

PITHAPUR RAJAH'S GOVERNMENT COLLEGE
AN AUTONOMOUS COLLEGE
ACCREDITED WITH NAAC A GRADE (3.17CGPA)
KAKINADA- 533001



Department of English Language & Literature

Semester - II MATERIAL - 2024-2025

PAPER CODE - 2001
PITHAPUR RAJAH'S GOVERNMENT COLLEGE (A), KAKINADA
Department of English
GENERAL ENGLISH FOR B.A., B. Com.,B.Sc & B.B.A : 2023-2024
SEMESTER –II (With effect from 2023-2024)
A COURSE IN READING AND WRITING SKILLS

Unit – I : Prose

1. The Gift of the Magi - O. Henry
2. The Night Train at Deoli --- Ruskin Bond

Unit – II Poetry

- | | |
|---|----------------|
| 3. Night of the Scorpion | Nissim Ezekiel |
| 4. Ode to Nightingale | John Keats |
| 5. Stopping by Woods on a Snowy Evening | Robert Frost |

Unit – III Non-Detailed Text

6. Florence Nightingale - Abrar Mohsin
7. An Astrologer's Day - RK Narayan

Unit – IV Academic Skills

1. Skimming and Scanning
2. Note Making / Taking
3. Reading Comprehension (Top Down, Bottom Up and Schema Theory)
4. Expansion of Ideas
5. Vocabulary: Conversion of Words
6. One Word Substitutes
7. Idioms

Unit – V Professional Skills

1. Notices, Agendas and Minutes
2. Curriculum Vitae and Resume
3. Letters
4. E-Correspondence

PAPER CODE: 2001

PITHAPUR RAJAH'S GOVERNMENT COLLEGE (A), KAKINADA

Department of English

General English for B.A., B.Com., B.Sc & B.B.A:

2023-2024 SEMESTER –II (W.E.F 2023-24)

A Course in Reading & Writing Skills Model Question Paper

Time: 2 Hrs

Max. Marks: 50 M

Section -I

Answer any THREE of the following questions.

3 X 5 = 15M

PART – A

1. Analyze the story “The Gift of the Magi “ by O.Henry.
2. Describe the platform at Deoli.
3. Write the summary of the poem “Ode to Nightingale” by John Keats.
4. Explain the satire of the superstitions in Nissim Ezekiel’s “Night of the Scorpion”.
5. ‘The woods are lovely, dark and deep’ - Analyze.

Answer any THREE of the following questions.

3 X 5 = 15M

PART - B

6. How does Abrar Mohsin depict the traits of Florence Nightingale?
7. Describe the climax of The Astrologers Day.
8. Expand the idea —Haste makes waste
9. Describe Skimming and Scanning
10. Explain the characteristics of Note Making.

Section II

Answer any FOUR of the following questions. Each question carries 5 marks. 4 X 5 = 20M

11. Convert the words in brackets to match the context.
 - i. The Municipal authorities ordered the.....(remove) of all hoardings.
 - ii. Please do it at your own.....(convenient)
 - iii. Her words have a.....(magic) effect on him.
 - iv. My grandmother ----- (complain) to the police through an e-mail.
 - v. Environmental----- (pollute) has increased in the recent decade.

12. Substitute the underlined expressions with one word
 - a. His messages not connected with religious or spiritual matters
 - b. He is declared as a person who is mentally ill
 - c. They found a new series of stars.
 - d. The chopper was parked in the place meant for parking
 - e. Indian Government is of the people, by the people and for the people.

13. Match the following idioms

- | | | |
|---------------------------|-----|----------------------------------|
| a. To beat about the bush | () | 1. Insincere expression of grief |
| b. Crocodile Tears | () | 2. To speak plainly |
| c. Rains cats and dogs | () | 3. To avoid speaking directly |
| d. Long face | () | 4. Raining heavily |

e. Call a spade a spade () 5. To look unhappy or serious

14.1 Read the passage and answer the Questions that follow.

Bees are special insects because they can fly! They can move through the air like an airplane with their wings. They use their wings to fly fast or slow. They can fly up and down to get to the flowers! Bees can have three colors. They can be yellow, red, and orange. Bees have three main parts. They have a head. They have a body. and a stinger which is used to defend against enemies.

They also have six legs which are used to stand, climb, eat and collect pollen. Bees live in Africa, Australia, Asia, Europe, North America, South America. The only continent that bees do not live on is Antarctica!

- a. Why do bees need to fly?
- b. What are the main parts of a bee?
- c. How is the stinger useful to bees?
- d. Name the continent where the bees are not found
- e. Write the synonym of “collect “.

15. You are a programmer in a software company. Your team leader has scheduled a video conference with the client. Write an e-mail to the lead stating your inability to attend the video conference.

16. Write a letter to the Municipal Commissioner complaining about the bad drainage system in your town.

17. Apply with resume to the post advertised in the following notification.

JOB OPPORTUNITY
A leading Power Utility Company is looking for a SAP CRM Functional Consultant.
Job Specification:
The candidate must have at least Bachelors degree, however, Masters degree would be preferred with SAP CRM certification with relevant experience. Preference will be given to candidates with SAP ISU/CRM environment understanding, having completed at least one full life cycle.
Skills Required:

- Strong decision making and leadership skills
- Strong analytical skills
- Good communication and interpersonal skills
- Ability to work under pressure and meet tight deadlines
- Able to work independently
- Able to plan and prioritize

The job offers competitive salary, excellent working environment and ample growth opportunities. Interested individuals fulfilling the above criteria should send their updated resumes to @yahoo.com by 02nd November, 2012.

18. As a Student President, write a Notice on Annual Day Celebrations in your college.

Summary of "The Gift of the Magi"

The story is set during **Christmas Eve** and follows a young, poor couple, **Della** and **Jim Dillingham Young**, who deeply love each other but have limited financial resources. They want to buy each other meaningful Christmas gifts, but their poverty makes it nearly impossible.

Della's Sacrifice

Della, wanting to buy a special gift for Jim, decides to sell her most prized possession: her long, beautiful hair, which she considers her greatest treasure. She goes to a hair shop and sells her hair for \$20. With this money, she buys a platinum fob chain for Jim's pocket watch, his most cherished belonging.

Jim's Sacrifice

Meanwhile, Jim, equally eager to give Della a thoughtful gift, sells his pocket watch to buy an exquisite set of combs for Della's hair—combs she had admired for a long time but could never afford.

The Ironic Twist

When the couple exchanges gifts on Christmas Eve, they discover the irony of their sacrifices:

- Della no longer has her long hair to use the combs.
- Jim no longer has his watch to use the chain.

Despite the apparent futility of their gifts, the couple laughs and realizes the deeper meaning behind their actions. Their sacrifices reflect their immense love and willingness to give up their most valued possessions for each other.

The Magi Connection

O. Henry concludes the story by comparing Della and Jim to the **Magi**, the wise men who brought gifts to baby Jesus. He suggests that, like the Magi, Della and Jim are wise because their gifts, though materially useless, symbolize selfless love, which is the true spirit of giving.

Themes

1. **Sacrifice:** True love often requires personal sacrifice.
2. **Love:** Love is more valuable than material possessions.
3. **Irony:** The situational irony highlights the beauty of selflessness.

Ruskin Bond's short story – Night Train at Deoli

Ruskin Bond's short story – Night Train at Deoli reminds me of the small moments of affection that I couldn't dare to venture into. Based on experiences of Ruskin Bond, the short story is story of two strangers who meet, separate and meet again. The two instances of affectionate meeting last for a lifetime for the narrator who craves to bond back with the girl he met at the station. Railway stations are meeting points to bond and part away. While going to his grandma's house, the narrator's train halts at

Deoli, a small station 30 miles from Dehra. Unlike other stations, Deoli station doesn't have any crowd. Except for stray dogs, tea stall and a station master, the Deoli is like a sleepy town cut down from human touch. The train halts at Deoli only for ten minutes. Neither anyone boards the train or gets down from it. It is here at the lonely station where the narrator meets a basket selling girl twice. He meets her twice during his trip to hometown. The two meetings make him fall in love with the village girl on Deoli station. Though he attempts to strike an emotional bond, he is unsuccessful because the train halts there only for 10 minutes. In the third meeting he gathers the courage to express his feelings to the basket selling girl at Deoli station. Unfortunately, the girl is nowhere to be seen at the station. He enquires about the girl at the station but fails to get any idea regarding her whereabouts. Dejectedly he boards the Deoli with a hope that he will meet the girl again. The short story ends on a sad note. Though the narrator passes through the Deoli station several times, he never dares to go beyond the Deoli station fearing that girl may be dead or have left the place forever. He is still clung to a false hope that he will meet the basket selling girl someday.

Loosely based on events happened in life of author Ruskin Bond, „Night Train at Deoli“ is a classic, timeless short story with theme of romance, travel and nostalgia within it. It reminded me of Russian author Fyodor's short story „White Nights“ where the lonely protagonist meets a young woman on a rainy night and falls in love instantly. The one side romance lasts for only four days when the young woman's lover returns back. Even here the narrator in the short story has a faint hope that the girl will come back to station someday. Many of Ruskin Bond's short stories are centered around rail journeys and station. The second popular short story of rail journey was „The Eyes Have It“ where two visually impaired strangers strike a bond during a short journey unaware that they both are blind. Actually, I relate to this short story „The Night Train at Deoli“ a lot with a false hope that the person will cross the path with me someday. Short stories have their own audience and readership. Among several short stories, „Night Train at Deoli“ really tugs your heart.

An analysis of the poem Night of the Scorpion by Nissim Ezekiel:

Nissim Ezekiel himself states that he is truly and basically an Indian poet as “India is simply my environment. A man can do something for and in environment by being fully what he is, by not withdrawing from it. I have not withdrawn from India”. He is a good observer and his observation is quick analytical and satirical. Taking such accounts, „Night of the Scorpion“ from the point of poetic expression, observation, Indian perception and experience is a brilliant poem. Night of the Scorpion“ is a poem based on Indian scenario of superstition and poet's Indian feeling. It represents an incident in the past when the poet's mother was stung by a scorpion. It was a rainy night. The incessant ten hours rains have driven a scorpion to creel beneath a sack of rice to keep itself dry. The scorpion after stinging at the toe of poet's mother with its poisonous tale left the place quickly and went again into the pouring rain. At the cries of his mother on that rainy night the neighboring peasants flocked to the poet's house like a swarm of bees with lanterns and candles. They started to find out the scorpion but in vain. They felt deep concern for the old lady suffering from the scorpion bite. They now clicked their tongues and prayed to God to make the scorpion paralyzed. It was the belief that every movement made by the scorpion will lead the progress of the poison in the body and the pain will be more acute. The superstitious peasants believed that the previous activities of sin is to be burnt away by the sufferings of the peasants or the present suffering will free one to feel no pain the next birth. The pain is the equalizer of the hope in this temporal world. So the ignorant peasants wished that the poison must purify the poet's mother's body and soul. They wished that her body should be free from all material desires and should be placed above all ambitions. The poet's father believed in reason and logic. He applied his commonsense to relieve his wife's pain. He poured some paraffin upon the bitten toe and put a flash of match-stick to it. Even a holy man was called to chant „mantras“ but everything is in vain; nothing happens or likes to be happened. After twenty hours the old

lady got relief from the pain and she thanked God that the scorpion did not sting her children. „Night of the Scorpion“ is not a poem of a simple incident in the life of poet’s mother, rather a poem of Indian culture, belief, philosophy and superstition. In this short poem he has presented some Indian pictures with graphic truth. He presents vividly the inner relationship between individual families to the neighboring community. Superstitious they may be but their fellow feeling is noticeable – “More candles more lanterns, more neighbors”. The neighbors came forward for help nowhere one can find such strong social relationship. Indian culture is not without its superstition. The superstitions are static and they sent their root finding the ignorant fertile soil of the peasants. They prayed to God but thought of a doctor. Their philosophy is filled with their superstitions. They wanted to paralyze the scorpion to stop the pain of the poet’s mother but at the same time they philosophically believed that the present pain is the outcome of past evil or this pain is a visa for entering into the life of happiness in next birth. What a contradictory philosophy this can be, where the pain is the symbol of happiness, the symbol of purgation. The poet’s father was skeptic and rationalist amidst the ignorant peasants he singlehandedly tried to soothe his wife by using his little knowledge of science – “Trying very curse and blessing/ power, mixture, herb and hyaloid”. Side by side, an orthodox holy man is called to perform his rites “To tame the poison with an incantation”. What is most sweet in the poem is the affectionate concern of a mother for her children. It is universally acknowledged that a mother is ready to suffer all types of pain and tortures with a smiling face, but she will not bear any pain imposed on her children. “My mother only said Thank God the scorpion picked on me And spared my children” Throughout the poem Ezekiel has used simple, common language in exact place. Within the poem he uses parallelism and antithesis. Not only that the poet very consciously uses the sound effect of the word and for this he discards the traditional prosody and creates new rhymes for expressing a new mood. It is he who says in his “Poet, lover and Bird Watcher”, “The Best Poets wait for the words” remaining always alert because “Eternal vigil is the price for the gift of poetry”.

ODE TO A NIGHTINGALE

Summary

The speaker opens with a declaration of his own heartache. He feels numb, as though he had taken a drug only a moment ago. He is addressing a nightingale he hears singing somewhere in the forest and says that his “drowsy numbness” is not from envy of the nightingale’s happiness, but rather from sharing it too completely; he is “too happy” that the nightingale sings the music of summer from amid some unseen plot of green trees and shadows.

In the second stanza, the speaker longs for the oblivion of alcohol, expressing his wish for wine, “a draught of vintage,” that would taste like the country and like peasant dances, and let him “leave the world unseen” and disappear into the dim forest with the nightingale. In the third stanza, he explains his desire to fade away, saying he would like to forget the troubles the nightingale has never known: “the weariness, the fever, and the fret” of human life, with its consciousness that everything is mortal and nothing lasts. Youth “grows pale, and spectre-thin, and dies,” and “beauty cannot keep her lustrous eyes.”

In the fourth stanza, the speaker tells the nightingale to fly away, and he will follow, not through alcohol (“Not charioted by Bacchus and his pards”), but through poetry, which will give him “viewless wings.” He says he is already with the nightingale and describes the forest glade, where even the moonlight is hidden by the trees, except the light that breaks through when the breezes blow the branches. In the fifth stanza, the speaker says that he cannot see the flowers in the glade, but can guess them “in embalmed darkness”: white hawthorne, eglantine, violets, and the musk-rose, “the murmurous haunt of flies on summer eves.” In the

sixth stanza, the speaker listens in the dark to the nightingale, saying that he has often been “half in love” with the idea of dying and called Death soft names in many rhymes. Surrounded by the nightingale’s song, the speaker thinks that the idea of death seems richer than ever, and he longs to “cease upon the midnight with no pain” while the nightingale pours its soul ecstatically forth. If he were to die, the nightingale would continue to sing, he says, but he would “have ears in vain” and be no longer able to hear.

In the seventh stanza, the speaker tells the nightingale that it is immortal, that it was not “born for death.” He says that the voice he hears singing has always been heard, by ancient emperors and clowns, by homesick Ruth; he even says the song has often charmed open magic windows looking out over “the foam / Of perilous seas, in faery lands forlorn.” In the eighth stanza, the word forlorn tolls like a bell to restore the speaker from his preoccupation with the nightingale and back into himself. As the nightingale flies farther away from him, he laments that his imagination has failed him and says that he can no longer recall whether the nightingale’s music was “a vision, or a waking dream.” Now that the music is gone, the speaker cannot recall whether he himself is awake or asleep.

Form

Like most of the other odes, “Ode to a Nightingale” is written in ten-line stanzas. However, unlike most of the other poems, it is metrically variable—though not so much as “Ode to Psyche.” The first seven and last two lines of each stanza are written in iambic pentameter; the eighth line of each stanza is written in trimeter, with only three accented syllables instead of five. “Nightingale” also differs from the other odes in that its rhyme scheme is the same in every stanza (every other ode varies the order of rhyme in the final three or four lines except “To Psyche,” which has the loosest structure of all the odes). Each stanza in “Nightingale” is rhymed ABABCDECDE, Keats’s most basic scheme throughout the odes.

Analysis

With “Ode to a Nightingale,” Keats’s speaker begins his fullest and deepest exploration of the themes of creative expression and the mortality of human life. In this ode, the transience of life and the tragedy of old age (“where palsy shakes a few, sad, last gray hairs, / Where youth grows pale, and spectre-thin, and dies”) is set against the eternal renewal of the nightingale’s fluid music (“Thou wast not born for death, immortal bird!”). The speaker reprises the “drowsy numbness” he experienced in “Ode on Indolence,” but where in “Indolence” that numbness was a sign of disconnection from experience, in “Nightingale” it is a sign of too full a connection: “being too happy in thine happiness,” as the speaker tells the nightingale. Hearing the song of the nightingale, the speaker longs to flee the human world and join the bird. His first thought is to reach the bird’s state through alcohol—in the second stanza, he longs for a “draught of vintage” to transport him out of himself. But after his meditation in the third stanza on the transience of life, he rejects the idea of being “charioted by Bacchus and his pards” (Bacchus was the Roman god of wine and was supposed to have been carried by a chariot pulled by leopards) and chooses instead to embrace, for the first time since he refused to follow the figures in “Indolence,” “the viewless wings of Poesy.”

The rapture of poetic inspiration matches the endless creative rapture of the nightingale’s music and lets the speaker, in stanzas five through seven, imagine himself with the bird in the darkened forest. The ecstatic music even encourages the speaker to embrace the idea of dying, of painlessly succumbing to death while enraptured by the nightingale’s music and never experiencing any further pain or disappointment. But when his meditation causes him to utter the word “forlorn,” he comes back to himself, recognizing his fancy for what it is—an imagined escape from the inescapable (“Adieu! the fancy cannot cheat so well / As she is fam’d to do, deceiving elf”). As the nightingale flies away, the intensity of the speaker’s experience has left him shaken, unable to remember whether he is awake or asleep.

In “Indolence,” the speaker rejected all artistic effort. In “Psyche,” he was willing to embrace the creative imagination, but only for its own internal pleasures. But in the nightingale’s song, he finds a form of outward expression that translates the work of the imagination into the outside world, and this is the discovery that compels him to embrace Poesy’s “viewless wings” at last. The “art” of the nightingale is endlessly changeable and renewable; it is music without record, existing only in a perpetual present. As befits his celebration of music, the speaker’s language, sensually rich though it is, serves to suppress the sense of sight in favor of the other senses. He can imagine the light of the moon, “But here there is no light”; he knows he is surrounded by flowers, but he “cannot see what flowers” are at his feet. This suppression will find its match in “Ode on a Grecian Urn,” which is in many ways a companion poem to “Ode to a Nightingale.” In the later poem, the speaker will finally confront a created art-object not subject to any of the limitations of time; in “Nightingale,” he has achieved creative expression and has placed his faith in it, but that expression—the nightingale’s song—is spontaneous and without physical manifestation.

Stopping by Woods on a Snowy Evening

Robert Frost suggests that the weather is cold enough to freeze a lake. The words like darkest evening suggest several things. It can be meant that the poet was very depressed due to his long journey and chilling weather. It can also mean it was the longest night of the year with maximum hours of darkness. In that case, it can be a winter peak in the northern hemisphere.

The poet says that the horse is shaking its head and ringing the bell attached to its harness. This suggests as the horse is asking his master whether there is an issue because it is unusual for him to pause by the woods within the darkness. And the most important thing in the poem came that is sound imaginaries. There are only three sounds can be heard. They are the sounds of the harness bell, light wind, and the snowflakes.

In the last few lines of the poem, the poet describes the woods using three adjectives – lovely, dark, and deep. This means that the poets are enjoying the scene and want to cherish the beauty of nature for a longer time. But he has other liabilities in life. He has traveled a long distance before he sleeps. So he cannot stop there for a long time. He moves ahead. Therefore the poet repeats the last line to draw the attention of the readers. In the last lines, he metaphorically refers to sleep as death.

The writer says in our real life we want to do many things enjoy many moments but due to our responsibilities, we have to move on. As we have many desires but it is not possible to achieve them in a short span of life. Life has its own plans for us.

Again, different people have different thoughts. Some critics interpret the words of the poem in a different way. The „woods“ here can also suggest distractions and temptations during our journey of life. Some people believe that the poet wants to say that we should focus on our goals of life. We must accomplish our duties before we die. So we should not spend our valuable time on distractions of life.

Florence Nightingale

Florence Nightingale was a British statistician, nurse and social reformer known for her pioneering work in nursing during the Crimean War. Her pivotal role in organizing the care for the sick and wounded during the conflict laid the foundation for modern nursing.

Spending many hours in nightly rounds to care for the wounded and sick soldiers earned her the famous by name of “The Lady with the lamp”.

Florence Nightingale was born in the city of Florence, Italy on 12 May 1820. She was the second daughter of wealthy parents (her elder sister was called Parthenope). When she was young Florence was very interested in mathematics. She was also a devout Christian and when she was 17 she felt God was calling her to serve him. At first, Florence was not sure how God wanted her to serve but by 1844 she was convinced she was to nurse the sick. Her parents, William and Frances disapproved because at that time nursing was definitely not a respectable job. Her family tried to talk Florence out of it but she was determined. A man named Richard Monckton Miles tried to persuade Florence to marry him but she refused even though she adored him. Florence Nightingale was determined to sacrifice herself.

Nevertheless, it was several years before she got any nursing experience. In 1851 she went to Kaiserwerth in Germany to learn. Then in 1853, she was given her first post, reorganizing a small hospital in Harvey Street, London, The Institution for the Care of Sick Gentlewomen in Distressed Circumstances.

Florence In The Crimean War

As a result of her work Sidney Herbert, the Secretary of War invited her to go on a mission to soldiers wounded fighting the Russians. (At that time Britain, France and Turkey were fighting Russia. Nightingale sailed with 38 nurses to Turkey on 21 October 1854.

They arrived at Scutari Hospital in November. But an alarming number of soldiers in Scutari Hospital died of disease while under Nightingale’s care. (The death rate in Scutari was higher than in other, similar hospitals). So in 1855, the British government sent a sanitary commission to investigate. They found the hospital at Scutari was built over a blocked sewer. The commissioners flushed the sewer and improved ventilation in the hospital. As a result number of deaths in the hospital dropped dramatically.

Despite the fact that the death rate in her hospital was very high and it only fell when the sanitary commission did its work Florence became a heroine to the public.

Nightingale returned to Britain in 1856. She was commissioned to investigate the living conditions of British soldiers in peacetime. In 1858 she published her findings as *Notes on Matters Affecting the Health, Efficiency, and Hospital Administration of the British Army*. This work contained many statistical analyses.

Though she is usually remembered as a nurse Florence was a talented statistician. In 1858 she became the first woman member of the Royal Statistical Society. In 1874 she became an honorary member of the American Statistical Society. Florence did NOT invent the pie chart (it was invented

by William Playfair in 1801). For her work, Nightingale used polar area diagrams (invented by a Frenchman named Andre-Michel Guerry in 1829).

In 1860 Florence Nightingale opened the Nightingale Training School for Nurses at St Thomas Hospital. She greatly raised the standards of nursing. Every probationer who entered the school was interviewed by Florence and supervised by her. In old age, Florence suffered from ill health and she went blind. By the mid-1890s Florence was an invalid. However, she was awarded the Order of Merit in 1907. Florence Nightingale died on 13 August 1910.

An Astrologer's Day

This is a story about an astrologer who made his living by using his wits and shrewdness. One day, he is confronted with a truth that had once made him flee his village home. This confrontation and the subsequent revelation lift a heavy load off his chest. The central character of this story is an astrologer who carried the persona of an all-knowing man. His attire made him appear like a divine prophetic man. Adorning a saffron-colored turban on the head, the Astrologer sat under a tamarind tree and began his work at midday. His forehead was always smeared with sacred ash and vermilion. Due to this, his eyes looked bright and attracted many people. The Astrologer had left his ancestral home years ago without telling anyone and had never gone back to his land and people.

The Astrologer was not a learned man and did not possess the knowledge of stars that was required for his work. It was his shrewdness that kept his trade going. What made him sound convincing to his customers was the knowledge of human life and crude guess work. He simply used his basic understanding of human life and his experience of years of practice to make predictions about those who sought his services. He knew enough about man's troubles of marriage, money and the complex web of human bonds. This deep understanding coupled with his wits enabled him to get insights into the personalities of others and make predictions about their futures.

One day, the Astrologer was approached by an unusual customer. He stirred up an old memory of the past in the Astrologer's mind. Unlike others, this customer was not easy to fool to convince. He challenged the Astrologer to predict some worthwhile things about him. The Man asked him to predict whether or not would he succeed in finding the object of his search. The Astrologer initially felt uneasy but accepted the challenge, and the two men even struck a bet. As the Astrologer began to reveal details of Man's past, the customer was stunned. He correctly guessed the customer's name to be Guru Nayak and even disclosed that he knew that the man had been attacked with a knife and even pushed into a well.

The Astrologer's knowledge about how Guru Nayak had closely escaped death and was thus looking for the man to seek revenge, totally convinced the customer. To answer the Man's question, the Astrologer told him that he will not succeed because the person he was looking for was dead. He also warned Guru Nayak of an imminent threat to his life and advised him to return to his village. Convinced by the Astrologer's advice, the Man left after giving him a handful of coins.

As the Astrologer went home that day, his wife was elated to see the day's earnings. It was then that he disclosed the truth that had made him flee his home. The man whom Guru Nayak had been searching was the Astrologer himself. As the Astrologer went home that day, his wife was elated to see the day's earnings. It was then that he disclosed the truth that had made him flee his home. The man whom Guru Nayak had been searching was the Astrologer himself.

What is the difference between skimming and scanning reading skills?

Reading is often treated as a leisure activity but very few people know that it is actually a technique. Skimming and scanning are the two often confused techniques for reading or to be specific reading strategies.

Skimming

Skimming often refers to the way in which one reads at a faster rate to gain the general idea about the text without paying heed to the intentional and detailed meaning of the text.

For Example - When one reads the text only in order to understand the thesis statement, in one or two lines.

- Skimming is achieved by reading that text only which is considered to be relevant.
- Skimming requires a lower understanding of word recognition than compared to scanning.

Procedure - Read the introductory paragraph and the conclusion paragraph very carefully. You should search for headings and subheadings to get a good grasp of the idea.

Scanning

Scanning refers to the technique when one looks into the document or the text provided for searching some specific text such as some keywords.

Example - Now it may be applied to the real-life example of a dictionary, wherein one looks for a specific word meaning or a directory wherein one searches for the phone number of someone.

- Scanning requires one to have a look at the whole document quickly at least once.
- Scanning requires a higher understanding of word recognition compared to skimming.

Procedure - You should search for headings and subheadings to get a good grasp of the idea, as to where your required detail will be found.

Skimming and scanning, therefore, are two very different strategies for speed reading. They are used for different purposes, and they require different reading skills, but they are very significant to go about reading comprehension.

OR

Scanning

Scanning is the act of searching a particular information in a text with a particular approach. For instance, if you want to know the meaning of the word 'virtuous' from a dictionary, you will start searching the letter **V** first, then **I**, and then **R**; by then you probably will have found the word. This process of searching is called **scanning**. It is a technique of fast reading.

Purposes of Scanning

- To search for a word in a dictionary or index
- To find a phone number or an address in a directory
- To check the time schedule of a program in an agenda
- To check the price of a specific item in a catalog
- To know a particular information from a text

Scanning: Steps to Follow

- Before starting to scan a text for a particular information, you know some basic things about that text. You will not be able to scan a text efficiently if you do not have a basic idea about that text. If the text is completely unknown to you, you should skim it first to get some ideas about that text. This will help you to guess the section or part of the text where you might find the information you need.
- Notice how the information is arranged. It can be arranged either alphabetically or numerically. However, some texts are not arranged at all. In that case, you have to guess a section and scan it through to get your information.
- Scanning a random unknown page of a text is difficult. It may take more time than the usual. However, it won't take too much time if you move your eyes vertically and diagonally keeping in mind the exact letters or numbers you are looking for.

Skimming

Skimming is the other technique of fast reading. Skimming is the act of glancing through a text for gathering a basic idea about that text. For instance, if you want to read an interesting article on the newspaper and you do not have enough time to read more than one article, you will skim through most of the article to decide exactly which article you want to read. Skimming will also save a great amount of your valuable time if you know how to skim a text efficiently.

Purposes of Skimming

- To see what is in the news on a website or on a paper
- To look through a text to decide whether you want to read it or not
- To look through the television guide/program schedule to plan your evening
- To see through a catalog to choose an offer
- To go through the options after searching something on Google
- And many more

Skimming: Steps to Follow

- Read the title first. Generally, titles will give you the most important idea of the text. If the title does not interest you, you will probably skip it at once.
- Then read the sub-headings (if any) of the text. It will give a basic idea about the text and what's in it.
- If there is no sub-heading, read the first line or first few lines of the text. It will give you the gist of the text.
- If you want to skim it further, you may read the first lines of all the paragraphs and focus on the emphasized (**bolded** & *italicized*) words in them to get more ideas about the text.

Note Taking and Note Making

Meaning and differences between note taking and note making

Notes are an essential record of Information which can help one in preparing for a seminar, presentation, assignment or an Examination. The process of forming Note is usually referred to as Note Taking. However, there is a distinction between Note Taking and Note Making.

Meaning of note taking?

Note taking is the act of writing down pieces of information in a systematic way. It is the first stage of producing an effective note and is the process which involves writing or recording what you hear, see or read during Lectures, Tutorials, Webinar and Seminar in a descriptive way.

Note taking may also be referred to as the practice of recording information captured from another source. By taking notes, the writer records the essence of the Information, freeing their mind from having to recall everything.

Note taking involves:

- a. Notes being copied from the original source and rewritten in a similar format.
- b. Writing down most of what you hear or read without actually processing the information.
- c. Note taken while trying to cover most or all information without highlighting the main points or issues.

Note taking is what we do when we attend Lectures, watch videos or read a book. Say for example, copying what your lecturer is saying or teacher teaching in a Lecture hall or Classroom is known as Note Taking.

Advantages of Note Taking

- 1. It promotes active learning
- 2. It is necessary for easy memorization of facts
- 3. It improves focus and attention to details
- 4. It boasts comprehension and retention of what you have just listened to
- 5. It improves organizational skills with the way one prioritize their content of what they hear, and organize it effectively in their book.
- 6. It is an essential listening skill as it only takes paying attention and listening to details to be able to take notes.

Meaning of Note Making

Note Making is the practice of keeping record from different sources. It essentially goes beyond writing down what you hear or see.

Note making is a more intellectual activity than Note taking as it involves selecting, analyzing, and summarizing what you hear and read. Note Making is therefore an active approach to studies as it forces you to think as you have to make decisions about what you write.

In some other words, Note Making means taking separate notes from your Lectures, videos, books and creating one document that combines the information you have obtained into a briefing that you will probably use for revision or future reference.

Ultimately, Note making can be defined as a way of recording important details from a source. That source could be books, articles, meetings, or any oral discussion.

There are three stages of Note making:

1. Before stage: This is where you prepare by finding out what you need to know and what is the purpose of Reading or Lecture.

2. During: This is the stage where you note down the main ideas and key words

3. After: Here, you reflect, review and organize your notes.

Flowing from the above Note making happens when you:

1. Synthesize your reading from a number of sources on the same topic

2. Summarize for yourself the connections in any reading or from any lecture

3. Add your own critical comments to what you read or hear.

Advantages of Note Making

a. Note making is essential in Academic writing and preparation for Exams

b. It helps in recording and recollecting past events said or heard

c. Note making provides a permanent record of things and helps one in understanding materials, topics, and concepts easily.

d. Note Making helps one to put Notes in their own words

e. Note Making makes it easier to distinguish between key points and details

f. Note Making helps a person to pay attention to what they are reading, as you cannot make note without paying attention to what you are reading.

Differences between Note Taking and Note Making

While there are a handful of similarities which exist between Note Taking and Note Making as considered above, hence making it difficult for people to distinguish them and generally refer to both as Note Taking, there are clear cut differences which exist between them. These differences are:

a. Note Taking is faster than Note making

- b. Note Taking involves using the Author or Speakers words verbatim, while Note Making involves the Writer also using their own words.
- c. Note Made is easier to understand than Note taken in class or elsewhere as in Note making you are adding your own thoughts to what you are writing down, while in Note Taking you are just copying down whatever you hear or see.
- d. Note Taking involves taking points from one source at a time, while Note Making involves taking points from different sources.
- e. In Note taking, less understanding process is involved as the aim of Note taking is to write down what one is hearing or seeing, whereas in Note Making full understanding is involved as the aim is to help a person understand a topic or concept better.
- f. Note taking brings little or no improvement towards your studying skills, while Note Making on the other hand improves your studying skills.
- g. Note taking is Complex as the overall structure of a topic or course cannot be shown, whereas in Note Making the overall structure of a specific subject can be shown and it is simpler.
- h. Note Taking involves writing down what you hear or read without processing the Information, whereas Note Making Involves processing what you hear or read.
- I. Note Taking is a passive approach to studying, whereas Note Making is an active approach to studying.
- J. Note Making is a more intellectual and demanding task than Note Taking.

Similarities between Note Taking and Note Making

- a. Both involves writing Notes
- b. Both aids preparation and study in School
- c. Both are necessary for the documentation of key points in meeting, conferences, and Lectures.
- d. Both aids remembrance of points
- e. Both promotes Active learning
- f. Both aids concentration and makes reading easier.

READING COMPRHENSION (TOP DOWN, BOTTOM UP AND SCHEMA THEORY)

Reading comprehension is a complex cognitive process that involves different models of understanding. The three main approaches to reading comprehension are **Top-Down Processing, Bottom-Up Processing, and Schema Theory**. Each of these plays a role in how readers make sense of a text.

1. Bottom-Up Processing

- This approach suggests that reading comprehension starts with **decoding individual words and phrases** before constructing meaning.
- It focuses on **letters, sounds, words, and syntax** to build understanding.
- Readers use **phonics, word recognition, and grammatical structures** to comprehend text.
- This method is often associated with beginner readers who rely on decoding skills.
- **Example:** When a child sounds out each letter of a word and then puts the word together to understand its meaning.

2. Top-Down Processing

- This approach emphasizes the role of **prior knowledge and expectations** in understanding a text.
- Instead of decoding word by word, readers **predict, infer, and use context clues** to comprehend meaning.
- It relies on the reader's **background knowledge, experiences, and expectations** about the topic.
- **Example:** A reader who knows about climate change will have an easier time understanding a passage about global warming, even if they don't understand every word.

3. Schema Theory

- Schema theory integrates both **top-down and bottom-up processes** by emphasizing the role of **mental frameworks (schemas)** in comprehension.
- A **schema** is a mental structure that helps readers organize and interpret information.
- Readers match new information with their **existing knowledge (schemas)** to understand and remember text.
- **Example:** If a person has a schema for "restaurants," they expect menus, waiters, and food, helping them understand a story about dining out.

How These Approaches Work Together

- A **skilled reader** uses both **bottom-up** and **top-down** strategies dynamically.
- **Schema theory** helps readers **connect prior knowledge with new information** to enhance comprehension.
- Effective reading comprehension depends on a **balance** of these strategies.

Summary of the Approaches in Action

Approach	How It Helps the Reader Understand the Text
Bottom-Up	Focuses on decoding individual words before getting meaning.
Top-Down	Uses predictions, inferences, and context to understand the scene.
Schema Theory	Relies on past knowledge (about running, parks, evening jogs) to fill in details.

EXPANSION OF PROVERBS:

1. All that glitters is not gold.
2. Make hay while the Sun shines
3. Honesty is the best policy

4. A stitch in time saves nine.

5. Haste makes waste (or) Slow and steady wins the race.

6. Necessity is the mother of invention.

Haste makes waste (or) Slow and steady wins the race.

When we do any work, we should be very careful. We should not be in a haste/ hurry. We should work slowly and steadily to get better result. For example, while climbing a tall tree or a hill, we should be very careful. Any small negligence or haste will make us slip and fall down. The story of „hare and tortoise“ we learnt in our childhood teaches a very good lesson in this regard. In the story, the tortoise walks slowly and steadily. It wins the race with confidence. Whereas the hasty but lazy hare finally loses the race with its over-confidence. Similarly, the student who reads regularly from the beginning can easily pass the examination and get good marks. But the student who reads hastily just before the examinations, may fail. Hence, in every walk of life, to reach our goals, we should make our efforts continuously and carefully.

Strike while the iron is hot. (Or) Make hay while the sun shines (Means = Utilise the opportunity when it comes on your way) (Hay = dried grass)

The proverb tells us that when an opportunity comes in our way, we should make use of it without wasting time. Hay means dried grass like straw. It has to be stored for the cattle. We have to dry the grass and make the hay while the Sun is shining to store it for the future. Once we lose the opportunity, we cannot dry the grass in the winter or rainy season. In the same way, when the iron is hot only, we can bend it into any shape by striking on it. If it is cooled, we cannot bend it. These examples tell us that we must make use of a good opportunity when it knocks our door. If we miss it, we cannot get the same opportunity back. We have to observe the bees which store the honey for future and the ants which gather their food for future and like that. During the school days or college days, the student has to pay attention to his studies and do hard work. If he neglects his studies during this period, he will not get better results and will not get another opportunity to prove his worth. So, we must make use of the available time and opportunities well and do the right thing at the proper time.

Honesty is the best policy

Honesty means being truthful and fair in thought, speech and action. The lives of great men across the world like Mahatma Gandhi, Jesus Christ, Abraham Lincoln, etc., prove that their greatness was due to their honest nature. History tells us that honest people are always respected. In the modern age also people like Dr. APJ Abdul Kalam, Anna Hazare, etc., are honored for their honesty and not for their wealth and power. However rich and wealthy they may be, people do not honor dishonest men. Honesty gives courage to face any difficulties. Hence, honest people can achieve any great things in their lives in straight and fair manner. On the other way, dishonest people are cowards. They always want to achieve some thing with unfair means or corrupt methods. Ultimately, they fail in life. Though a dishonest student manages to get marks

by copying, he will not succeed in life. An honest person is remembered even after his death. A dishonest person is hated even during his life-time. Hence, honesty is the most important policy one has to follow through his entire life.

All that glitters is not gold (or) Appearances are deceptive Generally,

people give value to the external appearances. But the external appearance cannot be always reliable. For example, Gold is a precious metal and it shines brightly. But, just because some other metals also shine, they cannot be as valuable as gold. That is, all that glitters is not gold. People get deceived by the outward appearances. A person who appears very innocent may prove cruel. A dress which appears very costly because of its over shining may actually be a cheap one. Hence, we must try to know the inner quality of a person or a thing to assess his/ its value. We must not fall in the trap of external attraction.

A Stitch in time saves nine

This proverb tells us the importance of being careful at the right time. When we observe any defect or mistake in anything, we must try to correct/ repair it in the initial stage itself. Otherwise, the problem becomes bigger and unsolvable. By being careful in small things, we can avoid major dangers. For example, if a cloth is torn little, we must immediately attend to it and stitch it. Otherwise, the tear of the cloth becomes bigger and cannot be repaired. Any symptoms related to ill- health or disease should be attended carefully. Otherwise, the diseases may aggravate and take life itself. Similarly, if a child or a student finds any defect, some bad qualities, he should correct them immediately; otherwise it will be difficult to get rid of the bad qualities at later period.

Necessity is the mother of invention

The proverb tells us that the need of a thing forces us to think actively. Solutions for problems can be found out if only we use our brains. But we use them only when there is need. This results in the invention of a new thing. Most of the scientific inventions in human history are answers to some pressing need. Primitive man's need for food forced him to shape weapons for hunting. His need and wish to travel extensively across the world resulted in invention of steam boat and later electric motor. Most medicines are the results of the need for the cure to fatal diseases. Thus necessity is the mother of invention.

Work is Worship

The general view is that work is done in the office, the factory or the fields and worship is done in a temple or a church or a mosque. The feeling is that we work to earn money and we worship to get the blessings of God. However, the proverb „Work is Worship“ combines the idea of work and worship. Work, the dictionary says, refers to physical or mental effort spent to produce or accomplish something. And the word „worship“ comes from the old English word „worth-ship“, which means giving worth to something. So when the wise ones said „work is worship“, they meant doing what we do with the sense of worthiness or respect. When we understand that all work – big or small – is valuable and do it

with reverence, then our work becomes worship. Work is worship, thus, speaks about the right attitude towards work. All great people accomplished noble deeds, discovered new things, invented new products only because of their right attitude towards work. Edison, for example, held a world record of 1093 patents for inventions. All these were possible because of his worshipful attitude towards his work. The mother at home works with the same attitude. Whether it is sweeping or cleaning the utensils or preparing food, she does it with love and care. Cooking, cleaning, sweeping may be lowly tasks but the mother with her worshipful outlook towards work changes daily chores into joyful jobs. Thus, it becomes clear that work done with the sense of worthiness or respect is worship.

An Idle Brain is the Devil's Workshop The proverb „An idle brain is the devil's workshop“ is from H. G. Bohn's, „Hand-Book of Proverbs,“ (1855).

The word idle comes from the old English word „idle“ which means “empty, void, useless“. The proverb has two key phrases: idle brain and devil's workshop. When one is idle, he or she is not working or is not active or is doing nothing or is passing time aimlessly. The person is thus lazy and without purpose. An idle brain means that the person is mentally slothful. The brain has no work to do and as such gets easily distracted. In such a situation, the brain becomes the workshop of wrong ideas and thoughts.

The story of the „Idle Monkey and the Wedge,“ from the Panchatantra is a fine example of the proverb. Long ago, a merchant was building a temple in the middle of his garden. The workers partly sawed a log of wood and fixed a wedge in it so that it does not close up and left for lunch. An idle monkey was watching this and having nothing to do got down from the tree and pulled the wedge. The wedge came off and trapped monkey into the rift of the log. The monkey was killed instantly. Thus it is important to keep the mind constructively occupied so that it will become God's workshop. The proverb however does not refer to those moments when we spend time leisurely doing nothing.

Variety is the Spice of Life The keyword in the proverb is spice.

We all know spice is a vegetable material of many kinds, fragrant or aromatic and pungent to the taste, as pepper, cinnamon, nutmeg, mace, allspice, ginger, cloves, etc., which are used in cookery and to flavor sauces, pickles. Spice adds flavour and taste to food. As such, food without spice is bland and usually tasteless. What is true of food is true of life too. Variety, like spice, enriches or alters the quality of life in a small but significant degree. It gives zest, a mild flavoring and more importantly a relish, a hearty enjoyment of life. A change in routine, a new approach, a new idea, a new venture or adventure, a vacation or an avocation, a new hobby or a new pet or a game, all add flavour to life. Else life will be dull and monotonous. We all need healthy change in order to avoid becoming mechanical. Already most of our daily routines have made us automatons. We have to come out of the rigmarole, once in a while and feel alive and human. This is possible when we take a detour from the beaten track. A word of caution however is that just as too much of spice can spoil the taste of food, so also too much variety can, in fact, hamper the quality of life.

VOCABULARY: CONVERSION OF WORDS
Changing Noun into Verb

Noun	Verb		Noun	Verb
Authority	Authorize		Collision	Collide
Assertion	Assert		Company	Accompany
Apology	Apologize		Conception	Conceive
Allusion	Allude		Custom	Accustom
Blood	Bleed		Character	Characterise
Beauty	Beautify		Danger	Endanger
Black	Blacken		Drop	Drip
Brass	Braze		Enthusiasm	Enthuse
Bed	Embed		Excellence	Excel
Body	Embody		Economy	Economize
Circle	Encircle		Electricity	Electrify
Centre	Centralize		Furniture	Furnish
Cipher	Decipher		Frost	Freeze
Class	Classify		Food	Feed
Certainty	Ascertain		Force	Enforce
Colony	Colonize		Friend	Befriend
Fraud	Defraud			
Grass	Graze		Noun	Verb
Glory	Glorify		Harmony	Harmonize
Gold	Gild		Haste	Hasten
Habit	Habituate		Height	Heighten
Hand	Handle		Idol	Idolize

Hard	Harden		Justice	Justify
Vice	Vitiate		Knee	Kneel
Loss	Lose		Person	Personify
List	Enlist		Prison	Imprison
Monopoly	Monopolize		Power	Empower
Magnet	Magnetize		Relief	Relieve
Memory	Memorize		Robe	Enrobe
Nature	Naturalize		Society	Associate
Notice	Notify		Sermon	Sermonize
Necessity	Necessitate		Spark	Sparkle
Night	Be Night		Shrine	Enshrine
Origin	Originate		Slave	Enslave
Office	Officiate		Title	Entitle
Perception	Perceive		Tomb	Entomb
Patron	Patronize		Utility	Utilize
Peace	Pacify		Vapour	Evaporate
Vacancy	Vacate		Verse	Versify

Changing Noun into Adjective

Changing Verb into Noun

Noun	Adjective		Verb	Noun
Angle	Angular		Acquit	Acquittal
Adam	Adamic		Bathe	Bath
Ancestor	Ancestral		Betray	Betrayal
Authority	Authoritative		Deceive	Deception

Advice	Advisable		Defy	Defiance
Brass	Brazen		Deny	Denial
Body	Physical		Do	Deed
Beast	Bestial		Prohibit	Prohibition
Brother	Fraternal		Heal	Health
Blue	Bluish		Know	Knowledge
Beginning	Initial		Lend	Loan
Bounty	Bounteous		Give	Gift
Brute	Brutal		Narrate	Narration
Contempt	Contemptuous		Oblige	Obligation
Coward	Cowardly		Move	Motion
Cat	Feline		Please	Pleasure
City	Urban		Persuade	Persuasion
Calamity	Calamitous		Verb	Noun
Circle	Circular		Conceive	Conception
College	Collegiate		Commit	Committal
Conscience	Conscientious		Compare	Comparison
Circumstance	Circumstantial		Precise	Precision
Dog	Canine		Predict	Prediction
Emperor	Imperial			

Changing Verb into NounChanging Adjective into Noun

Verb	Noun		Adjective	Noun
Precede	Precedence		Adequate	Adequacy
Pursue	Pursuit		Acid	Acidity
Yean	Yeanling		Bankrupt	Bankruptcy
Recede	Recess		Brief	Brevity
Rely	Reliance		Busy	Business
Respond	Response		Chaste	Chastity
Redeem	Redemption		Civil	Civility
Steal	Stealth		Dense	Density
Urge	Urgency		Gay	Gaiety
Seize	Seizure		Double	Duplicate
Weave	Web		Grand	Grandeur
Vary	Variety		Hot	Heat
			Humble	Humility
			Local	Locality

ONE WORD SUBSTITUTES

Phrase	One Word
Study of celestial bodies	Astronomy
Study of collection of coins, tokens, paper money etc.	Numismatics
Study of earth and rocks	Geology
Study of election trends	Psephology
Printing using a stone or a metal plate with a completely smooth surface	Lithography
Mapping of earth and its formation	Geography
Art related to ornate, good handwriting	Calligraphy
Scientific study of bodily diseases	Pathology
Study of birds	Ornithology
Study of flying aero planes	Aviation
Study of handwriting	Graphology
Study of hereditary, genes and variation in living organisms	Genetics
Study of human development	Anthropology
Study of languages	Philology
Study of living things	Biology
Study of religion	Theology
Study of science of insects	Entomology
Study of sound and sound waves	Acoustics
Study of the influence of planets and stars on human events	Astrology
Study of the law of the flow of water and other liquids	Hydraulics
Study of the relation between the organism and their environment	Ecology
various aspects of aging	Gerontology
The science of time order	Chronology
Study of religion	Theology
The science of human development	Anthropology

List of One Word Substitutions – 2

Words used for experts and people with various qualities, habits and abilities.

Phrase	One Word
One with unlimited power	Autocrat
One who walks on ropes	Funambulist
An expert in writing by hand	Chirographer
The doctor who attends to child delivery	Obstetrician
The doctor who attends to corns in the feet and hands	Chiropodist
The doctor who deals with the female reproductive system	Gynecologist
The doctor who specializes in root canal and nerve treatment	Endodontist
The doctor who straightens teeth	Orthodontist
The doctor who treats bone problems	Orthopedician
The doctor who treats eye diseases	Ophthalmologist
The doctor who treats gums	Perodontist
The doctor who treats heart problems	Cardiologist
The doctor who treats skin diseases	Dermatologist
One who is all powerful	Omnipotent
One who is all knowing	Omniscient
One who is present all over	Omnipresent
One who can throw his voice	Ventriloquist
One who talks while sleeping	Somniloquist
One who takes part in dialogue or conversation	Interlocutor
One who walks in sleep	Somnambulist
One who is violently against established beliefs and traditions	Iconoclast
One who turns his thoughts inwards	Introvert
One who turns his thoughts outwards	Extrovert
One who is both inwards and outwards at times	Ambivert
One who demands strict conformity to rules	Martinet
One who believes in ruthless self-aggrandizement	Egoist
One who doesn't consume alcohol	Teetotaler
One who exhibits courage or fearlessness	Intrepid
One who easily believes others	Credulous
One who is capable of using both hands	Ambidextrous
One who knows a lot about good food and wine	Connoisseur

One who is beyond reform	Incorrigible
Well known for bad qualities	Notorious
Perfectly, highly skilled reached the zenith of art	Consummate
A shrewish loud-mouthed female	Virago
One who is extravagantly romantic, chivalrous and impractical	Quixotic

List of One Word Substitutions – 3

Words used for various likes and dislikes.

Phrase

One Word

One who has keen interest in food and drinks	Gourmet
Love for mankind	Philanthropy
Someone who loves collecting books	Bibliophile
One who loves and admires the British	Anglophile
One who loves without seriousness	Philanderer
Fondness towards women	Philogyny
One who loves men	Androphile
One who loves wisdom (hence pursues it)	Philosopher
One who hates men	Misandrist
Madness or obsession with males	Andromania
One who hates women	Misogynist
One who hates mankind	Misanthropist
One who loves his country	Patriot
Excessive love for one's country	Super patriotism
One who hates marriage	Misogamist
One who loves to speak	Loquacious
Strong, deep dislike	Antipathy
Simultaneously affected by similar feelings	Sympathy
Mentally identifying oneself with other person or a thing	Empathy
Something or someone makes you feel deep sadness or pity	Pathetic

List of One Word Substitutions – 4

Words used for practices & beliefs related to religion, marriage and family.

Phrase

Related to marriage

One who believes in the presence of God

One who doesn't believe in the presence of God

One who believes in the theory of only one God

One who believes in many Gods

One who believes that God is union of all forces of the universe

Religious madness

Battle among the Gods

Practicing only one marriage (having only one wife)

Practicing two marriages (having two wives)

Practice of several marriages (having many wives)

Self-fertilization especially in plants

Marriage within one's own tribe

Marriage outside one's tribe

Having several husbands

People who have both male and female sexual organs

An inheritance from father

A name framed after father's name

Fatherhood

A father-like figure

One Word

Matrimony

Theist

Atheist

Monotheist

Polytheist

Pantheist

Theomania

Theomachy

Monogamy

Bigamy

Polygamy

Autogamy

Endogamy

Exogamy

Polyandry

Hermaphrodite

Patrimony

Patronymic

Paternity

Patriarch

List of One Word Substitutions – 5

Words used for various systems of governance.

Phrase

Government by one person (royal)

Government by two agencies

Government by a few powerful people

Government by military class

Government by divine guidance

One Word

Monarchy

Diarchy

Oligarchy

Stratocracy

Theocracy

Government by departments of state	Bureaucracy
Government by nobility	Aristocracy
Government by wealthy	Plutocracy
Government by the people	Democracy
A system of governing a country suggesting a father-child relation	Paternalism
Government by one absolutely	Autocracy
Absence of government	Anarchy
A system ruled or controlled by men	Patriarchy
The rule or control of mother	Matriarchy
Self-rule or control	Autonomy

List of One Word Substitutions – 6 *Words used for various kinds of killings and manias.*

Phrase	One Word
The killing of one's husband	Mariticide
The killing of parents	Parricide
The killing of a whole race	Genocide
The killing of a new born child	Infanticide
The killing of a king	Regicide
The killing of a human being	Homicide
The killing of oneself	Suicide
The killing of a father	Patricide
The killing of a mother	Matricide
The killing of one's brother	Fratricide
The killing of one's sister	Sororicide
The killing of one's wife	Uxoricide
Morbid compulsion to keep on consuming alcohol	Dipsomania
Morbid compulsion to steal	Kleptomania
Morbid compulsion to steal books	Bibliokleptomania
Morbid compulsion to start a fire	Pyromania

Morbid delusion of power, importance or godliness
 Morbid, uncontrollable desire on the part of a woman
 Morbid, uncontrollable desire on the part of a man
 Person with one-track mind
 Compulsion to tell lies
 Madness with obsession with something

Megalomania
 Nymphomania
 Satyromania
 Monomania
 Mythomania
 Mania

List of One Word Substitutions – 7

Words related to speech and written works.

Phrase	One Word
Book containing all the published work of an author	Omnibus
A written message from far off place	Telegraph
Informal, less grammatically rigid language	Colloquial
Talking around, a method of talking indirectly	Circumlocution
Generous, forgiving talk	Magniloquent
Expressive in the use of words	Eloquent
High sounding pompous speech or writing	Grandiloquent
A signature of a celebrity (signature of oneself)	Autograph
Walk before hand or an introductory statement	Preamble
Writing of one's life story	Biography
Writing of one's own life story	Autobiography
Written by light	Photograph
Few words packed with meaning, concise	Laconic
A speech to oneself, alone	Soliloquy

List of One Word Substitutions – 8

Words related to specific type of things, events and places.

Phrase	One Word
A place for sun to enter where one can sunbath	Solarium
A glass container in which fish and other water animals can be kept	Aquarium
A place for feet or speaker's platform	Podium
The part of a theatre where people who are watching and listening sit	Auditorium

An optical device for projecting various celestial images and effects	Planetarium
An establishment for the treatment of the chronically ill	Sanatorium
A place where objects are exhibited	Museum
Trees whose leaves fall every autumn	Deciduous
That which falls upon, befalls, happens	Incident
That which falls to someone or something	Accident
That which falls on the western countries	Occidental
The school or college one attends	Alma Mater
A machine that functions by itself	Automatic
A baby carriage	Perambulator
A carriage for sick people	Ambulance

List of One Word Substitutions – 9

Words used for various kinds of food eaters and eating habits.

Phrase	One Word
Living on all	Omnivorous
Living on fruits	Frugivorous
One who eat only fruits	Fruitarian
One who eats no animal flesh	Vegetarian
One who feeds on human flesh	Cannibal
One who enjoys food with a sensual pleasure	Gourmand
One whose eating habit is repulsive	Glutton
Living on flesh	Carnivorous
Living on grass	Herbivorous
Living on fish	Piscivorous
One who eats all kinds of food	Omnivorous

List of One Word Substitutions – 10

Words related to certain actions, time and direction.

Phrase	One Word
A backward look or a view into the past	Retrospect
A forward look or a view into future	Prospect
Examine one's motives or look inwards	Introspect
To examine carefully	Inspect
A doubtful look or examination of one's motives	Suspect
Careful, cautious watch on surroundings	Circumspect
To walk aimlessly	Amble
When two things befall together	Coincident
A thing occurring again and again for a long time	Chronic
Someone or something out of time	Anachronism
To send out of one's native country	Expatriate
To walk around a place especially in a ritual fashion	Circumambulate
A highly accurate timepiece	Chronometer
Make to happen at the same time	Synchronize
An instrument which records short intervals of time	Chronograph
Capable of moving in all directions	Omnidirectional

IDIOMS

Everyday Common Idioms

1. Idioms about Daily Activities

1. **A piece of cake** – Something very easy.
 - *The test was a piece of cake; I finished it in 10 minutes!*
2. **Hit the sack** – Go to sleep.
 - *I'm really tired. I think I'll hit the sack now.*
3. **Burn the midnight oil** – Work late into the night.
 - *I had to burn the midnight oil to finish my project on time.*
4. **Call it a day** – Stop working for the day.
 - *We've done enough work for today. Let's call it a day.*
5. **Under the weather** – Feeling sick.

- *I'm not coming to work today. I'm feeling under the weather.*

2. Idioms for Conversation & Social Situations

6. **Break the ice** – Start a conversation in a social setting.
 - *He told a joke to break the ice at the party.*
7. **Spill the beans** – Reveal a secret.
 - *She spilled the beans about the surprise party.*
8. **Let the cat out of the bag** – Accidentally reveal a secret.
 - *I let the cat out of the bag about the engagement!*
9. **Hit the nail on the head** – Get something exactly right.
 - *When you said we need better communication, you hit the nail on the head.*
10. **Bite your tongue** – Stop yourself from saying something.
 - *I wanted to correct her, but I bit my tongue to avoid an argument.*

3. Idioms About Work & Responsibilities

11. **The ball is in your court** – It's your turn to make a decision.
 - *I gave you my opinion. Now the ball is in your court.*
12. **Bite off more than you can chew** – Take on too much responsibility.
 - *I agreed to organize the event, but I think I bit off more than I can chew.*
13. **Go the extra mile** – Do more than what is expected.
 - *She always goes the extra mile to help her customers.*
14. **Keep your chin up** – Stay positive.
 - *I know things are tough, but keep your chin up!*
15. **Throw in the towel** – Give up.
 - *After multiple failed attempts, he finally threw in the towel.*

4. Idioms about Money & Finances

16. **Cost an arm and a leg** – Very expensive.
 - *That luxury car costs an arm and a leg!*
17. **Make ends meet** – Have just enough money to pay for necessities.
 - *With rising prices, it's hard to make ends meet.*
18. **Money doesn't grow on trees** – Money is not easy to earn.

- *Stop wasting money! Money doesn't grow on trees.*

19. **A penny for your thoughts** – Asking someone what they are thinking.

- *You look deep in thought. A penny for your thoughts?*

20. **Live hand to mouth** – Have just enough money to survive.

- *Many people are living hand to mouth due to inflation.*

5. Idioms about Time & Decision Making

21. **Better late than never** – It's better to do something late than not at all.

- *She finally finished her degree at 40—better late than never!*

22. **Time flies when you're having fun** – Time seems to pass quickly when you enjoy yourself.

- *I can't believe the weekend is over! Time flies when you're having fun.*

23. **At the eleventh hour** – At the last possible moment.

- *He submitted his assignment at the eleventh hour.*

24. **Once in a blue moon** – Something that happens rarely.

- *I only eat fast food once in a blue moon.*

25. **In the blink of an eye** – Very quickly.

- *Everything changed in the blink of an eye.*

6. Idioms for Travel & Adventure

1. **Hit the road** – Start a journey.

- *Let's hit the road early to avoid traffic!*

2. **Off the beaten path** – A place that is not well known or touristy.

- *We found a great little café off the beaten path.*

3. **Pack light** – Bring only essential items when traveling.

- *It's a short trip, so I'll pack light.*

4. **Catch the red-eye** – Take a late-night flight.

- *I'm catching the red-eye to New York tonight.*

5. **Live out of a suitcase** – Travel frequently and not settle in one place.

- *As a flight attendant, I live out of a suitcase.*

7. Idioms for Relationships & Love

6. **Tie the knot** – Get married.

- *They're tying the knot next summer!*

7. **Get cold feet** – Become nervous before a big decision (often marriage).
 - *He got cold feet before the wedding but went through with it.*
8. **Head over heels** – Deeply in love.
 - *She's head over heels for her new boyfriend.*
9. **Love at first sight** – Instant attraction.
 - *For them, it was love at first sight.*
10. **Break up** – End a relationship.
 - *They broke up after five years together.*

8. Idioms for Work & Business

11. **Climb the corporate ladder** – Advance in a career.
 - *She's determined to climb the corporate ladder.*
12. **Think outside the box** – Come up with creative ideas.
 - *To solve this problem, we need to think outside the box.*
13. **Learn the ropes** – Learn how something is done.
 - *It took me a few weeks to learn the ropes at my new job.*
14. **Put something on the back burner** – Delay something for later.
 - *Let's put that project on the back burner for now.*
15. **Cut corners** – Do something cheaply or poorly to save time/money.
 - *The company cut corners, and now the product is low quality.*

9. Idioms for School & Studying

16. **Hit the books** – Study hard.
 - *Exams are coming up, so I need to hit the books.*
17. **Learn by heart** – Memorize something.
 - *I learned the speech by heart.*
18. **Pull an all-nighter** – Stay up all night studying or working.
 - *I pulled an all-nighter to finish my paper.*
19. **Pass with flying colors** – Do very well on a test.
 - *She passed her final exams with flying colors!*

20. **Burn the midnight oil** – Study or work late into the night.

- *He burned the midnight oil to complete his thesis.*

10. Idioms for Health & Wellness

21. **Fit as a fiddle** – In very good health.

- *Even at 80, my grandfather is fit as a fiddle.*

22. **Under the weather** – Feeling sick.

- *I can't come to work today—I'm under the weather.*

23. **Kick the bucket** – A humorous way to say someone has died.

- *I hope I don't kick the bucket anytime soon!*

24. **On the mend** – Recovering from an illness.

- *After surgery, she's finally on the mend.*

25. **Burn out** – Become physically and mentally exhausted.

- *Working too much can cause burnout.*

Components of a Business Meeting: Notice, Agenda and Minutes

Notice of a Meeting:

When a meeting is to be convened, a notice is required to be sent to all who are to attend it.

It should satisfy these conditions:

1. It should be under proper authority
2. It should state the name of the organisation
3. It should state the day, date, time, and place. Also, sometimes, how to reach the place
4. It should be well in advance. Some require seven days' notice, some 48 hours'
5. It should state the purpose and, if possible, the agenda
6. It should carry the date of circulation and convener's/secretary's signature
7. It should go to all persons required at the meet
8. It should mention the TA/DA etc. payable and the arrangements for this

In practice, it is necessary to ensure that the notice has reached in time. This may be done telephonically. Dispatch section and post are prone to delays

We often find that between the date of a letter from a major public organisation and the post mark on the letter, there is a gap of 10-12 days. A notice that should reach seven days before a meet should not reach seven days after the meet.

Agenda:

As stated earlier, an agenda is the list of items to be considered at a meeting. It is also called business or order of business. It comes from the Latin word *agendum* (singular) which means 'a thing to be done.' But *agenda* (the Latin plural) is used as a singular noun.

Specimen notices

1.

Seven Hills Housing Cooperative Society
Sundar Nagar, New Delhi

NOTICE OF MEETING

11th September 2011

The 44th meeting of the Executive Committee will be held at 8.00 p.m. on Sunday, 22nd September 2011 in Sanket Auditorium. The agenda is given below.

44.01	Minutes of the previous meeting
44.02	Appointment of a new watchman
44.03	Celebration of Kojagiri
44.04	Donations for flood relief
44.05	Permission to sell flat
44.06	Defaulting members
44.07	Purchase of a generator
44.08	Any other matter with the permission of the Chair.

You are requested to attend the meet.

Rajnath Mistry
Executive Secretary

cc: To all members

2.

Itwari Kirana Dealers Association
Resham Oli, Nagpur

NOTICE OF MEETING

To: All members

Notice is hereby given that the Annual General Meeting of the members of IKDA is scheduled to be held on 1st November, 2011 at 4.40 p.m. at Hotel India Sun, Central Avenue to consider the following business:

- To receive and adopt the Income and Expenditure Account, Balance Sheet, and Report of the Auditors for the year ended Diwali 2011.
- To elect President, Vice President, Honorary Secretary, Treasurer and Executive Committee Members for the current year.
- To prepare a representation to the NMC* about the actions of the Anti-Encroachment Squad.
- To discuss any other matter for which at least SEVEN days' advance notice is given and which is approved by the Chair.

By order of the Executive Committee

Nagpur
20th October 2011

Arun Maloo
Honorary Secretary

NOTICE, AGENDA AND MINUTES OF MEETINGS

NOTICE AND AGENDA

IBS

Sports & Social club

A meeting of the Sports & Social club will be held at the ground floor conference hall on Saturday, 29th August 2015, at 2.00 pm.

AGENDA

1. Minutes of the last meeting
2. Football matches and results
3. New Aerobics classes
4. Purchase of tennis equipment
5. Annual dinner and dance
6. Any other business
7. Date of the next meeting

It is the route map of the meeting. The specimen notices above already contain a hint of how it is written. The agenda may be a part of the notice or may be attached as an annexure. The convenor/secretary prepares it in consultation with the chairperson and gets his approval.

The items of agenda should cover all that is necessary to be considered at that time. Meetings take time and effort to arrange; hence the agenda has to be well thought out.

The items may be devised from:

- (a) Previous minutes

- (b) Suggestions received
 - (c) Actions and events since last meeting
 - (d) Correspondence of the organisation
- The agenda contains routine items as well as special ones.

Here are some guidelines for listing the items:

1. Apologies from absent members (need not be written previously)
2. Condolences if any (may or may not be written previously)
3. Reading and approval of minutes of the last meet
4. Matters arising out of previous meet's minutes (this need not always be mentioned)
5. Urgent and non-controversial items
6. Matters requiring closer discussion and debates
7. Any new, on-the-spot items with the approval of the chairman
8. Date of the next meet.

The last item in a meeting is a vote of thanks to the chairman but this need to be mentioned. The items are mentioned briefly or elaborately according to the practice or need.

The style used is as follows:

- (i) Appointment of auditors
- (ii) Induction of new members
- (iii) Reading of minutes
- (iv) Felicitating so-and-so on the award of Padmashri to him/her

OR

- (i) To read and approve the minutes of the previous meet
- (ii) To consider the advertisement draft
- (iii) To organize a blood donation camp
- (iv) To appoint sub-committees for sports competition and music competition

The agenda should be manageable within the time at disposal. Some clubs have a time limit for the duration of a meeting (e.g. 90 minutes), which automatically dictates the scope of discussion.

Specimen agendas

1.

Suyash Cooperative Society
Pune

AGENDA for the 44th Meeting dated 1.9.2011

1. To confirm minutes of the 43rd meeting (1.8.2011), copy enclosed
2. To sanction loans to eligible applicants (copies of applications to follow)
3. To review the working of the Canteen Committee
4. Any other matter with the approval of the Chair
5. Next meeting

3.

332nd Meeting of Ajinkya Coop. Society
Lucknow
AGENDA

- (a) To read and approve minutes of the 331st meet dated 15th August.
- (b) To extend the lease to Mayur Orchards.
- (c) To reconsider the decision to purchase a second-hand car (taken in the meeting dated 15th July).
- (d) To conduct a health camp.
- (e) Any other matter with the Chair's approval.

Minutes of the Meeting:

The minutes of a meeting are the record of the discussions/decisions therein. They have an official status; they are useful in law, and in some cases required by law to be written. Minutes are final when they are approved by the members of the group to which they relate, generally in the next meeting, and signed by the chairperson.

Even if there are emotional moments in a meet, the minutes are written in an unemotional manner, are cool, factual, impersonal, and impartial. Moreover, such are the demands of time on most people that the minutes should be concise, boiled down to the essentials.

Only some organizations' require that they record the detailed discussions as well (i.e. who said what and what were the reactions... until the decision was reached). Normally, the body of the minute's records.

- (a) The motions and amendments thereto
- (b) The proposer and seconded of motions
- (c) The details of voting, if any
- (d) Recommendations
- (e) Decisions/ resolutions
- (f) Tasks assigned to individuals, sub-committees

The overall minutes should give:

1. The name of the organisation/ unit
2. Day, date, time and place
3. Number in order (e.g. 33rd meeting of...)
4. Names of chairperson and secretary
5. Names of members present
6. Names of the absent
7. Attendees by special invitation, e.g. auditor, caterer, etc.
8. Record of the transactions (on the guidelines given above)
9. Signature of secretary and, after approval, that of the chairman.

Tips for writing minutes:

The minutes are written generally by the secretary from the notes taken during the meet. He/she can use the agenda as the framework for writing them and use short forms, shorthand etc. to take quick and accurate notes. He may have to ask members to repeat their words to get them right.

He should note down all the particulars needed for the fair copy of minutes. The items of the minutes can be written under short headings such as are used in the agenda.

(As for reading them, some committees circulate them in advance and take them as read. Otherwise the reader should read them loudly, clearly, and quickly.)

Style wise, they use one of these constructions:

- a. It was resolved that the minutes of the previous meeting be approved.
- b. It was decided that a sub-committee be set up to consider
- c. Resolved that a blood donation camp be held on 15th August. (The verb is used in the subjunctive mood: “be done, be appointed”, etc.)

Alternatively, the description is given in the past tense:**1. Minutes of last meet:**

The secretary read out the minutes of the meet dated... and they were approved.

2. Donation received:

The chairman informed that he had received a donation of Rs. 50,000 from ex-member Mr. Gopal Rathi.

At the time of approval, the chairman asks, “Do you accept the minutes as they stand?” OR “Any matters arising out of the minutes?”

Your ability to write good minutes can earn you a prize position in an organisation. Also, if you hold a position and do not know how to write minutes, you may face embarrassment.

Specimen minutes

1.

Archana Literary Society, New Delhi	
Minutes of Meeting dated 1 st August 1999	
Place and Time of Meeting	Residence of President Dr. Mansha Khan at A-12 Connaught Circus, 3.10 p.m.
Roll Call	Members present: Dr. Mansha Khan (Chairman) Mrs. Padma Raut Col. Devrajan (Secretary) Ms. Dilnawaz Kantawala Mr. Bharatendu Jain Mr. Prabhat Kumar Khatri Mr. Amrit Bose <u>Mrs. Amrita Bose</u>
Members absent :	Dr. Rajan Chhabra
Approval of Minutes of the Last Meeting	The minutes of the meeting dated 25 th June were read by the secretary and confirmed.
Treasurer's Report	The treasurer Mr. B. Jain, circulated his report of the earnings and outgoings of the fete held on 10 th July, which was accepted.
Briefing for All-India Poetry Meet	The President Dr Mansha Khan briefed the members about their roles in the forthcoming All India Poetry Meet at the Red Fort on 26 th January 2000.
Induction of New Members	The membership applications of four applicants – Dr. D. K. Dawani Ms. Snehlata Sharma Mr. L. K. Gosai and Mrs. Geeta Harivanshi were accepted. The application of Prof. F.F.Guha was held in abeyance owing to invalid recommendation.
Sub-committee for Publication Unit	A sub-committee of three members – Mr. Devrajan Mr. Amrit Bose Mrs. Amrita Bose was set up for launching a publication unit.
Date of Next Meeting	The next meeting was scheduled for 15 th September.
Col. Devrajan Secretary	

2.

SBI Zonal Office Employees' Welfare Organisation Aurangabad Minutes of Executive Committee Meeting	
Meeting no. : 15	Time: 9.15 a.m.
Date: Sunday, 1 January 2011	Place: Staff Welfare Hall
Present: ABC (Chairman)	NOP
DEF (Secretary)	QRS
GHI	TUV
KLM	
Absent: None	
Sr.no.	Item
1.	Meeting called to order at 9.20 a.m.
2.	Minutes of the 14 th meeting dated 20 th November 2006 read and accepted.
3.	DEF proposed and TUV seconded and ABC was renominated chairman for the year 2011 unanimously.
4.	Sankrantri get-together decided to be held on 15 th January. Sub-committee to be headed by NOP, with GHI and QRS as members.
5.	Meditation camp decided to be organised in the first week of February under the guidance of Swami Swarajanand. DEF to head the organising.
6.	Next meeting to be held on 31 st January.
7.	Meeting ended at 10.05 a.m. with a vote of thanks to the Chair.
DEF Secretary	

RESUME

AVINASH PADALA

Email id: avinashpdlxx@gmail.com

Mobile No: 8500XXXX75.

Address: H No: 8-145, Ganesh Nagar,
Madhruawada, Visakhapatnam 5300045.



CAREER OBJECTIVE

- Obtain a responsible position in an organization with the best capabilities, skills and knowledge.

ACADEMIC QUALIFICATION:

- 12th from Narayana Jr College.
- 10th from St Theresa High school.

PROFESSIONAL SKILLS:

- Basic knowledge of computer.
- Typing

WORK EXPERIENCE:

- Fresher

PERSONAL DETAILS:

Father's Name	:	Ram Mohan P
Date of birth	:	05 April 2002
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	English & Telugu
Hobbies	:	Playing Cricket

Place:

Date:

Avinash P

NAVEEN CHAPPA

Email Id: naveenchxx@gmail.com
Mobile: 7352XXXX25.
Address: H No 12-2, Narayanaguda,
Hyderabad, Telangana 500027.



CAREER OBJECTIVE

- To obtain a challenging career in the IT industry and put all my efforts into the growth of the organization and have a great working environment.

SUMMARY

- An enthusiastic, punctual & carer minded individual with excellent communication and interpersonal skills.

TECHNICAL PROFICIENCY

- Languages: C, C++, JAVA,
- Databases: SQL, My SQL
- Web Technologies: Servlets, JSP
- Operating Systems: Windows 2000/Xp

EDUCATIONAL QUALIFICATION

- B.Tech Computer Science (CSE) from Andhra University.
- Intermediate from Sri Chaitanya Jr College.

PROJECT WORK

Title: XXXX

Duration: 2 months

Project Description:

EXPERIENCE

Fresher

PERSONAL PROFILE

Father's Name	: Raghuram Ch
Date of birth	: 05 July 2000
Gender	: Male
Nationality	: Indian
Languages Known	: English, Hindi & Telugu
Religion	: Hindu
Hobbies	: Reading Books

DECLARATION

I hereby declare that all the above mentioned information is true to the best of my knowledge and belief.

Place:

Date:

Naveen Chappa

Business Formal Letter Format

To,

Mr. George Williams,

United Kingdom

March 4th, 20XX

Subject: Commencing a Marketing Business.

Dear Mr. Williams,

With reference to the official advertisement of Elisabeth Cosmetics Pvt. Ltd, I would like to submit an official Marketing Proposal on the behalf of Spencer Group of Companies Pvt. Ltd It would be our privilege to work with your esteemed organization. Kindly find enclosed Marketing proposal devised according to your requested marketing criteria.

Spencer Group of Companies Pvt. Ltd is an established marketing firm proficient in handling diverse projects.

I would appreciate if you can give us a suitable time and date for an official meeting in order to discuss the scope of this business commencement.

Sincerely,

Diana Simpson,

Complaint Letter to Police Station for Loss of Documents or Certificate

From:

Rakesh Gupta

52A, Gandhi Nagar

New Delhi

Date: 12.02.19

To,

The SP

Gandhi Nagar Police Station

New Delhi

Sub: Regarding Loss of Documents

Dear Sir,

I am writing this letter to inform you that on 18.02.19 my bag has been stolen outside Gandhi Nagar metro station when two men on a motorbike came and snatched it away. Because they pushed me badly, I lost my control and could not even notice the number on the bike and before I could chase them, they had vanished from the scene. The bag contained some important official documents along with some cash. Assuming that it has been stolen from there,

It is a humble request to you to please take a quick action in this matter as those documents were very important. I will be very thankful if you could please find these documents. I have also filed the complaint against the same.

Thanking in anticipation.

Sincerely,

Rakesh Gupta

Letter to my Friend

Examination Hall,
A.B.C. School,
L.M.N. City.
18th March, 2016.

Dear Mona,

How are you? I want to tell you about my visit to Lahore. I traveled to Lahore with my family in my summer holidays. First, let me tell you about my flight; It was a comfortable flight.

We reached Allama Iqbal Airport of Lahore at 10.30 in the morning. We stayed in Park Hotel near Ravi River. The first day was wonderful as We went to many interesting places. For example, Shahi Qila/ Lahore Fort, Sheesh Mahal, Race Course Park, Tomb of Jahangir, Museum. The next day, we went for shopping and I bought many dresses. My family liked the cold weather. We stayed there for five days.

So as you can see, I really enjoyed my visit to Lahore and I think I would like to get there again. How was your summer camp? Write to me about it. Waiting for your letter and regards to your family.

Your friend,
X.Y.Z

Letter to Principal for Study Certificate E-correspondence template

Date: DD/MM/YYYY

From

Samer,
Class X,
Xxx School,
yyyyy.

To

The Principal,
Xxx School,
yyyyy.

Subject: Request for "study certificate"

Respected Sir/Mam,

I am studying in class X in our esteemed school. Since my father is "getting transferred", I need to join the school in another place. So I need a study certificate from the present school. Hence, I humbly request you to provide me a study certificate mentioning the following details:

Student name:

Son of:

School name:

Class last studied:

Years of study: From : _____ To: _____

Principal Signature:

Date signed:

School office seal:

Thanking You,

Yours sincerely,
Samer

Request Letter for Leave

Date: 6th February 2021

Ashok Mehta
Manager
XYZ Company
11th Street, Blz colony
Mumbai, Maharastra

Subject: Request Letter for Leave

Dear Mr. Mehta,

I am pleased to inform you that the project of ABC company, is on schedule and we intend to deliver it before October this year. I want to congratulate you on your imminent promotion.

I had a request to make to you. I have to make a trip to Bangalore this weekend since I have had a phone call from my parent's place and I came to know that my mother is not keeping well. It is an emergency situation and I have to be there with my parents for any kind of help they might need. Thus, I request you to kindly grant me leave for three days. I will be resuming my work on Monday.

Thank you for your kind consideration.

Your's Sincerely,
Signature
Designation

What is E-correspondence?

When one firm writes an email to another firm, and the answers thereto to the mail is given then the correspondence between the firms is formed. Such correspondence when done through the online means of email than it is called E-correspondence.

Advantages of Email

- Quick Communication
- Message can be sent to many
- Messages can be saved and stored
- It can be pasted to any other document
- Documents, Images and Videos can be attached
- Emails are not anonymous
- Free of cost

Sample of Farewell Email Writing Format

To: anil.kaun@mail.com

Subject: Farewell and Godspeed

Dear Anil,

I am sad to see you go, but I understand that your journey has to take you to another path.

Thank you for helping our company succeed with your hard work and commitment. May others, too, find success with your diligence and drive wherever you go.

Farewell, dear colleague!

Sincerely,

John Sang
Owner
Enchanted Woods



