



Sri Y N college

(Autonomous)

Accredited by NAAC with "A" Grade
College with Potential for Excellence

I Degree- II Semester

English

STUDY MATERIAL





SRI Y. N COLLEGE (Autonomous)
(Affiliated to Adikavi Nannaya University)
Thrice Accredited by NAAC with 'A' Grade with a CGPA of 3.41
Recognized by UGC as 'College with Potential for Excellence'
CBCS New Revised Syllabus (w.e.f 2020-2021 Batch)
I B.A., B.Sc., B.Com., BBA., & BCA Degree
(2021-2025)
SEMESTER – II
ENGLISH PAPER
A COURSE IN READING & WRITING SKILLS

SYLLABUS

UNIT I:

Prose: 1. How to Avoid Foolish Opinions (Bertrand Russell) **(For Internals Only)**

Skills : 2. Vocabulary: Conversion of Words
3. One Word Substitutes
4. Collocations

Add. Input: The Secret of Work (Swami Vivekananda)

UNIT II:

Prose : 1. The Doll's House (Katherine Mansfield)

Poetry: 2. Ode to the West Wind (P.B. Shelly) **(For Internals Only)**

Non – Detailed Text: Florence Nightingale (Abrar Mohsin) **(For Internals Only)**

Skills : 3. Skimming and Scanning

Add. Input: Poetry: 1. Stopping by Woods on a Snowy Evening (Robert Frost)

Non-Detailed Text: 2. After Twenty Years (O. Henry)

UNIT III:

Prose : 1. The Night Train at Deoli (Ruskin Bond)

Poetry : 2. Upagupta (Rabindranath Tagore)

Skills : 3. Reading Comprehension
4. Note Making/Taking

UNIT IV

Poetry : 1. Coromandel Fishers (Sarojini Naidu)

Skills : 2. Expansion of Ideas
3. Notices, Agendas and Minutes

UNIT V:

Non-Detailed Text : 1. An Astrologer's Day (R K Narayan)

Skills : 2. Curriculum Vitae and Resume
3. Letters
4. E-Correspondence



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ENGLISH PAPER - SEMESTER – II
A COURSE IN READING & WRITING SKILLS

MODEL PAPER PATTREN

Time: 3 Hrs

Max. Marks: 75

SECTION - A

Prose, Poetry & Non-Detailed Text

Essay Questions (Five out of Eight)

5x10=50M

SECTION – B

Language Skills (Five out of Eight)

5x5=25M

Conversion of words

One-Word Substitutes

Collocation

Reading Comprehension

Expansion of an Idea

Skimming and Scanning

Note Making/Taking

Letters



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MODEL PAPER

Time: 3 Hrs

Max. Marks: 75

SECTION-A

I. Answer any FIVE questions. Each question carries 10 marks.

5x10=50 M

1. Summarise the essay 'The Night Train at Deoli' by Ruskin Bond.
2. What does Katherine Mansfield want to convey through the story 'The Doll's House'?
3. Write the central idea of the poem 'Upagupta'.
4. Attempt a critical appreciation of the poem 'Coromandel Fishers'.
5. Retell the story 'An Astrologer's Day' from the point of view of Guru Nayak.
6. What is the nature of work? How should work be performed according to Swami Vivekananda?
7. Justify the title of the poem 'Stopping by Woods on a Snowy Evening' by Robert Frost?
8. Sketch the character of Jimmy in 'After Twenty Years'.

SECTION - B

II. Answer any FIVE of the following questions.

5x5=25 M

9. Convert the following words into Noun forms.

- a) Consult b) tour c) Fail d) govern e) agree

10. Match the following One Word Substitutes with the correct option.

(A)

(B)

- | | | | |
|--|---|---|----------------|
| A) The scientific study of skin diseases | [|] | 1) glutton |
| B) One who doesn't believe in the existence of God | [|] | 2) dermatology |
| C) One who eats too much | [|] | 3) Optimist |
| D) One who looks at the bright side of things | [|] | 4) Opaque |
| E) That through which light cannot pass | [|] | 5) Atheist |

11. Fill in the blanks with suitable collocations by selecting from the list.

(make, golden, devoted, check, heavy, big, break)

- a) Could you _____ the oil.
- b) It is a _____ opportunity.
- c) My grandfather was a _____ smoker.
- d) She was a _____ wife who loved her husband more than anything else.
- e) The queen ordered the maid to _____ her bed.

12. Read the following passage and answer the questions that follow:

There is a story of a man who thought he had a right to do what he liked. One day, this gentleman was walking along a busy road, spinning his walking-stick round and round in his hand, and was trying to look important. A man walking behind him objected.

“You ought not to spin your walking-stick round and round like that!” he said.

“I am free to do what I like with my walking-stick,” argued the gentleman.

‘Of course you are,’ said the other man, “but you ought to know that your freedom ends where my nose begins.”

The story tells us that we can enjoy our rights and our freedom only if they do not interfere with other people’s rights and freedom.

Questions:

- A) Why was the gentleman on the road moving his walking stick round and round?
- B) Who objected him?
- C) What argument did the gentleman give?
- D) Was the other satisfied with argument?
- E) What did he say in reply?

13. Expand any ONE of the following statements.

- i) Strike while the iron is hot
- ii) Every man is the architect of his own future
- iii) Rome was not built in a day

14. What are the differences between Skimming and Scanning

15. Read the following paragraph and make notes.

There are different forms of environmental pollution. Air pollution is caused by the burning of coal and oil. It can damage the earth’s vegetation and cause respiratory problems in humans. A second type of pollution is noise pollution. It is the result of the noise of aircraft and heavy traffic. Further, loud music is also a cause of noise pollution, which has been seen to affect people’s hearing and give them severe headaches and high blood pressure. Another source of pollution is radioactivity, which occurs when there is a leak from a nuclear power station. Radioactivity is a deadly pollutant, which kills and causes irreparable harm to those exposed to it. Land and water pollution is caused by the careless disposal of huge quantities of rubbish, sewage and chemical wastes. Pollution of rivers and seas kills fishes and other marine life and also becomes the cause of water-borne diseases. Land pollution, on the other hand, poisons the soil, making the food grown in it unfit for consumption.

16. Write a letter to the editor of a local newspaper, highlighting the problem of water deficit in your area.

THE NIGHT TRAIN AT DEOLI

-Ruskin Bond

'The Night Train at Deoli' by Ruskin Bond is a story of juvenile extravagant passion exhibiting unbridled obligation of the protagonist endowed with great sensitivity. Infatuation lacks depth of love, and it is based on appearance and selfish desire. True love is based on commitment, understanding and entering into another's feelings, and compassion. In this short story, Ruskin Bond recounts his teenage experience during one of his train journeys to Dehra.

The narrator tells us that he used to spend his vacation every summer in his grandmother's place in Dehra and had to pass a small lonely station, Deoli amidst the jungle on the way. This station appeared strange to him as no one got on or off the train there and nothing seemed to happen there. He wondered why the train stopped there for ten minutes regularly without reason and felt sorry for the lonely little platform.

On his journey to Dehra, the author happens to see a pale-looking girl selling baskets. She appears to be poor, but with grace and dignity. Her shiny black hair and dark, troubled eyes attracts the author. The girl offers to sell baskets to him. He initially refuses to buy and later when she insists, happens to buy one with a little hesitation, daring not to touch her fingers while taking the basket from her hand. Both of them just look at each other for quite some time, just as it strikes a chord of affection between them.

The narrator longs to see her, her searching and eloquent eyes, again on his return journey. Fondness is a kind of feelings of affection or love. Here, in the story, the author's fondness for the girl was unreasoning.

But, here author's fondness for the girl is somewhat imaginative, and the writer shows that he is unwilling to discover what has happened with the girl. He does not want to proceed with an enquiry into the cause of absence of the girl, but instead he decides against going into the village adjoining the station to know the truth. Thus, True love seems to be absent in a relation that is not based on commitment, and there was no sign of responsibility shown from the narrator's part.

THE DOLL'S HOUSE

- Katherine Mansfield

The Doll's House is a beautiful short story written by Katherine Mansfield. Mansfield is the best artist in portraying the trivial activities of men. In this story she reveals the cruelty of grownup people in the society. She shows the innocence of small children and the cruelty of the society that draws a line between the rich and the poor, higher and lower status of people. There are five child characters in this story. They are the Burnell daughters and the Kelveys. Besides this, there are grownups like the Aunt Beryl, Mrs. Kelveys, the school teacher and so on.

This story reveals that small children are innocent but they are poisoned by the grownups and become cruel very slowly. Once Mrs. Hay had sent the Burnell children a doll's house. It was

more beautiful than a real house. It had bed rooms, living rooms, kitchen, chimneys, bedclothes, doll family and all painted, decorated and excellent ones. It was unique and large. It was newly painted so it was kept outside in the courtyard for a few days until the smell of the paint was disappeared. Above all there was a lamp that Kezia thought to be a real one.

The Burnell children were overjoyed to find the excellent doll's house. The next day they reached school with great excitement. They were burning to tell about the wonderful doll's house. Burnell's eldest daughter Isabela told her friends about it during the lunch hour at the school. All the children came together. Among them there were Emmie Cole, Lena Logan and the rest. But two of the girls did not come near them. They were downtrodden, lower class children or the daughters of Mrs. Kelvey. Except Else Kelvey and Lil Kelvey all the school children were invited to the Burnell's house to see the doll's house.

Kezia, the youngest daughter of the Burnells asked her mother to call the Kelveys her home, but her mother abused her. One day Kezia saw those two girls coming towards her gate. She invited them to go and see the doll's house. With much hesitation they went into the courtyard and saw the wonderful house. Else saw the little lamp. At this very moment Aunt Beryl's harsh voice was heard. Afraid of the situation, they squeezed through the gate and ran away. Far off they sat on a drainpipe and the younger sister expressed her pleasure. Thus an innocent child like Kezia saw no difference between one and another but the elder people create difference in society.

UPAGUPTA

- Rabindranath Tagore

Rabindranath Tagore is a versatile genius. The poem, '*Upagupta*' is his masterpiece. This is about the story of Buddhist monk Upagupta, a disciple of Lord Buddha and the dancing girl of Mathura Vasavadatta. She was a famous and beautiful dancer. She was proud of her beauty, youth, and her wealth. Upagupta was an ascetic, and the epitome of kindness, wisdom and selflessness.

One dark night Upagupta, the disciple of Buddha, slept on the dusty road by the city wall of Mathura. Everywhere it was calm and quiet. Above all the stars were hidden by dark cloud in the sky. Vasavadatta, a dancing girl was walking with a lamp in her hand. Without noticing down on the ground, she stumbled over the body of Upagupta who was sleeping on the dusty ground. Suddenly he woke up and was extremely surprised. The light from a woman's lamp fell on his merciful eyes and he saw a beautiful woman standing before him.

The woman was shining with her jewels. She was proud of her youth and beauty. As she lowered her lamp, she saw a young man whose face was reflecting the charming of a simple and strict way of living. She begged a pardon for stumbling over his body without noticing him in the darkness. She requested him kindly to come to her home. Upagupta told her gently that he would meet her when the time was ripe. Suddenly the black night showed its teeth in a flash of lightning. The woman trembled in fear of some unknown danger and hurried towards her home.

A year has not yet passed since Vasavadatta, a dancing woman met Upagupta, a monk. It was the evening of a day in April in spring season. Upagupta passed through the city gates and stood on the base of city walls built for protection. Suddenly he saw a woman lying at his feet in the shadow of the grove. She was none other than Vasavadatta, a dancing woman. She was struck with the black deadly epidemic disease. Her body was spotted with sores of small-fox. She was removed from the city because the poisonous disease might spread by her contact. Upagupta sat by her side and took her head on his knees. He applied her body with sandal balm. He made her lips wet with water. The woman asked him who the merciful man was. He replied to her that at the last the time had come to visit her and he was there.

THE COROMANDEL FISHERS

Sarojini Naidu

Sarojini Naidu in the poem, '*The Coromandel Fishers*', has described the beauty of nature and the folk culture of the Coromandel Coast of India. It depicts the relationship of fishermen with nature. Nature stands as a symbol of beauty that expresses the optimistic view of life. In this poem the poetess describes the life of the fisherman. The leader of the fishermen is giving a call to his comrades to start their work early in the morning. Coromandel fishers refer to the fishermen on the Coromandel Coast of South India.

Rise brothers rise means the fishermen called their – men to get ready to go to the sea. The early morning sky is compared to someone who is waking up from sleep. The leader awakens the other fishermen that the sun had already raised. The wind is not blowing, means it sleeps in the arms of the dawn like a child. So it is right time to start their Journey. They should gather their nets and set the boats free. They are sons of the sea, so they have the right to capture the leaping wealth that means fishes. The fishermen called themselves as the kings of the sea.

The narrator hurried his colleagues because they should follow the Sea gull's call. The Sea gull is an animal that knows where the fishes are. The sea, the cloud and the waves all are close to fishermen like mother, brother and friends. The sea god is the controller of the sea. He will protect them. The fishermen also love the land, the shade of the coconut glade, the sweet smell of the mango grove and sounds in the nature. But the waves and the foam of the sea is more appealing to them. The sun is setting and it is the time to go back to land. So brothers, row the boat to the edge of the sea.

AN ASTROLOGER'S DAY

R.K Narayan

"An Astrologer's Day" is a very popular short story by RK Narayan. It revolves around a clever, criminal turned astrologer in Malgudi. The writer paints a perfect picture of the astrologer. The astrologer attracted his customers with vermilion on his forehead, a gleam in his eyes and a saffron colored turban. His Professional equipment -- a dozen cowry shells, palmyra writings and mystic charts which he cannot read, enhanced the setting. The astrologer did not have any

professional training in astrology. Yet, he predicted the future of his customers by shrewd guesswork. He made random comments such as "you are not getting the fullest results of your efforts" or "most of your troubles are due to your nature" that easily won the trust of his gullible customers.

The Astrologer was actually a criminal. During his youth he used to drink, gamble and quarrel. Once he hit a fellow villager hard on his head and assuming the person dead, he pushed him into a well. To hide himself from the police he ran away and settled as an astrologer in the town.

One night as he was about to wind up his business, the astrologer encountered an aggressive customer. He gave the astrologer a handful of coins and demanded to tell him whether he would be able to find his enemy or not. The astrologer recognized him as Guru Nayak, the person whom he thought he had killed. He tried to return his money. But the person was adamant. So the astrologer struck a bargain with him. He called the person by his name and astonished him. Then he told the man that his enemy was crushed under lorry and died a deserving death. Further, he warned the person never to travel southward to avoid any more trouble in his life. In this way he got rid of his enemy forever.

Reaching home the astrologer told his wife that a great burden was off his head. He narrated the past incident to her. After this he yawned and stretched himself on the pyol. The story thus ends with an unexpected twist.

THE SECRET OF WORK

Swami Vivekananda

Swami Vivekananda (1863-1902) is one of the finest personalities of India. He was an ideal blend of the old and the new, tradition and modernity. He imparted a new and dynamic social relevance to religion. "The Secret of Work" is a learned discourse. It is based on the philosophy of The Bhagwad Gita. In this extract Swami talks of the superiority of Spiritual help over other kinds of help. Next he explains how character is formed. He then elucidates the essence of Karma yoga "Work incessantly, but don't be attached to work.

Vivekananda says that there are three kinds of help that man can offer to his fellow men-physical help, intellectual help and spiritual help. The miseries of the world cannot be cured by physical help only. Until man's nature changes, his physical needs will always arise, and miseries will always be felt, and no amount of physical help will remove them completely. Intellectual help is better than physical help, because man's life is a waste without knowledge. Ignorance is death, knowledge is life. Life has very little value, if it is a life in the dark, groping through ignorance and misery. However, it is only with the knowledge of the spirit that a man's wants are destroyed forever. So helping man spiritually is the best help that can be extended to him. Therefore he who gives spiritual knowledge is the greatest benefactor of mankind.

Swami Vivekananda says that if a man continuously hears bad words, thinks bad thoughts, does bad acts, his mind will be full of bad impressions; and they will influence his thought and work automatically. They form bad impressions which force him to do evil, and make him a bad man. On the other hand, if a man thinks good thoughts and does good work, the sum total of their impressions will be good; and force him to do good. He cannot do bad, because his mind will not allow him to do so. This is how a man's character is established.

Swami explains the essence of Karmayoga. The Githa prescribes us to Work, but not to let the action or the thought produce a deep impression on our mind. It asks us to work like a master and not like a slave. Selfish work makes us work like a slave and results in misery; but work with freedom inspired by love is a Master's work. It results in joy. This is the secret of work according to the Githa.

STOPPING BY WOODS ON A SNOWY EVENING

Robert Frost

Robert Frost is a poet of common people. He writes of the simplest subjects and he has to say in the most lucid and simple manner. The poem “Stopping by Woods on a Snowy Evening” was a great favorite of Jawaharlal Nehru, our late Prime Minister. The beauty of nature can be enchanting but man can’t afford to while away his time watching nature. He has to fulfill his duties and he has to continue the journey of life.

It is a snowy evening. The poet is attracted by the lovely woods. So, he stops and looks at the beauty of the woods. The owner of the woods stays in the nearby village. So, the poet says that the owner of the woods will not see the poet stopping there to watch his woods filled up with snow. The poet feels that his little horse may feel it strange as the poet has stopped in between the woods and a frozen lake, where there is no farm house. It is also the darkest evening of the year. The horse is clever enough to know the feelings of the poet. It feels that its master must have lost his way. To ask if he has committed a mistake it gives his harness bells a shake. The other sounds in the silent atmosphere are the sound of the wind and the sound of down falling snow.

The woods are lovely, dark and deep. The poet very much wishes to stay there. He is tempted by the silent mysterious, lovely woods. He wants to stay on and on. The sound of the harness bells of the horse reminds him of his duties and suddenly he realizes that his journey has some purpose which should be fulfilled by him. So, he should leave the place though the lovely woods are tempting him to stay further. So, the poet says that he has to go miles before he goes to sleep.

Though the poem appears very simple it has some inner meaning which is very significant. He conveys a universal truth about life. It expresses the conflict between the call of the duty and love of beauty. In the poem, the poet says that he has to fulfill certain duties perhaps just chores about the farm, before he goes to bed. But, ‘the promises’, ‘the sleep’, and ‘the miles to go’ widen or include more important aspects to his life and further commitments of every man’s life. Sleep in one way may also refer as eternal sleep that is death. Thus, the poem has much philosophy in it. We like to enjoy the beauty of the world but our duties here do not allow us to do so.

AFTER TWENTY YEARS

O Henry

O. Henry's short story "**After Twenty Years**" was published in 1906 in the story anthology *The Four Million*. The author, whose real name was William Sydney Porter, was a prolific and very popular writer during his lifetime. At one point, he was writing a story a week for newspapers, while writing stories for magazines at the same time.

O. Henry's colorful life helped for his writing. He was initially trained as a pharmacist in Texas but was later accused of embezzling money at the bank where he then worked. He fled to Honduras to avoid prison but returned to the U.S. when his wife became seriously ill. He turned himself into

authorities and spent three years in prison where he began to write stories. After his release, he moved to New York and made a living by writing short stories. He died at the age of 47.

The story "After Twenty Years" was written in New York City and has a trick ending, which means that the ending is unexpected. These endings are a hallmark of O'Henry's work. In the story a police officer is on the beat late one night in New York City. He notices a man (whom we later find out is named "Silky" Bob) standing in a dark doorway. The officer approaches him, and "Silky" Bob explains that he is waiting for his friend, Jimmy Wells. Twenty years ago, the two men had agreed to meet on this date at a restaurant right where Bob is waiting. Bob explains that he and Jimmy Wells grew up together like brothers in the city and that Jimmy was one of the most loyal and solid friends you could wish for. He further explains that he went out West and made a big success of himself. In the course of the conversation, Bob lights a cigar, and his face is visible. After a little more conversation, the officer wishes Bob well and leave him.

After around twenty minutes have passed, a man in an overcoat walks towards Bob and asks him if he is Bob. Bob becomes very excited and asks if this man is Jimmy Wells. The new man allows Bob to think he is Jimmy Wells, and suggests that they go to a restaurant to catch up since the one that they had agreed to meet at is gone. During the walk, Bob talks about all he has achieved in the twenty years since they last met. When they pass by a brightly-lit drug store, Bob suddenly looks closely at the man in the overcoat and realizes that this isn't Jimmy Wells at all. The man tells Bob that authorities in Chicago had alerted them that Bob might be in New York and that Bob is now under arrest. He gives Bob a note from Jimmy Wells, who was the police officer. In the note, Wells explains that he came to meet Bob, but recognized him as a criminal wanted in Chicago. He also says that he couldn't bring himself to arrest his old friend so he got someone else to do it.

CONVERSION from Verb to Noun

1. Suggest	- Suggestion	2. Advise	- Advise
3. Decide	- Decision	4. Compare.....	- Comparison
5. Believe	- Belief	6. Trust	- Trust
7. Marry	- Marriage	8. Divorce.....	- Divorce
9. Invent	- Invention	10. Agree.....	- Agreement
11. Resign	- Resignation	12. Pay	- Payment
13. Demonstrate	- Demonstration	14. Different.....	- Differentiate
15. Entertain	- Entertainment	16. Consider	- Consideration
17. Stimulate	- Stimulation	18. Disable	- Disability
19. Develop	- Development	20. Appear.....	- appearance
21. Accept	- Acceptance	22. Agree.....	- Agreement
23. Manage	- Management	24. Improve	- Improvement
25. Attach	- Attachment	26. Encourage	- Encouragement
27. Advertise	- Advertisement	28. Pay	- Payment
29. Apply	- Application	30. Cover.....	- Coverage
31. Inform	- Information	32. Investigate	- Investigation
33. Perform	- Performance	34. Calculate	- Calculation
35. Inaugurate	- Inauguration	36. Replace.....	- Replacement
37. Enhance	- Enhancement	38. Distribute	- Distribution
39. Invite	- Invitation	40. Connect	- Connection

41. Absorb	- Absorbing	42. Create	Creativity/Creation
43. Enforce	- Enforcement	44. Imprison	-Imprisonment
45. Observe	- Observation	46. Employ	-Employment
47. Uplift	- Upliftment	48. Appoint	- Appointment
49. Submit	- Submission	50. Admit	- Admission

ONE WORD SUBSTITUTES

1. Omnipotent	- One who is all powerful
2. Omnipresent	- One who is present everywhere
3. Omniscient	- One who knows everything
4. Gullible	- One who is easily deceived
5. Mercenary	- One who can do anything for money
6. Pauper	- One who has no money
7. Volunteer	- One who works for free
8. Bibliophile	- One who loves books
9. Bilingual	- One who can speak two languages
10. Philanthropist	- One who loves man kind
11. Misanthrope	- One who hates mankind
12. Optimist	- One who looks on the bright side of things
13. Pessimist	- One who looks on the dark side of things
14. Agnostic	- One who doubts the existence of god
15. Hypocrite	- One who pretends to be what he is not
16. Samaritan	- One who is charitable r helpful
17. Plagiarist	- One who copies from other writers
18. Misogynist	- One who hates women
19. Polyglot	- One who knows many languages
20. Egoist	- One who thinks only of himself
21. Feminist	- One who thinks only of the welfare of women
22. Eccentric	- One who has strange habits
23. Reticent	- One who speaks less
24. Pedestrian	- One who goes on foot
25. Fatalist	- One who believes in fate
26. Orphanage	- A place where orphans live
27. Inevitable	- That which cannot be avoided
28. Autobiography	- A life history written by oneself
29. Biography	- A life history written by somebody else
30. Colleagues	- People who work together
31. Carnivorous	- A flesh eating animal
32. Herbivorous	- A grass eating animal
33. Omnivorous	- One who eats anything
34. Immigrant	- One who lives in a foreign country
35. Legal	- That which is lawful
36. Illegal	- That which is against law
37. Illegible	- A handwriting that cannot be read

38. Epitaph	- Words written on the tomb of a person
39. Avaricious	- One who is greedy for money
40. Literate	- One who knows how to read and write
41. Illiterate	- One who doesn't know how to read and write
42. Swarm	- A number of bees, ants etc
43. Anthology	- A collection of poems
44. Constellation	- A group of stars
45. Aquarium	- A place where fishes are kept
46. Granary	- A place for storing grain
47. Glutton	- One who eats too much
48. Curator	- A person in charge of a museum
49. Lexicographer	- One who compiles a dictionary
50. Teetotaler	- One who abstains from alcoholic drinks
51. Ornithology	- The study of birds
52. Posthumous	- Any occurring/award after the death of the originator
53. Irritable	- A man who is easily irritated
54. Antidote	- A medicine to counteract the effect of another medicine
55. Antiseptic	- A medicine that prevents decomposing
56. Honorary	- A position for which no salary is paid
57. Ambiguous	- A sentence whose meaning is unclear
58. Infallible	- One who does not make mistakes
59. Agnostic	- One who doubts the existence of God
60. Eccentric	- One who has strange habits
61. Reticent	- One who speaks less
62. Bureaucracy	- A government by the officials
63. Monarchy	- A Government by a king or queen
64. Democracy	- A Government by the people
65. Plutocracy	- A Government by the rich
66. Oligarchy	- A Government by the few
67. Aristocracy	- A Government by the nobles
68. Autocracy	- A Government by one
69. Transparent	- That through which light can pass
70. Opaque	- That through which light cannot pass
71. Translucent	- That through which light can partly pass
72. Ambiguous	- A sentence which has more than one meaning
73. Indescribable	- That which cannot be described
74. Inimitable	- That which cannot be imitated
75. Inevitable	- That which cannot be avoided
76. Indefensible	- That which cannot be defended
77. Polygamy	- Practice of having several wives
78. Polyandry	- Practice of having several husbands
79. Monogamy	- Practice of having one wife or husband
80. Bigamy	- Practice of having two wives or husbands
81. Improbable	- That which is not likely to happen
82. Contemporaries	- People living together
83. Anonymous	- Not named or identified: unknown authorship

84. Insatiable	- That which cannot be satisfied
85. Cynic	- One who questions everything
86. Celibate	- One who is unmarried
87. Draw	- A game in which no one wins
88. Anthropology	- A study of man
89. Ethnology	- A study of races
90. Physiology	- A study of the body
91. Zoology	- A study of animals
92. Ornithology	- A study of birds
93. Archaeology	- A study of ancient things
94. Etymology	- A study of derivation of words
95. Infallible	- One who does not make mistakes
96. Centenarian	- A person who is above hundred years
97. Cantonment	- A place where soldiers live
98. Numismatist	- One who collects old coins
99. Somniloquist	- One who talks in sleep
100. Catalogue	- A list of books

COLLOCATIONS

1. They couldn't **make** a right choice.
2. Do you **do** exercise everyday?
3. Don't **tell** a lie to win the game.
4. Why don't you **keep** control of your senses?
5. Could you please **keep** quiet when the lecture is on?
6. I was late due to **heavy** traffic in the city.
7. I usually do not choose **bright** colours.
8. He was in a **bad** mood today.
9. I have been to Mangalore a **long** time ago.
10. What's the **departure** time of your flight?
11. You can use a **debit** card to purchase products online.
12. They **made** a case study of the health of the people who have taken the first dose of vaccine.
13. Pharmacy is a **growth** industry.
14. His childhood was **filled** with happiness.
15. He works **for** a university.
16. I congratulate you **on** the success of your project!
17. He succeeded **in** getting a new project.
18. Tim believes **in** hard work.
19. They are happily married **for** 10 years now.
20. The restaurant is **highly** recommended for buffet lunch.
21. The patient has not **fully** recovered from COVID.
22. I **firmly** believe that he failed in the exam.
23. I **fully** appreciate your truthfulness.
24. The car was **badly** damaged in the accident.
25. Photography is a **recreational** hobby.
26. **Loud** music thundered from my neighbouring house.

27. He gave us a **lavish** party.
28. Children do not like to watch **scary** movies.
29. Don't **break** the rules.
30. It is a **golden** opportunity.
31. You can use a **debit card** to purchase products online.
32. I **got headache** after watching the movie.
33. His lectures **give hope** to everyone to live.
34. We demand **equal rights**.
35. They'll **get a shock** when they get this bill.

READING COMPREHENSION

Passage 1:

Do you ever worry about your memory? Perhaps you go into a room and forget what you came for, go blank on names, mislay things? Or there may be something on the tip of your tongue, but you can't get it off. Don't worry. You are perfectly normal. It is the nature of the mind to forget and the nature of man to worry about forgetfulness. Human beings have a prodigious memory. In a few cubic centimeters the brain stores more information than can be stored in a large computer. Today neurologists, psychologists, and biologists are studying the different aspects of memory. There are two types of memory. Short-term memory lasts only for seconds (you look up a telephone number and remember it long enough to dial). Long-term memory is stored probably for life.

Questions

1. Give two instances of forgetfulness in the passage.
2. How much information can the brain store?
3. What are the two types of memory?
4. Give an instance of short-term memory.
5. The author suggests that _____ (Choose the best answer)
 - i) Human beings have a poor memory and so they are forgetful.
 - ii) Human beings have a good memory and so they are forgetful.
 - iii) Human beings have a good memory, yet they are forgetful.

Passage 2:

The students were asked to offer an explanation about why they had been absent. One said that he had an attack of headache and therefore could not come to the school. He was asked to bring a medical certificate. The second said that while he had been coming to the school on the previous day, someone had told him that there would be no school, and he had gone back home. The Head Master replied that if he was going to listen to every loafer who said there would be no school, he deserved to be flogged. Anyway, why did he not come to the school and verify? No answer. The punishment was pronounced: ten days attendance cancelled two rupees fine, and the whole day to be spent on the desk. The third said that he had an attack of headache. The fourth said that he had stomachache. The fifth said that his grandmother died suddenly just as he was starting for

school. The Head Master asked him if he could bring a letter from his father. No, he had no father. Then, who was his guardian? His grandmother. But the grandmother was dead, was she not?

Questions

1. What were the students being questioned about?
2. What was the first student asked to bring?
3. Why did the Head Master feel that the second students deserved to be flogged?
4. What punishment was given to the second student?
5. Through this passage the author wants to show that _____(Choose the best answer)
 - i) Students often fall ill and cannot attend school.
 - ii) Students make up all sorts of excuses to explain their absence from school.
 - iii) Students are unnecessarily punished by teachers.

Passage 3:

Animal and plant species have begun dying or changing because of global warming. There are trends of animal populations moving northward if they can, of species adapting slightly because of climatic change, of plants blooming earlier, and of an increase in pests and parasites. The most noticeable changes in plants and animals have to do with the earlier cherry blossoms and grape harvests and in 65 British bird species that are laying their first eggs nearly nine days earlier than thirty five years ago. Cold-adapted species are rapidly declining in numbers. Emperor penguins have dropped from 300 breeding pairs to just nine in the Western Antarctic Peninsula. Polar bears are dropping in numbers and weight in the Arctic; two-thirds of a certain frog species which lives on mountaintops have died. Population of animals that adapt to warmth or can move and live farther north are adapting better than other populations of the same species.

Questions

1. Suggest an appropriate title to the passage.
2. The writer's tone is _____.
 - a) subjective b) objective c) humorous
3. How many animal species are mentioned here?
4. Replace the words 'adapting' and 'dropped' with their synonyms without changing the meaning.
5. In this passage the author describes _____(choose the best answer)
 - i) How the animals are suffering and dying because of an increase in global temperatures.
 - ii) How animals are increasing in numbers because of global warming.
 - iii) How animals are dying of cold in the Arctic and Antarctic regions.

Passage 4:

Infants who spend long periods in front of the television may be at greater risk of developing medical problems later in life. It includes premature puberty, sleep disturbances, and metabolic disorders, according to a recent report. The famous psychologist Aric Sigmen said many studies were beginning to emerge that suggest spending long periods in front of a T.V. screen, whether a television or a computer, may have damaging physiological effects. One study, by a team from Florence University, found that watching television and playing computer games lowered the amount of the sleep hormone, melatonin, children produced, an effect that could bring an earlier

puberty. There may be attention deficit disorder, obesity, short sightedness and Alzheimer's disease. Children aged between 11 and 15 now spend 55 percent of their waking lives in front of the screen amounting to 53 hours a week. More than half of three-year-olds now have a television set in their bedroom.

Questions

1. Mention three later ailments to be developed in infants which are due to spending long periods in front of the television?
2. What is the general pastime of children between 11 and 15 now?
3. What are the findings of a team from Florence University?
4. Children spend _____ hours a week before the T.V. screen.
5. Name the diseases that affect children as said by the study team from Florence University.

Passage 5:

There was a Guru who had mastered the Scriptures. One day when he was teaching the Vedas to his disciples, a cat started moving around. This did not disturb the Guru, but was a distraction to some of his disciples. So the Guru instructed his disciples to get hold of the cat and tie it to the pillar before the Guru began his teaching. Some years later the Guru died. One of his disciples became the new head. The practice of tethering the cat to the pillar continued. After a few months the cat died. When the Guru began his teaching the next day he noticed that the cat was missing. He said, "Don't you know that a cat must be tied to the pillar during my teaching? That is our tradition. Go and find a cat". The disciples immediately obeyed the order. Blindly following traditions, thus, is foolish and serves no purpose.

Questions

1. Why were the disciples distracted?
2. What was done to prevent the cat from roaming about?
3. Who became the new head?
4. What practice continued after the new Guru took charge?
5. The new Guru was foolish because _____ (choose the best answer)
 - i. He was blindly following a practice
 - ii. He was fond of cats
 - iii. He disliked traditions

Passage 6:

Gifts should be chosen with care. There is no simple formula to guide you while buying gifts. It is easy to choose a gift if you know the recipient well and are aware of his tastes and needs. Flowers are frequently given as gifts. They can convey a wide range of emotions and sentiments. Red roses symbolize love; white can stand for sympathy and support, yellow suggests friendship; violets beg the recipient not to forget the donor. Money can be a suitable gift in most circumstances. From the donor's point of view, it is convenient. Sometimes, however, the recipient may feel offended that you have not made any effort to find the right gift. He may also be unhappy about the amount of money that has been given. Further, money gets spent and there is no trace left of your generosity.

Another gift that is greatly appreciated is a trip. Travel is a special gift because it offers

new and thrilling experiences for the recipient. Memories will linger in the mind long after the trip is over. Gifts can be given on several occasions and not just on birthdays. Sometimes a gift can reduce the pain and anger of a quarrel or a break-up. An Austrian artist, Gustav Klimt, once wished to put an end to his affair with a lady. But how could he do so without hurting her? Klimt gifted her with an exceedingly beautiful fan. He painted the blank, inner side of the painting and wrote there "Better an ending with pain, than pain without end".

Questions

1. When is it easy to choose a gift?
2. What do flowers convey?
3. State two reasons why travel is a special gift.
4. What are the problems if money is gifted?
5. The author conveys that_____ (Choose the best answer).
 - i) We should not give gifts as a poor person is never satisfied.
 - ii) We should be thoughtful while selecting gifts.
 - iii) Any gift we give will be appreciated by the receiver.

EXPANSION OF IDEAS

1. Strike while the iron is hot

When the iron is hot, we can beat it into any shape we like. If it is cooled, we cannot change it. In the same way we must make hay when the sun shines. We cannot make it on a rainy day. It means we must make the best use of the opportunity when it comes to us. A good opportunity comes only rarely in our lives. If we do not use it properly then it may not come to us again. We have to suffer in our life. The student must be careful about his education. If he neglects his education he will spoil his own future. Again he may not have the chance to study. So we must do the right thing at the right time.

2. Smart and steady wins the race:

In today's world of speed and competition, life has literally become a race. One requires both the smartness of a hare and the steadiness of a tortoise to win the race of life. 'Smart' and 'steady' have become the most desired qualities of man. 'Smart' describes a person who has positive, diligent, creative, brilliant and pleasant qualities; and 'steady' describes a person who can be trusted to show good judgment and act in a reasonable way. Today the world is after smart employees, smart professionals, smart entrepreneurs and everyone smart. Therefore there is no doubt that those who cultivate these two qualities are sure to win.

3. All that glitters is not gold.

(or)

Appearances are deceptive.

Gold shines brightly. But some other less valuable metals also shine brightly when they are polished. Therefore everything that shines cannot be gold. So we must not decide a metal's value by its shining or outward appearance. Outward appearances are deceptive. A fruit may

appear colorful and fleshy, but it may taste very bitter. A man may be attractive to look at, but he may be wicked. So his outward appearance is not important. We must try to know the inner beauty of a person. He may be black or white. His heart must be pure. So we should not be deceived by the appearance because they do not tell us about the real nature of man.

4. Rome was not built in a day.

A big city like Rome was not built in a single day. Thousands of people took years to build it. This can be applied to any great achievement by man. All the wonderful inventions and discoveries that we see today are the result of several years of hard work and patience. Without knowing this secret, people try to achieve wonders in a short span. And when they can't achieve what they want they lose patience. We must try to do things steadily with patience. If we begin some work, we must try to do it till the end with devotion and patience. This is the secret behind great achievements.

5. Look before you leap:

We should not jump forward without looking what is before us. If we do so, we may be injured. In the same way we should not do anything thing in haste without proper thinking. If we do so we may fall into danger. The same is the case with our words. If we speak in haste we may have to feel for it later. Our speech may hurt others. We cannot take back our words. It may lead to quarrels. So we must think twice before we act or speak. But people do not know when to talk. They speak unnecessarily and get into troubles. Just as we have to look before we leap we should talk and act carefully.

6. Every man is the architect of his own future

When we get into troubles, we blame other people. But if we think rationally, we know that we ourselves are responsible for our good or bad. If the child develops good qualities he/she will lead a good life in future. If one develops bad qualities, his life will be full of troubles. If we are good, all the people will respect us. If we are bad, everyone hates us. If we are careful about our health and wealth, we shall not have any difficulties in future. If we spend wealth freely without forethought we shall become poor and nobody will care for us. So we must be able to decide what is good and what is bad. We must follow the good and leave the bad. Then only our life will become happy.

7. Prevention is better than cure

Man has reasoning power. He must think of the results of a thing before doing it. If it is likely to give bad results, he must not do it at all. It is better than finding a solution while suffering the consequences. He must take care not to cultivate any bad habit because it will be very difficult for him to get rid of it. In the same way he must take precautions against dangerous diseases. If he does not do so, he has to suffer from them. Sometimes they may not be cured. Moreover, he has to spend much money on it. So it is always better to prevent anything than think about the cure while suffering.

8. Make hay while the sun shines

Meaning of the proverb

A famous adage which means that everything must be done at the proper time; opportunities should never be allowed to go by. So, the key words are 'Sunshine' meaning right time and 'Making Hay' meaning utilizing properly. Unless you make your hay in summer, you will be in difficulties in winter. This hay can be made and stacked up only under a sunny sky. The sunny days over, hay making becomes an impossibility. The saying means that a man should actively and industriously avail himself of his opportunities. The past can never be recalled, and opportunities lost may not recur.

Its application

A student who neglects his opportunities of study and preparation will have to repent at the end. When the examination approaches, he is unprepared. When he has to seek for employment, his equipment is incomplete. He is behind requirements. If he does not mend his habits, he will develop into a worthless man, always negligent in the performance of duty. Success and happiness do not thrust themselves on anyone. A man himself must win success, by doing everything in time and by eagerly utilizing his opportunities. A little courage and a little industry put forth in due season are sure to bring their own reward.

9. HE PRAYETH BEST WHO LOVETH BEST

The need for universal love

So sang the famous poet Samuel Taylor Coleridge. In these simple lines a whole philosophy is embodied - the philosophy of human conduct as conceived by the Buddha, Christ and Sri Chaitanya. God loves all of us; therefore, all of us should love one another. That is the simple proposition.

To love is to pray

The poet says that such love is the best form of prayer. We pray in order to please God. But God, who is all-seeing, will not be deceived by empty words of prayer. He will look into our hearts and see what our feelings are. We may tell God's names a million times over our heads, we may bow down to God as many times as is enjoined in the Koran, we may visit the churches morning and evening from day to day. All this will avail us of nothing if our heart is black with hatred for God's creatures. Our prayers usually go unanswered. But once love wells up in our bosoms, we feel for all God's creatures- great and small. God's heart will soften towards us and His blessings will come down on us like showers of cool life-giving rain. Sincere love will do what empty prayers will not. Hence the poet says that love is the best form of prayer.

10. NECESSITY IS THE MOTHER OF INVENTION

Impulse to action

Want impels a man to action. It is to remove want that he works. This want may be of various degrees. It maybe trivial or it may be pressing. When a man feels the pinch of hunger, it cannot be said that his want is trifling; it is then a pressing want. Unless it is satisfied, he will die of starvation. Thus when we stand in dire need of a thing, we can never rest satisfied till we get it. We strain every nerve to have it, as if some inward force were compelling us to act. Most of the great and good things of the world are the products of divine discontent in the mind of man.

Necessity goads us to activity

Instances showing how people have, out of dire necessity, invented things are not rare. Greenland is covered with perpetual snow; and at no time of the year does the snow melt away or disappear. No wood or other material is available there for the construction of a house; but still the people there have built houses with masses of snow that lie in abundance all round and live comfortably in them. It is the dire necessity of protecting themselves from the intense cold outside that has led them to invent this sort of houses.

11. NO RISK, NO GAIN

Speculation necessary for success

The man who is afraid of taking risks can never hope for success. By doing his routine work in his particular sphere, all he can hope to attain is bare subsistence. Wealth is not for a man like him; it is reserved for those few who are always actuated by a spirit of adventure and by an iron determination to fight down all obstacles that stand in the way of success. The world is not a bed of roses.

Risk brings success

In all spheres of life we must take risks if we want to rise above the common level. Now what does 'risk' mean? It means that we must be prepared to sacrifice the prospect of peace, happiness and comfort which we might otherwise enjoy, in order to make an attempt to secure something better and higher. An easy-going man loves to spend his day in comfort and happiness.

Further, he does not want those worries and anxieties which are attendant upon risks and the uncertainties they involve. But the man who moves forward, regardless of present peace and comfort, sacrificing a sure prospect of moderate happiness, may have to suffer heart-breaking disappointment and face terrible dangers and difficulties and perhaps put up with insult and ridicule. But it must be borne in mind that risk, though it may sometimes end in failure, also brings success. And they only deserve admiration and respect who through repeated failures attain success at last.

12. EXAMPLE IS BETTER THAN PRECEPT

Empty words have little value

There are two ways of impressing a thing on others. It may be done either by words or by deeds. When we want to impress on a child the noble ideal of courage and bravery, we may either speak to the child words of advice or set before it a living example of those good qualities which it is expected to imitate. By precept we can only show a man the reason why something should be done, but the man may or may not be influenced by it. Very often the impression created by our advice lasts only as long as the words ring in his ears. In other words, precept makes only a temporary impression, which does no lasting good. Students are taught many good things in school. They are taught how virtue brings its own reward. How a truthful man is loved and honoured and so on. But in spite of that, only a very few feel the urge to be noble and great in life.

Duty of parents

Parents who wish their children to be good and virtuous must themselves set before them good and virtuous examples: otherwise no good can be expected from mere advice. If the parents themselves are not good, the children cannot be expected to be so, for they are bound to imitate their parents. As with individuals, so happens with nations. If there are great men in a

nation, the nation is bound to prosper. The nation has an ideal which all individual members of it try to follow. If a nation has an abundance of religious men, it will soon excel in religious zeal and piety. The common people imitate what men of higher rank do. If the leaders of a society are not steady, most of the followers soon fall back. So those who wish to elevate the nation must first elevate themselves by self discipline and self sacrifice.

13. WHERE THERE IS A WILL, THERE IS A WAY

The price of perseverance

This is a message of hope and encouragement. Perseverance leads to success. Most of us are endowed with a fair share of intelligence, and all that is needed for success is diligence and perseverance.

Demosthenes

There are many instances on record to show that perseverance is almost always crowned with success. Demosthenes had a weak voice. His gestures were very awkward. And to crown it all, he was a stammerer. But in spite of all these handicaps, he became the greatest orator that the world has ever known. He overcame all his difficulties with diligent toil and determination. If we make up our minds to accomplish a definite object, we are almost sure to succeed. If we make a sincere attempt and fail, there is nothing to regret. Failures are the pillars of success. We may fail once or twice but if we work "heart within and God overhead", we cannot but be successful in the end. Let us therefore, be up and doing. We shall have all that we wish for, if only we toil and persevere, do and dare.

14. HONESTY IS THE BEST POLICY

Straight dealings

In our dealings with others we must not employ artifices or tricks. We shall never find ourselves in difficulties, if we proceed along the path of honesty. It may appear to us at first sight that unfair means makes our ways smooth, but if we think of the consequences of a dishonest course, it would become clear that honesty is after all the best policy. Thus a boy, when sitting for an examination may feel tempted to copy an answer from another boy's paper; but if he is detected, he will be expelled from the examination hall, or the authorities may debar him from appearing at any future examination. He will thus be publicly disgraced and ultimately ruined. A man who forges currency notes may think that he has discovered a royal road to wealth. But he feels the consequences, when he is sent to jail. No dishonest person can be sure of escaping punishment. Crimes are everyday detected in ways unthought of by criminals.

Reward of Honesty

Consider, on the other hand, how honesty carries its own reward. If you are honest, you need not fear anybody. You will pass your days in cheerfulness that arises from the satisfaction of having acted honestly and conscientiously. Besides, honesty is not without positive advantages. The honest man is liked and respected by all, even though he is poor. He enjoys the confidence of all who come in contact with him. Above all, he is satisfied with himself and in that satisfaction he finds a joy that is truly immeasurable.

15. THE HAND THAT ROCKS THE CRADLE RULES THE NATION

School Education and mother's influence

It means that mothers are the makers of true heroes, who rule the world. There can be no better well-wisher of a child than its mother, for no one can love it better than she does. A child is sent to school for education and training. He has the best help of the teachers and the company of his fellow students. But the hard and fast rules of school discipline, the dread of the teacher's rod, and the mechanical and lifeless daily lessons are a check on the blossoming of real character. The European and American systems of child education have in these days lost much of their old mechanical character, but a mother's influence at home is yet a factor that can never be adequately replaced. The mother who influences the hundred and one minute details of everyday life deeply influences the formation of her children's character in the most impressionable period of their lives.

Best mothers make best children

Any defect in the mother's character is sure to spoil the child. High-minded, liberal, spirited mothers have made the best children who have ruled over men. Narrowness, cruelty and selfishness in mothers reappear in the character of their children, however, great they might be. The lives of Napoleon, Alexander, Vidyasagar, Vivekananda and Mahatma Gandhi have all been largely shaped by their noble-minded mothers. What these great men learnt in their childhood from their mothers had determined their conduct in after life. Mothers are thus indirectly the rulers of nations through their children. It is, therefore, desirable that mothers should get the best training so that they may be able to set examples to form the character of their children.

SKIMMING & SCANNING

Skimming and Scanning are two different reading strategies used for different purposes. Both of them are very useful strategies.

Skimming: Skimming consists of reading the text quickly in order to find out what it is about and how the text is organized. Skimming tells us what general information is within a text. It helps us save time. We can also get a general view of the text by reading the titles, headings and subheadings of sections. It is one of the tools we can use to read more in less time. It is very useful to get a preview of the text. Skimming refers to looking only for the general or main ideas, and works best with non-fiction(factual) material. Skimming doesn't give a whole picture in detail because we don't read everything. We read only what is important to our purpose. We should only look for typographical cues – headings, boldface and italic type, indenting, bulleted and numbered lists. Skimming is useful for revision before examinations, for a quick review, to locate the material we need to focus on. In day-to-day activities skimming is used for reading the newspapers, magazines etc.

Scanning: Scanning is rapid reading in order to find specific facts. While skimming is to get a bird's eye view of the material, scanning is used to locate specific facts for information. Thus, scanning is a reading technique to be used when you want to find specific information quickly. In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information. It is another useful tool for speeding up our reading. We scan when our aim is to find specific pieces of information. We scan when we look for our favorite TV show in a schedule, a phone number in a telephone book, and for the sports scores in the newspaper, a date or day in a calendar etc. For scanning to be successful we must understand

how the material is structured so that we can locate the specific information needed. Scanning allows us to find details and other information in a hurry. Using our hand or finger is extremely helpful in focus in on our attention and keeping our place while scanning a column of a material

LETTER WRITING

The most common form of written communication is a letter. We hardly find an educated person who does not write letters. A letter written to friends or members of our family or relatives is a personal letter, a letter written to authorities as an appeal or to complain is an official letter, and a letter written to deal with business matters is a business letter.

Whether it is a business letter, an official letter or a personal letter, a letter has two important parts: one is the content of the letter the other is the format of the letter. The content deals with the structure of the composition involving diction, grammar, punctuation and proper division of paragraphs.

The Format of the Letter

We can divide the letter into five parts in order to study its format.

1. The heading or the date and address.
2. The salutation or greeting.
3. The body
4. The subscription or the complementary note.
5. Signature.

1. The Heading

At present there are two familiar styles of letter writing followed by the writers, i.e., the British style and the American style. In the conventional British style, which is followed by most of the Indians, the address from which the letter is being written and the date is placed at the right hand side top corner of the letter. In the American style the date, the sender's address, the receiver's address, the salutation, the subscription and the signature, everything is placed on the left side. While in the British format 'comma' is used at the end of each line of the address except the final line, in the American format punctuation is completely avoided.

2. Greeting or Salutation

The salutation in any letter should begin from the left hand side of the page a little below the receiver's address (for business and official letters). In personal letters, however, we don't write the receiver's address at the top, and we begin the salutation on the left side of the page immediately after the date. Be polite when you address the receiver of the official and business letters. "Sir" or "Madam" is preferable. However, in personal letters the salutation is personal rather than official.

The usual forms of salutation for business and official letters are:

Sir,

Madam,

Mr. Ananth,

Miss Roopa,

Mrs. Padmaja,

Messrs Ramanathan & Company (Messrs is used as the plural of 'Mr.' before a list of names and before names of business companies),

Dr. Satyanarayana,
Prof. Sriraman,
Rev. David,
Sr. Nivedita.

The usual forms of salutation for personal letters are:

Dear Dad,
Dear Colleague,
Dear Friend,
Dear Raja,
Dear Lalitha,
My dear Ratna,
My dear friend.

3. The body or the message

The body of the letter will start in a new line after your salutation. In the business and official letters it usually starts with an introductory note. For example,

- a. Thank you very much for your letter dated 10th July 2021.
- b. I, G. Samson, am a graduate in science with a diploma in Leather Technology.
- c. I, K. Naresh, resident of Erramanjil Colony, regret to bring to your notice.....
- d. Hearty congratulations on achieving 10 crores turnover....

The intended message will follow the introductory note. Each sentence in the body of the letter should be written clearly and arranged logically. If the content of the letter is too long, divide each piece of information into paragraphs.

Conclude the body of the letter with a concluding note like *with regards, with best wishes, with warm regards, hoping to hear from you soon, looking forward to receive a favourable reply from you, etc.,*

4. The subscription or the complementary note

After you finish writing the message and concluding note write an appropriate complementary note on the right side of the page (British format) or on the left side of the page (American format).

Some of the complementary notes are written like this – (personal)

Yours affectionately,

Yours lovingly,

Yours ever,

With love,

With affection,

Some leave-taking notes for official/business letters would be

Yours sincerely,

Yours faithfully,

Yours cordially,

- You should not use apostrophe (‘) in ‘yours’ while writing the subscription.
- The complementary note is also followed by a comma.

5. The signature

- Sign your full name after the subscription. Do not write Mr or Mrs or Miss before your signature. A signature should always be a hand written one. In official letters type your name below your signature.
- Students should not sign their names while answering questions on letter writing in the examination. Instead just write XXXX in the place of signature.

SAMPLE LETTER - I

From
K. Srividya
II B.A. H.E.P
Roll No 13
Sri Y.N. College
Narsapur

25 July 2012

To
The Principal
Sri Y.N. College
Narsapur

Sir,

Sub: loss of gold chain- Req-Reg

I have lost my gold chain in the campus today. I am sure it was there until the lunch time. I had my lunch in the waiting room, and returned to the class room. During the IV hour my friend found that it was not there. We searched in the class room but we did not find it Sir. It is a thin chain with a heart shaped locket. Kindly help me in finding the chain Sir.

Thank you Sir

Yours obediently,

(K. Srividya)

CURRICULUM VITAE

After your graduation or post-graduation, you may want to apply for a job. You need to send a CV or a Resume to your prospective employer. Thus CV/ Resume is the first medium of contact between you and the prospective employer and through your CV/Resume, he/she tries to form an opinion regarding you and your capabilities. Therefore, you need to be extra careful while preparing your CV/Resume.

The structure of a CV/Resume

CVs usually include the following sections.

Personal information

Your CV/Resume should start with your personal details. This should be positioned at the top of the first page. It should include the following details:

- Your full name in capital letters
- Your address for correspondence
- Your telephone numbers(both landline and mobile)
- Your e-mail id

Never use 'CV' or 'Curriculum Vitae' as a heading. The recruiters know that it is a CV

Objective

You should clearly spell out what your career objective is. It is your aspiration and should reflect the ethos of the recruiting organization and the post you are applying for.

Professional experience

You should mention the different jobs you held along with achievements in each position. You should start with the latest job first and travel backwards. In other words, you should describe the posts in the reverse chronological order.

CURRICULUM VITAE

K. PRAVEEN
S/o K. RAMESH
D.No: 12-6-42/a,
Roypetta,
Narsapur (M),
W.G.Dt, AP
Pin code-532460

Phone : +91 1234567891
Email ID: praveenk@gmail.com

OBJECTIVE

To be a part of an honorable organization which will aid me in gaining immense knowledge in area of study with essential guidance and allow me to contribute all my knowledge and skills to the growth and benefit of the organization.

EDUCATIONAL DETAILS

EXAM PASSED	BOARD/ UNIVERSITY	NAME OF THE SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGE OF MARKS
PG (MBA)	ANDHRA UNIVERSITY	Andhra University	2015	6.4
DEGREE (B.Com)	ANDHRA UNIVERSITY	Vagdevi Degree College, Vishakapatnam	2013	8.1
INTER (MPC)	STATE BOARD	Gowthami College, Narsapur	2010	56%
SSC	BOARD OF SECONDARY EDUCATION	Bishop Grassi High School, Vijayawada	2008	63%

WORKING EXPERIENCE

I have worked for 2 years as a lecturer in St. Theresa College, Eluru

SOFT SKILLS

- Excellent communication and Documentation skills.

- Energetic and self-motivated in team work, capability to be at ease in high stress environments, requiring superior ability to effectively handle multi-task levels of responsibility.

ACHIEVEMENTS

1. Certificate in National Seminar,
2. Certificate in essay writing

SPECIALIZATION

Human Resource Management

PERSONAL PROFILE

NAME : K. Praveen
FATHER'S NAME : K. Ramesh
AGE & DOB : 20th May 1993, 25 yrs
GENDER : Male
MARITAL STATUS : Single
NATIONALITY : Indian
LANGUAGES KNOWN : English & Telugu
(speaking, reading and writing)
PERMANENT ADDRESS : K. Praveen,
S/O K. Ramesh,
D.No: 12-6-42/a,
Roypeta,
Narsapur (M),
W.G.Dt, A.P,
Pin code-532460.
CONTACT NUMBER : +91 1234567891

DECLARATION

I, here by declare that the above mentioned information is true to the best of my knowledge.

Place:

Date :

RESUME

Example:

Wanted graduates in any discipline to teach in the High School section of Vasishta Public School, Narsapur. Candidates with experience and having B.Ed. will be given preference. Salary no bar for the right candidate

RESUME

Name : C. Kalyani
Father's Name : C. Prakash Rao
Date of Birth and Age : 10.3. 1990. Age 22 years
Full Address : C. Kalyani
3-8-11,
Addanki Vari St.
Narsapur, 534275
Gender : Female
Languages Known : Telugu, English, Hindi
Marital Status : Yes
Mobile No : 1234567891
Email Id : kalyanic@gmail.com

Academic Qualifications:

S. No	Qualifications	Institution	Year of study	Percentage
1	M.A	EFLU, Hyderabad	2010-12	85%
2	B.A. History Politics &Special English	Sri YN.College	2008-11	69%
3	Intermediate H.E.P	Sri YN.College	2006-08	65%
4	SSC	BGH School	2005	71%

Experience: working as English teacher in Goutami Narsapur, since June 2012

Declaration: I declare that all the above information is correct according to my knowledge and I will be responsible for any correction.

Place: Narsapur

Signature:

(K. Praveen)

NOTE TAKING

Note taking refers to the skill of preparing notes while listening to a lecture or a speech. This is an essential skill in not only classroom situations but also other situations like seminars, conferences and workshops. Note taking also acts as an important skill during official meetings. The person who takes down minutes of a meeting must have good note taking skills.

We need to note the following points for improving note taking skills.

1. Listen to the speaker carefully.
2. Good speakers introduce the audience the purpose of the lecture, what he/she is going to talk about and how his/her lecture is structured. That is, the introduction gives us a good idea of the content of the lecture. Thus, listening to the introduction of the lecture provides the background to the lecture.
3. While listening to the lecture, we shall look for main points and note them down. If we miss or are not clear about any particular point, we should not feel ashamed of asking the speaker to repeat, if the speaker allows. We may also leave some space and fill the gap with the information at the end of the lecture when the speaker clarifies.
4. Good speakers also end the lecture or speech with a conclusion or summary. We should listen to it carefully and can compare that with our notes if we have properly noted down the information.
5. Some speakers use visuals, PowerPoint slides, audio, video clips, some handouts and so on. They are all useful while we are preparing notes. Sometimes the speaker may add new points which are not there in the slides. So, we cannot totally depend on the slides.
6. When we take notes, we will save time and energy by using symbols and short forms. Some of the symbols and short forms are as follows. We may also devise our own symbols and short forms.

Here are a few guidelines for better note taking.

1. Write the following at the top of the page
Date, Subject, Topic
2. Write notes neatly and legibly.
3. Capture only the essence of what the speaker says, taking notes is not like taking a dictation.
4. Listen to linkers like firstly, secondly, moreover, in addition to, further, etc. to pick up points
5. Speakers have a tendency to repeat some points and hence do not note down the repetition.
6. Keep all notes related to a topic together.
7. Presentations and writing on the board contain important points and assist in note taking.
8. Review your notes to fill in the gaps at the earliest while the lecture is still fresh on your mind.

Passage - 1

The sun is the closest star to the earth. A star is a hot ball of burning gas. The Sun looks very big because it is so close. But the Sun is just a medium-sized star. Billions of far-away stars are much bigger than our Sun. The burning gases from the Sun are so hot that they warm the Earth

from 93 million miles away. Even though the Sun is always glowing, the night here on Earth is dark. That's because the Earth rotates, or turns around, every 24 hours. During the day, the Earth faces the Sun. Then we see light. During the night, the Earth turns away from the Sun. Then it faces the darkness of space.

Passage - 2

Saturday is our day to clean, but our grandfather turns work into fun. We like to sing when we dust. We like to dance when we mop. We clean the car together. We do the washing together. We both wear our caps. When we finish work, we go to the departmental store. We shop for food. Grandfather lets me pick the fruits that I like most. We carry the food home. Grandpa tells stories while we walk. At night, our work is done. Friends come home. We cook dinner. We sing and dance. Thus, Saturday is a day of fun.

NOTE MAKING

Note-making Techniques

There are a number of techniques that you can use to make good, concise and accurate notes. The selection of a technique of note making depends on the true nature of information, details required, your style, etc.

Cue Method

Cue method is also called sequential / linear note making. Notes are made in the form of lists or phrases called cues. Notes of this type can be made for different purposes and can include more or less details, as required, or to highlight points. The main features of notes taken by the cue method are:

- Key words and phrases
- Headings
- Sub-headings
- Underlined or highlighted key points
- Margins or space for comments or future additional notes
- Inclusion of diagrams, flow charts and colors (if appropriate)
- Suitable layout

Mind Mapping / Pattern Note-making

Mind mapping method is a more visual method of note making than cue method. It uses arrows and circles to connect key words and phrases. It has the central idea and the various points are linked with arrows, boxes, circles to present the inter connectivity usually.

The steps in Mind mapping include:

- Starting with a central heading or concept in the center of the page
- Noting key words, ideas and/ or concepts which surround the central idea/ concept
- Headings and subheadings highlighted with boxes or circles
- Underlining or highlighting key points
- Using symbols, images and colours
- Using arrows or lines ("branches") to link key words, ideas and concepts and to show Developments / process e.g., 'this leads to....'

Whatever be the technique, the following are helpful in note making

- Use shortened forms or abbreviations to save time
- Use diagrams to present information visually with usage of minimal words
- Highlight and underline the important points in the text as you read

Highlighting and Underlining

Highlighting and underlining the text are preliminary steps in note making. Highlighting is done using light color felt marker pens. People use different color pens for different types of points or importance of ideas. A pencil also can be used equally effectively. It also has the advantage of erasing the lines whenever needed.

Passage - 1

The major use of animation has always been for entertainment. However, there is growing use of instructional animation and educational animation to support explanation and learning. Animation is also celebrated as an art form (sometimes it receives government funding; this was especially common in Eastern Europe in the Communist era), and is showcased in many film festivals worldwide.

The "classic" form of animation, the "animated cartoon" as developed in the early 1900s and refined by Ub Iwerks, Walt Disney and others, requires up to 24 distinct drawings for one second of animation. This technique is described in detail in the article "Traditional Animation".

Because animation is very time-consuming and often very expensive to produce, the majority of animation for TV and movies comes from professional animation studios. However, the field of independent animation has existed at least since the 1910s (e.g.: the pioneering stop-motion animator Ladislav Starevich in the Russian Empire), with animation being produced by independent studios (and sometimes by a single person). Several independent animation producers have gone on to enter the professional animation industry, Bill Plympton is one of the most well-known independent animators today. Today, with the rise of inexpensive animation programs like Macromedia flash and free distribution channels such as Newgrounds and deviantART, being an independent animator and getting your work seen by (potentially) millions of people is much easier than it used to be

Limited animation is a way of increasing production and decreasing costs of animation by using "shortcuts" in the animation process. This method was pioneered by United Progressive Animators (UPA) and popularized by Hanna-Barbera, and adapted by other studios as cartoons moved from movie theaters to television.

Title: The ANIMATION: TYPES & PROGRESSION

Main Points:

- I. Animation for entertainment, instruction and education.
- II. Animated cartoon-the classic form
- III. Professional animation-path breakers of Independent animation.
- IV. Limited animation increases production; decreases costs.

Details:

- I. Animation for entertainment, instruction and education.
 - i. Supports learning and explanation.
 - ii. Celebrated as art form
- II. Animated cartoon- the classic form
 - i. Refined by Ub Iwerks, Walt Disney
 - ii. 24 distinct drawings
- III. Professional animation-path breakers of Independent animation.
 - i. Promoted by professional animation studios.
 - ii. Stop-motion animator Ladislav Starevich of Russia.
 - iii. Bill Plympton one among the well-known independent animators
 - iv. Rise of Macromedia flash and free distribution channels
- IV. Limited animation increases production; decreases costs.
 - i. Popularized by Hanna-Barbera.

Passage - 2

Today people are more aware of exercising than they were a few years ago. And when we think of exercises, running as an exercise comes to our mind. Running is popular among all age groups. It has become popular because it keeps you fit. By fitness, I mean, it helps people reduce their weight, develop muscles, and improve mental and physical performance.

Firstly, running helps to reduce weight. A person weighing 65 kgs burns a lot of calories per mile running. The calorie consumption is relatively independent of pace but does depend on body weight. A heavier person will burn more calories running. A runner must burn 3500 calories to lose 40 grams of fat. A 65 kg person who runs or walks fast for a mile a day, 300 days a year, will burn 30,000 extra calories in a year. A heavier person will burn even more calories. If runners do not increase their caloric intake, running a daily mile translates into losing a little under 4 and a half kilos in a year. A runner already at a healthy weight maintains good health without gaining weight. In a way running also encourages taking a healthy diet.

Will running build muscle? The short answer is yes, of course it can, particularly in those with bad muscle tone. It improves muscle tone and increases the strength of the muscles. The use of weights while running is helpful to build strong muscles. But if you want to build muscle bulk or mass, then you might be disappointed in the answer. Running is a cardiovascular exercise. The act of running increases blood flow, which stimulates the heart. Running is a very healthy exercise, Running also increases the amount of catabolic hormones released into your system. Catabolic hormones actually cause you to lose weight, as well as muscle mass. The muscles used

in running will strengthen, but they will not build mass. All this improves muscle endurance and power

The relation between running and psychological wellbeing has increasingly come under the spotlight over recent years. The message from physiological research always states the general advantages of exercise in terms of physical health. What needs to be understood here is that, this is also true in terms of emotional or psychological health. Running as an exercise aids to sleep soundly. Added to this, research has shown that people who engage themselves in such vigorous exercise do not get depressed. They show vigour and vitality in all the other activities that they engage themselves in

In short, the merits of running are many and it is good to think of it as an exercise to stay fit. People who want to improve their health should consider running

NOTICES

Notices are short messages printed or written in a special manner and put up on the notice boards or mailed or displayed on websites. They play an important role in day-to-day administrative matters of offices, public firms, private organizations, schools, colleges and other educational institutions. Sometimes notices are written for calling a meeting. It may be related to a governing body, general body, executive committee, finance committee and so on. The notice must reach all the members of the committee/organizations who it is meant for. We need to mention the date of the notice, the purpose of the meeting, who it is meant for, the venue and the date of the meeting. Usually the notices are written in the third person or in passive voice. A notice cannot be long, the name or designation of the notice issuing authority to be mentioned at the bottom. The original notice is signed and either the photocopies of the original are circulated or a scanned copy is mailed or posted on the website.

Example

Notice - 1

05 July 2021

All the members of the Sports committee are informed that there will be a meeting at 4 pm on 30 July 2021 in the Multipurpose hall to discuss the modalities for the conduct of sports activities as part of the Independence day celebrations.

Principal

Notice - 2

04 January 2021

All the students of First Year Degree should pay their University Examination fee on or before 19th of January, 2021. Those who pay after the stipulated date have to pay a fine of Rs. 100/.. They should have at least 75 per cent of attendance.

Principal

AGENDAS

The purpose of the meeting is called 'agenda' in official terms. An agenda may include more than one item. The purpose of the notice is expanded into several items and the items are presented in the form of an agenda. We can either include the agenda as part of the notice or it can be printed separately.

Example

Notice - 1

05 July 2021

All the members of the Sports committee are informed that there will be a meeting at 4 pm on 30 July 2021 in the Multipurpose hall to discuss the modalities for the conduct of sports activities as part of the Independence day celebrations.

Agenda:

- a. Types of sports events
- b. Sponsorers
- c. Prizes
- d. Chief guest for Prize distribution
- e. Special dinner

S/d
Principal

MINUTES

Minutes of a meeting are a record of what has been discussed, decided or recorded during a meeting. Minutes usually are the key points and are usually made by a designated person. The person who takes down the minutes shall provide an accurate record of what transpired during a meeting.

There are two main types of minutes (a) descriptive and (b) decisive. Descriptive minutes provide a summary of the entire deliberations of the meeting while decisive minutes is a record of the taken along with the names of persons who are going to implement those decisions. Descriptive minutes is considered difficult as it involves detailing every piece of information. The person who is taking decisive minutes shall record 'who said what and when'. The writer needs to carefully note down everything without hurting any member.

Minutes of a meeting shall contain the following details:

- i. Name of the department/organisation/institution
- ii. Day, date, time and place of the meeting held
- iii. Names of the members present
- iv. Names of the members absent
- v. Names of the members who sent apologies for not attending the meeting
- vi. Names of special invitees, if any
- vii. A record of meeting, item by item, numbered in the order they were discussed and as per the agenda

- viii. Actions planned, names of people who are assigned the work of implementation and deadlines
- ix. Signatures of the secretary and the chairperson

There are five main stages involved in making the minutes of a meeting:

- a. Pre-planning- the chairperson and the secretary work together on the agenda which helps in recording the minutes
- b. Recording-listening and noting down the key points
- c. Transcribing the minutes - using appropriate language and style and following the format
- d. Sharing minutes with all the members-sharing the draft either through mail or photocopies
- e. Signing and filing the minutes for future reference-signing on the final draft, circulation among the members and filing the minutes for future reference

KPS Credit Cooperative Society

MINUTES of the eighth meeting of the executive council held in the office of the Secretary at 10a.m. on 21 July 2021.

Present: Mr. K. Chaudharyin the chair
Ms. Suma Rao
Mr. R. S. Reddy
Mr. P. Mohanty
Ms. Shanti Mohan.

Absent: Mr. T. P. Bhagat
Ms. ShalinMukharji

Apologies: Mr. S.K. Joseph

1. The minutes of seventh meeting held on 10 January 2021 were approved by the executive council and signed by the chairperson.
2. Mr. R.S. Reddy was asked to look after the accounts when the accountant Ms. Shanti Mohan is on maternity leave.
3. It is decided that the monthly contribution to the society be increased to Rs. 5000, keeping in view of the increased number of loans.
4. The request for the increase of the amount for emergency loans is discussed and it is decided that emergency loan is increased to Rs. 3,00,000 from the existing amount Rs.1,50,000
5. The council has decided to have its next meeting on 11 November 2021 to review the finances of the society.

Sd/-
K.Chaudhary
Chairperson

E-CORRESPONDENCE

When correspondence through online means of email is done, it is called E-correspondence. Traditionally correspondence is done through paper, which takes longer time than e-correspondence. E-correspondence is quicker. Though e-correspondence is not acceptable in a few countries or a few organisations, it has become a preferable mode, particularly during pandemic situation.

Security has been one of the concerns of many for corresponding through email because there is a possibility of hacking the mail ID and stealing information. But the technology has become so advanced, the security concerns are being addressed and there is research going on to protect information.

Email writing has become crucial in any organization and one has to learn how to do so. Following are some of the features of emails.

Features of an E-mail

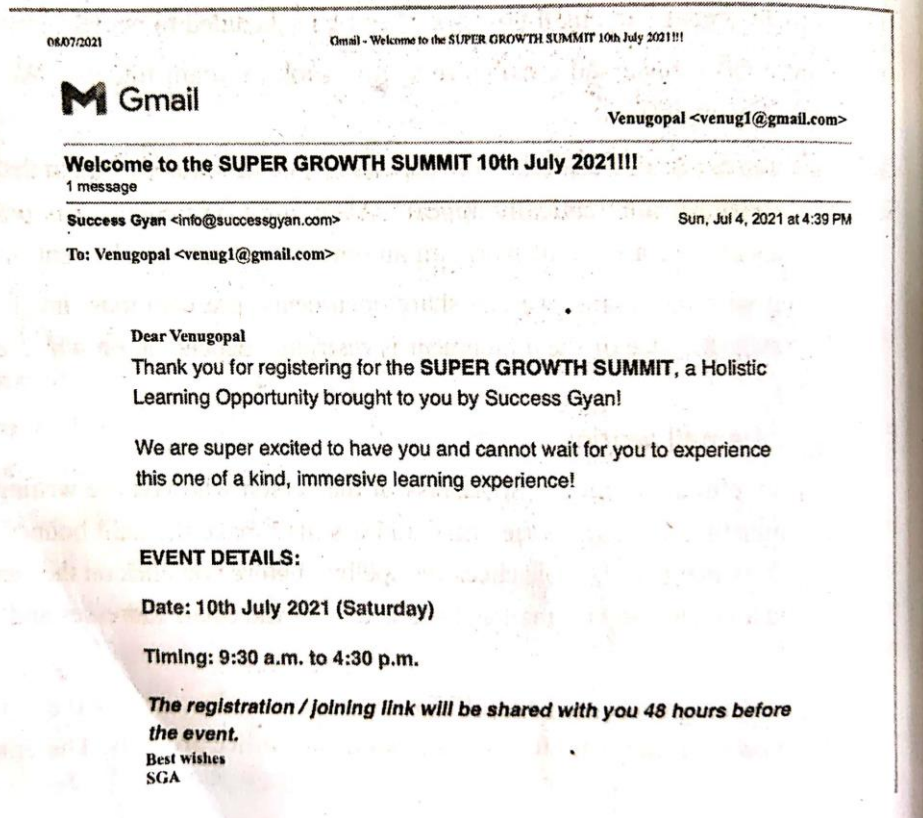
- a. Emails are cost-effective and they provide faster communication compared to other modes of communication. With the use of smart phones, we can access our emails anywhere and anytime and respond to them immediately.
- b. Outlook on the computers help us compose many formats of email. There are ready-made templates which could be used. We can also schedule the delivery of a mail. For instance, we can prepare an email now and it can be scheduled to be delivered at 12 midnight.
- c. These days unwanted emails are sent to junk or spam folders. We can also mark some emails as important.
- d. Signatures are also customizable depending on our requirements in the email. We can make the signatures automatically appear. Also, automatic emailing is possible. If we are on holiday and we are not at work, an automatic response can be sent through email.
- e. Along with the emails, we can share documents, presentations, images, videos and so on. However, the size of the attachment is restricted depending on which email service we are using

Smart email

A smart email is one which, has a clear subject line. The subject line should reflect what the mail deals with. Just a 'hi' or 'hello' will not help the reader decide how important the mail is. It is brief because reading anything from the monitor is harder and slower than reading a hard copy of the same text. Since it is easy to send and receive emails, the mailboxes of many executives and professionals are overloaded with mails. Therefore, there is not much time to spend on lengthy emails. It does not contain any unnecessary information or is not attached with unnecessary files. Do not attach graphic file unless it is necessary. They take long to download.

It is written in simple and error-free language. Try to avoid spelling mistakes, grammatical errors and errors in punctuation. E-mails are neither very formal nor informal. Therefore, the language should also be neither too formal nor informal. Try to avoid personal abbreviations and emoticons.

Sample email



Formal vs Informal emails

Depending on whom we write to and what we write, emails can be either formal or informal. This is similar to the distinction we make in the case of traditional letters.

Informal emails are written to friends and family. Usually spelling, grammar and punctuation are not accurate. We can use short forms, emoticons and our own code. For example, look at the following sample:

Hi dear

I miss you so much! Can't wait to see you on Saturday!! We haven't been together for so long! I miss your company dear! Maybe we can go to the beach or movie and have lunch or just chill and watch TV at home,... idc whichever you want.

Love you,

Sean

On the other hand, *formal emails are written to a boss, colleagues, teachers etc.* They are usually professional, and the language used is formal. One should take care of grammar, punctuation and spelling in the email. For example,

Dear Professor Rao,

I was unable to attend the meeting due to a prior appointment. When you have a moment, could you please let me know what I missed? If there is any work assigned to me, I would be happy to know and take it up immediately.

Warm regards

Some of the abbreviations and short forms used in informal emails are as follows:

w.e.f	=	with effect from	4 got	=	forgot
dunno	=	don't know	y	=	why
xlnt	=	excellent	plz	=	please
o l	=	online	fyi	=	for your information
msg	=	message	dc	=	disconnected
imo	=	in my opinion	asap	=	as soon as possible
u	=	you	Xmas	=	Christmas
thnq	=	thank you	myob	=	mind your own business
iyss	=	if you say so	gud	=	good
rt	=	right	spk	=	speak
rgds	=	regards	rmbr	=	remember
gtg	=	got to go			