seal. I was hardly a day old, when I was given in exchange to a bus conductor along with other rupees, for a soiled ten rupee note. Oh! how proud and happy the conductor felt as if I was going to belong to him permanently. I do not know in how many hands I passed on that very day. I do not remember the pockets and the persons even. I only remember that I was on the wave till at last I reached the hands of a person who was retiring to his bed. I also slept along with my master. What a relief it was to have a good sound sleep. But in the morning I was again passed on to a landlord. The landlord took me home and gave me to his wife to keep with other rupees.

I was locked in a cash box. I felt suffocated. How I pined for the open air ! I was missing the sweet clinking sound I had made in the bag of the conductor. I had desired rest and not confinement. I prayed to God for my freedom. At last the box was broken open by a thief. I was feeling very excited at being freed. The thief was caught by the landlord and mercilessly beaten. What a terrible thrashing it was. I do not know how the thief felt. I really felt like possessing a revolver and shooting the landlord who had wounded the thief

so terribly. Soon I was back in the hands of my mistress, the wife of the landlord who lovingly and caressingly kept me in her hand-bag. The perfumed smell of her hand bag and the delicate touch of her hand still gives me a very refreshing feeling. I wanted to remain there till eternity. It was blessing to be in a beautiful lady's purse. But if wishes were horses, beggars would ride. My happy days seemed to be over as my mistress gave me to her servant to buy things from the market. The fool lost me and dropped me on a dusty road. He searched for me for a long time but in vain. Since that day I have been lying under a heap of dust. What a pity, no one has yet been able to find me.

7.4.4 READING FOR PLEASURE

Reading books other than the prescribed texts, provides us an escape from the monotony of the daily routine of life. Indeed, reading is such an interesting and absorbing form of recreation that one who develops a taste for it, is absolutely oblivious¹ of what is happening around him. Millions of men and women all over the world spend most of their leisure hours in reading accounts of travel and exploration, biographies of great men, detective fiction, poetry or plays.

There is a large variety of reading material which any person desirous of reading can have an easy access to. There are books of all types of religion and philosophy, books on health and hygiene, books on political, economic affairs and books on sex and marriage and books on literature. Besides, there are periodicals and magazines which cater to different tastes - health, culture, literature, films, fashions, dancing, cooking and what not. Each of these books has its admiring readers who would rather miss a meal than forego the reading of their favourite books.

Of all the books, fiction has by far the largest appeal to the readers. The story can be so skilfully woven and cleverly told that the reader is spell bound and keeps on thinking 'what next'. Moreover the reader identifies himself, or herself often unconsciously, with the hero or heroine of the novels. The novels of celebrated novelists like Thomas Hardy, Charles Dickens, and Jane Austen, to name but a few are a real source of joy and pleasure. For a change, one can turn to the short stories of Maupassant, Chekhov, Edgar Allen Poe and O' Henry.

Drama is another source of pleasure. Who would not like to enjoy the wit and humour contained in the immortal tragedies and comedies of William Shakespeare? The plays written by comparatively modern playwrights such as Galsworthy, Oscar Wilde and O' Neill are no less popular among the reading public.

Poetry is yet another form of literature which affords aesthetic delight and satisfaction. The lyrical flights of Shelley, the sensuousness² of Keats, the nature descriptions of Wordsworth, the imaginative intensity of Coleridge

and the vivid imagery of Tennyson transport the reader into the realm of charm and beauty.

Every educated person these days wants to be acquainted with the latest developments in the political sphere. He or she can be in touch with the ever advancing world of today through the newspapers, illustrated weeklies and pictorial magazines. These provide the reader with an excellent past-time.

We can conclude by saying that pleasure of reading should not be missed by an educated person. The cultivation of the reading habit is truly an asset. Apart from opening the vast treasure-house of knowledge before us, it provides with a pleasurable pastime.

7.5.5 THE ROLE OF STUDENTS IN FREE INDIA

Students are the most vigorous and highly intelligent section of the society. For this reason, they are expected to play a vital role in the cultural, political and economic growth of their country. If the students offer whole hearted co-operation in the task of nation building, there is no reason why the land of their birth should not march forward on the road to material prosperity.

The students of India have always been in the front rank of those who served the motherland with loyalty and sacrificing devotion and took a leading part in the freedom struggle. The students of today are also expected to shoulder the responsibility of building the nation on sound and firm footing. They are the backbone of the country and therefore, the future of India will be shaped by the hard and honest work that they do for the sake of her development.

The government of India, is no doubt, engaged in the systematic and planned development of the country through the execution of Five Year Plans. However, the rate of economic development can be accelerated if ways and means are found to utilize the physical and intellectual resources of students community for the need of our expanding economy. It is, therefore, desirable that students be associated with the work of some industrial and vocational institutions during their holidays so that they may work for their country even as students. This intimate association of students with our nation-building activity is bound to add to the wealth of the country. Besides, making them independent, it will certainly reduce the number of the educated unemployed in the country. Students can also play an effective role in the field of the education. More than 80% people in India live in villages. Unless their ignorance, backwardness and illiteracy are removed, the pace of economic development will be very slow indeed. Those who receive regular education in schools and colleges should consider it their duty to impart education to others who are in need of it. Students should see to it that there is not even

-
1. with which we can note the difference between one thing and another.
 2. which is never exhausted or finished.
 3. extraordinary, exceptional

a single person in any home where the light of knowledge has not entered. Our free India is faced with many problems, some of which can well be solved with the active co-operation of the students. The food problem, for example, would not cause our government any headache if our students offer to work as farm hands during their long vacations. A systematic participation of students in the task of increasing the agricultural output will go a long way in solving our food problem.

Students can also come to the rescue of the country in the event of aggression by a hostile neighbouring country such as Pakistan or China. Our armed forces are there to fight on the front but the students can look after the civil defence measures, such as blackout, first-aid to the wounded, etc.

To sum up, the students can play a very significant role not only in defending the honour of their country but in the various development activities as well.

7.4.6 UNEMPLOYMENT IN INDIA

Unemployment is the greatest curse that can befall a country in the present day developing world. Millions of people live today in utter want and are denied even the basic necessities of life. In India, particularly, the problem of unemployment is very acute. Not to talk of the uneducated and the illiterate masses who go about jobless, even the highly educated and skilled persons find it extremely difficult to get suitable jobs in India. We have before us the eye-opening example of India born, Dr. Khurana who was awarded the coveted Nobel Prize in Medicine and Physiology. It was out of extreme frustration for want of a suitable job, that he had to leave India and settle down in the United States.

There has been of late, wide-spread resentment and agitations among the engineering graduates of the country. What a pity that a developing country like India cannot offer them employment. The hard labour put in by the engineering graduates over a period of well over four years ends up in a lot of frustration and starvation. Moreover, it results in a colossal national wastage.

There are some deep-rooted causes for this acute unemployment. First is the tremendous growth of India's population. The employment opportunities are unfortunately, not keeping pace with the population 'explosion'. Secondly, our system of education is to be blamed. It is producing white collar graduates who despise labour. Most of them would like to take up executive type of jobs. Moreover, we have an under-developed economy. Being a backward nation, we have not been able to utilize all our resources.

Our Government is fully alive to the present malady i.e. unemployment. All efforts are being made to find out a solution. The Five Years Plans that have been launched aim at creating more employment opportunities. Small-scale industries and cottage industries are being encouraged to ease the situa-

tion. Rural economy is also being put on a sound footing.

The efforts of the government have already started paying rich dividends. Our food production has considerably improved. This will provide us with suitable economy, but much depends upon the response of the people also. The government has opened a number of family-planning centers. If people co-operate with the government in keeping the population under control the solution of the problem will not be very far. We will then be able to make a sound base for a truly socialistic state where every one will get his due share.

7.4.7 CINEMA - ITS USES AND ABUSES

Perhaps the most popular and widely accepted form of entertainment for the people of the modern age is the cinema. In, practically, all towns of our country - big or small - people frequently go to the cinema houses in a large number. To the man who has spent many hours of tedious work in a factory or in an office, cinema provides much needed relaxation. The appeal of the cinema is not limited to these workers alone. Every young man or woman whatever his or her station in life, is attracted by the irresistible charm of the motion pictures. Even small children love to see the fast moving pictures though they may not understand them at all.

Apart from its entertainment value, cinema has its moral and educative value as well. It can be used to expose many social evils. We can also teach people through films, how they should live as decent and good citizens of the country. We should not regard motion pictures as something meant only to please our eyes and delight our ears. We should rather try to remove the illiteracy, ignorance and backwardness of our people by showing the village folk good and educative documentaries and feature films.

The cinema is the true index of the cultural and moral standards attained by a nation. When we have to screen some Indian films in a foreign country, we choose the best from amongst those we have produced for the purpose. We are naturally very anxious to impress the outsiders with our culture. Likewise, it should be our endeavour to create an equally favourable impression on our countrymen about our activities in various fields of life. We can do this only by producing the useful and constructive types of pictures.

The cinema has contributed to the political awakening in India by presenting scenes of misery resulting from poverty and illiteracy. It has greatly strengthened and reinforced people's desire for economic freedom. It has even succeeded in impressing upon the people the urgent need for communal harmony and integration.

But the effects of the cinema have not been entirely beneficial. If it has succeeded in raising the standards of living, it has also created in the mind of some people the love of luxury and a tendency towards westernization. It is

because of the films that people have taken to more of smoking and drinking. Fashion in dress receives a direct stimulus from the movies. A certain looseness of morals, too, has resulted from the cinema.

To conclude, we can say, however, that the cinema has done more good than harm to our countrymen. If we have a discriminating¹ eye, we can separate the grain from the chaff. In other words, we can carefully pick and choose what is good for us and leave out the rest.

7.6 SOME ESSAYS IN BRIEF :

7.6.1 FAMILY PLANNING - THE NEED OF THE HOUR : Population in the whole world, particularly in India, is increasing at an alarming rate and we are passing through a period of population explosion. It is, in fact, a challenge to the very existence and stability of society. Our salvation, therefore, lies in regulating the number of births.

The earth does not possess an inexhaustible² store of food. Food shortage is being felt in many parts of the world. If population is allowed to remain unchecked, a day will come when the entire world will stand on the verge of starvation and death.

These days employment opportunities and avenues are also limited. Unchecked growth of population will only add to the existing frustration and will bring more and more people into the ranks of unemployed. Besides, there are quite a few allied problems, which are cropping up because of this phenomenal³ increase in population.

It is high time, therefore, for us to limit the size of our families. Since it has provided us with many preventive measures, there are different types of contraceptives which are readily available. People should shed their old and orthodox beliefs against the use of such devices. It is the duty of every citizen to co-operate with the government in checking the population growth. Let us resolve to fight the demon of over-population for the welfare of humanity at large.

7.6.2 FUTURE OF ENGLISH IN INDIA : There is a lot of controversy about the future of English language in India. At one time it was believed that after the attainment of independence this foreign language would be pushed in the background and Hindi would replace it completely. But even after almost sixty four years of independence, we still use English.

According to the Constitution of India. English was to remain the official language till 1965. In the meantime, Hindi was to be developed to take its place at the official level. But things have taken a different turn. Hindi zealots have not allowed Hindi to become an easy and spoken language of the masses. The people from the South, on the other hand, have opposed Hindi, since they feel that it is being forced on them.

From time to time, there have been many agitations and counter-agitations for and against the continuance of English. Our late Prime Minister, Jawahar Lal Nehru had earlier promised that English would continue as an associate language of the Union Government till the chief ministers of the Southern states agreed to replace it with Hindi.

But English cannot be allowed to play the dominant role in our national life as it did in the past. Steps are being taken to develop Hindi and to popularize it amongst the masses. The medium of instruction in the colleges and universities is also being changed from English to the regional languages with a view to creating a favourable atmosphere for Hindi and other languages to grow. However, English continues to be studied by students at the university level so that they may keep themselves abreast of the latest developments in their subject.

7.7 SELF-CHECK EXERCISE

- (a) What is the advantage of reading books ?
- (b) Do you know about the large variety of reading material available to us?
- (c) What kind of delight poetry provides us ?
- (d) Explain how the students can play a constructive role in building the nation ?
- (e) What are the causes of unemployment ?
- (f) What is the moral and educative value of cinema?
- (g) What are the abuses of cinema ?

7.7.1 HINT FOR ANSWERS

The students may find the answers from the essays discussed in the lesson. However, if you do not discover the answers, please read the essays again carefully.

7.8 Develop the Essay from the Given Outline :

ENVIRONMENTAL POLLUTION

Introduction - The growth of modern civilization accompanied by environmental pollution - Earlier, pollution existed in the form of gases, smoke, domestic wastes, etc. - Now in the present age pollution is caused by industrial waste like toxic gases, heavy metallic oxides - Air, water and land are getting unclean - Causes - increase in population, industrialization and urbanization has led to contamination of air, and water, causing health hazards - Domestic wastes, and sewerages decompose easily - metallic oxides, plastic wares, radio-active elements also add to the pollution. Industrial pollution - caused by chimneys of industrial units - power houses - Several gases cause pollution - Sulphur dioxide, carbon dioxide, carbon monoxide, hydrogen sulphide,

chlorine nitrous oxide, arsenic, ozone, metal particles, - domestic pollution promoted by fossil fuels burnt by man, automobile exhausts and radiations - Increase of population has resulted in disposal of wastes in land areas. land is polluted by soil and liquid waste released by paper mills, oil refineries, power plants, etc.

Agricultural inputs are sucked by ground water - and produce gases - Some gases come out of the well and cause dizziness, irritation and death.

Noise pollution - a threat to the environment. Endless noise produced by industrial units and automobiles caused physical and mental sickness -

Reforms :- Vital need for creating awareness among masses - The T.V. films and the electronic media can bring awakening among people.

7.9 Summing Up :

The students are advised to prepare some more essays like Inflation, Population Problem, Power of the Press, etc. at their own. You may get any of the essays in the annual examination. There are no prescribed essays mentioned in the syllabus.

Introduction to the unit

Dear students, in this unit we are going to introduce you to one of the oldest and the important means of written communication, i.e., through letters. Though in today's world because of other faster means of communication such as telephone, mobile, e-mail, Fax, telex, and telegraph communication and others, letters are losing much of their prominence, yet they play a key role in many areas of life and in any serious situation we need to have something in writing to confirm what is agreed upon. In social, personal, business and official communication, letters are still an important method of communication and form an essential part of our personal, social and professional life.

Whereas good letters always impress, a badly written letter may lead to misunderstanding. Since the object of a letter writer is to convey a message to the person at the receiving end and letter is a representative of the person communicating, it should be simple, clear, effective, pointed and target oriented so that the message is delivered clearly and forcefully. We write letters of different kinds, such as personal letters, which are called informal letters and business or official letters which are called formal letters. Each of them is written in a particular way but all of them have a common form based on certain rules which must be observed in the writing of all types of letters. The style of letter needs to be adapted to the person and the subject. "To superiors, it should be respectful, to inferiors, courteous, to friends, familiar, to relations, affectionate; to children, simple and playful. On important subject it should be forceful and impressive, on lighter subjects, easy and flowing, in condolence, tender and sympathetic, in congratulations, lively and joyous. In business letters, politeness and tact are very important while in personal letters, sincerity is of highest value".

Dear students, for writing effective letters, it is essential to learn not only the technique but also the art of writing letter through constant practice. In the three lessons of this unit (14, 15, 16) we shall be discussing in detail, the nature, format and hints for writing three kinds of letters, i.e., personal, business and official letters. We shall give you a few solved examples of these letters which will enable you to write letters of such nature on your own. Read this lesson carefully and practise writing the letters given in in-text questions and in the suggested list of letters given at the end of each lesson.

Also consult a few grammar and composition books to learn about more samples so that you can communicate through letters better.

Personal letters

Structure

- 8.0 Objectives
- 8.1 Introduction
- 8.2 Hints for personal letters
- 8.3 Parts of a personal letter
- 8.4 Letters expressing one's feelings
 - 8.4.1 Letters of congratulations
 - 8.4.2 Letters of regret
 - 8.4.3 Letters of condolence
 - 8.4.4 Letters of apology
 - 8.4.5 In-text questions
- 8.5 Letters of advice, request, invitation and thanks
 - 8.5.1 Letters of advice
 - 8.5.2 Letters of request
 - 8.5.3 Letters inviting people
 - 8.5.4 Letters of thanks
 - 8.5.5 In-text questions
- 8.6 General personal letters
 - 8.6.1 In-text questions
- 8.7 Summing up
- 8.8 Suggested list of letters
- 8.9 Key words

8.0 Objectives

The aim of this unit is to acquaint you with the nature, subject and parts of personal letters. You will also be given a few hints to write personal letters of different kinds such as:

- Letters of congratulations
- Letters of regret
- Letters of condolence
- Letters of apology
- Letters of advice
- Letters of request

- Letters of invitation
- Letters of thanks
- General personal letters.

The lesson also proposes to give a few examples of typical personal letters. After having gone through this lesson you shall be able to write personal letters for different occasions and purposes.

8.1 Introduction

Dear students, in this lesson we shall be discussing about the writing of personal letters, their nature, contents, style, layout and a few types of personal letters written on different occasions and for specific purposes with examples. Letters written to relatives, friends and known persons are termed as personal, private or social letters and are of an intimate and personal nature. They are less formal than the business or official letters and are conversational in style, free and easy in tone. We will be giving you a few hints for writing these letters which include letters of congratulations, regret, condolence, request, invitation, advice, thanks etc. A few examples given of these letters to be written for different occasions and to different persons will help you know about the style of writing these letters. The act of writing good letters, you will acquire after a lot of practice. Now we are giving you a few hints for writing personal letters.

8.2 Hints for writing personal letters

Letters written to friends, relatives and acquaintances are written in an informal, easy and conversational style. Though they are of the nature of friendly chat and are “unpremeditated and spontaneous compositions” but we should not digress so much as to make the reader (the person we are writing to) miss the point of purpose. We can use colloquial expressions in these letters but these should not be badly written, ill composed and unorganized. We must take care to organize our thoughts and feelings before expressing them. Our free and easy style should not lead to the inclusion of bawdy language. We must adhere to the rules of punctuation and grammar, the spellings and idioms should be used correctly. A personal letter like other letters is written in a format which has different parts, which we are discussing next.

8.3 Parts of a personal letter

A personal letter like other kinds of letters has six parts:

- (a) The Heading.
- (b) The Salutation.
- (c) The main body of the letter.

- (d) The subscription or leave taking.
- (e) The Signature.
- (f) The Superscription on the Envelope.

(a) The Heading: It consists of the writer's full address and the date of writing the letter. Write at the right-hand top corner of the page and put the date just below it:

Bal Kutir

Grant Road,

Delhi-5

Aug 10, 2006

The date should be placed immediately under the address.

2. Do not write the date as shown below:

10-8-2006 or 10-11-06

3. The date must be written as:

10th August, 2015 or August 10, 2015

4. Note the punctuation marks shown in the address below:

Rose Cottage,

15, Main Street,

Ambala City.

11th July, 2016

(b) The Salutation: Write the salutation of words of greeting, a little lower down on the left hand side of the page:

- 1. My dear Father,
- 2. Dear Sohan,
- 3. Dear Sir,
- 4. Sir,

The form of greeting will depend on the relation in which you stand to the person to whom you are writing. Full examples for writing the words of greeting to members of your family, to your friends, and acquaintances will be given later.

(c) The main Body of the Letter: Letters to relations and friends should be written in a simple and easy language. The sentences should be short, free and striking. The style should be conversational. As in a friendly talk, we can, in such letters, touch on many topics and in any order we like, but these should be organized properly. We should, however, pay due attention to grammar, spellings and punctuation.

(d) The Subscription or Leave Taking: The letters should not be brought to an end abruptly, simply with the writer's name. It should be ended in such a manner that the leave taking is natural and polite. A comma must invariably be put at the end of the last word of the subscription:

1. Yours sincerely,
2. Yours truly,

(e) The Signature: This must come below the words of leave-taking.

Yours truly,

M. M. Matoch.

The signature should be clear and neat, so that the reader may know to whom to address in reply.

(f) The Superscription on the Envelope: The full address of the person to whom the letter is to be sent, must be clearly written on the envelope. This should be, carefully spaced.

You can have a look at the sample given below:

Postage Stamp

Sh. Mohan Lal,

Kailash Buildings,
Subhash Road,
Ambala City.

1. Before the initials of the person's name, you must write Mr. or Shri in the case of a male:

Mr. T. R. Gulati.

2. Esq. (i.e. Esquire) is also used instead of Mr. but is always written after the name:

Mohan Lal Esq:

3. Both Mr. and Esq. cannot be used for one and the same person.

4. Esq. is not used when we write Dr. or Prof. before the initials of a person's name.

1. Before the initials of the name of a married woman, you must write Mrs. Or Ms.:

Mrs. J. M. Brown,

2 Write 'Miss' before the initials of the name of an unmarried woman thus:

Miss S. K. Madhok.

After the name of person comes the name of the house or building in which he lives, then the road or street on which the house or street is situated, and lastly, the town or city in which he lives.

How to begin and end letters?

1. The Parents, Brothers, Sisters and Relatives etc.

Beginning	Ending,
My dear Mother,	Your loving son,
My dear Father,	Your affectionate son,
My dear Brother,	Your loving brother,
My dear Sister,	Your loving sister,
My dear Uncle,	Your affectionate nephew.

or

Yours lovingly.

2. To Blood Relations younger than the writer:

Dear Anil,
Your loving uncle, or,
Yours affectionately,

3. To Friends and Acquaintances:

My dear Ram,

Yours truly,
Bedi

Now we shall be discussing different types of personal letters.

8.4 Letters Expressing One's Feelings.

In letters of congratulation, letters of regret, letters of condolence and letters of apology and explanation, we wish to express our feelings of warmth and concern conveying our bonds of sincere friendship. Though on the surface, these letters sound formal but sincerity and intensity of feeling and wishes make them informal. We will be now discussing letters of congratulation, letters of regret, letter of condolence and letters of apology and explanation and give you one example of each kind.

8.4.1 Letters of congratulations

When our friends, members of our family and close acquaintances are successful in something or there occurs some pleasant happening to them,

we write letters of congratulation to them. There is being given one example of such a letter.

Write a letter to your friend congratulating him or her on his/her success in the B.A. II Examination.

216, Lower Mohalla

Patiala.

July 15, 2016

My dear Anand,

My joy knew no bounds when I found your name in the merit list of the successful candidates. You must be proud of your achievement. Your grand success speaks of the hard work that you must have put in.

My heartiest congratulations to you and your parents too. They must be overjoyed. You must not finish my share of sweets.

Your brilliant success will encourage you to win greater glory in the future Examinations.

With best wishes,

Yours loving friend,
Amitabh

8.4.2 Letters of regret

When something untoward like failure in the examination and loss in business etc. happens to your friend or members of family or close acquaintance. We write such letters. A sample of such letters is being given here.

Write a letter to your friend sympathizing with him on his failure in the B.A.II Examination.

48, Ragho Majra,

Patiala.

July 15, 2016

My dear Narinder,

Your failure in the B. A. Part II Examination has left me sad. But it has not come to me as a surprise. I know that you had not been able to pay much attention to your studies for full three months before the examinations. First you lost your dear mother. Then you were down with fever for many days. The accident of your brother also wasted a lot of your time.

As everything was beyond your control you should not feel gloomy. Your failure may prove to be a blessing in disguise. It is better than passing in the third division. If you work really hard. I know, it will not be very difficult for you to pass in the high first division next year.

Please convey my regards to your Dad and love to little pinki.

With best wishes,

Yours sincerely,

Anil

8.4.3 Letters of condolence

We write the letter of condolence when some relative of our close friends/ relatives/ acquaintances dies, to offer our condolence. These letters must be written immediately and should express our sincerity, concern sympathy and a sense of the loss.

Write a letter to your friend who has recently lost his father.

15/56, Railway Road,

Jalandhar.

July 11, 2016

My dear Roshan,

The news of your father's death has come to me as a rude shock. He had been ill for some time, but nobody could imagine that his end was so near.

The loss of your father is irreparable. He was kind hearted and helpful to all. May his soul rest in peace and may God give you all the courage to face the loss.

With sincerest sympathies,

Yours sincerely,

Amrit Pal Singh.

8.4.3 Letters of apology and explanation

We write letters of apology giving explanation when we make some mistakes, hurt our friends-relatives- acquaintances and fail to keep appointments. A sample of such letter is being given below.

Write a letter to your friend explaining why you could not attend his birthday party.

WZ-5, Kirti Nagar,

New Delhi,

July 2, 2016.

My dear Raju,

I am really very sorry that I could not attend your birthday party last evening. I feel, I have missed a grand opportunity of enjoying the company of so many friends, but I was quite helpless.

It so happened that when I was about to leave for your house, I received a telephone call. I was informed that my father had been admitted to a hospital after a serious accident in the factory. Naturally, instead of coming to you, I had to rush to the hospital. I ran madly from one end of the hospital to the other but could not trace my father even after full one hour.

Deeply worried, I went to the factory in a taxi. It gave me a pleasant surprise to find my father working there in a normal way. He, too, was surprised to see me there unexpectedly. Soon, we realized that someone had played a hoax on the day of 1st April.

It was already very late and mentally disturbed. I thought it better to go back home instead of coming to you.

I hope you will excuse me, considering my helplessness, if you too, were not making an April Fool of me. My absence must have disappointed you, but I could do nothing.

Wishing you a happy and long life,

Yours sincerely,

Sunil

8.4.5 In text questions

Dear student, write the following two letters.

- 1 Write a letter to your friend congratulating him on winning a scholarship.

- 2 Write a letter of apology to a friend whom you have offended by saying unkind things in a fit of anger.

8.5 Letter of advice, request, invitation and thanks

Apart from writing letters through which we express our feelings of joy, regret, sympathy and apology we also write letters giving advice to your younger brother and sister or friends or requesting our parents for certain things, inviting our friends on different occasions or for spending their holidays with us or thanking friends-relatives- acquaintances for many things. We are now discussing such letter one by one and also giving their samples.

8.5.1 Letters of advice

Giving a piece of advice to your younger brother or sister for their welfare through letter shows our concern and wish for their welfare and improvements. Such letters do have their impact if written firmly but should be written politely. Here are a few samples of such letters

1. Write a letter to your younger brother advising him to work hard and to avoid bad company.

15, Arya Samaj Chowk,
Patiala.

Jyly 11, 2016

My dear Raju,

Your progress report from the college has disappointed me. You have failed in all the subjects. I never expected such a poor result as this. I have also noted that you do not attend you classes regularly.

You would remember that dear father has sent you to hostel with high hopes. He is also displeased at your result. I fear that you are associating yourself with careless boys and neglecting your studies.

Dear Raju, I hope that you realize it well what it will mean if you lose a precious year of academics. You also know how dear father manages to send you money every month. It will be a big shock for all, if you fail in the annual examinations.

I, being your elder brother, suggest you to change your ways. I know that you are quite intelligent. If you work whole heartedly, you can pass with flying colours. There is still much time for the annual examinations. You can make up the deficiency by utilizing the remaining time properly.

I hope that you will act upon my advice and give up the company of the careless boys. If you secure a good division in the final examination, it will be a source of great joy for all the members of the family.

Hoping to receive a better report next time,

Yours affectionately,

Gaurav

2. Write a letter to your younger sister who is joining a college for the first time, giving your advice how she should behave there.

Ashiana,
Railway Road,
Nabha.

July 10, 2016

My dear Renu,

I am extremely happy to learn from your letter that you have joined Govt. College for Women, Patiala. Accept my congratulations.

Renu dear, I know that you are quite wise and that you will find no difficulty in adjusting yourself in the new environment but I, being elder, must say a word or two in way of advice.

If you have started attending the classes, you must have found a world of difference between the school and the college life. In the school, if you were like a bird in a cage, in the college, you are like a bird breathing in an atmosphere of freedom. Gone are the strict restrictions of the school. Professors are not like tyrants, but just like friends who try to understand you and your difficulties. They never compel you for home task. Nor do they ask you to be regular to their lectures.

But Renu, please do not misuse this freedom. Freedom is not a license to do or not to do anything. If you mistake the college life for a period of enjoyment only, you spoil your entire career. You must be very regular in your work and attend all your classes.

The college life is a golden period for personal development. You should take part in different extra-curricular activities. You should also set apart some time for the library. While in the college, you should not waste your precious time on worthless pursuits.

Although I have full confidence in your good sense, I would like to warn you against the companionship of unprincipled girls. I earnestly hope that you will choose for your friends, honest, responsible and industrious girls from whom you may learn something.

If you act upon my advice and make use of your own common sense, you will find the college life both romantic and rewarding.

With best wishes,

Yours affectionately,

Kavita.

3. Write a letter to your younger brother, advising him to take part in games.

6, Anand Bhawan,
Agra,

July 11, 2016

My dear Rajiv,

Only yesterday I received a letter from your room-mate, Vinod. I felt very happy to learn that you have stood first in your class. At the same time, I was sorry to know that you have not been keeping good health.

I am glad that you are taking your studies so seriously, but I am afraid, you are doing all this at the cost of your health. If you want to get proper work from your brain, you must keep yourself physically fit.

I shall advise you to spare some time everyday to play any game of your choice. Games are very useful for good health. There is a saying: "A sound body has a sound mind and a sound mind works efficiently." To keep fit physically as well as mentally, games are very necessary. Taking part in games is not wastage of time. It will be a good source of recreation. You will feel refreshed after playing. It will give you extra energy for studies.

Besides, games are helpful in making one a good citizen. You will learn discipline, team work, self-control and patience.

I hope that you will act upon my advice as soon as you get my letter.

Do not hesitate to inform if you need anything. I shall wait for your letter.

Yours affectionately,

Vivek.

8.5.2 Letters of request

We also write letters to our friends/parents/relatives requesting them to make certain arrangements for us or do something favorable for us. Here is being given a sample of request from a son to his father to increase his monthly allowance.

Write a letter to your father requesting him to increase your monthly allowance.

Room No.88,
Govt. Mahendra College,
Patiala.

July 10, 2016

My dear Father,

It is with great hesitation and reluctance that I have to request you to increase my monthly allowance, but I find it almost impossible to meet all the expenses within Rs 4000/-. I am fully aware of the fact that there is already a heavy burden on you. But the cost of living has gone so high that I am compelled to make this unpleasant request to you.

The tuition fee at the college as well as the hostel rent has gone up. The mess and the washer man charges have been increased. Prices of books, stationery and all the other things have shot up. I find my purse almost empty by the last week of every month. I know, you will never like to see me in debt, although, I must admit it, I had to borrow some money from a friend last month.

While I shall leave no stone unturned to effect strict economy, I request you to increase my allowance by Rs.1000/- per month. I assure you, dear father, that I shall continue to check my expenses and that I shall not spend even the smallest amount of money on useless things. I do not have any evil habit like that of smoking, drinking or seeing movies, but expenses on education and food are imperative.

I hope that, realizing my difficulty, you will raise my monthly allowance.

With deep regards,

Yours affectionately,

Rohit.

8.5.3 Letters inviting people

Letters are also written inviting our friends and relatives to stay with us from time to time. Given below is a letter from a person to his friend inviting him to spend his summer vacation with him.

Write a letter to your friend inviting him to spend a part of his summer vacation with you at a hill station.

Snow View Bhawan,

Near Bus Stand,

Kulu.

July 07, 2016

My dear Rakesh,

I had written to you a letter a few days ago but there has been no reply from you. I think that you are busy with your annual examinations.

After the hard work, you will need a healthy change. If you come here during the summer vacation for a few days, you will get fresh energy. Your visit will make us very happy.

Kulu, you know, is one of the best hill stations in India. It has a lovely scenery. It is very pleasant here during the months of May and June when it is very hot in the plains. All the picnic spots wear a beautiful look. You will enjoy the calmness of the place greatly. We shall go to Manali together.

I am sure you will not disappoint me. Please intimate your programme so that I may receive you at the bus-stand.

Pay my respects to dear uncle and aunt.

Yours sincerely,

Balraj

8.5.4 Letters of thanks

Letters are also written to express our feelings of gratitude for the acts of kindness shown, for the services rendered and for the gifts received. Given below is an example of such a letter.

Write a letter to a friend thanking him for the hospitality you enjoyed during your short stay with him.

265, Phase II,

Urban Estate,

Patiala.

July 10, 2016

Dear Uma,

Hope you are fine. I reached Patiala two hours ago after my very happy stay with you in Shimla. I am writing this note to thank you and all the members of your family for the hospitality, love and warmth shown to me. It was an unforgettable experience being with you all, the memories of which I will cherish throughout my life.

I once again thank you all for whatever you did for me. My parents too join me to thank you and invite you all to our place during the coming winter break.

Convey my regards to everybody at home.

With best wishes.

Sincerely yours

Rama

8.5.5 In-text Questions

Dear students, attempt the following two letters in the space provided.

1 Write a letter to your friend requesting him to join you in an educational tour.

2 Write a letter to your friend inviting him to your birthday party.

8.6 General Personal Letters

Apart from writing personal letters of special kinds written on special occasions and for particular purposes we also write letters to close friends and the members of our family to keep in touch with them by communicating information, some news, personal experience etc. The style and language of these letters vary from letter to letter. We are giving here a few examples of such general personal letters.

1. Write a letter to your mother describing the college that you have recently joined.

Mahindra College,

Patiala.

July 11, 2016

My dear mother,

I have received your loving letter asking me about the college that I have joined.

I feel, I am very fortunate to have joined this college which is perhaps the best in this region. It is situated a little away from the din and noise of the town, but not at a very secluded place. It has a grand building with thirty big

class-rooms and two lecture theatres. There are four well-equipped laboratories and a grand library with a rich collection of books.

This college is known for excellent results in the university examinations. The number of students in each section of a class does not exceed 60. Much importance is given to tutorial and composition classes. All the professors are highly qualified and experienced. They are friendly and considerate. The Principal also is not only a highly qualified person and a great educationist but a tactful administrator also. He takes personal interest in students.

Mother dear, this college has arrangements for a number of extra-curricular activities like debates, declamation contests, paper-reading and many other things. It has produced many good speakers, musicians and artists.

I hope, it will give you pleasure that I am a student of a fine college. Please pay my respects to dear father and love to Baby.

Yours affectionately,

Mrinal.

2. Write a letter to your father, explaining to him why you failed in the college examination.

Room No. 13, Boys Hostel,

S. A. Jain College,

Ambala.

July 09, 2016

My dear Papa,

I have received your letter asking me to explain why I failed in the House-examinations held last month. I know that my failure has pained you deeply, but believe me, dear father, I failed for no fault of mine, it was just a mishap. Since the beginning of the current session, I had been working very hard. I was expecting a prize on the basis of my performance in the house examination. Unfortunately, only a day before the examination commenced, I caught cold and cough. Consequently, I could not study properly during the examination days. Nor could I write properly in the examination hall. The running nose would not allow me to write continuously. Sneezing and coughing every now and then wasted much of my time.

Secondly, as I had informed you even before the examinations, English has been a headache for me. Although I had studied day and night, I could make no real headway by my own efforts. Now that I have engaged a tutor, I am confident of making up the deficiency in a short time.

Dear Dad, I hope that you will realize my position and forgive me for my failure. I have already recovered fully and started working hard once again. I can assure you of an excellent result in the December test and then in the

University examination in April.

I am confident that I shall translate my dream into reality and you will find me in the Management College next year.

With best regards,

Yours affectionately,

Ravi.

3. Write a letter to your friend describing a road accident seen by you.

1553, Gandhi Nagar,

Delhi.

10th July, 2016

My dear Ankur,

After a tiresome journey of about ten hours. I reached here late in the evening yesterday. I had really a very good time with you at Shimla.

However, I have been feeling very bad since yesterday. One of reasons is the separation from you and good-bye to Shimla, but the major cause of my depression is, the terrible accident that I happened to witness, on my way to New Delhi.

It happened on the G.T. Road at Shahbad. Our bus was standing at the roadside. I was having a cup of tea at a tea-stall. A private bus was coming from the direction of Ambala. A car was coming from the opposite direction. The speed of both the vehicles was very fast. A man tried to cross the road hurriedly. In an effort to save him, the driver of the car lost control and struck against the bus.

What I saw then cannot be described in words. All the three persons traveling in the car died on the spot. The man crossing the road was injured seriously. The road was covered with blood. A few persons travelling in the bus were also injured. Many women and children were crying badly. A big crowd of people had assembled, but everybody looked helpless.

As our bus was about to leave, I took my seat, completely shaken. Even now, I am not feeling quite normal.

Please convey my respect to dear aunti and uncle.

Yours ever,

Vishal.

4. Write a letter to your father seeking his permission to accompany your class fellows on a historical tour.

Boys Hostel,
Govt. College,
Nabha.

July 11, 2016

My dear Papa,

I have received no letter from you since the last one month. It is causing me some anxiety.

You will be glad to know that our professor of History has arranged a tour to Delhi and Agra in the coming winter break. All the students of my class are expected to go.

We plan to go to Delhi by bus on 23rd December. We shall stay in the building of some school or college. Our Principal has written letters to the Principals of a few educational institutions in this connection. The Red Fort, Jama Masjid, Gurudwara Sheesh Ganj, Qutab Minar, the Tomb of Humayun, Rajghat, the Parliament House, Rashtrapati Bhawan and Nehru Memorial Museum are some of the places to be visited by us.

We shall leave for Agra by the Taj Express on 27th December. During our three day stay, we shall visit the Taj, the fort of Akbar, Sikandara and the Tomb of Itmad-ud-Daula. We shall spend one day at Fatehpur Sikri.

This tour is bound to do immense good to us, for it will have not only a recreational value, but an educational and institutional value also. The proposed tour will widen my outlook on life as well.

I hope, you will allow me to accompany the party. The tour will be educative, informative and entertaining. It will cost me about two thousand rupees. Such an opportunity may never come my way again.

I shall wait for your permission as well as the money order. Please pay my respects to dear mother.

With warm regards.

Your loving son,

Rahul.

5. Write a letter to your father who is away from home, giving him news about home.

114, Civil Lines,
Patiala.

July 11, 2016

My dear father,

There has been no letter from you since your departure from here about a fortnight ago. All of us are worried. A word from you is anxiously awaited.

You will be glad to know, dear father, that I have faced well in my annual examination. I am sure of getting first class. Arun has passed the 10th standard examination in the first division. Karuna has won a prize of Rs 1000/- on a lottery ticket. There is yet another important news for you. My friend Joginder has won a scholarship for further studies in the United States of America. He is likely to leave in the first week of September.

Dear mother had an attack of Malaria. Dr. Verma attended on her in the best possible way. She has recovered, but some weakness persists. Our landlady came this morning. She was demanding rent, but she was not prepared to get the repairs done. I have told her that we shall get the house repaired and deduct the money from the rent. Dear father, our neighbour, Kohli, once again, is out to create trouble. He abused me last night without any reason. But you need not worry on this account. .

Everything else is going on in a normal way. We all miss you so much. In fact, we are waiting for your return eagerly.

With kind regards,

Your loving son,

Ankur.

6. Write a letter to your mother describing your painful experiences in the hostel.

D.A.V. College,
Ambala City.

July 09, 2016

Dear Mother,

I am sorry to inform you that I am not happy in this college hostel. The atmosphere is not suitable for studies. Four to five girls are huddled together in each small room. Naturally, there is much disturbance. My room-mates are most irresponsible and mischiefmakers. They go to see movies at least twice a week. If I refuse to accompany them, they tease me. They often make fun of me.

The arrangements of library, reading room and mess are also not good. The hostel superintendent seems to have no time to pay any attention to the hostel. Under the circumstances, I often feel homesick.

Dear mother, if you permit me, I shall like to shift to a private guest house run by a respectable lady. The guest house is meant for ladies only. A few girls of our college are already putting up there.

Pay my regards to dear Papa.

Your loving daughter,
Manjusha.

7. Write a letter to your mother giving an account of the annual prize distribution function in your college.

M. M. Modi College,
Patiala.

Feb 20, 2015

Dear Mama,

I have received your loving letter in which you have asked me about the prize distribution function held in our college last week. It was a long awaited occasion for the students, particularly for the prize winners. Members of the staff had left no stone unturned in making it a grand success. The whole building of the college had been whitewashed and painted. It had been decorated like a bride. The auditorium in which the function was held looked like an art gallery. Paintings and portraits made by the students of the college were hung all around. The stage was tactfully decorated. The prize medals, cups, trophies and books wrapped in coloured papers – were arranged on a big side- table. They presented beautiful look.

A rehearsal of the entire function was held. At the time of the rehearsal, most of the students were not serious but they showed an excellent sense of discipline and responsibility during the whole function which lasted about two hours. All the guests and students had occupied their respective seats before the arrival of the Education Minister.

The programme commenced with Saraswati Vandana. It was followed by the welcome address to the Chief Guest. The Principal read out the annual report of the college. The Education Minister, in his address, advised the students to develop a habit of honest hard work. A senior professor thanked the Education Minister and other guests. In-between these speeches, students of the college presented many colorful items of dance, drama and music.

Then came the most important moment. The Education Minister started giving away prizes to the winners. Each prize winner went up to the stage, shook

hand with the Education Minister and received his prize amidst loud and long cheers. Each time three photographers, from different angles, clicked their cameras at the same time. I was awarded two prizes, one for being the best speaker for 2005-2006 and the other for standing first in the House examination.

I missed you very much on that day, particularly in view of the fact that most of the prize-winners were accompanied by their parents. The presence of dear parents would have been an added source of joy and inspiration.

Kindly pay my respects to dear father and love to Monika.

Your affectionate son,

Rajiv.

8.6.1 In text questions

Dear students, write the following two letters in the space provided.

1. Write a letter to your father describing an accident you happened to witness on the roadside.

2. Write a letter to your friend giving an account of the flood stricken people in the area near your town.

8.7 Summing Up

Dear students, in this lesson we have discussed the content, format, style and significance of personal letters and also different types of personal letters written to close friends/ relatives and members of our family. We hope after

having gone through these letters and making a practice of the suggested letters you would be able to write very impressive and effective letters to your friends and relatives. Read more examples of such letters from various books of grammar and composition.

8.8 Suggested list of personal letters.

1. Write a letter to your friend describing some interesting details of your sister's wedding.
2. Write a letter to your father requesting him to permit you to accompany some friends on an educational tour.
3. Write a letter to your uncle thanking him for the birthday gift he has sent you.
4. Write a letter to your father giving him an account of the debate in which you took part.
5. Write a letter to your friend who has met with an accident. Invite him to spend a week with you when he has recovered.
6. Write a letter to your class-mate telling him about your illness and asking him to let you know what happened in the college when you were absent.
7. Write a letter to your elder brother assuring him that you are now studying properly and have given up bad habits and bad company.
8. Write a bright and cheerful letter to a friend who is lying ill in a hospital.
9. Write a letter to a friend telling him what you intend to do after your examination.

8.9 Key-Words

Colloquial	:	Informal conversation
Condolence	:	Expression of sympathy at somebody's loss.
Informal	:	Not formal, without any formality.

Lesson No. 2.4

Business Letters

Structure

- 9.0 Objectives
- 9.1 Introduction
- 9.2 Hints for writing Business Letters
- 9.3 Structure of a business letter
 - 9.3.1. Layout of a business letter
 - 9.3.2. In-text questions
- 9.4 Some samples of business letters
 - 9.4.1 Placing an order
 - 9.4.2 Cancelling an order
 - 9.4.3. Letters of complaints
 - 9.4.4. Reply to complaints
 - 9.4.5 Important tips for writing letters for complaints.
 - 9.4.6 Adjustment letters
 - 9.4.7 Guidelines for adjustment letters or framing replies to complaints.
 - 9.4.8 In-Text Questions
- 9.5 More samples of business letters
 - 9.5.1 Asking for quotations
 - 9.5.2 Status enquiry letters
 - 9.5.3 Favourable/ unfavourable reply to status enquiry
 - 9.5.4 Seeking dealership of a particular product
 - 9.5.5 In-text questions
- 9.6 Summing up
- 9.7 Suggested list of business letters
- 9.8 Key words

9.0 Objectives

The aim of this lesson is to:

- i) Introduce you to some of the special features of business letters.
- ii) Give you a few tips for writing such letters.
- iii) Acquaint you with the general format of such letters.
- iv) To make you aware of different types of business letters.
- v) To give you practice of writing various types of business letters.

After completing this lesson you should be able to write different types of business letters.

9.1 Introduction

Dear students, in lesson no. 14 we talked about the essential elements of personal letters and also gave some samples of different kinds of personal letters. In this lesson we are introducing you to one type of formal letters i.e. business letters, which are written on business or commercial matters, both public and private. These are written to businessmen, companies or firms for ordering goods, seeking information, acknowledging receipt of articles, making enquiries, complaints, offering suggestions or the replies you get from these companies. Since the business letters are formal letters and differ from personal letters in form as well as language, we will provide you a few hints for writing these letters and give some samples of various kinds of business letters.

9.2 Hints for writing Business Letters

The first thing you have to be very careful while writing business letter is the use of words because a well-written business letter definitely helps in producing desirable results. Your writing may clinch a sale, sort out a complaint or fetch a customer. Since the business is managed very professionally and technically these days, the ability to write good business letter is an asset. Let your letter stand and speak for you and your firm. Let it be written with a professional experience. This expertise can be acquired with practice and training.

Business letters are not personal and informal communications. These letters are written by and written to people who may or may not know each other. Their relationship is only business relationship. The sole purpose of writing these letters is to get something done. So it is important that the following factors be kept in mind before drafting your letter:

- (1) Why am I writing this letter?
- (2) What is my aim and what do I expect out of it?

- (3) What information do I need to provide?
- (4) What arguments do I need to put and
- (5) Who is the person who is to read this letter?

The person who is to read this letter has a very important role to play because it is he to whom your letter is addressed and it is he who has to take a decision on your letter. Considering the fact your letter may get only a few minutes of his attention, it is essential that your letter must convey your message clearly and must make an effort to build good will and elicit a favourable response. For this, the one who is writing the letter must have a clear and precise nature of the object/issue/deal he is writing about, and the services and the subject he is dealing with. The writer must put all this in a clear, precise and impressive language. The message sent should be clear, to the point and matter-of-fact. There should not be any ambiguity in understanding the message.

Dear student, we have given you some general hints about writing the business letters. Let us sum up what we have said so far, before we discuss the structure and layout of the business letters.

For writing effective business letters we need to:

1. Keep in mind the profile of the reader. Give all the information in a manner so that there is no ambiguity.
2. If it is a reply letter - Catch the contents of the letter received and the reply accordingly. Answer all queries one by one.
3. Be clear and courteous, remaining polite but firm.
4. Use simple and effective words.
5. Avoid jargon.
6. Avoid negative ideas. Try to frame these negative formulations in a positive manner, e.g., a negative sentence like

We cannot dispatch the consignment until you inform where it is to be delivered;

Can be framed positively like this:

We shall dispatch the consignment as soon as you let us know where.

9.3 Structure of a Business Letter:

Most business letters have a clear three-part structure:

1. **Introduction** - herein you state what the letter is about.
 2. **Body** - herein you explain step by step the details of the arguments framed by you.
 3. **Conclusion** - herein you set out to state what you want to achieve.
- Before we give you some examples illustrating the points made above,

let us first give you the layout of a business letter.

9.3.1. Layout of a Business Letter:

In a letter, the emphasis is on a high quality appearance. Letters have to be hand-written, typed or word-processed accurately on the company's headed paper with a smart, clear layout. There are nine important parts in a typical 'standard' business letter. Many companies/firms use their own 'house style' also which their staff is expected to follow. The companies/ firms which follow their own 'house-style' may have a different layout than the standard layout usually and normally followed in business communication. We are giving below this standard layout. You may keep this layout in mind when you set to write letters.

Layout

1. Sender's address : Printed/written at the top or in the top right-hand corner
2. Company's name (e.g.) : Jain Brothers
35, The Mall, Patiala

Punjab (India).

Date (e.g.)

July 10, 2016 or 10th July, 2016 (Date can be given here or below the receiver's address)

3. Receiver's Name, title and address (e.g.) : General Manager
International Publications
London. BA 2 ILJ
4. Salutation : Dear Mr/or Ms.. (put name in the space provided.)
5. Heading : Sub: (e.g.) Cancellation of an order
6. Body of the letter : All the arguments you have to put in shall be put in this part of the letter.
7. Complimentary close : Yours sincerely,
8. Signatures (e.g.) : Rahul Bajaj
9. Name and title of the Sender e.g. : Rahul Bajaj
Marketing Manager
Jain Brothers.

In the Introduction, according to the information given in the layout, you have (1) to state clearly what the letter is about. So give your letter a heading immediately after the salutation e.g.

Dear Mr. Paul,

Sub. (e.g.): Renewal of an order vide order No. 12166.

(2) Indicate why you are writing this letter:

The heading given will just give a general idea of the subject matter. The introduction should go out to spell the writer's purpose e.g.

I am pleased to confirm the renewal of an order placed earlier vide order No. 12166.

In the body of letter you will give all the details related to the subject you are writing about. The more clearly the statement is made, the better your letter would turn out to be. In case the statement you have to make is long, the you can split it in separate paragraphs.

Conclusion:

The main point of the conclusion is to state the purpose of the letter in relation to the action the writer would like to be taken.

Also remember that a suitable tone matters a lot in making your letter effective and impressive.

To sum up we shall once again state;

- Adopt a letter layout that is clear and consistent.

Avoid:

- jargon
- too many long sentences
- using the passive
- letting your feelings get the better of you

Try to be:

- straightforward
- precise
- matter of fact
- polite but firm

Use: Simple words

Positive and neat expressions

short sentences

Dear student, you shall get to know better about what we have said so far

when we give you some solved examples of the kinds of business letters prescribed for you in the syllabus.

9.3.2 In text questions

Dear student, after having gone through the nature of business letter and the hints you should keep in mind for writing these letters, try to answer the following questions in the space provided.

1.How is a business letter different from a personal letter? Which types of letters are called business letters?

2.Enumerate a few do's and don'ts one should keep in mind while writing a business letter.

9.4 Some Examples of Business Letters:

9.4.1 Placing an order:

General Principles: While placing an order for goods, mention the articles required by you. Such a letter must contain full information regarding the address, where the goods have to be delivered. Lack of information can cause inconvenience to both the parties. Details of goods must be mentioned very clearly. There should be no confusion about the specifications, quantity, name of the bankers and mode of transportation.

Given below are some instructions on writing a

1. General letter for placing orders.
2. Placing orders from catalogues.
3. Placing orders from advertisements.

1. General letter for placing orders:

While placing an order mention the following points clearly:

- (1) Article, its quantity and quality.
- (2) Packing - state how the ordered goods have to be packed. For instance, glassware and many chemicals call for a very thorough and specialized packing.

2. Delivery: one must give clear instructions about the delivery of goods. They can be sent through any convenient mode of transport like road, air or sea. The point of destination and date of delivery must be clearly mentioned.

Sample Letter: General Letter for Placing Order - I

Crystal Event Managers
26, Lodhi Road
New Delhi - 110 001
Ph. : 001-26895730

July 11, 2016

Diamond Glassware
L 1- Bradford Square
Bond Street
London.

Dear Sir,

Subject: Order for Crystal Crockery

We thank you for your letter dated July 11, 2016, in response to our inquiry for the supply of crystal glasses and crystal dinner sets. We place the order for the following goods (list enclosed). Please let us know if we can expect goods delivery by 30th September, 2016 as the goods are needed urgently. The goods may be packed with extra-care and be sent through the transport company which has an office in Delhi.

Thanking you.

Yours sincerely,

R.D. Trikha

Manger Procurements

Crystal Event Managers

List of the Items:

- 1) Crystal glasses = 300

- 2) Crystal wine glasses = 300
- 3) Champagne glasses = 300
- 4) Dinner sets: 300

Dear student,

We are now going to give some sample letters regarding orders. Kindly note the layout. The format remains the same as given in Sample letter-I: Here are being given the contents which you have to mention in the body of the letter.

Placing Order from Catalogue

Raymond Publishers

10, Jai Mal Street

Patiala – 147002.

Ph.: 0175-2282809

July 11, 2016

Sales Office

Modi Group of industries.

Chandigarh.

Dear Sir,

Sub: Order for Photocopiers

Thank you for sending the catalogue. We wish to place an order for 15 Modi Photocopiers. The goods are urgently required by us. We shall appreciate if you give prompt attention to this order. Kindly send these goods through Quick Transport Service. We may mention here that we are prompt in making payments. You are requested to specify the mode of payment.

Thanking you

Yours Sincerely,

Pankaj Puri

Production Manager

Placing Order for Advertised Goods

Dr. Balwinder Singh

26, Lal Kothi

Patiala - 147 002

Ph.: 0175-2283159

July 10, 2016

Echo Electronics
Dharmapura Bazar
Patiala.

Dear Sir,

Sub: Purchase of a Refrigerator

I have seen an advertisement in *The Tribune* dated July 07, 2016 for 262 litres Refrigerator model DX-2 which is available at your showroom. I would like to place an order for the same. Please dispatch the article to the address given above. The payment may be drawn against my credit card No. ICICI-L345-3202. Please execute this order at the earliest.

Thanking you.

Yours sincerely,
Balwinder Singh

9.4.2. Sample Letters: Cancelling an order

The Store Manager,
Apollo Group of Schools
Chandigarh Ph: 0172-2250369
July 11, 2016

Kaypee Furnishers
SCO-98
Phase -V
Mohali

Dear Sir,

Sub: Cancellation of an order.

Please refer to our letter dated 30th June, 2016 placing an order for 100 steel chairs, 100 Almirahs and 100 steel tables. I regret to inform you through this letter that the order now stands cancelled, as we have neither received the goods so far nor any other communication in this regard. The time of delivery expired on July 06, 2016. Our repeated request to expedite the orders, remain unreplyed.

With regret,

Yours sincerely,
Pardaman Singh
The Store Manager

9.4.3 Letters of Complaints

In every business there can be certain problems and difficulties. For example, the problem may concern poor services, damaged goods, silly mistakes, undue delay in supply, discourteous treatment and so on. Complaints have to be lodged to overcome these problems. Complaints call for tactful handling. Therefore, a complaint letter should be polite, well-worded but straight and firm. A wrong word or a wrong clue may cause a big loss to the business. So these letters call for tactful handling.

While writing a letter of complaint you must provide specific information about dates, order, numbers, invoice numbers, description of goods and their quantities.

All references must be accurate.

Unpleasant words like dishonest, careless, unfair, false etc. should be avoided.

Let your complaint be a statement of facts. It should be only a polite enquiry as to what your supplier proposes to do about it.

The following situations can ask for lodging the complaints:

- 1) Delay in supplying the goods on part of the suppliers.
- 2) Arrival of goods in damaged condition.
- 3) Non-compliance of the order placed – this can mean that you received goods which you had not ordered or you have received quantity - less or more than the one ordered or you have received goods of inferior quality or you have received goods which are high-priced or low-priced as compared to the ones you have ordered or goods have been delivered at a wrong address or the bill has some discrepancies, or the supplier has not stuck to the terms and conditions agreed on.
- 4) Unsatisfactory service.

Once you are sure that the order has not been complied with, you must lodge the complaint immediately.

Points to be remembered while lodging the complaint:

- 1) Lodge the complaint quickly.
- 2) Specify the cause of complaint.
- 3) Specify all details-order number, invoice number accurately.
- 4) Clear instructions for - modification, cancellation and acceptance.
- 5) Your terms for acceptance/cancellation.

Sample Letters-Complaint.

K.R. Gupta
207, Barakhamba Road
New Delhi – 110001
July 09, 2016

M/s Modern Furnitures
26, Punchkuian Road
New Delhi.

Dear Sir,

Please refer to my letter dated June 15, 2016 placing an order for a dining-set along with 12 chairs. I am sorry to point out that the workmanship is of very poor quality. The table top has some scratches and the finish and the polish is not up to the mark. I request you to make it convenient to get the furniture collected and get it polished again. I have already made the half payment. The other half shall be immediately made after the needful is done.

Yours Sincerely,

K.R. Gupta

9.4.4 Reply to Complaint

M/s Modern Furnitures
26, Punchkuian Road
New Delhi
July 09, 2016

Mr. K.R. Gupta
207 Barakhamba Road
New Delhi - 110 001

Dear Mr. Gupta,

We received this morning your letter dated July 05, 2016. I am sorry to note that the furniture sent by us has not been approved by you; it is possible that the scratches occurred during transportation. As far as the polish and finishing is concerned, it being the rainy season, at times the polish gives a dull impression. Anyhow I am extremely sorry that we gave you a cause for complaint. Our man shall come to your residence on July 20, 2016 to collect the furniture. I assure you that the work will be done to your satisfaction. Sorry for the inconvenience caused.

With regards,

Yours sincerely,

M.L. Vohra
(Manager)

9.4.5. Important tips for writing letters of complaint

Dear Student,

Complaints can be due to many reasons and can be of many kinds. Here are some hints on each of these kinds. Kindly note the points carefully and try to write a letter in each category keeping these points in mind:

1. If you have to make a complaint to Supplier about Non-Delivery, you should keep the following points in mind;

a) Give reference of the order number and its date etc. e.g. vide our letter no. Est. 12/ A.C. dated_____. We had placed an order for _____.

b) Give information about non-delivery of goods, e.g., so far we have not received any information regarding the supply of the material.

c) Write about the inconvenience caused due to non-delivery e.g.

As these items are urgently required, the delay will result in potential loss of business to us.

d) Request for an early remedial measure, e.g., we shall be glad if you take an urgent step in this regard.

2. *Complaint to Carrier about Non-Delivery:*

a) Advice of Non-Delivery of goods e.g. on (date) we had booked goods with your Delhi Transport office vide order No. B-18 but they have not reached their destination yet.

b) Details of goods Dispatched e.g. The parcels were duly booked at your booking office on (date) as per R/R No. RB/11034 dated.

3. Request for Tracing the Goods e.g. Kindly find out the reasons for non-delivery of the goods and inform us immediately.

3. *Complaint regarding late Delivery:*

(a) First of all, inform about delayed delivery e.g. We were given to understand by your Sales department, that our order would be executed by the (date) but we received this order a month late which has considerably affected our business dealings and has brought a bad name to our firm.

(b) Here you may mention the previous delays also e.g. Unfortunately there have been similar delays in the past also.

(c) Discuss the extent of loss due to this delay e.g. Please understand that the delay in delivery has eroded our customer's faith in us.

(d) Give warning for the future e.g. This careless attitude to your work will compel us to sever our business dealings with you.

OR

You can lay stress on time-bound work e.g. We hope you will understand our position. Now onwards we will rely only on punctual supply of orders.

4. *Complaint regarding Damaged Goods:*

- (a) Bring to the notice of the suppliers, the damage; e.g. We are sorry to inform you that the goods received by us were damaged.
- (b) Ask for compensation/replacement e.g. Will you arrange to send replacement immediately or arrange to compensation for the loss or along with this letter we are sending you back the damaged goods.

5. *Complaints regarding Inferior Quality:*

- (a) Begin by informing about the inferior quality of goods e.g. The goods you have sent, are not in accordance with our specifications.
- (b) Discuss inconvenience caused because of this, e.g., As a result, we are not in a position to offer these goods for sale.
- (c) Further course of action: Consequently we are left with no other alternative but to ask you to take the goods back and replace these with the ones ordered for.

6. *Complaints regarding short supply e.g. we would like to bring to your notice that some articles, as per our order, are not found in the package delivered to us today. Moreover, neither have we received any intimation about the short supply.*

- (a) Ask for the reasons: Your transporter was unable to explain this short supply, neither is the consignment accompanied with an explanation from you. Kindly let us know the reasons for this short supply as also the date by which we will receive the remaining supply.

7. *Complaint Against Incomplete Work/ Poor Services:*

- (a) Give preliminary facts e.g. I received through your representative my Kelvinator Refrigerator which was sent for service to your workshop on July 06, 2016. However, I am sorry to bring to your notice that the machine is still not working properly.

- (b) Refer to further complications:

And since then the refrigerator is lying like that and we are greatly inconvenienced on this account.

- (c) Request for a prompt action e.g. I request you to take an immediate action in this regard and send your engineer at the earliest.

9.4.6 Adjustment Letters

Dear student,

When complaints are made to the business houses, some kind of action is also taken on these by the concerned agencies/officers/individuals. Now we are going to tell you how the replies to these complaints are to be framed. Such letters are also called **Adjustment Letters** because in these letters

the viewpoint of the customer has to be adjusted. His opinion has to be valued. These letters can be

1. Letters of apology - where the firm/business-house/seller owns the error and adjusts the customer's complaint.
2. Letters stating non-acceptance of complaint and refusing adjustment.
3. Letters offering a compromise - complete/partial.
4. Letters offering to consider the customer's complaint.

9.4.7 Guidelines for Adjustment Letters or Framing Replies to Complaints:

1. Respect the customer's complaint.
2. Have an unbiased attitude to the complaint.
3. Keep your tone courteous and polite while answering his complaint even if the customer is not totally justified in his complaint.
4. Be polite, positive, apologetic but not too apologetic.
5. Observe business ethics - if the firm/seller/company or business-house is at fault, the customer should be allowed total replacement or reimbursement. If he is also partially responsible for the fault then some sort of compromise should be offered, but if he is not right and his complaint is ill-founded; he should be politely told so and no compromise be offered.

Keep these broad guidelines in mind while framing replies to the complaints. We are giving you some hints now which you can keep in mind while framing replies to complaints of different kinds.

1. Reply to the non-delivery of goods:

- (a) Acknowledge the letter informing non-delivery of goods e.g. This refers to your letter concerning non-delivery of goods booked vide your order No. AS/2448 of (dated). It was quite surprising to note that the parcel has not reached you. We are, however, totally unaware of this situation.
- (b) Give proof of dispatching of goods in time e.g. we assure you that your order was executed on the day it was received. We feel much concerned on this situation and are in touch with our transporters regarding the same.
- (c) Indicate the future action e.g. As soon as we hear from our transporters we shall immediately get in touch with you and apprise you of further developments.

2. Reply for Late Delivery e.g. We have received:

- (a) Your letter (dated) and regret the delay in dispatching the goods you ordered vide your order No. (dated).

(b) Explain the cause of delay and its non-occurrence:

We admit that because of high demands of our goods, we have been delayed

in executing the order but we assure you that we are doing our utmost best to expedite the delivery. We are extremely sorry for the inconvenience caused.

(c) Give assurance for future e.g.:

In future we shall be able to supply the goods in time.

3. Reply to complaints regarding Damaged Goods:

(a) Convey your sincere apologies e.g. We are sorry to learn from your letter (dated) that some of the (goods) received by you were damaged. We are looking into the matter.

(b) Give assurance e.g. we assure you that we shall settle the issue to your satisfaction and this kind of an occurrence shall not be repeated in future.

4. Reply to complaints regarding inferior Goods e.g.:

(a) We are much concerned about your complaint of (dated) regarding the quality of (goods) supplied against your order of (dated). We appreciate your frankness in this matter.

(b) Explain the reasons: e.g. you may note that we at our own end have tested (the goods) and found them not up to the mark. We admit that it has been a lapse on our part and we are taking steps to prevent such mistakes in future. As soon as our fresh supply is available, we shall replace these goods. The defective goods may be sent back to us. We shall bear the cost of transportation. We trust the replacements which we shall soon be able to dispatch will be up to your satisfaction.

5. Reply to complaints regarding non-acceptance of complaint e.g.

We have investigated your complaint and regret to say that we could not find any justification for it.

b) **Give reasons for non-acceptance e.g.** all our products are thoroughly examined before sending them to sale stores and customers. Since we are sure of the quality of our products, we are sorry to say that we cannot entertain your complaint. We shall appreciate your consideration in this regard.

6. Reply to complaints regarding mistakes e.g. we are grateful to you for pointing out the mistake regarding the dispatch of goods. The mistake pointed out by you was inadvertent but unfortunate. We apologize for the trouble, this mistake might have caused you. We assure you that in future we shall be very careful and will never give you a chance to complain against us.

7. Reply: to complaint about poor services e.g. We are sorry to learn from your letter (dated) that our service engineer has not yet paid you a visit. As a matter of fact, two of four service engineers, are out of station. However,

we have instructed another service engineer working for us to immediately attend to your complaint. We apologize for the inconvenience caused and in future we shall take precautions that you do not get an opportunity to complain.

9.4.8. In text questions

Dear student, we hope after having gone through the tips and samples of a few business letters, you have become familiar with the format of writing these letters. Now attempt the following two letters in the space provided.

1.As a sales manager of a consumer goods store, place a bulk order with the stockist of these goods.

2.As a manager (Distribution) of a manufacturing firm frame a reply to the complaint, received by the stockist, regarding the inferior quality of goods.

9.5 More samples of business letters

9.5.1.As we have told you earlier, a good correspondence is the soul of successful business, and a well-written letter can go a long way in getting the business man desirable results. It may clinch a sale, sort out a complaint or fetch a customer. One important example of business letter is to make a request for Quotations. You have to keep the following points in mind while drafting a letter asking for quotations:

1. First of all, give your introduction e.g.

We will be shortly opening a crockery shop in Adalat Bazar and wish to stock a wide range of China and glassware.

2. Then make further enquiries e.g.

As you are a major quality manufacturer of glassware and crockery in the region, we hope you will be in a position to supply goods to our requirements.

3. Then tell about your requirement e.g.

We could stock goods worth a few lacs.

4. Ask for samples e.g.

We are keen to see the samples so that we can evaluate the product and place the order accordingly. (If the samples are approved, you can ask for the quotations).

5. Request for Quotations e.g.

We, therefore, look forward to your quotations for the list of items attached. Kindly state the terms and the time of delivery.

6. You can close, by stating e.g.

If you can give us a really competitive quotations, we would like to place a large order.

Reply to Request for Quotations:

You can begin by stating e.g.

In response to your letter (dated) we are happy to send you the following quotation for the goods you have indicated.

You can close by stating e.g.

Please let us know as early as possible if we may book your order at the prices quoted.

Letter Rejecting Quotations:

You can begin by stating e.g.

Thank you for sending the quotations for the goods required by us.

Then express regrets for not placing the order e.g.

Although the prices quoted by you are quite competitive, the samples sent by you are not to your quality standards.

You may close by saying e.g.

If you are able to supply us better quality material for the prices quoted by you earlier, the offer can be renewed.

SAMPLE LETTERS :

1. Request for Quotations:

Dear Sir,

We have recently started manufacturing transistor radio-sets and will be in need of bulk supplies of dry batteries. We have already approved the samples shown to us by your representative. Through this letter, we seek quotations for 20,000 dry batteries to be delivered over a period of one year. The tenders will be opened on July 30, 2016 at 3:00 p.m. in the office of the Chief-Engineer

of our Electronic Division. We hope your quotation is favourable enough to start a continuing business relationship between us.

Thanking you,

Yours truly,

2. Reply to Request for Quotations:

Dear Sir,

Thank you for your inquiry of July 12, 2016 regarding quotations for 20,000 dry batteries. We are happy that you have approved our samples. We hope you will find our rates reasonable and place an order with us.

Thanking you,

Yours truly,

3. Letter Rejecting Quotations:

Dear Sir,

Thank you for sending quotations for the proposed purchase of dry batteries. We appreciate the trouble you have taken in this regard. Even though the samples were approved but on opening the tenders we found that the rates quoted were rather on the higher side. We hope that next time we invite quotations you will quote prices comparable to the market prices.

Thanking you for the trouble you have taken,

Yours truly,

11.5.2 STATUS ENQUIRY LETTERS PERTAINING TO INQUIRIES ABOUT:

- The products manufactured and marketed
- The advertised goods
- The raw material supply
- The financial status of the buyer
- Enquiries about catalogues, price-lists and samples
- The general inquiries

We are giving you below the sample letters for each category. The lay-out for each category remains the same e.g.

Sender's address

Date

Receiver's name, title, address

Dear Sir,

Heading

Body of the letter

Complimentary close

Signatures

Name and title of the sender

SAMPLE LETTERS:

1. Enquiry about the products manufactured:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

Thank you for the catalogues you have sent. We are waiting for the samples, and more information regarding their prices, quality, range etc. We are one of the largest wholesalers in Knit Wears in this area and wish to add to our stocks with the latest designs. Kindly also let us know your terms of trade and the best discount on bulk purchases. We wish to know whether you shall be in a position to manufacture items if we specify the size, shape, weight, colour and range. Prices quoted should be compareable to market rates. An early reply is solicited as the winter season is about to set in and we would like to have the stocks ready well in time.

Thanking you,

Yours truly,

2. Enquiry about Advertised Goods:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

The Tribune (Chandigarh Edition) dated July 07, 2016 carried an advertisement about the Digital Dairies, manufactured by your manufacturing unit. We wish to place a bulk order but before that we need to have some more details regarding the following:

- all the salient features of this digital dairy.
- period of guarantee.
- net price after discount.
- the earliest date of delivery, (if the order is placed).
- We would appreciate if you could send us a sample also.

Thanking you,

Yours truly,

3. Enquiry about raw-material supply:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

We are one of the leading manufacturers of 100% cotton shirts for men. We require quality fabrics in various designs in bulk on regular basis. In case you can supply us the fabric as per our requirements, do send us some samples along with the details of supply capacity. We would appreciate if you could also let us know at the earliest your terms and conditions regarding prices, trade-discount and delivery schedule. As far as we are concerned, we disburse payments as soon as the supplies are received.

Thanking you,

Yours truly,

4. Enquiries about catalogues, price-lists and samples:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

We are a leading bank and are establishing an office in this town. We wish to furnish this office before 30th July, 2016. We are particularly interested in furniture suitable for one-window system. We would like to know if you are interested in this deal. If so, we would appreciate if you could send us the catalogues and the pricelist and the date of delivery.

Thanking you,

Yours truly,

5. General Enquiries:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

We have come to know from the advertisement which appeared in *The Tribune* dated 9-07-2016 that you wish to set up your franchise in Patiala. We would like to be fully apprised about the terms and conditions regarding this. As we want to present our case for this, we would like to hear from you as early as possible.

Thanking you,

Yours truly,

11.5.3. FAVOURABLE/UNFAVOURABLE REPLY TO STATUS ENQUIRY:

Keep the following points in mind that a business deal, order, transaction depends on the way enquiries are handled. Therefore,

- Replies to queries have to be cleverly drafted. The clever and deft reply may result in getting an enquiry turned into an order. So first of all
- Convey pleasure on receiving the enquiry
- Express hope of mutual goodwill

and then come to reply the specific enquiries. I am giving below some Reply letters. Remember the basic layout for all letters remains the same given earlier.

SAMPLE LETTERS:**1. Reply to First Enquiry:**

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

Thank you for your letter dated, inquiring about our range of kitchen gadgets along with their rate lists. Kindly find the same attached with this letter. I may assure you sir that our goods are of high quality, and if given orders for the same, we can provide these in bulk as soon as required.

With thanks,

Yours truly,

2. Reply to Inquiry of Advertised Goods:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

We are happy to note that you have noticed our Advertisement which appeared in The Tribune, dated..... As desired by you, we enclose a printed folder which has all the information about our products. It also carries the rate list. We are also ready to arrange for a demonstration of our goods at the date convenient to you.

Thanking you,

Yours truly,

3. Reply to Request for a Catalogue:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

Thank you for your telephone call last evening regarding our products. As requested by you, we are sending a copy of our catalogue which has all the details regarding the models available, terms and conditions and price list. Attractive gift offers have also been announced by the manufacturing company. I hope you will take advantage of our offer and place an order with us.

Thanking you,

Yours truly,

4. Reply to Requests for Quotations:

Sender's address

Contact No.

Date

Receiver's Name

Title

Address

Dear Sir,

Thank you for your inquiry (dated) regarding quotation for 100 'Executive' model office-tables. We hope you will find our rates reasonable and place an order with us.

Thanking you,

Yours truly,

5. Reply to Enquiry about raw material supply:

Dear Sir,

We are pleased to learn that you manufacture 100% cotton shirts for men. We will, of course, be glad, to supply the required fabric. We have the capacity to meet bulk orders. As desired, samples are being sent through our special courier. I am also enclosing a detailed brochure along with this letter apprising you about our terms and conditions, trade discount and delivery schedule.

Thanking you,

Yours truly,

6. Reply to General Enquiries:

Dear Sir,

We are thankful to you for your letter dated in response to our letter dated regarding the Franchise you plan to set up in Patiala. The terms and conditions stated suit us. I would suggest that we fix up a date and time to the convenience of both the parties to negotiate and finalize the agreement. We would wish to hear from you as early as possible.

Thanking you,

Yours truly,

7. Reply to letter requesting for Demonstration:

Dear Sir,

Thank you for your letter dated requesting for a demonstration of our photocopier. You kindly let us know the date and time convenient to you. Our sales representative and the Technical Assistant will come and explain all the features and present a demonstration also.

Thanking you,

Yours truly,

11.5.4. SEEKING DEALERSHIP OF A PARTICULAR PRODUCT:

Dear student,

Any growing business flourishes on marketing. Yet it is not possible for every company to open branches at all the places where it has markets. Thus it has to depend on dealers and agents. For this both the concerned parties have to depend upon correspondence to keep apprised of the market. The dealers have to deal with the agents. They provide the agents with the market feedback; hence they have an important place in business hierarchy. We are giving you some samples below to tell you how such letters are to be drafted.

SAMPLE LETTERS:**1. General Application for Dealership:**

Dear Sir,

We shall be glad if you could consider our application to act as whole-sale dealers for the marketing of your Refrigerators. Our reputation in the Electronic Business is quite established and we are already dealers for Samsung and Whirlpool /Refrigerators. We anticipate no problem for settling the terms and conditions, proposed from your side.

Thanking you,

Yours truly,

2. Appointment of Local Dealers:

Dear Sir.

We are pleased to inform you that our Directors have approved your application for dealership of our Refrigerators with effect from dated... Kindly go through the terms and conditions sent separately and return them duly signed. On receiving the same, we shall send you the consignment.

Thanking you,

Yours truly,

3. Acceptance of Dealership:

Dear Sir,

We thank you for your letter dated with copies of your standard form of agreement and are happy to convey our acceptance of terms and conditions cited in. We have also received your catalogue. We thank you for the same. We shall be waiting to hear from you the possible date/s for the dispatch of our consignments.

Thanking you,

Yours Truly,

Dear Student.

Sometimes, the supplier, before giving the dealership asks for References.

We are giving below some sample letters of this kind.

SAMPLE LETTERS:**1. Supplier's request for References:**

Dear Sir,

We are pleased to receive your application seeking dealership of our goods. We shall be pleased to enter into business dealings with you. According to our terms and conditions for assigning dealership, we need to consider credit terms. We would be pleased if you could kindly send us the trade references. As soon as we hear from the Referees, we shall dispatch the goods; your order is under processing.

With best wishes,

Yours truly,

2. References Supplied by the Dealer.

Dear Sir,

We thank you for your letter dated and are happy to inform you that we have been dealing with Messers Oriental Construction Company for the last ten years. Our bankers, ICICI Banks, Chotti Baradari, Patiala can also be referred for this purpose.

With best wishes,

Truly yours,

9.5.5 In text questions

Dear student, on the basis of your understanding of this section dealing with business letters, attempt the following letters in the space given.

1. Write a letter to The Chief Engineer of a construction company enquiring about the submission of quotation put up by your contractors.

2. Write a letter to the stockist of a pharmaceutical company requesting for the wholesale dealership of the same.

9.6 Summing up

In this lesson we have discussed how business letters have to be written. We are giving you a list of few business letters which you should practise writing at home. While summing up, we shall once again bring to your notice the important points you have to keep in mind while drafting a business letter. A business letter brings on record a transaction which is more or less permanent, so while drafting a business letter:

- Be careful
- Be brief and exact
- Be natural
- Use simple words
- Use short words and phrases
- Avoid meaningless expressions
- Avoid outdated vocabulary
- Avoid jargons and clichés
- Be grammatically accurate
- Use correct spellings
- Be formal, but polite

Also consult a few standard grammar and composition books for more practice of drafting business letters.

9.7 Suggested list of business letters.

1. Write a letter to a sports dealer making an enquiry about the goods and terms of supply.
2. Write a letter to a bookseller ordering books.
3. Write a letter to a bookseller complaining that the books supplied by him are not the ones you had ordered.
4. Write a letter to a business firm, acknowledging receipt of the goods you had ordered and complaining about the damage caused in transit on account of bad packing.
5. Draft a letter from a shopkeeper to a customer, asking for the settlement of an overdue account.

9.8 Key words

Consignment	:	goods sent to a person or placed for sale.
Courteous	:	polite or kind
Draft	:	outline
Formal	:	in accordance with rules and conventions
Jargon	:	language full of technical and special words
Imperative	:	the form of a verb used in commands

Lesson No. 2.5

Official Letters

Structure

- 10.0 : Objectives
- 10.1 : Introduction
- 10.2 : Letters to Government and other organisation and officials.
 - 10.2.1. Hints for writing these letters
 - 10.2.2. Format of an official letter
 - 10.2.3. Some examples of letters of complaints
 - 10.2.4. Some examples of letters from official to official.
 - 10.2.5. In-text questions
- 10.3 : Letters to Editors
 - 10.3.1 Hints for writing letters to editors
 - 10.3.2 Samples of letters to editors
 - 10.3.3. In-text Question
- 10.4 Summing up
- 10.5 Suggested list of official letters
- 10.6 Key-Words

10.0 Objectives

The aim of this lesson is to:

1. Introduce you to the official letters of different types.
2. Acquaint you with the format and content of these letters.
3. Give you hints for writing these letters.
4. To give you practice in the writing of such letters.

After completing this lesson you will be able to write different types of official letters.

10.1 Introduction

Dear student, in lesson no. 15, you have learnt how to write business letters

of different kinds. In this lesson, we shall discuss the writing of another type of formal letters i.e. official letters which are written to govt. organizations and officials like police inspector, postmaster, sanitary inspector, health officer, electricity undertaking, telephone nigram etc. written on personal or public affairs. Official letters also include letters from official to officials and by individual to official. Letters of application for employment and other purposes and letters to newspapers editors on matter of public interest and expressing your views on current affairs also come under the category of official letters. Since these kinds of letters too are formal and impersonal letters, keep in mind the tips suggested for writing business letters. These letters should be dignified, brief and to the point, written in courteous, simple and clear language. We will introduce you to three types of official letters, provide you tips for writing these letters, give you a few samples of these three kinds of official letters.

10.2 Letters to Government and other organizations and officials.

10.2.1 Hints for writing these letters

Official letters can pertain to different issues and problems. In our daily life, there are many things which cause some inconvenience to us or we face problems as citizens and we want certain improvements to be made in them. It becomes necessary to write a letter of complaint to the appropriate and concerned person, organization or department. If we want that a large audience should read, we can also get it published in a newspaper. We can also write letters to the officials making request for the provision of services. While writing the letter of complaint we should keep in mind that the facts of the complaint should be accurate. We should neither be rude/nasty nor apologetic in the letter. It is appropriate to be direct and straightforward while making a complaint, but the language should not be intemperate. Don't use the words like "disgusted", "enraged", "shocked" etc. The tone should be polite but firm.

10.2.2. Format of an official letter

We are giving here the format of an official letter:

Writer's address	:	2-A, Model Town Ambala.
Address of the person to whom the letter is addressed	:	The Post Master General Post Office Ambala
Date	:	July 10, 2016
Salutation	:	Dear Sir/Madam,

Subject : Subject: _____
Body of the letter : _____
Subscription : Yours Faithfully/Sincerely,
Signature : Amit Pal
Name : (AMIT PAL)

10.2.3 Some examples of letters of complaints/ requests.

1. Write a letter to the Health Officer of your town, complaining against the insanitary condition of your street.

26, Babar Street
Sonapat
July 11, 2016

The Health Officer
Municipal Office
Sonapat.

Subject:- Insanitary condition of my street.

Sir,

I humbly request to draw your kind attention to the insanitary condition of my street. This street is a tiny hell on earth. Heaps of filth and rubbish lie uncovered at every step. There are several pits and holes. Rain water collects in them and mosquitoes breed there in large number.

Some residents of the locality allow their children to ease themselves in the drains. So there is foul smell everywhere. Big swarms of flies keep hovering about.

The sweepers seldom visit the streets. They do not clean and wash the drains well. They throw mud along the drains. The pavement in the street is broken. It has not been repaired for the last four years.

The attention of the Sanitary Inspector of this locality was drawn a number of times to this sad state of affairs, but he pays no attention. I, therefore, request you to pay a personal visit to this street and take a prompt action in the matter.

I earnestly hope that you will take necessary action and earn the gratitude of the public.

Yours faithfully,

Sohan Lal

2. Write a letter to the Superintendent of Police, informing him of the theft of your bicycle.

25, Kotwai Bazar

Panipat

July 11, 2016

The Superintendent of Police

Panipat District

Panipat.

Subject: Theft of my bicycle.

Dear Sir,

This is a humble request to report the loss of my bicycle in the Bhairon Bazaar, Panipat. Yesterday, I went to the bazaar for shopping. I placed my bicycle outside Vohra General Stores, locked it properly and went into the shop. When I came out after five minutes, the bicycle was missing. I inquired from many persons but none could give any clue.

Its make is Hero. It bears No. 170043 and license No. is 756. Among accessories it has a bell, a lamp and a gear wheel case. It is of dark blue colour. It is a new bicycle. I bought it only recently.

I earnestly request you to take necessary action in the matter and oblige.

Yours faithfully,

Prem Nath

3. Write a letter to the Postmaster, complaining against a postman.

140, Model Town

Patiala

July 11, 2016

The Postmaster
Patiala Circle
Patiala.

Subject: Complaint against the postman of our area.

Dear Sir,

This is to draw your kind attention to the irregular and careless work of the postman of this locality.

Mohan Lal, the postman of this area does not discharge his duties honestly. He often delivers my letters to wrong persons. He never takes the trouble of delivering the letters in time. Sometimes he throws away the letters carelessly in the passage and does not put them in the letter box. Sometimes he hands over important letters to children who tear them to pieces. Many of my letters have thus been lost.

I have requested him several times to be careful, but he pays no heed to my requests. He has become very careless and doesn't give up his bad practice.

I, therefore, approach you with a request to take necessary steps in order to set matters right.

Thanking you in anticipation,

Yours faithfully,
Chander Parkash

4. Write a letter to the Deputy Commissioner of your district, requesting him to get a dispensary opened in your village.

21, Railway Road,
Karnal.
July 11, 2016

The Deputy Commissioner
Karnal District
Karnal.

Subject: - Request for opening a dispensary in our village.

Dear Sir,

We, the residents of village Mahra, lay down the following few lines for your kind and favourable considerations.

Our village is thirty miles from Karnal. There is no dispensary near it within a radius of twenty miles. We, therefore, are put to much inconvenience while removing patients to the hospital. Sometimes the cases of serious nature meet their end on their way to the hospital.

The sanitation of our village is poor. Epidemics, therefore, break out every year. They cause a heavy loss of life on account of inadequate medical aid.

Our village is rapidly growing in importance. It is fast developing into an industrial town. Its population is ten thousand. It has two high schools and three Industrial Training Centers. It is, therefore, of great importance that a dispensary is opened here.

May we, therefore, request you to open a dispensary in our village? We shall most gladly provide a suitable building for this purpose.

Hoping to be favoured with an early reply.

Yours faithfully,

Distt. Karnal.

5. You have shifted from B-215, Defence Colony, New Delhi to 25, Rajinder Nagar, Delhi. Write an application / a letter to the Post Master, Defence Colony, New Delhi informing him about the change in address.

25, Rajinder Nagar
Delhi,
July 11, 2016

The Post Master
Defence Colony
Post Office
New Delhi.

Subject: Change of address

Dear Sir,

I, hereby, bring to your kind notice that I have shifted to a new house: 25,

Rajinder Nagar, Delhi. Earlier, I was residing at B-215, Defence Colony, New Delhi. I shall feel highly obliged if you instruct the concerned persons to redirect all my letters, parcels etc. to my new address.

Yours faithfully,
Sham Lal.

6. Write a letter to the General Manager, BSNL complaining about the unsatisfactory working of your telephone.

75, Janta Colony
Karnal
July 11, 2016

The General Manager
BSNL
Karnal.

Subject: Complaint against unsatisfactory working of Telephone.

Dear Sir,

I regret to bring to your kind notice that my telephone no. 2254156 has again gone dead. Within two months, this is the seventh time that my telephone has gone out of order. I am tired of mailing complaints to the Area Officer of BSNL. Due to the non-functioning of the telephone, I have been put to a great inconvenience and my business has also suffered a lot. Kindly look into the matter personally and get my telephone in working condition. I shall feel obliged.

Yours faithfully,
Ram Saran

10.2.4. Some examples of letters from official to official.

1. Draft a letter from the principal of your college to the Deputy Commissioner for permission to use an open piece of land as playground.

The Principal
S. D. College
Ambala.
The Deputy Commissioner,
Ambala.

Ref. No. 410/319

Dated: July 11, 2016

Subject: Permission to use an open piece of land.

Dear Sir,

I, hereby, submit the following facts of problems for your kind consideration:

1. Our school had a playground across the road but since last month it has been converted into a public park. Now our students have no playground for any major game like football, hockey or cricket.

2. There is an open piece of land lying vacant near the District Library which is big enough to serve as playground for the students of our college.

It is, therefore, requested that permission may kindly be granted to use this open piece of land as playground for the students of our college.

Thanking you,

Sincerely yours,

Rama Jha

(Principal)

2. Draft a letter sent by the Deputy Commissioner to the principal of your college who has applied for permission to use an open piece of land as playground.

The Deputy Commissioner

Ambala.

The Principal

SD College

Ambala

Ref. No. 575

Dated: July 11, 2016

Subject: Permission to use an open piece of land.

Dear Sir/Madam,

With reference to your letter No. 410/319 dated July 11, 2016 requesting permission to use the open land near District library as a playground for your college students, I inform you that the land in question belongs to Municipal Committee and not to the government. Hence you had better correspond with

the chairperson of the Municipal Committee, Ambala.

Yours faithfully

M. K. Saran -A

Deputy Commissioner.

10.2.5. In-text question

Dear student, after going through the above examples, you can write letters to different officials to communicate your problems to seek their redressal. Now attempt the following two letters in the space provided.

1. Write a letter to the Health officer of your zone under Municipal Corporation of Amritsar complaining against the nuisance caused by stray dogs in the area. Request him to take suitable action to put an end to their nuisance.

2. Write a letter to the Chairman PRTC to start local bus service in your area.

10.3 Letters of Application

10.3.1 Hints for writing applications

Applications like business or official letters are written in an informal manner. Application should be polite, brief and to the point. The following points should be kept in mind while writing an application:

- i) Subject should be brief.
- ii) While applying for a post, educational qualifications, experience and present job should be briefly mentioned. Avoid self praise. A reference to testimonials or certificates, if any, may also be made.

We are giving here a few samples of applications.

10.3.2 Samples of applications to principals**1. Write an application as the Captain of the Hockey Team requesting the principal of your college allowing you to play a friendly match.**

The Principal
D. M. College
Banga.

Subject: Permission for playing a friendly Hockey Match.

Sir,

We shall feel highly obliged if you allow our team to play a friendly hockey match against the Hockey Eleven of the Khalsa College Mahalpur. The match is proposed to be played on our grounds next Wednesday i.e. July 20, 2016. Since the college will remain closed on account of the gazetted holiday, the teaching programme will not be disturbed in any way.

I hope you will accede to our request.

Thanking you,

yours obediently,

Manoj Sikri,

(Captain of the college Hockey Team)

Class: B, Com. II

July 11, 2016

2. Write an application to your Principal requesting him to make arrangement for special practical classes of computer.

The Principal
D. A. V. College
Amritsar.

Subject: Special Practical Computer Classes.

Sir,

With due respect, I wish to bring to you kind notice that our Computer Course is being taught only theoretically. There are hardly any practical classes held as the computers often remain out of order. Without practicals we fail to understand many things. We are scared of our performance in the approaching

final examinations. Kindly manage to get the computers repaired and make arrangement for special computer classes.

We shall feel highly obliged.

Thanking you,

Sincerely yours,

Ashu Mittal

Class: B. Com. II

July 10, 2016

3. Write an application to the Principal of your college stating the reasons for granting you a fee concession.

The Principle

Arya College

Ludhiana.

Subject: Grant of fee concession.

Sir,

With due respect I, hereby, inform you that I am a student of B. Com. II of your college. I belong to a very poor family. My father is a small shopkeeper and his monthly income is only about three thousand rupees. He has a large family to support. I have got two younger sisters who are also school going. It is very difficult to make both ends meet in these days of rising prices. Under such circumstances, it has become very difficult for my father to pay my college fee.

I am a bright student and have secured high percentage of marks almost in every examination. I am also a member of the College hockey team and regularly participate in all the extra-curricular activities. I am in the good books of all the teachers. I was given full fee concession last year. I hereby request you to grant me full fee concession this year also.

I shall feel highly grateful to you for this special act of kindness.

Thanking you,

Sincerely yours,

Manmohan Singh

B. Com, II .

July 11, 2016

4. Write an application to the Principal of a Technical Institute for admission.

Mandeep Singh
76, Vikas Colony
Phagwara.
July 11, 2016

The Principal
Technical Teachers' Institute
Phagwara.

Subject: Admission to the Institute.

Sir,

With due respect, I wish to apply for the training of an electrician in your prestigious institute. I, hereby, lay down the following facts for your kind consideration and sympathetic action.

- 1) I passed Senior Secondary Examination from the CBSE in 2012 in the first division with distinction in Science.
- 2) I belong to the family of technicians and want to follow in their footsteps.
- 3) I am a younger boy of twenty one, and very industrious.
- 4) I bear an excellent moral character.

The attested copies of my testimonials are being enclosed herewith. I shall feel highly grateful if you allow me to pursue the training in your esteemed college.

Thanking you,

Sincerely yours,

Rampal,

10.3 Letters to Editors

10.3.1 Hints for writing letters to editors.

In order to draw the attention of the concerned authorities to the problems faced by you or the people of your area you can also write to the editors of

local, regional or national newspaper. These letters are written on the same pattern as business letters. In the subscription we write 'yours truly'. You can also explain your views on certain issues / problems by writing letter to the Editor. You can also express your reactions to certain articles or news items which appeared in that particular paper.

We are giving here some samples of letters to Editors.

10.3.2 Samples of letters to Editors.

1. Write a letter to the editor of a daily newspaper regarding the condition of roads and streets in your locality.

46 B, Ram Nagar

Delhi.

July 06, 2016

The Editor

The Indian Express

New Delhi.

Sir,

I would like to bring to the notice of the concerned authorities through the columns of your paper the miserable condition of the roads and streets of our locality. The roads in Ram Nagar are in very bad shape. There are pits at every stop which are responsible for frequent accidents. During the rainy season these pits are filled with dirty water and become breeding places for mosquitoes. Not only this, heaps of rubbish are seen scattered everywhere and the foul smell makes it difficult for anyone to pass through the streets.

It is high time the authorities wake up and take effective remedial steps; otherwise some epidemic will break out causing a great loss to the health and life of people.

Yours truly,

Manish Chopra

(MANISH CHOPRA)

2. Write a letter to the editor of a newspaper on rash driving.

275, Sector 25
Chandigarh.

The Editor
The Tribune
Chandigarh.

Sir,

Through the columns of your esteemed paper I wish to draw the attention of the concerned authorities to ruthless driving in this town.

For the past many months, the people driving vehicles have been doing rash driving. The heavy vehicles are seen running unmindful of the laid speed limit. Cars, vans and taxis pass by you at terrific speeds, even at turnings and road junctions. University boys and girls drive motor bikes and scooters recklessly, knocking down the pedestrians many a time. Nobody is there to check them. The traffic police should monitor the speed limit of the drivers of trucks and motorists and see to it that they observe the traffic rules. The breakers of the traffic rules must be severely dealt with, to control this unchecked rash driving.

Yours truly,
Mohit Grewal
(MOHIT GREWAL)

3. Write a letter to the editor of a daily newspaper regarding the frequent power failure in your area.

43 A, Model Town
Patiala
July 10, 2016

The Editor
The Tribune
Chandigarh.

Subject : Frequent power failures in our area.

Sir,

Through the columns of your newspaper, I wish to draw the attention of Punjab State Electricity Board to frequent power failures in our area.

During the last week electricity failed ten times, each failure lasting for many hours. You can well imagine the hardships faced by people, especially the students.

Long periods of blackout and shortage of water cause inconvenience to all.

Our repeated requests to the officials of the PSEB have been of no avail.

We hope the members of the Board will look into the matter and take necessary action to set things right to ensure uninterrupted supply of electricity in our area.

Yours truly,

Ranjan Sharma

(RANJAN SHARMA)

4. Write a letter to the Editor, The Hindustan Times about inadequate water supply in your locality.

15/25 Gyan Vihar

Delhi

July 11, 2016

The Editor

The Hindustan Times

New Delhi.

Dear Sir,

Through the esteemed columns of your newspaper, I wish to draw the attention of the municipal authorities towards the inadequate water supply in our locality. It is very unfortunate that the corporation is rather unconcerned about the provision of civic amenities to the public. In our area the water supply goes off at the peak hours, in the morning when everybody has to get ready for the day in time. If the supply is intact, the pressure is very low. It really irritates and causes much inconvenience to everyone.

May we expect that the water supply is soon regulated.

Yours sincerely

Ramesh Kumar

(RAMESH KUMAR)

5. Write a letter to the editor of newspaper expressing your views on the problems of indiscipline and unrest among students.

39, Krishan Nagar
Ambala City
July 11, 2016

The Editor
The Indian Express
Chandigarh.
Sir,

I shall feel obliged if you kindly publish in your newspaper my views on the problems of indiscipline and unrest among students these days.

Increasing discipline among the University and College students has become a serious problem which should be paid immediate attention at all levels. Walking out of their classes and the examination halls, taking out processions, shouting slogans, holding rallies, sitting in dharnas, going on hunger strikes, gheraoing teachers, the Principals, or the Vice-Chancellors on one pretext or the other have become very common. In a fit of fury, they damage the buildings of their own institution, attack trains and buses, destroy public property which is followed by lathi charge, tear gas and firing by police. These incidents are increasing day by day.

But we should also consider why all this is happening and who is responsible for this indiscipline and unrest among students. Among the various causes of the indiscipline and unrest, the chief ones are the defective system of education and examination, uncertainty about their future, the hold of political parties on student unions, absence of check and control by the busy parents.

There is an urgent need to look into these problems and seek measures to solve them both by the concerned authorities and the parents. More job avenues should be created for the students. They should realize that indiscipline is not the solution to these problems. They should not allow themselves to be exploited by the politicians and should seek solution to their problems by peaceful means.

Yours truly,
Manoj Chabra
(MANOJ CHABRA).

6. Write a letter to the Editor voicing your concern on the usage of unfair means in the exams by the students.

15, Vikas Street
Sonepat,
July 11, 2016

The Editor
The Hindustan Times
Chandigarh.

Dear Sir,

Through the columns of your esteemed paper, I wish to draw the attention of the concerned authorities towards the increasing number of students adopting unfair means in the examination. This problem has increased manifold in the recent years. The reports of mass copying appear in the news everyday. This practice has disastrous effect on the careers of the students who are hard working and burn midnight oil for their examination. The leakage of question papers of the Board and national competitive exams has become a common practice. These question papers are sold for lakhs of rupees putting the career of thousands of brilliant students at stake.

Keeping in view the gravity of the matter, the authorities are requested to look into the matter and take some serious steps to contain the rising problems.

Yours truly,
Mohan Puri
(MOHAN PURI)

7. Write a letter to the editor of the newspaper about the steep rise in prices of essential commodities.

22 Ram Nagar
Panipat
July 11, 2016

The Editor
Dainik Bhaskar.

Sir,

I shall feel highly obliged if you publish my views on the steep rise in the prices of essential commodities.

The rise in the prices of essential articles of daily use has become a serious problem. In some cases, the prices have gone up many times. The poor and the middle class persons are finding it difficult to make both ends meet. Milk, ghee, vegetable oils, wheat, rice, pulses, kerosene oil, diesel, petrol, cooking gas, etc. have become very dear. Many a time, they go out of stock and are sold in black market. The profiteers hoard them, create artificial shortage and then sell articles at high prices and exploit the poor.

We know that price line is life line. The government must control the prices and should open more fair-price shops and ensure the regular supply of essential articles at fixed rates. Dishonest traders, shopkeepers and officers should be severely dealt with. I hope the government will realize the hardships of the people and take timely and firm action.

Yours truly,

Ram Niwas

(RAM NIWAS)

10.3.3 In-text questions

Dear student, we hope, now you have become familiar with the format of letters to editors. Attempt the following two letters in the space given.

1. Write a letter to the editor of a newspaper expressing your views on corruption in all fields.

2. Write a letter to the editor of a newspaper about the unauthorized commercial use of residential premises in your city.

10.4 Summing up

Dear student, in this lesson we have familiarized you with the official letters written to various Govt. agencies and officials making them aware of different personal and social problems, letters written from officials to officials, letters of application for different purposes and jobs and letters to the editors of newspapers highlighting problems of larger interest and expressing your views on important current issues. We are hopeful, after having gone through this lesson and by practising writing more letters you will be able to draft such letters to communicate your problems and views effectively. You should consult a few good grammar books for learning more about writing letters. We are giving here a suggested list of a few official letters which you can practise at home.

10.5 Suggested list of official letters

1. Write a letter to the superintendent of police against the misbehavior of a policeman on duty.
2. Write a letter to the Police Commissioner, North Zone, Mumbai, complaining against the increasing incidents of crime in your area.
3. Write an application for the post of a trained teacher.
4. Write an application to the Principal of your college asking for leave in consequence of illness.
5. Write a letter to the editor of a newspaper on the evils of street begging.
6. Write a letter to editor of a newspaper, suggesting the opening of a public library in your town.
7. Write a letter to the editor of a newspaper on implementation of traffic rules.
8. Apply for the post of a junior engineer with an electronic and communication company.

10.6 Key Words

1. Curriculum Vitae: A concise written account of one's personal details regarding educational qualification, special skills, past employment etc.
2. Resume: Abstract of one's personal profile regarding hobbies, skills, education, employment etc.

Lesson No. 2.6

Precis-Writing**Structure**

- 11.0 Objectives
- 11.1 Introduction
- 11.2 Uses of Precis Making/Writing
- 11.3 Technique of Precis Making/Writing
- 11.4 to 11.8 Some Solved Exercises
- 11.9 Activity for Students: Exercises for Practice

11.0 Objectives

No Communication is complete unless it is grasped fully. An important aspect of comprehension is that the grasped communication must be reproduced in its essential form. It is here that the art of precis-making/writing is important.

In this lesson we aim to introduce you to the art of precis-making/writing.

- * define and elaborate the concept,
- * discuss the use of precis-making/writing,
- * discuss the ways precis has to be made/written i.e. technique of precis-making/writing.
- * Give some solved examples.

11.1 Introduction

Let us first try to define 'Precis' (pronounced pray-see)

The word 'Precis' derives from French language. The word means a condensed or shortened form of a piece of writing. R.W. Jepson defines 'Precis' as "a concise and clean statement embodying in a connected and readable shape the substance of a longer passage."

The definition only gives us a clue as to what we have to do while

making precis. The attempt involves an effort to summarise, shorten or condense the original thought.

You will be able to do so only when you grasp the thought completely and understand it too and are able to sift the important points from the unimportant ones. **Precis making, is thus, an act of comprehension as well as composition.**

11.2 Uses of precis-making/writing

1. It may interest you to know that the technique of summarising and condensing as a useful tool has had a long history. During the reign of queen Anne (1702-1714) English diplomats began the practice of having their under-secretaries condense long documents in order to simplify the conduct of daily business. As a result Precis-writing was established as a formal tradition in English diplomacy. But there is no denying the fact that the importance of precis making/writing touches the lives of the educated people at many points. In any position of life the ability to grasp accurately what is read or heard and to reproduce it clearly and concisely is of utmost importance. Its primary importance can be seen in-

- (i) Official Reporting
- (ii) Journalistic Reporting
- (iii) Presenting a large variety of academic and non-academic material in its short but essential form.
- (iv) General utility

Precis-making/writing has a great use in official working as the top functionaries do not have the time to go through the mundane and random details. They have time to peruse only the important and essential details. The cases seeking their attention need to be presented in their summarised form.

Newspapers, periodical writings and journals cannot afford to produce the details of a case story, speech and view point, verbatim. They sift the matter and present and report the essence only.

It is not always possible to go through the complete thought and philosophy of great writers. Encyclopaedic material can be a useful

source to apprise the reader of their thought.

Often in day to day learning we need to reduce chapters of books to short manageable statements for purposes of review and study.

11.3 Technique of Precis making/writing

Precis making/writing requires a good deal of discrimination-

- * Concentration

- * Patience

- * Before you try to summarize a passage read it carefully to discover the author's purpose and point-of-view. You can not summarise effectively if you have not read carefully, discriminating between principal and subordinate ideas. Such discrimination in turn, will help you to sharpen your own "Style" and to avoid the prolixity that creeps into careless writing.

As you read, pick out the central ideas and notice how they are arranged. Be careful to analyse and interpret the compound sentences. A compound sentence may contain two or more equally dominant ideas.

- *Be on the look out for author's own compact summaries either at the beginning or end of a passage or at points of transition,

- *In determining the author's intent, be alert to such writing techniques as parallel clauses and phrases, which indicate ideas of equal weight and transitional words and phrases, which show relationships among ideas.

- *Summarise the author's ideas in the same order in which they are presented but avoid following the same wording too closely. Do not hesitate, however, to pick up the author's key terms and phrases, for these can help you to bind the arguments together:

Prepare first a rough draft and then read it to ensure that:

- *the summarised passage has been written in your own words.

- *the summarised passage retains the emphasis of the original passage in its essential form.

- *it reads like a continuous piece and is free from grammatical and spelling mistakes.

*it is written in one paragraph only,

*it is written in indirect form of speech (ensure that you have changed the tenses accordingly),

*you have assigned it a suitable title,

*it is one third of the length of the original passage (only approximation is to be ensured). You need not be rigid about it.

Before you write the final draft ensure that:

*the summarised passage retains the author's thought and approach.

*does not have repetitions, detailed explanations, digressions and irrelevances.

*there are no stylistic embellishments, figurative words and repetitious expressions.

*there are no illustrations and detailed explanations.

*there are no phrases like 'according to the author' or 'the author says' or 'in the opinion of the author'.

After discriminating the essential from the non-essential you can start to make/write precis in your own words. Keep the content and form intact. The order of arguments must be retained in line with the order of the original passage. Grasp the ideas patiently and write these logically.

11.3.1 Main points

Before we proceed to make Precis of some passages to acquaint you with the actualities of the technique, let us briefly sum up what we have discussed so far:

Important Note:

A good precis is a summary of the original passage about one third of the length of the original, written in the indirect speech, in your own words.

We are giving you some solved examples. In these we have given you glossary of difficult words, main arguments, and technique of selecting the title. However when you make an attempt

yourself all this has to be put in the rough draft. The final draft should only be the summarised passage.

11.4 Some Solved Examples

Exercise 1.

11.4.1 Text of the Passage

Speech is a great blessing, but it can also be a great curse, for while it helps us to make our intentions and desires known to our fellows, it can also, if we use it carelessly, make our attitude completely misunderstood. A slip of the tongue, the use of an unusual word or of an ambiguous word and so on, may create an enemy where we have hoped to win a friend. Again different classes of people use different vocabularies and the ordinary speech of an educated man may strike an uneducated listener as showing pride; unwittingly² we may use a word which bears a different meaning to our listeners from what it does to men of our class. Thus, speech is not a gift to use lightly without thought but one which demands careful handling. Only a fool will express himself alike to all kinds and conditions of men.

11.4.2 Glossary of difficult words:

1. Ambiguous: doubtful, undertermined, indistinct, wavering.
2. Unwittingly: unknowingly

11.4.3 Main Arguments

We read the passage once and ask ourselves what it is all about. The answer is that it is about speech. Then we study the passage again very carefully and make the points as under:-

- a. Speech is a precious gift because it is only through speech that we express ourselves.
- b. Careless use of speech may lead to misunderstanding.
- c. Different sections of people use different vocabularies. Words that we use, do not always mean the same thing to different people.
- d. Therefore speech requires a careful handling
- e. On the basis of these points, let us make an effort to select a

title for this passage.

- f. There is an unambiguous emphasis on the 'careful use of speech.' Thus we assign this passage the said title.
- g. Keeping in mind the underlined arguments we proceed to write our precis thus.

11.4.4 Careful Use of Speech

Speech is a valuable gift because it is only through speech that we express ourselves. But a careless use of speech may lead to misunderstanding. Since words do not always mean the same thing to different people, we should be very careful in our choice of words while addressing people of different classes.

11.5 Exercise 2:

11.5.1 Text of the Passage

The test of a great book is whether we want to read it only once or more than once. A really great book we want to read the second time even more than we wanted to read it the first time and every additional time that we read it, we find new meanings and new beauties in it. A book that a person of education and good taste does not care to read more than once is very probably not of much worth. But we cannot consider the judgement of a single individual infallible. 'The opinion that makes a book great must be the opinion of many. For even the greatest critics are apt to have certain inappreciation. Carlyle, for example, could not endure Browning, Byron could not endure some of the greatest English poets. A man must be manysided to utter a trustworthy estimate of many books (150 words)

11.5.2 Glossary: 1. Infallible: incapable of error, certain to succeed.

11.5.3 Main Arguments:

We read the passage once and we have no difficulty in concluding that the passage is about the test of a great book. Then we read the passage once again and make the following points-

- a. The test of a great book is whether a sensible reader wants to read it once or several times.

- b. A great book yields new meanings and new beauties in every reading.
- c. But we cannot depend upon the judgement of a single individual because many critics have their prejudices. Only a many-sided man can give a sound judgement.
- d. After this we study the passage once again to check up whether the important points have been included.
- e. The most important point raised is what makes a great book : what is the criteria to judge a book as a great book ?

11.5.4 The title thus can be selected 'The Test of a Great Book'.

11.5.5 Writing the summarised Passage

The Test of a Great Book

The test of a great book is whether a sensible reader wants to read it once or several times. A great book yields new meaning after every reading. But we cannot depend upon the judgement of a single individual as critics have their prejudices. Only a many-sided man can give a sound judgement.

11.6 Exercise 3.

11.6.1 Text of the Passage

There is no doubt that American capitalism has an amazing capacity for production, infact, it is colossal. The capacity of American capitalism was not always the same, it has been changing. Besides, the United States of America had 150 years to achieve it. It had a territory with huge economic resources. It had opportunity without the hampering² background of conflict which other countries had to reckon with.³ It had neither a heavy population nor the relics of a feudal age. It was a new country with enormous space and it developed to its present level in 150 years. It is thus rather absurd to say, 'Do what has been done in America. 'I would like to do in my own way but how can I do it? I have neither that 150 years or even 100 years to settle down in and grow as America did. I do not have the enormous space nor that invaluable freedom from conflict and

trouble. I have neither that much time nor the same opportunity. India is a big country with a background of all kinds of conflicts. Many kinds of forces are at play. I have got to solve my problems in the immediate present or in the near future, not in the next hundred years. Private enterprise in America developed gradually till it built up for itself a very strong position with enormous resources.

Has private enterprise in India got the capacity or the resources to do that? It has ability and it has resources but it just has not the strength or capacity to solve the situation by itself. It is a patent fact that you just cannot do it. Is our private enterprise going to take up our river valley schemes? It cannot, because they are too big for it. These schemes cannot pay dividends⁴ quickly. We have to wait for years and years. Therefore, the state inevitably has to take them up (Jawahar Lal Nehru)

11.6.2 Glossary:

1. Colossal : huge, big, enormous
2. hampering: obstructing, impeding, distorting.
3. reckon with : to go over and settle accounts with, to concern oneself with,
4. dividends: that which is to be divided.

11.6.3 Main Arguments

Some of the arguments may not be valid in the present context but we do not have to comment on this aspect, we only have to summarise the given arguments.

This is an extract from one of the speeches of Shri Jawahar Lal Nehru. He was replying to the critics who argued that private business was doing every thing in America and had made that country rich and so India should follow the same policy and government should not undertake any project at all.

In a speech generally there is repetition of ideas. These have to be excluded from the precis.

11.6.4 After reading the passage twice we analyse the ideas thus:

- a. Private enterprise has been very successful in America. Can it be equally successful in India? No.

- b. Private enterprise succeeded in America because:
- (i) It is a big country with vast resources.
 - (ii) It had no population problem.
 - (iii) It had no conflicts.
 - (iv) It was a new country and was not hampered by traditions.
 - (v) It had one hundred and fifty years in which to develop.
- c. Private enterprise cannot do much in India for the following reasons:
- (i) Ours is a big country.
 - (ii) We have a large and mixed population.
 - (iii) We have external and internal conflicts.
 - (iv) We want to make progress within a short time.
 - (v) Our businessmen do not have the capacity to undertake huge projects like river valley schemes.
 - (vi) Our capitalists want quick profits.
- d. The result is that in India, the state has to undertake many big projects.
2. On the basis of these arguments we can safely conclude that the main argument is about the private enterprise in India. Thus the title can be "Private Enterprise in India."

11.6.5 Writing the Summarised Passage

Private Enterprise in India

Private enterprise has been very successful in America but it cannot achieve all that in India. America is a big country with vast resources and no population problem. Its progress has not been obstructed by conflicts and traditions. It took a hundred and fifty years to develop. In India private enterprise cannot do much. Ours is a big country. We are faced with problems of a large mixed population and external and internal conflicts. We must make progress within a short time. Businessmen, here do not have the capacity to undertake huge projects like the river valley schemes. They want quick profits. So in India the state has to undertake many big projects.

11.7 Exercise 4:**11.7.1 Text of the Passage**

No ordinary work done by a man is either as hard or as responsible as the work of a woman who is bringing up a family of small children, for upon her time and strength demands are made not only every hour of the day but every hour of the night also. She may have to get up night after night to take care of a sick child and yet must day by day continue to do all her household duties as well; and if the family means are scanty, she must supplement the family income. She has to enjoy even her rare holidays taking all brood of children with her. The birth-pangs make all men the debtors of all women. Above all, our sympathy and regard are due to the struggling wives among those whom Abraham Lincoln called the plain people, and whom he loved and trusted, for the lives of these women are often led on the lonely heights of quiet, self-sacrificing heroism.

11.7.2 Glossary: 1. brood: something bred, offspring, children or family.

11.7.3 Main Arguments

After reading the passage twice we can analyse the ideas thus:

- a. The work done by a mother is harder than that of a man.
- b. Small children make a great demand on her time not only during the day but at night also.
- c. Abraham Lincoln praised quiet and self-sacrificing house-wives.
- d. On the basis of the points mentioned we can say that the central argument of the passage concerns the duties of women. The title thus can be selected as Duties of Women.

11.7.4 Writing the Summarised Passage**Duties of Women**

The work done by a mother of small children is more laborious and strenuous as compared to that of men. She not only has to work during the day but also at night, sometime to look after an ailing child. She has to sacrifice much in bringing up the family. Abraham Lincoln praised the plain struggling housewives who lead a quiet and self-sacrificing life.

11.8 Exercise 5:**11.8.1 Text of the Passage**

The evils of religious intolerance are by no means small. It hampers free thought and free trade, liberty of mind and action and so interferes with what are man's most valued rights. As regards nations it narrows their sympathies, checks their progress and often ruins them. Witness "the case of Spain; She was once, in all respects, at the head of nations in Europe. Our folly, selfishness and religious fanaticism¹ followed her everywhere; and what was the end? On this point, Lasky is very emphatic. He says : "Never did a people prove more fully the great truth, that religious intolerance destroys the property of a nation. Four times the Spanish nation spent all its energies in the cause of her church, and four times its prosperity received a wound from which it has never recovered. By the expulsion² of the Jews, Spain was deprived of all her greatest financiers and of almost all her most enterprising men."

11.8.2 Glossary: 1. Fanaticism: Wild and excessive religious or other enthusiasm.

2. Expulsion: act of expelling, banishment

2.8.3 Main Arguments

- a. Religious intolerance ruins a nation.
- b. It takes away the most cherished rights of the citizens and hampers the growth and prosperity of a country.
- c. Spain has suffered because of religious fanaticism.
- d. Prof. Lasky has emphatically condemned the evil of religious intolerance.
- e. The title can be "Religious Intolerance" as the main argument of the text relates to the damage religious intolerance can bring to a nation as is evident from the example of Spain.

11.8.4 Summarised Passage**Religious Intolerance**

Religious intolerance hampers the growth and prosperity of a nation.

Citizens are deprived of their cherished rights. Spain once, one of the most prosperous nations of Europe was ruined, as pointed out by Lasky, because of religious fanaticism. By expelling the Jews, Spain lost some of her reputed financiers.

11.9 Activity for Students : Exercise for Practice

You have now seen how a precis is to be made. We are sending you, a few passages for practice. Please make a precis of each of these passages and send it to us for comments and suggestions. You must proceed step by step as indicated above.

Exercise No.1

Travelling is a great source of pleasure. It brings a traveller in contact with charming landscape and lovely scenery and thus inspires him with noble ideas. It provides endless amusement and furnishes beautiful impressions which act as a solace to the mind. The mighty world of eye and ear is opened before the traveller's eye which acquaints him with modes of life, manners and customs of other nations. It has a salutary effect on health and provides relaxation. It makes a man patient under difficulties and teaches him to face the trials and hardships of life with unflinching courage. Shakespeare has well said that no man can be perfect, not being tried and tutored in the world.

Exercise No. 2

Freedom has assuredly given us a new status and new opportunities. But it also implies that we should discard selfishness, laziness and all narrowness of outlook. Our freedom suggests toil and creation of new values for old ones. We should so discipline ourselves as to be able to discharge our new responsibilities satisfactorily. If there is any one thing that needs to be stressed more than any other in the new set-up, it is that we should put into action our full capacity, every one of us in his own sphere, however humble the work. Unceasing work should now be our watchword. Work is wealth and service happiness. Nothing else is.

Exercise No. 3

An earnest man is simple in his manners. He does not give himself airs, nor does he delight in formalities and precedents. He is not proud in his bearing and he meets all with a simple and friendly greeting. He hates pompous titles and honorific phrases in conversation and correspondence. He bows down to none, and he expects none to bow down to him. He is easily accessible to all his friends and acquaintances with or without previous appointment. Simplicity bars both servility and haughtiness. It makes the natural mode of social intercourse, which is at present poisoned with artificial conventions, elaborate regulations, and affected manners. Earnest people cut through this barbed-wire with the aid of common sense and character.

Lesson No. 2.7

Precis-Writing

Structure

12.0 Objectives

12.1 Technique of Summarizing Narrative and Descriptive, Expository Passages and technique of Summarizing Speeches and Dialogues.

12.2 Solved Exercises - Narrative Passages

12.3 Solved Exercises - Descriptive Passages

12.4 Solved Exercises - Expository Passages

12.5 Solved Exercises - Speeches, Dialogues

12.6 Main Points

12.7 Activity for students : Exercises for Practice.

12.0 Objectives :

In the previous lesson we discussed :

- * What is Precis.
- * Usefulness of Precis-making/writing
- * Technique of Precis-making/writing

Now we shall give our attention to more detailed examination of some other kinds of paragraphs and discuss the technique of making/writing Precis of such paragraphs.

Earlier examples and exercises were of paragraph length. These were marked by simplicity of ideas. Now we plan to give you some-

- * narrative passages
- * descriptive passages
- * expository passage
- * speeches
- * Dialogues
- * letters

We will give you some solved passages to acquaint you with the technique of summarizing such passages.

12.1 Technique of Summarizing Narrative and Descriptive Passages

Narrative and Descriptive passages give an account of a series of events or of objectives in nature, in a particular context of time. While summarizing such passages,

- * due attention must be paid to essential details.
- * incidents and objects must be arranged in their logical order of development
- * the tenor of the original passage must be maintained.
- * it should be described from the point of view of a reporter or a spectator,
- * indirect form of speech should be used,
- * the contents of the summarised passage should be presented from the point of view of the third person,
- * repetitions of words and ideas should be discarded.

12.2 Solved Exercises : Narrative Passage

12.2.1 Text of the Passage

Man, it would seem, has descended from arboreal¹ apes. They lived a happy life in tropical forests eating coconuts when they were hungry, and throwing them at each other when they were not. They were perpetually² occupied in gymnastics, and acquired an agility³ which to us is truly astonishing. But after some million years of this arboreal paradise, their numbers increased to the points where the supply of coconuts was no longer adequate. The population problem set in and was dealt with in two different ways. Those who lived in the middle of the forest learnt to throw coconuts with such accuracy⁴ as to disable adversaries, whose consequent death relieved the pressure of population but those who lived on the edge of the forest found another method; they looked out over the fields and discovered that they yielded delicious fruits of various kinds quite as pleasant as

coconuts, and gradually they came down from the trees and spent more time in the open, on the ground. This had advantages and disadvantages; the obvious advantage was that it opened to them large territories previously inaccessible⁵ the other advantage, which in the long run proved the more important one, was that since they did not need their arms and hands for climbing, they had free use of them as tools. They soon discovered that if you live on the ground, it is easy to pick up stones, which are more effective missiles⁶ than coconuts. They discovered, for instance, that you open an oyster shell with a stone. In the course of some nine million years, the brains of some of these apes gradually increased to the point which allows present day anthropologists⁷ to classify them as human or very nearly so.

12.2.2 Glossary of the difficult words

1. Arboreal: living in trees
2. Perpetually: continuously
3. Agility: quickness of action either in body or mind
4. accuracy: correctness, exactness
5. inaccessible: not to be reached, obtained on approached
6. missiles: capable of being thrown or projected
7. anthropologist: a scientist who studies the science of man in its widest sense.

12.2.3 Main Arguments of the Passage

- a. Man's earliest ancestors were apes. They lived on the trees and ate coconuts,
- b. They jumped from branch to branch and so were agile.
- c. After million years, increase of population brought shortage of coconuts.
- d. The apes who lived in the middle of the forest shot coconuts at others and killed them.
- e. Those who lived at the edge of the forest came to the fields.
- f. They found tasty fruit.

- g. Now they did not need their hands for climbing and so could use them as tools.
- h. Stones were now used by them as weapons. With these, they beat back the armies of forest monkeys who now attacked them.
- I. In about nine million years the apes evolved into human beings because their brain continued to develop.

12.2.4 Selecting the Topic

From the main points that we have identified we know that the main argument is about the apes and how they evolved into human beings. We can, therefore, assign our passage the title "The Evolution of Apes". After assigning the following title to the passage we now proceed to write the summary.

12.2.5 The Evolution of Apes

Man's earliest ancestors were apes who lived in trees in forests. They ate and played with coconuts. They were very agile. After a million years the population, increased. There was a shortage of coconuts. Those who lived in the middle of the forests killed the less skilful ones by shooting coconuts at them. Those who lived at the edge of the forests came to the fields where they found tasty fruits. Instead of using their hands for climbing, they now used them as tools. They used sharp stones for opening oyster shells and for beating back the forest monkeys. Their brains continued to develop. In about nine million years, these apes evolved into human beings.

12.3 Solved Exercises: Descriptive Passages

12.3.1 Text of the Passage:

Of those physical events which increase insecurity of man, earthquakes are certainly among the most striking, in regard to the loss of life, which they cause as also in regard to their sudden unexpected occurrence. The terror which they cause, excites the imagination and turns the mind to superstition. And what is strange is that repetition, far from blunting¹ the feelings, strengthens them. In Peru, where earthquakes are very common, every succeeding visitation increases the terror. The mind is thus thrown in a timid²

and anxious state; and men witnessing the most serious dangers, which they can neither avoid nor understand, become impressed with a conviction of their own inability and the poverty of their own resources³. In exactly the same proportion the imagination is aroused and a belief in super-natural power is actively encouraged. Human power failing, super human power is called in. The mysterious and invisible⁴ are believed to be present, and there grows up among the people those feelings of awe and of helplessness, on which all superstition is based.

Earthquakes and volcanic eruptions⁵ are more frequent and more destructive in Italy and in the Spanish and Portuguese Peninsula than in any other country of Europe, and it is precisely there that superstition is more rife⁶ and the superstitious classes most powerful. Those were the countries where the clergy first established their authority, where the worst corruption of Christianity took place, and where superstition has during the longest period, retained⁷ the firmest hold. To this may be added other circumstances indicative of the connection between these physical phenomena and the predominance of the imagination. Speaking generally, the fine arts are addressed more to the imagination; the sciences to the intellect. Now it is remarkable that most of the greatest painters and sculptures of modern Europe have been produced by the Italian and Spanish peninsulas. In regard to science, Italy has, no doubt, had several men of conspicuous⁸ ability. Their numbers are out of all proportion when compared to near artists and poets. The same is true of Spain and Portugal.

12.3.1.2 Glossary of difficult words

1. Blunting-having a dull edge or point, rough, out spoken, dull
2. timid-inclined to fear, wanting courage
3. resources-source of possibility of help, means of support
4. invisible-something which cannot be seen.
5. eruptions-breaking or bursting forth
6. rife-prevalent, abounding, current
7. retain-to keep, to hold back.
8. conspicuous-catching the eye, prominent.

12.3.1.3 Main arguments of the Passage

- a. Earthquakes cause a great loss of life. They come unexpectedly.
- b. People feel more frightened when earthquakes come again and again as in Peru. The people feel helpless. So they develop faith in supernatural power.
- c. Terror of the unknown makes people imaginative and superstitious.
- d. Earthquakes are very common in Italy, Spain and Portugal. In these countries the people have always been superstitious and have been dominated by the corrupt clergy.
- e. Earthquakes have made the people imaginative and the largest number of painters and sculptors have been produced in these countries.
- f. Science depends on reason. So they have not done so well in science.

12.3.1.4 Selecting the title

From our study of the passage we know that the main argument concerns the earthquakes and the power these bring on human life. So we can assign the passage the title "Earthquakes". Now we write our Precis as follows.

12.3.1.5 Earthquakes

Earthquakes come unexpectedly and cause a great loss of life. When they come frequently as in Peru, people instead of becoming used to them, are still more frightened. They can neither avoid nor understand this danger. So they feel helpless. They develop faith in super-natural powers. The terror of the unknown makes them imaginative and superstitious.

Earthquakes are very common in Italy, Spain and Portugal. In these countries the people have always been superstitious and the corrupt clergy have kept firm hold on them. The people are imaginative and so the largest number of painters and sculptors of modern Europe have been produced there. They have not done so well in science which depends upon reason.

12.3.2

Now we give you an example of the descriptive passage wherein the character of an important personality has been sketched. We shall first read the passage carefully and then try to comprehend the contents of the passage.

12.3.2.1 Text of the Passage

Florence Nightingale was heroic¹. Yet her heroism was not of that simple sort so dear to the readers of novels, the romantic sentimental heroism with which mankind loves to invest² its chosen darling. It was made of a sterner³ stuff. To the wounded soldier on his couch⁴ of agony⁵ she might well appear in the guise⁶ of an angel of mercy, but the military surgeons and the orderlies and her own nurses could tell a different story. It was not by gentle sweetness and womanly sacrifice that she had brought order out of chaos⁷ in the hospitals, it was by strict method, by stern discipline, by ceaseless⁸ labour by the fixed determination of an indomitable⁹ will. Beneath her cool and calm demeanour¹⁰ lurked fierce¹¹ and passionate¹² fires as she passed through the wards in her plain dress, so quiet, so unassuming¹³ she struck the casual observer as the pattern of a perfect lady but the keener eye perceived¹⁴ something more than that-the sign of power in the dominating curve of the thin nose and the traces of a harsh¹⁵ and dangerous temper in the small and delicate mouth. There was humour in the face, but it was meant only to cheer the spirit of her patients, with her superiors as well as her subordinates, she was generally stern. As for her voice, it was true of it, even more than of her countenance¹⁶ "that it had that in it one may faintly call master". Those clear tones were in no need of emphasis, 'I never heard her raise her voice' said one of her companions. Only when she had spoken, it seemed as if nothing could follow but obedience. Once when she had given some direction, a doctor ventured¹⁷ to remark that the thing could not be done. "But it must be done", said Miss Nightingale. A chance by-stander,¹⁸ who heard the words, could never forget through all his life the irresistible¹⁹ authority of them; and they were spoken quietly indeed.

12.3.2.2 Glossary of difficult words

1. heroic-befitting a hero, supremely courageous pertaining to heroes.
2. invest-to clothe, to envelop, to put on, to settle or secure
3. stern(er)-severe, austere, rigorous, unrelenting
4. couch-(n)-any place for rest or sleep, a bed, a kind of sofa
5. agony-conflict in games, a violent struggle, extreme suffering.
6. guises-manner, behaviour, custom, external appearance
7. chaos-disorder, shapeless mass,
8. ceaseless-without ceasing
9. indomitable-not to be overcome
10. demeanour-behaviour, bearing towards another.
11. fierce-savage, ferocious, violent
12. passionate-moved by passion, showing strong and warm feeling.
13. unassuming-unpretentious, modest
14. perceived-be sensible of, be sensitive to, feel.
15. harsh-acrid, discordant, severe, disagreeable.
16. countenance-the face, the expression of the face, appearance.
17. that in it one may fain call master"-that her voice had the authority of the master, unyielding.
18. ventured(n)-chance, luck, hazard, that which is put to hazard
19. by-stander-one who stands by or near, a looker-on.
20. irresistible-overpowering, over-mastering.

12.3.2.3 Main Arguments

We read the passage once. It deals with the real character of Florence Nightingale. Then we study the passage again and analyse it in the form of these points.

- a. Florence Nightingale was a mixture of opposite qualities.
- b. Popular impression about her was that she was heroic, full of sweetness, good humour and kindness. To the wounded soldiers, she really appeared to be an angel of mercy.
- c. The other side of her nature was very strict with the surgeons, the orderlies and her own nurses.
- d. She improved the condition of the hospital by hard work and determination.
- e. The patients thought her to be a simple and perfect lady but she had a dangerous temper for those who did not do their work.
- f. She had a quiet voice but when she gave an order, every one felt that it had to be obeyed.

12.3.2.4 Selecting the title

The details of the passage clearly suggest that it deals with the character and personality of Florence Nightingale. Thus, the most suitable title can be "Florence Nightingale."

12.3.2.5 Now we proceed to write down the final draft of our summary.

Florence Nightingale

Florence Nightingale was a mixture of opposite qualities. The people commonly thought of her as a heroine full of sweetness, good humour and kindness. To the wounded soldier, she was an angel of mercy. But she was very strict with the Surgeons, the orderlies and her own nurses. She improved the condition of the hospitals by her hard work and determination. She appeared to be a simple and perfect lady but she had a dangerous temper for those who did not do their work. She had a quiet voice but when she gave an order every one felt that it had to be obeyed.

12.4 Solved Exercises: Expository Passage

Expository passage is argumentative. It explains a theme or proves a point. Read carefully the following example.

12.4.1 Text of the passage

First, science has obviously multiplied¹ the power of the war-makers. The weapons of the moment can kill more people, more secretly² and more unpleasantly than those of the past. This progress has been going on for some time, and for some time it has been said of each new weapon that it is so destructive³ or so horrible that it will frighten⁴ people out of their wits and force the nations to give up war. For lack of common fodder⁵ the hope has never been fulfilled, and I know no one, who takes refuge⁶ in it today. The acts of men and women are not dictated by such simple compulsions; and themselves do not stand in any simple relation to the decision of the nations which they compose.⁷ Grapeshot⁸ and TNT gas have not helped to outlaw war, and I see no sign that the hydrogen bomb or a whiff⁹ of bacteria will be more successful in making men wise by compulsion. Secondly, science at the same time has given the nations quite new occasions for falling out. I do not mean such simple objectives as someone else's uranium mine or a pacific island which happens to be knee deep in organic fertiliser. I do not even mean merely another nation's factories and her skilled population. These are all parts of the surplus above our simple needs which they themselves help to create and which gives our civilization its character. And war, in our world fattens¹⁰ on this surplus. This is the object of the greed of nations and this also gives them the leisure to train, and the means to arm for war. At bottom, we have remained individually too greedy to distribute our surplus and collectively too stupid to pile it up in more useful form than the traditional mountains of arms. Science can claim to have created the surplus in our societies and we know from the working day and the working night, how greatly it has increased it in the last two hundred years.

12.4.1.2 Glossary of Difficult Words

1. multiply(ed)-to increase the number of, to accumulate, to magnify.
2. secretly-in secret, in concealment, inaudible.
3. destructive-causing or concerned with destruction, mischievous.

4. frighten-(v)-to make afraid, to alarm, to drive by fear.
5. fodder-food supplied to cattle.
6. refuge-(n)-shelter or protection from danger or trouble.
7. compose (v)-to form by putting together or being together.
8. grapeshot-a shot that scatters.
9. whiff-a sudden puff of air or smoke from the mouth.
10. fattens-survives, grows fat.

12.4.1.3 Main Arguments

Our first reading of the passage gives us the idea that the passage deals with the "effects of science on war." Then we study the passage again very carefully and make the following points:

- a. Science has increased the power of the war-makers.
- b. It has created weapons more deadly than those of the past.
- c. Every new weapon gives the idea that it would frighten men and so induce them to give up wars but this has not happened.
- d. Grapeshot and TNT gas could not prevent wars. Nor can the hydrogen bomb do so.
- e. Science creates occasions for wars.
- f. Science creates surplus of goods and wealth. Nations use this surplus to manufacture weapons.
- g. The weapons are used to conquer other countries in order to rob them of their surplus.

12.4.1.4 Selecting the title

Since the main arguments deal with war and how science has multiplied the dangers of war, we can assign our passage the title "Science and War." After assigning the title we write our precis thus.

12.4.1.5 Science and War

Science has increased the power of those who want to wage wars. It has created weapons which are deadlier than those of the past. Every time a new weapon is made one feels that its destructive power would frighten man and compel him to give up wars. But this has never

happened. Grapeshot and poisonous gas could not prevent wars. Nor can the hydrogen bomb do so.

Moreover, science has created more occasions for wars. It helps us to produce more goods and more wealth than we need. Nations use this surplus to manufacture weapons. The weapons are then used to conquer other countries in order to rob them of their surplus.

12.4.2.1 Text of the Passage

All books are divisible¹ into two classes: the books of the hour and the books of all time. Mark this distinction², it is not one of quality only. It is merely the bad book that does not last, and the good one that does. It is a distinction of species. There are good books of the hour as of all time.

The good books of the hour, are simply the useful or pleasant talk of some person whom you cannot otherwise converse with, printed for you. Though bound up in a volume, the long letter which gives you so pleasant an account of the inns and roads and weather of last years at such a place, or which tells you that amusing story, or gives you the real circumstances of such and such events may not be in the real sense of the word, a 'Book' at all nor in the real sense, to be 'read'.

A 'book' is written, not to multiply³ the voice merely, but to preserve it. The author has something to say which he perceives to be true and useful or hopefully beautiful. So far as he knows, no one has yet said it, so far as one knows, no one else can say it. He is bound to say it clearly and melodiously at all event. In the sum of his life, he finds hints to the thing or group of things manifest to him; this is a piece of true knowledge, or sight which his share of sunshine and earth has permitted him to seize.⁴ He would have set it down for ever, engrave⁵ it on rock, if he could say this is the best of me; for the rest, ate and drank and slept; loved and hated but this I saw and knew; this if anything of mine is worth your memory." "That is his writing. "It is, in his small human way, and with whatever degree of true inspiration is in him inscription, or scripture that is a "book".

12.4.2.2 Glossary of Difficult Words

1. divisible-Capable of being divided or separated.
2. distinction-Making of a difference, discrimination.
3. multiply-Produce large number of; breed, propagate.
4. seize-Put in possession of, having in legal possession.
5. engrave-Inscribe, carve, cut.

12.4.2.3 Selecting the title

The contents of the passage relate to the topic of books which offer pleasure for all times. Therefore the title assigned can be "Books of All Time"

12.4.10 Main Arguments

We read the passage once. It seems to be on the nature of the good books. Then we read the passage again very carefully and make the following points-

- a. Books are of two kinds- the books of the hour and the books of all time, we can have good and bad books of both types.
- b. The good book of the hour is the record of pleasant talk by the author. It may be good story or an account of various incidents and places. These are not "books" in the true sense.
- c. The book of all time contains the essence of the thoughts and experience of the author.
- d. The author knows this to be true. It is his own experience and he has expressed it beautifully and clearly.
- e. This is the best part of his life and so he wants it to be preserved. This is a book in the real sense.

After having made the points, we read the passage again and check up whether all the important ideas have been included in the points. Then we keep the passage away and proceed to make our precis with the help of our points.

12.4.2.5 Book of All Time

Books are of two kinds-the books of the hour and the books of all

time. There can be good books of both types. The good book of the hour is the author's pleasant talk printed for us. It gives an amusing story or an account of various places or events. This is not a true book. The good books of all time, however, contain the essence of the author's thoughts and experiences beautifully and clearly. No one else has said this or can say this. He knows this to be true. This is the best part of his life. So he wants it to be preserved. This is a book in the real sense.

12.5 Technique of writing/making precis of Speeches and Dialogues

- * such passages have to be written in indirect form of speech.
- * suitable changes of pronouns and tenses must be made.
- * avoid repetition of expressions like "he said" 'he added', 'he continued', 'or 'went on to say' etc.
- * avoid frequent use of the third person pronoun-'he'
- * instead refer to the name of person by name, or describe him as "audience" 'friend' or opponent" in accordance with the content.
- * suitable words should be used in place of exclamation, repetitions and interpretation as these are often to be found in a speech or a dialogue.
- * avoid bringing in every remark.
- * drift of the passage should be caught.
- * the contents should be written in the past tense.

Now we give you some examples of summarising speeches and dialogues.

12.5.1.1 Text of the Passage

I congratulate you my brave friends and fellow soldiers, in the spirit and success with which you have executed¹ the important part of our enterprise, The formidable² heights of Abraham are now surmounted³ and the city of Quebec, the object of all our toils now stands in the view before us. The perfidious⁴ enemies, who have dared to exasperate⁵ you by their cruelties are now constrained⁶ to face you

on the open plain, without ramparts⁷ on entrenchments⁸ to shelter them. You knew too well the forces which compose their army to dread their numbers. A few regular troops from Old France, weakened by hunger and sickness who were unable to withstand⁹ the British soldiers are their general's chief dependence. Those numerous companies of Canada insolent¹⁰, mutinous¹¹, unsteady, have exercised their utmost skill to keep them together to this time and as their irregular crowd is damped by our life, they will instantly turn their back and give you no further trouble but in the pursuit (General Wolfe).

12.5.1.2 Glossary of Difficult Words

1. execute(ed) - to perform to give effect, to carry into effect, to put to use, to put to death law.
2. formidable-causing, fear, inspiring awe.
3. surmount (ed)- to mount above, to surpass, to get the better of
4. perfidious-faithless, unfaithful.
5. exasperate-to make rough, to make more grievous, painful.
6. constrained-to bring about by force, to compel, to violate.
7. ramparts-a flat-topped defensive mount.
8. entrenchments-a defensive earth work of trenches and parapets for protection.
9. withstand-to maintain one's position, to oppose or resist.
10. insolent-overbearing, insulting, rude, unsubmitive.
11. mutinous-disposed to mutiny.

12.5.1.3 Main Arguments

General Wolfe is talking to his soldiers on their brilliant but difficult victory. Henceforth, the enemy's soldiers will not be able to confront them. On the basis of these arguments we can assign the following title to the summarised passage.

12.5.1.4 Hail Victory

12.5.1.5 Summary of the Passage

General Wolfe congratulated his brave men on their successful

enterprise of conquering the heights of Abraham to view the city of Quebec. He told them that their deceitful cruel world now will be compelled to face them in the open unfortified plain where the enemy's army, made up of sick and hungry troops of Old France and the demoralised Canadian companies, would be no match for them.

12.6 Main Points

We are sending you some exercises to be attempted by you. While making your precis, please, bear in mind the steps mentioned in the previous lesson as well. The main points which we have emphasized throughout, are the following:

- * read the passage once and ask yourself what the author is talking about. This will suggest you the title for the passage. Study the passage very carefully and make a list of the main points of the passage.
- * study the passage again and check up whether you have included all the main points or not,
- * after this you must not look at the passage again. Make "your precis on the basis of your points.
- * revise your precis very carefully before submitting it,
- * write in a legible hand, very clearly.

12.7 Activity for the Students: Exercises for Practice

12.7.1

"What do we mean by leisure, and why should we think that it represents a problem to be solved by arts? The great ages of art were not known for their free time (leisure)." During those days art was not associated with free time. It was a craft like any other. It was concerned with making of different things. Leisure, in the present meaning of the word, did not exist. Before the Industrial Revolution, leisure meant only one's 'opportunity'. One of Shakespeare's characters says, "If your leisure serves, I would speak with you." Phrases which we will use, such as 'at your leisure', have the original meaning. But when we speak of leisure today, the meanings are different. We do not mean to get time or opportunity to do

something. Today leisure is vacuum of 'mind-a desperate state of mind. We say, it is very difficult to pass time, it is heavy on our minds, a friend says, leisure has become vacancy of mind and body. For the psychoanalysts, it has become a problem. Most of the people say, they know not how to spend their leisure hour. They switch on their T.V. But again get sick of it."

12.7.2

As early as the sixth or seventh century B.C., Panini wrote his great grammar of the Sanskrit language. He mentions previous grammars and already in his time Sanskrit had crystallized and become the language of an ever growing literature. Panini's book is something more than mere grammar. It has been described by the Soviet Professor Stacherbatisky, of Leningrad, as 'one of the greatest productions of the human mind. 'Panini is still the standard authority on Sanskrit grammar, though subsequent grammarians have added to it and interpreted it. It is interesting to note that Panini mentions the Greek script. This indicated that there were some kind of contacts between India and the Greeks long before Alexander came to the East. The study of astronomy was specially pursued and it often merged with astrology. Medicine had its text books and there were hospitals. Dhanwantri is the legendary founder of the Indian Science of medicine. The best known old textbooks, however, date from the early centuries of the Christian era. These are by Charak on medicine and Sushruta on surgery. Charak is supposed to have in his textbooks enumerated a large number of diseases and give methods of diagnosis and treatment. They deal with surgery, obstetrics, baths, diet, hygiene, infant-feeding, and medical education. The approach was experimental, and dissection of dead bodies was being practised in the course of surgical training. Various surgical instruments are mentioned by Sushruta, as well as operations including amputation of limbs, abdominal, Caesarean section, cataract, etc. wounds were sterilized by fumigation. In the third or fourth century B.C. there were also hospitals for animals. This is probably due to the influence of Jainism and Buddhism with their emphasis on non-violence.

12.7.3

The ultimate goal of machine production-form which it is true we are as yet far removed is; system in which, everything uninteresting is done by machines and human beings are reserved for the work involving variety and initiative. In such a world the work will be less boring and less depressing than it has been at any time since the introduction of agriculture. In taking to agriculture mankind decided that they would submit to monotony and tedium in order to diminish the risk of starvation. When men obtained their food by hunting, work was a joy as one can see from the fact that the rich still pursue these ancestral occupations of amusement. But with the introduction of agriculture mankind entered upon a long period of meanness and misery from which they are only now being freed by the beneficent operation of the machine. It is all very well for sentimentalists to speak of contact with the soil, but one desire of every young man in the country side is to find work in towns where he can escape from the savagery of wind and weather and the solitude of dark sinister evenings into the reliable and human atmosphere of the factory and the cinema.

12.7.4

She was poor, she was beautiful. A powerful vocation led her from the motherland, Poland, to study in Paris, where she lived through years of poverty and solitude. There she met a man whose genius was akin to hers. She married him, their happiness was great. By the most desperate effort-they discovered a magic element, radium. This discovery provided mankind with the means of treating a dreadful disease.

At the moment when the fame of the two scientists and benefactors was spreading through the world, grief overtook Marie, her husband, her wonderful companion was taken away from her in an instant. But in spite of distress and physical illness, she continued alone the work that had been begun with him and brilliantly developed the science they had created together.

The test of her life was a kind of constant giving. To the war-wounded

she gave her devotion and her health. Later on she gave her advice, her wisdom and all the hours of her time to her pupils, to future scientists who came to her from all parts of the world.