



NIST POLYTECHNIC

Lecture notes

ON

COMMUNICATION SKILLS IN ENGLISH

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UNIT -1

COMMUNICATION

1.1.1 INTRODUCTION TO COMMUNICATION

- Communication has been derived from the latin word ‘Communicare’ which means to make common or to share
- The process of using words, sounds, signs to express or exchange information, facts, ideas, thoughts, feelings to someone else with the purpose of building an understanding.
- Communications means exchange of idea, thoughts, feelings, emotions, information.

GOOD COMMUNICATION

Good communication is the exchange of clear and valid information like someone’s opinion, view, thoughts, in the most efficient manner. It is also known as meaningful communication.

BAD COMMUNICATION

Bad communication has various aspects like lacking fluency, lack of valid information, lack of clarity and poor body language.

1.1.2. COMMUNICATION MODEL

ONE WAY COMMUNICATION

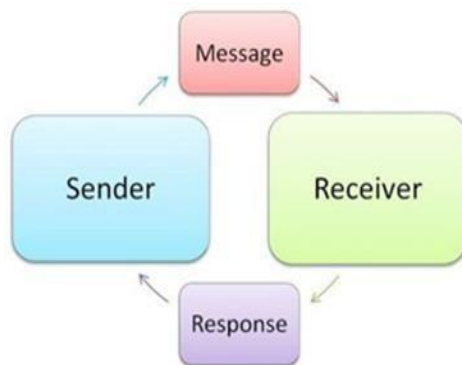


One way communication flows from a sender to receiver but nothing goes back in return. Its just like oneway traffic. ex- TV, radio, Performance etc. This type of situation takes place in class room, where the teacher goes on speaking and there is no participation from the student’s side. It is not an effective communication.

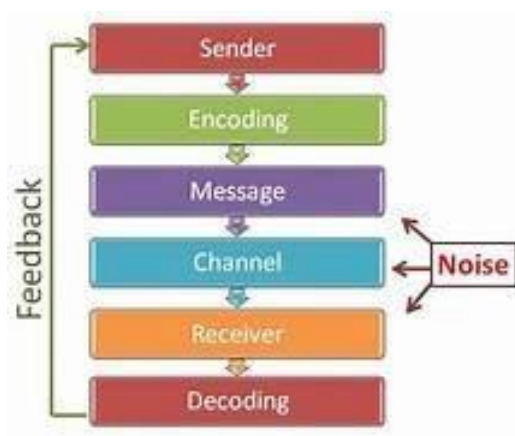
TWO WAY COMMUNICATION

“Two-way communication is a process in which messages are exchanged between a sender and a receiver, allowing for feedback and mutual understanding. It involves active engagement, dialogue, and the exchange of information, ideas, and perspectives between the

parties involved.” It is considered as the most effective way of communication. Ex – communication on mobile or telephone , some interactive classroom .



PROCESS OF COMMUNICATION



1. SENDER

The sender initiates the communication process by encoding a message, which can be in the form of spoken words, written text, non-verbal cues, or any other medium. The sender’s goal is to convey information or share an idea with the receiver.

2. ENCODING

Encoding involves transforming the message into a format suitable for transmission through the chosen channel. This process may involve converting thoughts into words, selecting appropriate visuals, or employing other means of expression. Effective encoding ensures that the intended message is accurately conveyed.

3. MESSAGE

The message is the actual content being communicated. It can range from a simple sentence to a complex multimedia presentation. The sender must carefully craft the message to ensure clarity and coherence, taking into account the receiver's perspective and the intended outcome.

4. CHANNEL

The channel refers to the medium through which the message is transmitted. It can be face-to-face conversations, phone calls, emails, social media platforms, television, radio, newspapers, or any other communication tool. The choice of the channel depends on various factors, such as the nature of the message, the target audience, and the desired reach.

5. RECEIVER

The receiver is the individual or group for whom the message is intended. They play a crucial role in the communication process as they interpret and respond to the message. The receiver's comprehension and response can provide valuable feedback to the sender, enabling them to refine future communication.

6. DECODING

Decoding is the reverse process of encoding, wherein the receiver interprets and understands the message. The receiver decodes the message by extracting meaning from the words, images, or non-verbal cues used by the sender. Successful decoding relies on shared language, cultural context, and the receiver's ability to comprehend the message.

7. FEEDBACK

Feedback is the response or reaction received from the receiver. It helps to validate whether the receiver understood the message as intended and provides an opportunity for clarification or further communication. Feedback can be immediate or delayed, and it contributes to the iterative nature of the communication process.

FACTORS AFFECTING COMMUNICATION PROCESS

1. CULTURAL DIFFERENCES

When communicating with people from another country, awareness of their behaviour and culture is very important. In fact, it is vital for a successful working relationship. For example, in the Western culture, hand shaking is common when meeting someone; however, in Korean culture, bowing is common. Likewise, there are some gestures that are unacceptable in certain cultures.

2. EMOTIONAL STATUS

Our emotional state significantly influences how we communicate. When joyful, our words tend to be more enthusiastic and uplifting. Conversely, stress or anger can lead to curt

responses or misinterpretations. Being aware of our emotions and those of others allows us to adjust our communication style to foster positive interactions.

3. TECHNOLOGICAL ADVANCEMENTS

The digital age has revolutionized communication, introducing an array of technological tools and platforms. From instant messaging to video calls, technology has enabled us to connect across distances. However, the virtual nature of these interactions can sometimes lead to misinterpretations due to the absence of nonverbal cues.

4. GENDER AND COMMUNICATION

Research suggests that gender can influence communication styles. Men and women may exhibit different preferences for directness, emotional expression, and engagement. Recognizing these patterns can lead to more effective communication between genders.

5. POWER DYNAMIC

Power dynamics within a relationship or group can impact how communication unfolds. In a hierarchical structure, individuals may be hesitant to express dissenting opinions, fearing repercussions. Understanding these dynamics helps create an environment where open and honest communication can thrive.

6. PERSONAL EXPERIENCE

Our individual experiences, beliefs, and values color the way we communicate. Our upbringing, education, and personal encounters shape our worldview and influence how we convey our thoughts. Acknowledging these differences fosters empathy and allows for more meaningful interactions.

IMPORTANCE OF COMMUNICATION

1. Help us to know about others culture and tradition.
2. It prevent misunderstanding.
3. Provide information and guidance.
4. It help us to meet our needs.

1.2.(a).PROFESSIONAL COMMUNICATION – Meaning and types of communication

PROFESSIONAL COMMUNICATION

Professional communication refers to the way people interact and exchange information in a formal and business like context. It involves the use oof language, tone, and style appropriate for the situation, audience and purpose. It can take various forms, including written, verbal, non-verbal communication such as email, memo, reports, presentation, meeting, body language. In a professional context effective communication is essential to convey ideas clearly, build relationship, negotiate and persuade others. It requires using proper grammar,

vocabulary, being concise and organized and to different communications styles and cultural backgrounds.

Moreover professional communication involves being respectful, attentive and responsive to others as well as being aware of one's own biases and assumptions. Good communication skills enhance one's credibility, professionalism and career prospects in various fields.

Elements of professional communication

1. Clarity and Conciseness

Professional communication requires expressing ideas and thoughts clearly and concisely. Avoid unclear and unnecessary complexity to ensure that your message is easily understood by others.

2. Active Listening

Active listening is a crucial component of professional communication. It involves giving your full attention to the speaker, understanding their message, and responding appropriately. Active listening demonstrates respect, encourage understanding and helps build strong relationship.

3. Adaptability

Adapting your communication style to suit different audience and contexts is essential. Consider factors such as cultural difference, hierarchy and the level of details ensure effective communication and avoid misunderstanding.

4. Professional Etiquettes

Maintaining professional etiquette is vital in all forms of communication. This includes using appropriate language, being respectful and adhering to workplace norms and expectations. Professional etiquette encourage a positive and productive work environment.

Types of Professional Communication

1.2.1.1. Formal Communication

It is a specific type of communication that follows a set of established conventions and rules for exchanging information in a professional setting. Formal communication include written documents such as letters, reports, memos, as well as spoken interaction such as presentation meeting and interviews.

a. Upward Communication

A type of communication that occurs when information or feedback is share from lower level employees to higher level employees within an organization.

b. Downward Communication

A type of Communication that occurs when information, instruction or feedback is communicated from higher level employees to lower level employees within an organization. This type of communication is

c. Parallel Communication

Communication that occurs between at the same level or within the same department of an organization. This type of communication is informal and can take many forms such as conversation, email, text, message or instant messaging.

1.2.(b) Informal Communication

Informal communication is a mode of exchanging information, ideas, and opinions in an informal and unstructured way between individuals. It occurs outside of formal channels or official hierarchies and often takes place among peers, or colleagues who have a personal relationship or shared interests. Informal communication can take many forms, including casual conversations, gossip, small talk, social media interactions, and even nonverbal cues such as body language and facial expressions. Informal communication in the workplace is a way for coworkers to communicate outside of formal channels, such as meetings or emails. It is often spontaneous, and unstructured, and can occur during breaks or social gatherings.

Grapevine Communication

Grapevine communication is an informal way that employees share information in the workplace. It often occurs through casual conversations and social interactions. As a manager or leader, understanding the different types of grapevine communication within the organization can help you manage information flow and maintain a positive work environment.

Grapevine communication is a type of communication that forms mostly from unintentional social interactions. This means that the information being conveyed may not necessarily be the primary intention of the initial conversation or message. Grapevine communication is an informal method of communicating, so businesses and management professionals often try to use formal communication channels for important news instead. Because this type of communication originates from casual social interaction, it is often inevitable in workplaces.

For example, if a professional is earning a promotion, it is often a good idea to make a formal announcement to inform others. With grapevine communication, the professional may tell a colleague they share a close relationship with about the promotion, and, in turn, this colleague may spread the news to others, creating grapevine communication.

Single Strand Communication

In a single-strand communication pattern, information is passed from one person to another in a linear sequence, like a chain. For example, if one employee hears a rumor about a change in

company policy, they may pass it on to the next employee, who then passes it on to another employee, and so on. This type of communication can be relatively slow and may result in inaccurate information.

Gossip Chain Network

A gossip chain occurs when information is passed from one person to another in a non-linear pattern, typically through gossip or rumors. This type of communication can be very fast and can spread widely throughout an organization, but it can also be unreliable and may result in the spread of false or harmful information.

Cluster Chain Network

A cluster chain occurs when information is passed within a group of closely connected individuals, such as a team or department. This type of communication can be very effective for sharing information and building relationships within a group, but it can also lead to groupthink or a lack of diversity of ideas. It's important to note that while informal communication can be valuable in many ways, it should not replace formal communication channels entirely.

Probability Network

In a probability chain communication pattern, information is passed from one person to another based on the likelihood of that person being interested or affected by the information. For example, if an employee hears about a new project that is relevant to their department, they may pass the information on to other employees who are also likely to be interested in the project. This type of communication can be more efficient than single-strand communication, but it can also result in information being restricted to certain groups.

1.2.(c) Verbal Communication

Verbal communication is how we send information or a message to someone else through the words we speak aloud. We use it every day. But with our growing use of smart devices and emails, our verbal communication skills are in decline. Who hasn't sent an email to a colleague sitting right next to them? Hands up if you have sent a text that was misunderstood rather than making a quick phone call. Verbal communication is vital when it comes to getting our point across. It helps to maintain relationships and form new ones. We use it personally and professionally, so we must get it right.

Verbal communication involves the exchange of thoughts, feelings and ideas using spoken words. Its effectiveness depends upon various aspects, including the choice of words, tone and clarity of speech. It is a two-way process in which the speaker transmits information while the listener comprehends and interprets the message.

1.2.(d). Non-Verbal Communication

Nonverbal communication is transmitting a message without using words. Common techniques used in nonverbal communication include management of space, facial expressions, gestures, physical movement, and eye movement. Nonverbal communication is typically used along with verbal communication. Nonverbal communication is important for reinforcing and helping other people interpret verbal communication.

Different areas of non-verbal communication

Kinesis or Body language

This refers to the study of body language and gestures that peoples use to communicate with others. This includes facial expression, eye contact, posture, gesture and other physical movement. For ex – a nod of head can indicate agreement or acknowledgement, while crossed arm can indicate defensiveness or discomfort.

Proxemics or Spatial Language

Proxemics refers to the use of space and distance to convey meaning and information. This includes physical distance between individuals, the use of personal space and territoriality (behavior). For ex- People may use distance to indicate intimacy or formality in conversation or physical barrier like a desk or table to create a sense of separation or power distance.

Language of sign or symbol

This refers to the use of visual clues and symbol to convey meaning and information. This includes hand gesture, signal or symbols that are used to communicate in different context. For ex – A thumb-up gesture can indicate approval, while the red light signal at traffic is a symbol that conveys the message to stop or pause.

Merits

- Symbols can be understood by people who do not speak the language.
- Symbols can be understood by people who are illiterate.
- Symbols can serve as additional reminders or supplemental illustration to text instruction.
- Symbols are more eye catching than text.

Demerits

- Symbols may be misunderstood by people unfamiliar with them.
- Symbols cannot be copied and printed as easily as text.
- Symbols cannot be easily transcribed in to words for voice or Braille foe the blind.
- Symbols may create confusion: the sun can represent morning, noon or afternoon.

BARRIERS TO COMMUNICATION

LINGUISTIC BARRIERS

Language barrier is one of the most noticeable communication barriers. When people don't have a common language, they can't communicate properly. Even if there is a common language between two people, sometimes the difference in language understanding or even a regional accent could be a barrier to effective communication.

ORGANISATIONAL BARRIERS

Organizational Barriers are those barriers that are caused due to structure, rules and regulations present in the organizations. The various type of barriers that can be encountered due to superior subordinate relationship where the free flow of communication is not possible.

Sometimes the complexity of organizational structure and multiple managers make it difficult to convey information properly, and the information gets deformed leading to miscommunication.

PHYSICAL BARRIERS

The most visible communication barriers are the physical one like noise, distance, time. When people are physically separated from one another.

EMOTIONAL BARRIERS

People can have negative emotion or complicated relations with someone else, which can negatively affect communication.

ATTITUDE BARRIERS

Certain people like to stay alone. They are the introverts or just people who are not very social. Others like to be social or sometimes extra clingy. Both these cases could become a barrier to communication.

PSYCHOLOGICAL BARRIERS

There are various mental and psychological issues that may cause problem during communication some people have stage fear, speech disorder, phobia, depression etc.

OVERCOMING BARRIERS TO COMMUNICATION

USE SIMPLE LANGUAGE

Use simple and clear words and clear words while avoiding confusing words while communicating with someone. Use concrete and specific language to avoid being unclear.

EXPRESS YOUR GRATITUDE

Avoid egoistic and self-centered approaches while communicating with others. Show consistent expression of appreciation and gratitude towards others. This communication approach strengthens the team as it generates trust among individuals.

AVOID OVERLOADED INFORMATION

Today almost every professional is facing the issue of overload information. Overloaded information raises ambiguity, making daily decisions and workplace communication challenging. Determine what's relevant and focus only on what is useful and worth it for you.

ATTAIN A STABLE EMOTIONAL STATE

You should not show your emotion while communicating as the listeners may misinterpret your message. Be confident and make effective use of body language to leave a long-lasting impression on your listeners.

1.1.3- 7Cs OF EFFECTIVE COMMUNICATION

1. CLEAR/CLARITY

Firstly, it's important to be clear about the purpose of the message you are delivering. The receiver should be made aware of why they are receiving the message and what you are trying to achieve by delivering it. If there are multiple goals, each should be laid out separately.

Secondly, it's essential that the content of the communication is itself clear. You should avoid idioms, use simple language, use simple structure and focus on the core points of your message.

2. CORRECT

It's essential that both the factual information and the language and grammar you use are correct. If your audience spots an error in either, they will be distracted and your credibility will be greatly reduced. This will reduce the effectiveness of your communication.

3. COMPLETE

Completeness is often one of the most important of the 7Cs of communication. When creating a message, it's important to give the recipient all of the information they need to follow your line of reasoning and to reach the same conclusion you have. This level of details will be different in different situations and you should adjust your communication accordingly. You should make things as easy as possible for the recipient.

4. CONCRETE

Concreteness, be clear, not fuzzy. Ensure there is enough details to get the message across but not too much so that the recipient will be lost and that the message is factual.

Adding too much noise around your main points can mean there are missed. Make sure your main points and any conclusion are clear to the recipient.

5. COURTEOUS

You can increase the effectiveness of your communication by being polite and showing your audience that you respect them. Your message should be friendly, professional, considerate, respectful, open and honest.

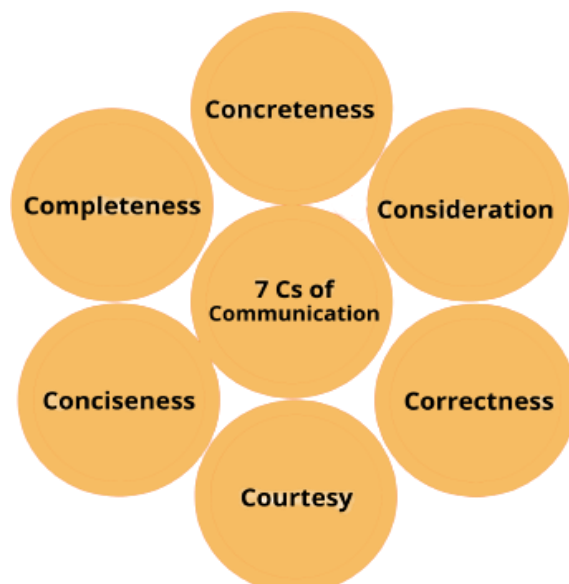
To help ensure you are courteous, you should always use some empathy and consider your message from the point of view of the audience.

6. CONCISE

Keep the point and keep it short and simple. Don't use unnecessary words. Don't use 10 words if you can use 5. Don't repeat the same point indifferent way. This will also make your communication more engaging and easier to understand.

7. COHERENT

Make sure your message flows well and is laid out logically. The points you make should all be linked to the main topic and should help you to deliver the objective you originally set out to achieve. Make sure the tone of the message is the same throughout.



1.1.4-ART OF EFFECTIVE COMMUNICATION

Effective communication is the process of exchanging idea, opinions, thoughts, knowledge and data so that the message is received and understood with clarity and purpose. When we communicate effectively, both the sender and receiver feel satisfied.

The effectiveness of communication can be difficult to measure, it's impact is hard to deny.

BENEFITS OF EFFECTIVE COMMUNICATION

The benefits of communication effectiveness can be witnessed in the work place, in an educational setting, and in your personal life. Learning how to communicate well can be a boon in each of these areas.

EFFECTIVE COMMUNICATION CAN HELP

1. Manage employees and build terms.
2. Grow your organization more rapidly.
3. Benefit from enhanced creativity and innovation.
4. Become a better public speaker.
5. Build strong relationship and attract more opportunities for you or your organization.

1.1.5-TECHNICAL COMMUNICATION

Technical communication is the process of conveying complex information in a clear, concise, and accessible manner to specific audiences. It involves creating, designing, and managing technical content that helps users understand and use products, services, or processes effectively. Technical communicators work across various industries to bridge the gap between technical experts and end-users.

Technical communication is communication of technical subject matter such as engineering, science, or technology content. The largest part of it tends to be technical writing, though importantly it often requires aspects of visual communication (which in turn sometimes entails technical drawing, requiring more specialized training). Technical communication also encompasses oral delivery modes such as presentations involving technical material. When technical communication occurs in workplace settings, it's considered a major branch of professional communication. In research or R&D contexts (academic or industrial), it can overlap with scientific writing.

Technical communication is used to convey scientific, engineering, or other technical information. Individuals in a variety of contexts and with varied professional credentials engage in technical communication. Some individuals are designated as technical communicators or technical writers as their primary role; for some others, the role is inherently part of their technical position (e.g., engineers). In either case, these individuals utilize appropriate skills to research, document, and present technical information as needed. Technical communicators may use modalities including paper documents, digital files, audio and video media, and live delivery.

UNIT -2

SOFT SKILLS FOR PROFESSIONAL EXCELLENCE

2.1.(a)- SOFT SKILLS

Soft skills are general traits not specific to any job, helping employees excel in any workplace. They include communication, teamwork, and adaptability, often termed as transferable or interpersonal skills. They're essential for professional success.

Soft skills are non-technical skills that relate to how you work. Examples are having the ability to manage your time effectively, being able to compromise and resolve conflicts, and your overall work ethic. Soft skills can affect how you interact with colleagues, solve problems, and manage your work and are important for your success. While many of these skills can develop over time as you gain job experience, some companies offer training programs to help employees strengthen their soft skills.

Some examples of soft skills are:

1. Communication Skills

- a. Effective communication involves both verbal and non-verbal communication.
- b. Effective communication means expressing ideas more clearly and also

2. Teamwork & Collaboration

This is a skill to work well with others to achieve a common goal.

Teamwork and collaboration require understanding team dynamics and being able to function effectively within a group or section. Listening to others.

3. Problem-Solving and Critical Thinking

The ability to analyze situations critically and devise effective solutions is highly valued. Career growth and soft skills like problem-solving and critical thinking empower professionals to tackle challenges with creativity and resourcefulness. These skills contribute to efficient decision-making and demonstrate one's value to an organization.

4. Leadership and Influence

Even for non-leadership roles, possessing leadership qualities is advantageous. The importance of interpersonal skills encompasses the ability to motivate, inspire, and

influence others. Individuals who exhibit leadership traits often find themselves entrusted with greater responsibilities and opportunities.

2.1.(b)-HARD SKILLS

Hard skills are specific abilities, capabilities and skill sets that an individual can possess and demonstrate in a measured way. Hard skills are learnable skills that enable individuals to perform job-specific tasks, or that may be required for a specific job.

Hard skills typically focus on specific tasks needed to complete a job, like the use of specific software, tools or other equipment. They can be gained from experience or learned through training, schooling, apprenticeships, online courses and certification programs. Certifications, degrees and licenses can show a potential new hire has these skills.

2.2-IMPORTANCE OF SOFT SKILLS

1. Developing this skills enriches personal growth and professional success
2. Cultural sensitivity and adaptability are crucial in multicultural environment.
3. Effective communication across culture promotes teamwork and productivity.
4. It fosters empathy and understanding among diverse individuals.
5. It enhances global collaboration
6. These skills helps in understanding the people around us and interact with them in appropriate ways.
7. It helps to enhance ability to communicate effectively with people from different culture and background.
8. It is also needed because it allows you to understand your own culture's impact and how you communicate.

2.3-LIFE SKILLS

Life skills are defined as a group of psychological abilities and interpersonal skills that help people make informed decisions, solve problems, think creatively, communicate effectively, build healthy relationships and cope with and manage their life in a healthy and productive manner. Life skills may be directed toward personal action and action towards others, as well as toward actions to change the surrounding to make it conducive to healthy.

The term '*Life Skills*' refers to the skills you need to make the most out of life. Any skill that is useful in your life can be considered a life skill. Tying your shoe laces, swimming, driving a car and using a computer are, for most people, useful life skills. Broadly speaking, the term

‘life skills’ is usually used for any of the skills needed to deal well and effectively with the challenges of life.

It should therefore be clear that everyone will potentially have a different list of the skills they consider most essential in life, and those that they consider unnecessary. Someone living in a remote rural community might put driving a car high on their list of essential skills. A Londoner or New Yorker, however, would probably rank that pretty low.

Examples-:

1. Stress management
2. Positive thinking
3. Self awareness
4. Managing relationship
5. Handling disputes
6. Problem Solving
7. Critical thinking

2.3.(a)-SELF AWARENESS

Most people tend believe that they are self aware while true self awareness is an exceptionally rare quality. Self awareness refers to capability of focusing on oneself and how an individual’s action, emotion, thoughts, feeling align or not align with the internal standards.

The concept of self awareness is generally related to positive psychological well being. These skills make people more confident and creative, help them to make better decision, build healthy relationships. These skills include interpersonal skills, effective communication, and the skills of developing empathy.

2.3.(b)-SELF ANALYSIS

It is a systematic approach taken by individuals to evaluate their strength and weakness at physical, intellectual as well as at emotional level. It involves a wide variety of mechanism and technique to understand one’s thought and behavior. Self awareness is very important aspect in order to develop one’s identity. This process involves an understanding or comprehension of the individual’s subconscious and conscious mind.

2.4-APPLYING SOFT SKILLS ACROSS CULTURE

Understanding cross cultural communication as a crucial soft skill is essential in our globalised world it fosters respect, open mindedness and effective collaboration across divers culture .Developing this skills involves active listening, empathy and adapting communication styles.

By embracing cultural difference, you create strong relationship and enhance personal experience. These skills set not only enhance teamwork but also opens door for new opportunities and growth.

UNIT -3

READING COMPREHENSION

SECTION -1

3.1.1(a)-AN ASTROLOGER'S DAY

R.K NARAYAN

Rasipuram Krishnaswami Narayan (1906 - 2002) is one of the best - known of Indian English writers. He was born and brought up in Madras. He began by contributing items to a city newspaper. When Punch accepted one of his pieces, he embarked in earnest on his career as a novelist and a short story writer. His writings portray the Indian ethos with remarkable simplicity and humor. He created the fictional world of Malgudi. His novel, *The Guide* (1958), has been made into a popular film. Narayan also wrote essays, both personal and general, an autobiography (*My Days*, 1974), a travelogue (*My Dateless Diary*, 1964) and retold Indian epics and myths (*The Ramayana*, the *Mahabharata* and *Gods, Demons and Others*). In addition to his fifteen novels, Narayan has written more than two hundred short stories. He is a prolific writer whose works usually culminate in an ironic twist. He declared, "Only the story matters that are all ... if a story is in tune completely with the truth of life, truth as I perceive it, then it will be automatically significant." R. K. Narayan is one of the three leading figures of early Indian literature in English, along with Mulk Raj Anand and Raja Rao. He is credited with bringing Indian literature in English to the rest of the world and is regarded as one of the India's greatest Indian English novelists. The setting for most of Narayan's stories is the fictional town of Malgudi, first introduced in *Swami and Friends*.

Swami and Friends (1935)
The Bachelor of Arts (1937)
The Dark Room (1938)
The English Teacher (1945)

Malgudi Days

Malgudi Days is a collection of short stories by R. K. Narayan published in 1943 .The book was republished outside India in 1982 by Penguin Classics.^[2] The book includes 32 stories, all set in the

fictional town of Malgudi, located in South India. Each of the stories portrays a facet of life in Malgudi. The New York Times described the virtue of the book as "everyone in the book seems to have a capacity for responding to the quality of his particular hour. It's an art we need to study and revive."

Malgudi Days is a novel that revolves around the happenings in a small fictional village named Malgudi, which is located on the banks of the river Sarayu in South India. This book is a collection of 32 short stories that are highly amusing. The remarkable feature of the stories present in this book is that they are all centred around the lives of mere commoners as they go about their daily routine. The stories present in this book mostly revolve around the relationships among family members as well as the social taboos in the mid-nineties.

While some of the stories may keep the readers in splits of laughter, certain stories may actually cause the reader to cry, as they establish a connection between themselves and the reader. The stories present in Malgudi Days are highly thought-provoking, and make for a good read for individuals of all age groups. Put together with a great deal of humor and grace, this classic piece of literature by R. K. Narayan is widely appreciated by its readers to this day. This novel, Malgudi Days, was also adapted into a television series that was aired in the year 1986, by Shankar Nag.

SUMMARY OF THE ASROLOGER'S DAY

"The Astrologer's Day" is a short story which deals with a day in the life of an ordinary but fake astrologer. The setting of the story is a town, Malgudi which is located in South India, near to Madras. It is not a story of contemporary times but pre - independence times. The story opens at the midday. This is the time when the astrologer opens his business. The writer describes how he begins his business. He removes all his professional equipment like cowries shells, charts, Palmyra writing etc. He is also dressed typically like an astrologer to attract customers. His forehead is bright with sacred ash and vermilion. His eyes are assumed to have a prophetic light by his customers. He wears a saffron turban. Thus the astrologer presented himself so perfectly that he was consequently a point of attraction for all the people.

The writer describes the path along the Town Hall Park where the astrologer sits to lure his prospective customers. He carried on his business under a tamarind tree on the Town Hall road. The path was the right place to carry on his business as it was amply crowded with different trades and traders like medicine sellers, hardware and junk, magicians, cloth - sellers etc. Next to him sat a fried groundnut vendor whose gas light enabled him to carry on his business even after sunset.

The astrologer was a shrewd person who hardly had any knowledge of astrology. He just made a guess work when people approached him. He had to work hard to earn his wages. He had absconded from his native village since he didn't want to continue the traditional occupation of his forefathers i.e. farming.

He never had any plans to return to his native village. He was a mastermind at analysing human mind and psychology.

His strong perception made him diagnose the exact problem of his customers. His customers would finally leave satisfied. He closed his shop for the day when his neighbour, groundnut vendor blew out his light. On the day under description in the story, the groundnut vendor left and the astrologer was packing up his wares when he located a man standing before him. He perceived him to be his prospective customer. When the astrologer invited him, he posed a challenge before him and his astrological science. They have a deal between them. The man gave him an anna and asked the astrologer to answer his questions and if he doesn't answer satisfactorily he will have to return the anna with interest. At the same time if the astrologer is able to answer the questions satisfactorily he would give him eight annas. But if the astrologer fails, he would pay double amount i.e., sixteen annas to the man. Thus the deal was finalized between them. The astrologer prayed to the heaven. Then suddenly the astrologer denied the challenge and requested the man to let him go. The man said that he will not let him give in. He holds him in his grip thereby making the astrologer shiver. Finally, the astrologer realized that he is trapped and has no chance of moving out. The man turned out to be a criminal by profession.

The astrologer shivered and unwillingly accepted the challenge. He started telling about some woman but the man was not satisfied and stopped him. He had a single question that whether he would get what he was searching for. The man promised the astrologer that if he is satisfied with his answers, he would pay him a rupee. The astrologer prayed a few incantations before replying. The astrologer began with his prophecies by saying to the man that you were left for dead in the past and a knife has passed once on your chest. The man was excited at this information since he had really faced it. After he got wounded, he was thrown into a well nearby to die. A stranger saw him and rescued him and that is how he was saved from dying. The man was waiting to revenge the culprit who had attacked him and was in search of the culprit who had tried to kill him. The only thing which the man wanted to know from the astrologer was if he can find his killer. The astrologer instantly replied that the culprit had died four months ago in a far - off town. The man was disappointed to hear this. The astrologer identified the name of the man before him as Guru Nayak. He told the man that his village was a two days' journey to north and warned him to go back home and never to travel south again. He asked him to return to his hometown immediately as his life was in danger if he left his hometown again. The man replied that he left home just to search the culprit who had tried to kill him and was interested in knowing if he had died in a worst way. The astrologer satisfied him by informing that the culprit was crushed under a lorry. The man left after giving the astrologer a handful of coins. The astrologer too winded up his belongings and went home

The astrologer's wife was waiting for him worriedly since he was unusually late that day. The astrologer flung the coins at his wife to count. They were twelve and a half annas in all. She was extremely happy to encounter that big amount. She planned to buy jaggery and coconut for their child, who was demanding for sweets from a long time. However, the astrologer looked worried and was not happy like his wife. He was angry at Guru Nayak as he had cheated him. He promised to give a rupee and actually gave only twelve and a half annas. After dinner, he shared the secret of his life with his wife. He said that a great burden of his life was gone that day. He always felt that he had killed Guru Nayak. So the astrologer had run away from his native village due to the fear of being accused as a murderer. He settled in Malgudi and married and decided that he would never return back to his native village. Actually the man who tried to kill Guru Nayak was the astrologer himself. So he was able to make accurate predictions about him though he hardly knew astrology. The astrologer confessed to his wife that in his youth he was into bad company with Guru Nayak. He drank, gambled and quarrelled badly one day and had a fight and had almost killed Guru Nayak. This is how life with its unpredictable twists and turns had created an astrologer out of a vagabond.

THEME

The theme of the story focuses on a single day in the life of an ordinary astrologer who suddenly faces past life in the present drastic situation. The story has a twist in the tale. The otherwise adventure less life of the astrologer suddenly poses a grave problem from his past life and demands alertness to tackle the situation. The story describes of a single day in the lives of the sleepy town of Malgudi. The story also deals with the darker side of human nature with its hypocrisies, shrewdness, revengeful nature and selfishness. The characters in the story are no exception to these qualities of human nature. Finally all is well that ends well with the astrologer coming out with flying colours in his examination of befooling his opponent, saving his life and also saw to it that he does not face the man again in future.

3.1.1.(b)-THE MISSING MAIL

SUMMARY

Thanappa was a Mailman in Malgudi. He was a loving man, and everyone in the town liked him. He was nothing less than an integral part of people's lives. There was never a dull moment with him around. Whenever he went to someone's place to deliver letters, he used to spend half an hour talking to them about their lives. He used to ask everyone in detail about what was in the letters they received. Thanappa's was the closest to Ramanujam. He had a daughter,

Kamakshi, who was to turn 17 years old. Ramanujam's father-in-law was pressurizing the family to search for a suitable groom and get Kamakshi married. After looking at many matches, Thanappa suggests a groom from Delhi. The boy belongs to the same caste and earns well. A delighted Ramanujam writes to the family in Delhi. When the family receives a letter from Delhi, Thanappa ignores all the other letters that are to be given. He takes the letter to Ramanujam first. The boy's family approves of Kamakshi and wants to get them married immediately as the boy had to go for training. With god's grace, Ramanujam marries off his daughter in a grand manner. After the marriage, Ramanujam receives a letter about his uncle being ill. Immediately he opens the second letter where he learns that his uncle died. Thanappa tells him that the telegrams came a few days before, but he did not tell Ramanujam as he didn't want to disturb the wedding. Thanappa was sorry for his grave mistake.

The Missing Mail is a unique story with an ending that cannot be predicted easily. The story explores the relationship of the Mailman, Thanappa with the people of Malgudi. The description of his behaviour and bond with the people was sweet. These kinds of relationships can truly be found only in Small towns.

The missing mail is deliberately hidden. Despite having good intentions, Thanappa's actions led to bad results. He understood his mistake and was sorry for his actions. Ramanujam forgives Thanappa as he knows that it wasn't an intentional mistake to hurt the family.

THEME

The Missing Mail by R.K. Narayan we have the theme of tradition, desperation, power, control, humanity and honesty. Taken from his Malgudi Days collection the story is narrated in the third person by an unnamed narrator and after reading the story the reader realizes that Narayan may be exploring the theme of tradition. Kamakshi is to be married yet she is not allowed to choose her own husband. That task falls on to her father who is under pressure from his own father to find a husband for Kamakshi. This may be important as Narayan's intentions may be to highlight to the reader the system of marriage that existed (and possibly still exists) at the time the story was written. Young women were not allowed to choose their own husbands with the responsibility falling on the young woman's father.

There is also a sense of desperation in the story. Something that becomes clear when Ramanujam begins to panic about finding a husband for Kamakshi. It is also noticeable that Thanappa wields a lot of power through his role as postman. He knows everybody's business and while some critics might suggest he is being nosey Thanappa himself most likely considers that he is being helpful or friendly. Thanappa also seems to live for his job as a postman. The luxury it

affords him sits comfortably with Thanappa. He is able to talk to everyone and get to know them a little better. In reality Thanappa likes to be part of the community. He likes to know how people are doing or how they might be feeling. Though again he appears to read an awful lot of other people's mail which some critics might suggest is an invasion of privacy. There doesn't appear to be any distinct line drawn as to what Thanappa can do and what he can't do when it comes to the mail. Which may be the point that Narayan is attempting to make. He may be suggesting that the role of the post man is a powerful role. Thanappa also has an ability to console those who might not have received the letter they were expecting. This may be significant as it suggests that Thanappa has a degree of understanding or humanity when it comes to other people's disappointment. Similarly when he holds back the news of Ramanujam's uncle's death the reader suspects that there is no malice involved. Thanappa's motivation has been to ensure that Kamakshi's wedding is not ruined.

3.1.1.(c)-DOCTOR'S WORD

SUMMARY

The Doctor's Word is a short story from *Malgudi Days* by R. K. Narayan. The story is set in the imaginary town of Malgudi in south India. Ramu is an honest and diligent doctor. He doesn't believe in giving false hope to his patients or their families. He rather considers that everyone should be transparent and know the sensitivity of the situation.

Comforting lies are not his thing. But if Ramu finds even the smallest ray of hope, he will never back down. He will give his everything to make the patient healthy and fine again. Everyone in Malgudi seems to be aware of this habit of Ramu. They know that if he gives his word, there will be no going back.

But when Ramu's closest friend, Gopal falls ill, things change. The doctor no longer wants to believe in what science says. Gopal's wife is tensed and wants to know what will happen to her husband. Ramu asked her to go to their neighbouring house and not disturb the medical procedure. After Ramu tended to the situation of Gopal, he knew that the next few hours were critical. If Gopal manages to be fine by the next morning, he will certainly live for another 40 years. But the night is critical.

When Gopal comes to consciousness, he gets all worked up about signing his will before he dies. He trusts Ramu with all his heart and asks him to be honest. He knows that what Ramu says will be the sole truth.

A rather reluctant Ramu tells Gopi that he'll be absolutely fine and that there is no requirement for a will. That is all Gopal needed. This friend's word, the doctor's word. The next morning, Gopal is all fine, and Ramu is 100 percent sure that his friend will live till the age of 90 years. The Doctor's Word is a simple yet striking short story that narrates an incident in Ramu's life. The story is about the day when the doctor's friend falls ill, and the Straight forwardness of Ramu doesn't seem of any help. The story explores the themes of friendship, trust, and hope.

Hope is what keeps us going. Hope that things will be better, hope that bad times will pass, and hope that there is always light at the end of the tunnel. Despite Ramu being a completely practical person, seeing his friend in sickness made him doubt his actions.

Immense trust is portrayed between the friends where Gopal will believe anything Ramu says, and Ramu wants to protect Gopal.

Ramu was uncertain of his friend's recovery yet chose to lie as he knew how much his statement would affect his friend. Truly, the story showcases the notion of trust and is beautifully built on Ramu and Gopal's friendship.

3.1.2-THE GIFT OF THE MAGI

O.HENRY

William Sydney Porter (September 11, 1862 – June 5, 1910), better known by his pen name O. Henry, was an American writer known primarily for his short stories, though he also wrote poetry and non-fiction. His works include "The Gift of the Magi", "The Duplicity of Hargraves", and "The Ransom of Red Chief", as well as the novel Cabbages and Kings. Porter's stories are known for their naturalist observations, witty narration, and surprise endings. an American short-story writer whose tales romanticized the commonplace— in particular the life of ordinary people in New York City. His stories expressed the effect of coincidence on character through humour, grim or ironic, and often had surprise endings, a device that became identified with his name and cost him critical favour when its vogue had passed.

ABOUT

"The Gift of the Magi" is a short story by O. Henry (pen name of William Sydney Porter) first published in 1905. The story tells of a young husband and wife and how they deal with the challenge of buying secret Christmas gifts for each other with very little money. As a sentimental story with a moral lesson about gift-giving, it has been popular for adaptation, especially for presentation at Christmas time. The plot and its twist ending are well known; the ending is generally considered an example of cosmic irony. The story was initially

published in The New York Sunday World under the title "Gifts of the Magi" on December 10, 1905. It was first published in book form in the O. Henry collection The Four Million in April 1906.

SUMMARY

Della Dillingham Young has one dollar and eighty-seven cents with which to buy her beloved husband, Jim, a Christmas gift. She is dismayed at how meager the amount is, as she has spent months saving. The Dillingham Youngs are very poor, with Jim's earnings having been reduced from thirty dollars a week to only twenty dollars. Della's dismay leads her to throw herself upon her "shabby" couch in her cheap and worn-down apartment. She reflects that she has spent many hours fantasizing about buying Jim a nice gift, one that would show him how pleased she is to be his wife. However, with only one dollar and eighty-seven cents, she knows she will be unable to acquire a suitable present.

Inspiration strikes when Della catches sight of herself in the mirror. She pulls her hair down and lets the long tresses settle around her. The Dillingham Youngs have two prized possessions: Della's beautiful hair and Jim's gold watch, which he received from his father. Della quickly ties her hair up again and, after shedding a few tears, leaves the apartment.

Della rushes home, elated with her purchase. She carefully curls and styles her shorn hair but is disappointed with the results, remarking that she looks like a "Coney Island chorus girl." She begins to worry that Jim will be upset that her hair is gone. When she hears Jim approaching the apartment, she stands beside the door and prays that he will still find her attractive.

Jim enters the apartment and immediately stares at Della with an inscrutable expression on his face. Della throws herself into his arms and exclaims that she has sold her hair because she "couldn't have lived through Christmas" without buying him a worthy present. She reassures Jim that her hair grows "awfully fast" and pleads with him to "be happy." Jim, seemingly in a daze, asks Della if she has truly cut off her hair and looks around the room almost as if in search of the lost tresses. Della nervously confirms that she has indeed sold her hair, but she reassures Jim that she is still the same person even though her hair is gone. After all, she sold her hair so that she could give Jim a nice gift.

Jim, coming out of his trance, pulls Della into an embrace and reassures her that he loves her no matter what. He then pulls a package out of his coat and tells Della that she will understand his reaction when she opens it. Della eagerly opens the package and is elated to discover that it contains a pair of beautiful tortoise shell combs that she had long admired in a shop window. Her elation turns to hysteria as she realizes that her hair is gone, but she tearfully tells Jim that her hair will grow back quickly.

Eager to give Jim his gift, Della rises from her seat and presents the watch chain to Jim. However, rather than taking out his watch as Della requests, Jim instead sits down on the couch and tells Della that they should put away their presents, since they are “too nice to use,” given the couple’s current circumstances. He then explains that he sold his watch in order to afford Della’s combs. The story ends with the narrator commenting on the nature of gift-giving and generosity. Though the narrator describes Della and Jim as “foolish,” he also proclaims that among those who give and receive gifts, they are the wisest.

Moral of the Gift of the Magi Story

The story teaches us the valuable lesson of loving and caring for others. In the story, both Jim and Della sold their most loved possessions in order to buy something beautiful for each other. The story is a great way to teach kids to be loving and kind to their families. The story also depicts that gifts or materialistic presents are not the only things that can give happiness, the true sense of happiness comes from sharing and devotion toward each other.

THEME

Love: Love is the central theme in *The Gift of Magi*. Living in abject poverty, Jim and Della sell their most prized possessions in order to afford Christmas gifts for one another. Their actions demonstrate their willingness to sacrifice material goods for their love. Jim sells his beloved watch to buy Della combs for her hair; Della sells her hair to buy Jim a chain for his watch. While both sacrifices render the gifts they buy pointless, the narrative shows how it is the sentiment, rather than the gift itself, that truly matters.

SECTION -2

3.2.1-STOPPING B WOODS ON A SNOWY EVENING

BY ROBERT FROST

ROBERT FROST

Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. He was the most highly honored American poet of the 20th century, receiving the Pulitzer Prize for poetry four times. Several of his poems yielded lines that became indelible in the American consciousness, among them “Good fences make good neighbors” (from “Mending Wall”), “And miles to go before I

sleep” (from “Stopping by Woods on a Snowy Evening”), and “I took the one less traveled by” (from “The Road Not Taken”).

SUMMMARY

"Stopping by Woods on a Snowy Evening" was written by American poet Robert Frost in 1922 and published in 1923, as part of his collection *New Hampshire*. The poem is told from the perspective of a traveler who stops to watch the snow fall in the forest, and in doing so reflects on both nature and society. Frost claimed to have written the poem in one sitting.

The speaker thinks about who owns the woods that he or she is passing through, and is fairly sure of knowing the landowner. However, the owner's home is far away in the village, and thus he is physically incapable of seeing the speaker pause to watch the snow fall in the forest.

The speaker thinks his horse must find it strange to stop so far from any signs of civilization. Indeed, they are surrounded only by the forest and a frozen lake, on the longest night of the year.

The horse shakes the bells on its harness, as if asking if the speaker has made a mistake by stopping. The only other sound besides the ringing of these bells is that of the wind and falling snowflakes, which the speaker likens to the feathers of goose down.

The speaker finds the woods very alluring, drawn both to their darkness and how vast and all-encompassing they seem. However, the speaker has obligations to fulfill elsewhere. Thus, though he or she would like to stay and rest, the speaker knows there are many more miles to go before that will be possible.

MORAL

The moral of Robert Frost's poem "Stopping by Woods on a Snowy Evening" can be interpreted in several ways, but a central theme revolves around the tension between nature and duty. The speaker pauses to admire the beauty of the snowy woods, representing a moment of reflection and appreciation for the tranquility of nature. However, he is reminded of his obligations and responsibilities, symbolized by the lines “But I have promises to keep, / and miles to go before I sleep.”

This suggests a few key ideas:

1. **The Beauty of Nature:** The poem highlights the allure of nature and the importance of taking moments to appreciate it.
2. **Responsibility and Duty:** It emphasizes the necessity of fulfilling one's commitments and responsibilities, even when tempted to indulge in leisure.
3. **Life's Journey:** The reference to having "miles to go" can also be seen as a metaphor for life's journey, suggesting that there are goals to achieve and experiences to encounter before reaching the end.

3.2.2-WHERE THE MIND IS WITHOUT FEAR

BY RABINDRANATH TAGORE

Rabindranath Tagore was a Bengali poet, writer, playwright, composer, philosopher, social reformer, and painter of the Bengal Renaissance. He reshaped Bengali literature and music as well as Indian art with Contextual Modernism in the late 19th and early 20th centuries. Author of the “profoundly sensitive, fresh and beautiful” poetry of Gitanjali, in 1913 Tagore became the first non-European and the first lyricist to win the Nobel Prize in Literature. Tagore’s poetic songs were viewed as spiritual and mercurial; where his elegant prose and magical poetry were widely popular in the Indian subcontinent. Referred to as “the Bard of Bengal”, Tagore was also known as Gurudev and Kobiguru.

ABOUT

“Where the Mind is Without Fear” by Rabindranath Tagore is a timeless poem that continues to inspire readers with its vision of an ideal society. The poem was published in 1910 in the compilation titled ‘Gitanjali’. During that time, India was still under the control of the British Empire. The poem reflects the longing for freedom and explores the concept of true freedom, where individuals can think critically, access knowledge, and work towards a better world.

SUMMARY

In this poem, the poet asks God to provide his country with the freedom of thought and expression that leads to perfection, free from the shackles of superstitions and the bonds of societal ills.

The poet prays to God, requesting that his nation be free of persecution and that each individual be allowed to raise his head high. There should be no dread in the environment. The country should be a place where information is accessible to everyone, regardless of caste, gender, or religion, and is provided free of charge.

He dreams of a country that is not “broken up into fragments” by biases and beliefs, but rather one in which everyone is unified. He envisions a country where people are honest and speak from the depths of their emotions. He aspires to live in a country where everyone is free to toil and work hard for anything they choose, whether for personal gain or for the sake of the country.

Everyone is urged to work relentlessly until they achieve complete satisfaction and excellence in achieving their goals. The poet prays to God for Indians to think and behave in a rational and progressive manner. He wants the power of reason to rule his country's men's thoughts. He doesn't want the 'stream of reason' to be lost in the shuffle of old rituals and traditions.

It should be a country where the light of reason has not been extinguished by mindless superstitious habits of thinking and conduct. Where people's minds should not dwell on or be obsessed by their mistakes in the past. They should, on the other hand, be guided by the faculty of thinking to be future-oriented by using logical thought and conduct.

He wants God to lead the country forward into the freedom of a widened thinking and attitude. He asks 'The Father' to awaken his country to such a 'freedom heaven.' India would only be able to achieve full independence if she has a worldwide vision and a burning desire to realize great human aspirations. Only in this manner will she be able to fulfil her destiny.

Tagore is a devout believer in God. He prays to God with all his heart that he would direct his compatriots to work hard, tell the truth, and approach things in a rational and forward manner. Rabindranath Tagore wishes for peace and prosperity for his nation and people. He adores his homeland and wants its prosperity.

UNIT-4

4.1.(a)-PROFESSIONAL WRITING SUMMARY WRITING

Summarizing, or writing a summary, means giving a concise overview of a text's main points in your own words. A summary is always much shorter than the original text. Writing a summary does not involve critiquing or evaluating the source. You should simply provide an accurate account of the most important information and ideas (without copying any text from the original). A summary is a shortened version of a text that highlights its key points and serves as a concise representation of the original content. Writing a good summary enables readers to grasp a piece's main ideas without reading the entire material, as the examples below demonstrate.

Summaries are commonly used in academic and professional settings to help communicate and examine material. They may also refer to an abstract, precis, or synopsis, though they each have slightly varying meanings and applications. The word "summary" comes from the Latin, "*sum*."

There are five key steps that can help you to write a summary:

1. Read the text
2. Break it down into sections
3. Identify the key points in each section
4. Write the summary
5. Check the summary against the article

EXAMPLE:

Here is their summary of Shakespeare's "Hamlet":

It's the story of a young prince of Denmark who discovers that his uncle and his mother have killed his father, the former king. He plots to get revenge, but in his obsession with revenge he drives his sweetheart to madness and suicide, kills her innocent father, and in the final scene poisons and is poisoned by her brother in a duel, causes his mother's death, and kills the guilty king, his uncle.

Note how this summary contains several dramatic elements: a variety of characters, a scene, instruments, and actions.

4.1.(b)-REPORT WRITING FORMAT

Letter Head
Date
Inside Address
Sub:
Salutation
Main body
<ul style="list-style-type: none"> ➤ Introduction: Purpose, context, background ➤ Findings: Supporting text with topic headings, analysis, illustrations etc. ➤ Conclusion
Complimentary close
Signature
Enclosure

WHAT IS REPORT WRITING

Report Writing is the process of presenting information in a structured and organized way. It serves as a means of communicating facts, findings, or recommendations to a specific audience, typically in a written format. The importance of report writing lies in various fields, including academics, business, science, and government, to convey important details and insights.

A Report typically starts with a clear purpose or objective. The Writer gathers relevant information through research, observation, or data collection. This data is then analyzed and organized into a coherent document. Reports can vary in length, complexity, and style, depending on the intended audience and purpose.

One of the key aspects of Report Writing is its structure. A typical Report consists of sections such as an introduction, methodology, findings or results, discussion, and a conclusion. These sections help readers understand the context, the process of gathering information, the outcomes, and the significance of the findings.

Reports often include visual aids like charts, graphs, and tables to make complex data more accessible. Additionally, citing sources is essential to provide credibility and allow readers to verify the information.

4.2.(a)-LETTER WRITING

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Now that E-mails (Advantages and disadvantages) and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the formal kind, is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication. Which is why it is important that we know the intricacies of letter writing.

TYPES OF LETTERS

There are broadly two types of letter, namely Formal Letters, and Informal Letters. But then there are also a few types of letters based on their contents, formalities, the purpose of letter writing etc.

- **Formal Letter:** These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
- **Letter:** These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.
- **Business Letter:** This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.
- **Official Letter:** This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information

like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.

- ***Social Letter***: A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.
- ***Employment Letters***: Any letters with respect to the employment process, like joining letter, promotion letter, application letter etc.

BUSINESS LETTERS

Business Letter is a letter which is used by organizations to communicate in a professional way with customers, other companies, clients, shareholders investors, etc. Business letter uses formal language and a specific format. Companies use it to convey important information and messages.

A letter written for business purpose is a business letter. Inquiry letter, offer letter, order letter, cover letter, notices, termination of employment are some of the business letters. Suppose a person wants to write any of these business letters. The main question is to how to write a business letter? There is a pre- specified format for writing a business letter. There are some parts of a business letter and rules associated with them. Let us start to know how to write a business letter by knowing the parts of a business letter.

BUSINESS LETTER FORMAT



BUSINESS LETTER FORMAT

Sender's Address → Name of Company
Address of Company
City, State Zip Code

Date → November 22, 2020

Receiver's Address → Name of Representative
Title of Rep
Name of Company
Address of Company
City, State Zip Code

Greetings → Dear Representative Name:

Body of the Letter → Thank you so much for taking the time to meet with me to discuss selling my Health, Wellness, and Pain Management books, eBooks, Audiobooks, and Herbal products both in your store and online.

As we discussed, there is a high demand for alternative, holistic products. I do believe that as a team we can and will be very effective in providing the best, healthy, safe, alternative products for those in the community who are looking for a substitution for prescription and over-the-counter drugs. I am honored that you have considered selling both my books and products.

A part of the proceeds will go to the store. We discussed a sample consignment arrangement. To me, this is more than pleasant. I am looking forward to following up with you to discuss how you would like

4.2.(b)-INFORMAL LETTER/PERSONAL LETTER

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance, or a friend. The language used in an informal letter is casual and personal.

INFORMAL LETTER FORMAT



4.3.(a)-DRAFTING E-MAIL

Electronic mail, commonly shortened to “email,” is a communication method that uses electronic devices to deliver messages across computer networks. "Email" refers to both the delivery system and individual messages that are sent and received. Email has existed in some form since the 1970s.

Email writing is an essential part of professional communication. It is not easy to get people to respond to your emails if they do not feel interested in your message or proposal. This is exactly the reason why you should learn to write good emails. Be bold. Get to the point right away. The best email communication is the one that is simple and clear.

E-MAIL Format

E-mail writing Format	
Date	: 22 October 2020
From	: raginisharma@gmail.com
To	: divyasoni@gmail.com
subject	: Congratulation on winning first prize.
Dear Divya	
I was extremely glade to know that You have won the first prize in an inter-school debate competition. I always knew your ability to speak fluently and Efficiently you have further sharpened your skills of arguing. You have done pride to all of us in the family. I hope, along with the activities, you will equally perform well in the academic areas.	
Love	
Ragini	

4.3.(b)-NOTICE WRITING

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/ magazines. It is meant only for a select group. Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. Notice is always brief and to the point. Notice writing is a key skill for sharing important information clearly and effectively. Whether you're in school or at work, being able to write a good notice helps you make sure that everyone understands the message. A notice should include all the essential details in a clear and simple format. This guide will help you learn how to write notices that are easy to read and understand, providing practical tips and examples to make the process straightforward.

What is a Notice?

Notice is a formal, written, or printed announcement for a group of people. It is written in a very precise language, avoiding any extra details.

Basically, notices are a tool for disseminating information regarding any occasion or issue. They reach a large number of people in less time that is why they are precise and brief in nature.

If it will not be precise, then the readers might not devote so much time only for reading it. And, it must be an art of a writer that he can express a long message in the shortest words possible. Plus, being simple is an extra advantage. Make sure you do not include any extra details, as it may misinterpret the real message. If you are still feeling confused, then check the format of the notice given below. With this, you will get a fair idea of writing a good notice.

Notice Format

Delhi Public School
Kamptee road, Nagpur

NOTICE

19/12/2022

Annual Day Program Meeting

On January 25, 2023, our school will hold its 30th Annual Day. Students who choose to participate in the Annual Day should report to the Auditorium Hall at 12:30 p.m. tomorrow (December 20th, 2022), following the lunch break.

Head boy/Head girl's signature

Head boy/Head girl

4.3.(c)-MINUTES OF MEETING

Meeting minutes are notes that are recorded during a meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken. The minutes of a meeting are usually taken by a designated member of the group. Their task is to provide an accurate record of what transpired during the meeting.

Steps Involved in Recording Meeting Minutes

- Pre-planning
- Record-taking
- Writing or transcribing the minutes
- Sharing meeting minutes
- Filing or storage of minutes for referencing in the future

Unit-5

Vocabulary and Grammar

VOCABULARY

5.1.(a)-SYNONYM

A synonym is a word/phrase, the meaning of which is the same or nearly the same as another word or phrase. Words that are synonyms are described as synonymous.

- one of two or more words or expressions of the same language that have the same or nearly the same meaning in some or all senses
- If everything is expressed only by a single word in every situation, life would be boring. Luckily, we have synonyms to convey the same message in various ways. **Synonyms** are the words that have the same or very similar meaning.
- **Synonym examples:**
 - Artful – Crafty
 - Ballot – Poll
 - Chorus – Refrain
 - Deceptive – Misleading
 - Enormous – Immense

5.1.(b)-ANTONYM

An antonym is a word/phrase that means the opposite of another word or phrase. A word or phrase whose meaning is the opposite of another word or phrase

Antonym examples:

- Admire – Detest
- Bravery – Cowardice
- Crooked – Straight
- Dainty – Clumsy

- Economise – Waste
- Hot –Cold
- Day – Night

5.1.(c)-HETERONYMS

- Each of two or more words which are spelled identically but have different sounds and meanings, such as *tear* meaning ‘rip’ and *tear* meaning ‘liquid from the eye’.
- Each of two or more words which are used to refer to the identical thing in different geographical areas of a speech community, such as *nappy* and *diaper*.
- Heteronyms are words that are spelled the same but have different pronunciations and meanings. Examples include 'lead' (to guide) and 'lead' (a type of metal), as well as 'tear' (to rip) and 'tear' (a drop of liquid from the eye).

EXAMPLES:

- Bass – stringed instrument/type of fish
 - Bow – instrument used to shoot an arrow/bend the upper part of the body as a greeting or sign of respect
 - Close – to move to cover an opening/nearby
 - Conduct – to lead or guide/how a person behaves
 - Conflict – to be incompatible or at a variance/a serious disagreement or argument
 - Polish – to rub the surface of something so it becomes smooth and shiny/relating to Poland
 - Tear – to rip or pull apart in pieces/a drop of liquid secreted by the eyes

5.1.(d)-HOMONYMS

Homonyms are words that share the same sound or spelling, or both, but have different meanings. They can be categorized into homophones (words with the same pronunciation but different spellings and meanings) and homographs (words with the same spelling but different pronunciations and meanings). In some cases, a word can be both a homophone and a homograph.

The word ‘homonym’ was derived from the Greek word “homonymous”, which means having the same name. In simple terms, homonyms are those words that have the same spelling or pronunciation but completely different meanings and functions. Homonyms, therefore, can be said to include both homophones and homographs.

According to the Oxford Learner’s Dictionary, a homonym is defined as “a word that is spelt like another word (or pronounced like it), but that has a different meaning.” For example, “The children played with a bat.” Here, ‘bat’ refers to the sports equipment used to play cricket. Whereas “The bats feast on the nectar of flowers.” Here, ‘bats’ refers to a type of animal that generally comes out at night.

Examples:

- plain-plane
- meat-meet
- berth-birth
- brake-break
- male-mail
- right-write
- steal-steel
- pray-prey
- flower-flour
- whole-hole
- dear-deer
- knew-new
- no-know
- our-hour

5.2.(a)-ONE-WORD SUBSTITUTION

One word substitution is the use of one word in place of a wordy phrase in order to make the sentence structure clearer. The meaning, with the replacement of the phrase remains identical while the sentence becomes shorter.

EXAMPLE:

Aviation	Study of flying aero planes
Astronomy	Study of celestial bodies
Botany	The study of plants
Biology	Study of Living Things
Homicide	The killing of a human being
Suicide	The killing of oneself
Aquarium	A glass container in which fish and other water animals can be kept
Podium	A place for feet or a speaker's platform
Auditorium	The part of a theatre where people who are watching and listening sit
Monarchy	Government by one person (royal)

5.2.(b)-PARTS OF SPEECH

NOUN

A noun is a word thatnames a person, place, thing, idea, or quality. It's a fundamental part of speech, acting as the subject of a sentence, the object of a verb, or the object of a preposition. Nouns can be categorized into types like proper nouns (specific names), common nouns (general names), and abstract nouns.

Examples of noun:

- **People** – Rahul, Sheela, Man, Person, Tommy, Women, Girl, The Prime Minister

- **Places** – Bangalore, India, Mexico, North Pole, South Africa, The Nile River, Classroom, Bedroom, Basketball Court, Cricket Ground, Swimming Pool
- **Animals/Birds/Aquatic Animals/Reptiles** – Lion, Zebra, Snake, Ostrich, Flamingo, Bear, Cat, Fish, Shark
- **Ideas** – Evolution, Invention, Extinction, Argument, Destruction
- **Objects/Things** – Bat, Cycle, Curtains, Paper, Bag, Blackboard, Cupboard

Types of Noun:

1. **Proper Nouns:** Nouns that are used to name a person, place or thing specifically are called a proper noun. Proper nouns always begin with a capital letter.

- Ex: My name is **Rose**. (Name of a particular person)
- This is my dog, **Bruno**. (Name of a specific pet animal owned by someone)

2. **Common nouns:** Common nouns are those nouns that refer to a generic item, group or place. This means that, unlike proper nouns, they are not used to identify specific people, places or objects. Common nouns are not capitalised unless they appear at the beginning of a sentence. **Ex:**

- I bought a **pen** yesterday. (Common object)
- I am going to **school**. (Common place)
- The **car** is out of **fuel**. (Common items)

3. **Singular nouns:** These are words that are used to name a single person, place, animal, bird or object. **Ex:**

- There is a little **boy** in front of our house. (Single person)
- That is my **daughter**. (Single person)
- I found a wounded **sparrow** in the bush. (Single bird)
- A red **van** has been following us for a long time. (Single object)

4. **Plural nouns:** Plural nouns refer to a number of people, places, animals or things. Nouns are made plural by adding an 's' or 'es' or 'ies' or 'ves' to the existing root word. Nouns that end with an 's' remain the same. Some nouns remain the same in both their singular and plural forms, and some others have totally different spelling. **Ex:**

- I need some **apples**.
- Did you find the **boxes** you were looking for?
- I bought **mangoes** from the market.
- We took photos of some **deer** on our way.

5. **Countable nouns** are those nouns that can be counted or measured.**Ex:**

- Tom brought **ten packets of lays** for the trip. (specific number – ten)
- Mom asked me to buy **a dozen eggs**. (specific – dozen means twelve)
- I saw **an aeroplane** around seven in the morning. (specific – an means one)

6. **Uncountable nouns** are those nouns that cannot be counted. This category of nouns includes both concrete and abstract nouns.**Ex:**

- I have **a lot of homework** to do. (Not specific)
- I have a **cup of tea**. (Cannot count)
- We are facing terrible **weather** today. (Cannot count)

7. **Collective Nouns**: A collective noun is a naming word that is used to denote a group of objects, animals or people.**Ex:**

- Collective nouns for groups of animals
 - A **pride** of lions
 - A **flock** of sheep
 - A **swarm** of bees
 - A **herd** of elephants
- Collective nouns for groups of people
 - A **band** of musicians
 - A **board** of directors
 - A **crew** of sailors
 - A **company** of actors
- Collective nouns for a number of things/objects
 - A **pair** of shoes
 - A **chain** of mountains
 - A **fleet** of ships
 - A **bunch** of grapes

8. **Concrete Nouns**: A concrete noun refers to objects that are material and can be perceived by the human senses.**Ex:**

- The **book** is on the **table**.
- I had a **cup** of **coffee**.
- Sharon opened the **windows**.
- Hardy goes to school by **bus**.

9. **Abstract Nouns:** Any entity that cannot be perceived by the five senses of the human body are called an abstract noun.**Ex:**

- **Love** is a strong emotion.
- **Honesty** is the best policy.
- It takes a lot of **courage** to raise your voice and stand up against injustice.
- You should not misuse the **freedom** you are given.

PRONOUN

A pronoun is used in the place of a noun. It substitutes the noun in a paragraph or piece of writing to avoid repetition of the noun. Pronouns can be used in singular and plural forms. The verb used in the sentence should be used in accordance with the particular form of the pronoun used.

Person	Singular Pronoun	Plural Pronoun
First Person Pronoun	I, Me	We, Us
Second Person Pronoun	You, Your	You
Third Person Pronoun	He, She, It, Him, Her	They, Them, Their

A pronoun is defined as ‘a word that is used instead of a noun or a noun phrase’, according to the Cambridge Dictionary. The Merriam-Webster Dictionary defines pronouns as ‘any of a small set of words (such as *I, she, he, you, it, we, or they*) in a language that are used as substitutes for nouns or noun phrases and whose referents are named or understood in the context’.

Types of Pronouns

- **Relative Pronouns** are pronouns that are used to relate one part of the sentence to another. Some examples of relative pronouns are that, which, where, when, why, what, whom and whose.
- **Possessive Pronouns** are pronouns that are used to show possession. Some examples of possessive pronouns are mine, yours, his, hers, theirs and its.
- **Reflexive Pronouns** are pronouns that are used to refer back to the subject in the sentence. Some examples of reflexive pronouns are myself, yourself, herself, himself, oneself, itself, ourselves, themselves and yourselves.
- **Demonstrative Pronouns** are pronouns that are used to point to specific objects. Some examples of demonstrative pronouns are this, that, these and those.
- **Interrogative Pronouns** are pronouns that are used to ask questions. Some examples of interrogative pronouns are who, what, when, why and where.
- **Indefinite Pronouns** are pronouns that do not refer to any particular person, place or thing. Some examples of indefinite pronouns are someone, somebody, somewhere, something, anyone, anybody, anywhere, anything, no one, nobody, nowhere, everyone, everybody, everywhere, everything, each, none, few, and many.
- **Personal Pronouns** are simple pronouns that are used to substitute proper names. Some examples of personal pronouns are I, you, he, she, we, they, him, her, he, she, us and them.
- **Subject Pronouns** are pronouns that perform the action in a sentence. Some examples of subject pronouns are I, you, we, he, she, it, they and one.
- **Object Pronouns** are pronouns that receive the action in a sentence. Some examples of object pronouns are me, us, him, her and them.
- **Reciprocal Pronouns** are pronouns that are used to express a mutual relationship. Some examples of reciprocal pronouns are each other and one another.
- **Intensive Pronouns** are the same as reflexive pronouns, with the only difference being that you can remove the intensive pronoun from the sentence, and the sentence would still make sense.

VERB

The Oxford Learners' Dictionary defines a 'verb' as "a word or group of words that express an action (such as *eat*), an event (such as *happen*) or a state (such as *exist*)". According to the Cambridge Dictionary, a 'verb' is defined as "a word or phrase that describes an action, condition, or experience". The Collins Dictionary provides a much more elaborate definition of a verb. According to them, "A verb is a word such as 'sing', 'feel', or 'die' which is used with a subject to say what someone or something does or what happens to them, or to give information about them".EX:

- Walk
- Run
- Talk
- Sit
- Read
- Write
- Jog
- Cough
- Sleep
- Jump
- Sing
- Drink
- Teach

Types of Verbs

Auxiliary Verbs/Helping Verbs

Auxiliary verbs or helping verbs, as the name suggests, is a verb that is used to help another verb sound sensible and meaningful. It is used to change the other verb's tense, mood or voice. So, every time an auxiliary verb is used, you always have one more verb, which acts as the main verb in a sentence.

Ex:Am,Is, Are, Was, Were, Have, Has,Do, Will,Can

Modal Verbs

Modal verbs are those verbs that are used to denote the possibility, probability, capability or necessity of something happening. Modal verbs, unlike other auxiliary verbs, cannot be used as a main verb in a sentence.

EX: Can, Could, Will, Would, May, Might, Should, Must, Ought to

Phrasal Verbs

Phrasal verbs include phrases that are formed by combining two or more parts of speech that performs the same function as a verb in a sentence. In most cases, a phrasal verb results from a combination of a verb and a preposition.

EX: Go by, Lay off, Log in, Get off, Run out, Go all out, Think through, Fed up, Taken aback, Act on, Back away, Back up, Look up, Mix up, Opt out

Linking Verbs

A linking verb, just like the name suggests, is a type of verb that is used to link the subjects in a sentence to the other parts of the sentence so that it is meaningful. It connects the subject to the object, an adjective and even a prepositional phrase. All ‘to be’ forms of verbs and verbs like ‘seem’ and ‘become’ can act as linking verbs.

Example 1: Connecting Nouns to Other Nouns in a Sentence

Danny **is** my brother.

Example 2: Connecting a Noun to a Prepositional Phrase in a Sentence

The children **were** in the park.

ADJECTIVES

According to the Cambridge Dictionary, an adjective is defined as “a word that describes a noun or pronoun.” The Collins Dictionary gives a more elaborate definition. According to it, “an adjective is a word such as ‘big’, ‘dead’, or ‘

financial' that describes a person or thing, or gives extra information about them. Adjectives usually come before nouns or after link verbs."

The Oxford Learner's Dictionary defines an adjective as "a word that describes a person or thing, for example 'big', 'red' and 'clever' in a *big house*, *red wine* and a *clever idea*." An adjective is "a word belonging to one of the major form classes in any of numerous languages and typically serving as a modifier of a noun to denote a quality of the thing named, to indicate its quantity or extent, or to specify a thing as distinct from something else", according to the Merriam-Webster Dictionary.

Types of Adjectives

Possessive Adjectives:

These adjectives, like possessive pronouns, are used to show or represent possession of a quality. For example: my, your, his, her, their, its, whose, etc.

Interrogative Adjectives:

An adjective that is used to modify a noun or a pronoun by asking a question is called an interrogative adjective. There are only a few adjectives that can be termed as interrogative adjectives. They are whose, what and which.

Demonstrative Adjectives:

Demonstrative adjectives are mainly used to describe the position of a subject (a noun or pronoun) in space or time. This, that, these and those are the demonstrative adjectives in English.

Compound Adjectives:

Compound adjectives consist of two or more adjectives that are combined together to form an adjective that can be used to modify the subject. Some examples of compound adjectives are cotton-tailed, curly-haired, absent-minded, happy-go-lucky, etc.

ADVERB

- Like an adjective gives us more information about the noun in a sentence, an adverb is used to provide more information about the verb or the action in the sentence. It also has the property of describing the adjective or another adverb.
- An adverb, according to the Oxford Learner's Dictionary, is "a word that adds more information about place, time, manner, cause or degree to a verb, an adjective, a phrase or another adverb." The Cambridge Dictionary defines an adverb as "a word that describes or gives more information about a verb, adjective, adverb, or phrase."
- The Merriam-Webster Dictionary provides a similar definition. It defines an adverb as "a word used to modify a verb, an adjective, or another adverb and often used to show degree, manner, place, or time."
- " According to the Collins Dictionary, an adverb is defined as "a word such as 'slowly', 'now', 'very', 'politically', or 'fortunately' which adds information about the action, event, or situation mentioned in a clause."

EXAMPLES:

1. Tom Longboat did not run **badly**.
2. Tom is **very** tall.
3. The race finished **too** quickly.
4. **Fortunately**, Lucy recorded Tom's win

An adverb is a word that modifies a verb, adjective, or another adverb, providing context about how, when, where, how much, or how often something happens.

How?	When?	Where?	How much?	How often?
<i>badly</i>	<i>afterward</i>	<i>above</i>	<i>almost</i>	<i>always</i>
<i>carefully</i>	<i>already</i>	<i>abroad</i>	<i>barely</i>	<i>annually</i>
<i>cheerfully</i>	<i>early</i>	<i>away</i>	<i>completely</i>	<i>daily</i>
<i>closely</i>	<i>eventually</i>	<i>back</i>	<i>deeply</i>	<i>frequently</i>
<i>easily</i>	<i>later</i>	<i>behind</i>	<i>entirely</i>	<i>hardly</i>
<i>fast</i>	<i>now</i>	<i>below</i>	<i>fairly</i>	<i>hourly</i>
<i>gently</i>	<i>recently</i>	<i>down</i>	<i>just</i>	<i>never</i>
<i>loudly</i>	<i>soon</i>	<i>far</i>	<i>nearly</i>	<i>occasionally</i>

<i>peacefully</i>	<i>then</i>	<i>here</i>	<i>quite</i>	<i>often</i>
<i>quietly</i>	<i>today</i>	<i>indoor</i>	<i>rather</i>	<i>once</i>
<i>skillfully</i>	<i>tomorrow</i>	<i>inside</i>	<i>slightly</i>	<i>rarely</i>
<i>slowly</i>	<i>tonight</i>	<i>nearby</i>	<i>too</i>	<i>seldom</i>
<i>thoroughly</i>	<i>yesterday</i>	<i>out</i>	<i>totally</i>	<i>usually</i>
<i>well</i>	<i>yet</i>	<i>there</i>	<i>very</i>	<i>yearly</i>

Types of adverbs

Type	Function	Examples
Adverbs of time	Describe when, how long, or how often something happens	<i>now, soon, rarely, yesterday</i>
Adverbs of frequency	Describe how often an action occurs	<i>always, usually, often, sometimes, rarely, never</i>
Adverbs of duration	Describe how long an action lasts	<i>briefly, temporarily, forever, permanently, indefinitely</i>
Adverbs of manner	Describe how an action is performed	<i>quickly, carefully, happily, gently, loudly, easily</i>
Adverbs of place	Describe where an action happens	<i>here, there, everywhere, nowhere, outside, upstairs</i>
Adverbs of degree	Describe the intensity, extent, or level of an action, adjective, or another adverb	<i>very, too, quite, almost, extremely, completely</i>
Adverbs of purpose	Explain why an action happens or the reason behind it	<i>therefore, thus, so, because, consequently, hence</i>

Conjunctive adverbs Connect the ideas in different independent clauses or sentences *alternatively, moreover, as a result, on the other hand*

PREPOSITION

A preposition is defined as “a word that connects a noun, a noun phrase, or a pronoun to another word, esp. to a verb, another noun, or an adjective”, according to the Cambridge Dictionary. The Oxford Learner’s Dictionary says that a preposition is “a word or group of words, such as *in, from, to, out of* and *on behalf of*, used before a noun or pronoun to show place, position, time or method.”

The Collins Dictionary defines a preposition as “a word such as ‘by’, ‘for’, ‘into’, or ‘with’ which usually has a noun group as its object.” The Merriam Webster Dictionary provides a slightly different definition. According to it, a preposition is defined as “a function word that typically combines with a noun phrase to form a phrase which usually expresses a modification or predication.”

Uses of Prepositions

- They are used to show the direction of something.
- They can refer to the time of something happening.
- They can be used to denote the position or location of an object in the sentence.
- They are also used to represent spatial relationships.
- Prepositional phrases, in particular, can be used to do all of these when used in sentences.

TYPES OF PREPOSITION

Prepositions		
Common Prepositions of Place	Common Prepositions of Time	Common Prepositions of Direction/Movement
Indicate where something is or happens	Specify when something occurs	Show direction or movement from one place to another
above across against around at behind below between in on	after around at before by during for in on since	across along around down into onto out of over through toward
<i>The park is located between the library and the school.</i>	<i>We stayed indoors during the storm.</i>	<i>The car drove through the tunnel.</i>



CONJUNCTION

Conjunctions are used to combine two or more objects, phrases or clauses. It can also be termed as connectors as they are employed in sentences to make connections. Conjunctions can normally be found in the latter part of a sentence if they are used to connect clauses. If conjunctions are used to connect objects or phrases, they can appear in the beginning, middle or end of the sentence according to the position of the objects or phrases.

A conjunction, according to the Cambridge Dictionary, is defined as “a word such as ‘and’, ‘but’, ‘while’, or ‘although’ that connects words, phrases, and clauses in a sentence.” The Merriam Webster Dictionary defines a conjunction as “an uninflected linguistic form that joins together sentences, clauses, phrases, or words.”

A conjunction is “word that joins words, phrases or sentences, for example *and*, *but* or *so*”, according to the Oxford Learner’s Dictionary. The Collins

Dictionary gives a slightly different definition. According to it, a conjunction is “any word or group of words, other than a relative pronoun, that connects words, phrases, or clauses.”

Types of Conjunctions

Conjunctions are mainly used to join actions, ideas and thoughts. They are categorized into three main types:

- Coordinating conjunctions – used to combine two independent clauses. Examples of coordinating conjunctions are for, and, nor, but, or, yet and so.
- Subordinating conjunctions – used to combine an independent clause and a dependent clause. Examples of subordinating conjunctions are if, although, though, after, before, because, as if, unless, until, when, while, etc.
- Correlative conjunctions – used to combine two phrases or parts of the sentence which have equal importance within a sentence. Examples of correlative conjunctions are not only...but also, either...or, neither...nor, whether...or, rather...or, if...then, etc.

Examples:

- Sruthi **and** I visited Gokarna last weekend.
- Do you have a rough notebook **or** at least a rough sheet of paper?
- I did not go to work today **because** I was not keeping well.
- She did not like the food, **yet** she ate it.
- I will be leaving tomorrow **so** I am trying to finish all the pending assignments.

<i>Examples of Conjunctions</i>		
And	Or	Nor
But	Yet	So
Because	Still	For
Not only...but also	As	When

While	As soon as	If
Unless	In case	In addition to
Whereas	Though	Although
Until	Before	After
Even if	Rather than	So that
Either...or	As if	Neither...or
Both...and	Whether...or	Or else

INTERJECTION

Interjection are a part of speech used to convey or express sudden feelings and emotions. There are no particular rules as to where interjections should be placed in a sentence, but most often, they are seen to appear in the beginning of a sentence. They are used to form exclamatory sentences. In order to develop a clearer idea of what interjections are exactly, take a look at how different dictionaries define an interjection.

n interjection, according to the Oxford Learner's Dictionary, is defined as "a short sound, word or phrase spoken suddenly to express an emotion." The Cambridge Dictionary defines an interjection as "a word that is used to show a short sudden expression of emotion." According to the Merriam-Webster Dictionary, an interjection is defined as "a word or phrase used in exclamation" and according to the Macmillan Dictionary, an interjection is "a word or phrase used for expressing a strong emotion such as surprise or anger." The Collins Dictionary defines an interjection as "a word or expression which you use to express a strong feeling such as surprise, pain, or horror."

Examples :

- **Hurray!** We won the match.

- **Ouch!** That really hurt badly.
- **Wow!** That is a beautiful dress indeed.
- **Oh my God!** That was unexpected.
- **Whoa!** That guy is unbelievably huge.

Interjection	Purpose	Example
Alas	To express sadness or pity	Alas! That was so unfortunate.
Ah	To express realisation or surprise	Ah , the magic show at the end was a total surprise!
Eh	To enquire or ask for something to be repeated	Eh! I didn't quite get it. Can you please repeat it?
Dear	To express pity or surprise	Oh dear! I feel really bad for what happened to you.
Hey	To express surprise or call for attention	Hey! Look out for the car.
Hurray	To express joy	Hurray! We finally cleared the test.
Oh	To express pain or surprise	Oh! I have a really bad headache.
Ouch	To express pain	Ouch! You stepped on my toes.
Phew	To express relief, exhaustion, disgust	Phew! That was an extremely long presentation.
Uh	To express hesitation	Uh! I don't think I want to be a part of this.
Well	To introduce a remark	Well , what you just did was wonderful.
Wow	To express your admiration for something	Wow! Your new bike is amazing.
Yippee	To express joy	Yippee! Tomorrow is a holiday.

5.2.(c)-ACTIVE AND PASSIVE VOICE

Voice' – What Is It?

The term 'voice' is a term that is used to denote the form of the verb which shows if the subject in a given sentence is the doer or receiver of the action. The

voice of a verb describes the relationship between the action and the participants (subject or object) in a sentence

What is the Active Voice?

The active voice, in a sentence, denotes that the noun or pronoun that acts as the subject in the sentence is the doer of the action. In other words, the subject performs the action or acts upon the verb.

According to the Oxford Learner's Dictionary, the active voice is defined as "the form of a verb in which the subject is the person or thing that performs the action", and according to the Collins Dictionary, the active voice is defined as "a voice of verbs used to indicate that the subject of a sentence is performing the action or causing the event or process described by the verb."

What is the Passive Voice?

The passive voice, on the other hand, represents that the subject is one acted upon by the action or verb in the sentence. It can also be said that the passive voice indicates that the subject in the sentence is no longer active but passive.

According to the Oxford Learner's Dictionary, the passive voice is defined as "the form of a verb used when the subject is affected by the action of the verb", and according to the Collins Dictionary, the passive voice is "formed using 'be' and the past participle of a verb. The subject of a passive clause does not perform the action expressed by the verb but is affected by it."

RULES

A pro tip for you to master the active voice and the passive voice is to know the structure and formula by which they work.

Active Voice – Subject + Verb + Object

Passive Voice – Object + Verb + Subject

Difference between the Active Voice and the Passive Voice

Active Voice	Passive Voice
<ul style="list-style-type: none"> Denotes that the subject is performing the action. 	<ul style="list-style-type: none"> Denotes that the subject is acted upon by the verb or action in the sentence.
<ul style="list-style-type: none"> The active voice does not require a linking verb to make sense. 	<ul style="list-style-type: none"> The passive voice uses a linking verb followed by the past participle of the main verb.
<ul style="list-style-type: none"> The active voice focuses on the doer of 	<ul style="list-style-type: none"> The passive voice comes in handy when the doer of

the action.	the action is undetermined.
<ul style="list-style-type: none"> • Has a direct, clear and strong tone. 	<ul style="list-style-type: none"> • Has an indirect, weak and subtle tone.
<ul style="list-style-type: none"> • Examples: <ul style="list-style-type: none"> • I decorated the hall. • Devi gave Shanthi a gift. 	<ul style="list-style-type: none"> • Examples: <ul style="list-style-type: none"> • The hall was decorated by me. • Shanthi was given a gift by Devi.

Examples of the Active and Passive Voice

- **Active Voice** – Twinkle likes adventure stories.

Passive Voice – Adventure stories are liked by Twinkle.

- **Active Voice** – Latha is learning French this year.

Passive Voice – French is being learnt by Latha this year.

- **Active Voice** – Kurt has brought macaroons.

Passive Voice – Macaroons have been brought by Kurt.

- **Active Voice** – Sidharth played cricket.

Passive Voice – Cricket was played by Sidharth.

- **Active Voice** – They were making invitation cards.

Passive Voice – Invitation cards were being made by them.

- **Active Voice** – They were making invitation cards.

Passive Voice – Invitation cards were being made by them.

- **Active Voice** – Becky had packed the bags.

Passive Voice – The bags had been packed by Becky.

- **Active Voice** – Mira will buy the refreshments for the party.

Passive Voice – The refreshments for the party will be bought by Mira.

- **Active Voice** – Sanjay will have given the forms to all the participants.

Passive Voice – The forms will have been given to all the participants by Sanjay.

5.2.(d)-TENSE

What Does the Word ‘Tense’ Mean?

In the English language, the word ‘tense’ is used to denote a characteristic of the verb in a sentence. The tense of a verb is used to depict the particular time in which a specific event is taking place.

Definition of Tense

According to the Oxford Learner’s Dictionary, the term ‘tense’ is defined as “any of the forms of a verb that may be used to show the time of the action or state expressed by the verb.” The Merriam-Webster Dictionary provides a slightly different definition. According to it, the word ‘tense’ is defined as “a distinction of form in a verb to express distinctions of time or duration of the action or state it denotes.”

“The tense of a verb group is its form, which usually shows whether you are referring to past, present, or future time”, according to the Collins Dictionary, and the Cambridge Dictionary defines ‘tense’ as “any of the forms of a verb which show the time at which an action happened.”

How Important Is It to Know about Tenses?

Tenses are often considered to be the backbone and the most fundamental element of the English language. Without tense, everything seems to be absurd. Tenses help you describe actions that take place at different times. It helps to give clarity to your context and the information you are trying to convey. It also allows you to build complex sentence structures. So, if you want to be able to convey information clearly and promptly, you should know all the twelve tenses and how they are used.

Different Types of Tenses

In English grammar, there are three main tenses, and they are each further classified into four different forms, which sum up to twelve tenses in total. The three tenses in English are:

- Present Tense
- Past Tense
- Future Tense

The four different forms are:

- Simple Tense Form
- Continuous Tense Form
- Perfect Tense Form
- Perfect Continuous Tense Form

So, the twelve tenses in English are as follows:

- Simple Present Tense
- Present Continuous Tense
- Present Perfect Tense
- Present Perfect Continuous Tense
- Simple Past Tense
- Past Continuous Tense
- Past Perfect Tense
- Past Perfect Continuous Tense
- Simple Future Tense
- Future Continuous Tense
- Future Perfect Tense
- Future Perfect Continuous Tense

THREE MAIN TYPES

The three main types of tenses in English are: past, present and future.

Past tense

The past tense is used to describe an activity or an event that has happened in the past or a past state of being and needs to include a time marker for when the event or action took place.

Structural formula:

Subject + verb (2nd form) + object.

Examples:

- We met *yesterday*.
- He bought a new laptop *last week*.

Present tense

The simple present tense or present tense is one of the most basic tenses in English.

We use present tense to talk about something that is currently going on, something that is habitually performed, or a state that generally or currently exists.

Structural formula:

Subject + verb (s/es) + object.

Examples:

- She *lives* in Spain.
- Bob *drives* a taxi.

Future tense

The future tense is a verb tense used to describe an event or action that has not yet happened and is expected to happen in the future.

Structural formula:

Subject + shall/will+ verb (s/es) + object.

Example:

- He *will* be here soon.

Now that we have understood the three main types of tenses, communicating in English with a native English speaker will become easier. But to make communication in English easier and simpler, we need to learn more about tenses and how to conjugate them. For a complete guide on how to conjugate tenses, check out our guide on English conjugation.

Apart from the three main types of tenses - present, past, and future - there are different subtypes of tenses which are mentioned below.

5.2.(e)-PUNCTUATION

Punctuation is as important or rather a little more important than the words you use, the way you structure your sentences, and the content you are trying to convey. The term 'punctuation' refers to the system that allows a writer to

let the audience know where the sentences end, where there is a short pause or a long pause, and also to show if the writer is questioning, explaining or providing some extra information. Since the writer is not directly speaking to the audience, punctuation is the only way to make the reader see it the way the author put it.

Punctuation, according to the Oxford Learner's Dictionary, is defined as "the marks used in writing that divide sentences and phrases; the system of using these marks." The Merriam-Webster Dictionary defines punctuation as "the act or practice of inserting standardized marks or signs in written matter to clarify the meaning and separate structural units." According to the Cambridge Dictionary, the term 'punctuation' is defined as "(the use of) special symbols that you add to writing to separate phrases and sentences to show that something is a question, etc.", and "punctuation is the use of symbols such as full stops or periods, commas, or question marks to divide written words into sentences and clauses", according to the Collins Dictionary.

The Punctuation Marks in English Grammar

In English grammar, there are multiple punctuation marks that are used in order to make your writing look sensible and easy to understand. A punctuation mark is defined as "a sign or mark used in writing to divide sentences and phrases", according to the Oxford Learner's Dictionary. Let us take a look at the various punctuation marks in English grammar.

- Period/Full stop
- Comma
- Colon
- Semicolon
- Apostrophe
- Quotation marks
- Hyphen
- Dash
- Parentheses
- Slash
- Exclamation mark
- Question mark
- Ellipsis

Using Punctuation in Sentences – Examples

Using punctuation is vital to make your writing look professional, logical and well-founded. Using no punctuation at all will not make sense; overuse of punctuation can make your writing look distorted and vague.

Have a look at the following table to understand each punctuation mark and to see how they can be used in sentences.

Punctuation mark	Punctuation mark (Symbol)	Sentence example
Full stop Period	.	I am a student.
Comma	,	Ashlin, my sister's daughter, came home today.
Colon	:	You have two options: Take a bus or hire a cab.
Semicolon	;	I did not like the dish; however, I ate it since I did not want to waste it.
Apostrophe	'	Ritu's brother is moving to Sydney.
Quotation marks	" "	My mom said, "Make sure you get home before 7 p.m."
Hyphen	–	We have a black-eyed white bunny.
Dash	—	My mom's friends — Sheela, Immaculate and Agnes — visited her today.
Parentheses	()	Agnes GonxhaBojaxhiu (popularly known as 'Mother Teresa') was born on August 26, 1910.
Slash	/	You can use a noun/pronoun to start a sentence.
Exclamation mark	!	Wow! That is great news.
Question mark	?	What would you like to have for dinner?
Ellipsis	...	We wrote in the comments section, "We were here. This is the ... again."

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