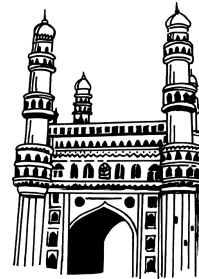


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Questions and Answers.

1. **Why does Marian hide the apple? Why does she eat it immediately after leaping onto the bus? Explain the symbolic significance of the apple.**

Ans :

Marian hid the apple, because she did not want to share it with the old women in the home. There is also a religious meaning in the symbol of the apple.

The apple, the representation of man's fall from grace in the Garden of Eden, when Eve bit the apple and then offered it to Adam, is used to allude to Marian's sin at not bringing anything into the home with her. She is indifferent to the suffering that goes on in the home and goes because she needs to earn credit as a Campfire Girl, but her intentions are not pure.

She does not like the environment, she keeps herself at an emotional distance from the residents and deprives them, not only of the apple that she hides, but of her full attention. She offers no comfort, no love to those women, she does not view them as people.

"The old woman who desperately needs love, is constantly referred to as a sheep or a little lamb, the implication of Marian's bite into the apple is clear."

"She has refused to feed the sheep - literally by refusing to give the apple to Addie and symbolically by refusing to give her love."

At the end of the story, Marian retrieves a red apple she hidden in the bushes. She then jumps on the bus and takes a big bite out of the apple. This is an interesting

moment in the story. The apple is red and the girls coat is also red, so this is a significant color. As she spends time in the nursing home with the objectified animal-like old women, Marian just wants to escape and to thrive. By running out of the nursing home and taking a big bite out of the apple, Marian shows that she rejects old age and death, and chooses youth and life. She will not think of the old women anymore and will go on living a vibrant life.

2. Marian's motive for visiting the Old Ladies Home are for from compassionate. Explain.

Ans :

In 'A Visit of Charity' illustrates the story of a fourteen year old girl Marian, who is a Campfire Girl paying a visit to the old Ladies Home in order to earn points as a compfire Girl Marian thought that this would be an easy task that would take just a little of her time and an insignificant effort on her part. She even brought a potted plant for extra points. Marian thought she was going to visit a sweet and kind little old lady, but she encountered not that type of ladies, but two old ladies who were bad tempered, argumentative and uncooperative.

When marian first approaches the nursing home it is described as a very cold place. The author describes that the nursing home is cold, it may not be physically cold, but mentally and emotionally cold. This makes the home feel unwelcoming, dead and unloving, The room that Marian visits is dark, with a drawn shade and too much furniture. As there are no colours, decorations, or beauty brightens this a room, which is packed with beds, a chair a ward robe, washstand, a rocker, and a bed table. The wet smell of everything and the wet appearance of the bare floor suggest that this cramped room is move like stall in a barn, a place for animals, than for use by human beings. When she entered the room, the floor smelt wet, showing that the room was unsanitary. The elders in the room were wild, with pet-like mouths and red eyes like a sheep.

Marian perceived the old women she meets sometimes as things and sometimes as animals. During her brief stay at the Home, Marian thinks of the first old woman as

a bird and the second as a sheep. Marian came to give a thing, a potted plant, not herself. She even gave less time than another Campfire Girl who read the Bible to the old women. As she yells for the bus to wait, leaps on she shows her untouched feelings and undisturbed ignorance.

Marian left the women more lonely and distraught than she found them. The kind of charity is uncharitable indeed.

3. Use examples from the text to examine how the old ladies behave with Marian. Why do you think they act the way they do?

Ans :

Marian must spend time visiting an old ladies home as an act of charity, and is sent to visit the room of two old ladies.

Among the two old ladies, one is a babbler, who is incapable of letting a moment pass in silence. She is silly and annoying to her roommate - Old Addie. Addie is cranky and bedridden, and seemingly at the mercy of her roommates continual chatter. She is suspicious and resentful of the girl's visit. While her roommate is playful, snatching the girl's hat off her head.

When Marian goes to visit the Old Ladies' Home as an act of charity for her Campfire Girl requirement, she expects that it will be a quick and painful visit. During her visit, Marian sees women who remind her of sheep and who bicker constantly. As she watches the two old women, they become increasingly mean to each other, and Marian becomes increasingly disoriented. At one point, Marian can't even remember her own name.

When the old woman makes Addie cry, saying the reason she's upset is because it's her birthday, the spell over Marian is broken. Once Addie cries, Marian recognizes the cruelty of the women and is able to break free. Therefore Addie's crying and the shabby room causes Marian to abruptly leave the women's room, but the recognition

of the ugliness and cruelty in that place and between women ultimately impels her to escape. She sees how mean the women are to each other and has a glimpse of what her future might be like when she gets older.

In the nursing home the patients are herded around by the staff and treated as if they are not real people. Welty's message is that nursing homes are not nice places for the elderly to be and only by going and witnessing it, like the girl does, will anyone know how mistreated and demeaned the people who live there are.

SUMMARY

Eudora Welty (1909 - 2001) was an American short story writer. Her literary career take off with the publication of her first story. She was a prolific author and wrote stories in multiple genres.

The action of 'A Visit of Charity' is deceptively simple. Marian, a young Campfire Girl, reluctantly visits an "Old Ladies' Home" to gain points for her charity work. While there she meets two old women, one who chatters on in an obsequious way and another, old Addie, who confined to bed, resents the little girl's visit as well as her own babbling roommate. When Marian leaves the home, she retrieves an apple that she hid before entering and takes a big bite out of it.

It tells the story of fourteen year old Marian and her visit to an Old Ladies 'Home' Marian is in a youth - development organisation in America called Campfire, and one of her duties, which will earn her extra points is to visit a home the elderly. During her visit, she reluctantly spends time with two elderly, ailing women, and they discover they live in cold, uncomfortable rooms and suffer from extreme loneliness. Marian panics at the sight of their grief and instead of consoling them, flees. The story portrays how the meaning of 'charity' has changed from caring for and trying to help others, to trying to earn points or keeping up appearances. It makes readers contemplate the motives people have for performing acts of charity, as even the nurse - who is expected to be compassionate is different to the elderly women's sufferings.

The basic theme of the story is suggested by the obvious irony of the title, for Marian's visit is not one of true charity, but rather a formal, institutionalized gesture. From the beginning of the story, Marian does not think of the two old women as people like herself. She not only is aware of the strangeness of the old ladies, but she also has become a stranger to herself. Thrown out of her familiar world, where she intensely feels her difference from the old ladies and thus her own separation and isolation.

As Marian enters the home, the bulging linoleum on the floor makes her feel as if she is walking on the waves, and the smell in the building is like the interior of a clock. When the mannish nurse tells Marian that there are "two" in each room, Marian asks, "Two What?" The garrulous old woman is described as a birdlike creature who plucks Marian's hat off with a hand like a claw, while old Addie has a "bunchy white forehead and red eyes like a sheep"; she even "bleats" when she says, "who-are you?" Marian feels as if she has been caught in a robber's cave?

The author conveys through the story the inhumane treatment in nursing homes. The nursing home lacks amenities for elderly people. The condition of the room is comparable to a jail-small, wet, dark, and closed door. A nurse acts more like a jail guard than a compassionate professional. Welty portrays Marian is an individual person or as a whole society that is insensitive to the welfare of elderly people. People in society was used to living in their own comfort zones and neglect the inferior lives of unfortunate people. The story uses Campfire girls who pay visits to the nursing home for self-benefits as a mirror of the selfishness and dehumanization of society in reality. The epiphany of Marian in the story is actually a symbolic of reader's awareness of human difficulties.

సారాంశం :

మానవ సంబంధాలను చిత్రించే కథా రచయిత్రిగా గన్న Eudora Welty అమెరికాకు చెందిన వారు. ప్రస్తుత కథ, 'ధార్మిక సందర్శన' దాతృత్వం వెనుక దాగిన స్వార్థ ఉద్దేశాలను బహిర్గతం చేస్తుంది. వ్యక్తుల, సంస్థల దురుద్దేశపూరిత కార్యక్రమాలను ఎండగట్టడంలో రచయిత్రి విజయవంత మవుతుంది. వర్ణనలు సవివరంగాను, కథనం ఆసక్తికరంగాను ఉన్నది. దాతృత్వం గురించిన గంభీర ఆలోచనలోకి నడిపిస్తుంది కథ పాఠకులను.

14 సంవత్సరాల మరియున్ కథలో ప్రధాన పాత్ర. క్యాంప్ ఫైర్ పేరున నడిచే ఒక యువజన అభివృద్ధి సంస్థలో కేవలం మార్కులు పొందటానికే ఒక వృద్ధ మహిళల ఆశ్రమాన్ని సందర్శిస్తుంది మరియు, అక్కడ ఆమె ఇద్దరు వృద్ధ, వ్యాధిగ్రస్త మహిళలను సందర్శిస్తుంది. వారు ఇరుకు, మురికి, చీకటి, తేమగా ఉన్న గదిలో నివసిస్తున్నారు. ఇదంతా చూసిన తరువాత కూడా మరియున్ దృష్టి ఆమె పొయింట్ల మీదనే. ఆ వృద్ధ మహిళలకు కొన్ని నిమిషాలైనా ఓదార్పును అందించాలనే ప్రయత్నం కూడా చేయదు. దాని బదులుగా ఆకస్మికంగా, త్వరగా అక్కడి నుండి పరుగు పెడుతుంది. ఈ విధంగా మరియున్ సందర్శన ఉద్దేశ్యం బహిర్గతమవుతుంది. అక్కడ పనిచేసే నర్స్ కూడా వారిపట్ల పూర్తి నిరాసక్తతతో ఉంటుంది.

1.1 PRONUNCIATION

Plosives

Vowel sounds are used in almost all languages, this is a kind of sound that does not need the mouth to be closed, when you are pronouncing it. Vowel contrasts with consonant sounds on this aspect. One needs to close his or her mouth when pronouncing a consonant sound.

Plosives are the kind of sounds usually associated with the letters p, t, k, b, d, g in which air flow from the lungs is interrupted by a complete closure being made in the mouth. There are six plosives in English /p/, /b/, /t/, /d/, /k/ and /g/.

A consonant sound can occur at the beginning of a word. (i.e., in the initial position) at the end of the word (i.e., in the final position), or any where between the first and the last sound of a word (i.e., in a medial position).

/P/ and /b/ are produced with the constriction at the constriction at the lips (bilabial). In the case of /P/, the vocal folds (cords) produce no voicing, and is consequently known as a voiceless plosive.

/t/ and /d/ are produced with the constriction of the blade of the tongue against the ridge behind the upper teeth (alveolar), /t/ is voiceless.

/k/ and /g/ are produced with the constriction of the back of the tongue against the back of the roof of the mouth, the soft palate (velar); /k/ is voiceless.

Exercise

Plosive	In initial position	In medial position	In final position
/p/	peel	appoint	slip
	play	approval	trap
	point	application	slap
/b/	blow	ribbon	crab
	ball	rubber	slab
	book	rabbit, bubbles	bulb
/t/	tree	kitten	goat
	ten	bitten	tent
	test	bottle	coat
/d/	develop	wooden	held
	deep	bidden	bid
	death	medal	kid
/k/	complain	doctor	technique
	cook	bicker	kick
	car	necklace	rock
/g/	glass	degree	big
	gun	bigger	bag
	glow	jungle	bug

Minimal Pairs

A minimal pair consists of two words which are identical except for a single phoneme at a particular position. This phoneme can be either a vowel or a consonant sound.

Examples of minimal pairs : pin and bin

alive and arrive

pen and pet

Look at the table below. It contains two examples each of minimal pairs in which different sounds are,

1. /p/ and /b/
2. /t/ and /d/
3. /k/ and /g/

/p/	/b/	/t/	/d/	/k/	/g/
pit	bit	train	drain	cot	got
pair	bear	tear	dare	come	gum

Exercises

Write three more examples for each set.

/p/	/b/	/t/	/d/	/k/	/g/
pin	bin	ten	den	clean	gleen
pan	ban	tin	din	cane	game
cup	cub	ton	done	cave	gave
nap	nab	right	ride	cut	gut
prick	brick	fate	fade	pick	pig
mop	mob	lent	lend	creak	great

1.2 GRAMMAR

Noun Finite Verbs

A verb is a word used to describe an action, e.g., jog. Verbs can be finite or non-finite.

1. A Finite Verb

A finite verb is a verb that has a subject. He jogs home, the pronoun he is subject and jogs describes what the subject is doing.

A finite verb is affected by tense (jogs, jogging, jogged) and number (He jogs/ They jogs).

2. A non - finite verb

A non - finite verb is not affected by tense, person or number. There are three types of non - finite verbs. Infinitives, gerunds and participles.

a) Infinitives

Infinitives are the most basic of a verb, often preceded by the word 'to'. They may function as adverbs, nouns or adjectives.

1. I struggle to understand. (functions as adverb)
2. To exercise is good for the body. (functions as noun)
3. I do not have time to enjoy dinner. (functions as adjective).

b) Gerund

A gerund is a verb ending with '-ing' which functions as a noun. Gerund can take different forms. It can be the subject of a sentence like Swimming is fun. It can be the direct object like.

I love swimming or the indirect object like I have not given much thought to swimming.

e.g : Travelling is my favourite hobby.

Are you interested in singing?

Walking keeps us active.

She does some volunteering in her free time.

c) Participle

A participle is a word formed from a verb and act as an adjective. Participle can be of two types ; Past participle and Present participle.

e.g. : The movie was interesting. (present participle)

Eating freshly picked fruits is good for health (past participle)

Ladakh is fascinating. We are all excited to be going there. (present and past participle).

Exercise

Underline the non-finite verbs, if any, in each of the sentences below.

1. He gave me a pen to write with.
2. It was a sight to see.
3. I want to buy some vegetables.
4. Barking dogs do not bite.
5. I had my car polished.
6. She was wearing a designer outfit. (No Non finite verb).
7. Finding the door open, my mother went inside.
8. Nitya is doing her homework at the moment. (No Non finite verb).
9. The proposal has been examined today. (No Non-finite verb).
10. Vardhan has finished his exams. (No Non-finite verb)

1.3 VOCABULARY**Simile and Metaphor****a) Simile**

A simile is a figure of speech or literary device that makes a direct comparison between two things of different kinds, using the words 'like' or 'as'

Example :

1. His hair is as black as coal.
hair compared with coal
2. She is as brave as a lion
a person compared with a lion
3. Her eyes sparkled like diamonds
eyes compared with diamonds.

4. The water was as black as night.
5. She was as busy as a bee and had no time to relax.
6. The room was so warm it was like a sauna.
7. She moves with such grace, like a gazelle.
8. My love is like a red rose.

b) Metaphor

A metaphor describes a person or thing as someone quite unrelated that it considered to have a similar characteristics. It equates two different things without using the words 'like' or 'as'

Example :

1. This city is a concrete jungle
equating the city with a jungle.
2. Her words were poison
equating the horrid nature of someone's words with poison.
3. All the world's a stage
equating the world we live in with the idea of it being a stage on which we all perform.
4. You are the light of my life
5. How old are these computers? They are practically dinosaurs.
6. They were covered in a blanket of flowers.
7. London is a melting pot.
8. The wheels of justice grind slow.

1.4 SPELLING

Use of 'ie' and 'ei'

A common error made by many English language learners is to misspell words which include the combination of letters i.e., or e.i. Fortunately, there is a simple rule in the form of a rhyme which can help overcome this problem:

I before E, except after C, or when sounding like 'ay'

I before E	Expected after C	or when sounding like 'ay' *
believe	ceiling	neighbour
chief	deceit	vein
priest	receipt	weight
friend	receive	beige
patient	transceiver	sleight

Note :

The words are spelt 'ei' because the words have an 'ay' sound. But there are exceptions to this rule, they can only be remembered by memorising their spelling.

Example :

Seize being science
weird either society

Fill in the blanks to correctly spell the words

- | | |
|-----------------------------|----------------------------|
| 1. he <u>i</u> r | 9. counterf <u>e</u> it |
| 2. p <u>i</u> er | 10. f <u>e</u> int |
| 3. se <u>i</u> zure | 11. prote <u>i</u> n |
| 4. financ <u>i</u> er | 12. the <u>i</u> r |
| 5. misch <u>i</u> evous | 13. d <u>i</u> ed |
| 6. ach <u>i</u> eve | 14. spec <u>i</u> es |
| 7. shri <u>e</u> k | 15. glaci <u>e</u> r |
| 8. surve <u>i</u> llance | 16. le <u>i</u> sure |

1.5 PUNCTUATION

Semicolon (;)

It is a punctuation mark that indicates a pause between two independent clauses.

It is a longer pause than comma.

Example

1. We wanted to read thirty pages; we only read twelve (The two complete sentences, 'We wanted to read thirty pages', and 'We only read twelve', are linked by the common idea of reading.)
2. He needed to see a doctor; he hurt himself while playing football.
3. These trousers are ruined; hopefully your tailor can mend them.
4. Chiru is a good actor, dancer, fighter and humanitarian; and we all honour him.
5. Reading makes a full man; speaking a ready man; writing on exact man.

Semicolons can also be used in lists, when the items in the list contain commas

Example

1. I have four sisters : two in Hyderabad, India; one in London, England, and one in paris, France.
2. Ram's favourite types of food are : chicken biryani; not mutton; masala dosa; and butter chicken.
3. There were three people I knew at the art exhibition : Miss John, our class teacher ; Tara, my neighbour's daughter; and Mr. Gopal from the bank.

Exercise

1. The weather was terrible it wouldn't stop raining.
The weather was terrible ; it wouldn't stop raining.
2. Her fitness is poor she will probably not do well in the physical education exam.
Her fitness is poor; she will probably not do well in the physical education exam.

3. Some universities offer scholarships others do not.
Some universities offer scholarships others do not.
4. Oh, it's such a lovely day; I might go meet my friends at the park!
Oh, it's such a lovely day; I might go meet my friends at the park!
5. We have to stop at the petrol bunk the car is low on fuel.
We have to stop at the petrol bunk; the car is low on fuel.

Determine whether the sentences below require or do not require a semicolon. If they do, mark the semicolon's correct position. If you think a comma has been used incorrectly, change it to a semicolon.

1. She went swimming everyday while on holiday in Coorg.
No error
2. He is not from Hyderabad he is from Bangalore.
He is not from Hyderabad; he is from Bangalore.
3. I want to go to the library, but I think it might be closed today.
I want to go to the library, but I think it might be closed today.
4. Are you okay travelling by bus, or do you want to travel by train.
Are you okay travelling by bus, or do you want to travel by train?
5. All of the art supplies are in that cabinet, we only take them out during art class.
All of the art supplies are in that cabinet; we only take them out during art class.

1.6 CONVERSATION

Asking for Information

Asking for information in English can be as simple as asking for the time, or as complicated as asking for details about a complicated process.

In an academic or work environment, you may find yourself struggling to understand how to complete a task.

In such situations the best thing to do is to ask someone for help or information.

When asking for information from a friend, use a more informal form.

When asking a colleague, use a slightly more formal form.

Sample sentence with questions used to ask when seeking assistance:

1. Excuse me, I'm sorry to bother you, but can you help me with this? It just won't open!
2. Pardon me, I was wondering if you could tell me the way to Meeting Room 4.
3. Hello. Do you know how to use this programme? I'm afraid I've never used it before and on finding it quite difficult to operate.
4. Hi. Have you any idea what the time is? Thanks
5. Please excuse me. I don't suppose you know how to turn this machine off? I'd really appreciate your help.
6. Thank you for coming, every one! I'm sorry to interrupt, but can anyone tell me where Amrit is?
7. Sir? Do you know who has the keys to this room?
8. Madam? Are you busy? I just wanted to ask you a few questions about the report and its deadline.
9. I should be grateful if you would send me the details.
10. Could you please give me the details?

Exercise

1. You have a job interview with an organisation you admire, but when you arrive at their office you cannot remember in which room the interview is taking place. You ask the receptionist for help. Write down what you would say.

Ans : Good morning ma'am. I'm sorry I forget in which room the interview is taking place. Could you please guide me to the interview room?

Excuse me could you tell me in which room the interview is taking place.

2. You are working on your presentation but do not know how to insert a table into one of the slides. You call a colleague and ask for help. Write down what you would say.

Ans :

Hello. Do you know how to insert a table in the slides? I'm afraid I've never did it before and am finding it quite difficult to insert it.

3. While on vacation in Goa you get lost and separated from your friends. You do not have your phone with you and cannot remember your phone with you and cannot remember your friends phone numbers. You approach a shopkeeper to ask for directions back to your hotel. Write down what you would say.

Ans :

Excuse me, I'm sorry to bother you but can you help me to know the direction to the hotel Taj Krishna as I lost my way and missed my friends too.

4. You are unwell and miss your English class. The next day you meet your English teacher to discuss what you missed and what you need to study. Write down what you would say.

Ans :

Good morning madam. Are you busy? I just wanted to ask you regarding yesterday's class as I wouldn't attend it due to ill health. Kindly tell me what am I supposed to study.

1.7 READING PASSAGE

HYDERABAD : The Heart of Telangana

The city of hyderabad is located in the heart of Telangana. It contains major tourist attractions such as Golconda Fort, Charminar, the Outb Shahi Tombs, Chowmahalla Palace, SalarJung Museum and the Nehru Zoological Park. It has a population of 6.7 million.

Hyderabad the 'City of Pearls' has a rich history. It was founded in 1591 by Muhammad Quali Outb Shah, of the Outb Shahi dynasty. In 1724, Mir Qamar-ud-Din Siddiqui of Asaf Jahi dynasty was granted the title of Nizam - ul - Mulk of the Hyderabad region. The city flourished under their reign growing economically and culturally as the Nazism were great supporters of literature, art, architecture and food.

In 1947, after independence, the Nizam of Hyderabad declared of making Hyderabad a separate independent territory. The newly established Indian government initiated an operation - code named operation polo-in which the Indian army moved into the state of Hyderabad on 16 September 1948 to combat the Nizam's army. Five days later, the Nizam's army surrendered and the Nizam signed the instrument of Accession where in the state of Hyderabad merged into the India Union.

On June 2, 2014, following a movement of separation, Telangana was awarded its own state and Hyderabad was declared the state capital.

1.8 WRITING

Note - Making

Making notes while listening to a lecture or while reading an article or a book is not only a very useful study skill but is also one that will help you at work. Besides helping you remember what you read or heard some time ago, making notes will enable you to organise your own thoughts better. This is because while making notes you will also be considering the importance of the different points in the matter you are reading or listening to and drawing your own conclusions about them.

Necessary skills for effective note-making

- Ability to read attentively
- Ability to comprehend what is read
- Ability to distinguish between important and unimportant ideas.

Characteristic features of effective note-making

- Usually written in the form of points
- May also be written in the form of tables, charts and diagrams.
- Lists all that is essential.

Guidelines on Making Notes

- When making notes, take down the main or important points. You can do this by looking for special words that introduce new information or by picking up signals received from the speaker's tone.
- Use a clear layout with inter-line spaces, subheads, bullets, etc., so that you will understand the notes later.
- Organise your notes so that they reflect how the ideas were connected in the original text.
- Write down important points that you identify in short form, using words, phrases and abbreviations. Underline important words. You can either use common symbols and standard abbreviations (such as 'e.g', '&' 'etc.' and 'yr') or create your own (such as 'engg.' and 'tech.'). A list of common abbreviations is given at the end of this section.

- Drop all articles, prepositions, conjunctions and pronouns unless they are necessary in order to understand the notes. Use dashes to link ideas.
- Use diagrams and tables in your notes to summarise information and present it in a condensed form.

One can take notes quickly by using abbreviations. Some common abbreviations are listed below.

& or +	and
=	equals, is the same as, results in
≠	does not equal, is not the same as, does not result in
≈	is approximately equal to, is similar to
> >	leads to, produces, causes
?	uncertain, possibly, unproven
approx	approximately
argu	argument
btwn or b/w	between
conc	conclusion
contd	continued
dev	development
diff	difference
e.g.	for example
esp	especially
etc	and so on
i.e.,	that is
imp	important
info	information
vs	against
w/	with
w/o	without

Sample note-making Formates

Read the short passage below.

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

Let us now make notes on the above passage. Different formates can be used when making notes. You can design a format of your own that suits you best. Here are some common ones.

Environmental Pollution**A. AIR**

1. cause : burning of coal and oil
2. effect : (1) damage to vegetation
(2) respiratory problems in humans

B. NOISE

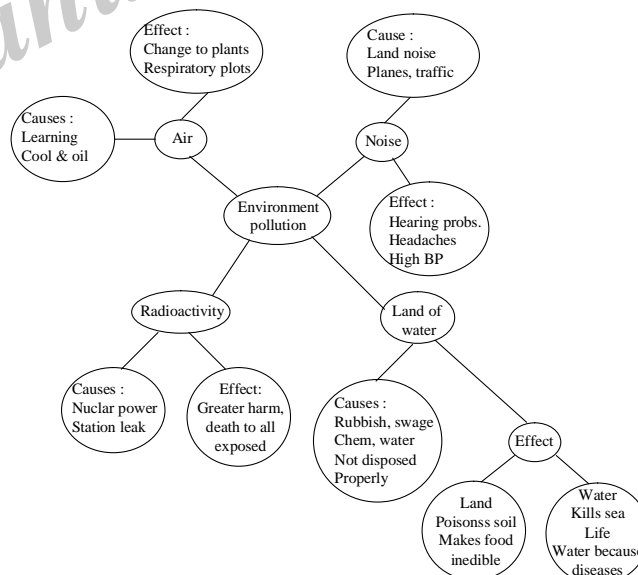
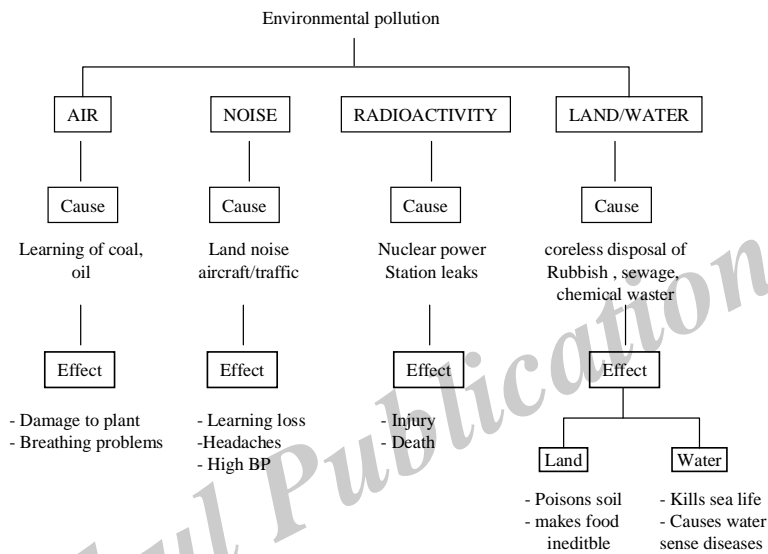
1. cause : (1) noise of aircraft and traffic
(2) causes bad headache
(3) high BP

C. RADIOACTIVITY

1. cause : leak from nuclear power station
2. effect : (1) causes injury
(2) kills

D. LAND & WATER

1. cause : careless disposal of rubbish/sewage/chemical wastes
2. effect : (1) water pollution - kills marine life
- causes water - borne diseases
(2) land pollution - poisons the soil
makes food grown inedible



Sample-1

The functions of universities have steadily increased over the centuries and today they have to play a variety of roles. They are first, to foster the spirit of free inquiry and promote independent and critical thinking, second to be a repository of knowledge, responsible for its transmission through teaching and extra moral activities, Thirdly to be the place for the pursuit, generation and application of new knowledge. Fourthly to be the training ground through professionals including doctors, engineers, business managers and administrators fifthly to render service to society, anticipating its needs and assisting in the fulfillment of social and economic objectives. Sixthly to promote values and assist in the promotion of culture and traditions.

Title : The functions of universities

1. To foster the spirit of
 - a) Free inquiry
 - b) Promote independent critical thinking
2. To be a repository of
 - a) Knowledge
 1. Teaching
 - b) Know transmission through
 1. Extra mutual activities
3. To be the place of
 - a) the pursuit
 - b) generation
 - c) application of new knowledge
4. To be training ground for competent professionals
 - a) doctors
 - b) engineers
 - c) business managers
 - d) administrators

5. To render services to society in
 - a) anticipating its needs
 - b) assisting in its fulfillment of
 1. social
 2. economic objectives
6. To promote and assist in the presentation of
 - a) culture
 - b) traditions

Sample-2

Dr Bhim Rao Ambedkar (1891 - 1956) also known as Baba Saheb was born in Ambavade in the Ratnagiri District of modern day Maharashtra. An Indian nationalist, Dalit leader and a Buddhist revivalist. Dr. Ambekar was among the first untouchables to obtain a college education in India. He even travelled abroad from where he obtained his Doctorate degree (Ph.d). He was a prolific writer, commentator and scholar. He was one of the architects of the India constitution. In fact, he was the chairman of the constitution drafting committee. He was also independent India's first law minister.

Title : Life History of Dr. Br. Ambedkar

1. Birth
 - a) Born in 1891
2. Place
 - a) Ambavade in Ratnagiri District
 - b) Maharashtra
3. Known as
 - a) Baba saheb
 - b) Bhim Rao Ambedkar
4. Educational qualification
 - a) First untouchable to obtain college education in India
 - b) Doctorate degree from abroad.

5. Talents
 - a) Prolific writer
 - b) Commentator
 - c) Scholar
6. Titles
 - a) Indian nationalist
 - b) Dalit leader
 - c) Buddhist revivalist
7. Position
 - a) Architect of the Indian constitution
 - b) Chairman of drafting committee
 - c) First law minister.

Exercise

The lion (*panthera leo*) is one of four big cats in the genus *Panthera*, and a member of the family *Felidae*. With some males exceeding 250 kg in weight, it is the second largest living cat after the tiger. Wild lions currently exist in Sub-Saharan Africa and in Asia, with a critically endangered remnant population in northwest India, having disappeared from North Africa, the Middle East, and Western Asia in historic times. Until the late Pleistocene, which was about 10,000 years ago, the lion was the most widespread large land mammal after humans. They were found in most of Africa, much of Eurasia from western Europe to India, and in the Americas from the Yukon to Peru.

Lions live for around 10-14 years in the wild, while in captivity they can live over 20 years. In the wild males seldom live longer than ten years as fights with rivals occasionally cause injuries. They typically inhabit savannah and grassland, although they may take to bush and forest. Lions are unusually social compared to other cats. A pride of lions consists of related females and offspring and a small number of adult males. Groups of female lions typically hunt together, preying mostly on large ungulates. The lion is an apex and keystone predator, although they will scavenge if the opportunity arises. While lions do not typically hunt humans selectively, some have been known to become man-eaters and seek human prey.

The lion is a vulnerable species, having seen a possibly irreversible population decline of 30 to 50 percent over the past two decades in its African range. Lion

populations are untenable outside of designated reserves and national parks. Although the causes of the decline is not fully understood, habitat loss and conflicts with humans are currently the greatest causes of concern. Lions have been kept in menageries since Roman times and have been a key species sought for exhibition in zoos the world over since the late eighteenth century. Zoos are cooperating worldwide in breeding programmes for the endangered Asiatic subspecies.

Title : The Lion - Panthero Leo

1. Belongs to cat family
 - a) Panthera Genus
 - b) Felidae Family
 - c) Scientific name - Panthera Leo
2. Features
 - a) One of the four big cats
 - b) Weighs upto 250 kg
 - c) Second largest next to the tiger
3. Found
 - a) Sub-Saharan Africa and Asia
 - b) North-east India
4. Until 10,000 years ago
 - a) Its population was next to humans.
 - b) Found in Africa, Eurasia from western europe to India.
5. Life span and habitat
 - a) 10 - 14 years in the wild.
 - b) 20 years in captivity.
 - c) Males live rarely longer than 10 years as fights with rivals.
 - d) Habit savanah and grass lands

6. Pride of lion
 - a) Female lions hunt together, preying mostly on large ungulates.
 - b) Lion is an key stone predator.
 - c) Sometimes lions become man-eaters.
7. Vulnerable species
 - a) Fall of 30-50% in two decades
 - b) Now live only in protected areas
8. Kept in menageries since roman times
 - a) For exhibition in zoos and circuses
 - b) Zoo's world wide cooperation in breeding the endangered Asiatic subspecies.

1.9 SOFT SKILLS

Time Management

Time management is planning and making the best use of the time effectively. We have to know what task we are doing and plan according to that. We have to be very organized in using our time then we have to prioritize our tasks with goal setting and scheduling our work. A time management system is designed combination of processes, tools, techniques and methods. It is usually a necessity in any project development.

Here are few tips for time management

1. List out your tasks that is to be done according to their importance and urgency.
2. You have to be very organized.
3. Use to do lists, mobile phone reminders.
4. Do not let others to disturb you, when you are doing somework really important.
5. Be punctual.
6. Be patient and supportive
7. Have a positive attitude, when there are delays.

The following are a list of suggestions on how to manage your time better:

1. **Set Goals** : This can be either private (pursuing a hobby or taking a family vacation) or professional (completing a project or preparing a presentation for a meeting), but having goals encourages you to manage your time well so that on the day of an event you are prepared and not overwhelmed.
2. **Keep a to-do-list** : This will allow you to keep track of your goals and ensure you do not miss any deadlines.
3. **Manage your distractions** : Nowadays it is remarkably easy to lose track of time by browsing the Internet, watching television, or messaging your friends. You must be responsible and make sure that while working you do not get distracted. Do not procrastinate.
4. **Remember to relax** : Working long hours at a stretch can sometimes be unproductive. Set aside some time to relax, as a break can be refreshing, and might allow you to develop a new perspective on an old problem.

1.10 VALUE ORIENTATION

Time and Tide Wait For No One

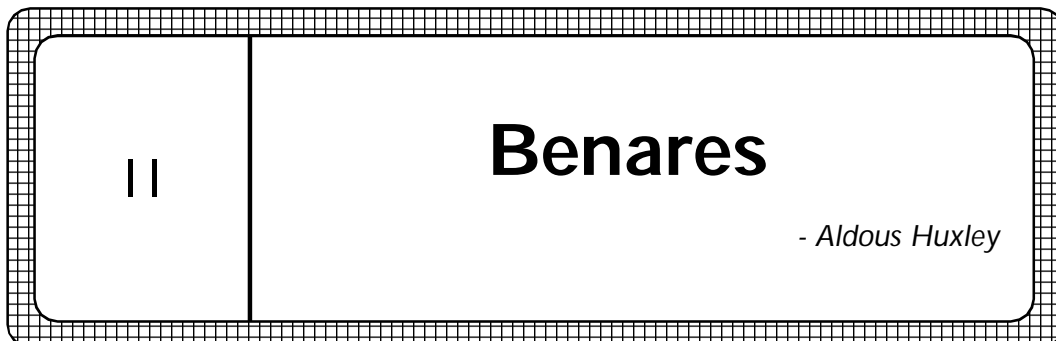
The expression 'time and tide wait for no one' emphasises the idea that since people are incapable of stopping or slowing the passage of time, it makes sense they should use their time wisely to prioritise those tasks which are most important to them.

Time is very precious and demanding thing by everyone. It costs us a lot as once it goes never comes back. It runs regularly for every moment and never stays even for a second. Time destroys those who destroy the time. Lost time never returns to us. So we should use it properly in right direction. We should be conscious always to make the best use of time we have. Opportunities come to our way with time however do not knock the door all time. In the same way we cannot stop the tide to occur in the sea; it occurs whenever it has to come. In the same way, we cannot stop or stop the time for further use, it runs continuously without any stoppage. It runs on its own axis without waiting for the orders of anyone.

In a lesson that discusses the concept of time management, this is a particularly relevant expression. Opportunities do not always come by, and missing one might mean never getting the same chance again. Dr. A.P.J. Abdul Kalam, former president of India, is credited with saying, 'If you want to leave your footprints on the sands of time, do not drag your feet. The famous roman catholic nun and missionary, Mother Teresa, said, 'Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin. Both emphasise the idea that time is valuable and should not be wasted.

Perhaps the best approach is to think of time as a resource. You can choose to take advantage of that resource and use it constructively to meet personal or professional goals, or you can waste it by procrastinating and doing something unproductive. In the world of business, pioneering entrepreneurs understand the importance of this statement. Steve Jobs, the co-founder and former CEO of Apple used to say, Your time is limited, so don't waste it living someone else's life. No matter what, time will proceed.

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Questions and Answers

1. How does Huxley connect the incident of the bull and the beggar to the rest of his essay? Expand your answer by elaborating on Huxley's reflections.

Ans :

Aldous Huxley is an English writer of international reputation. His *Brave New World* is the most popular of his works. His non-fiction works are remarkable for his critical insight into human behaviour. His style very impressive and offers the readers a pleasant experience as they go through his works.

The present piece 'Benares' narrates his personal observations in that holy city. It was on a solar eclipse day. That particular eclipse was visible only in a far off place Sumatra. But people in India had an eye of faith. They were able to see the eclipse from Benares. They believed that a demonic serpent would try to swallow the sun. They hoped that their antics and rituals in the sacred river would help the sun to win over his enemy. For that prayer, they walked for miles. They didn't mind dirt, fifth, fatigue etc. They forgot their hunger. Millions of them plunged into the river at the appointed hour. They performed various rituals which the author describes as antics.

The lanes and bylanes were lined up with beggars. The bowls in front of them had grains of rice offered by charitable pilgrims. A bull appeared there from under an arch. It noticed a beggar dozing. It put its muzzle in the sleeping beggar's bowl and ate all the rice in it. Then it went off the way it came.

This is just a common incident. But the seeing eye of Huxley picked up a valuable point there. Intelligent and thinking men were behaving in an irrational way. But the mindless bull acted in a sensible way. It shows the value of reason, pragmatism and following nature's lessons. The bull's incident appears to be simple. But it conveys a valuable lesson. The writer's arguments are convincing. They serve like an eyeopener.

Q2. Describe the arrival of the princesses in your own words.**Ans :**

Aldous Huxley's experiences in Benares were varied. His keen eye caught even microscopic detail. His artistic hand describes those details in an impressive way.

The writer rowed along the ghats for about two hours. Some of the ghats were considered unsacred by people. They were, therefore, less crowded. To one such thinly crowded ghats came a palanquin. It was canopied and covered with curtains of gold. It was carried carefully to the edge of the river by six red liveried attendants. A head attendant was leading them. A barge, beautifully decorated and windows curtained, was floating there at the edge of the ghats.

The palanquin was slowly put down. A canvas path was quickly created from the entrance of the palanquin to the door of the barge. Then the palanquin's doorway was opened. About half a dozen princesses came out of it and entered the barge. They did not have the freedom to watch around. They were not allowed to be seen by others either.

After the barge floated to the mid-river the poor princesses removed the window curtains. They looked around freely. Even they looked at the writer's camera. They were not permitted to take a holy dip in the open river. They were restricted to bath in the bilge water of the barge. Water in the open river itself was filthy. One can well imagine how filthier the stagnated bilge-water would be ! The royal ladies were less fortunate than their poor but free common women. The writer feels pity for them. Even the reader is moved to join the writer in sympathising with the caged-bird like ladies from the palaces.

Q3. What, according to Huxley, should be our attitude towards religion? Why?**Ans :**

Aldous Huxley is known for his humane approach. His writings reflect rationalist outlook. He believes in religion. But he wants it to be free from dogma. He likes faith to help man to advance. He hates religion coming in man's way towards progress.

His thought provoking essay 'Benares' explains his views about religion. He exposes the Indian's eye of faith that helps them to see the invisible and non-existent eclipse in Benares. He digs at their belief that a demoniac serpent was about to swallow

the sun. He makes fun of their attempt to save the sun from the serpent. He pities the millions of poor, walking for miles, barefoot and with loads balanced on their heads, to offer their prayers for the sake of the sun.

He also sympathises with the ladies of the royal families. He criticises subtly their customs and traditions. He says they were less fortunate than poor people in not being able to take a holy dip in the sacred river.

He appreciates the pragmatic practices of the mindless bull. He advises intelligent but sentimental Indians to learn a lesson or two from that innocent animal.

He whole-heartedly respects religions. But he is against binding ourselves with blind beliefs. He argues that antics and rituals do not make a religion. The ultimate aim of any religion, he proposes, should be liberation of man, not imprisonment. His conclusion is to be religious with rationality.

Q4. What does the author propose for the betterment of India? Do you agree with his views? Give reasons for your answer.

Ans :

Aldous Huxley advises Indians to be more rationalistic and less superstitious. He asserts that religion is a luxury which India cannot afford in that condition. He is surprised at Indian's immense energy being wasted in antics and rituals. He urges us to channelise into development programmes. His advice, if followed, is bound to liberate India from many vices. I do fully agree to Huxley's suggestions for India's betterment.

He was born in England. But he is more an Indian than the most patriotic Indian national in his concern for the welfare of India. He feels pity for the poor of India. He sympathises with them. He is sad as he notices barefoot old men and women walking for miles on dusty roads with loads balanced on their heads. His concern for lack of basic freedom to royal ladies also touches the readers. He appreciates the sensible behaviour of the mindless bull. He asks sentimental Indians to learn from the innocent animal. He appeals reason to prevail upon religion. He sees that reasoning ability in the bull. Now it is the turn of Indians to see a point in the bull's approach.

Huxley admits that they respect their church. He quickly adds that their devotion never crosses the reasonable limits. He exhorts Indians of all faiths to follow their example. He expresses his willingness to arrange funds for the mission of establishing reason in India.

Summary

Aldous Huxley (1894-1963) was an English writer, novelist, and philosopher. He was best known for novels such as *Brave New World*, *Eyeless in Gaza* and *Ape and Essence*. Huxley was considered one of the great minds of his time, and was nominated for the Nobel Prize in Literature seven times.

Aldous Huxley in his essay 'Benares' presents satirically the disillusionment in social life. This essay mirrors the empty lives of the Hindus and their loss of the old cultural values. The glance at the middle class conventional morality is scaring and pitiless, while the mass literacy of the crowd becomes an obsession. Huxley mocks at the corrupting influence of religion on Hindus. The story of the essay is woven round the legend of solar eclipse and the superstition that the sun is swallowed up by the monster serpent. The essay opens with the description of the gathering of millions of Hindus on the bathing ghats along the river Ganges in Benares (now Varanasi). The people coming from rural areas through previous night and day are seen marching bare footed in an endless procession with bundles of provisions, cooking utensils, dried dung or fuel and new clothes mounted on their heads. While women are portrayed as walking in a trance in fatigue, men are seen taking rest under the wheels of passing animal driven vehicles. On the day of the eclipse and at one of the less crowded ghats, a princess is seen descending from her palanquin from behind the glittering curtain with all her royal robe. So that the princess could take bath due to passing boats and for fear that she will be shot by the writer's camera. A row of priests are also seen the day of solar eclipse a little distance away. They are seen sitting on narrow ledges above the water "cross-legged, their hands dropped limply, palm upwards, on the ground beside them, they contemplated the brown sweating tips of their noses.

He concludes the essay by advising Indians of all religious persuasions to assemble to save India rather than assembling and wasting their energies over superstitions. Despite his derisive tone, Huxley's fascination for the place and the rituals is very apparent.

సారాంశం :

ఆల్డస్ హగ్జె ప్రపంచ ప్రఖ్యాత, నవలా, వ్యాస, కవితల, నాటక, విమర్శల మరియు సంభాషణల రచయిత. Brave New World, Eyeless in Gaza and Ape and Essence లాంటి వారి రచనలు విశ్వవ్యాప్త ఆదరణ, అభినందనలు పొందినవి. ప్రస్తుతం వ్యాసం 'బనారస్' ఒక సూర్య గ్రహణం రోజున ఆ పవిత్ర నగరంలో రచయిత స్వీయ పరిశీలనలను వివరిస్తుంది. రచయిత తన అనుభవాలను అతి సూక్ష్మ వివరాలతో సహా చిత్రిస్తున్నారు. లక్షలాది బీద భారతీయులు కాశీ ఇరుకు వీధులలో, సందులలో ప్రయాణించడం, మురికి బజారులు, వెడల్పైన కాని అపరిశుభ్ర ఘాట్లు, దీర్ఘ చతురస్రాకార చితులు శవాలను దహించడం - ఒక్క చిన్న వివరం కూడా ఆయన దృష్టి నుండి తప్పించుకోలేదు. సుమత్రా లాంటి సుదూర ప్రాంతాలలో సంభవించే సూర్యగ్రహణాన్ని, గ్రహణం అసలు కనిపించని చోటైన బనారస్ లో 'చూడగల' భారతీయుల 'శక్తి' పట్ల రచయిత ఆశ్చర్యం వ్యక్తీకరిస్తున్నారు. ఒక దుష్ట సర్పం బంధం నుండి సూర్యుడిని కాపాడాలనే భారతీయుల కోరికను ఆయన విమర్శిస్తున్నారు. రాజ కుటుంబ మహిళలకు నదిలో పవిత్ర మునక వేయుటకు సామాన్యులకున్న స్వేచ్ఛ లేకపోవటం పట్ల సానుభూతి ప్రకటిస్తున్నారు. కునుకు తీస్తున్న బిక్షకుడి గిన్నెలోంచి కొన్ని బియ్యం తినే అవకాశాన్ని సద్వినియోగం చేసుకొన్న ఒక ఎద్దు యొక్క ఆచరణాత్మక దృక్పథాన్ని అభినందిస్తున్నారు. ఆలోచించలేకున్నా అర్థవంతంగా ప్రవర్తించిన ఎద్దు నుండి తెలివి ఉండి చాదస్తంగా ఆలోచించే భారతీయ మనిషి గుణపాఠాలు నేర్చుకోవాలని వ్యంగంగా సూచిస్తున్నారు రచయిత. అన్ని మతాలకు చెందిన భారతీయులకు ఆయన మనఃపూర్వక అభ్యర్థన చేస్తున్నారు తార్కికంగా, అర్థవంతంగా ఆలోచించమని, భారతావనిని బీదరిక, నిరక్షరాస్య, అజ్ఞాన, మూఢనమ్మకాల బంధాల నుండి కాపాడుటకై ఒకటి కమ్మని! ప్రతి ఒక్కరిని ఆలోచించేలా చేస్తుంది ఈ వ్యాస పఠనానుభవం. భారతీయులకై అత్యంత విలువైన గుణ పాఠాన్నందిస్తుంది!

2.1 PRONUNCIATION

Fricatives

The Fricative is a type of consonant sound made when air escapes from a narrow passage in the mouth, causing friction and a hissing sound. Fricatives have a looser constriction in the mouth, which allows friction to be produced at the point of contact. There are nine fricatives in English. Four pairs and /h/ constriction between the lower lip and the upper teeth (labio-dental); /f/ is voiceless.

They are /f/, /v/, /θ/, /ð/, /s/, /z/, /ʃ/, /ʒ/, and /h/

Exercise

Transcribe the following words using IPA symbols and underline the common fricatives in each set.

1. feather, graph, hefty /fɛðə / , /gra:f/, /hɛfti/
2. volume, active, never /vɒlju:m/, /æktɪv/, /nev.ə (ɹ)/
3. thermal, author, faith /θɜ:mə l/, /ɔ:θə /, /feɪθ/
4. that, bother, clothe /ðæt/, /bə ðə(r)/ /kləʊ ð/
5. scent, coast, glance /sɛnt/, /kəʊ st/, /glɑ:ns/
6. zoom, desire, bruise /zu:m/, /dɪzə /, /bru:z/
7. ship, desire, bruise /ʃɪp/, /mə ʃi:n/, /blʌ ʃ/
8. collage, fusion, closure /kɒlɑ:ʒ/, /fju:ʒən/, /kləʊ ʒə (ɹ)/
9. harsh, abhor, behave /hɑ:(r)ʃ/, /əbˈhɔ:(r)/

2.2 GRAMMAR

Adjectives

Any word speaking about the noun or showing quality of the noun is called adjective.

Adjectives are qualifying words they describe noun or noun phrases.

An adjective describes some aspect of a noun or a pronoun when an adjective is describing a noun, we say it is modifying it.

1. Adjectives of Quality

It describe feelings or qualities, state nationality or origin; tell us about a noun's characteristics, age, size, shape or colour, indicate what something is made of; and express judgements or values. They can be used in the following ways:-

- a) before a noun Sameera is a voracious reader.
- b) after a 'be' verb The movie was fabulous.
- c) after the verbs appear, She appears dull in that dress.
become, feel, get, turns,
tastes, smells, sounds.
- d) without nouns The homeless (i.e., homeless people)
need our help.

When adjectives are written one after another, there is an order in which they are placed.

Determiner	Opinion	Size	Shape	Age	Colour	Origin	Material	Qualifier	Noun
an	expensive	large		antique		English	Wooden	Writing	desk
her	gorgeous		flowing		yellow		cotton	summer	dress
that	beautiful	small	sleek	modern	red	Italian		racing	car
some		tiny	cylindrical				metal	drinking	glasses
five		tall		young		Indian		cricket	players

Exercise

Choose the right order of adjectives from the given options.

1. Jitendra lives in the _____ house down the street.
 - a) pink, new, big
 - b) big, new, pink (✓)
 - c) new, big, pink

2. The sunday market offers all kinds of _____ objects
- fascinating, old, antique (✓)
 - old, antique, fascinating
 - old, fascinating, antique
3. I was delighted to receive a _____ dairy from my pal.
- large, beautiful, leather-bound
 - leather-bound, large, beautiful
 - beautiful, large, leather-bound (✓)
4. His clown costume consists of a red nose, oversized shoes, and a _____ jacket.
- tight, polka-dotted, satin (✓)
 - polka - dotted, satin, tight
 - polka - dotted, tight, satin
5. My sister has a _____ dog
- black, big, scary, Alsatian
 - big, black, scary, Alsatian
 - scary, big, black, Alsatian (✓)

2. Present and Past Participles of verbs can also be used as adjective.

Participle	Ending	Adjective function	Example
Past	- ed	describes how people feel	I was amused by the article
Present	- ing	describes what causes a feeling	It was an amusing article

Fills in the blanks with adjectives formed using the present and past participles of the verbs in brackets.

1. It was a boring book. I was bored by the book. (bore)
2. This film is frightening. I was frightened while watching it. (frighten)
3. I felt annoyed after I ran into him. That man is very annoying. (annoy)
4. It is an interesting topic. I am interested in learning more about it (interest)
5. I am tired because I've had a tiring day. (tire)

3. Adjectives of Quantity

Adjectives of quantity indicate the amount or number of the noun.

e.g. : There are four apples in the basket. We need many more.

Exercise

Choose the appropriate word as adjective from the options provided.

1. There isn't much sugar in the pot. (much/many)
2. Tanya has very few options left. (little/few)
3. Rohan brought some food with him. (some/many)
4. I have little faith in Amar. (little / less)
5. People buy fewer newspapers these days. (fewer/less)
6. Do you have any further plans? (further / farther)
7. I ran pretty for yesterday, but I ran even farther today. (farther/further)
8. Of the two shirts, I prefer the latter (later/latter)
9. Sonia arrived at the party later than srinivas did (later/latter)
10. The people in the photo are Raju, Sonu, and Manu, The last is my brother (last / latter)

4. a) Comparative Degree

When we compare two people, places, etc., and say that a quality is not present equally in the two, we use the comparative degree of the adjective. The comparative form is always followed by 'than' (except in case such as inferior to and superior to)

E.g: 1. Your pencil is longer than mine.

2. The flower is more beautiful than its picture in the book.

b) Superlative Degree

When three or more things, animals etc., are compared and they have a particular quality in unequal measure, we use the superlative degree of the adjective. The superlative form always has the definite article 'the' before it.

E.g: 1. Your pencil is the longest of the three in the box.

2. The flower is the most beautiful of all those found in the region.

Exercise

Adjective	Comparative	Superlative
good/well	better	the best
bad/ill	worse	the worst
little	less	the least
much/many	more	the most
far	farther/further	the farthest/the furthest
simple	simpler	the simplest
important	more important	most important
small	smaller	the smallest

Fill in the blanks with adjectives formed from the words given in the brackets.

1. This is the most fascinating story I have ever read. (fascination)
2. Non-smokers usually live longer than smokers. (long)
3. A holiday by the sea is better than a holiday in the mountains. (good)
4. Today was the worst day of my life (bad).
5. This is the least of the two evils. (less)

Fill in the blanks with the comparative and superlative forms of the adjectives given in the brackets.

1. My bungalow is larger than hers. My bungalow is the largest in my colony. (large)
2. I am the fastest runner in my school. But my sister can run faster than me (fast)
3. Not only is her handwriting better now, it is in fact the best in her class. (good)
4. This task is important to me. It is the most important task I'll do this week. (important)
5. I thought the green ones would cost the least, but the red ones cost less (little).

2.3 VOCABULARY

Oxymoron and Hyperbole

An oxymoron is a figure of speech that has two components which contradict one another. It combines words that have opposite or very different meanings.

Example

1. She let out a quiet scream.
2. The design is composed of an irregular pattern.

3. Parting is such sweet sorrow.
4. He is always idle busy.
5. Act Naturally
6. Pretty Cruel
7. Open secret

An **Hyperbole** is a figure of speech in which exaggeration is used for effect, but not intended to be taken literally.

Example

1. The suitcase weighed a ton
2. She is as skinny as a toothpick
3. She wept oceans of tears.
4. The sea rose mountain high.
5. He has tons and tons of money.
6. He is stronger than a lion.
7. It is an age since we met.

Exercise

Underline hyperbolic expressions in the sentences given below.

1. We had to wait forever for the bus.
2. I have a million things to do.
3. I could sleep for a year.
4. It was the most amazing sight ever.
5. I am so hungry I could eat a horse.
6. I've told you a hundred times to wash the dishes.

Underline the oxymorons in the sentences given below.

1. The room was filled with a deafening silence.
2. The clown was seriously funny.
3. You are clearly confused by the explanation.
4. Did you bring the original copy?
5. She is deeply superficial.
6. That dog is pretty ugly.

2.4 SPELLING**Words ending in '-able' or '-ible'**

Words ending with -able and -ible are usually adjectives and mean 'capable of' or 'suitable for'.

Example :

enjoyable	able to be enjoyed
edible	suitable for eating
readable	capable of being read
reversible	capable of being reversed

The base word in words ending in -able is generally easily identifiable such as the word 'adapt' in adaptable and 'bear' in bearable, although there may be exceptions. If the base word ends with an 'e', it is usually dropped before adding the suffix, such as in the words debatable (from 'debate') and adorable (from 'adore').

The base word in words ending in -ible may not be easily identifiable, as in the case of words such as 'horrible' and 'feasible'. However there are many exceptions to this 'principle' such as accessible (from 'access') and flexible (from 'flex').

Exercise

Complete the following words using the suffixes - able or - ible.

- | | |
|-------------------------|-------------------------|
| 1. Permiss <u>ible</u> | 11. inflat <u>able</u> |
| 2. Bear <u>able</u> | 12. elig <u>ible</u> |
| 3. Break <u>able</u> | 13. incred <u>ible</u> |
| 4. aud <u>ible</u> | 14. navig <u>able</u> |
| 5. collaps <u>ible</u> | 15. revers <u>ible</u> |
| 6. mov <u>able</u> | 16. prefer <u>able</u> |
| 7. illeg <u>ible</u> | 17. justifi <u>able</u> |
| 8. advis <u>able</u> | 18. invinci <u>ble</u> |
| 9. accept <u>able</u> | 19. cap <u>able</u> |
| 10. responsi <u>ble</u> | 20. negligi <u>ble</u> |

2.5 PUNCTUATION**Colon and Em-Dash****1. Colon (:) :**

The colon (:) is a punctuation mark consisting of two equally sized dots centered on the same vertical line.

A colon means "that is to say" or "here's what I means"

Rule 1

Use a colon to introduce an item or a series of items, when listing items one by one.

E.g

1. This is what I need : Chart paper, marker pens, some glue, and coloured ribbons.
2. I need an assistant who can do the following : Input data, write reports, and complete tax forms.

Rule 2

An explanation

1. The reason he gave was this : he had not listened to the instructions carefully.
2. He got what he worked for : he really earned that promotion.

Rule 3

A quotation

1. The host made an announcement : 'The party is over'.
2. Dad often said to me : "Work hard, be honest, always show up on time".

Note : While a semicolon links two balanced statements, a colon leads from one statement to the other.

Exercise

Punctuate the following sentences by using, necessary, capitals and all the punctuation marks you have learnt so far.

1. you may be required to bring many things sleeping bags pans utensils and warm clothing.

Ans : You may be required to bring many things : sleeping bags, pans, utensils, and warm clothing.

2. i want the following items butter, sugar and flour.

Ans : I want the following items : butter, sugar, and flour.

3. i need an assistant who can do the following input data write reports and complete tax forms.

Ans : I need an assistant who can do the following : input data, write reports, and complete tax forms.

4. he got what he worked for a promotion.

Ans : He got what he worked for : a promotion.

5. i am soaking wet i forgot my umbrella.

Ans : I am soaking wet : I forgot my umbrella.

2. em-dash (–)

The em dash is perhaps the most versatile punctuation mark.

1. It is used in pairs within a sentence, to mark off parenthetical information or ideas -

e.g: Thousand of children - like the girl in this photograph - need your help to survive.

2. To break off a statement without completing it.

e.g: I think it would have been better if -

3. To show other kinds of breaks in a sentence, usually represented by a comma, semicolon, or colon.

e.g: One thing's for sure - he doesn't want to face to truth.

Note : Dashes are more informal, relaxed and conversational in style. They are common in informal writing, such as in personal e-mails or blogs, but it is best to use them sparingly in formal writing.

Exercise

Punctuate the following by using, wherever necessary, capitals and all the punctuation marks you have learnt so far.

1. my son where has he gone

Ans : My son – where has he gone?

2. thing have changed a lot in the last year mainly for the better.

Ans : Things have changed a lot in the last year - mainly for the better.

3. all four of them vani kusum anu and priya did well in college.

Ans : All four of them – Vani, Kusum, Anu, and Priya – did well in college.

4. How many times have i asked you not to pavan suddenly stopped talking and stood up.

Ans : 'How many times have I asked you not to –', Pavan suddenly stopped talking and stood up.

5. Chocolate strawberry vanilla all ice cream tastes good, especially on a hot summer's day.

Ans : Chocolate, strawberry, Vanilla all-ice cream tastes good, especially on a hot summer's day.

2.6 CONVERSATION

Requests

When we are asking some one for something, we need to be polite and courteous. In the English language requests are made in the form of questions, and we use modal auxiliaries such as can, could, will, would, may, might to frame them. We also use the words please, sorry and thank you when we make or respond to requests.

Making a Request

- May I borrow your pen, please?
- Could I borrow uour pen, Please?
- Would you mind lending men your pen, please?
- Would you be so kind as to lend me your pen, please?
- Could you please do me a favour?
- Can you do me a favour, please?
- I was wondering if you could do me a favour.
- Will you please come with me to the doctor?
- Do you think you could possibly come with me to the doctor?

Note:

1. Would you ... and could you ... are more polite and formal than will you .. and can you ...
2. Indirect requests such as I wonder if you could lend me your pen are more formal than direct requests such as could you lend me your pen.
3. Adding expressions such as I'm sorry to bother you, but .. to a request makes them more polite.

Agreeing to a Request

1. (May I borrow your pen, please?) Yes, of course./Yes, please do./Certainly./Sure, no problem.
2. (Would you mind lending me your pen, please?) Not at all.
3. (Can you do me a favour, please?) Of course, by all means.
4. (Will you please come with me to the doctor?) Sure; I'd be glad to help.

Declining a Request

1. (May I borrow your pen, please?) No I'm sorry. I need it.
2. (Could you lend me your pen, please?) I wish I could have, but I don't have it with me.
3. (Would you mind lending me your pen, please?) I'm afraid I can't
4. (Could you please come with me to the doctor?) I'm sorry, I can't. I'm very busy today.
5. (Could you please tell me the way to the station?) I'm afraid I don't know. I'm sorry.

Note :

1. If a request is framed as Would you mind, you can respond positively using the expression not at all, which means 'I do not mind'.
2. When refusing a request (No, I'm sorry), it is considered polite to give a short explanation for denying the request (I need it/I don't have it with me/I'm very busy today).
3. I'm afraid is an expression used to politely introduce bad news or disagreement.

Exercise

Based on the hints given, frame a polite request, as well as a polite response (either positive or negative, as indicated)

1. A : Would you please help me with my homework?
B : (negative) I'm sorry, I can't. I got some urgent work.
2. A : Would you mind helping me with my homework?
B : (positive) I do not mind/Not at all
3. A : Will you please give me your car?
B : (negative) No, I'm sorry. I need it.

4. A : Do you mind to lend me your car, please?
B : (positive) I wish I could have, but I don't have it with me now.
5. A : These boxes are too heavy. Could you please help me to carry them?
B : (negative) I'm sorry, I can't. I'm very busy now.

2.7 READING PASSAGE

Burrakatha : an Oral Narrative Performance

Burrakatha is an art form in which stories are told by performers on a stage. It is part of the katha tradition. It is named so because of the use of burra which is shaped like a skull made out of baked clay, copper, or dried pumpkin.

This art form is found in the villages of Telangana, Rayalaseema and Andhra Pradesh. It is called as Tamburakatha or saradakatha, in Rayalaseema, it is called as Tandanakatha or suddulu and in the coastal areas of Andhra Pradesh, It is called as Tamburakatha or Saradakatha, in Rayalaseema, it is called as Tandanakatha or Suddulu and in the coastal areas of Andhra Pradesh, it is called as Jangamkatha.

Burrakatha began in the form of songs sung by Nomadic tribal people who move from one place to another place for their livelihood. It is said that the ancestors of one of such tribe were cursed by the goddess parvati to live a difficult life. They are known as the Jangam tribe.

In the 20th century, these tribes were greatly influenced by a saint called Basava of karnataka and adopted Virashaivism as their religion.

Their performance consists of a story told by a team of two or three people who belong to the same family. The main storyteller of the performance is known as the kathakudu who wear anklets and metal rings on their fingers to produce music as they dance. He narrates the story to the accompaniment of music produced by the tambura. The other performers assist in telling the story, playing small drums called gummata or budike, and playing the role of humourists (hasyakas) or political commentators (rajakiyas).

Burrakatha is mostly performed during Dussehra and Sankranti in the evenings. They begin with devotional songs before the kathakuda introduces the story. The stories performed tend to be based on history or mythology, particularly of the great epics the Ramayana and the Mahabharata.

2.8 WRITING

Informal Letters

Informal letters are written to friends, family and relatives. Their tone is informal and the style of language used in these letters is casual and conversational. These letters could be about your home, family, friends, relatives, work or about something interesting that happened to you.

The block format is the preferred modern style for writing both formal and informal letter. All entries are aligned to the left margin. The various parts of an informal letter are as follows.

1. The Sender's Address

The complete address of the letter writer must be given if the letter is written to a person for the first time, or if there is a change in the address of the writer. It can be written on left hand corner or at the right side.

2. Date

The date should be written in the sequence data, month, and year, as in '14 November 2016'.

3. Salutation

It is always written at the left hand margin of the page, followed by a comma. The salutation is usually in form of 'Dear', 'My Dear', suggests intimacy and can be used only for relatives or close friends. Friends can also be addressed by their names.

4. Body of the Letter

The body of an informal letter is usually longer than that of a formal letter, and is written in as many paragraphs as required by the content. The first paragraph contains greetings and general enquiries. The actual content of the letter is covered in the second paragraph in free and spontaneous language.

5. Complimentary Close

It is placed the body of the letter. The most commonly used closing phrases in letters to very close friends and relatives are, 'Yours lovingly,' 'Yours affectionately', 'Your loving'.

6. Signature

It comes below the complimentary close, and the first name of the person is written instead of the complete name.

Sample -1

Anita Shinde
Flat No. 301, Bluebird Aprts
Bangaluru-580023

15 September 2016

My dear Jo,

I'm so glad to hear that you have joined a new company in Bangalore as Head of Human Resources. You were looking for a change and I'm sure that the new company you're working for now will give you the mileage you were looking for.

Your daughter must be excited, too, as educational opportunities in Bangalore are better than those in the town you were in earlier. I think your husband has to make some adjustments with his work to join you.

How about planning a get-together in Hyderabad during a weekend next month? We could meet our other college friends. Once you get comfortable with your relocation, let me know the dates convenient for you. I'll take up the responsibility of coordinating with the others. We will certainly have a blast!

Convey my regards to your husband and love to your daughter.

Yours affectionately,

Anita

Sample -2

As Bhushan Bose, write a letter to your friend, inviting him/her to your brother's wedding.

Banjara Hills,
Road No. - 12, Hyderabad,
14-November-2016

My Dear karan,

Hope everything is fine with you. It's been two months that I was not in contact with you, as I was busy in marriage preparations. No, do not get me wrong, I am not getting married, but its my brothers wedding. Finally he's getting settled with the girl of his choice. I am not getting married, but its my brothers wedding. Finally, he's getting settled with the girl of his choice. I am extremely happy to invite you with your whole family, as my brother's marriage is on 28th, Nov 2016 at Tivoli Gardens, Secunderabad at 7 pm. I have invited all out friends and we will have a great time.

Karan come at least two days before in advance. Waiting for your arrival.
Bye and Take care.

Yours lovingly,

Bharath

Exercise

1. You have decided to start organic farming in your hometown after acquiring prestigions MBA degree from a reputed university. Your best friend is unsure if the choice you are making is a good one. Write a letter to him/her justifying your decision and also underlining the dignity one can derive from getting into a occupation like agriculture.

Date : 29, Nov 2016

Dear Raj,

How are you? I am fine. I have gone through your letter and have come to know about your decision to start organic farming in your hometown. I felt very happy one way, but other side I feel that acquiring a prestigious MBA degree from a reputed university and again choosing agriculture as your occupation seems to be little doubtful.

You were always topper in the college and you got a very good placement in cognizant too. I am not sure whether the decision you have taken is best or not. But I know you are clever enough and your decision is always right. It is good on a part that you feel like to develop your own hometown in the field of organic farming. You can also help many poor farmers in this way. Really you are great and I am very happy to have a best friend like you.

Convey my regards to your parents. May God bless you in all whatever you choose to be in life. Take care, bye.

Yours Affectionately

Sagar Gupta

2. Write a letter to your cousin who lives in another town, inviting her/him to stay with you during dussehra.

H.No. 4-9/2,
Salaj Nagar,
Karimnagar

Date : 18 Sep 2016

My dear Nikhil,

Many thanks for your letter. I was very pleased to learn that your school remains closed for a week on account of Dussehra. It will be very kind of you to come over here during these holidays. We shall all have a nice time, have plenty of fun, laughter and sight-seeing.

As you know that Dussehra here is celebrated with gusto. The effigies of Ravana are made with great labour, they are quite big in size and every care is taken to keep intact their ancient character.

The fireworks fired in the effigies are very powerful and their deafening noise is an experience unheard of anywhere else.

Besides enjoying the Dussehra celebrations, we will go together sightseeing. The caves and the small mountain hills are a big attraction for tourists.

Convey my regards to uncle and aunt. Bring them along with you. Elders will have their fun too. Hoping to hear from you soon.

Your loving brother

Dilip

3. Write a letter to your parents who do not believe in your decision of having an alternative career option and want you to get into the family business immediately after your graduation.

D.No. 77/7

Maruthinagar,
Hyderabad.

Date : 18 Nov 2016

Dear dad and mom,

How are you? I am fine by the grace of God. How about grandparents? I would like to share few of my feelings with you regarding my career option. Naturally every parent wants the best for their child, and they want to see their children settle in good carrers. I know it is your desire to make me a businessman taking care of the family business.

Being in city like Hyderabad, I have come to know about so many job opportunities to settle well in the life and take care of the family.

Actually we had campus selections in our college, luckily I got a job in one of the top most company Infosys. I am going to get a very good package too. I have decided to join the company after graduation. Hope you understand my passion to be placed in such a famous multinational company. As I am not interested in business, I may not do justice to the profession.

I know you are so loving and wanted me to always be in a good position. Take care of your health.

Your loving son

Abhay

2.9 SOFT SKILLS

Leadership

Leadership skill is a soft skill which is an ability to motivate others towards achievement of a common goal. They are the skills required to effectively motivate and lead a group of people or an organisation. Leadership is important to handle any internal or external changes in the environment, incomplete organizational structure, motivate and inspire people towards achieving a common goal. Employers are constantly on the lookout for those exhibiting such skills.

The following are some of the personality traits of a leader.

1. **Communication:** This trait determine how effectively you interact with others in and outside the organization. Only through open communication can a leader coordinate with his or her co-workers and delegate tasks, monitor progress, address issues, help, inspire, and ensure deadlines are met.
2. **Self-Confidence :** Leader are often expected to make difficult decisions. In order to do so they must have faith in their choices and must be confident in their own skills to such an extent that they can motivate those they supervise.
3. **Honesty :** In order to maintain a company's integrity, leaders must be honest and ethical, ensuring co-workers never to do things they might be uncomfortable doing. This trait shows how loyal and honest you are towards the organization.
4. **Fairness :** A leader will have to assign projects to co-workers. This means that she/he must understand the strengths and weakness of her/his co-workers and then delegate tasks fairly, in a diplomatic and objective manner. Doing so will help resolve any potential work issues.
5. **Positivity :** Focussing on the positive and always looking for solutions can result in a leader inspiring co-workers. Leaders must thus strive to be good role models.

6. **Adaptability** : This skill shows how well you adapt yourself to changing situation and priorities.
7. **Alertness** : It shows how active and alert you are in different situation.
8. **Problem solving** : This skill is treated very important as this determines how well you solve any problem.

2.10 VALUE ORIENTATION

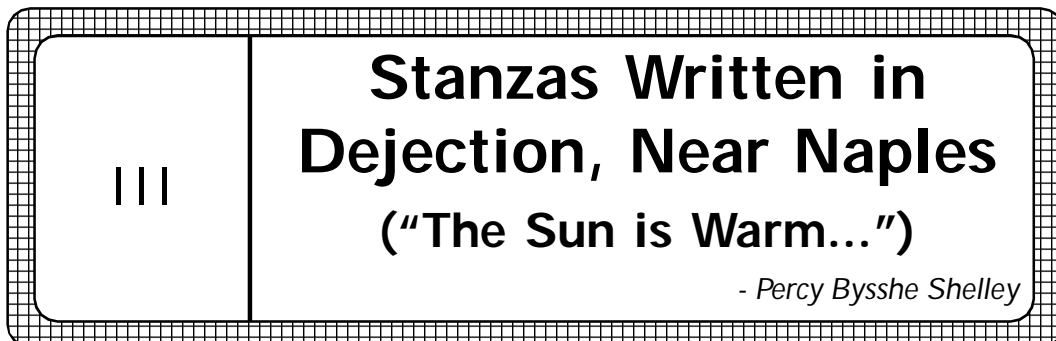
The Pen is Mightier Than the Sword

The pen is mightier than the sword mean that communication is far more effective, influential and powerful than weapons or violence. Writing can instil a number of emotions within a reader, joy, grief, love, anger, jealousy etc. This is a powerful means by which many who have wielded a pen have been able to connect with a large audience and trigger massive changes.

The power of pen is enormously larger than a sword. What a sharp edged sword can't achieve can be achieved by the help of a minute tip of a pen. What it implies is that the power of writing is much stronger than the power of hatred, war, and fighting.

The pen is usually linked with writing. It helps the writer to record his thoughts on paper. Sword is a weapon used forcefully against someone. A sword can be wielded well only by those who are physically fit.

But words can flow from the pen of even a feeble man. If he is a good writer, he can use the words to their desired effect. Many great writers had inspired revolutions. The French revolution for example was the result of the writings of great French writers like Rousseau. Writings can evoke different emotions as love, hatred, sympathy etc. It is something that is to be regarded with awe and respect. Hence pen is a mightier device than the word.



Question and Answers.

1. What is the tone and mood of the speaker of the poem?

Ans :

The theme and tone of the poem by Percy Shelley are two separate, but linked, concepts. The theme of the poem are rejection, love, union and disappointment as they can be beautifully represented through nature. Because of the rejection and disappointment in love, the poet feels rejected and hurt. He feels he is the victim in this situation and the love he feels for another is unwanted.

The title states that the poet was writing these stanzas in a state of dejection. The poem does not state the reason for his melancholy mood. Although the poem begins with beautiful, uplifting descriptions of nature, it ends on a rather sorrow-filled note. Shelley is able to see the beauty of nature, is able to describe it with love and vigour, but when it comes to his own life, he is unable to find even a glimmer of hope.

2. Discuss shelly as a poet of nature with reference to this poem.

Ans :

The present poem was written when shelly and his wife Mary visited Naples during winter from November 1818 to February 1819, When the climate was pleasantly warm. The poem is a description of the way that the poet felt at the time of its composition.

The poem begins with a detailed description of a pleasant natural scene. Shelley describes a beautiful day, probably on the Gulf of Naples, as the poet references “Waves” and winds, the birds, the ocean floods. He sits alone on the sand, observing the sparking ocean and listening to the sound of the waves. How pleasant all this would be if there were someone with whom he could share the emotion he feels.

Unfortunately, Shelley lacks hope, health peace, calmness, contentment, fame, power, love and leisure. He sees others who enjoy all these and find life a pleasure. It is otherwise with him. Death would steal upon him quietly, turning his warm cheeks cold while the waves continued their monotonous rhythm as consciousness grew fainter. Some might mourn his death just as he will regret the departure of this beautiful day to which his melancholy is in contrast.

In this poem, the poet's state of dejection is artistically placed in a sharply contrasting setting that effectively emphasises the dejection.

3. What does the poet lament in the poem.

Ans :

Shelley was suffering from depression due to a number of reasons his first wife had committed suicide; the courts had taken from him the custody of his two children; his poetry was neglected by the public and condemned by the critics; he was plagued by financial problems. He suffered from poor health and his wife, Mary Shelley, was estranged from him following the death of their daughter. In this poem, the poet's state of dejection is artistically placed in a sharply contrasting setting that effectively emphasises the dejection.

The poem begins with a detailed description of a pleasant natural scene. The poem seems to be a contrast between his own despair and the relative comfort he finds in nature. Shelley contrasts his own feelings of emptiness with what he see as the fullness of others lives. While he is dejected, his feelings are tempered by nature around him. He feels that he could weep and even die here in this setting. He closes the poem by saying that he may be lamented after his death, but he feels that he will not be missed that much, as he says, "for I am one/whom men love not," people will regret that he is gone, but the memory of nature, of the day that surrounds him, will only bring pleasure. Shelley prioritizes the beauty of the natural setting and its ability to yield positive emotions. Those emotions range from 'joy' at the end of the poem to the relative comfort. This emotional state appears to be allayed by the nature surrounding him, while the causes for his dejection are related to society.

4. Comment on the speaker's complaints hopes and fears. How has the poet tied the end of the poem to its beginning?

Ans :

Shelley's poem "Stanzas Written in Dejection, Near Naples" is about depression. The speaker, whom we can assume to be the poet himself, is sitting at the shore watching

the light on the water and thinking about his life, actually, feeling a little sorry for himself. He sees the beauty around him and knows he should be able to appreciate it, but he cannot. He sees people going about their daily business and bemoans that life has dealt him "another measure" so that he cannot take joy in his surroundings. Yet he admits that his despair is "mild, even as the winds and waters are" and not so consuming that he cannot live. He even thinks he might "lie down like a tired child" and passively wait for death rather than do anything to hasten it. It seems at first as if he may be suffering over a lover, but in this last stanza he appears to be lamenting that he is not well - known and appreciated when he says "I am not whom men loved not", and he hopes that someone might lament for and regret his passing.

Annotate the following lines in about 250 words each.

1. Like many a voice of one delight,
The winds, the birds, the ocean floods,
The City's voice itself, is soft like Solitude's.

Ans :

The Poem and the Poet: The given words appear in the poem "Stanzas Written in Dejection, Near Naples". They form the last three lines of the first stanza of this lyrical poem. It was penned by **PB. Shelley**, an English poet of extraordinary poetic skills. Shelley's love for nature is visible clearly here. The poem proves Shelley's ability to present precise imagery in an impressive way.

The Context: Shelley was going through a sad phase of his life. He was spending time in Naples, a very pleasant and beautiful port city in Southwest Italy. The sky was clear. The sun was bright. The blue sea was like a crystal. Sea waves were dancing fast. Isles and mountains were glowing. Shelley, the poet's soul was fascinated. His imagination flew sky high. And the poem flowed down in a flood. The result : a feast to every reader!

The Explanation: Nature was at its best in manifesting itself beautifully. Every element in nature started singing its glory. The wind whistled. The birds chirped. The sea murmured. Naples' voice echoed everywhere. All voices joined into one. They became one voice of happiness. They sounded soft like the song of solitude. The theme of the song is the beauty of nature. It makes everyone happy.

The Significance : The lines project the poet as a philosopher and an artist. He suggests that happiness comes from unity and happiness results in unity. He adds that 'happiness' has a soft voice always, never a harsh one. He also indicates his preference for loneliness. He appears to tell us that the voice of delight and that of solitude are soft and therefore the one gives the other! Many lessons are there in these lines for the readers to pick up !

2. **Yet now despair itself is mild,
Even as the winds and waters are;
I could lie down like a tired child,
And weep away the life of care**

Ans :

The Poem and the Poet: These thought-provoking and heartrending lines form a part of 'Stanzas Written in Dejection, Near Naples'. This touching poem was created by P.B. Shelley, a poetic genius born in England. The poet had a flair for writing about nature. And his personal life was misery incarnated. And the artist in Shelley did magic in blending his personal tragedy with nature's beauty in a balanced manner in his poems. The present poem stands as an example in support of this statement.

The Context : Shelley suffered several shocks in his personal life. He was seeking solace in nature's lap near Naples. The seashore there was glittering in glory. Shelley was excited. His imagination was ignited. Image after image flowed out. A beautiful painting of nature in words was evolving. Pathetic scenes from personal life flashed in the poet's mind. He pictured them too. He wove a connecting bond too. The united whole looks artistically integrated.

The Explanation : The poet says that his sorrow has slowly been becoming soft. The winds and the sea too are slowing down. An exhausted infant cries and cries constantly. His stress and suffering are thus swept away. In the same way, the tired poet is trying to forget his painful and pathetic past.

The Significance : The contrast between nature's beauty and the poet's personal tragedy is complete. The connecting bond is strong. The poet draws a comparison. The winds and waters are gradually slowing down. So are his personal problems. Equating the poet's personal condition with a tired child's position is impressive. The comfort thus he drew is consoling. A child's innocence and crying away offer solutions to some complicated issues.

3. **Some might lament that I were cold,
As I, when this sweet day is gone,
Which my lost heart, too soon grown old,
Insults with this untimely moan;**

Ans :

The Poem and the Poet: We come across these moving words in the wonderful poem 'Stanzas Written in Dejection, Near Naples'. The poem is remarkable for its precise images and melodious music. P.B. Shelley composed this masterpiece. Born in England, Shelley became famous for his radical ideas.

The Context : Fate shocked Shelley many times. Misfortune greeted him from multiple corners. His country, public, his critics and even his wives were united in troubling Shelley in various ways. He became dejected. He turned to nature. He reached Naples. He derived some comfort there. The seashore there presented him with pleasant sights. He pictured that beauty. He described his pathetic state too. He connected both. Thus Shelley produced this artistic poem.

The Explanation : The poet-philosopher sees his end some day. He visualises someone mourning his death. He doubts their sincerity. He draws an equation between their lament and his lost heart's untimely moan for the passed sweet day. He gives reason for his heart's untimely cry. He suggests that the reader should see for himself why someone's lament is not from the heart.

The Significance : The poet's stoic acceptance **of** imminent death is touching. His clear vision of post- death scene is appealing. His humble admission of his lost heart's untimely moan is moving. His selection **of** diction is artistic. His mastery of syntax is simply superb. The content and its communication compete with each other in impressing the reader.

4. this day, which, when the sun
Shall on its stainless glory set,
Will linger, though enjoyed,
like joy in memory yet.

Ans :

The Poem and the Poet: The given words conclude the beautiful poem "Stanzas Written in Dejection, **Near Naples**". A poetic genius with peerless mastery of poetical techniques, P.B. Shelley composed this marvellous **piece**. The poem is an example of Shelley's power to produce images of precision. The poem is also known for its lyrical quality.

The Context : Shelley was in despair. He lost health, wealth, name and finally hope. His first wife **committed** suicide. His daughter died young. His second wife had strained relations with him. He needed some consolation badly. He sought it in nature. He went to Naples, a city known for nature's beauty. He projects that beauty poetically. He recollects his gloom too. He draws a comparison between the two. The 'stanzas' came out brilliantly.

The Explanation : The poet imagines his end. He describes how others would lament his death. He connects his end to the closing of the day. He says the day comes to a close as the sun sets. Yet the day remains in memory. The beauty is cherished. The memories are preserved. The day might have gone. But the memory of it remains. He seems to wish that he might be remembered long after he is gone.

The Significance : The lines form a fitting end to a wonderful poem. The title refers to the poet's dejection. It also talks about nature's beauty near Naples. And these bottom lines reflect perfectly both the ideas. The bond is made strong with these words. The climax is commendable. The poet pays rich tributes to nature's ability to make man happy. The readers love to offer their compliments to the poet's skill.

Summary

Percy Bysshe Shelley (1792-1822) was an English poet. Born to a wealthy upper class family. His poetry shows a remarkably fine blending of idealistic message, precision of imagery and captivating melody. The poem, "Stanzas written in dejection, "Near Naples" was written when Shelley and his wife Mary visited Naples during winter from November 1818 to February 1819, when the climate was pleasantly warm. It is a description of the way that the poet felt at the time of its composition. The title states that he was writing these stanzas in a state of dejection. The poem begins with beautiful,

uplifting descriptions of nature, it ends on a rather sorrow - filled note. He is able to see the beauty of nature, is able to describe it with love and vigour, but when it comes to his own life, he is unable to find even a glimmer of hope.

The day is warm, the sky is clear, the waves sparkle. Blue islands and snow - topped mountains look purple in the midday light. Buds are ready to blossom. The sounds of the winds, the birds, the waves and of Naples itself blend in pleasant harmony. He sees the seaweed on the ocean bottom and watches the waves dissolve into light as they strike the shore. He sits alone on the sand, observing the sparking ocean and listening to the sound of the waves. But he feels that how pleasant all this would be if there were someone with whom he could share his emotions.

Unfortunately, Shelley lacks hope, health, peace, calmness, contentment, fame, power, love and leisure. He sees others who enjoy all these and find life a pleasure. It is otherwise with him. He would like to lie down like a tired child and "weep away the life of care" which he has endured and must continue to endure. Death would steal upon him quietly, turning his warm cheeks could while the waves continued repeated rhythm as consciousness grew fainter. Some might mourn his death just as he will regret the departure of this beautiful day to which his melancholy is in contrast. He is not popular, but nevertheless they might mourn his death while disapproving of his life. The end of this day will not bring mixed feelings to him. Since it has been enjoyed, it will live on in his memory.

Other causes undoubtedly contributed to Shelley's death-wish at Naples. His first wife, Harriet Westbrook, and Mary Shelley's half sister had committed suicide, the courts had taken from him the custody of his two children by Harriet, friends had turned against him, his poetry was neglected by the public and condemned by the critics, and he was plagued by financial and personal problems. Shelley experienced one of the lowest periods of his life while he was in Naples. His desire to free himself by death from his troubles does not necessarily reveal any moral or character weakness but an understandably profound discouragement at a time when everything seemed to be going wrong. Nature, no matter how beautiful, was of little help.

So, the central meaning of the poem seems to hinge on the relationship between the beauty and comfort of nature and the speaker's dejected emotional state. The emotional state appears to be allayed by the nature surrounding him, while the causes for his dejection are related to society.

సారాంశం :

Percy Bysshe Shelley అనబడే 18వ శతాబ్దపు ఇంగ్లీషు రచయిత. 'Stanzas Written in Dejection Near Naples' అనబడే ఈ పద్యము వ్రాశారు. ఆ పద్యములు సంగీతబద్ధంగా ఉంటాయి. To A Skylark, Adonais' మొదలైన గీతములు ఆయన యొక్క కవితా వైదుష్యమును చూపును. ఈ పద్యము ఆయన తిరస్కార బుద్ధితో వ్రాశారు.

ఆయన ఈ పద్యాన్ని ప్రకృతిని అందంగా వర్ణిస్తూ ప్రారంభించారు. తన భార్యతో కలిసి, నేపుల్స్ కు వెళ్ళినప్పుడు ఈ పద్యాన్ని వ్రాశారు. దానిని పరిసరాల అందమైన చిత్రీకరణతో వ్రాశారు. అది పగటి సమయము. గాలులు, పక్షులు అలలు, నగరం యొక్క ధ్వని అన్నీ కూడా చాలా సున్నితంగా ఉన్నాయి. అక్కడ ఉన్న ఇసుక మీద కూర్చుండి, రంగులో ఉన్న సముద్రపు కలుపు యొక్కలను చూశాడు. సముద్రపు హోరు, దాని అలల మెరుపులు చూసి, ఆయన నోటిమాట రాకుండా ఉండిపోయాడు.

అతడు వెనకటి విషయాలు గుర్తు చేసికొన్నాడు గానీ ఇప్పటి అతని పరిస్థితి అతణ్ణి తిరస్కారపు స్థితికి నడిపింది. ఆయన కష్టాలు ఎన్నో ఆయన భార్య చనిపోయింది. పిల్లలు ఆయన నుండి వేరుచేయబడ్డారు. రెండవ భార్య విడిచి వెళ్ళిపోయింది. అతనికి ఆశలేదు, ఆస్తి లేదు, ఘనత లేదు, గౌరవము గానీ అధికారము గానీ లేవు, ప్రేమ లేదు, విశ్రాంతి కూడా లేదు - అతని స్నేహితులకు అన్ని ఆనందాలు ఉన్నాయి.

ఆయన నిరాశలో నుండి, అలసిపోయిన చిన్న పిల్లవాడి లాగా ఏడ్చాడు. అతడు చావు కొరకు ఎదురు చూడవలసివచ్చింది. ఆయన చనిపోయినప్పుడు ఆయన స్నేహితులు అతని కొరకు విలపించారు. ఈ విలాపము, ఆయన ఉద్దేశ్యములో, సరియైన సమయములోనిది కాదు. ఆయన మానసిక వ్యధలోనుండినప్పుడు ఎవ్వరూ పట్టించుకొనలేదు. సూర్యాస్తమయము సహజంగా వచ్చింది అలాగే ఆయన మరణం కూడా సహజమే. ఆయన ఆ విలాపమును అంగీకరించలేదు.

కవి, ఈ పద్యాన్ని తిరస్కారమైన స్థితిలోనుండి వ్రాశారు. ముందు లైనులలో ప్రకాశవంతమైన పగటిని గురించి, చివరి పంక్తులు సూర్యాస్తమయమును అనగా రోజు పూర్తయిన సమయమును అనగా కవి యొక్క చివరి రోజులకు వర్ణిస్తున్నవి.

3.1 PRONUNCIATION

Affricate

The affricate is a type of consonant sound which combines a plosive with an immediately following fricative articulated at the same point. Affricates are consonants that begins as stops, rather than directly into the following vowel. They are produced by a complete closure of the passage of air through the mouth followed by a slow release such as [t] or [d]. The English affricates are /tʃ/ and /dʒ/.

Affricate	In initial position	In medial position	In final position
/tʃ/	ch ampion, ch eck	mat ch ing, bachel or	Prea ch , Snatch ed
/dʒ/	j ug, j ust	ad j ust, sub j ect	rid g e, bad g e

Few more examples

/tʃ/ → **ch**ance, **ch**amps, **ch**ease, crunch**ed**, twit**ch**, pict**ure**

/dʒ/ → **j**am, **j**ailer, **j**ust, sold**ier**, bud**g**et, jud**g**ement

Nasal

A nasal consonant sound is produced when there is a complete closure of the air passage in the mouth and the air escapes through the nose. Nasal sounds are those sounds that you need to use your nose to create. There are three voiced nasal consonants in English. The English nasals are

Nasal	In initial position	In medial position	In final position
/m/	<u>m</u> an, <u>m</u> ust	gram <u>m</u> ar, s <u>m</u> ooth	game <u>m</u> , fame <u>m</u>
/n/	<u>n</u> ext, <u>n</u> ow	manage, answer	ban, cane
/ŋ/	-	finger, un <u>cl</u> e	ring, bang

Few more examples

m : money - manic - mines
mother - maids - merit
tamed - campo - camps
n : nab - nil - nob
canoe - rance - ranch
fanes - ranks - thin
ng/ŋ/ : bring - ring - swing
wing - lung - sing
thing - sung - king

3.2 GRAMMAR

Articles

English language has three articles namely 'a', 'an', and 'the'. Articles are adjectives used before nouns. They are used before nouns to define their use in the context of the sentence. There are two kinds of articles, they are indefinite article : a, an, and definite article: the. In certain instances no article is used before a noun.

A) Indefinite article : 'A'

1. 'A' is used before singular nouns and countable nouns beginning with consonant sounds.

Consonants (b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, w, x, y, z)

eg : He is a teacher

I just ate a pizza.

2. It is used before words such as 'European' or 'University' where the initial vowel is pronounced like a consonant. Remember, it is the sound and not the spelling which is important.

eg : He is a European

She has a one - rupee coin.

B) Indefinite article : 'An'

1. 'An' is used before singular, countable nouns which begin with vowel sounds.
Vowels (a, e, i, o, u)

eg : He is an actor.

This is an apple

2. 'An' is used before a word beginning with a silent /h/ Before a singular noun beginning with a vowel sound.

eg : He was late by an hour.

He is an honourable man

C) Definite article : The

1. 'The' is used when talking about something which is already known to the listener or which has been previously mentioned, introduced or discussed.

eg : I have a pen. **The** pen is blue

The stone hit me on back of my leg.

2. It is used before the names of oceans, seas, coasts, rivers, mountain ranges, groups of islands, planets, gulfs, newspapers, magazines, musical instruments, directions, deserts, names of trains, hotels, holy books, ordinal numbers and superlative degrees.

eg : The Arabian Sea, The Atlantic ocean, The Western Coast,
The Godavari, The Himalayas, The Andaman and Nicobar islands,
The Earth, The Gulf of Kutch, The Times of India, The India today,
The guitar, The South, The Thar Desert, The Rajdhani Express
The Taj hotel, The Bible, The First, The longest etc.

3. 'The' is used before proper nouns for the sake of comparison

eg : Kalidas was regarded as the Shakespeare of India

D) No Article

1. In English, some nouns are uncountable

eg : information, air, advice, salt, water, paper, milk, coffee, rice, cloth, wood, etc.

I drink coffee every morning. I also have bread and butter.

Have you had breakfast?

Exercise

I. Fill in the blanks with indefinite articles where necessary. 'x' indicates No Article.

1. She doesn't own a car.
2. He came from x humble beginnings.
3. I saw x bears at the zoo.
4. He asked for x milk.
5. She didn't get an invitation.
6. I saw an eagle fly.
7. She was an English teacher. She taught at a European University.
8. He bought x milk, x butter, and a loaf of bread.
9. The table is made of x wood.
10. Dr. Abdul Kalam was an honest man.

Correct the following sentences by inserting articles wherever necessary.

1. There is book in my backpack. Book is very heavy.

Ans: There is a book in my backpack. The book is very heavy.

2. Do you know where I left car keys?

Ans: Do you know where I left the car keys?

3. I enjoy reading detective novels, especially ones by famous author Arthur Conan Doyle.

Ans: I enjoy reading detective novels, especially the ones by the famous author Arthur Conan Doyle.

4. French drink wine, while Americans drink beer.

Ans: The French drink wine, while Americans drink beer.

5. Group of MBA students from university of Mumbai visited Harvard University in United States.

Ans: A group of MBA students from the University of Mumbai Visited the Harvard University in the United States.

6. Bible was first book to be printed by Gutenbery in fifteenth century.

Ans : The Bible was the first book to be printed by Gutenbery in the fifteenth century.

7. I am fond of music of Mozart. My grandfather owns antique piano.

Ans: I am fond of the music of Mozart. My grandfather owns an antique piano.

8. Cloth is sold by metre. Metre of this fabric cost me moon.

Ans : Cloth is sold by a metre. A metre of this fabric cost me the moon.

9. Sun is at highest point in sky at noon.

Ans : The Sun is at the highest point in the sky at noon.

10. After human, chimpanzee is most intelligent among animals.

Ans : After humans, the Chimpanzee is the most intelligent among animals.

3.3 VOCABULARY

Portmanteau Words

A portmanteau is a new word formed by joining two (or multiple) words and combining their meanings. A portmanteau word fuses both the sounds of the original words and the meanings of its components. Here are some examples -

1. advertorial - advertisement + editorial
2. biopic - biography + picture
3. blog - web + log
4. edutainment - education + entertainment
5. emoticon - emotion + icon
6. internet - international + network
7. malware - malicious + software
8. multiplex - multiple + complex
9. motel - motor + hotel
10. pixel - picture + element
11. romcom - romantic + comedy
12. smog - smoke + fog
13. brunch - breakfast + lunch
14. chunnel - channel + tunnel
15. netizen - internet + citizen
16. workaholic - work + alcoholic
17. telethon - television + marathon

Loanwords

A Loanword is a word taken from a foreign language with little or no change. Here are some examples.

Loanword	Borrowed from	Present English meaning
avatar	Sanskrit	manifestation, personification
guru	Hindi	a spiritual teacher or recognized leader
cafe	French	a small restaurant selling drinks and snacks
kindergarten	German	a pre school for children aged 4 to 6
cigar	Spanish	a roll of tobacco for smoking
vodka	Russian	a distilled alcoholic beverage
ennui	French	boredom
bazaar	Hindi	a market place covered with shops and stalls.
doppelganger	German	Someone who looks spookily like you or shadow of yourself
hoi polloi	Greek	ordinary people

3.4 SPELLING

Words ending in -al, -ance, -ence, -ic, -ity, and -ive

The following suffixes are used to form new words -

Suffix	Meaning	Words
- al	of, belonging to, pertaining to	acoustical, ancestral, medical
- ance	quality, action, state or process	appearance, assurance, performance
- ence	quality, action, state or process	independence, innocence, difference
- ic	having the nature of, like	antibiotic, logarithmic, stylistic
-ity	quality, state	ability, maturity, toxicity
-ive	tending to, performing	addictive, defective, supportive

Example :

Complete the following words using the suffixes -al, -ance, -ence, -ic, -ity or -ive

- | | |
|------------------------|------------------------|
| 1. icon <u>ic</u> | 11. curios <u>ity</u> |
| 2. confid <u>ence</u> | 12. react <u>ive</u> |
| 3. domin <u>ance</u> | 13. parent <u>al</u> |
| 4. avoid <u>ance</u> | 14. futil <u>ity</u> |
| 5. poet <u>ic</u> | 15. rhyth <u>mic</u> |
| 6. product <u>ive</u> | 16. kinet <u>ic</u> |
| 7. capac <u>ity</u> | 17. nation <u>al</u> |
| 8. accept <u>ance</u> | 18. vindict <u>ive</u> |
| 9. class <u>ic</u> | 19. opac <u>ity</u> |
| 10. insurg <u>ence</u> | 20. ambul <u>ance</u> |

3.5 PUNCTUATION

Hyphen (-)

A hyphen is used to :

The hyphen is a punctuation mark used to join words and to separate syllables of a single word.

Rule 1

Generally, hyphenate two or more words when they come before a noun they modify and act as a single idea. This is called a compound adjective.

Eg : well - known writer

two - year - old child

state - of - the - art

Rule 2

To Indicate numbers, fractions, measurements when written out.

Eg : inch - long nail

two - kilometre walk

one - third

Rule 3

To separate certain prefixes from root words.

Eg : trans - American

ex - colleague

mid - forties

re - elect

Rule 4

To remove ambiguity

Eg : Little - used boat

man - eating shark

Note :

1. Do not use a hyphen between an adverb ending in -ly and a verb ending in -ed.

Eg : finely tuned

poorly received

smartly dressed

2. Never use a hyphen after 'very'

Eg : very well dressed

Exercise

Punctuate the following sentences by using, wherever necessary, capitals, and all the punctuation marks you have learnt so far.

1. sushil kumar my mathematics teacher is an absent minded person the day before yesterday he walked into the biology class and started teaching algebra

Ans : Sushil Kumar, my Mathematics teacher, is an absent-minded person. The day before yesterday he walked into the Biology class and started teaching Algebra.

2. sandhya balasubramaniam was not only a world famous bharatnatyam dancer but also a leading carnatic music vocalist

Ans : Sandhya Balasubramaniam was not only a world famous Bharatnatyam dancer, but also a leading Carnatic music vocalist.

3. hanif abbas a kenyan born runner of indian origin won the 100 metre bronze at the london olympics

Ans : Hanif Abbas, a Kenyan born runner of Indian origin won the 100-metre bronze at the London Olympics.

4. Mount fuji with its beautiful snow capped peak is a well known japanese icon.

Ans : Mount Fuji, with its beautiful snow-capped peak is a well-known Japanese icon.

5. dr b r ambedkar is regarded as the chief architect of the constitution of india with the adoption of the constitution the union of india officially became the republic of india the indian constitution came into force on 26 january 1950 an event that is celebrated each year as republic day.

Ans : Dr B.R. Ambedkar is regarded as the chief architect of the Constitution of India. With the adoption of the Constitution, the Union of India officially became the Republic of India. The Indian constitution came into force on 26 January 1950- an event that is celebrated each year as Republic day.

3.6 CONVERSATION

Conducting a Meeting

Very often, organisations conduct weekly, monthly, quarterly, or special meetings to discuss certain issues and make decisions and/or plans. The steps below are useful guidelines for conducting an effective meeting.

Purpose

- Identify the purpose and expected results of the meeting.
- Identify whether the meeting is conducted for delivering information, sharing information, or collecting information.

Agenda

- The agenda is a list of the items/issues that are to be discussed in a meeting.
- Limit the number of items/issues, keeping in mind the time available.

Participants

- Identify and invite only those participants necessary for the meeting.
- Make sure that every participant has something to contribute with regard to the agenda of the meeting.

Preparation

- Decide the date, venue and time of the meeting.
- Communicate the agenda to the participants at least 24 hours prior to the meeting.

Meeting Principles

- Request all participants to turn their mobiles off or to keep them in silent or vibrate mode.
- Disallow any sort of electronic communication during the meeting.
- Respect the opinion of each participant. Encourage openness among participants.
- Ask questions to clarify doubts during discussions.

Meeting Facilitator

- Designate a skilled facilitator who is aware of the meeting principles and the agenda. This person will ensure that the meeting is conducted in a smooth manner.
- Rotate facilitators regularly during scheduled meetings.

Time

- Designate a timekeeper who works with the meeting facilitator to restrict discussions to the time limit.
- Start and end every section of the meeting on time. Check the time periodically to see whether you are following the time limit scheduled for each item.
- Allow flexibility in the schedule when the occasion demands.

Conducting the Meeting

- Open the meeting by announcing the ground rules and the agenda.
- Cover one item/issue at a time.

- Invite and encourage everyone to participate and contribute his or her ideas.
- Do not stray from the planned agenda.
- Summarise the discussion and recommendations at the end of each planned section.

Minutes

- The minutes of the meeting are a written account of what transpired at a meeting.
- Designate a member to write the minutes of the meeting while discussions go on.
- Make detailed minutes since this record is important for further follow-up on key issues.
- Highlight key points for each item and identify the items that are to be discussed in future meetings.

Concluding a Meeting

- Review the items/issues discussed at the meeting and the resolutions taken.
- Decide time frames for taking action with those who are responsible for the execution of action plans.
- Announce the agenda, time and venue for the next meeting.
- Thank the attendees for their participation.

Evaluation

- Ask each attendee to evaluate the meeting, either in writing or by using the open discussion approach.
- Pose questions such as 'What can we do better next time?' and 'What parts of the meeting worked well, or did not work well?' as feedback for conducting the next meeting.

Exercise

Sample 1 : Invitation letter for a business meeting - Deepa Kaushik

Date : 17 Dec. 2016

I, Deepa Kaushik, the Managing Director of MNC International Fabric Co. Ltd., call for an urgent meeting following the sudden cancel of order from one of our major UK clients. This meeting is to discuss the reasons, and the measures to rectify the same.

The meeting will be held at our Aguilla Conference Hall, at 11.00 AM, today, that is 1 hour from now. As you all must be aware that MP Boutiques one of our main clients, have suddenly cancelled the order placed on 1st March '16 scheduled to be delivered on 6th March '16.

I understand that we have already completed with the production of the units to be supplied and the packaging of the same is already under process. Though the contract was signed as always with this client, that holds. Just for the 50% cash back for the complete order signed. As per the contract terms, they have intimated us by 3rd March '16 that is by mid of the contract period. So liable to pay only 50% of the signed amount. And we being at a point of packing have almost completed with the order. Cancelling the order at this stage, counts for a loss of around 1 million for us, which is definitely a huge set-back for the company.

We can give a grace period for the payment if they have any financial crunch. I understand we have never delayed any order delivery from our end, or have compromised with the quality of the products. I also hope, the agents, haven't handled them harshly in this communications.

Be prepared with all the paper works, the contract, the invoices, the communication letters and emails, and all other documents in relation with this client and contract. I look forward to some valid explanations for this big loss.

3.7 READING PASSAGE

Flower-Boat

Sunkara Ramesh

Bathukamma, the golden pattern
Of chosen blooms piled, cone-shaped!
Gowamma on the
Platform of pumpkin petals!
On the flower-hillock
Golden blossoms offer boons
A fortune line for children.

Different may be the hues
Dissimilar may be the scents
Yet the ripples of soft floral steps
Offer a new kinship
A celebratory gathering of flowers!
And the broken ties getting
Reunited by flower ceremonies!

The flowers kiss the fingertips
Of maidens with glee.
To prepare a *Bathukamma*,
The damsels become
Arched rainbows of prime youth.
The *thangedu* flowers vying with
The golden lustre of damsels' bodies
Bow with humility
In the hands of young dames!

Tender lips are Bougainvilleas
Pearls of smiles are *Cunugu* flowers
Collyrium lines of eyes are Ipomoeas
Descended moonlights are *beera* blooms
Marigolds mount palanquins of young maidens
Kanakambarams deck decoratively
The plants of young ladies!

Bathukamma is the bloomy veneer
On the body of waters.
Beauties perched on palanquins
Emanate glorious lustre touching the sky.
Bathukamma is a flower-boat
Flipping inside our eyes!

3.8 WRITING

Formal Letters

Formal letters deal with affairs of official and public nature, for instance, a letter to a government official, a newspaper editor, a college principal, and so on.

The block format is the preferred modern style for writing formal letters. All entries are aligned to the left margin.

Follow these rules regarding the structure of the Letter

1. Sender's Address

It should be written on the top-left corner of the page.

2. Date

The date is placed below the sender's address eg : 15 April 2016.

3. Inside Address

It is the receiver's address and written below the line of the date.

4. Salutation

The most common forms of salutation are 'Dear Sir or Dear Madam, Respected Sir or Respected Madam. If you know the name of the person you can write as 'Dear Ms Uma Verma' or 'Dear Dr Krishna'.

5. Subject

It is a feature of all kinds of official letters. It is a brief statement of the subject of the letter.

6. Body of the Letter

This is the main part of any letter. The contents of an official letter should be brief, clear precise and complete with respect to their information being conveyed.

7. Complimentary Close

Yours faithfully, Yours Sincerely, Yours Obediently (for a student) need to be used for complimentary close.

8. Signature

Official letters must have the full signature, with the person's name and designation in two separate lines below it.

In Addition to these, some official letters have :

1. **Reference numbers** : Official letters sent from organisations are assigned numbers that help in having the letters filed according to their subject. This is placed above the sender's address.
2. **Attention Line** : This appears above the salutation. It contains the name of the person to whom the letter is to be directed, especially in large organisation.
3. **Enclosures** : This is placed below the signature line.
For example encl.
 1. budget for 2016-2017
 2. auditor's report
4. **Copies** : If copies of the letter are going to other persons, their names are mentioned below the list of enclosures.

Reference number
Sender's address
.....
.....
.....
Date
Inside address
.....
.....
Attention:
Salutation,
Subject:
.....
.....
.....
Complimentary close,
Signature
Full name
Designation
Enclosed: 1
2.....
CC:
.....

Examples of Formal Letters**1. Letter to a college principal**

M. Sharath
III BSc (MPC), Roll 238-011
Government Degree College
Wanaparthy

15 April 2016

The Principal
Government Degree College
Wanaparthy

Dear Sir,

Sub: Request for the issue of Transfer Certificate, Bonafide Certificate, and Memorandum of Marks

With reference to the subject cited, I would like to bring to your kind notice that I completed my BSc (MPC) from our college during the academic years 2013- 2016, and passed in the first division. I require my Transfer Certificate, Bonafide Certificate, and Memorandum of Marks for further studies.

May I request you to please issue the above certificates to me at the earliest. I enclosed the necessary challans and no-dues certificate for your reference.

Thank you.

Yours faithfully,

M. Sharath

M. Sharath

2. A letter to the Inspector of police, Railways

129 Neeti Apartments

Kasturba Nagar

Warangal 506 009

15 October 2016

The Inspector of Police

Warangal Railway Station

Warangal 506 009

Dear Sir,

Sub: Request to trace missing laptop

On the night of 14 October 2016, I was travelling from Secunderabad to Warangal by the Charminar Superfast Express with a lot of luggage in Coach S4, Seat 16. The train departed at 7 p.m. from Secunderabad station. There was a huge crowd of passengers due to the Sankranti festival. I reached Warangal station by 9 p.m.

To my shock, I found my laptop missing when I checked my luggage. It might have been taken by fellow travellers in the train, as I am certain I did not misplace it.

I therefore request you to please take necessary action to trace it. Please treat this as a formal complaint. I hope you will be good enough to make enquiries into the missing laptop.

Thank you very much for your help.

Yours faithfully,

Pallavi M

Pallavi M.

3. You are Rohit sen of A-2/251, Saket, New Delhi 110017. Write a letter to the manager of the Silver Star, Lasjan, Srinagar 191101, saying that you want to book two rooms for three days for you and your family. Enquire about the rates and availability of rooms for the dates of your visit there.

From
A-2/251, Sket,
New Delhi, 110017

To,
The Manager
Silver Star, Lasjan,
Srinagar, 191101,
17-January-2014

Dear Hotel Manager,

Sub : Booking of two rooms for three days at the Hotel.

I wold like to reserve accommodation for two rooms in your hotel for three days for me and my family. Arrival date will be on 25th, January, 2014 at 6 am. Departure date will be on 28th, January, 2014 at 5 am.

I request you to inform me about the availability of the rooms and the rates, so that I will confirm about booking them.

Thanking you

Yours faithfully,

R.Sen

Rohit Sen

- 4 Write a letter to the editor of a local newspaper complaining about the nuisance created by stray dogs in your locality.

From :
Farha,
Tolichowki,
Rd. No. 3
Ph No. 3
Ph. No. 8692157210
Email_Id : farha@yahoo.com

Date: 23 July 2014

To
The Editor,
Deccan Chronicle,
Hyderabad.

Respected Sir,

Sub : Complain about the nuisance of stray dogs.

This letter is for the concerned authorities who deal with the complaints regarding the stray dogs.

I would like to bring to your notice the nuisance created by stray dogs in the locality of Toli Chowki. As they are increasing in number day by day, children, elderly citizen and common people are unable to come out of their houses. Yesterday, a six year old boy was bitten by a stray dog. This is a third incident reported in this locality since last two weeks. This situation is unacceptable to many here. Also, street dogs pull the trash out of the garbage bins and scatter all over the street. Foul smell from the carcass of the dead dogs overrun by vehicles is very disturbing. Additionally, dogs bark at odd hours of night continuously.

I request the concerned authorities to kindly take some as soon as possible.

Thanking you

Yours truly,
Farha

Exercise

1. Write a letter to the GHMC Corporator of your locality, complaining about the delay in garbage collection.

From

P. Shyam

15/2 Siddharth Enclave

Balajinagar,

Dilsukhnagar,

Hyderabad.

28 December 2016

To

The Corporator,

GHMC

Hyderabad.

Dear Sir,

Sub: Complain regarding the delay in garbage collection.

I.P. Shyam, resident of Balajinagar. In our area there is delay in garbage collection in our area. Atleast for the last six months this has become a habit. The municipal sweepers do not clean our locality regularly. And even when they appear, they pile the garbage dump in front of our residence. This pile is left here for weeks, this leads to other people to dump all the waste in our area. Due to this, the whole area is filled with unhygienic atmosphere resulting inconvenience, diseases and mosquitoes.

So, its my humble request to please take action as soon as possible and help us to get rid from this problem.

Thanking you

Yours Faithfully,

shyam

P. Shyam

2. Write a letter to the editor of a local newspaper, suggesting that news items of national and global significance should be given greater importance than celebrity gossip and news of a sensational nature.

From

Raj Purohith,

H.No. 2-227

Anjanailu nagar,

Kakinada

29 January 2016

To

The Editor

Andhra Jyothi

Dear Sir,

Sub : Suggestion to give importance to global news.

I am Raj Purohith, resident of Anjanailu nagar, Kakinada. I am a regular reader of your newspaper. I have been observing that lots of importance is been given to celebrity gossip and sensational news in your paper. I feel this sort of news is not of utmost importance which is celebrities personal affair. Instead if you will provide news related to national and global significance covering will social, economic, political and cultural aspects. Iam sure news of this type will definitely bring awareness in a common man which is very useful now a days.

It is just a suggestion from my side. Kindly if you feel my advice to be fine you can bring improvement to the society as a whole.

Thanking you,

Yours faithfully

Signature

Raj

Raj Purohith

3. Write a letter giving positive feedback to the coordinator of a personality development course you attended.

From

Renny Joyce,
D.No. 15-9/2,
Dathunagar,
Hyderabad

Date : 14 Nov. 2016

To

The Coordinator,
Ramakrishna Math,
Hyderabad.

Dear Sir,

Sub : Positive feedback for the personality development course.

I, Renny Joyce pursuing B.Tech final year attended personality development course conducted by your institute last week. I was one of the student enjoyed all the classes and learnt a lot from this course. Each and every session was really very inspiring to me. I got motivated by all the topics discussed over there. I kindly request you to do conduct many such programmes so that the young generation may learn to live the life to the fullest.

Thank you sir,

Yours faithfully

Renny

Renny Joyce

3.9 SOFT SKILLS

Stress Management

Stress is the overwhelming feeling when a person undergoes a lot of mental or emotional pressure due to work responsibilities, studies, financial worries, or any of life's other demands. Stress is a very common occurrence in our modern life. We are always under many pressures from our family and professional life, it is a long term condition. Stress affects a person's hormones and body chemistry, which makes him anxious, irritable, angry, depressed low in self-confidence, lethargic or drained of energy or sleepy.

There is no predictable pattern to stress. For some, giving a presentation to a group of co-workers can be stressful, while for others, tight deadlines can be a source of tremendous worry. It is important to recognize the stress producing situation. There is no quick fix for stress. But one has to determine what helps him/her to manage stress best.

Some Strategies to Cope up with Stress

1. **Exercising** : Have a healthy lifestyle. Sometimes, going for a run or playing a sport with your friends clears your mind and helps relieve stress.
2. **Connecting with Loved Ones** : Share your feeling with your friend and family. Talking to others might lead to brainstorming and solutions to your problem.
3. **Relaxing** : Taking time off from work to socialise or indulge in a hobby can make a huge difference in your mental well-being. Getting a solid eight hours of sleep will recharge the body and the mind.
4. **Avoid unhealthy Habits** : Many people use alcohol or smoking to cope, but these habits will deteriorate your health.
5. **Meditation** : Breathing exercises like pranayama or meditation helps a person to relieve of stress.
6. **Find Help** : Talk to your general physician if you fear that stress is overwhelming your life, as they will be able to put you in touch with experts who are familiar with stress and capable of alleviating your tension.
7. Manage your time better and organize your task.
8. Have a healthy lifestyle including proper diet, exercise and enough sleep.
9. Read interesting books or watch television programmes that entertains you a lot.

3.10 VALUE ORIENTATION

Practice Makes Perfect

Practice makes perfect is a popular expression that emphasises the importance of doing something again and again until you are capable of completing the task in the best manner possible. Every individual learns from their mistakes you will steadily improve. Practice is the act of rehearsing a behaviour over and over, or engaging in an activity again and again, for the purpose of improving or mastering it.

Sports teams practice to prepare for actual games. What is needed in order for a person to be able to master a musical instrument. For e.g : A violinist does not learn to play the instrument after one lesson, but keeps at it, working hard and practicing daily until they master the art. Even then, in order to maintain their fluency, they must practice. The same holds true for sports people as well. Tendulkar became the 'Little Master' only through perseverance, practising in the nets day in and day out for many years.

The proverb stresses the importance of continuous practice to learn anything. There is no short-cut to get mastery in a trade, art or sport. Only rigorous practice will make a person perfect in any field of activity. Mere knowledge of a thing is not enough to acquire mastery in it. One has to practice it to have mastery over it. Perfection can be achieved only through practice. A child learn things through practice. We may know a rule in physics or mathematics. But we can have perfection in the subject only when we practice similar examples again and again.

'Practice makes perfect' is applicable in the world of academics as well; merit-holders in board examinations achieve such high marks by studying and revising every day so that they have a thorough understanding of the subject. Only through regular practice can you become perfect or proficient in something.

IV	<h1>Shakespeare Retold: Julius Caesar</h1> <p>(AN EXTRACT FROM ACT III, SCENE 2) - William Shakespeare</p>
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Questions and Answers.

1. How does Brutus justify the assassination of Caesar?

Ans :

In his speech to the Roman crowd after Caesar's assassination, Brutus emphasizes first that he was Caesar's best friend, but that he had to kill him for the good of Rome. In short, he claims that his action demonstrated "not that I loved Caesar less, but that I loved Rome more". It was out of a sense of duty to the Roman Republic, which Brutus argued was under threat due to Caesar's ambition. As Caesar loved me, I weep for him; as he was fortunate, I rejoice at it; as a valiant, I honor him, but as he was ambitious, I slew him.

He concludes his speech by offering the citizens of Rome a stark choice, essentially arguing that had Caesar survived, he would have deprived them of their status as citizens of a free republic, and because none wanted to see that happen. Brutus says, "none have I offended." The crowd agrees with Brutus, but of course is then swayed by Antony's oration, which drew heavily on pathos.

Brutus and the conspirators kill Julius Caesar because they believe he is bent on tyranny and is set to dissolve the senate. When Cassius speaks to Brutus to convince him that Caesar must be killed before he can be crowned emperor, Brutus compares Caesar to a serpent.

Thus the murder of Caesar is justified by Brutus as a way of defending the integrity of the state. If Caesar lived, according to Brutus, then all of Rome would have been subject to the will of Caesar. He goes to great lengths to paint Caesar as the ambitious figure and to depict himself as a humble servant of Rome.

2. Describe how Antony employs irony in his speech.**Ans :**

Mark Antony, who is a true friend of Caesar, promises Caesar's soul that he'd seek revenge against the conspirators for his brutal murder. Shakespeare employs dramatic irony when Brutus takes Antony's promise of not saying anything against the conspirators in front of the crowd for the audience know Antony's true intentions already. Unfortunately for Brutus, Antony gets a chance to address the Plebeians alone.

Antony's speech is one of the finest and most remembered. The speech functions to nullify the effect of Brutus' convincing explanation of Caesar's murder, to hide his own intentions of revenge, to bring a culmination to the conspirators scheme of veiling their brutal act, and to shift the mood of the mob. Antony knows that the crowd is convinced that Caesar's murder happened in the best interest of Rome. He carefully tries to take a neutral ground to win the trust of the crowd. He says that Caesar is remembered for evil things after his death for the people of Rome forgot his good deeds.

He makes the Plebeians believe that the act of murder was not noble and aroused from hatred by showing them the brutally stabbed body of Caesar. He strategically reads out Caesar's will in the end that piques the mob to seek revenge against the conspirators. He had Caesar's will bequeathing money and lands to the citizens. Antony had his strong emotions of love for his dead friend Caesar and hatred for the men who had killed him. Antony shows unexpected eloquence in his oratory.

3. What are the similarities in the two orations of Brutus and Mark Antony?**Ans :**

In William Shakespeare's play, Julius Caesar there is a major difference between two of the characters, Brutus and Mark Antony. Brutus was very honorable and Antony was very persuasive. When Brutus spoke at Caesar's funeral, he appealed to the people's logic and Antony spoke to the emotions of the people. Antony is very smart and uses his brain frequently during the play and Brutus is very naive about many of things. Brutus speech was very short and to the point and spoke to the logic of the people in the crowd. Brutus spoke in a detached way about Caesar's death while Antony spoke

to the emotions of the crowd by crying and talking about all the good things that Caesar did for Rome. Antony's intelligence was very apparent throughout the play and Brutus appeared to be naive. Antony was manipulative in his emotional approach to persuade people to become outraged at Brutus. There is more of difference than similarities between the two characters which appears to be their ability and inability to be both honorable and persuasive.

4. What was the effect of Antony's oration on the crowd?

Ans :

Antony's speech at Caesar's funeral is a masterpiece of rhetoric. He uses it to rally the people of Rome to his side against Brutus and the other conspirators who killed Caesar. When Antony addresses the crowd, he skillfully undermines Brutus's speech without even appearing to do so. He never condemns Brutus directly, in fact he keeps on calling Brutus 'an honourable man' while at the same time contradicting Brutus claims that Caesar was too ambitious and therefore had to be killed. He does this by citing instances of Caesar's generosity and compassion for the people, and also the time when Caesar refused to take a crown that was offered to him.

When Caesar's friend Antony comes to the pulpit to address the crowd, public opinion is very much in favour of the conspirators. Antony can not condemn the conspirators without harm to himself. He claims he has no intention of praising his dead friend; he praises the murders instead as 'honourable men'. He says that if Caesar was ambitious as described by Brutus, then his murder was indeed justified. He presents many arguments to prove that Caesar was not ambitious, while at the same time enumerating Caesar's good qualities. He uses emotional appeals to stir the crowd. Not once does he say anything against the conspirators, but his clever speech hits its mark. The crowd reasons that if Caesar was not ambitious as claimed by Brutus, then his murder was a grave injustice. The mood of the commoners changes sharply once again, and they cry out for the blood of the murderers. This was the effect of Antony's speech on the crowd.

SUMMARY

William **Shakespeare** (1564-1616) is considered the greatest dramatist and poet of the English language. In Shakespeare's hands, English drama achieved a matchless brilliance that first shone forth in his early history plays, such as those based on the reigns of *Henry VI*, *Richard II* and *Richard III*; maturing into the romantic comedy of *As You Like It* and *A Midsummer's Night Dream*; and finally reaching its zenith in the great tragedies, *Hamlet*, *King Lear*, and *Macbeth*, and in romances such as *The Tempest*. Shakespeare is also remembered for his many sonnets, the beauty and lyricism of which are admired even today.

Julius Caesar is one of Shakespeare's great tragic plays. It opens with great celebration in the streets of Rome. The Roman general and statesman Julius Caesar has returned from a battle after defeating his political rivals. Rome is a republic, governed by elected noblemen. Some of them fear that Caesar (who is popular among the common citizens and has the support of the army) could seize power and declare himself a king. Many Roman politicians—including Cassias and Brutus—watch Caesar's rise to political power with suspicion. While Cassias is outright jealous, Brutus has the larger interests of Rome's people at heart. Cassius, Casca and other politicians persuade Brutus that Caesar must be killed in order to save Rome. The thought troubles Brutus because Caesar has been a friend to him, but he agrees to join the conspiracy because he thinks it is best for the country. During a Senate meeting at the Capitol, Rome's legislative assembly, the conspirators brutally stab Caesar to death. The people of Rome are confused and agitated by the murder of a popular leader, and demand answers.

The text you have just read is a prose paraphrase of an extract from Act III, Scene 2 of Shakespeare's play. (The original extract may be found in Appendix I, after this lesson.) Here, Brutus calms the restless crowd of commoners. He explains to the Roman citizens his fears concerning Caesar's ambition, and why it was necessary to kill him. After listening to his speech, the crowd is convinced that Brutus and the conspirators did the right thing. They praise him for assassinating Caesar and delivering Rome from the evils of a dictatorship. Caesar's friend Mark Antony then addresses the crowd, as it is a tradition to speak at the funeral of a leader. Antony has been warned by the conspirators not to say anything against them. Antony does not say anything directly against the conspirators; instead, he reminds the crowd of Caesar's many services to Rome. His praise of Caesar sways the crowd, who now turn against the conspirators.

This scene shows the power of oratory, which is the art of formal speaking (oration) in public. We see two men speak at cross purposes, each using rhetorical devices to persuade the audience. Brutus attempts to justify the assassination of Julius Caesar. He appeals to the crowd's wisdom and sense of honour, and requests them to give him a fair hearing. He says that his love for Caesar was great, but his love for a free Rome was greater. He claims that Caesar was growing ambitious, and that under the latter's dictatorship Romans would live as slaves. He concludes that he has offended no one by killing Caesar, but has instead rendered the citizens of Rome a great service. The commoners call for various honours to be bestowed upon Brutus. They are so impressed that they even talk of making Brutus their king—the very thing that prompted Brutus and the other conspirators to kill Caesar.

When Caesar's friend Antony comes to the pulpit to address the crowd, public opinion is very much in favour of the conspirators. Antony cannot condemn the conspirators without harm to himself. He claims he has no intention of praising his dead friend; he praises the murderers instead as 'honourable men'. He says that if Caesar was ambitious as described by Brutus, then his murder was indeed justified. However, he presents many arguments to prove that Caesar was not ambitious, while at the same time enumerating Caesar's good qualities. He uses emotional appeals to stir the crowd. Not once does he say anything against the conspirators, but his clever speech hits its mark. The crowd reasons that if Caesar was not ambitious as claimed by Brutus, then his murder was a grave injustice. The mood of the commoners changes sharply once again, and they now cry out for the blood of the murderers.

This short extract demonstrates two instances of the power of words. Through the skilful use of well-chosen language, both Brutus and Antony manage to persuade their audience of the correctness of their respective thoughts and deeds. Shakespeare shows us the importance of mastering the ability to communicate effectively, a skill that you should practise and perfect for success in your personal and professional lives.

The play continues after this scene in the following manner. The common people of Rome riot and kill the conspirators they manage to catch. Brutus and Cassius flee the city. Antony and his supporters gather an army to defeat Brutus and his supporters. Suspicion, mistrust, and a series of misunderstandings lead to the deaths of Brutus and Cassius, and Antony's army emerges triumphant. Antony praises Brutus as the 'noblest Roman' of all, and orders a proper formal funeral for him.

సారాంశం :

అన్ని కాలాలకు చెంది అత్యుత్తమ కవిగా పేరు గాంచిన విలియమ్ షేక్స్పియర్ కు 26 ఏప్రిల్ 1564న ఇంగ్లండ్ లో బాప్టిజమ్ ఒనంగబడెను. అతి గొప్ప రచయితగా స్తుతించబడిన ఆయన 38 నాటకాలు, ఇంకెన్నో ఇతర రకాల రచనలు సృష్టించారు. “బార్డ్ ఆఫ్ ఎవాస్”గా వినుతికెక్కిన షేక్స్పియర్ 1616 ఏప్రిల్ 23న కన్నుమూసెను.

బాగా పేరుగాంచిన ఆయన నాటకాలలో ప్రముఖ స్థానం పొందినది “జూలియస్ సీజర్”. అతని అతి గొప్ప విషాదాంత నాటకాలలో ఇది ఒకటి. ఈ చారిత్రక, కదిలించే విషాదాంతంలోని 3వ అంకం రెండవ దృశ్యం నుండి సేకరించిన ఒక చిన్న భాగపు గద్యరూపం ప్రస్తుత పాఠ్యాంశం. ప్రఖ్యాత జాతీయవాది, గొప్ప సైనికాధికారి అయిన రోమ్ నాయకుడు సీజర్ ను బ్రూటస్ మరియు ఇంకొందరు కలిసి కుట్రపూర్వకంగా హత్యచేస్తారు. ఇప్పుడు అదే బ్రూటస్, తన అద్భుత వాక్పటిమతో రోమ్ వాసులను ప్రశాంతంగా వినవలసిందిగా అభ్యర్థిస్తాడు. సీజర్ తనకు మంచి మిత్రుడని నొక్కివక్కాణిస్తాడు. అయినప్పటికీ తను ప్రేమించిన, తనను ప్రేమించే సీజర్ ను చంపడానికి కారణం రోమ్ అంటే తనకు సీజర్ మీద కన్నా ఎక్కువ ప్రేమ ఉంది కాబట్టి అంటారు. సీజర్ ది అత్యాశ అని ధృవీకరిస్తాడు. ఆయన ఆశలు నెరవేరనిచ్చినట్లైతే, రోమ్ బానిసల దేశంగా మారిపోయేది అంటారు. బ్రూటస్ యొక్క వాగ్ధాటిలో సాధారణ ప్రజలు కొట్టుకుపోతారు.

బ్రూటస్ రోమ్ ను, రోమనులను సీజర్ నియంతృత్వం నుండి కాపాడుటకే ఆయనను చంపాడు అని జనం నమ్ముతారు. ఆ మైకంలో బ్రూటస్ తమ రాజు అని అరుస్తారు. అప్పుడు సీజర్ కు విధేయుడైన స్నేహితుడు ఆంటోనికి మాట్లాడే అవకాశం వస్తుంది. బ్రూటస్ బృందం యొక్క క్రూర కుట్రలకు సీజర్ బలి అయ్యాడని ఆంటోనికి తెలుసు. అయినప్పటికీ ఆ విషయాన్ని ఆంటోని బహిరంగంగా చెప్పలేని స్థితి. అలా నిశ్శబ్దంగా కూడా ఉండలేడు. ‘కుక్కకాటు’కు చెప్పదెబ్బ’ను ప్రయోగించాడు. బ్రూటస్ ఉపయోగించిన వాక్పటిమనే సామాన్యులను ఒప్పించుటకు వాడుకున్నాడు. సీజర్ యొక్క నైపుణ్యాలను, దేశభక్తి లక్షణాలను ఏకరువు పెట్టాడు. అదే సమయంలో బ్రూటస్ అతి గొప్ప నిజాయితీ పరుడని, కాబట్టి అతను సీజర్ గురించి చెప్పిందంతా నిజమేనని మళ్ళీ మళ్ళీ విన్నవించాడు. ఉద్దేశించిన సమాచారం విజయవంతంగా అందించబడింది. ప్రజలకు బ్రూటస్ యొక్క బృందం యొక్క కుట్ర అర్థం అయింది.

నాటకంలోని తరువాతి భాగాలలో కుట్రదారులందరు చంపబడుతారు. ఆంటోని మరియు అతని నిజాయితీ నిలబడటం చూస్తాము. ఈ విధంగా సీజర్ యొక్క దేశభక్తి కూడా నిరూపించబడుతుంది.

Annotate the following lines in about 250 words each.

- 1. It is not that I loved Caesar less than anyone else, but that I loved Rome more than everything else.**

Ans :

The Poem (prose form) and the Poet: The given words **I** are powerfully persuasive. They are from the most popular poet of all ages William Shakespeare's "Julius Caesar". Act III Scene 2 contains these words. "Julius Caesar" is the touching tragedy from the Bard of Avon.

The Context : Caesar was a popular Roman general and statesman. Growing jealous of his rising popularity, Brutus and party killed Caesar cruelly. But they were worried that people might revolt against them. They wanted to explain to people the reason for their killing and defend themselves. Brutus used these words in that context.

The Meaning : Brutus appealed for patient listening. He requested the citizens to be calm. He pleaded for wise judgement. Then he went on to explain his stand. He declared that he loved Caesar as any other Roman loved Caesar. But, he quickly added, he loved Rome the most. He implied that his love for Rome led him to kill Caesar to save Rome from him. His love for Rome was more than his love for Caesar.

The Significance : The words highlight the persuasive power of Brutus. They also show us that logic and rhetoric play a pivotal role in moulding public opinion. Simple words here serve a profound purpose. They also prove that the pen is mightier than the sword.

- 2. Let Brutus become our ruler !**

Ans :

The Poem and the Poet : This cryptic but powerful imperative and exclamatory sentence is taken from "Shakespeare Retold : Julius Caesar". The piece is the prose version of a short extract from Act III, Scene 2 of "Julius Caesar". "Julius Caesar" is one of the greatest tragedies composed by William Shakespeare, the most mesmerizing creative genius this world has ever seen.

The Context : Caesar was a very popular Roman general. Brutus and his party assassinated Caesar brutally. They just couldn't tolerate Caesar grow in fame and power. But they were afraid that people might revolt against them. So, Brutus said to the citizens **th.it** they killed Caesar only to save Rome and Romans from his cruel rule.

The crowd was convinced. They believed that Brutus was their saviour. It is then, one of **tin-** citizens assembled at the funeral said these words.

The Explanation : Brutus defended their cruel killing of Caesar. The mob was mesmerised. The credulous crowd accepted every word Brutus said as right. **They** wanted their saviour Brutus to be their ruler. **That** desire is expressed in these words of the third citizen at the funerals of Caesar. The words express the crowd's collective will to see Brutus as their ruler.

The Significance: "Brevity is the soul of wit" is a famous saying from Shakespeare. And this great master practised what he preached. The given sentence is **an** excellent example of that 'soul of wit'. In these **five** words, the speaker expressed what others need volumes to convey. The words are significant from another point of view also. They reflect the impact of Brutus' words on the crowd. Thus the words serve multiple purposes.

3. **I. I'm not here to contradict Brutus, but only to speak about what I do know.**

Ans :

The Poem and the Poet : We come across these wonderful words in "Shakespeare Retold : Julius Caesar." The piece is the paraphrase of a small section from scene 2, Act III of "Julius Caesar". This great historical tragedy flowed out from the mighty pen of William Shakespeare. The whole world regards Shakespeare as the poet of all ages.

The Context: Caesar, the popular Roman general, was brutally assassinated by Brutus and team. At the funeral procession, Brutus spread blatant lies about Caesar. With his speech skills, Brutus convinced the crowd that he was their saviour. The mob was carried away by the rhetoric. Then, it was the turn of Mark Antony to address the gathering. Antony was a loyal friend of Caesar. He knew well what all Brutus said was wrong. He was already warned not to say anything against Brutus. In this context Antony said these words.

The Explanation : Antony here said that he did not want to condemn Brutus. His purpose was not to say anything against Brutus. His intention was clear. He just wanted to tell them what he knew. He did not want to say anything else. He loved to present facts.

The Significance: The words sound simple. They came straight from the heart of the honest Antony. He knew well what Brutus said was falsehood. Yet, he could not say it openly. He could not, at the same time, keep quiet too. His will and wit showed him the way. He claimed that he would not oppose Brutus. Yet, he asserted that he would state what he knew! The words serve a great purpose.

4. **If that's true, certain people are going to pay dearly for what they have done.**

Ans :

The Poem and the Poet : These words to **precise** prediction are a part of "Shakespeare Retold : Julius Caesar". The selection is from the tragic play "Julius Caesar". It was penned by William Shakespeare. **The** great poet dramatist is respected all over the world as the greatest writer.

The Context : Caesar was assassinated. And his murderers projected Caesar as ambitious and tyrannical. Brutus presented that false picture at the funeral procession. Mark Antony, a loyal friend of Caesar, spoke later. He presented facts cleverly and correctly. The crowd saw through the schemes of Brutus and his associates. Then, the first citizen responded in the given words.

The Explanation: The crowd understood what Antony said was correct. The first citizen then said that the evil doers must pay a heavy price for their sins. Antony explained to them the good deeds, of Caesar. Hence the citizens declared that killing Caesar was a serious crime. The criminals, therefore, should be punished severely.

The Significance : This comment from a citizen indicates the success of Antony in adverse conditions. It also proves that no one can fool everyone all the times. It indicated what would happen to the brutal and cruel Brutus and his friends. It shows that good will certainly - sooner or later - win over evil. The words are remarkable for the cautious approach of the citizens.

4.1 PRONUNCIATION

Approximants

Approximants are consonant sounds that are produced by bringing one speech organ (such as the tongue or lips) close to another without actually touching it. This group of sounds includes /l/, /r/, /j/ and /w/.

It is a consonant that sounds in some ways like a vowel. For example, lateral approximants like the sounds for 'l' in the English word 'like', the sound for 'r' in the English word 'right' and semivowels like the sound for 'y' in 'yes' and the sound for 'w' in wet are all approximants.

Approximant	In initial position	In medial position	In final position
/l/	<u>l</u> amp, <u>l</u> id	f <u>l</u> ower, sil <u>l</u> y	ca <u>ll</u> , fee <u>l</u>
/r/	<u>r</u> ain, <u>r</u> ibbon	st <u>r</u> eam, car <u>r</u> ot	- -
/j/	<u>y</u> ellow, <u>u</u> nion	be <u>a</u> uty, pu <u>p</u> il	- -
/w/	<u>w</u> ater, <u>o</u> ne	al <u>w</u> ays, squ <u>ee</u> ze	- -

1. The letter 'l' is silent in certain words like talk, half, calm, should, would i.e., there is no /l/ sound in these words.
2. When the letter 'r' is followed by a consonant, its /r/ sound is unheard, e.g. bark, curd, port, interview.
3. When the letter 'r' comes at the end of a word, its /r/ sound is not pronounced in British English; e.g. Better, Car, Fur, Singer
4. In British English, the sound of the phoneme /r/ is heard only when the letter /r/ is followed by a vowel sound. e.g.: break, drive, hundred, rat.
5. When the letter 'w' is followed by the letter /r/, the /w/ sound is unheard, E.g: Write, Wrong, Wriggle.

Exercise

Write down the approximate consonant sound represented by the underlined letters in the given words.

- | | | | |
|----------------------|-----|---------------------|-----|
| 1. tw <u>ing</u> | /w/ | 6. new <u>w</u> | /j/ |
| 2. bad <u>ly</u> | // | 7. heal <u>th</u> y | // |
| 3. gr <u>ee</u> ting | /r/ | 8. <u>r</u> upees | /r/ |
| 4. stu <u>d</u> ent | /j/ | 9. <u>y</u> oung | /j/ |
| 5. cr <u>a</u> zy | /r/ | 10. <u>w</u> ine | /w/ |

Do the following sounds contain any approximant consonant sounds? If yes, which one? If no, put a cross against the word.

- | | | | |
|------------------------|---------------------|-------------|--------------------------|
| 1. queen | que <u>en</u> /w/ | 11. never | <u>x</u> |
| 2. card | <u>x</u> | 12. wallet | <u>w</u> allet /w/and // |
| (No approximate sound) | | | |
| 3. future | f <u>u</u> ture /j/ | 13. traffic | t <u>r</u> affic /r/ |
| 4. apple | app <u>le</u> // | 14. colonel | Colone <u>l</u> // |
| 5. half | <u>x</u> | 15. two | <u>x</u> |
| 6. heart | <u>x</u> | 16. cow | <u>x</u> |
| 7. wrist | wr <u>is</u> t /r/ | 17. palm | <u>x</u> |
| 8. balm | <u>x</u> | 18. answer | <u>x</u> |
| 9. whom | <u>x</u> | 19. chalk | <u>x</u> |
| 10. yolk | <u>yolk</u> /j/ | 20. sword | <u>x</u> |

4.2 GRAMMAR

Adverb

Adverbs are words used to modify verbs, adjectives, and other adverbs. They add meaning to the 'word they' modify.

Example

1. The old man walks slowly

adverb slowly modifies the verb walks

2. This place is very peaceful

adverb very modifies the adjective peaceful

3. The news came quite suddenly

adverb quite modifies the adverb suddenly

There are different types of adverbs.

Adverb type	Tells us....	Example
Manner	how something happens	She came in <u>quickly</u> .
Frequency	how often something happens	He goes to the market <u>daily</u>
Time	When something happens	Students have a farewell party <u>today</u>
Place	Where something happens	He wants us to wait <u>outside</u> his room
Degree	the intensity or degree of something	The new shop is <u>too</u> far

Example

1. Sita was running
Sita was running **fast** → Adverb to say how
2. I met Lilly
I met Lilly at **coffee shop** → Adverb to say where
3. Our office starts
Our office starts at **nine** sharp → Adverb to say when
4. Roohi goes to shopping
Roohi **usually** goes to shopping → Adverb to say how often.
5. Neha is coming to the restaurant
Neha is **certainly** coming to the →restaurant Adverb to say how certain we are.

Exercise

Fill in the blanks with suitable adverbs, using the adjectives in brackets as clues. In the space provided after it, write down what kind of adverb it is.

1. Come quickly before it finishes [quick]
[Adverb of manner]
2. Although he is a good student, he did not do well in the exam. [good]
[Adverb of manner]
3. Telugu is my mother tongue. I speak it fluently [fluent]
[Adverb of manner]
4. He did not complete the course as easily as he thought he would. [easy]
[Adverb of degree]
5. I reached on time because I left home early [early]
[Adverb of time]

Correct the error in the use of adverbs in each of the following sentence. If there is no error in the sentence, put a tick mark in the space provided

1. My sister always worked hardly
My sister always worked hard.
2. He is driving too fastly.
He is driving too fast.
3. He is dressed casually
No Error
4. The plane flew highly in the sky.
The plane flew high in the sky
5. The pan is really hot.
No error

Fill in each blank with the correct adverb from the choices given below.

happily	quickly	daily	often
happy	quick	quiet	severe
sadly	never	loud	severely
early	sometimes	quietly	yesterday
lately	every	inside	today

1. Mrs Reddy had begun the class early. I had been late "Sometimes" and was punished severely for it.

I decided to sneak into class. I tiptoed in quickly from the back door and slip into my seat quietly before she noticed.
2. I go to the park every evening. I often run into my neighbour, Tara. Her pet dog wags its tail happily when it sees me.

4.3 VOCABULARY

Palindromes

A palindrome is a word, phrase, number, or other sequence of symbols that reads the same backward as forward. It is read the same way from either direction.

For eg :

bib	madam	radar	civi
peep	refer	eve	noon
tot	level	nun	vow
pop	eye	rotator	kayak

Exercise

Fill in each blank with a palindrome based on the give clue.

1. When both hands of a clock are on 12, and the sun is overhead noon.
2. A part of the body eye
3. A male member of the family dad
4. A female member of the family mom
5. The smallest palindromic number greater than a 11
6. The next palindromic number after the one above 22
7. The smallest palindromic number greater than 99 101
8. The greatest palindromic number less than 99 88

4.4 SPELLING

Derived Forms of Words

A Word may exist in several forms – noun, verb, adjective, adverb. For example, the noun carefulness has the adjective careful and the adverb carefully as its derived forms. It is important to note the spelling of these various forms.

- For e.g.
- 1) grace (N), gracing (V), graceful (Adj), gracefully (Adv)
 - 2) mistake (N), mistaking (V), mistaken (Adj), Mistakenly (Adv)
 - 3) separator (N), separating (V), separate (Adj), separately (Adv)

Exercise

Complete the following table with the derived forms of the words already in the table.

Noun	Verb	Adjective	Adverb
attraction	attract	attractive	attractively
reduction	reduce	reducible	reducibly
worship	worshipping	worshipful	worshipfully
securement	secure	securable	securely
collection	collect	collectable	collectively
activation	activate	active	actively
glory	glorify	glorious	gloriously
Power	empower	powerful	powerfully

4.5 PUNCTUATION**Inverted Comma (' ') or (" ")**

The inverted comma (also called a quotation mark) is a punctuation mark used in pairs to set off a speech, a quotation, a phrase or a word.

For example

Shakespear said : "All the world's a stage.

'What do you mean?' Justin asked

The 'rambutan' is a kind of fruit

Note : Inverted commas may be used singly (' ') or doubly (" ").

Single inverted commas are preferred in British English

American English uses double inverted commas.

Uses

1. We use them in the direct speech
eg : She said to him, "What is your name?"
 "I hope you will be here," he said.
2. To quote someone word to word
eg : He told us that we 'must attend' the meeting.
3. To enclose titles of articles short poems, and short stories
eg : 'A Psalm of Life' by Longfellow.
4. To enclose definitions
eg : The abbreviation GMT stands for 'Greenwich Mean Time'
5. To indicate irony, inaccuracy, or unusual use.
eg: Your 'friend' Danny stole your money.

Exercise**I. Identify the sentence that has been punctuated correctly.**

1. Aman told me that he was going to Paris next week.
Aman told me 'that he was going to Paris next week'.
Aman told me, that he was going to Paris next week.

Ans : Aman told me that he was going to Paris next week.

2. Ali said I'm giving up smoking from tomorrow.
Ali said 'I'm giving up smoking from tomorrow'.
Ali said, 'I'm giving up smoking from tomorrow.'

Ans : Ali said, 'I'm giving up smoking from tomorrow.'

3. 'Yes', said Laila, 'I'll be happy to cover your shift.'
'Yes, said Laila', 'I'll be happy to cover your shift.'
'Yes', said Laila, I'll be happy to cover your shift.

Ans : 'Yes', said Laila, 'I'll be happy to cover your shift.'

4. 'Come.' said Darshan, 'let's go.'
'Come', said Darshan, 'let's go.'
'Come', said Darshan, 'let's go.'

Ans : 'Come', said Darshan, 'let's go.'

II. Punctuate the following sentences by using, wherever necessary, capitals and all the punctuation marks you have learnt so far.

1. mary is trying hard to complete the project her friend said.

Ans : "Mary is trying hard to complete the project," her friend said.

2. no the man answered curtly i don't care.

Ans : "No," the man answered curtly, "I don't care."

3. invictus is a short victorian poem by the english poet william ernest henley

Ans : "Invictus" is a short Victorian poem by the English poet William Ernest Henley.

4. my father told me that he won't give me pocket money anymore.

Ans : My father told me that he won't give me pocket money anymore.

5. yes of course she replied i'll take care of it.

Ans : "Yes, of course," she replied, "I'll take care of it."

4.6 CONVERSATION

Interview Skills

Preparing for an Interview : Preparing for an interview helps you face the panel of interviewers with confidence. Remember the following points when you are preparing for an interview.

- **Brush up on the subject or the area related to the interview** and update yourself on recent developments.
- **Prepare answers to some general questions** you think the interviewers will ask; e.g., *Tell us a little about yourself; Why do you want to be with us?; What are your strengths and weaknesses?*
- Arrange the **papers and certificates** that you may be asked to produce neatly in a folder.

- **Wear something formal and comfortable** for the occasion.
- Plan to **reach the place of the interview a little early** as this will give you time to familiarise yourself with your surroundings and to relax.
- **Think positive**, pleasant thoughts and try to regulate your breathing to **remain calm**.

Facing an Interview

- **Wait** for your name to be announced, and **knock or seek permission** before you enter.
- Greet the people in the room formally, but in a pleasant manner.
- Do not sit down until you are asked to.
- Look at the interviewers. Be conscious about making **eye contact** with the person speaking to you and of maintaining a **proper and relaxed body posture** and a **steady tone of voice**, which should not be either too loud or too soft.
- **Remember not to interrupt the interviewer** and allow him/her to finish speaking before you respond.
- **Listen carefully** to the interviewers' questions and comments, and **speak clearly** and at a moderate pace to avoid having anyone repeat themselves.
- In case you do not hear a question you are asked, or if you do not understand it, you could **politely ask for it to be repeated or explained**. For example: *I'm sorry, but could you repeat the question, please;* or *I'm afraid I'm not sure what you mean. Are you asking me if I... ?;* or *Could you clarify the question, please.*
- Avoid answering questions with just 'Yes' or 'No'. Even in the case of yes-no questions, the interviewer will find it more satisfying if you **add to your reply or explain it briefly**. Thus, in reply to *Is your mother tongue Telugu?*, you could say, *No, it's Urdu. But I can speak Telugu fluently.*
- Do not feel embarrassed to say that you do not know the answer to a question. Use expressions such as *I'm afraid I don't know ...* and *I'm sorry, but I'm not really certain.*
- Do not get into arguments or speak negatively or criticise former teachers, colleagues or employers.
- Do not boast or display your knowledge, skills and experience, but if asked, state your achievements simply and honestly.

- Wait for the interviewer to invite you to ask questions in case you have queries. If this does not happen, wait until you sense that the interviewers are done before asking them politely if they could clarify something for you.
Examples of the questions you may want to ask the interviewer are *Could you tell me whether the position involves travelling, please* and *Could I know when I can expect to hear from you, please*.
- Wait for the interviewer to tell you that the interview has ended before you get up from your chair. **Thank all the people in the room** before walking out of the door and closing it softly behind you.

Sample

Interviewer	: Good afternoon
James	: Er, good afternoon
Interviewer	: Please sit down. Did you find our offices all right?
James	: Yes, with no difficulty. I've passed this building several times before.
Interviewer	: Right. Well, I can see from your CV that you like meeting people and enjoy being sociable
James	: Yes, I'm a very outgoing sort of person and I'm not afraid to take the initiatives although my friends say I tend to talk too much.
Interviewer	: Well, that's exactly the kind of person we need. Why do you think you will do good at this job? Though you won't be meeting people in person but only over the phone.
James	: I think I have a good telephone voice, and I am very confident on the phone. I've also some experience in sales, as you can see from my CV. I think I would find this work interesting, and it will give me some good work experience.
Interviewer	: Okay. As you know we need someone for at least three hours, three evenings a week. Will you be able to cope with this and your school work as well.
James	: I'm confident that I can do that.
Interviewer	: Right, then, Shall we give you a trial period of say... two weeks? If you'd like to come with me I'll introduce you to my floor manager who will show you the ropes.
James	: Yes, and thank you very much.

4.7 READING PASSAGE

The Handicrafts of Telangana

The arts and crafts of Telangana have always occupied a place of distinction in India. Communities across the state of Telangana who have embraced handicrafts industry as a means of earning a livelihood are,

1. **Banjara needle crafts** : These are traditional handmade fabrics made by the gypsy tribes of Telangana famous for their colourful, rich embroidery and mirror work.
2. **Bidriware** : It is a metal handicraft which makes use of zinc and copper alloys decorated with thin sheets of silver. Flowers, vines and geometric patterns are found, which are typically showpiece items like hookahs, vases, jewellery boxes, paper weights, earrings and trays. Bidriware is regarded as the pride of the state, important handicrafts of India and symbolises wealth.
3. **Bronze Castings** : Telangana artists are known for their amazing bronze castings. They learn it by studying the shilpa shastram.
4. **Dokra Metal Crafts** : It is also known as bell metal crafts, where a number of artists from Ushegaon and Chittalbori have settled. It is speciality of the Adilabad district of Telangana. They use a technique called. 'lost-wax castings', sculptors are able to create figures of gods, animals (like horses, elephants and peacocks), folk motifs etc.
5. **Lacquerware** : It can be traced to the Etikoppaka town of Telangana, where objects are decoratively covered with lacquer and remarkable designs are created. Lac bangles are popular form of Lacquerware.
6. **Nirmal Artwork** : This art is originated from the period of the kakatiya dynasty and follows Indian and Mughal schools of art. Artisans from the Nirmal town of the Adilabad district are famous for their dazzling oil paintings which depict scenes from Indian mythology. This also include Lacquered furniture, wall hangings decorative boxes, etc.

4.8 WRITING

Formal Letters

In English there are a number of conventions that should be used when writing a formal or business letter. Care should be taken while writing official letters because they leave a lasting impression with the person or organization you write to.

Few guidelines for Writing Formal Letters are:

1. They must be clear and concise, stating the reason for writing the letter.
2. The writing style should be formal with simple language.
3. Must be written in the right format.

Elements of Official Letters

1. Sender's address should be written in the top left-hand corner of the letter.
2. Address of the person you are writing to should be written on the left, below the sender's address
3. Date
4. Salutation of greeting e.g: Dear Sir, Respected Sir
5. The subject line
6. The body of the letter
7. The complimentary close e.g: Yours Faithfully or Yours Sincerely
8. Your signature, the sender's signature

Leave Application Letter

The format of a leave application letter should be in formal. When applying for leave from college, be sure to include details such as your roll number, department, and other personal details related to the college. Some institutes require you to submit a medical certificate if the leave is for more than three days due to illness.

Sample 1

Michelle Johnson

III BTech (IT)

ID No.: IT270934

8 March 2016

The Principal

Sarabah College of Technology

Arasampatti

Chennai 635201

Dear Madam,

Sub: Request for two weeks' leave

I am Michelle Johnson, studying in III-year Information Technology. My student ID number is IT270934. I am writing to inform you that I am going to undergo a small surgery on 12 March 2016 to remove kidney stones. Doctors have advised me to take complete bed rest for one week after the surgery.

I request you to kindly grant me leave for two weeks from 10 March 2016. If I am forced to extend my leave, I shall inform you well in advance.

Thank you.

Yours faithfully,

Michelle Johnson

Michelle Johnson

Parent's signature **mariam I**

Enclosure: Medical certificate dated 6 March 2016

Sample 2

Sheena Joyce
III B.com (Computers)
ID No. 6897391

18 Nov. 2016

To
The Principal
Chaitanya Women's College,
Sanathnagar,
Hyderabad.

Sub : Requisition for three days leave

Respected Madam,

I would like to bring to your kind attention that my name is K. Sheena Joyce and I am pursuing B.Com final year in your college. My roll no. is 16541692. I am really very sorry to inform you that after a prolonged illness, my paternal uncle died. I would be needed to present at the funeral and is required to do rituals for the peace of his soul.

Considering my situation, I request you to grant me leave for three days starting from 19 Nov 2016 to 21 Nov. 2016. I hope you understand my condition.

Thanking you,
Yours Obediently
Sheena Joyce

Exercise

Write a letter to the principal of your college requesting him/her to grant you permission to leave early everyday for a month, so that you can attend an evening course that you have joined.

Pranay Paul,
St. Pauls Degree College,
Himayathnagar

20 Nov. 2015

To
The Principal,
St Paul's Degree College,
Himayathnagar.

Sub : Request to leave early for classes.

Respected Sir,

I Pranay Paul student of your college pursuing BBA II year, bearing roll No. 9641. I have joined a crash course to improve my skills recently. My classes are during evening session for two hours every day, for a month. In this regard, I would like to leave one hour early from college to reach to my institute.

So, Kindly request you to permit me to leave one hour daily for a month i.e., from Dec. 1, 2016 to Dec. 31, 2016.

Thanking you,

Yours Obediently

Pranay

Banking Correspondence

Banks need to exchange various kinds letters with their different stakeholders. As all of us use banking facilities, it is a good idea to practise writing such type of letters.

The following letter is an application for an account statement.

Neha Kumari
3-6-342 Himayatnagar
Hyderabad 500029
E-mail: neha.kumari@gmail.com
Phone: 09398817523

30 October 2016

The Branch Manager
HBL Bank Pvt Ltd
65A Bank Street, Koti
Hyderabad 500095

Dear Sir,

Subject: Request for account statement

I hold an account in the Koti branch of HBL Bank since 2012. My account details are as follows:

A/c type: Savings bank

A/c number: HBL0133956480

A/c name: Neha Kumari

I am a student and am applying for an internship abroad. The visa application requires a bank statement for the last three months. May I request you to please issue an account statement for the period 01 August 2016 to 31 October 2016.

I would greatly appreciate it if you could please send the statement to me as soon as possible, as I need to submit my documents to the concerned embassy in a week's time.

Thank you very much.

Yours faithfully,

neha Kumari

Neha Kumari

Exercise

Imagine you are the proprietor of Garuda Traders, Hyderabad. You would like to open a current account in a bank. Write a letter to the Branch Manager of ABC Bank making this request.

The Proprietor,
Garuda Traders,
Hyderabad.

10 April 2009

To
The Branch Manager,
ABC Bank,
Hyderabad, Telangana.

Sub : Opening of a current account

Dear Sir,

We want to open a current account with your bank. We are enclosing herewith a certified copy of the company's resolution concerning opening of a current account with you and appointing your bank. The ABC Bank at Hyderabad - as our banker.

Please find enclosed herewith the following documents as required by you.

1. Account opening form duly completed.
2. Specimen signatures of the co-ordinators.
3. Copies of the company's certificate of incorporation and certificate to commence trading.
4. Certified copy of resolution sanction of the current account as above.

I, The proprietor of Garuda Traders, authorized to sign on behalf of the company all the cheques and other documents. Please open the account and issue a cheque book containing hundred leaves.

With thanks

Yours Faithfully
Raj kumar
The Proprietor

4.9 SOFT SKILLS

Etiquette and Grooming

Etiquette is the customary code of polite behaviour in society or among members of a particular profession or group.

- Be punctual.
- Greet colleagues with a smile and a handshake. Remember to be friendly.
- Keep your workspace neat and tidy.
- Do not invade your colleagues' office space without permission.
- Do not speak loudly or disturb others when answering phone calls.
- Be honest and fair when trying to resolve issues.
- Listen to others and try to help them with their problems.
- Do not try to avoid responsibilities or shirk duties.
- Respect other people's feelings.
- Do not damage office property.

Grooming is the art of cleaning, grooming, and maintaining parts of the body. The things that you do to make your appearance clean and neat. It is care for one's personal appearance, hygiene, and clothing.

- Pay special attention to personal hygiene and cleanliness.
- Dress in clothes that fit you well and reflect your age and personality. In a working environment, you must take care to dress professionally.
- Dress neatly, in clothes that are clean and ironed.
- If you wish to use perfume or aftershave, use one sparingly so that you do not overwhelm those around you.
- Try to maintain a good posture by sitting straight and walking confidently.

4.10 VALUE ORIENTATION

Necessity is the Mother of Invention

The meaning of the proverb 'Necessity is the mother of invention' is that when we stand in dire need of a thing. We can never rest satisfied until we get it. We strain every nerve to have it, as if some inward force were compelling us to act. Most of the great and good things of the world are the products of divine discontent in the mind of man.

When a man feels the pinch of hunger, it cannot be said that his want is trifling it is then a pressing want, for unless it is satisfied, he will die of starvation.

Human beings make their every effort to get that is essential for life. Even small necessities of life push us to work hard. The major inventions and discoveries are all the result necessities of human life and the desire of human to make the world a better place.

The English proverb 'necessity is the mother of invention' means that when you have to complete a task, and you have absolutely no choice but to complete the task, then you will think in radical, new, out-of-the-box ways to attempt to solve your problem. Because of necessity, you are forced into finding or creating solutions.

It is particularly applicable when working on projects that may seem impossible to complete. Under such circumstances, necessity can motivate you into thinking of ways in which you can increase efficiency. Put simply, if you **must** do something, then you will think of a way to do it.

**FACULTY OF ARTS, COMMERCE, SCIENCE, MANAGEMENT &
SOCIAL SCIENCES**

**B.A. / B.Com. / B.Sc. / B.B.A / BSW I Year II Semester (CBCS) Examination,
January / February - 2021**

GENERAL ENGLISH

Time: 2 Hours

Max. Marks: 80

PART - A (4 × 5 = 20 Marks)

Note : Answer any four of the following in about 100 words.

I. Answer as directed.

- (a) Bel _____ ve (complete the spelling using [ei/ie].
- (b) ac _____ sible [complete spelling using [ce/ec].
- (c) Rohan brought _____ food with him [some/many].
- (d) People buy _____ newspapers these days [fewer/lesser].

II. Answer as directed.

- (a) She was _____ English teacher. She taught at _____ European University.
(Fill in the blank with correct articles)
- (b) Non-smokers usually live _____ than smokers [long] [correct form of adjective given in the brackets].
- (c) I have _____ faith in Amar. [little / less] (use correct adjective).
- (d) Read _____ [Fill in the blank with either, able or ible].

III. Answer as directed.

- (a) She let out a quiet Scream (Hyperbole / Oxymoron).
- (b) The suitcase weighted a ton (Oxymoron / Hyperbole).
- (c) Anti _____ (Complete the word by either 'que' or 'qu'.
- (d) His hair is as black as coal (Simle / Metaphor).

IV. Answer as directed.

- (a) Write a synonym for the word 'Father' which is also Palindrome.
- (b) Web+Log _____ (Give the portmanteau word).

- (c) The old man walks _____ (slow) complete the sentence using an 'adverb'.
(d) Kalidas was regarded as _____ Shakespeare of India [A, An, The} use the correct article.

V. Answer as directed.

- (a) The letter (m) in the word 'man' is _____ (Plosive/Nasal)
(b) The letter (n) in the word 'Next' is _____ (Nasal/Positive)
(c) The underlined word Check is a _____ (Fricative/Affricate)
(d) The underlined word Badge is a _____ (Affricate/Fricative)

VI. Use appropriate punctuation mark in the following sentences.

- (a) Have you undersand
(b) how extraordinary
(c) he asked me what time it was
(d) who's there oh. It's you

VII. Write a letter to you friend seeking his suggestions for a competitive exam.

VIII. Address A letter to your principal to organize a Webinar on Covid-19 safety measures.

PART - B

Note : Answer any three of the following in about 300 words.

(3 × 20 = 60 Marks)

9. Sketch the character of Marian.
10. Make an assessment of the story on 'A Visit of Charity'.
11. What are the views of Huxley on Religion ?
12. Explain the arrival of the princess in Benares.
13. What is the central theme of the poem 'Dejections, Near Naples' ?
14. Annotate the following lines.

Others I see whom these surround
Smiling they li,e and call life pleasure
To me that Cup has been dealt in another measure.

SOLVED PREVIOUS QUESTION PAPER

15. Annotate the following lines.
Let him go up into the public chair,
We'll hear him, Noble Antony, go up.
16. Discuss the significance of the title Julius Caesar.
17. Write the features of Etiquette and Grooming ?
18. Write a note on Interview Skills ?

Answers for Jan. / Feb. - 2021

PART - A

- I.** (a) ie
(b) ce
(c) some
(d) fewer
- II.** (a) an, a
(b) longer
(c) little
(d) able
- III.** (a) oxymoron
(b) Hyperbole
(c) que
(d) Simile
- IV.** (a) dad
(b) blog
(c) slowly
(d) the / a
- V.** (a) Nasal
(b) Nasal
(c) Affricate
(d) Affricate
- VI.** (a) Have you understood ?
(b) How extraordinary !
(c) He asked me, "What time is it?"
(d) "Who's there?", "Oh, its' you!"

VII. Write a letter to you friend seeking his suggestions for a competitive exam.

Ans :

R. Sravanthi
Secunderabad
Hyderabad
500001.

July 31, 2021

Dear Rani,

How are you? I hope you and your family are safe during this COVID-19 pandemic situation. And I am sure that you are going to crack the Civil Service Examinations this time.

The very purpose of writing this letter is to get some suggestions from you regarding how to prepare for competitive exams. Since I am also serious about the preparation for the Group I examination, I think you are the right person to guide me. Please give me some tips about how to start my preparation for the examinations.

Convey my best regards to your parents.

Yours lovingly

R. Sravanthi

(R. SRAVANTHI)

VIII. Address A letter to your principal to organize a Webinar on Covid-19 safety measures.*Ans :*

S. Sumathi
B.Sc. (MPCs) Third year
Roll No. 1234567890
XYZ College
Secunderabad, Hyderabad-500001.

July 31, 2021

The Principal
XYZ College
Secunderabad, Hyderabad500001

Dear Sir/Madam,

Sub : Request for organising a Webinar on COVID-19 safety measures-Regarding.

With reference to the subject cited above, it is being brought to your kind notice and consideration that the COVID-19 pandemic situation has brought the entire world to a grinding halt. Education section is the worst hit in this situation. The situation is slowing limping back and the educational institutions are planning to open for the students physically. However, it is very important to bring awareness among the students about the appropriate COVID-19 behaviour among the student community, especially safety measures such as use of mask, maintaining physical distancing, and regular hand wash. Lack of awareness has led to the second wave and it is possible for the looming third wave with our negligence.

Therefore I request you Sir/Madam to take organise a Webinar on COVID-19 safety measures so as to bring about behavioural change in the students so as to avert another round of corona infection.

Best regards

Yours sincerely

S. Sumathi

(S. SUMATHI)

PART – B

Note : Answer any three of the following in about 300 words.

9. Sketch the character of Marian.

Ans :

Refer to Unit-I, Page No. 1, Q.No. 1

10. Make an assessment of the story on 'A Visit of Charity'.

Ans :

Refer to Unit-I, Page No. 4, Summary

11. What are the views of Huxley on Religion ?

Ans :

Refer to Unit-II, Page No. 28, Q.No. 1

12. Explain the arrival of the princess in Benares.

Ans :

Refer to Unit-II, Page No. 29, Q.No. 2

13. What is the central theme of the poem 'Dejections, Near Naples' ?

Ans :

Refer to Unit-III, Page No. 54, Q.No. 2

14. Annotate the following lines.

Others I see whom these surround

Smiling they lie and call life pleasure

To me that Cup has been dealt in another measure.

Ans :

Introduction : These poetic lines are taken from the poem "Stanzas Written in Dejection, Near Naples" written by Percy Bysshe Shelley (1792-1822). He was one of the best-known Romantic poets, a poetic genius and poet of nature. Shelley wrote the poem when he and his wife Mary visited Naples during November 1818 - February 1819.

Context: While lamenting about his miserable life and complaining about it, Shelly wrote these lines.

Explanation: The poem begins with beautiful imagery of seashore. But it ends on a sorrow-filled note. The tone and mood of the poem reflects in the title of the poem itself. Though the poet is a poetic genius, he led a miserable personal life. Hence he complains about his sufferings in the poem. In the third stanza, the poet laments his depressed state of mind. **His depression and despair are so deep that he has no hope and health. He has neither 'peace within' nor 'calm around'. He is deprived of content, fame, power, love, leisure and pleasure in his life.**

15. Annotate the following lines.

Let him go up into the public chair,

We'll hear him, Noble Antony, go up.

Ans :

Introduction: These poetic lines are taken from the present prose lesson "Shakespeare Retold: Julius Caesar" a paraphrase of an extract from Act III, Scene 2 of Shakespeare's tragic play *Julius Caesar*.

Context: Roman general and statesman Julius Caesar was brutally stabbed to death by the Roman politicians Cassius, Casca, including Caesar's friend Brutus. The conspirators try to convince the confused and agitated Roman citizens. In his speech, Brutus attempts to justify the assassination of Julius Caesar. He appeals to the crowd's wisdom and sense of honour. He requests them to give him a fair hearing. He says, '**Not that I loved Caesar less, but that I loved Rome more.**' He claims that Caesar was growing ambitious and he killed Caesar for his ambition. After Brutus' speech, here the Roman citizens are trying to allow Mark Antony to deliver his speech.

Explanation: Initially, the commoners are carried away by Brutus' rhetoric. The crowd foolishly and silently accepted Brutus' statements. The fickle-minded crowd is so impressed that they even talk of making Brutus their king! Hence crowd has no wisdom and rationality. When Mark Antony, who is a friend of Caesar's is allowed to speak, there is a commotion in the crowd, then some commoners (citizens) try to appeal for silence from the noisy crowd. They appeal to their fellow citizens to allow Antony to go up on to the stage to deliver his speech. Later Antony addresses the crowd. He does not say anything directly against the conspirators. He claims, "**I come to bury Caesar, not to praise him**". He praises He uses emotional appeal to stir the crowd. The commoners start believing that Caesar was not ambitious and his murder was a grave injustice. Antony's oratory hits its mark. The crowd now turns against the conspirators.

16. Discuss the significance of the title Julius Caesar.

Ans :

Refer to Unit-IV, Page No. 86, Q.No. 4

17. Write the features of Etiquette and Grooming ?

Ans :

Refer to Unit-IV, Page No. 113

18. Write a note on Interview Skills ?

Ans :

Refer to Unit-IV, Page No. 103

FACULTY OF ARTS, COMMERCE, SCIENCE, & SOCIAL SCIENCES
B.A. / B.Com. / B.Sc. II - Semester (CBCS) Examination,
Model Paper - I
GENERAL ENGLISH

Time: 3 Hours

Max. Marks: 80

PART - A (4 × 5 = 20 Marks)

I. Answer any four of the following: 4 × 5 = 20 Marks

1. Answer as directed.

- a) He gave me a pen to write with. (Is the underlined phrase **Infinitive** or **Participle**?)
- b) Rohan brought _____ (some /many) food with him. (Choose the appropriate adjective.)
- c) My love is like a red rose. (Is the underlined phrase **Metaphor** or **Simile**?)
- d) Prot _____ n (Complete the spelling.)
- e) Ribbon (Is the underlined sound **Plosive** or **Affricate**?)

2. Answer as directed.

- a) Travelling is my favourite hobby. (Is the underlined phrase **Gerund** or **Participle**?)
- b) There isn't _____ sugar in the pot. (Choose the appropriate adjectives: **much / many**).
- c) I have a million things to do. (Is the sentence an example for **hyperbole** or **oxymoron**?)
- d) Revers _____ (Complete the word using the suffixes: **ible** or **able**.)
- e) i want the following items butter sugar and flour. (Punctuate the sentence.)

3. Answer as directed.

- a) Dr. Abdul Kalam was _____ honest man. (Fill in the blank with appropriate **article**).
- b) Non-smokers usually live _____ than the smokers. (Fill in the blank with the adjective formed from the word : **long**)

SOLVED MODEL PAPERS

- c) The room was filled with a deafening silence. (Is the underlined phrase **hyperbole** or **oxymoron**?)
- d) Confid _____ (Complete the spelling.)
- e) Feather (Is the underlined sound **Affricate** or **Fricative**?)

4. Answer as directed.

- a) It was _____ book. I was _____ by the book. (Fill in the blanks with adjectives formed using the present and the past participle of the verb: **bore**)
 - b) Come _____ before it finishes! (Fill in the blank with suitable adverb using the adjective as a clue: **quick**)
 - c) Ambul _____ (Complete the spelling.)
 - d) Biography + picture (Write the **portmanteau word**.)
 - e) When both hands of a clock are on 12, and the sun is overhead. (Write the **palindrome** based on the clue.)
5. Write a letter to your principal requesting him or her to issue TC, Bonafide and Memorandum of Marks.
6. Write briefly about the importance of time management in our day to day life.

PART – B (4 × 15 = 60 Marks)

II. Answer the following questions in about 300 words each.

4 × 15 = 60 Marks

7. a) Marian's motives for visiting the Old Ladies' Home are far from compassionate. Explain.

OR

- b) Why does Marian hide the apple? Explain the symbolic significance of the apple.

8. a) How does Huxley connect the incident of the bull and the beggar to the rest of his essay? Expand your answer by elaborating on Huxley's reflections.

OR

- b) Describe in your own words the arrival of the princess in the essay 'Benares'.

9. a) What is the tone and mood of the speaker in the poem, "Stanzas Written in Dejection, Near Naples"?

OR

- b) Annotate the following lines:

Yet now despair itself is mild,

Even as the winds and waters are;

10. a) How does Brutus justify his assassination of Caesar?

OR

- b) Describe the effect of Antony's speech on the crowd in the play Julius Caesar.

<i>Answers for Model Paper - I</i>

PART - A (4 × 5 = 20 Marks)

I. Answer any four of the following: **4 × 5 = 20 Marks**

1. Answer as directed.

- (a) infinitive
- (b) some
- (c) Simile
- (d) ei
- (e) plosive

2. Answer as directed.

- (a) Gerund
- (b) much
- (c) hyperbole
- (d) ible
- (e) I want the following items: butter, sugar, and flour.

3. Answer as directed.

- a) an
- b) longer
- c) oxymoron
- d) confidence
- e) fricative

4. Answer as directed.

- a) boring, bored
- b) quickly
- c) ambulance
- d) biopic
- e) noon

5. Write a letter to your principal requesting him or her to issue TC, Bonafide and Memorandum of Marks.

Ans :

Refer to Unit-III, Page No. 77.

6. Write briefly about the importance of time management in our day to day life.

Ans :

Refer to Unit-I, Page No. 25 - 26.

PART - B (4 × 15 = 60 Marks)

- II. Answer the following questions in about 300 words each.

4 × 15 = 60 Marks

7. a) Marian's motives for visiting the Old Ladies' Home are far from compassionate. Explain.

Ans :

Refer to Unit-I, Q.No. 2, Page No. 2 - 3.

OR

- b) Why does Marian hide the apple? Why does she eat it immediately after leaping onto the bus? Explain the symbolic significance of the apple.

Ans :

Refer to Unit-I, Q.No. 1, Page No. 1 - 2.

8. a) How does Huxley connect the incident of the bull and the beggar to the rest of his essay? Expand your answer by elaborating on Huxley's reflections.

Ans :

Refer to Unit-II, Q.No. 1, Page No. 28.

OR

- b) Describe in your own words the arrival of the princess in the essay 'Benares'.

Ans :

Refer to Unit-II, Q.No. 2, Page No. 29.

9. a) What is the tone and mood of the speaker in the poem, "Stanzas Written in Dejection, Near Naples"?

Ans :

Refer to Unit-III, Q.No. 1, Page No. 54.

OR

- b) Annotate the following lines:

Yet now despair itself is mild,
Even as the winds and waters are;

Ans :

Refer to Unit-III, Annotation No. 2, Page No. 57.

10. a) How does Brutus justify his assassination of Caesar?

Ans :

Refer to Unit-IV, Q.No. 1, Page No. 86.

OR

- b) Describe the effect of Antony's speech on the crowd in the play *Julius Caesar*.

Ans :

Refer to Unit-IV, Q.No. 4, Page No. 88.

FACULTY OF ARTS, COMMERCE, SCIENCE, & SOCIAL SCIENCES

B.A. / B.Com. / B.Sc. II - Semester (CBCS) Examination,

Model Paper - II

GENERAL ENGLISH

Time: 3 Hours

Max. Marks: 80

PART - A (4 × 5 = 20 Marks)

I. Answer any four of the following: 4 × 5 = 20 Marks

1. Answer as directed.

- a) I love swimming. (Is the underlined phrase **Infinitive** or **Gerund**?)
- b) I was delighted to receive a _____ diary from my pal. (Fill in the blank using the right order of the adjectives: large, beautiful, leather-bound)
- c) She is as brave as lion. (Is the underlined phrase **Metaphor** or **Simile**?)
- d) L _____ sure (Complete the spelling.)
- e) Degree (Is the underlined sound **Plosive** or **Affricate**?)

2. Answer as directed.

- a) Eating freshly picked fruits is good for health. (Is the underlined word **Gerund** or **Participle**?)
- b) I have _____ (little / less) faith in Amar. (Choose the appropriate adjectives.)
- c) The clown was seriously funny. (Is the sentence an example for **hyperbole** or **oxymoron**?)
- d) Accept _____ (Complete the word using the suffixes: **ible** or **able**.)
- e) He is not from hyderabad he is from bangalore. (Punctuate the sentence.)

3. Answer as directed.

- a) Bible is first book to be printed by Gutenberg in fifteenth century. (Insert appropriate **article** wherever necessary).
- b) Attract. (Write the adverbial form of the word.)

- c) Her eyes sparkled like diamonds. (Is the underlined phrase **Metaphor** or **Simile**?)
- d) A part of the body (Write the **palindrome** based on the clue given.)
- e) Yes (Is the underlined sound **Affricate** or **Approximant**?)

4. Answer as directed.

- a) He bought _____ milk, _____ butter, and _____ loaf of bread. (Fill in the blanks with appropriate **article**, wherever necessary)
 - b) Telugu is my mother tongue. I can speak it _____. (Fill in the blank with suitable adverb using the adjective as a clue: **fluent**)
 - c) insurg _____ (Complete the spelling.)
 - d) romantic + comedy (Write the **portmanteau word**.)
 - e) Bachelor (Is the underlined sound **Affricate** or **Plosive**?)
5. Expand the following topic sentence into a paragraph.
The pen is mightier than the sword
6. Write briefly about various leadership skills

PART – B (4 × 15 = 60 Marks)

II. Answer the following questions in about 300 words each.

4 × 15 = 60 Marks

7. a) Use examples from the lesson 'A Visit of Charity' to examine how the old ladies behave with Marian. Why do you think they act the way they do?

OR

- b) Marian's motives for visiting the Old Ladies' Home are far from compassionate. Explain

8. a) What does the author propose for the betterment of India? Do you agree with his views? Give reasons for your answer.

OR

- b) What, according to Huxley, should be the attitude towards religion?

9. a) Discuss Shelley as a poet of nature with reference to the poem, "Stanzas Written in Dejection, Near Naples"?

OR

- b) Annotate the following lines:

Like many a voice of one delight,
The winds, the birds, the ocean floods,
The City's voice itself, is soft like Solitude's.

10. a) What are the similarities in the two orations of Brutus and Mark Antony?

OR

- b) How does Brutus justify his assassination of Caesar in the play Julius Caesar?

Answers for Model Paper - II

PART - A (4 × 5 = 20 Marks)

I. Answer any four of the following: **4 × 5 = 20 Marks**

1. Answer as directed.

- a) Gerund
- b) beautiful, large, leather-bound
- c) simile
- d) leisure
- e) plosive

2. Answer as directed.

- a) participle
- b) little
- c) Oxymoron.
- d) acceptable
- e) He is not from Hyderabad; he is from Bangalore.

3. Answer as directed.

- a) **The** Bible is **the** first book to be printed by Gutenberg in **the** fifteenth century.
- b) attractively
- c) simile
- d) level
- e) approximant

4. Answer as directed.

- a) He bought milk, butter, and **a** loaf of bread.
- b) fluently
- c) insurgence
- d) romcom
- e) Affricate

5. Expand the following topic sentence into a paragraph.

The pen is mightier than the sword

Ans :

Refer to Unit-II, Topic: 2.10, Page No. 53.

6. Write briefly about various leadership skills

Ans :

Refer to Unit-II, Topic: 2.9, Page No. 52.

PART - B (4 × 15 = 60 Marks)

- II. Answer the following questions in about 300 words each.

4 × 15 = 60 Marks

7. a) Use examples from the lesson 'A Visit of Charity' to examine how the old ladies behave with Marian. Why do you think they act the way they do?

Ans :

Refer to Unit-I, Q.No. 3, Page No. 3-4.

OR

- b) Marian's motives for visiting the Old Ladies' Home are far from compassionate. Explain

Ans :

Refer to Unit-I, Q.No. 2, Page No. 2-3.

8. a) What does the author propose for the betterment of India? Do you agree with his views? Give reasons for your answer.

Ans :

Refer to Unit-II, Q.No. 4, Page No. 30.

OR

- b) What, according to Huxley, should be our attitude towards religion?

Ans :

Refer to Unit-II, Q.No. 3, Page No. 29-30.

9. a) Discuss Shelley as a poet of nature with reference to the poem, "Stanzas Written in Dejection, Near Naples"?

Ans :

Refer to Unit-III, Q.No. 2, Page No. 54-55.

OR

- b) Annotate the following lines:

Like many a voice of one delight,
The winds, the birds, the ocean floods,
The City's voice itself, is soft like Solitude's.

Ans :

Refer to Unit-III, Annotation No. 1, Page No. 56-57.

10. a) What are the similarities in the two orations of Brutus and Mark Antony?

Ans :

Refer to Unit-IV, Q.No. 3, Page No. 87-88.

OR

- b) How does Brutus justify his assassination of Caesar in the play *Julius Caesar*?

Ans :

Refer to Unit-IV, Q.No. 1, Page No. 86.

FACULTY OF ARTS, COMMERCE, SCIENCE, & SOCIAL SCIENCES

B.A. / B.Com. / B.Sc. II - Semester (CBCS) Examination,

Model Paper - III

GENERAL ENGLISH

Time: 3 Hours

Max. Marks: 80

PART - A (4 × 5 = 20 Marks)

I. Answer any four of the following: 4 × 5 = 20 Marks

1. Answer as directed.

- Smoking is not good for health. (Is the underlined phrase **Infinitive** or **Gerund**?)
- The Sunday market offers all kinds of _____ objects. (Fill in the blank using the right order of the adjectives: old, fascinating, antique)
- The water was as black as night. (Is the underlined phrase **Metaphor** or **Simile**?)
- surv _____ llance (Complete the spelling.)
- Doctor (Is the underlined sound **Plosive** or **Affricate**?)

2. Answer as directed.

- Ladakh is fascinating. (Is the underlined phrase **Infinitive** or **Participle**?)
- Of the two shirts, I prefer the _____. (later/latter) (Choose the appropriate adjectives.)
- She is as skinny as a toothpick. (Is the sentence an example for **hyperbole** or **oxymoron**?)
- Counterf _____ t (Complete the spelling)
- mary is trying hard to complete the project her friend said. (Punctuate the sentence.)

3. Answer as directed.

- Today was the _____ day of my life. (Insert appropriate **article**).
- Collaps _____ (Complete the word using the suffixes: **ible** or **able**.)
- That dog is pretty ugly. (Is the underlined phrase **Metaphor** or **Simile**?)

- d) The woman member of religious sect and the female counterpart of a 'monk' (Write the **palindrome** based on the clue given.)
- e) Beauty (Is the underlined sound **Affricate** or **Approximant**?)

4. Answer as directed.

- a) She has _____ one-rupee coin. (Fill in the blank with appropriate **article**)
 - b) Although he is a good student, he did not do _____ in the exam. (Fill in the blank with suitable adverb using the adjective as a clue: **good**)
 - c) Collective _____ (Write the adverbial form of the word.)
 - d) international + network (Write the **portmanteau word**.)
 - e) Bachelor (Is the underlined sound **Affricate** or **Plosive**?)
5. Write a letter to your cousin who lives in a town, inviting her/him to stay with you during Dussehra.
6. Explain some stress management techniques.

PART – B (4 × 15 = 60 Marks)

II. Answer the following questions in about 300 words each.

4 × 15 = 60 Marks

7. a) Why does Marian hide the apple? Why does she eat it immediately after leaping onto the bus? Explain the symbolic significance of the apple.

OR

- b) Marian's motives for visiting the Old Ladies' Home are far from compassionate. Explain.
8. a) What, according to Huxley, should be our attitude towards religion?

OR

- b) Describe in your own words the arrival of the princess in the essay 'Benares'.
9. a) What does the poet lament in the poem, "Stanzas Written in Dejection, Near Naples"?

OR

- b) Annotate the following lines:

Some might lament that I were cold,
As I, when this sweet day is gone,
Which my lost heart, too soon grown old,
Insults with this untimely moan;

10. a) How does Brutus justify his assassination of Caesar?

OR

- b) Describe how Antony employs irony in his speech in the play Julius Caesar.

<i>Answers for Model Paper - III</i>

PART - A (4 × 5 = 20 Marks)

I. Answer any four of the following: **4 × 5 = 20 Marks**

1. Answer as directed.

- a) Gerund
- b) fascinating, old, antique
- c) simile
- d) surveillance
- e) plosive

2. Answer as directed.

- a) participle
- b) latter
- c) hyperbole
- d) counterfeit
- e) "Mary is trying hard to complete the project", her friend said.

3. Answer as directed.

- a) worst
- b) collapsible
- c) oxymoron
- d) nun
- e) approximant

4. Answer as directed.

- a) a
- b) well
- c) collectively
- d) internet
- e) plosive

5. Write a letter to your cousin who lives in a town, inviting her/him to stay with you during Dussehra.

Ans :

Refer to Unit-II, Exercise Q.No. 2, Page No. 50.

6. Explain some stress management techniques.

Ans :

Refer to Unit-III, Topic : 3.9, Page No. 84.

PART – B (4 X 15 = 60 Marks)

- I. Answer the following questions in about 300 words each.

4 X 15 = 60 Marks

7. a) Why does Marian hide the apple? Why does she eat it immediately after leaping onto the bus? Explain the symbolic significance of the apple.

Ans :

Refer to Unit-I, Q.No. 1, Page No. 1-2.

OR

- b) Marian's motives for visiting the Old Ladies' Home are far from compassionate. Explain.

Ans :

Refer to Unit-I, Q.No. 2, Page No. 2-3.

8. a) What, according to Huxley, should be our attitude towards religion?

Ans :

Refer to Unit-II, Q.No. 3, Page No. 29-30.

OR

- b) What does the author propose for the betterment of India? Do you agree with his views? Give reasons for your answer.

Ans :

Refer to Unit-II, Q.No. 4, Page No. 30.

9. a) What does the poet lament in the poem, "Stanzas Written in Dejection, Near Naples"?

Ans :

Refer to Unit-III, Q.No. 3, Page No. 55.

OR

- b) Annotate the following lines:

Some might lament that I were cold,
As I, when this sweet day is gone,
Which my lost heart, too soon grown old,
Insults with this untimely moan;

Ans :

Refer to Unit-III, Annotation No. 3, Page No. 58.

10. a) How does Brutus justify his assassination of Caesar?

Ans :

Refer to Unit-IV, Q.No. 1, Page No. 86.

OR

- b) Describe how Antony employs irony in his speech in the play *Julius Caesar*.

Ans :

Refer to Unit-IV, Q.No. 2, Page No. 87.