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B.A. Part – II (Semester-III)
English (Communication Skills)
(For Sessions 2022-23, 2023-24, and 2024-25)

One paper of 75 marks to be attempted in three hours
Time: 3 hours
(Six periods per week)
Number of teaching periods: 75

Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass marks: 35%

COURSE CONTENT:

1. *Gleanings from Home and Abroad* (Orient BlackSwan).

The following essays from this book are prescribed:

1. Toasted English - R.K. Narayan
2. Work Brings Solace- A.P.J. Abdul Kalam
3. On Letter-Writing - A.G. Gardiner
4. Towards Creating a Poverty-Free World – Muhammad Yunus
5. Wikileaks, Facebook and the End of Discretion - Mukul Kesavan
6. Issues in the Writing of Environmental History- Mahesh Rangarajan
7. Why I Want a Wife - Judy Brady
8. Universal Declaration of Human Rights - Leah Levin

2. *English Grammar in Use* by Raymond Murphy (Cambridge University Press).
Prescribed Units: 92-120

Recommended Reading

Composition and Writing Skills. Orient BlackSwan. (For the questions dealing with Composition).

The Student's Companion by Wilfred D. Best.

TESTING

UNIT-I


- I. The candidate shall attempt one essay type question (with internal choice) on theme, central idea or substance from the first four prescribed essays from *Gleanings from Home and Abroad*. The answer shall not exceed 250 words
10 marks
- II. The candidate shall attempt one essay type question (with internal choice) on theme, central idea or substance from last four (5-8) prescribed essays from *Gleanings from Home and Abroad*. The answer shall not exceed 250 words.
10 marks

UNIT-II

- III. Five short-answer questions to be attempted (in about 50 words each) out of given seven questions from the prescribed essays from *Gleanings from Home and Abroad*.
5x3=15 marks
- IV. Letter-writing: Personal letters, letters to the editor on current issues, applications.
The candidate shall write one out of the given choice of two.
10 marks

UNIT-III

- V. This question shall be based on *English Grammar in Use* by Raymond Murphy. Prescribed Units: 92-120
Candidates shall be required to do as directed on the basis of prescribed exercises. The examiner shall set 25 sentences from the prescribed exercises in the syllabus out of which the candidates shall attempt any 20.


Professor and Head
Department of English
Dunishi University, Patiala,

25% of the questions shall be set from the prescribed literary text and remaining 75% shall be based on the exercises prescribed in *English Grammar in Use*.

Each sentence shall be of 1.5 marks.

20x1½=30 marks.



**Professor and Head
Department of English
Punjabi University, Patiala.**



B.A. PART-II
SEMESTER-III

ENGLISH
(COMMUNICATION SKILLS)

UNIT NO. I

**Centre for Distance and Online Education,
Punjabi University, Patiala**
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LESSON NOS. :

Gleanings From Home and Abroad

- 1:1 : (a) WikiLeaks, Facebook and the End of Discretion
(b) On Letter Writing
(c) Work Brings Solace
- 1:2 : (a) Towards Creating a Poverty Free World
(b) Toasted English
(c) Issues in Writing of EnvironmentalHistory
- 1.3 : (a) Why I want A Wife
(b) Universal Declaration of Human Rights

Letter Writing

- 1:4 : Personal Letters
- 1:5 : Applications and Letters to the Editors

Note :- The students can download syllabus from the website of department www.pbidde.org

English (Communication Skills)

WikiLeaks, Facebook and the End of Discretion

1.1.1 Objectives

1.1.2 Introduction to the Author

1.1.3 Wikileaks, Facebook and the End of Discretion: an overview

1.1.3.1 Julian Assange and Mark Zukerberg

1.1.3.2 Importance of WikiLeaks

1.1.3.3 Criticism of WikiLeaks

1.1.3.4 The essayist's viewpoint

1.1.4 Self-check exercises

1.1.5 Summary

1.1.6 Long Questions

1.1.7 Short Questions

1.1.8 Suggested Reading

1.1.1 Objectives

- To apprise students of a whistleblowing platform called WikiLeaks.
- To introduce Julian Assange and Mark Zuckerberg.
- To throw light on the information revealed by the whistleblowers.

1.1.2 Introduction to the Author

Mukul Keshavam was born in 1957. He is a man of letters, a historian, who has written several political and social essays. He studied in Delhi and Cambridge Universities. He is the author of three books and writes columns for national newspapers. He is an internationally acclaimed figure. His style has been appreciated by critics and readers both at home and abroad. His essays deal with a wide range of topics; social issues, movies, cricket, technology and politics being some their themes.

1.1.3 Wikileaks, Facebook and the End of Discretion: An overview

The current essay is concerned with the issue of privacy and examines the question whether information should be under control. Who is to be the

controller and what general public thinks about it? The essay is about the significance of Wikileaks and transparency it would bring in matters of governance.

1.1.3.1 Julian Assange and Mark Zuckerberg

In the world of web, Julian Assange, the founder of Wikileaks (established in 2004) competed with Mark Zuckerberg, the creator of Facebook (2006) to win the cherished top honour of being named The Person of the Year by Time magazine. Zuckerberg beat his rival and was declared The Person of the Year Facebook persuades people to share their personal life with others; whereas WikiLeaks is a non-profit organisation that publishes classified secret information about regimes which are oppressive in nature; sources of publication are kept secret. Both webs have amazing power over what may be called our 'real' lives. The essayist feels that in the context of 2011, the choice of editors was not right

1.1.3.2 Importance of WikiLeaks

The essayist supports his contention by three reasons which show why Wikileaks is important. First, Wikileaks provides exclusive news. Second, we should pay attention to it for its efforts to pioneer a digital insurgency against unaccountable bureaucracies and states which hatch conspiracies. It is a symbol of radical politics based on rationale of transparency in the functioning of a state. This revolutionary idea has been lent force by digital advancement. Thirdly, Wikileaks is exemplary in showing how individuals, corporation and states are being 'ambushed' by virtual world. We take this virtual world for granted we are not aware how much impact it has on our off-line life.

Even from nationalistic point of view, its place in history is secure. It has unraveled many hidden things which are interlinked with corruption at global level. Wikileaks documents brought to light corruption in Kenya, and oil scandal in Peru, membership list of the British National Party, probable illegal swiss bank transactions, a nuclear accident in Iran and how U.S. Army behaved in Afghan war. Release of U.S. Diplomatic cables sheds light on secret of U.S. war in yeman.

1.1.3.3 Criticism of WikiLeaks

Credentials of Wikileaks have been questioned by its critics. They raise two main questions. First, they claim that people already knew what it revealed through

secret papers. It is not sound criticism because even if people were aware of happenings confirmation by published material is a proof of good journalism. Second criticism involves procedure adopted. Critics accuse Wikileaks of 'dumping' information without assessing it editorially. Critics refer to 250,000 diplomatic cables released by it in 2010. But it shared copies of cables with four popular papers and published only what was approved editorially. 1987 cables have been published by the website which have been published by its media partners too. Wikileaks upholds principles of responsible journalism; it is not merely a crazy media vigilante. Assange is interested in particular revelations. The objective is to usher changes in functioning of unaccountable bureaucracies and their whimsical policies.

The assumption is that by leaking the internal communications of oppressive states; they can be forced to become more transparent which curtails their functioning.

These adventures have invited sharp reaction from states. U.S. forced Amazon, Paypal Visa and Master Card to withdraw services from Wikileaks. Apple, a major corporation, pulled a Wikileaks app from its App store a few days after it went on sale. Portals of the net are guarded by big private companies. Powerful states such as U.S. and China can 'persuade' them. Some journalists, who are advocates of transparency and work in conventional 'incremental ways' fear loss of concessions given by governments.

1.1.3.4 The essayist's viewpoint

The essayist defends Wikileaks by stating that whistle blowers like Wikileaks compel the society and state to examine what kind of information is to be kept from public view. According to him WikiLeaks is a metaphorical 'alarm clock' which by its shrilling in our ears aims to awaken us because the world has been changed by digital world while we slept. Bill Thompson, a columnist for the BBC stated that governance evolved over 200 years of industrial society prove wanting in the face of network just as business models of the recording industry proved futile as internet could transmit perfect copies of compressed music files.

Just as music industry, grudgingly accepted digital world, so will bureaucracies and we. According to the writer, if Assange's judgment is sound secretive states become more transparent and less powerful. If Mark Zuckerberg is right, more individuals will share their private lives. Conspiratorial states and introvert

individuals, even if they do not like, will have to rethink the concept of privacy in this 'new brave world'.

1.1.4 Self-check exercises

1. What is WikiLeaks?
2. Who won the cherished top honour of being named The Person of the Year by Time magazine?

1.1.5 Summary

The Essay talks about the role played by a non-profit organization formed by Julian Assange called WikiLeaks that was instrumental in the people's perceptions of the governments. WikiLeaks brought to light the corrupt practices that were going on in various government organizations like an oil scandal, illegal swiss bank transactions, etc.

1.1.6 Long Question

- Which issues have been addressed by the essayist in the essay, 'WikiLeaks, Facebook and the End of Discretion'?

1.1.7 Short Questions:

Q. 1. Why does the writer call Wikileaks an alarm clock?

Ans. The author compares it with a 'metaphorical' alarm clock because advancement in digital world has changed the lives of people. Their methods of governance have proved less than expected, and arrival of internet has made recording industry redundant. This view of Bill Thompson; a columnist for BBC shows what Wikileaks means in relation to politics. People are asked to wake up and grasp the meaning of transparency in running governments.

Q.2. According to the author Wikileaks journalistic significances is secure in history. Why does he say so?

Ans. Good Journalism contributes to betterment of society in some or the other way. Wikileaks, by exposing corruption of governments, has created an atmosphere which will compel them to be more transparent. It has brought to light corruption in Kenya, an oil scandal in Peru and how U.S. Government dissuaded and threatened German officials to desist from investigating the illegal kidnapping of German citizens. Such exposures would bring a better approach towards governance because democratic govts can't become

oppressive. Such journalistic contributions bring lasting honour to media. According to the writer, the way Wikileaks has exposed oppressive governments will secure for it a place in the history of twenty-first century.

Q.3. Why does the author call Wikileaks a whistleblower?

Ans. The author assigns it the role of a whistleblower, for it has exposed the corruption of governments. Such exposure would usher an era of transparency which is essential for good governance in democratic world. Wikileaks has been bold in its functioning without any concern for the power of the mighty nations. Though it has been subject to pressure, yet it has kept its relentless crusade against the oppressive states.

1.1.8 Suggested Reading

- Dodds, Klaus J.(2012). "The WikiLeaks Arctic Cables". *Polar Record*. Cambridge: Cambridge University Press
- Fuchs, Christian (2014). "WikiLeaks: Can We Make Power Transparent?" *Social Media: A Critical Introduction*. London/Thousand Oaks: SAGE Publishing. pp.210-233. ISBN 978-1-4462-5730-2

b) On Letter-Writing

1.1.1 b) Objectives

1.1.2 Introduction to the Author

1.1.3 On Letter Writing: an overview

1.1.3.1 Three ideas connected with Letter Writing

1.1.3.2 How to write a good Letter

1.1.4 Self-check exercises

1.1.5 Summary

1.1.6 Long Questions

1.1.7 Short Questions

1.1.8 Suggested Reading

1.1.1 b) Objective

- To provide students insights into the art of Letter Writing.

1.1.2 Introduction to the Author

The author of this essay A. G. Gardiner (1865-1946) was a versatile man who wrote essays and columns. His popular pen name was 'Alpha of the Plough'. By birth, a British journalist, he worked for Northern Daily Telegraph in 1899. He became the editor of Blackburn weekly Telegraph in 1899. He chose his pseudonym because Alpha is the brightest star in the constellation "The Plough". He has been hailed as a literary genius whose writings are full of grace, humour, and socially relevant issues. Pillars of Society, Pebbles on the Shore, Many Furrows, and Leaves in the Wind are some of his popular writings.

1.1.3 On Letter Writing: an overview

The essay, *On Letter-Writing* by A. G. Gardiner examines a common, yet socially relevant issue. The author suggests three ideas connected with writing a letter.

Three ideas connected with Letter Writing

First is that people now-a-days don't write letters. Secondly, youngsters don't write them because they feel they don't have anything worthy to say. Thirdly, apart from dearth of ideas pen...post service has ushered in an era in which writing a letter is not the type of thrilling experience that it was, when letters were delivered through stage-coaches, and good expenditure was involved in sending them to a recipient.

1.1.3.2 How to write a good Letter

Finally, the writer offers advice about how to write a good letter. Examples from Carlyle, Cowper, and Byron have been used to show how great classical writers dealt with subtle elements of a good letter, The crux of mastering this craft lies in differentiating between a good and a bad letter. According to Gardiner, a good letter expresses concrete activities and creates an atmosphere. The purpose of a good letter lies in banishing the distance between the sender and the recipient, it restores closeness.

1.1.4 Self-check exercise

What are the three ideas connected with the art of Letter Writing?

1.1.5 Summary

On Letter Writing is an interesting literary composition that provides insights into the art of letter writing. It deals with other aspects such as the cause of gradual decline of this significant genre. The essay begins with a conversational narrative between two brothers Bill and Sam who are soldiers. Sam has come to see Bill off. He reminds him to write a letter to all the people who need to know about his wellbeing. Bill responds by stating that writing a letter is the most difficult duty. The basic problem is when he sits to write, he does not know what to write. Moreover, there are so many relatives who feel offended if they are not mentioned in the letter. So, to appease everybody, he has to write something about everybody. He begins by expressing love for Sarah, hopes that aunt Jane's cold is better and so on. But apart from such general references, he does not conceive original ideas to proceed further. Sam corroborates Bill's assertion by admitting that he too is beguiled by his lack of expressiveness. While writing a letter, he scratches his head and 'stares over blessed paper'. He feels as if his head were "an empty drum". According to Bill, there was no problem in writing love letters. When stuck, he would fill nearly half of the page with crosses. But such a thing would look ridiculous in a letter written to a relative.

In a nutshell, due to depleted imagination, writing an effective letter is an arduous task. Though the soldiers on the train were not poor fighters. They had faced the toughest military operations. They had been to front twice. The soldier was on sick leave; but he still participated in the battle of Mons, had been through retreat to Aisne; first battle of Ypress. Despite having been a

brave soldier, he could not write a letter. It was not a case of incompetence. There was a general absence of the knack of putting his ideas on paper in a vivid manner. The author says, it is a usually persuasive phenomenon. It is not simply a case of Bill and Sam's inability. There are thousands of Bills and Sams and other young men who wish to write a letter but do not engage actively in this activity as they are not confident of producing a good composition. This general bankruptcy of thoughts is the root cause of their procrastination. According to the author, they are not intellectually deficient or dumb headed. They do not have enough command to write an interesting and lively letter; appropriate expressions dodge then when they attempt to write. They fail to proceed beyond a few lines.

The author cites Horace Walpole, who says a lady wrote to her husband. "I write to you because I have nothing to do. I finish because I have nothing to say". This enormous anecdote reflects the general state of affairs in relation to writing a letter. These lines are sort of denominator of the expertise of the level of aspirant, letter writers who hesitate to pick up the pen simply due to dearth of ideas the essayist feels that a majority of people are not able to express the atmosphere of surroundings in a concrete shape this leads to writing which is a flat and lacks vividness.

The second issue dealt with is the cause of decline in letter writing has disappeared into oblivion due to advancement of civilization penny post i.e. cheap delivery system has reduced the significance of letters. According to the writer, when Horace, Byron, Cowper and Carlyle wrote letter. The world was not so humdrum; there was ample leisure. They had time enough to think and express their feelings in beautiful letters which are classical specimen. Besides the factor of time, expenses incurred to post a letter were exorbitant. It generally took months to send a letter to a distant relative there was expectancy. Writing and arrival of a letter was an event. Stage coaches were employed to send a letter. This mode of delivery put a constraint on sender and receiver both as it involved paying a good amount of money. Letter posting was an aristocratic luxury; only opulent classes could afford it. The poor folk did not have the means to take advantage of expensive stage coach delivery system. The poor developed devious methods to circumvent financial constraints of expenses. According to the essayist the dalesmen of Lakeland a century ago used to dodge the postal charges. A poor mother, on receiving a

letter would look at the address to see. Certain agreed upon signs indicating that Tom or Jim was well the letter would be returned unopened; this evading the payment of postal charges. The current scenario is different. The postal charges are nominal so everybody can send or receive a letter; it is no longer a luxury. Moreover, modern delivery system is fast. Letters reach their destination within a short period; in some places the postmen deliver them twice a day.

The author mentions the fact that Carlyle was aware of the fact that arrival of penoy post would kill the letter writing. His judgment was sound. The writer feels that the telegraph, and the typewriter have finished the art of letter-writing. Scarcity of something makes it vulnerable. He says, if diamonds were as plentiful as pebbles nobody would bother to pick them up.

But the case of bill and many other young men is different. In spite of a desire to write they are hesitant as they cannot fill a letter with ideas worthy of appeal and interest this problem of imperfect presentation stems from lack of expressiveness. They do not strive to create literary letters. They want to inform their relatives about their life. The secret of a good letter-writing lies in furnishing details. Bill could not have described retreat from mons; but he could have told them about the blisters he got on his heels; their craving from smoke. He could have written how he feel asleep marching; the loss of his friend at le Catean; how the sole of his boot dropped at meausc. He could have painted great word picture of his personal life experiences. A good letter does it in light manners. The objective is to present a picture of atmosphere and activities. Carlyle was perfectly skilled in this art writing from scots bring to his brother Alec in Canada, he begins talking about 'good old mother' saying, she is even now sitting at my back trying at another table to write a small word with her own hand. It is a first attempt for past many years. He proceeds to give graphic details of the activities of other members of the family. Such lively details would have made Alec Conjure the entire scene mentally.

The writer thinks there is a recipe by a master craftsmen of the art of letter writing. Such writing destroys distance and gives the reader a feeling of closeness. Friendships are interrupted by people moving to different places. Letters make them forget this separation. According to the author, they preserves ones presence in absence. Momentarily, one feels one is in company of a friend or relative, one feels warmth of affection and intimacy.

The writer feels that its familiarity is not its weakness. He assumes it is rather a virtue. The final advice is not to make a letter stately and too abstract; such a letter is like a good essay but lacks the quality of a letter that appeals to reader's emotions. A good letter gives concrete details; it is not abstract.

Critical Comments

A.G gardener's short literary composition is an inspiring literary piece. He has deftly tackled the issue of the lack of skill when it comes to writing a letter. General lack of ideas on the part of the writers, coupled with advanced delivery system is responsible for declining attempts. In a way it is not an exaggeration to say that the art of letter writing has sunk into passivity of restraint due to many factors. The author, in a beautiful manner, makes us aware how we have neglected this form of communication. All those aspirants who want to improve their letter writing skill but are discouraged by sagging confidence can draw inspiration from Gardiner's pragmatic advice. The composition is well balanced: The beginning is vivid, the middle part provides supportive examples and the concluding part is a natural culmination of ideas.

1.1.6 Long Question

Discuss the essential features of a good Letter.

1.1.7 Short Questions

Question: what is the difference between an essay and a letter?

Answer: According to the writer orderly and stately composition based on abstract ideas provides material for an essay. A letter is written in different manners. The basic objective behind a letter is to enable the reader feel and perceive the atmosphere and activities. A good letter makes the reader feel as if he were conversing, with the writer. He is able to understand situation at the writer's end. Words poured through pen-paint a word-picture having a vivid reality of its own.

Question: Is it important to write a letter often?

Answer: Yes, to some extent such a regular practice would improve communicative ability. A regular practice pattern would, apart from improving linguistic skill, make one more expressive and well-turned socially. A good letter improves inter personal relations. A letter brings people emotionally closer; we

develop empathy.

Textual Annotation

Trivialities : Ordinary issues, Petty affairs

Scarcity : Shortage, Dearth

Dalesmen of Lakeland: Inhabitants of valleys of Lake District, an area of northern England

Literary letters : Letters written in great style

Comrades : Companions

Craft : Art, skill

Virtue : Noble quality

1.1.8 Suggested Reading

- Gardner, John, and Stewart O’Nan. *On Writers and Writing*. Counterpoint, 2009.

[c] WORK BRINGS SOLACE – A.P.J. ABDUL KALAM

1.1.1 c) Objectives

1.1.2 Introduction to the Author

1.1.3 Work Brings Solace: an overview

1.1.3.1 Werner Von Braun

1.1.3.2 The Flight

1.1.4 Self-check exercises

1.1.5 Summary

1.1.6 Long Questions

1.1.7 Short Questions

1.1.8 Suggested Reading

1.1.1 C) Objective

- To introduce students to Dr. A.P.J. Abdul Kalam
- To make students realize the importance of commitment and dedication towards work.

1.1.2 Introduction to the Author

A.P.J. Abdul Kalam, in full Avul Pakir Jainulabdeen Abdul Kalam, (born October 15, 1931, Rameswaram, India—died July 27, 2015, Shillong), Indian scientist and politician who played a leading role in the development of India's missile and nuclear weapons programs. He was president of India from 2002 to 2007.

1.1.3 Work Brings Solace: an overview

In this essay, the former President of India, late Dr. A.P.J. Abdul Kalam describes his interaction with the great scientist Werner Von Braun, an icon in America for his rocket programmes. Secondly, Kalam also stresses how complete commitment to work gives great pleasure and tremendous satisfaction to a dedicated person.

1.1.3.1 Werner Von Braun

When Dr. A.P.J. Abdul Kalam returned from France where a successful testing of the satellite Launch vehicle-3 had taken place, he was informed by his colleagues that the great and renowned rocket scientist Werner Von Braun would be visiting Thumba and Kalam. He was to accompany him during his visit.

Wernher Von Braun was a name to reckon with in the field of rocket science. He had designed the lethal V-2 missiles that had nearly destroyed London during World War II. The Allied forces had captured him but recognizing his genius and precocious mind he was given a top position in the rocketry programme at NASA.

He designed the pioneering Jupiter missile, the first Inter-Range-Ballistic missile which could fire upto 3000 Kms.

The V-2 missile which had begun as a civilian effort soon became an army project with Von Braun as the technical director of the German missile Laboratory at Kunmersdef. It was first tested in June 1942. The first testing failed but in August it became the first missile to exceed the speed of sound.

1.1.3. The Flight

Abdul Kalam was filled with awe and wonder that he would be companion to this eminent rocket scientist who was a versatile genius. He was not only a pioneering scientist but also designer, production engineer, administrator and technology manager, all rolled into one.

They travelled on the Aero aircraft and reached Trivandrum in ninety minutes

from Madras. Throughout the flight, Von Braun, like an inquisitive child, kept questioning Kalam about the rocket programme in India and Kalam found him an exceptionally humble and receptive person. Von Braun never once showed his superiority as the greatest rocket scientist in the world.

Kalam asked him how he felt in the U.S. because as he had become a sort of an cult figure there after designing the Saturn rocket in the Apollo mission responsible for man's first landing on the moon, Braun replied that he found America as a land of limitless possibilities but found it disconcerting that American treated everything un-American with doubt and disdain. They were not receptive of foreign technologies. And Von Braun advised Kalam that if he as a scientist wanted to do anything in rocketry he must do it in India itself.

Since SLV-3 was an indigenous design it might have its own draw backs but then one's success is also defined by one's failures. And sheer assiduous work would not bring anyone glory and honour. He then cited an example of people who build walls. They break their backs building walls and when they are dead, they leave behind miles of those walls. But others who place one rock on top of another work with a futuristic vision. They may build a terrace with roses climbing over them and where one could spend some leisure hours or may enclose an apple orchard within the wall. What ultimately is of importance is that these people leave behind more than a wall.

And he urged Kalam to make rocketry neither his profession nor his livelihood, but a sacrosanct religion, a holy mission. Kalam had witnessed three tragic deaths in his family; and to maintain his equipoise he threw himself into work. So intense was his commitment that everything else took a back seat – no badminton no leisure holidays, no family, not even any friends outside the SLV circle.

To achieve success, says Kalam, one must have single-minded devotion and commitment to one's goals. But Kalam raises an objection to such individuals being termed 'workaholics' which, to him, sounds like some sort of an illness. If one works for something passionately, it cannot be an illness or abnormality.

When one works at optimum capacity it leaves him no time for anything else. There are some who complain about 40 hours a week job, but on the other hand, there are some for whom even hundred hours a week are not tiring because they love their work. All successful men and women have an intense zeal and enthusiasm for their work regardless of the work time involved. But total

involvement in work also requires good health and limitless energy. Climbing to the top whether it is one's career ladder or Mount. Everest – requires a lot of energy. To a committed person work becomes a 'flow' where one action automatically follows another in logical precision without the conscious involvement of the worker. And the worker becomes one with the work he is involved with.

All scientists, working on SLV were working in the same flow. Although the work was demanding, they all were very relaxed and energetic. 'What had made this possible'? says Kalam, it was perhaps that onerous targets seemed achievable. When the design of the SLV started emerging, Kalam felt a huge amount of confidence welling up inside it and he knew that the project was now attainable.

The first requirement to get into that flow says Kalam, is to put one's shoulder to the wheel when a task presents a challenge. The challenge may not be indomitable if it makes one work a little harder and one performs better every day.

Another pre-requisite for getting into the flow is availability of uninterrupted time. Distractions impede the flow. Kalam says that umpteen times he and his colleagues have been so engrossed in their work that hours would slip by and they would not even realize that lunch hour had come and gone. Their total commitment would not let them be conscious of their thirst or hunger.

1.1.4 Self-check exercise

Why had Von Braun become a cult figure in the U.S. ?

1.1.5. Summary

In this essay, the former President of India, late Dr. A.P.J. Abdul Kalam describes his interaction with the great scientist Werner Von Braun, an icon in America for his rocket programmes. Kalam also stresses how complete commitment to work gives great pleasure and tremendous satisfaction to a dedicated person.

1.1.6 Long Question

Discuss the theme of the essay, *Work Brings Solace*.

1.1.7 Short Questions

Q.1 What were Von Braun's feelings towards America?

Ans. Von Braun felt that America was a land of limitless possibilities but that Americans looked with doubt and suspicion upon alien technologies and that disturbed him.

Q.2 What does Kalam mean when he says he had pushed a 'hold' button on his life?

Ans. Kalam's work required intense commitment and hard work. He had to put a stop to all his leisure activities – whether it was badminton or weekends or holidays. He cut himself off from everyone – family friends; and relations. His only interaction was with colleagues working on the SLV project.

Q.3 Describe in your own words how Kalam explains the experience of 'flow'

Ans. When a person is totally and whole heartedly involved in his work he experiences a flow. In Kalam's definition flow is an overwhelming and joyous experience while working, or it is sensation we experience when, we act with total involvement. When a flow results one action automatically follows another as if driven by some internal logic and the worker and work become inseparable.

To get into the flow one requires putting in a lot of efforts and stretching his energy to the optimum level. Another pre-requisite for getting into the flow is that one should have availability of a significant duration of uninterrupted time and no distractions whatsoever.

1.1.8 Suggested Reading

- J., Abdul Kalam A P, and Arun K. Tiwari. *You Are Born to Blossom: Take My Journey Beyond*. Ocean Books, 2008.

(A) Toward Creating a Poverty Free World

1.2.1 (A) Objectives

1.2.2 Introduction to the Author

1.2.3 Toward Creating a Poverty Free World: an overview

1.2.3.1 The Famine

1.2.3.2 Grameen Bank

1.2.3.3 Survival Skill

1.2.4 Self-check exercises

1.2.5 Summary

1.2.6 Long Questions

1.2.7 Short Questions

1.2.8 Suggested Reading

1.2.1 (A) Objective

- Increasing student's awareness about concepts that created Grameen Banks.

1.2.2 Introduction to the Author

Muhammad Yunus (b. 1940) is an innovative man. He hails from Bangladesh and has pursued career in Banking and entrepreneurship. He is an Economist. He is credited with innovation of the idea of micro credit and micro finance. The poor, who do not get loans from banks have been helped by him through his Grameen Bank Scheme. He and Grammeen Bank were jointly awarded Noble prize for initiating social development from the bottom of social hierarchy. Besides nobel prize yunus has been awarded by various national and international groups that have appreciated the significance of his concept of micro credit and micro finance.

The essay in hand reveals details of the unfolding of his pioneer work and socio-economic concepts that created Grameen Banks to free the poor from the clutches of poverty by making them successful in life.

1.2.3 Toward Creating a Poverty Free World: an overview

The essay begins on a moderate note of humility by sharing experiences when the writer addressed audience on the occasion of D.T. Lakadawala Memorial lecture. The author exhorts the listeners to re-examine their views about issues involving poverty. He says as an immense amount of poverty exists in the world, we should question how wise we are? The next question posed by him is if the people of the sub-continent destined to live in poverty? In spite of nearly half a century of freedom poverty still afflicts millions of people both in India and Bangladesh; will it haunt the poor for another 50 years?

1.2.3.1 The Famine

He narrates his experiences during his stint as a teacher in Chittagong University. In a very short period, he lost faith in established theories of economics. A famine struck Bangladesh. The misery created made the writer skeptical about economic theories. There was a realization that mere theories cannot remove poverty; abstractions of economics are useless in face of reality. He wanted to learn actual economics, and the lucky opportunity was provided by rural area surrounding Chittagong. He paid visits to the households of the poor inhabiting nearby village Zorba. It was a shock to see that the villagers could not garner an amount of one dollar per person to launch their individual schemes by running a small scale business of their own.

1.2.3.2 Grameen Bank

He made a list of the people who needed monetary help; what they needed was a meager amount of \$27. He lent the money to the needy people. To make more people avail the opportunity of loans he approached a bank. The bank authorities refused to help as they found poor people unworthy of credit. Even higher officials were not convinced. Eventually he himself became the guarantor. He lent the money obtained from bank to the poor people of Zorba. People paid back their loan. He expanded the area of his operation but bank authorities were not convinced even when he

lent money to people of a hundred villagers and people paid back the money. Frustrated by the attitude of bank people, he planned to create a bank for the poor. Finally, in 1983, Grammen Bank was created. Today, it has proved such a success that it operates in 37000 villages out of a total 68000 villages. It gives loan to 2.1 million poor people of whom most are women.

In June 1997 they paid total loans of US\$2 billion. First billion mark was reached in March 1995. The average loan size after 20 years of experiment is \$160. Grameen Bank gives loans of various types housing loans, leases, equipment and for purchase of animals. The repayment rate is 97 percent. The bank is owned by the borrowers. It has brought drastic changes in lives of the borrowers. One third of them have risen above poverty line; another one third are close to crossing it. The issue of self-employment and wage employment is also discussed by the writer. According to common notion employment is a sure way to end poverty. He does not agree with it; for he feels that employment is not the most satisfactory way to eradicate poverty; something more in terms of creating economy is required. The ultimate solution to counter poverty lies in enabling people to become master of their own destiny. The Grameen Bank experience proves that support of financial capital, even if it is meager, brings an incredible change in the lives of the poor. Loan requirements of borrowers were different in each case, ranging from \$ 20 to \$500. Each borrower wanted to pursue career of his own choice. Someone was interested in husking paddy, while someone else was interested in puffed rice. Cow rearing and Earthen pot making were some other fields loan seekers wanted to venture into.

According to him it is a false belief that first training should be imparted then job opportunities should be provided. Contrary to this belief, he feels that the cause of people's poverty lies not in lack of skill but in their inability to retain the return of their labour. Economists have created a model into which serving others is the only means of financial salvation. He finds this idea repulsive. Our forefathers did not prepare themselves for job market. From hunters and gatherers, they changed into farmers and became masters of their fate. Therefore, self-employment is the most dignified pursuit.

1.2.3.3 Survival Skill

As for skill, he feels that all human beings have innate skill called survival skill.

All they need is access to cash so that they can develop a career suitable to their liking and natural skill. Govt. decision makers, NGOs and international consultants start training people due to mistaken belief that lack of skill is the cause of poverty. Secondly, such projects further their interest of getting higher jobs without any responsibility to produce concrete results. In many cases training programmes prove counterproductive. The author is not against training or imparting skill, what he proposes is that people should be encouraged to develop their natural skills. Instead of enforcing training upon people, they should be encouraged to seek it and made to pay for it, even if it is a token amount.

1.2.4 Self-check exercise

- Is there a need of Grameen Banks? Why?

1.2.5 Summary

The author says that bookish knowledge of Economics is useless as it has no use for the word 'self-employment.' The best way to create a world free of poverty and unemployment is to create self-employment by creating supportive institutions. If this strategy is followed the poverty shall cease to exist at all.

1.2.6 Long Question

Discuss the central idea of the essay, *Toward Creating a Poverty Free World*.

1.2.7 Short Questions

Q. 1. Why was the writer shocked when he visited Zorba?

Ans. He was shocked to see the appalling poverty of the local population. They could not earn even one dollar in a day. Many of them wanted to start their own work but they had no means to do it; 42 people needed only \$27 which they could not get. This was shocking.

Q. 2. How did the author help them?

Ans. He lent money to the people who were on his list. This made them happy. He thought of fulfilling financial needs of such people. Approaching a bank seemed the only sensible option.

Q. 3. Did the bank located in the campus help?

Ans. The bank manager refused plainly and told the author that the poor were not creditworthy. The author argued within with him but without any success. He met even the higher authorities but their response was also negative. He became the guarantor. In 1976, he gave the people of Zorba the money obtained from the bank. The borrowers returned the money in due time.

Q. 4. What led to the formation of the Grameen Bank?

Ans. The author expanded the area of his work. He tried two villages. The results were encouraging. Even when hundred villages were included in lending money and its timely return the bank authorities were not ready to give loans to the poor. Frustrated by their apathy, the writer decided to open a Grammeen Bank.

Q. 5. How did Gramneen Bank fare?

Ans. Opened in 1983, it proved a success. It operates in 37000 villages. 2.1 million borrowers get loan. They crossed US \$ 2 billion mark in cumulative loans in June 1997. In two years it expanded to an average loan amount is \$160. Repayment rate is 97%. Borrowers own the bank. It has helped the poor in improving their income.

Q.6. Why does the author give priority to monetary help rather than skill?

Ans. According to him, every human being has some natural skill. People can't exercise those skills because they don't have money to buy essential equipment. Once these means are provided by lending them money they develop their natural skill and become successful.

1.2.8 Suggested Reading

- Bornstein, David. *The Price of a Dream: The Story of the Grameen Bank*. Oxford University Press, 2005.

(B) Toasted English**1.2.1 (B) Objectives****1.2.2 Introduction to the Author****1.2.3 Toasted English : an overview****1.2.3.1 American vs British English****1.2.3.2 'Toasting'****1.2.4 Self-check exercises****1.2.5 Summary****1.2.6 Long Questions****1.2.7 Short Questions****1.2.8 Suggested Reading****1.2.1 (B) Objective**

- To introduce R.K. Narayan
- To create awareness about subtleties of the use of English Language in different cultures.

1.2.2 Introduction to the Author

R.K. Narayan (1906-2001), was born in Chennai (earlier Madras). He is considered the best novelist among first generation writers of India in English. Credit of publishing ten novels and short stories goes to Mulk Raj Anand and R. K. Narayan. His famous novel, The Guide has been filmed. His works centre around Malgudi, a fictitious town created by him.

He is a writer whose language is simple and settings are real. His characters are lifelike. Faulkner. His compassionate humanism has made some people compare him with American writer Faulkner. The essay Toasted English is half-humorous, half-serious. It narrates how English differs from one-country to another.

1.2.3 Toasted English: an overview

R.K. Narayan's essay *Toasted English* brings out subtleties of the use of language in different cultures. The author gives some amusing examples of English as spoken in America and England. He makes some serious recommendations to Indianize English as Americans have Americanized English yet retained the core of British English. He suggests that this Bharat Brand English should be neither scholastic nor a distorted version without respect for dignity and rules of this language. This Swadeshi English should bear a stamp of Indian culture and norms.

The writer compares American English to toast English. The expression 'Toasted English' refers to English muffins (tea cakes of a certain kind).

1.2.3.1 American vs British English

In American restaurants, one often hears this expression though now muffins are being made in America. Yet they have retained the expression 'English' which, sort of, indicates their origin in England. Americans ended British colonial rule in their country but they did not dispense with their language, but American English is not an exact clone of British English. They have introduced their own phrasology. Due to this, the listener finds some expression and words funny and quizzical. According to the author, British English has been toasted and made American. The major impact of this toasting has resulted in freeing it from formalism surrounding this language.

Americans have discarded the use of passive voice which according to the writer is like "stifling tyranny". In India sign boards in parks read, "Trespassing Prohibited". In Berkeley the author came across the sign, Newly Planted Don't Walk. Due to this active use of language there is no doubt left in the mind of the reader as to what the sign intends to convey. 'Absolutely, No parking' leaves no choice but to seek another parking space. In India authorities use a twenty line inscription to say under Municipal Act so and so of the Motorist Vehicle Act, etc. etc.

In USA messages are conveyed in notices which are crisp and to the point, e.g. one can see the sign 'Do Not Enter' on many office doors. Traffic signs at pedestrian crossing simply flash 'Go' or 'Wait.' In a Hollywood studio, the author was surprised to read Mark Stevens' 'keep out' the author reflects why Stevens announces his

name if he does not want company of visitors?

1.2.3.2 'Toasting'

According to the author 'toasting' of English is a common occurrence in America and it is done by employing various means. In USA you will find certain words that are used often. They are not restricted by time or space and can be used in different contexts. These words carry an element of universality. 'Check' is one such word which can be labelled the American National expression. The British don't go beyond its dictionary meaning. In American it is used in many situations still it seems suitable. 'I'll check' means 'I'll find out', investigate examiner, scrutinize, verify or probe.

Your check signifies anything producible; ticket token etc. One leaves possessions in check room 'check girl takes care of one's umbrella, coat or anything left in her custody. Another word which Americans use freely is fabulous. It carries many connotations. It may mean 'cats are fabulous' so and so is fabulous and may mean that so and so displays mild form of charming lunacy.

Ok does another word not need any suffix. One need not attach sir before it as a mark of respect but yeah. that is uttered in a short base of the tongue grunt is indicative of the sentence realing whereas yes involves time as sibilants could be prolonged.

Even in ordinary situations. There is a refinement of English, e.g.

When bus conductors on London buses approach the passengers they do not shout 'Ticket', 'Ticket' they simply say 'thank you' and repeat it on receiving the fare. The author humorously says that one can count the numbers of farers by halving total no of thanks heard. In western countries, there is an implied meaning behind utterances. For example 'can I help you' may mean is you have any business here, if so state it, or it may mean you have wandered off into a wrong place, go away. Instead of bursting in an expression of anger for obstructing his passage a man who wants to pass. You says 'Excuse me' when a busy man's secretary asks you gently would you like to wait, you have no choice but to comply by saying 'thanks you'. No, I would not like to wait I have other things to do."

1.2.4 Self-check exercise

- Cite some examples of 'toasting' from the text.

1.2.5 Summary

The author suggests that we should have a 'Bharat Brand' of English. It must come out of the halls of learning and common man should be able to assimilate its idiom. He is against mongrelisation of the language and its uses in such form as 'were a going, man'? Bharat English should respect the rules of grammar and uphold the dignity of this language, but it should appear as Swadeshi. In the words of the writer, It should be as Swadeshi as Madras Handloom check shirt or like the Thriupathi doll.

1.2.6 Long Question

- Discuss the theme of the essay, '*Toasted English*'

1.2.7 Short Questions

Q. 1. How have America achieved 'toasting of English'?

Ans. They have coined some basic words that have multipurpose potential. They can be used in various contexts, without constraints of place or time. 'Check' is one such word used extensively, the author, says it can be labelled American National expression.

Q.1. How many different meaning are conveyed by the word 'check'?

Ans. The word 'check' which is used in various situations, carries different connotations depending upon the sense you want to convey. I'll check according to author, can mean, I'll find, out, investigate, examine, scrutinize, verify, or probe. 'Check' may signify, ticket, token or anything producible. 'Checking out' from a hotel means departure. The writer says he felt disturbed because on first occasion 'checkout' sounded like 'chuck out.'

Q. 2. Why does the author call OK a comprehensive word in the sense?

Ans. The author calls it comprehensive in the sense that it is not only the easiest word but also does not need a suffix to carry the sense of respect for the listener, it

does not need the tag of 'sir' to complete the sentence. The author compares it with 'yeah' that terminates the sentence. One can say 'yes sir.' or but 'yeah sir' is improbable.

Q. 3. What are muffins? Why does the writer call American English toasted English?

Ans. Muffins are kinds of cakes. they are made in American restaurants but their origin is British. Americans threw out the British but retained origin of muffins. Similarly they toasted English by discarding the formalism found in British. English. This has resulted in a kind of directness.

Q. 4. What is his opinion about English in India?

Ans. He wants it to be the language of common man. As Americans retained English but made it suitable to their needs so Indians should develop a Bharat Brand of language which can be spoken conveniently by an average Indian.

1.2.8 Suggested Reading

- Narayan, R. K. *The English Teacher*. Indian Thought, 1955.

(C) Issues in the Writing of Environmental History

1.2.1 (C) Objectives

1.2.2 Introduction to the Author

1.2.3 Issues in the Writing of Environmental History : an overview

1.2.3.1 Regional Climate and Topography

1.2.3.2 The connection between Environment and History

1.2.4 Self-check exercises

1.2.5 Summary

1.2.6 Long Questions

1.2.7 Short Questions

1.2.8 Suggested Reading

1.2.1 (B) Objective

- To introduce the author Mahesh Rangrajan.
- To create awareness about Environment.

1.2.2 Introduction to the Author

Mahesh Rangrajan was born on 22nd April, 1964. He is a researcher with special interest in History of India during British rule as well as and after Independence. He is a political analyst and writes columns for newspapers. He writes on wildlife conservation and issues related with environmental. In 2010 task force was constituted matters, Rangrajan was appointed the Chairperson.

He has held many honorable positions. He was made Director of Nehru Memorial Museum and library are Fencing the Forest (1996). India's wild life History: An Introduction, (2000). He has edited 2 vol. of The Oxford Anthology of Indian Wild Life (2001-2). He has been visiting faculty of many foreign and Indian Universities.

1.2.3. Issues in the Writing of Environmental History: an overview

The current essay is a part of his book nature and nation: Essays on Environmental History.

According to the Author, history of a country is linked with environmental changes and political influences. A hundred years ago the British ruled almost a quarter of the world. Now imperialism is obsolete. But environmental history is a kind of comparative study linked with Europe and North America and also with societies and areas which were under the European rule. With the end of Imperialism emergence of new economies have brought about new climatic changes there has been a shift, batton nations have gained ascendeny. It is a matter of debate as to when, why and how these shifts took place. But their occurence is a certainty. These changes are significant because changed power equations among countries have brought new ecological and environmental dimensions there is a confluence of various factors such as. Economy and Ecology, state making and identity, nature and nation to create the centre of analysis of change in the present era.

1.2.3.1 Regional Climate and Topography

It is paradoxical that inspite of heavily populated land and largely killed and India has a variety of animals birds and insects. Many vertbrteast that have vanished from Asian can be still be found in India in a considerably large number. Tiger was made our national animal in 1972. In 2010, the Elephant was made national heritage animal and trio was completed by inclusion of Gangetic Dolphinas national aquatic animal in 2010. Many types of regional climate and topography dominated and influence environment there is commonness between central Asian and Trans Hminalyan region and Himalaya of Northern India. There are common elements between ecology of Northern India and areas in South East Asia. As. well as Suthern China our 8000 K.M. coastline (in many ways) is ecologically connected with the widen world of the Indian ocean. Country's water scope and land has been changed by animal husbandry and agriculture. Prolonged periods of trade, settlement and unsettlement of new towns. But contumacies blow in rich variety of production. Environmental decline is a single stretched like influence in tapestry of life, there are evidences of the decline of eco system at other times and places. There are many facets of changes and processes regarding polluted areas, and terrain showing decay and decline.

The author asserts that writing about environmental change and continuity involves viewing contrast also. How the terrain was or was not is influenced by historical

factors which arose due to geography. The writer raises many factors on terrain. He says western influence has been seen as a point of departure or otherwise as soft continuity.

The idea of colonialism constituted a watershed which is still a matter of intellectual engagement from historical perspective as it was a time where equation between human beings and environment underwent a gross change from the idea of colonial watershed prior to our national animal in 1972. In 2010 the Elephant was made national heritage animal and trio was completed by inclusion of Gangetic Dolphin as national aquatic animal in 2010. Many types of regional climate and topography dominated and influence environment there is commonness between central Asian and Trans Himalayan region and Himalayas of Northern India. There are common elements between ecology of Northern India and areas in South East Asia. As well as Southern China. Our 8000 K.M. coastline (in many ways) is ecologically connected with the wider world of the Indian ocean.

Country's waterscape and land has been changed by animal husbandry and agriculture. Prolonged periods of trade, settlement and unsettlement of new towns. Environmental decline is a single stretched like influence in tapestry of life, there are evidences of the decline of eco system at other times and places. There are many facets of changes and processes regarding polluted areas, and terrain showing decay and decline.

There has been a quickened pace of economic growth in China, Vietnam and India since the end of 1970s. Environmental histories must contend with hydrological and biological consequences of these processes. Both the population and economies are growing rapidly. These growth parameters are interlinked with large areas of tropical ecosystems and monsoon ecologies. The writer warns that there is rich biological diversity involved and phases of history bring new opportunities of economic development, but an ill planned, badly worked out approach can destroy the entire landscapes and waterscapes in a very short period of time.

1.2.3.2 The connection between Environment and History

The author says that it is not a question of environmental history in narrow sense. According to him, both history and environmental history are interlinked. Very often, concern for environmental history draws views in public space. Papers are read in

larger debates. They should be read before chosen scholarly audience. He cites the case of a two part essay written in 1980 which deals with colonial roots of India's forest policy. It was written when a law was being proposed to give forest officials more punitive powers over locals who exploited forests. A citizen's report offered an alternative plan based on scientific critiques besides grass root action.

Anti-dam protests against silent valley dam on Kuntipusha river in Kerala, Narmada river in central India and against these on tributaries of Ganga and Bramhaputra have found counterparts in studies why they became choice of decision makers? Scholarly studies have started to deal with spaces obtained for nature preservation and forced removal of slums for beautifying the area and for urbanization.

1.2.4 Self-check exercise

- Define Environment.

1.2.5 Summary

The writer says that over the last thirty decades, issues of resources and living spaces have become prominent to politics and have found a place in public debate. There is a long list covered by these issues such as making space for nature, right or wrong use of technology, contests over natural resources such as water, pastures and wetlands. India's environmental history is subject to influences that reflect contemporary issues and concerns which shape it and the state of affairs.

1.2.6 Long Question

- How does climate change affect the Environment?

1.2.7 Short Questions

Ques.1. Why are there elements of paradox and irony in Indian environmental history?

It is because vast land of India is subjected to tilling and the area inhabited by people living in cities and towns created in that space have population which is more than the population of the entire Europe. In spite of such factors, Indian cities and towns have birds, plants, fish, insects and reptiles. A number of vertebrates which have disappeared from many areas of Asia are found in India. There is tiger (our national animal), The national heritage animal elephant; and in 2011, the Gangetic Dolphin was declared national aquatic animal. Existence of so many animals, bird species and

insects in an area inhabited by a huge population of humans, and the land which is regularly tilled is a paradoxical phenomenon.

Ques.2. What has affected the land and its natural resources?

An era of animal husbandry combined with centuries of trade and settlement of towns have caused changes in India's waterscapes and land. There are signs of change, decay and transformation. These have not occurred only in India. Other ecosystems have been affected too.

Ques.3. According to the author, writing about environmental changes and continuity, contrast has to be taken into account. Explain.

The author claims that both environmental changes and continuity are interlinked with contrasting factors. These factors cannot be excluded if a proper understanding has to be arrived at. Influence of colonialism and capitalism or factors arising from geographical specificities that did or did not affect the terrain must be examined. It should also be assessed whether people utilize the opportunities created by land and living or non-living entities such as animals, water and vegetation. Western influence on the globe is viewed as the influence which affected large segments of forests for settling wandered groups. Indian elite class and state makers were responsible for this. It is still considered that colonialism affected ecology, bringing about changes that affected environment. These ideas about colonial watershed were formulated before economic growth in Asia took place quickly. Since then, attention is being paid to longer term trends antedating colonial era. There is growing belief about critical appraisal of environment before colonial influence.

1.2.8 Suggested Reading

- *Environment*. Asian and Pacific Development Centre, 1992.

(A) WHY I WANT A WIFE

1.3.1 (A) Objectives

1.3.2 Introduction to the Author

1.3.3 Why I want a wife : an overview

1.3.3.1 'Wives'

1.3.3.2 The Social Circuit

1.3.4 Self-check exercises

1.3.5 Summary

1.3.6 Long Questions

1.3.7 Short Questions0

1.3.8 Suggested Reading

1.3.1 (A) Objectives

- To introduce the author Judy Brady.
- To sensitise students about the issue of gender discrimination

1.3.2 Introduction to the Author

Judy Brady was born in San Francisco, USA and did her Bachelors in Fine Arts from the University of Iowa. As a freelance writer she wrote on a host of topics mainly issues concerning women. She is an environmental activist now but it was as a feminist that she received accolades. Her essay 'Why I want a wife' was published in 1971 and she is regarded as a classic example of feminist writing.

1.3.3 Why I want a wife : an overview

This essay is a scathing and searching study of the stereotypical role that a wife is forced to fit into. Judy Brady forcefully brings to our notice how this slotting of a

woman into a pre-determined role makes gender discrimination all the more sharper and keener. In a given society, a wife has certain duties laid out specifically for her and with subtle irony, Brady brings home the fact that who wouldn't want a mechanical human being who would uncomplainingly fit into a role, tailor made for her and slave away to please others, notably the husband.

1.3.3.1 'Wives'

The essayist begins by saying that as a woman, she belongs to the category classified as wives and also not by sheer chance, she also belongs to another category of women – 'the mother'.

Sometime back a male friend of the essayist who was recently divorced, was looking for a suitable wife and suddenly while doing the mundane work of ironing she wondered as to why one needed a wife. 'Is a wife a chattel of the husband always under his tutelage? Is she a slave at his beck and call or is she an object of desire for gratifying the sexual needs of man?'

Says Brady that a man needs a wife so that he can go back to school, get decent education so that he can earn a suitable livelihood and support himself and those dependent on him. And he would want a wife who would be an earning member so she can take care of his expenses of education and also take care of the children like monitoring their eating habits, hygiene, washing and sewing and mending their clothes, taking care of the children when they are ill, attending to their needs and teaching them social skills. And along with this she should be regular and punctual at her workplace and not give up her job because she would be bearing the cost of rearing the children. She is expected to juggle efficiently her work and her home.

Similarly, the husband expects the wife to manage his household well and to do all the chores like cleaning, washing, keeping things in their proper place; besides, she should serve good tasty meals and go to the grocers and clean up the kitchen and wash the utensils as well. And when the husband is ill or on a vacation she should play nurse to him and attend to him and their children.

The wife should not be petulant or irritable about her wifely duties; but must give a sympathetic lending ear to her husband when he wants to complain. She should also prepare his school lessons.

1.2.3.3 The social circuit

It is expected of a wife that she should outshine herself; get baby sitters when required and play the perfect hostess to her husband's friends. She should see that the children don't disturb the guests and the guests are comfortable and well-fed; their wine glasses refilled and their coffee served the way they would like it. And she should not complain if the husband wants a night out all by himself.

She should also cater to the husband's sexual needs and satisfy him but not demand sexual satisfaction or attention to her needs. She would be the one to practice birth control and be loyal and faithful to her husband although he may not be sexually faithful to her. And she should not be jealous if the husband has mistresses and paramours.

And if the husband fancies another woman she should be willing to divorce him so that he can marry the other woman and his former children would be his wife's responsibility.

And once he finishes school and has a good job he would want her to quit working so that she can assume her wifely duties more fully & completely.

So who wouldn't want such an obedient slave for a wife?

1.2.4 Self-check exercise

- Which category of women does Judy belong to?

1.2.5 Summary

Judy Brady forcefully brings to our notice how this slotting of a woman into a pre-determined role makes gender discrimination all the more sharper and keener. In a given society, a wife has certain duties laid out specifically for her and with subtle irony

1.2.6 Long Question

- Discuss the central idea of the essay, '*Why I want a wife?*'

1.2.7 Short Questions

**Q.1 When did the thought of having a wife occur to the speaker/narrator?
What is significant about the time at which she thinks so?**

Ans. The thought of getting a wife occurred to the narrator when a male friend, recently divorced, was looking for another wife. One day while ironing she thought about this friend hers and an idea of why one needed a wife, propped up.

Q.2 What are the duties of a wife towards her children?

Ans. A good wife would take proper care of the children. She would monitor their appointments with the dentist or the family doctor and take them for regular check-ups. She would feed them properly and keep them neat and tidy. She would attend to their needs, teach them social skills and also take them out for leisure activities to the zoo or the park. And she would also play nurse to them when they were ill.

Q.3 What the responsibilities of a wife towards her husband are as implied in this essay?

Ans. The wife would keep the house clean, pick the husband from work, keep his clothes cleaned, ironed, mended and replaced when needed. She would keep things in their proper place so the husband doesn't have to look for them; also she should be a good cook serving tasty meals as also someone who would plan menus, do all the grocery shopping and clean the kitchen and utensils after meals.

She would also attend to his friends as a gracious hostess and on vacation act as an attendant for her husband and the children. Also she would satisfy the husband's sexual needs as and when he desires without demanding the same in return. And she would be faithful to him even when he would be unfaithful.

Q.4 What is the code of conduct recommended for a wife when guests arrive?

Ans. When guests arrive, a wife is expected to play the perfect gracious hostess. She should see that the house is tidy, she should prepare special meals, serve them properly, pass the hors d'oeuvres, offer the guests second helping of the food, replenish their wine glasses, serve them coffee as they would like it. She should also have seen to it that the children are fed and in bed before the guests arrive so they are not a nuisance and the wife would be a silent listener to her husband and his friends and not interrupt them.

1.2.8 Suggested Reading

- Azad, Rajiv. *Gender Discrimination: An Indian Perspective*. Atlantic Publishers & Distributors, 2014.

(B) UNIVERSAL DECLARATION OF HUMAN RIGHTS**1.3.1 (B) Objectives****1.3.2 Introduction to the Author****1.3.3 Universal Declaration of Human Rights : an overview****1.3.3.1 Dignity of Human Beings****1.3.3.2 The Magna Carta****1.3.3.3 The International Labor Organization (ILO)****1.3.4 Self-check exercise****1.3.5 Summary****1.3.6 Long Question****1.3.7 Short Question****1.3.8 Suggested Reading****1.3.1 (B) Objective**

- To introduce Leah Levin.
- To create awareness about Human Rights.

1.3.2 Introduction to the Author

Leah Levin is a distinguished British human rights activist and specialist. The present extract is from his book *Human Rights: Questions and Answers*.

1.3.3 Universal Declaration of Human Rights: an overview

The idea of the book germinated as part of a drive by UNESCO for a comprehensive and extensive study of education for human rights, democracy and peace. The past century witnessed an unprecedented violation of human rights particularly in the genocide of the Jews during the Second World War. The concept of human rights becomes vital wherever the basic rights of human being are violated whether through slavery, war, genocide or attacks on the basic dignity of man. Human rights

as an academic discipline are a recent phenomenon. But as an abstraction, it was always a part of all cultures and communities.

This discipline makes the people aware of their fundamental unalienable inherent rights as human beings and educates them in ways and means to defend themselves whenever these rights are violated.

In the present extract, Levin introduces the need for emphasizing the importance of human rights and traces the various stages of the formulation of the Universal Declaration of Human Rights.

1.3.3.1 Dignity of Human Beings

Human beings by virtue of their humanity are born equal and have a natural and innate claim on their dignity and rights and these rights are indispensable part of human existence. These moral claims, called human rights, have attained legal status according to legislative processes of societies, both national and international. The basis of these rights is the consent of the people who have these rights.

All cultures, civilizations, religious and philosophical traditions have had the fundamental tenets of these human rights in one form or another. Humanity throughout history, has been subjected to the violation of these rights but all societies have through centuries, endorsed the egalitarian ideal and it was known as 'natural law' in these societies. Yet, contends Levin, discrimination still mars society because of ignorant stereotyping, racial prejudice and false doctrines which try to justify inequality.

1.3.3.2 The Magna Carta

Levin, then traces, how historically we can trace the definition and protection of human rights over the years. Important landmarks, he cites, are the Magna Carta Charter of England, the Petition of Rights and the Bill of Rights. The Magna Carta an English legal Charter required the King to proclaim certain rights, respect certain legal procedures and accept that even a monarch was bound by the law, hence he could not be arbitrary. Similarly, the Petition of Rights clearly set out the rights and liberties of the subject as opposed to the prerogatives of the crown. The Bill of Rights, an act of the British Parliament enumerated the rights to which subjects and permanent residents of a monarchy were entitled.

During the eighteenth century, the early ideas of natural laws were given a legal framework and were written down into national constitutions which highlighted the fact that only the assent of the free individual empowered the state. The French Declaration of the Rights of Man and the Citizen (1789) and the American Bill of Right (1791) were based on this premise of the contractual relationship between the state and its citizens.

The 19th century saw further development when these principles were adopted by a number of independent states and social and economic rights also came into the preview of human rights. In spite of these rights they were sometimes curtailed, or eliminated by arbitrary states or sometimes they were violated by ignorant social mechanisms.

The first international Treaties concerning human rights had their roots in acceptance of freedom of religion – the 1648 Treaties of Westphalia – and the abolition of slavery. In the year 1815, the congress of Vienna had already raised its voice against the atrocities of slavery and subsequently a number of treaties on the abolition of slavery followed, notable among which are The Treaty of Washington of 1862, the documents of the conference in Brussels, 1867 and in Berlin in 1885 as also the First Geneva Convention of 1899 and 1907. In 1864

The International Committee of the Red cross was founded which contributed significantly to these developments.

When the First World War came to an end, the League of Nations, though not directly mentioning human rights, tried to undertake the protection of human rights through international means. But its concerns were limited to the protection of minorities.

1.3.3.3 The International Labor Organization (ILO)

The International Labor Organization (ILO) further elaborated the working conditions of industrial workers established in the beginning of the twentieth century. The Geneva Convention argued for the abolition of slavery while conventions for the protection of refugees were adopted in 1933 and 1938 respectively. However, human rights law did not emerge in the period between the two World Wars.

The dictatorial rulers in the 1920s and 1930s and the Nazis in the Second World War committed untold atrocities on mankind. The Nazis even exterminated six million Jews in their massive drive of genocide. This made it obvious that unless human rights were legally written down and protected internationally, human dignity would be subjected to such abuse again and again. And this would disrupt and hinder world peace and progress.

The UN charter of 26th June, 1945 clearly states in explicit terms that the fundamental objective of this universal organization was to save succeeding generations from the scourge of war and 'to reaffirm faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women'. Article 1 of the Charter states that one of the aims of the United Nations is to achieve international co-operation in 'promoting and encouraging respect for human rights and for fundamental freedoms for all without distinction as to race, sex, language or religion, 'thus enshrining the principle of non-discrimination.

The charter being a treaty, its provision became a legally binding document and all UN member states have to fulfill the obligations given in the charter including the promotion and observance of human rights as well as its obligation to cooperate with the UN to attain this objective. The only drawback in the charter was that it did not specify human rights and does not give any directive mechanism for their implementation.

The onus of drawing up an international Bill of Human Rights and defining them lay now on the commission of Human Rights and on 10th December, 1948, the UN General Assembly adopted the Universal Declaration of Human Rights; as a common standard of achievement for all peoples and nations.

These rights can be broadly classified into two categories – the civil and political rights and the second the economic, social and cultural rights. The first article of the Declaration expresses the universality of rights in terms of the equality of human dignity, and the second article expresses the entitlement of all persons to the rights set out without discrimination of any kind. The fundamental principle underlying the rights proclaimed in the Declaration is the inherent dignity and the equal and inalienable rights of the members of the human family.

1.3.4 Self-check exercise

- What do you understand by Human Rights?

1.3.5 Summary

The author introduces the need for emphasizing the importance of human rights and traces the various stages of the formulation of the Universal Declaration of Human Rights.

1.3.6 Long Question

Discuss the theme of the essay, '*The Universal Declaration of Human Rights*'.

1.3.7 Short Questions

Q.1 What are the civil and political rights outlined in the Universal Declaration of Human Rights?

Ans. The civil and political rights, outlined in the Declaration include: the right to life, liberty, and security of person; freedom from slavery and torture; equality before the law; protection against arbitrary arrest, detention or exile; the right to a fair trial; the right to own property; political participation; the right to marriage; the fundamental freedom of thought, conscience and religion, opinion and expression; and the right to take part in the government of his/her country, directly or through freely chosen representatives.

Q.2 How has mankind been subjected to indignities throughout history?

Ans. Human life and dignity have been disregarded throughout history. Totalitarian regimes, the Nazis, atrocities on the Jews, discrimination on the basis of race, sex, language and religion, slavery and bondage, arbitrary governments and social mechanisms have all contributed to violation of human rights.

Q.3 List out the first attempts made at writing down human rights in the form of a document.

Ans. Many important landmarks may be mentioned about the first attempts made at writing down human rights in the form of a document such as, in England, Magna Carta (1215), the Petition of Rights (1628), and the Bill of Rights (1689). During the eighteenth century, the early ideas of natural law developed

into an acceptance of natural rights as legal rights, and these rights for the first time were written into national constitutions, thus reflecting an almost contractual relationship between the State and the individual which emphasized that the power of the State derived from the assent of the free individual. The French Declaration of the Rights of Man and of the Citizen of 1789 and the American Bill of Rights of 1791 were based on this premise. During the nineteenth century, this principle was adopted by a number of independent states and social and economic rights also began to be recognized.

Q.4 What does the UN Charter state?

Ans. The Charter states that the fundamental objective of this universal organization was to save succeeding generations from the scourge of war and 'to reaffirm faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women'. Article 1 of the Charter states that one of the aims of the United Nations is to achieve international co-operation in 'promoting and encouraging respect for human rights and for fundamental freedoms of all types for all without distinction as to race, sex, language or religion, 'thus enshrining the principle of non-discrimination'.

Q.5 What are the areas covered under the social, economic and cultural rights in the Universal Declaration of Human Rights?

Ans. The areas covered under economic, social and cultural rights include right to work; equal pay equal work; right to form and join trade unions; right to an adequate standard of living; right to education; and right to participate freely in cultural life.

1.3.8 Suggested Reading

- Halstead, Peter. *Human Rights*. Routledge, 2014.

Lesson No. 1.4

Personal letters

1.4.0 Objectives

1.4.1 Introduction

1.4.2 Hints for personal letters

1.4.3 Parts of a personal letter

1.4.4 Letters expressing one's feelings

1.4.4.1 Letters of congratulations

1.4.4.2 Letters of regret

1.4.4.3 Letters of condolence

1.4.4.4 Letters of Apology

1.4.4.5 Self-check exercises

1.4.5 Letters of advice, request, invitation and thanks

1.4.5.1 Letters of Advice

1.4.5.2 Letters of request

1.4.5.3 Letters inviting people

1.4.5.4 Letters of thanks

1.4.5.5 Self-check exercises

1.4.6 General personal letters

1.4.6.1 Self-check exercises

1.4.7 Summary

1.4.8 Suggested list of letters (Questions)

1.4.9 Key words

1.4.10 Suggested Reading

1.4.0 Objective

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.

1.4.1 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 as 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 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.

1.4.2 Hints for writing personal letters

Letters written to friends, relatives and acquaintances are informal, written in 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, grammar, and 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.

1.4.3 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 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, 2018

The date should be placed immediately under the address.

2. Do not write the date as shown below:
1-8-2018 or 10-8-2018
3. The date must be written as:
1st August, 2018 or 10th August, 2018
4. Note the punctuation marks shown in the address below:

Rose Cottage,
15, Main Street,
Ambala City.
12th Aug, 2018

(b) The Salutation: Write the salutation or 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, spelling 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,

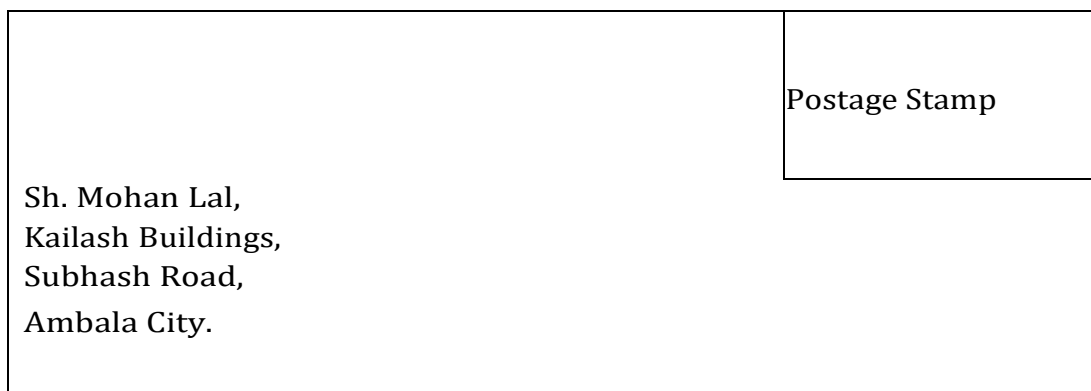
(e) The Signature: This must come below the words of leave-taking.

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:



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 before the initials of a person's name when we write Dr. or Prof.
 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 or 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,

Dear Bedi,

Now we shall be discussing different types of personal letters.

1.4 Letters expressing one's feeling.

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

1.4.1 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. I Examination.

216, Lower Mohalla
Patiala.
July 15, 2018.

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. So am I. Your grand success speaks of the hard work that you must have put in.

My heartiest congratulations to you and your parents. 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,

1.4.4.2 Letters of regret

Yours loving friend,

Amitabh

When something unpleasant happens to your friend or members of family or close acquaintance like failure in the examination and loss in business or so, 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.I Examination.

48, Radhu Majra,

Patiala

July 15, 2018

My dear Narinder,

Your failure in the B. A. Part I 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 exams. First you lost your dear mother, and then you were down with fever for many days. The accident of your brother also wasted lots 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 highfirst division next year.

Please convey my regards to your Dad and love to little Pinki
With best wishes,

Yours sincerely,
Anil

1.4.4.3 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.
Aug 13, 2018.

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 bear the loss.

With sincerest sympathies,

Yours sincerely,
Amrit Pal Singh.

1.4.4.4. Letters of apology and explanation

We write letters of apology giving explanation after we have made some kind of mistake, 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.
April 2, 2018.

My dear Raju,

I am really very sorry that I could not attend your birthday party last evening. I know, I have missed a grand opportunity to enjoy 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 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 April 1. It was already very late and was mentally disturbed, so 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

1.4.4.5 Self-check exercises

Dear student, attempt the following two letters on a separate sheet, for practice.

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.

1.4.5 Letters 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 our younger siblings 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- acquaintance for many things. We are discussing such letters one by one and also giving their samples.

1.4.5.1 Letters of advice

Giving a piece of advice to your younger brother or sister for their welfare through a letter shows your concern and wish for welfare and improvements. Such letters do have their impact if written firmly but 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.

Aug 12, 2018

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 your classes regularly.

You should remember that dear father has sent you to the 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 life. 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 exams.

I, being your elder brother, suggest you to change your ways. I know that you are very 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 has joined a college, giving your advice how she should behave there.

Ashiana,
Railway Road,
Nabha.
July 30, 2018

My dear Renu,

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

Renu dear, I know that you are very wise and will find no difficulty in adjusting yourself in the new environment but I, being elder, must lay a word or two as 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. 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,
August 14,
2018.

My dear Rajiv,

Only yesterday I received a letter from your room-mate, Vinod and 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 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.

Do not hesitate to let me know if you need anything. I shall wait for your letter.

Yours affectionately,

Vivek.

1.4.5.2 Letters of request

We also write letters to our friends/parents/relatives requesting them to make certain arrangements for us or do something favourable for us. Here is being given 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.
August 12, 2018.

My dear Father.

It is with great hesitation and reluctance that I have to request you to increase my monthly allowance as 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 I shall not spend even the smallest amount of money on useless things. I do not have any bad habit like smoking, drinking or watching 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

1.4.5.3 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 summervacation with you at a hill station.

Snow View Bhawan,
Near Bus Stand,
Kulu.
August 30, 2018.

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 vacations for a few days, you will get fresh energy. Your visit will make us also very happy.

Kullu, you know, is one of the best hill stations in India. It has a wonderful 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 greatly the calmness of the place. We shall go to Manali also.

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

1.4.5.4 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.
Aug 14, 2018

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 showered up on 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

1.4.5.5 Self-check exercises

Dear students, attempt the following two letters on a separate sheet for practice.

- 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 on your birthday party.

1.4.6 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.

August 12, 2018

My dear mother,

I have received your loving letter asking me about the college that I have joined. I feel 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 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 long experience. They are friendly and sympathetic. The Principal 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 respect 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.
September 30, 2018

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, neither I could 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 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 after B.A.

With best regards,

Yours affectionately,

Ravi.

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

1553, Gandhi Nagar,

Delhi.

1st July, 2018.

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 the 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 parked 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 there cannot be described in words. All the three persons travelling 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 huge 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 aunty and uncle.

Yours ever,
Vishal.

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

Boys Hostel,
Govt. College,
Nabha.
Aug 10, 2018

My dear Papa,

I have not received any letter from you since 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 September. 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 we plan to visit.

We shall leave for Agra by the Taj Express on 25th September. 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
August 12, 2018

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 fared 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 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 23, 2018

Dear Mother,

I am sorry to inform you that I am not happy in this 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 very irresponsible and mischief makers. 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. Waiting for your reply.

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.

March 15, 2018

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 beautifully 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 hands 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 2012-13 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

1.4.6.1 Self-check exercises

Dear students, attempt the following two letters on a separate sheet for practice.

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.

1.4.7 Summary

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 composition.

1.4.8 Suggested list of personal letters (Questions)

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.

1.4.9 Key-Words

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

1.4.10 Suggested Reading

- Craig, Sandy. *Letter Writing*. McGraw-Hill Book Co., 1989.

Applications and Letters to Editors

- 1.5.0 Objectives**
- 1.5.1 Introduction**
- 1.5.2 Letters of applications**
 - 1.5.2.1 Hints for writing applications**
 - 1.5.2.2 Samples of applications to principals**
 - 1.5.2.3 Hints for writing applications for jobs**
 - 1.5.2.4 Samples of applications for jobs**
 - 1.5.2.5 Self-check exercises**
- 1.5.3 Letters to Editors**
 - 1.5.3.1 Hints for writing letters to editors**
 - 1.5.3.2 Samples of letters to editors**
 - 1.5.3.3 Self-check exercises**
- 1.5.4 Summary**
- 1.5.5 Suggested list of applications and letters to editors (Questions)**
- 1.5.6 Key-Words**
- 1.5.7 Suggested Reading**

1.5.0 Objectives

The aim of this lesson is to:

1. Introduce you to application writing and letters to editors 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 applications and letters to editors.

1.5.1 Introduction

Dear student, in lesson no. 1, you learnt how to write personal letters of different kinds. In this lesson we shall discuss the writing of applications and letters to editors. Letters of application for employment and other purposes and letters to editors of newspapers on matters of public interest and expressing your views on current affairs come in the category of official 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.

1.5.2 Letters of Applications

1.5.2.1 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.

1.5.2.2 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 college Hockey 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. Aug 20, 2018. Since the

college will remain closed on account of a 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.A. II

Aug 12, 2018

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 about 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. A. II

Aug 10, 2018

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

The Principal

Arya College

Ludhiana.

Subject: Grant of fee concession.

Sir,

With due respect I, hereby, inform you that I am a student of B. A. 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. A II

Aug 14, 2018

4. Write an application to the principal of a technical institute for admission.

Mandeep Singh 76,

Vikas Colony

Phagwara.

Aug 14, 2018

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 2009 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

1.5.2.3 Hints for writing applications for job.

While writing an application for a job you should keep in mind that it should be direct and straight forward and it should be written in such a way that it catches the attention of your reader favourably. Convince him / her that you are appropriately qualified for the position you have applied for and you are called for an interview. Your application should not be very long. Confine it to one page and send along with it a copy of your resume / curriculum vitae.

When you are applying for a job which has been advertised, you must mention the job by title and state the source from where you came to know about it.

You can also write an application to explore the possibility of a suitable job in a few organizations. In such an application, you should explain the particular kind of job you are seeking, your qualification, potential and experience for the job. You should also clarify that you are writing the application / letter to inquire whether that organization has got any opening for that kind of job. While writing the application / letter your aim should be to convince your reader / person for the job and how, if given a chance, you will be doing the best in the job with your special skills, experience and personal traits.

If you lack experience in the field / job you are applying for, you should frankly admit it. But at the same time, you should present your case in a convincing manner, highlighting your qualification, skills and personal traits and showing your keen interest in the job area you wish to enter.

At the end of the application you should make a request for an interview in a polite but direct way informing about your address, contact no. and special instructions about your availability for interviews.

1.5.2.4 Samples of applications for jobs.

A few samples of applications for jobs are being given here.

1. Write an application for the job of a Junior Secretary for a reputed company in response to an advertisement in the newspaper.

35, Mahesh Nagar,

Ludhiana.

July 19, 201

The Personal Manager

Raman Hosiery Ltd.

Post Box No. 4326

Ludhiana.

Subject: Application for the post of a Junior Secretary.

Dear Sir,

This is in response to your advertisement in The Hindustan Times dated July 17, 2017 for the post of a Junior Secretary. I, hereby, offer myself as a candidate for the same. My qualifications and experience are detailed below:

I am twenty three years of age. I passed my senior Secondary Examination in 2007 from Punjab School Education Board. I was placed in Merit list but because of the adverse family circumstances, I could not continue my studies further.

I took a two year course in secretarial training and passed the examination in English shorthand and typewriting at the speed of 75 and 40 words per minute respectively:

I have been working as a private secretary to the manager of MS Atma Trading Company,

Ludhiana for the last two years. I am getting Rs. 5500 plus special pay of Rs. 500 per month. I expect a salary of Rs. 6500 per month.

My present employer is very much satisfied with my work but because his business is small, he cannot offer me better salary. He has no objection to my seeking better employment elsewhere.

He has even agreed to act as a referee and has promised to relieve me at 15 days notice in case I get selected.

I enclose herewith the testimonial from the Principal of my school and the Director of New Commercial Institute.

In case my application is considered, I can be available for interview at any time as per your convenience.

Thanking you,

Sincerely Yours

Ramesh Sahgal.

Encl.: Two testimonials.

2. A dynamic young candidate, a science graduate is to work as a salesman of a reputed firm. Apply with essential bio-data indicating expected salary to Box No. 2563 C/O/ The Manager, Nahan Pharmaceuticals, Patiala 147 001.

62, Amin Road

Rajpura.

Aug 14, 2018

The Manager

Box No. 2563

Nahan Pharmaceuticals

Ambala.

Subject: Application for the post of salesman.

Dear Sir,

With reference to your advertisement in *Patiala Newslines* dated Aug 2, 2014, I wish to offer my services as a salesman in your firm. I, hereby, enclose my bio-data giving all the

particulars about my qualifications and experience. In case I am considered suitable, I am prepared to appear for an interview any day. I can join my duties on ten days' notice. I expect a salary of Rs. 15,000/- per month plus daily allowance of Rs. 300/- as advertised.

Yours faithfully,

Sumit Vohra

Encl. : Bio-Data Sheet.

RESUME

Name : SumitVohra
Father's Name : Sh. RameshVohra
Address : 62, Amin Road, Rajpura
Contact No. : 98551-2516
Date of Birth : Sep 4, 1984
Qualification : B. Sc. Medical from Punjab University with honours in Chemistry.
Experience : 5 years as salesman with Mohan Chemicals, Ambala.
Present Salary : Rs. 12,000/- plus Rs. 150/- as Daily Allowance.
Reference : Prof. Rama Jha, Head of the Deptt. Of Chemistry, S. D. College, Ambala.
Languages known : English, Hindi, Punjabi

3. Write an application for the post of an Accounts Clerk.

25, Gagan Vihar

Ambala.

Aug 14, 2018

The Manager

Mohan Textile Mills

Ludhiana.

Subject: Application for the post of an Account Clerk.

Sir,

With reference to your advertisement in *The Hindustan Times* dated Aug 13, 2016 regarding the recruitment of an account clerk in your mill, I am applying for the post. My particulars are given below:

I am twenty five years old. I have passed my B.Com. examination from Kurukshetra University, Kurukshetra in 2008 with distinction.

I took training in accountancy at a Commercial Institute for two years and also obtained a diploma in Accountancy. I am presently working as an Accounts Clerk in a private firm on temporary basis. I want to work as a permanent hand in a well- established firm such as yours.

I am enclosing herewith all the necessary testimonials and documents for your kind consideration.

I assure you that if given a chance to work in your firm, I shall come up to your expectations doing my duty with dedication and efficiency.

I can appear for an interview at any time. My Contact No. is 98551-93261.

Sincerely yours,

Navin Kataria

Encl: Certificates and Testimonials.

4. Apply for the post of Sales Executive in Mahesh and Co., Madhopuri, Ludhiana.

14, Model Town

Ludhiana

Aug 2, 2018

The Manager

Mahesh and Co.

Ludhiana

Subject: Application for the post of a Sales Executive.

Dear Sir,

This is with reference to your advertisement in Ludhiana Newslines dated Aug 8, 2013 for the post of a Sales Executive in your company.

I am enclosing herewith my resume for your kind consideration.

If given a chance to work with your firm, I assure you that I shall work with dedication and sincerity.

Thanking you,

Yours faithfully,

Amit Aggarwal

Encl.: Resume and Testimonials.

RESUME

Name : Amit Aggarwal
Father's Name : Sh. Navin Aggarwal
Address : 14- Model Town, Ludhiana
Contact No. : 98662-13215
Age : 29 years
Qualification : B. Com. from Punjabi University Patiala with 75 % marks. M. Com. from the same university with 73% marks.
Experience : Have been working as a Sales Executive for the past four years in Ramesh & Company, Phagwara.
Salary Drawn : Rs. 12,000/- p.m. and conveyance.
Salary Expected : Rs. 15,000/- and conveyance and accommodation.
Hobbies : Working on computer

1.5.2.5 Self-check exercises

Dear student, attempt the following applications on a separate sheet for practice.

1. Write an application to the Principal of your college asking him for your character certificate.
2. Write an application for the job of a Maths teacher.

1.5.3 Letters to Editors

1.5.3.1 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 editor 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.

1.5.4.2 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.

Aug 6, 2018

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.
Aug 14, 2018

The Editor
The Tribune
Chandigarh.

Sir,

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

For the past many months, the people have been driving vehicles very rashly. They unmindfully of the laid speed limit. Cars, vans and taxis pass by you at terrific speeds, even at turns and road Junctions. University boys and girls drive motor bikes and scooters recklessly, knocking down the pedestrians many a times. 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
Aug 2, 2018

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

Aug 14, 2018

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
Aug 14, 2018

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 and 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,
Aug 2, 2018

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 every day. This practice has disastrous effect on the careers of the students who are hardworking 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 against 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
Aug 13, 2018

The Editor
Dainik Bhaskar,
Chandigarh

Sir,

I shall feel highly obliged if you publish my views on 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 people 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 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)

1.5.3.3 Self-check exercises

Dear student, we hope, by now you have become familiar with the format of letters to editors. Attempt the following two letters on a separate sheet, for practice.

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.

1.5.4 Summary

Dear student, in this lesson we have made you familiar with the 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 that 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 her a suggested list of a few letters which you can

practise at home.

1.5.5 Suggested list of Applications and Letters to Editors (Questions)

1. Write a letter to the superintendent of police against the misbehavior of a policeman on duty.
2. Write an application to the principal of your college asking for leave in consequence of illness.
3. Write a letter to the editor of a newspaper on the evils of dowry system.
4. Write a letter to the editor of a newspaper, suggesting the opening of a public library in your town.
5. Write a letter to the editor of a newspaper on the evils of street begging.
6. Write a letter to your elder brother assuring him that you are now studying properly and have given up bad habits and bad company.

1.5.7 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.

1.5.8 Suggested Reading

- Craig, Sandy. *Letter Writing*. McGraw-Hill Book Co., 1989.

Last Updated July, 2023

Ms. Jasmine Kaur

Mandatory Student Feedback Form

<https://forms.gle/KS5CLhvpwrpgjwN98>

Note: Students, kindly click this google form link, and fill this feedback form once.

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