

UNIT 3

SEMESTER IV

English Anthology and Grammar

Compiled by: Prof. Harpreet Kour

1. Essay Writing with specimen essays
2. Precis Writing with exercises
3. Letter Writing with specimen letters

ESSAY WRITING

An essay is a short academic composition. The word “essay” is derived from a French word “essai” or “essayer,” which mean “trail.” In composition, however, an essay is a piece of non-fiction writing that talks or discusses a specific topic. Effectively writing different types of essays has become critical to academic success. Essay writing is a common school assignment, a part of standardized tests, and a requirement on college applications. Often on tests, choosing the correct type of essay to write in response to a writing prompt is key to getting the question right. Clearly, students can’t afford to remain confused about types of essays.

There are over a dozen types of essays, so it’s easy to get confused. However, rest assured, the number is actually more manageable. Essentially there are four major types of essays, with the variations making up the remainder.

Four Major Types of Essays:

Distinguishing between types of essays is simply a matter of determining the writer’s goal. Does the writer want to tell about a personal experience, describe something, explain an issue, or convince the reader to accept a certain viewpoint? The four major types of essays address these purposes:

1. Narrative Essays: Telling a Story

In a narrative essay, the writer tells a story about a real-life experience. While telling a story may sound easy to do, the narrative essay challenges students to think and write about themselves. When writing a narrative essay, writers should try to involve the reader by making the story as vivid as possible. The fact that narrative essays are usually written in the first person helps engage the reader. “I” sentences give readers a feeling of being

part of the story. A well-crafted narrative essay will also build towards drawing a conclusion or making a personal statement.

2. *Descriptive Essays: Painting a Picture*

A cousin of the narrative essay, a descriptive essay paints a picture with words. A writer might describe a person, place, object, or even memory of special significance. However, this type of essay is not description for description's sake. The descriptive essay strives to communicate a deeper meaning through the description. In a descriptive essay, the writer should show, not tell, through the use of colorful words and sensory details. The best descriptive essays appeal to the reader's emotions, with a result that is highly evocative.

3. *Expository Essays: Just the Facts*

The expository essay is an informative piece of writing that presents a balanced analysis of a topic. In an expository essay, the writer explains or defines a topic, using facts, statistics, and examples. Expository writing encompasses a wide range of essay variations, such as the comparison and contrast essay, the cause and effect essay, and the "how to" or process essay. Because expository essays are based on facts and not personal feelings, writers don't reveal their emotions or write in the first person.

4. *Persuasive Essays: Convince Me*

While like an expository essay in its presentation of facts, the goal of the persuasive essay is to convince the reader to accept the writer's point of view or recommendation. The writer must build a case using facts and logic, as well as examples, expert opinion, and sound reasoning. The writer should present all sides of the argument, but must be able to communicate clearly and without equivocation why a certain position is correct.

Q1: Write an essay on Child Labour

Child labour is an illegal act performed by the children in their little age by the involvement of some industrialists and businessmen all over India. Industrialists and businessmen generally chose child labour because of the efficient work in minimum time at low cost. And, children generally get involved in child labour because of their poverty and lack of education. People, who are very poor and cannot manage their two times food and clothes, become forced to send their kids and children to do some job at lowest payment instead of sending them to the school for education.

According to the survey of 2001, it was found that approximately 90 percent of the children were involved in productive activities as a supplement to their family income (23.8%) or improving their family income (66%). Tasks or activities, which are not involved in affecting the health and personal development of children or interfering in their schooling, cannot be counted as child labour. They can be taken as positive and no need to be eliminated. However, all those activities, affecting a child in all aspects (health, personal development, schooling, etc), are needed to be eliminated.

Generally, middle class children get involved in some simple house tasks and activities which help their parents in daily routine without affecting children's health and schooling. Such activities at home are considered to be necessary for children. However, all the activities that affect children's health, development and schooling, come under child labour. Child labour involves some hard tasks performed by children below the age group of 14 years at very low payment. Child labour is needed by some Industrialists and businessmen in the country who want efficient work at low minimum cost.

Child labour is also the need of poor people (living below the poverty line), who fail to manage two times food for them, send their kids and children to do some job even at very low cost. Such activities should be blocked urgently by the government by supporting the poor people. They should be motivated to send their kids to school and get proper education. It is needed to take some positive steps by both, government and well doing citizens to help poor people and their kids to be productive members of the Indian society in their adult life

Q2: Write an essay on Value of Games and Sports

It is said that "Health is Wealth." We can have a sound mind only in a sound body. Games and sports play a vital role in the life of young boys and girls. On the one hand, they give us pleasure, and on the other, they help in the growth of body, mind and personality. They make life pleasant and useful.

Games and sports give physical education for the future. Games and sports develop many good qualities. Discipline, mutual co-operation, unity and compliance of rules are some of the characteristics which form the total character of the youths. A regular habit of playing according to rules becomes a part of their nature. Classroom teaching does not allow that vital education which is the result of games and sports.

Games and sports bring national and international honours to us. The players and athletes of different countries participate in various games and sports in the World Competitions. They try

to show their skill with the whole vigour. If they win, they bring a name for their country.

Games and sports make growing boys and girls honest and hard-working. They learn self-control, determination and strength. Victory and failure are equal in their view. This sportsmanship makes their future bright. Moreover, they form regular habits which lead them on the way of success.

In the modern age, games and sports have become a profession also. Many skilled players and athletes earn a considerable amount of money by competing in several national and international tournaments. By being good players or good athletes, they get jobs. Wherever they go, they get attention.

Thus we see that games and sports are essential for the mental, physical and moral makeup of the youths who have to shoulder enormous responsibilities for the development of their country.

PRECIS WRITING

Precis is a French word concerned with the English word precise. It is believed that précis writing is an exercise in compression. It presents the main theme of a passage in as few words as possible. It teaches us how to express our thoughts clearly, concisely and effectively. Following are the points to be taken into account while writing a précis:

1. Reading the passage slowly and carefully. This technique helps in getting a general idea about the passage, its subject, purpose and nature.
2. Getting an idea about the title of the passage. The title should be confined to a word, phrase or a sentence that expresses the main subject or theme of the passage.
3. Again read the passage to ensure that all the relevant details are understood and selected. At this stage irrelevant details are to be omitted. It is advisable to write important details of the passage so that a coherent summary may be written clearly and concisely.
4. Now make a rough draft and compare it with the original passage to ensure that all the relevant details/important points are covered. There should be a proper structuring of the paragraphs keeping in view the nature of the subject-matter. This technique helps in conveying a message fully and clearly.
5. It should be written in direct, simple, grammatical and idiomatic English. Colloquial expressions and rhetorical flourishes are to be avoided.
6. The final draft should not contain more than one third of the number of words in the original passage. The use of repetitions, illustrations and examples may also be avoided in the final draft.
7. It should be written in an indirect speech and finally revise it for certain corrections, especially in grammar and the use of punctuation marks.

QUALITIES OF A GOOD PRÉCIS

A good précis shows the writing skills of a person. It must have the following qualities.

1. Clarity

Clarity means getting your message across so that the receiver can understand what the writer is trying to convey. It is the basic and essential need of a précis. The ideas should be clear and understandable. There should not be any ambiguity in your writing. The writer can achieve clarity by using simple language and simple structure. If your précis is not understandable to the reader it will lose its importance and meanings for the reader.

2. Correctness

Mistakes in your writings always irritate the reader. Of course mistakes are never intentional; even so there is no excuse for them. At the time of writing or composing a précis the writer must ensure that the facts and figures are correct. Structure of sentences and spellings of words must be correct because a single mistake in structure and spelling may spoil the message. We may consider the mistakes under the following headings:

- Misspelled words
- Mistakes in figures and dates
- Mistakes in punctuation
- Mistakes of grammar and structure

3. Objectivity

Objectivity means the ability to present or view facts uncolored by feelings, opinions and personal bias. While making a précis, the writer should adopt an objective approach. He should not give and add his personal opinion and ideas in a précis. A précis should be purely a summary of the original text without any addition.

4. Coherence

Coherence means the logical and clear interconnection of ideas in a written piece of work. A good précis should be coherent. The ideas which are presented in a précis must have a logical connection and they all should be interrelated. In short we may say that the ideas should be well knitted so that the writer may not be confused and lose his interest.

5. Completeness

Another striking feature of a good précis is completeness. A précis should be complete in all respects. Completeness means that the writer should include all the important facts in a précis. To make it short he should not omit the important ideas. This mistake on the part of the writer will spoil the importance and meaning of the précis.

6. Conciseness

Conciseness is a desirable quality of a good précis. Conciseness means to say all that needs to be said and no more. The writer should write what is necessary and avoid writing unnecessary

details. A concise piece of work conveys the message in the fewest possible words. But one point must be kept in mind that the writer should not omit some basic and essential facts to achieve conciseness. To achieve conciseness, notice the following suggestions:

- Omitting unnecessary details
- Eliminate wordy expressions
- Include only relevant material
- Avoid unnecessary repetition

Q1: Read the following passage carefully and make précis.

1. We all know what we mean by a "good" man. The ideally good man does not drink or smoke, avoids bad language, converses in the presence of men only exactly as he would if there were ladies present, attends church regularly and holds the correct opinion on all subjects. He has a wholesome horror of wrongdoing and realizes that it is our painful duty to castigate sin. He has a still greater horror of wrong thinking, and considers it the business of the authorities to safeguard the young against those who question the wisdom of the views generally accepted by middle-aged successful citizens. Apart from his professional duties, at which he is assiduous, he spends much time in good works: he may encourage patriotism and military training; he may promote industry, sobriety and virtue among wage earners and their children by seeing to it that failures in these respects receive due punishment; he may be a trustee of a university and prevent an ill-judged respect for learning from allowing the employment of professors with subversive ideas. Above all, of course, his "morals" in the narrow sense must be irrefragable. (189 words)

Ans. Characteristics of a good man

According to the author, an ideally good man is intensely religious and avoids bad habits such as smoking and drinking. He does not use obscene or indecent language and has a fear of wrong doing and wrong thinking. He is professionally dutiful and takes active interest in promoting virtues such as patriotism, industry and sobriety among workers and their children. If possible he prevents the employment of professors with subversive ideas.

2. It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making

money ought to like it and enjoy the sensation of winning it; it is something better than money. A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second.

The Main Points:

1. Money making is a common attraction in life.
2. But it cannot be the principal aim of well-educated, intellectual brave persons.

Precis Summary:

Money-making is a common attraction in life. But it cannot be the principal aim of well educated, cultured and brave man. A brave soldier prizes honour and victory more than his pay. A good clergyman is more interested in the moral welfare of his people than his returns. A doctor (good) values the care of his patient far more than his fees. Thus with all the well-educated, intellectual persons, their work is first, money next.

3. Home is the young, who know "nothing of the world and who would be forlorn and sad, if thrown upon it. It is providential, shelter of the weak and inexperienced, who have to learn as yet to cope with the temptations which lie outside of it. It is the place of training of those who are not only ignorant, but have not yet learnt how to learn, and who have to be taught by careful individual tuition, how to set about profiting by the lessons of teacher. And it is the school of elementary studies—not of advances, for such studies alone can make master minds. Moreover, it is the shrine of our best affections, the bosom of our fondest recollections, at length upon our after life, a stay for world weary mind and soul; wherever we are, till the end comes. Such are attributes or offices of home, and like to these, in one or other sense or measure, are the attributes and offices of a college in a university.

Precis Summary

Home shelters the young who are weak and inexperienced and unable to face the temptations in life. It is a centre of their elementary education and a nursery of sweet affections and pleasant memories. Its magic lasts for ever. A weary mind turns to it for rest. Such is the function of a home and in some measure of the university.

4. Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils. Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

Precis Summary

Teaching is the noblest profession. A teacher himself leading a simple, pure and disciplined life can mould the character of the young children and make them neat and good mannered citizens. Besides he remains every young forgetting his own domestic worries in the constant company of the young.

LETTER WRITING

Letter writing is an art and usually written to persons who are at some distance. The style of the letter varies with the form, the subject matter and the person to whom the letter is written. A letter to a person in authority must be formal, a letter addressed to a relative must be affectionate and a letter to a businessman must be brief and to the point. We should all know how to write a clear and readable letter. Clarity of thought and legibility always applies to all the forms of letters.

PARTS OF A FORMAL LETTER

1. The Address of the Sender with date
2. The Address of the Receiver
3. Subject
4. Salutation
5. Body of the letter
6. Conclusion

PARTS OF AN INFORMAL LETTER

1. Writers' address at the right hand top corner of first page
2. Courteous Greeting/Salutation e.g. My dear mother, Dear Sir etc.
3. The body of the letter
4. Conclusion or courteous leave taking e.g. Yours truly, Yours faithfully, Yours sincerely etc.

KINDS OF LETTERS

There are three main kinds of letters

- a) **Social Letters:** These letters include personal and private letters. Letters written to relatives, friends or acquaintances, and notes of invitation are called social letters. Letters written to friends or relatives may be informal in nature. The style of social letters is generally free, simple, natural and conversational.
- b) **Official Letters:** Official letter is written by private persons to an official and vice versa or from officials to officials. Job applications are also known as official letters. Business letters are formal in nature. These letters begin with “Dear Sir/Sirs or Gentlemen” and conclude with “Yours faithfully/truly.”
- c) **Business Letters:** Business letters are usually written in simple, clear and to the point language. Long and confused statements should be avoided in business letters. Business letters are highly formal in nature and the use of jargon and short forms should always be discouraged in business letters.

Q1: Write a letter to the Municipal Commissioner of your city drawing his attention to the problem of stray dogs in your locality.

Ans.

The Commissioner

Municipal Corporation

Jammu

Subject: Problem of Stray Dogs.

Dear Sir,

Through this letter, I want to draw your kind attention to the problem of stray dogs in our locality. There are several stray dogs and puppies in our locality. Sometimes people keep dogs as pets, then after sometime, they let them loose and get rid of them.

There have been few instances of dog-biting. As these dogs are not immuned, they can pose threat to life. These dogs often jump over the fence to steal eatables. They keep barking at night to disturb the sleep and peace of people.

I request you to take this problem seriously and do the needful at the earliest.

Yours faithfully,

XYZ

Q2: Write a letter to the editor of a newspaper expressing your views on the evil of dowry.

Ans.

The Editor

The Tribune

Chandigarh

Subject: The Evil of Dowry

Dear Sir,

Perhaps India is the only country in the world where the evil of dowry still persists. It was an old custom to give presents to the newly wedded couple. But now it has become a compulsion for the parents of the bride to arrange for dowry to the requirement of her in-laws. There is no limit to the greed of bridegroom's parents. Without any sense of shame they demand cash, jewellery, cars, scooters stc.

The rich have plenty of wealth to meet the demands of the bridegroom and his parents but for the poor parents it becomes a serious problem. Their daughter is coerced, coaxed and tortured to bring more dowry. No surprise, every other day we hear of bride burning cases. Only the law cannot abolish this evil custom. It is the need of the hour that social organizations and youth should take a lead to eradicate this slur on the face of society.

Thanking you

Yours Sincerely

XYZ